

**Meeting Minutes of  
The Board of Trustees  
Town of Gilcrest, Colorado  
304 8<sup>th</sup> Street – Town Hall  
September 1, 2020  
7:00 P.M.**

***Due to Covid-19, remote participation was allowed per the Remote Meeting Policy.  
This meeting was recorded using Zoom meeting and a recorder.***

**1. CALLED TO ORDER: 7:02 P.M.**

- A. Pledge of Allegiance
- B. Roll Call - Present: Mayor Nelson, Trustees; Castro, Nothem  
Roll Call – Remote: Trustees; Esquivel, Tapia, Albert, Meisner
- C. Town Staff Present: Larry Lorentzen, Town Administrator, Gail Odenbaugh, Town Clerk/Treasurer, Stephen Turner, Public Works Worker
- D. Absent – None

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

***Motion Nothem, Motion to approve the regular agenda with the addition of item “6g - Control Access to Highway 85 change and item “6h – Appointment of Board of Adjustments”. 2<sup>nd</sup> Tapia. Roll Call Vote Trustee: Nothem-Yes, Castro-Yes, Tapia-Yes, Meisner-Yes, Esquivel-Yes, Albert-Yes. Motion carried (6-0).***

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

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

Stacey Hunter – 304 Stockton Street – Concerns with multiple semi’s parking on Stockton, working on them and letting their trucks run.

Kevin Karr – 302 Stockton Street - Concerns with multiple semi’s parking on Stockton, working on them and letting their trucks run.

Lupe Chacon – 1200 Birch – Drainage issue in front of his house.

**4. CONSENT AGENDA:**

- a. Board of Trustee Minutes for August 18, 2020
- b. Bills for Approval
- c. County Referrals
  - i. 1AMRECX20-09-4753 & 1AMRECX20-01-3029
  - ii. RECX20-0096

**Motion Nothem, Motion to approve the consent agenda, 2<sup>nd</sup> Tapia. Roll Call Vote Trustee: Tapia-Yes, Esquivel-Yes, Nothem-Yes, Albert-Yes, Castro-Yes. Motion carried (5-0; Trustee Meisner lost internet connection.)**

5. **OLD BUSINESS:**

**Art Installations on Dugout Walls**

The consensus of the board is to have Town Administrator Lorentzen send out all the images to the Board and the Board will decide at the next meeting which images to be used. There are four ends and two backs to place images on the dugouts. They will also determine the amount to be spent.

**Ordinance 2020-04 Saddle Up Inc. Conditional Use – 2nd Reading**

Brief Discussion

**Motion Castro, Motion to approve Ordinance 2020-04 Saddle Up - Retail Saddle and Tack Shop Conditional Use for Retail Sales on lot over 30,000 sq. ft. in Heavy Commercial (C-2) Zone on 2<sup>nd</sup> Reading, 2<sup>nd</sup> Nothem. Roll Call Vote Trustee: Albert-Yes, Tapia-Yes, Esquivel-Yes, Meisner-Yes, Nothem-Yes, Castro-Yes. Motion carried (6-0).**

6. **NEW BUSINESS:**

**Introduction of Public Works Worker Stephen Turner**

Stephen Turner, Public Works Worker was present remotely and was introduced to the Board.

**Ordinance 2020-05 Amending Municipal Code – Campaign Finance Complaints – 1<sup>st</sup> Reading**

Discussion

**Motion Nothem, Motion to adopt Ordinance 2020-05 on 1st reading, 2<sup>nd</sup> Castro. Roll Call Vote Trustee: Meisner-Yes, Castro-Yes, Albert-Yes, Nothem-Yes, Tapia-Yes, Esquivel-Yes. Motion carried (6-0).**

**Amendment to IGA with Weld County for CDBG Block Grants**

Discussion

**Motion Nothem, Motion to approve the amendments to the IGA with Weld County for conduct of the Community Development Block Grant Program in Weld County, 2<sup>nd</sup> Tapia. Roll Call Vote Trustee: Castro-Yes, Tapia-Yes, Nothem-Yes, Meisner-Yes, Albert-Yes, Esquivel-Yes. Motion carried (6-0).**

## **Discussion – 2021 Budget Schedule – Work Sessions**

Discussion – The consensus of the Board agreed with the dates that Town Administrator Lorentzen suggested. Tentative schedule: September 29<sup>th</sup> – Work Session, October 6<sup>th</sup> – Present the Budget, October 27<sup>th</sup> – Work Session, November 24<sup>th</sup> – Work Session, and December 8<sup>th</sup> – Adopt the Budget.

