

**Meeting Minutes of  
The Board of Trustees  
Town of Gilcrest, Colorado  
304 8<sup>th</sup> Street – Town Hall  
March 5, 2019  
7:00 P.M.**

**1. CALLED TO ORDER: 7:00 P.M.**

- A. Pledge of Allegiance
- B. Roll Call: Mayor Nelson, Trustees; Tapia, Castro, Albert, Meisner, Esquivel, Nothem
- C. Town Staff Present: Trudy Peterson, Town Administrator, Gail Odenbaugh, Town Clerk/Treasurer, Carrie McCool, Town Planner

**2. APPROVAL OF THE REGULAR AGENDA:**

*Motion Nothem, Motion to approve the agenda as is. 2<sup>nd</sup> Tapia. All voted Aye. Motion carried (6-0).*

**3. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA:**

*(Speakers limited to three (3) minutes).*

Katie Tate, Community Relations Specialist, PDC Energy, 2525 S. Cherokee Street, Denver, CO 80223 - Introduction and update of assistance programs.

Brandy Albert, 1102 Birch Street, Gilcrest, CO – Fencing concern.

**4. PUBLIC HEARING:**

**Public Hearing on the Proposed Change of Zone on Lots 1, 2, 3,5,6 and 7 Block 32 in the Town of Gilcrest**

Mayor Nelson recessed the Regular Board Meeting and enter into a Public Hearing at 7:08 PM.

Carrie McCool of McCool Development Solutions presented and explained the zoning change.

No public comments.

Mayor Nelson adjourned the Public Hearing and reconvened the Regular Board Meeting at 7:19 PM.

*Motion Nothem, Motion to approve Ordinance 2019-05 An Ordinance Rezoning Certain Property Within the Town of Gilcrest to R-3 High Density Residential District on first reading, 2<sup>nd</sup> Tapia. All voted Aye. Motion carried (6-0).*

**5. CONSENT AGENDA:**

- a. Approval of Minutes of the February 19, 2019 Meeting
- b. Approval of Bills
- c. Second Reading Ordinance 2019-04 Amending Section 2-11(c) of the Gilcrest Municipal Code to Conform to the Approval by the Town's Registered Electors of Publication of Ordinances by Title Only

*Motion Nothem, Motion to approve the Consent Agenda, 2<sup>nd</sup> Tapia. Roll Call Vote Trustee; Castro-Yes, Esquivel-Yes, Meisner-Yes, Nothem-Yes, Tapia-Yes, Albert-Yes. Motion carried (6-0).*

**6. OLD BUSINESS:**

**Potential for Art Installations on Dugout Walls**

None

**Town Administrator Recruitment Interview Questions**

Discussion

**7. NEW BUSINESS:**

**Liquor License Renewal for Gilcrest Liquors**

Discussion

*Motion Albert, Motion to approve the liquor license renewal for Gilcrest Liquors. 2<sup>nd</sup> Tapia. All voted Aye. Motion carried (6-0).*

**Request from Valley High School for a Donation to the After Prom Party**

Discussion

*Motion Castro, Motion to approve the request for a donation to the Valley High after prom party in the amount of \$300.00, 2<sup>nd</sup> Tapia. Roll Call Vote Trustee; Nothem-Yes, Castro-Yes, Esquivel-Yes, Meisner-Yes, Albert-Yes, Tapia-Yes. Motion carried (6-0).*

**Easter Egg Hunt**

Discussion – Time set for 10:00 am

**Motion** Castro, Motion to authorize expenditure of \$1,000.00 for the Easter Egg Hunt, 2<sup>nd</sup> Nothem. **Roll Call Vote** Trustee; Tapia-Yes, Esquivel-Yes, Nothem-Yes, Albert-Yes, Castro-Yes, Meisner-Yes. **Motion carried** (6-0).

### **Fencing Code Discussion**

Discussion

### **Brush and Limb Drop Off Dates**

Discussion

### **Engagement Letter from ACM for the 2018 Audit**

Discussion

**Motion** Castro, Motion to approve the audit engagement letter for the 2018 audit, 2<sup>nd</sup> Tapia. **Roll Call Vote** Trustee; Esquivel-Yes, Nothem-Yes, Albert-Yes, Tapia-Yes, Meisner-Yes, Castro-Yes. **Motion carried** (6-0).

## **8. REPORTS:**

### **Town Administrator**

Written Report

Town Administrator Peterson reported that SRC Energy will have an open house. They are in a section of our comprehensive planning area.

Town Administrator Peterson reported that the review of the resumes are scheduled for Wednesday, March 6, 2019. There are 16 resumes.

### **Board of Trustees**

Trustee Nothem was concerned about the process for residents when they needed to contact code enforcement.

Trustee Castro asked about the vacation and sick report. Town Administrator Peterson stated that they are given quarterly.

Trustee Castro asked to meet with the code enforcement officer.

Trustee Castro expressed concern about the trailers not being inspected in the mobile home park for someone renting one of the homes.

Trustee Meisner asked for clarification of the trailer code. Town Administrator Peterson stated she would get back to her.

Trustee Tapia is still trying to get ahold of someone from Xcel Energy to help expedite the installation of the light pole in the median of Highway 85 and Main Street.

Trustee Esquivel asked what the code enforcement officer drove. Town Administrator Peterson responded that he drove a black Ford pickup.

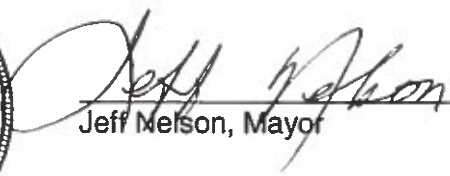
9. **ADJOURNMENT:**

*Motion Castro, Motion to adjourn the regular meeting at 8:20 P.M., 2<sup>nd</sup> Tapia. All voted Aye. Motion carried (6-0).*

*Mayor Nelson adjourned the meeting at 8:20 P.M.*

TOWN OF GILCREST



  
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Jeff Nelson, Mayor

ATTEST:

  
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Gail Odenbaugh, Town Clerk