

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
February 16, 2021
7:00 P.M.**

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

1. CALLED TO ORDER: 7:10 P.M.

- A. Pledge of Allegiance
- B. Roll Call - Present: Mayor Chavez, Trustees; Castro, Nothem, Lester,
Fulton
Roll Call – Remote: Esquivel
- C. Town Staff Present: Larry Lorentzen, Town Administrator, Gail Odenbaugh, Town
Clerk/Treasurer
Town Staff Remote: Robert Meisner, Public Works Foreman
- D. Absent: Trustee Tapia

2. APPROVAL OF THE REGULAR AGENDA:

***Motion Castro, Motion to approve the regular agenda. 2nd Nothem. Roll Call Vote Trustee:
Lester-Yes, Castro-Yes, Tapia-Yes, Fulton-Yes, Esquivel-Yes, Nothem-Yes. Motion
carried (5-0).***

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

(Speakers limited to three (3) minutes).

None

4. CONSENT AGENDA:

- a. Board of Trustee Minutes for February 2, 2021
- b. Bills for Approval
- c. Weld County Planning Referrals
 - i. LLA21-0002 – Lot Line Adjustment SE corner of WCR 40 & WCR 31
 - ii. USR21-0004 – Solar Farm – NE corner of WCR 42 and Hwy 60

***Motion Nothem, Motion to approve the consent agenda with the correction showing the
approval of the February 2, 2021 minutes, 2nd Castro. Roll Call Vote Trustee: Fulton-Yes,
Esquivel-Yes, Nothem-Yes, Lester-Yes, Castro-Yes. Motion carried (5-0).***

5. **OLD BUSINESS:**

Introduction of Carolyn and Brad Deroo – B & C Refuse to new Board Members

Brad & Carolyn Deroo were present, introduced themselves and discussion followed.

Resolution 2021-04 Setting Trash Collection Fees

Discussion

***Motion** Castro, Motion to adopt Resolution 2021-01 with the fees set at \$23.00 standard fee and \$21.95 for senior fee. 2nd Nothem. **Roll Call Vote** Trustee: Nothem-Yes, Esquivel-Yes, Castro-Yes, Fulton-Yes, Lester-Yes. **Motion carried** (5-0).*

Discussion – Code Enforcement

Christopher Pratt, Phoenix CES, LLC, Code Enforcement Officer was present via Zoom. He went through a Powerpoint presentation he had prepared explaining the need for code enforcement and the processes he used for identifying code violations, working with residents and businesses for compliance and summonses into court in cases where voluntary compliance could not be obtained.

Discussion followed with Board members and Mr. Pratt.

Mayor Chavez requested staff put an item on the next Board agenda for a positive reinforcement program to recognize citizens who clean up their properties.

Discussion – Purchasing Policy

Discussion – Mayor Chavez stated Bob & Larry will figure out a purchase order system.

The Mayor and Trustee Lester will be meeting with Bob Meisner & Larry Lorentzen concerning DOT compliance and update the Board on the next meeting.

6. **NEW BUSINESS:**

Ordinance 2021-02 Amending Code Regarding Parking of Recreational Vehicles

Discussion – The Board members by consensus requested the ordinance be continued to the next meeting with language be amended to remove the restriction on total number of RVs, boats and trailers on the lot, restricting only the number allowed on the front yard to one. It was acknowledged there is a restriction to a total number of 5 vehicles on a lot in another section of the code.

Requirements for current registration should only apply to recreational vehicles in the front yard and exceptions to allow less than a 10 foot setback should include visibility at intersections as well as visibility backing out of driveways.

Discussion – Town Clerk/Treasurer Position Recruitment

Discussion –.

The Mayor would like to be on an interview committee and would like one or more other members to help with the interview. Interviews will need to be on a Saturday afternoon, and with applications due on March 1st, we will try to have the interviews on Saturday, March 6th. Trustee Esquivel or Trustee Castro will plan on being in on interviews.

The Board would like all members to see the resumes the Town receives with members getting back to the Town Administrator with their top three choices.

Resolution 2021-05 Appointing Larry Lorentzen Acting Town Clerk

Discussion

Motion Nothem, Motion to adopt Resolution 2021-05 Appointing Larry Lorentzen Acting Town Clerk until such time as the Clerk/Treasurer position is filled. 2nd Castro. Roll Call Vote Trustee: Nothem-Yes, Castro-Yes, Lester-Yes, Esquivel-Yes, Fulton-Yes. Motion carried (5-0).

7. REPORTS:

Police Department

Written Report

Town Administrator

Written Report

Larry explained where remaining staff was in taking over duties of Clerk/Treasurer until the position could be filled. The 2020 audit will be pushed out May or June. The Citizen survey will need to be pushed out an additional month.

Board of Trustees

Mayor requested the next agenda included an item to consider compensation for Utility Clerk, Teresa Kahler & Administrator Larry Lorentzen for additional time in carrying out Gail's duties.

The Mayor and Trustees expressed their gratitude and best wishes to Gail in her new position with LaSalle.

Trustee Castro brought up and the Board discussed the Town work with groups such as the High School, 4-H and FFA in volunteering to help elderly residents with mowing, shoveling sidewalks, cleaning up property etc.

8. **EXECUTIVE SESSION:**

None

9. **ADJOURNMENT:**

Motion Castro, ***Motion to adjourn the meeting, 2nd Notheml. Roll Call Vote*** Trustee; ***Esquivel-Yes, Fulton-Yes, Castro-Yes, Lester-Yes, Nothem-Yes. Motion carried (5-0).***

Mayor Chavez adjourned the meeting at 9:12 P.M. on February 16, 2021.

TOWN OF GILCREST



Tyson Chavez, Mayor

ATTEST:



Larry Lorentzen, Acting Town Clerk