## **Discussion – Beautification Committee Meeting**

Discussion – Meeting set for Tuesday, September 15, 2020 at 6:00 pm at Liberty Park.

## **Discussion – Gilcrest Watering Restrictions**

Discussion – Trustee Castro wanted to make the Board aware that Central Weld Water Conservancy District does not set the water restrictions and hasn't for a few years but without the watering restriction there is a potential for additional costs for exceeding the demand limitations which could potentially be passed on to the residents.

## **Highway 85 Access Control Plan Amendment Request**

Discussion – Change on “O” Street in Greeley and CR 78 & Hwy 85 in Eaton

**Motion** Castro, *Motion to approve Highway 85 Access Control Plan Amendment Request, 2<sup>nd</sup> Tapia. Roll Call Vote Trustee: Tapia-Yes, Meisner-Yes, Castro-Yes, Nothem-Yes, Albert-Yes, Esquivel-Yes. Motion carried (6-0).*

## **Appointment of Board of Adjustment Members**

Discussion – Application was received for a variance for the rear yard setback for an accessory structure which was red tagged by SAFEbuilt for not meeting the setback requirement of 5 feet. Town Administrator Lorentzen suggested that the Town Board appoint three board members to be the Board of Adjustment members. Town Administrator Lorentzen will place this on the next agenda.

## **7. REPORTS:**

### **Town Administrator**

#### Written Report

Town Administrator Lorentzen reported that the Colorado Department of Public Health & Environment (CDPHE) gave the Town of Gilcrest a compliance advisory. The sewer plant did not meet its nitrogen and ammonia maximum contaminant level in January through March 2020 and missed one reading of the biological oxygen demand. The Town is responding to them with our plans.

Town Administrator Lorentzen asked the Board if they were okay with allowing a Zoom screenshot from the Town Hall Expansion presentation made by UC Denver students to be used in a letter to DOLA when. The consensus was to allow the screenshot.

### **Board of Trustees**

Trustee Esquivel asked if a burn permit is required. Town Clerk/Treasurer responded that a burn permit is required to be pulled from Weld County and a copy is to be brought to the Town Hall.

Trustee Esquivel also asked if the Town could let the residents know that the Weld Food Bank can only put food in their trunks and cannot access the inside of their car due to COVID-19 and that they will need be sure to have room in their trunks for the food.

Trustee Meisner asked about the motor home parked on 11<sup>th</sup> Street. Town Administrator Lorentzen reported that they have been summoned into court.

Trustee Meisner would like Code Enforcement to possibly switch up his hours and would like to discuss Code Enforcement during the budget work sessions.

Trustee Castro would like the corner where Lupe Chacon spoke about to be put on the next agenda.

Mayor Nelson reported that he is concerned about some of the people running who want to change the codes that this current Board has worked hard for. Trustee Castro stated that when you run for the Board that it is for the betterment of the Town and the whole community and should not be a personal agenda.

### **8. EXECUTIVE SESSION:**

None

### **9. ADJOURNMENT:**

**Motion** Nothem, *Motion to adjourn the meeting at 8:28 P.M., 2<sup>nd</sup> Albert. Roll Call Vote* Trustee; Esquivel-Yes, Meisner-Yes, Castro-Yes, Albert-Yes, Nothem-Yes. **Motion carried** (5-0; Trustee Tapia lost internet connection.)

*Mayor Nelson adjourned the meeting at 8:28 P.M.*

TOWN OF GILCREST

ATTEST:

  
Gail Odenbaugh, Town Clerk



  
Jeff Nelson, Mayor