

Minutes of The Board  
of Trustees  
Town of Gilcrest, Colorado  
304 8<sup>th</sup> Street-Town Hall  
August 3, 2021  
7:00 P.M.

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

- A. Pledge of Allegiance
- B. Roll Call – Present: Mayor Chavez, Mayor Pro-Tem Nothem, Trustees; Esquivel, Fulton, Lester, Castro, Tapia. Absent: None
- C. Town Staff Present: Larry Lorentzen, Town Administrator; Bob Meisner, Public Works Foreman

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

**Motion – Castro**, Motion to approve the Consent Agenda. **2nd - Esquivel**  
All voted Aye. **Motion carried** (6-0).

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

Manny Agripino , 815 Starbird Avenue, addressed the Board concerning his to locate the Town's water main to tap into. He stated other towns told him they could locate a city main within 18 inches either side of their locate mark. He stated his excavator has left the jobsite and requested the Town Public Works use town equipment to locate the Main.

**4. CONSENT Agenda:**

- a. Board of Trustee Minutes for July 20, 2021
- b. Bills for Approval

**Motion - Lester**, Motion to approve the Consent Agenda, **2nd Tapia**  
All voted Aye. **Motion carried** (6-0).

**5. OLD BUSINESS:**

**a. Discussion – Parking Restrictions on WCR 42 Adjacent to School Property**

Discussion was held on the best way to handle the problems being caused by the parked trucks on WCR 42 (14<sup>th</sup> Street) adjacent to the school's athletic field parking lot. Mayor Chavez stated he preferred an ordinance restricted idling, rather than a parking restriction.

**Motion - Lester**, Motion to have the Town Administrator bring back an ordinance for restrictions on idling at the next meeting. - **2nd Tapia**  
All voted Aye. **Motion carried** (6-0).

**6. NEW BUSINESS:**

**a. Resolution 2021-09 Appointing Acting Town Clerk**

Resolution 2021 – 09 appoints the Town Administrator, Larry Lorentzen, to be Acting Town Clerk until the Clerk/Treasurer position is filled and said individual can be appointed as Town Clerk.

**Motion** - Nothem, *Motion to adopt Resolution 2021-09 Appointing Town Clerk.* - 2nd Tapia  
All voted Aye. **Motion carried** (6-0).

**b. Discussion – Board of Trustee Involvement in Personnel Matters**

Mayor Chavez stated he had asked for this agenda item after assertions by the resigning Town Clerk, Pennie Cole, that the Mayor and Trustees were prohibited from getting involved in personnel matters.

Administrator Lorentzen explained the difference between a Statutory Town and a Council/Manager form of government where there was such a prohibition. He stated Boards in Statutory towns set their own policies concerning involvement in Personnel.

Trustee Castro explained the policy of the Gilcrest Board in the past has been to stay out of personnel, but if an employee goes through the chain of the command up to and including the Town Administrator and does not believe they have gotten resolution of the issue, they can come to the Town Board.

Trustee Nothem noted that before Covid Tammy Tanoue, the attorney with the Town's liability insurance, CIRSA, had made presentations to the new Board warning them that the consequences of Boards getting involved in personnel matters often ended up in lawsuits.

The Board by consensus requested the job descriptions be amended to have the Utility Clerk answer directly to the Town Administrator rather than the Clerk/Treasurer.

The Administrator was also directed to have staff go through some customer service training once a new Clerk/Treasurer.

It was decided initial Interviews Clerk/Treasurer position would be in August 17<sup>th</sup> prior to the Board meeting, starting at 4:00 pm. Trustees Castro and Esquivel and possibly the Mayor will be in on interviews.

**7. REPORTS:**

**Town Administrator Report**

Administrator Lorentzen updated the Board on the recruitment of a Public Works Worker to replace Stephen Turner. The job has been offered to Myles Ziegler, who provided he passes his physical will start work on Thursday, August 5<sup>th</sup>.

**Board of Trustees**

Trustee Tapia requested and the Board agreed the Town recognize Officer McChesney who received the School Resource officer of the year, with a retirement barbeque in the Spring.

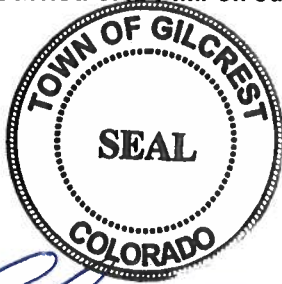
**8. EXECUTIVE SESSION:**

None

**9. ADJOURNMENT:**

**Motion** to adjourn the meeting Lester, 2nd Tapia  
All voted Aye. **Motion carried** (6-0).

**Mayor Chavez adjourned 8:48 P.M. on July 20, 2021.**



**ATTEST:**

  
Larry Lorentzen, Acting Town Clerk

**TOWN OF GILCREST**

  
Tyson Chavez, Mayor