

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
November 2, 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: Castro, Lester, Fulton, Esquivel, Tapia
- c. Town Staff Present: Larry Lorentzen, Town Administrator, Brenda Joseph, Town Clerk/Treasurer
- d. Absent - none

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Nothem, Motion to approve the Regular Agenda with the correction from Trustee Castro to correct the Agenda number series from 8, 9 and 10 to 7, 8 and 9.
2nd – Trustee Tapia. All voted Aye. **Motion carried (6-0).**

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

None

4. CONSENT AGENDA:

- a. Board of Trustee Minutes for October 19, 2021
- b. Bills for Approval

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

5. OLD BUSINESS

None

6. NEW BUSINESS:

- a. Sewer Collection System Project Update – Mike Hagar, Element Engineering

Administrator Lorentzen introduced Mike Hager and explained he will give a presentation and update on the proposed Sewer Collection System Repair project to update the newer members of the Board on the scope of the project and update the entire Board on the status of the schedule for financing and construction.

Mike Hager presented a Power Point presentation on the Sanitary Sewer Improvements Project which included pictures of the sewer collection system. He pointed out the necessary repairs and provided a brief overview of the financing information for the project and the status schedule for both the financing and the construction. He explained that over the past ten to fifteen years there have been significant failures in the Town's collection system. He informed the Board that by conducting a Project Needs Assessment (PNA) which included a video evaluation, the Town should save money in the long run. He shared an example from a past emergency repair job in the Town of Gilcrest which cost approximately \$160,000.00 due to it was an emergency repair job verses approximately \$20,000.00 if it had been normal maintenance on the system. He explained how an assessment and video evaluation of the sewer collection system helps the Town to know what maintenance repair jobs are needed before they become an emergency repair job. He added this is one of the main reasons the Town decided to do a PNA about two years ago. He reported that after a full evaluation was completed it was determined that about half of the Towns sewer system needs some repair work done to it not necessarily major work, but it does need repaired. He stated all the sewer lines in Town along with each manhole in Town has been assessed and recommendations have been made for improvements along with cost estimates which is part of the Capital Improvement Plan. He explained they are hoping to get the surveys done before winter and work on the design during the winter with hopes to bid the project in the Spring of 2022 with construction lasting approximately six to seven months.

Discussion took place regarding the need to do proper repair work now verses later when it is more expensive due to it is an emergency and becomes an unavoidable expense. In addition, the Board discussed that to avoid imposing a large increase to the resident's sewer bill all at once for these improvements, the Board determine to handle the increase by way of a gradual sewer increase over a three-year period: 2020, 2021 and 2022.

b. Engineering Design Services Agreement with Element Engineering - Sewer Collection System

Administrator Lorentzen provided a summary of the financing for the proposed Sewer Collection System project. He explained the USDA is currently reviewing the Towns application for financing but would like to see the Town move forward with the Energy Impact portion of the financing. DOLA requires a design be completed to the point of being ready to go to bid before applying for the Energy Impact Assistance Funding (EIAF). The project is an eligible expense for the American Rescue Plan funding received in June of 2021 with another allocation from the American Rescue Plan expected in 2022. The Town has requested that Element Engineering bring an Agreement to complete the engineering to the point of being able to apply for the EIAF grant.

Motion – Trustee Castro, Motion to approve the Engineering Design Services Agreement with Element Engineering - Sewer Collection System and authorize the Mayor to sign the agreement in a substantially this form after review and approval by the USDA and the Town Attorney. **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

c. Hired Gun Quote for Prairie Dog Control

Administrator Lorentzen pointed out that the Town has been contracted with Hired Gun the last several years for prairie dog control at the detention pond site. The season runs from November 1 through March 15th when it is allowed to treat burrows with bait. The quote includes an increase in the minimum charge of \$37.50 to \$375.00 for each application. Last year the Town paid the minimum with several the burrows substantially under the maximum of 150 burrows before

the Town had to start paying extra per burrow. The Town is believed to have had less prairie dogs this year so it is anticipated that the cost to the Town for the fall is \$375.00 and another \$375.00 in the Spring.

Motion – Trustee Castro, Hired Gun Quote for Prairie Dog Control 2nd – Trustee Tapia. All voted Aye. **Motion carried (6-0).**

d. Payout of excess Vacation Hours - Public Works Supervisor

Administrator Lorentzen reported that Public Works Supervisor Meisner, Town Clerk/Treasurer Joseph and himself met and discussed the payout amount and it was determined that the adequate amount of vacation hours he should be paid out for is 110.22 hours. This should allow him to meet the required cap amount along with keep his vacation hours at an accrued amount in case he needed it for unexpected situations.

