

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
March 2, 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: 7:05 P.M.

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

With the Mayor joining via Zoom it was agreed Mayor Pro-Tem Nothem would chair the meeting.

2. APPROVAL OF THE REGULAR AGENDA:

Motion Castro, Motion to approve the regular agenda. 2nd Esquivel. Roll Call Vote Trustee: Lester-Yes, Castro-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 16, 2021
- b. Bills for Approval

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

5. **OLD BUSINESS:**

Ordinance 2021 Amending Municipal Code Regarding Parking of Recreational Vehicles 1st Reading

Discussion – The required front yard setback and whether 10 feet would be adequate was discussed. Trustee Esquivel stated she believed the setback should be increased 15 or 20 feet. After discussion of the safety issues and reasonable use of private property by residents, Mayor Pro-Tem asked for a motion.

Motion Lester, Motion to adopt Ordinance 2021-02 on 1st Reading. 2nd Fulton.
Roll Call Vote Trustee Castro-Yes, Esquivel-No, Lester-Yes, Fulton-Yes, Nothem-Yes,. **Motion carried** (4-1).

6. **NEW BUSINESS:**

Discussion – Town Clerk/Treasurer Position Recruitment

Board members are to get their top three picks from among the applications to be invited to be interviewed to the Town Administrator so he can set up interviews for a short list of 3 or 4. The intent is to have the interviews on Saturday, March 6th, with in-person preferred but by Zoom meeting allowed. Mayor Chavez, Trustee Esquivel and/or Trustee Castro will plan on being in on interviews.

No formal action was taken.

Discussion – Compensation for Existing Employees for Clerk/Treasurer Duties

Administrator Lorentzen stated Teresa was spending an extra hour or two on extra accounts payable and receivable duties and he was spending another day a week for payroll and Clerk duties. He suggested waiting to see how much extra time accumulated by the time a new Clerk/Treasurer is in position and up to speed.

The Board also discussed whether the new Clerk/Treasurer would be the Court Clerk.

No formal action was taken.

Discussion – Program to Recognize Citizens for Cleaning Up Properties in Town

The Administrator was requested to have the Code Enforcement Officer let him know of individuals who make an extra effort to clean up their property, so the Town Board can officially recognize them.

Trustee Castro let the other members know that the individuals on the Beautification Committee needed to be decided.

No formal action was taken.

Discussion – DOT Compliance

Administrator Lorentzen stated that there did not appear to be a definitive answer on the requirement for local government to utilize the DOT registration, but most larger municipalities had done so and about half of the smaller communities had done so. Staff had checked with CIRSA who insures the town with property and liability insurance including the vehicles, and they had stated only that some of their client municipalities were in the DT program, but made no statements as to doing so would help or hinder us as far as our insurance. Lorentzen stated staff would proceed to investigate and work toward getting DOT registration for all vehicles meeting the GVWR or combination GVWR limit of 16,000 lb.

Trustee Tyson updated the Board on the meeting he had with Administrator Lorentzen and Public Works Supervisor Meisner. It was noted that any Town employee who operates a dump truck outside snow removal operations would need to have a CDL license.

No formal action was taken

7. REPORTS:

Town Administrator

Administrator Lorentzen explained where remaining staff was in taking over duties of Clerk/Treasurer until the position could be filled.

The Liquor License for renewal for Gilcrest Liquor Store will be on the March 16th agenda.

Board of Trustees

Mayor Chavez suggested members take time to visit the new Saddle Shop and introduce themselves to the owners. He asked about sales tax revenue being received.

Trustee Esquivel explained why they Food Bank needed to set up on the street pavement to allow the use of the pallet jacks. They are putting out cones for traffic safety.

Trustee Castro asked about the business at 601 Railroad and whether they were selling vehicles off their lot. Administrator Lorentzen explained it was an auto detail shop which worked directly with auto dealerships detailing used vehicle they acquired before putting out on their lots for sale. The vehicles are not stored on the property, but brought in by the dealers and on the lot just long enough to get detailed and sent back to the dealers. The business has a business license with the Town.

Trustee Nothem asked about the environmental firm doing the petroleum plume mitigation and monitoring wells. Administrator Lorentzen stated Palmetto

Environmental is still doing work and keeping their permits and bonds up to date. In conversations they had with Gail Odenbaugh earlier this year it sounds like they are close to completing the project.

8. **EXECUTIVE SESSION:**

None

9. **ADJOURNMENT:**

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

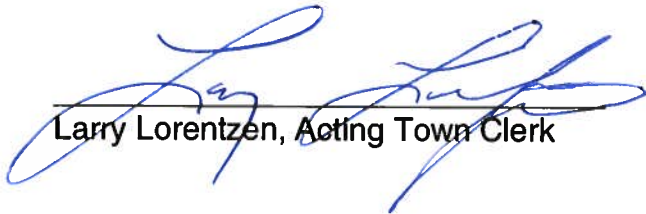
Mayor Pro-Tem Nothem adjourned the meeting at 8:01 P.M. on March 2, 2021.

TOWN OF GILCREST



Tyson Chavez, Mayor

ATTEST:



Larry Lorentzen, Acting Town Clerk

