

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
September 21, 2021
7:00 P.M.**

1. CALL TO ORDER: 7:00 P.M.

- a. Pledge of Allegiance
- b. Roll Call – Mayor Chavez, Mayor Pro -Tem Nothem, Trustees: Tapia, Castro, Lester, Fulton
Absent: Esquivel
- c. Town Staff Present: Larry Lorentzen, Town Administrator, Brenda Joseph, Town Clerk/Treasurer

2. APPROVAL OF THE REGULAR AGENDA:

**Motion – Trustee Nothem, Motion to approve the Regular Agenda. 2nd – Trustee Fulton
All voted Aye. Motion carried (5-0).**

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

None

4. CONSENT AGENDA:

- a. Board of Trustee Minutes for September 7, 2021
- b. Bills for Approval

**Motion – Trustee Castro, Motion to approve the Consent Agenda, 2nd – Trustee Tapia
All voted Aye. Motion carried (5-0).**

5. OLD BUSINESS

- a. Fall Cleanup Day

Administrator Lorentzen explained that Mayor Chavez contacted PDC Energy Inc. to see if they would be interested in donating towards the cost of the roll-off dumpsters. He reported PDC said they would help with the cost of the roll-off dumpsters, and they recommended the Town contact 1888th Waste Services for the roll-off dumpster rental. He also explained that He has tentatively scheduled the Town for the rental of two forty-yard roll-off dumpsters with 1888th Waste Services. They will charge the Town one-hundred dollars for each dumpster, and they will drop them off on Friday, October 22, 2021, and pick them up on Monday, October 25, 2021. He added that the hours for October 23rd and 24th would need to be set to allow for the full detail of Fall Cleanup Days to be included in the September newsletter.

Mayor Chavez added that PDC Energy Inc. also offered to ask some of their employees to assist at the Town drop-off location on Clean Up Days, if needed. He indicated that they could be there to verify that the people dropping off at the drop-off location are Town residents by checking to see that they have either a Town bill or other utility bill. Mayor Chavez suggested that the Town not charge the residents due to the cost of the dumpsters is affordable.

Trustee Nothem proposed that the Town provide the residents with a coupon included in the mailing of the September newsletter to use as verification of residency.

After a brief discussion took place, it was determined that the drop-off location will be the same as in previous years which is the retention pond and the town utility bill or a utility bill with the resident's address included will be sufficient verification of residency. Also, it was decided that Administrator Lorentzen will contact PDC Energy Inc. to see what time their employees are available to assist the Town on the weekend of October 23rd and 24th. As advised, he will set the hours for both Saturday and Sunday after contacting them and let the Board of Trustees know via e-mail what the hours will be.

b. Sidewalk Maintenance Responsibilities

Administrator Lorentzen explained that he gathered information as requested by the Board of Trustees from other local towns to get an idea of what other municipalities typically do for this issue. He noted that he also reviewed the Colorado State Statutes to see what is stated. He pointed out that the Colorado State Statutes explain that the Town has the Authority to require the residents to put sidewalks in where needed and to require them to maintain the sidewalks at their own expense.

Discussion took place regarding the best way to handle the issue with the least amount of burden placed on the residents such as providing a payment plan, placing a local tax on the resident's property, or including a fee on the utility bill for regular sidewalk maintenance like the fee that is already included on the utility bills for streetlights. In addition, it was discussed that not all residents have sidewalks. The Town would need to determine if the fee would be included only on the residents that have sidewalks or on all resident's town bill.

After Discussion, it was decided that Administrator Lorentzen would work with Public Works Supervisor Meisner and get more information on which addresses have side walks in need of repair and then come back to a Board meeting to report on this within the next couple of months.

6. NEW BUSINESS:

a. Ordinance 2021-03 Amending Code Regarding Idling of Semi-Trucks and Refrigeration Trailers – Second Reading

Motion – Trustee Castro, Motion to Adopt the Ordinance 2021-03 Amending Code Regarding Idling of Semi-Trucks and Refrigeration Trailers - Second Reading, 2nd – **Trustee Tapia**
All voted Aye. **Motion carried (5-0).**

b. 2022 CIRSA Renewal for Property/Casualty and Workmen's Compensation Insurance

Administrator Lorentzen explained that the Town has been using CIRSA for insurance needs for quite a few years. In the previous year's no concerns have been noted. In addition, CIRSA is set up in a way to be able to provide their services at lower cost.

Trustee Castro added this is the most affordable way the Town has found to obtain this kind of Insurance which is to be a part of this pool of insureds. She explained that before the Town used CIRSA, this insurance was very expensive.

Motion – Trustee Lester, Motion to Approve the 2022 CIRSA Renewal for Property/Casualty and Workmen’s Compensation Insurance, **2nd – Trustee Tapia**
All voted Aye. **Motion carried (5-0).**

7. REPORTS:

a. Code Enforcement Report

Administrator Lorentzen referred to the report that includes the addresses. He explained they are getting a better idea of what is needed in the Town regarding Code Enforcement and residents are receiving warnings and summons as needed. The Town has received reports that residents may be running businesses out of their homes and have the semi-trailers parked outside their property. This is currently being looked at and will be addressed. If determined the property owner and/or resident is running a business from their home as mentioned, notices will be sent to the property owner and/or resident.

b. Police Report

Administrator Lorentzen reported that the Platteville Police Chief, Carl Dwyer, has agreed to meet with the Board during an upcoming work session.

Trustee Fulton inquired as to what has been taking place on the South side of the old high school gym. She explained there have been multiple times over the last couple of weeks that multiple officers have been there.

c. Town Administrator Report

Administrator Lorentzen explained he plans to have a draft of the Budget for 2022 to the Board at the next meeting, October 5, 2021, and then work sessions will need to be scheduled.

Trustee Tapia stated he will not be at a couple of the work sessions.

d. Board of Trustees

Trustee Castro inquired if the Town had received the pricing on the concrete speed bumps

7. EXECUTIVE SESSION:

None

8. ADJOURNMENT:

Motion – Trustee Castro, Motion to adjourn the meeting at 8:03 P.M. on September 21, 2021, **2nd – Trustee Tapia**
All voted Aye. **Motion carried (5-0).**

TOWN OF GILCREST



Tyson Chavez

Tyson Chavez, Mayor

ATTEST:

Brenda Joseph

Brenda Joseph, Town Clerk