Motion – Trustee Lester, Motion to approve the Payout of excess Vacation Hours – Public Works Supervisor 2nd – Trustee Tapia. All voted Aye. **Motion carried (6-0).**

e. Public Works Purchase Request – Budgeted Box Scraper

Administrator Lorentzen stated the 2021 Budget includes \$4,000.00 for a Box Scraper for the Tractor. Public Works received a quote from 4 Rivers for \$4,177.00 with two extra cutting edges. To comply with the Town's Purchasing Policy Public Works Supervisor, Meisner has requested a couple more quotes. Public Works Supervisor, Meisner was out today unexpectedly so it is unknown if the additional quotes have been received yet.

After a brief discussion, The Board decided to move forward with the vote due to \$4,000.00 of the \$4,177.00 has already been approved in the 2021 Budget and this would allow public works to make the purchase instead of having to wait

Motion – Trustee Esquivel, Motion to approve Public Works to Purchase a Box Scraper for up to \$4,177.00 2nd – Trustee Tapia. All voted Aye. **Motion carried (6-0).**

7. REPORTS:

a. Town Administrator Report

Administrator Lorentzen reported on the upcoming meetings. He explained that the Town has the Public Hearing for the 2022 Budget along with a Conditional Use and Site Plan Approval for Nelson Contracting Services Oil Field service trucking business at 19186 WCR 29 both planned for the November 16, 2021, Board Meeting.

He stated he will also bring a Resolution to amend the Personnel Handbook on sick time Accrual and use to comply with the Colorado Healthy Families Act and Workplaces Act. This Colorado legislation which goes into effect for the Town employees on January 1, 2022, sets minimums for sick time accrual uses employees may use sick time leave for and restrictions on what documentation the Town can and cannot require when validating proper use of the sick leave. In addition, the Town is also required to bank additional sick leave to employees in some cases whenever a public health emergency is declared by the Federal, State, or Local Health Agency.

In addition, Administrator Lorentzen explained that he has asked Mike Hager, of Element Engineering, to prepare a letter from the Town Engineer that he can give to Manny Agripino explaining what is required by the Town for the plans and specs regarding his design for his sewer system. He needs to be able to hand something to his engineer with the Town's requirements for the sewer line for the residence he is building at 815 Starbird Avenue. Administrator Lorentzen said he explained to Manny Agripino that once his Engineer completes, signs, and stamps the design plans and specs then the Town will have the Town's Engineer review them too.

b. Board of Trustees

Trustee Esquivel inquired about if both gates at the retention pond could be open for the Fall Clean-up on Saturday, November 6, 2021, and Sunday, November 7, 2021.

Trustee Nothem asked if the Town has received the information for the proposed auction for the machinery located at 14486 WCR 42. Administrator Lorentzen reported that the Auctioneer has contacted the Town and they are going to be conducting an auction soon.

Trustee Nothem mentioned a while back the Board visited with Administrator Lorentzen too about his vacation time and if he was at his capped time and asked him if he was able to use his earned vacation time. With the employee turnover this past year, he wanted to make sure everything was good for him as well. Administrator Lorentzen stated that Payroll has worked with Caselle to have his vacation time capped.

Trustee Castro asked if the Pizza Party at the Gilcrest Elementary for Christmas has been set up. Administrator Lorentzen reported that the Town has the count for the students and staff and are in the process of setting up the schedule to ensure the pizza and gift cards are ordered and received on time for the party, which is on Friday, December 17, 2021.

Mayor Chavez asked for the status of the Customer Service training for Town Staff has been arranged. With the employee turnover and Budget time, Administrator Lorentzen explained that it is a planned for the first quarter of 2022.

8. **EXECUTIVE SESSION:**

None

9. **ADJOURNMENT:**

Motion – Trustee Lester, Motion to adjourn the meeting at 8:20 P.M. on November 2, 2021, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried (6-0).**

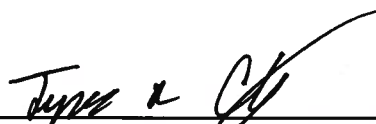
TOWN OF GILCREST

ATTEST:



Brenda Joseph, Town Clerk





Tyson Chavez, Mayor