

**Meeting Minutes of  
The Board of Trustees  
Town of Gilcrest, Colorado  
304 8<sup>th</sup> Street – Town Hall  
September 7, 2021  
7:00 P.M.**

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

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

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

**Motion - Trustee Lester, Motion to approve the Regular Agenda. 2<sup>nd</sup> – Trustee Nothem.** All voted Aye. **Motion carried (5-0).**

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

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

Nancy Kern, 1224 Vine Street, addressed the Board concerning the parking of semi-trucks along Weld County Road 42. Kern explained she has reviewed the Town Code: Model Traffic Code-Abandoned Motor Vehicle. Kern asked that Administrator Lorentzen review the Model Traffic Code-Abandoned Motor Vehicle as well as the Noise Ordinances with the Board. Also, the Board minutes showed that residents had come to the Board complaining about the trucks a year ago. Kern addressed Mayor Chavez concerning a statement he had made during a previous meeting and noted that this is not a new issue. It has been ongoing. She also explained she could not find the minutes updated on the website from the previous meetings and wanted to make the Board aware.

**Trustee Tapia arrived and joined the meeting at 7:05 pm.**

**4. CONSENT AGENDA:**

- a. Board of Trustee Minutes for August 17, 2021.
- b. Bills for Approval.

**Motion -- Trustee Nothem, Motion to approve the Consent Agenda. 2<sup>nd</sup> – Trustee Esquivel.** All voted Aye. **Motion carried (6-0).**

5. **OLD BUSINESS:**

a. Fall Cleanup Day

Discussion -

Trustee Lester is no longer working for Redi Services so he will not be able to contact them regarding a donation for roll-off dumpsters. Mayor Chavez suggested Town Staff contact Fusion Waste & Recycling, and PDC Energy to see if they would like to donate. Mayor Chavez stated Town residents will need to show proof of residency. Board determined Town will need at least two roll-off dumpsters. Tentative dates were discussed, settling on the weekend of October 23<sup>rd</sup> and 24<sup>th</sup>, along with the location of the dumpster roll-offs, along with fee or no fee.

- b. Manny Agripino – addressed the Board and explained he came to the meeting to say Thanks and he appreciated what the Town did in helping him with locating the water main at 815 Starbird Avenue.

5. **NEW BUSINESS:**

- a. Introduction of Town Clerk/Treasurer, Brenda Joseph. Public Works Worker, Myles Ziegler was not able to attend the meeting.

- b. Oath of Office – Town Clerk/Treasurer, Brenda Joseph.

- c. Ordinance 2021-03 Amending Code Concerning Idling - First Reading

Discussion

**Motion – Trustee Castro**, *Motion to adopt Resolution 2021-03 amending the Municipal Code concerning the idling of semi-trucks/trailers on the first reading.* **2<sup>nd</sup> – Trustee Tapia.** All voted Aye. **Motion carried (6-0).**

- d. Request for relief - Raw Water Conveyance – 108 4<sup>th</sup> Street Vacant Commercial Lot

Administrator Lorentzen stated the individuals who asked to be on the agenda are not at the meeting. He suggested that it is still something that should be reviewed and discussed. He explained what is currently on the Town Fee Schedule for 2021 regarding ¾ inch water taps and the water shares the individual is required to obtain. He stated that one share of water is required by the Town for the ¾ in tap which is currently costing about \$62,000 a share. He also stated that most residents with a ¾ inch tap are using about half of the seven-tenths of an acre of water supplied by a share of CBT. He suggested that this may need to be reviewed to see if the requirement is too high in comparison to the actual water use to help with keeping costs down for development.

Discussion

Trustee Castro suggested this agenda item be tabled until a couple meetings from now to allow for more research. Mayor Chavez and all Trustees agreed. Mayor Chavez suggested letting the individuals that requested to be on the agenda know that the Town is working on this.

e. Request for relief - Outdoor storage – 601 Railroad Street - Detail Shop

Discussion was held among the Board Members

**Motion – Trustee Castro**, Request for relief - Outdoor storage – 601 Railroad Street – Detail Shop be tabled until after the next meeting after the landowner goes to Municipal Court. **2<sup>nd</sup> – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

f. Discussion – Sidewalk Maintenance Responsibilities

Trustee Castro noted the mayor cannot table an agenda item but can ask a Trustee to make a motion to do so.

Mayor Chavez explained there were some who suggested the responsibility for side walk repair fell on the Town and others who thought the responsibility fell on the Property Owner.

Administrator Lorentzen read the current Town Code. He stated this is typical of most Towns. Currently two residents have been sited for sidewalk repair violations.

Discussion was held among the Board Members

Administrator Lorentzen stated he will get more information. He will look at other Towns to see how they handle this.

8. **REPORTS:**

a. Town Administrator (Written Report)

b. Board of Trustees

Trustee Castro reminded all Board to be thinking about Code Enforcement. Trustee Castro suggested that the Board take into consideration that the contracted amount typically is increased each year. Discussion ensued. Also, Trustee Castro explained she is concerned about the lift station. Discussion took place.

Trustee Tapia suggested another speed bump is needed on Elm Street. Discussion Ensued.

Mayor Chavez suggested a speed bump is needed on Weld County Road 31 by the Municipal Park and in front of the schools. Mayor Chavez requested the Town look at this for the 2022 Budget.

Mayor Chavez stated he will not be able to attend the Board meetings for the last half of November 2021 and all of December 2021. He would like to see what is needed to give Administrator Lorentzen authority to sign the checks

Trustee Fulton explained she is concerned the Police Officers have not returned calls as needed. After discussion the Town Board decided to invite the Platteville Police Chief to attend a budget worksession meeting.

Trustee Lester spoke about needing to speak with the High School Principal

about suggesting that it's a good time to remind students to drive safer on Town streets. He suggested maybe a Police Officer could speak to them.

9. **EXECUTIVE SESSION:**

None

10. **ADJOURNMENT:**

**Trustee Castro**, Motion to adjourn the meeting at 9:10 P.M. on September 7, 2021, **2<sup>nd</sup> Trustee Esquivel**. All voted Aye. **Motion carried (6-0)**.

TOWN OF GILCREST



  
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Tyson Chavez, Mayor

ATTEST:

  
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Brenda Joseph, Town Clerk