

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
March 17, 2020
7:00 P.M.**

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

- A. Pledge of Allegiance
- B. Roll Call: Mayor Nelson, Trustees; Esquivel, Tapia, Nothem, Meisner
- C. Town Staff Present: Larry Lorentzen, Town Administrator, Gail Odenbaugh, Town Clerk/Treasurer, Robert Meisner, Public Works Foreman

2. APPROVAL OF THE REGULAR AGENDA:

*Motion Nothem, Motion to approve the agenda with the change to item "e" an addition of Resolution 2020-06 An Electronic Participation Policy". 2nd Tapia. All voted Aye. **Motion carried (4-0).***

**3. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA:
(Speakers limited to three (3) minutes).**

None

4. CONSENT AGENDA:

- a. Approval of Minutes for March 3, 2020
- b. Approval of Bills
- c. Weld County Referrals
 - SPR20-0004 – Sure Shot Office and Laydown Yard 19240 Hwy 85

*Motion Nothem, Motion to approve the consent agenda, 2nd Tapia. **Roll Call Vote Trustee: Tapia-Yes, Esquivel-Yes, Meisner-Yes, Nothem-Yes. Motion carried (4-0).***

5. OLD BUSINESS:

None

6. **NEW BUSINESS:**

Discussion Drainage at 1200 Birch Street

Discussion – Letter will be sent to Lupe Chacon that street work is not necessary at this time and the moving of vehicles from snow routes will be placed in the Town Newsletter.

IGA with Weld County for CDBG Block Grants

Discussion

Motion Nothem, *Motion to approve the IGA with Weld County to conduct of the Community Development Block Grant Program in Weld County, 2nd Tapia All voted Aye. Motion carried (4-0).*

Discussion – Needs Assessment Survey for County CDBG Program

Discussion – Comments for the “Needs Assessment” survey is to be emailed to Town Administrator Lorentzen.

Highway 85 Access Plan Amendment Request

Discussion

Motion Meisner, *Motion to approve the amendment to the Highway 85 Access Plan to allow the change to intersection of Highway 85 and Weld County Road 33 to not allow left turns from WCR 33 onto Highway 85, 2nd Tapia. All voted Aye. Motion carried (4-0).*

Discussion – COVID-19 Virus Contingency Plan

Discussion

Resolution 2020-06 An Electronic Participation Policy

Discussion

Motion Meisner, *Motion to adopt Resolution 2020-06 “A Resolution of the Town Board of the Town Gilcrest, Colorado, Adopting A Remote Participation and Remote Meetings Policy” without the non-emergency situations. 2nd Tapia. Roll Call Vote Trustee; Nothem-Yes, Esquivel-Yes, Meisner-Yes, Tapia-Yes. Motion carried (4-0).*

Consensus of the Board:

- Cancel April 7, 2020 Regular Board Meeting
- Allow staff to pay bills after paid bills list has been sent to all Board members. If any objections to a bill, that bill would not be paid.
- Cancel April 11, 2020 Easter Egg Hunt
- Close Town Hall to the public until April 8, 2020
- Install a glass barrier at the front counter (approximately \$2500.00)
- Utility shutoffs will be postponed for March and April and attempt to make phone calls
- Sick time would not be accounted against an employee who takes sick time due to COVID-19 virus

7. **REPORTS:**

Code Enforcement Report

Written Report

Police Report

Written Report

Town Administrator

Written Report

Town Administrator Lorentzen reported public works has scheduled interviews for Tuesday, March 24, 2020 for the public works worker.

Board of Trustees

Trustee Meisner reported that she saw that the trash cans at the school have been placed and asked if the Weld Food Bank had been cancelled. Town Administrator Lorentzen stated he did not think the Weld Food Bank has been cancelled.

8. **EXECUTIVE SESSION:**

None

9. **ADJOURNMENT:**

Motion Nothem, *Motion to adjourn the meeting, 2nd Tapia. All voted Aye. Motion carried (4-0).*

Mayor Nelson adjourned the meeting at 8:05 P.M.


TOWN OF GILCREST





Jeff Nelson, Mayor

ATTEST:



Gail Odenbaugh, Town Clerk