

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
November 16, 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, Esquivel, Tapia
- c. Town Staff Present: Larry Lorentzen, Town Administrator, Brenda Joseph, Town Clerk/Treasurer, Carrie McCool, Town Planner
- d. Absent – Fulton

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Castro, Motion to approve the Regular Agenda
2nd – Trustee Tapia. 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 November 2, 2021
- b. Bills for Approval
- c. Weld County Referral ZPMH21-0034-Temporary Construction Trailers WCR 44 & Hwy 85

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

5. OLD BUSINESS

None

6. NEW BUSINESS:

- a. Public Hearing – 2022 Budget

Mayor Chavez recessed the Regular Board meeting and entered into a Public Hearing at 7:02 PM for the Proposed Budget for the 2022 Fiscal Year.

Town Administrator Lorentzen explained that the only change(s) to the budget draft since the last work session was the change to a 3% Cost of Living Adjustment (COLA) starting 1/1/2022 and to 2% merit increases at anniversary for staff.

No public testimony.

Trustee Esquivel pointed out that the page for the Town Board Members and Town Staff names needs updated to show the Town Clerk is Brenda Joseph.

Mayor Chavez closed the Public Hearing at 7:04 PM. Actions on the adoption of the budget for the 2022 Fiscal Year is scheduled for the Regular meeting of the Board of Trustees on 12/7/2021.

b. Public Hearing – Conditional Use for Outdoor Storage – Nelson Contracting Services 19186 CR 29

Mayor Chavez opened the Public Hearing for a Conditional Use for Outdoor Storage for Nelson Contracting Services 19186 CR 29 at 7:05 PM.

Carrie McCool, Town Planner with McCool Development Solutions presented the Conditional Use Application and Site Plan.

McCool reported Town Staff has determine that the conditional use satisfies all applicable provisions, except for screening (fencing materials, landscaping, and maintenance) of the outdoor storage area and vehicles used in conjunction with the business. Tait Nelson, the applicant, and Eric Wernsman of Wernsman Engineering and Land Development, LLC, the applicant's Engineer, were also present and explained their reasoning for the landscaping and fencing as proposed.

After discussion, Board determined they would like to continue this to the next Regular Meeting on 12/7/2021 to allow time for Tait Nelson, the Applicant and Eric Wernsman, the applicant's Engineer, to bring the Board samples of the proposed fencing material. Also, provide the Board with the type of landscaping desired to include the type of species of the trees they plan to plant. The site plan is to be revised to indicate the screening fence in the areas discussed.

No public testimony.

Mayor Chavez closed the Public Hearing and reconvened the Regular Board Meeting at 7:54 PM.

c. Ordinance 2021-05 Approving Conditional Use Permit for Outdoor Storage in the Light Industrial Zone

Motion – Trustee Castro, Motion to continue 6 c. the Public Hearing for the Conditional Use for Outdoor Storage in I-1 Light Industrial Zone for Nelson Contracting Services located at 19186 CR 29 to December 7, 2021, **2nd – Trustee Tapia**. All voted Aye. **Motion carried** (5-0).

d. Resolution 2021-10 Amending Personnel Handbook to Comply with Colorado Healthy Families and Workplace Act

Administrator Lorentzen explained that starting January 1, 2022, the Town must comply with the Colorado Healthy Families and Workplaces Act as it pertains to minimums for sick time accrual, uses for which employees may take sick time leave and restrictions on what documentation the Town can, and cannot, require to validate proper use of the sick leave.

Also, the Town is required to bank additional sick leave to employees in some cases whenever a public health emergency is declared by a Federal, State, or Local Health Agency.

Motion – Trustee Castro, Motion to approve the Resolution 2021-10 Amending Personnel Handbook to Comply with Colorado Healthy Families and Workplace Act, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried** (5-0).

e. Holiday Lighting Contest

Administrator Lorentzen stated Town Staff needs direction as to the Boards wishes and schedules for the annual Holiday Lighting Contest to all Staff to get the information in the December newsletter.

After a brief discussion, The Board decided they will individually judge the displays on Saturday, December 18, 2021, from 6:00 PM to 9:00. They will submit their choice for first, second and third place to Town Hall no later than Monday morning, December 20, 2021, which will give the Staff enough time to tally the choices and give out the prizes to the winners prior to the Christmas Holiday. Prizes are to be the same as last year at \$100, \$75, and \$50 for 1st place, 2nd place, and 3rd place respectively.

7. REPORTS:

a. Code Enforcement Report

Administrator Lorentzen referred to the Code Enforcement Report and pointed out there were quite a few tree citations along with several outdoor storage issues. The individuals cited for outdoor storage are expected to come into Court in December and January which includes some trials.

b. Police Report

Administrator Lorentzen pointed out that Police Chief Dwyer stated in his report that thankfully there is not a whole lot to report this month. Mayor Chavez commented that there has been more police presence.

c. Town Administrator Report

Administrator Lorentzen reported that at the last meeting the Board approved the design contract with Element Engineering subject to approval of language by the Town Attorney. The contract had indemnity language which is in violation of Colorado Constitution language prohibiting local governments taking on private debt. Even though this is a common issue not only in Colorado but in a number of States, we are having difficulty getting language which is acceptable to our attorney and the Feds.

d. Board of Trustees

Trustee Esquivel asked how the second cleanup day on 6th and 7th went. Administrator Lorentzen commented that he had heard no complaints.

Mayor Chavez discussed his garden located in the front yard. He stated it is allowable and he has done his due diligence with the Town before planting it.

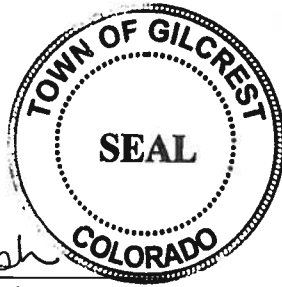
8. EXECUTIVE SESSION:

None

9. ADJOURNMENT:

Motion – Trustee Esquivel, Motion to adjourn the meeting at 8:29 P.M. on November 16, 2021,
2nd – Trustee Tapia. All voted Aye. **Motion carried (5-0)**.

TOWN OF GILCREST





Tyson Chavez, Mayor

ATTEST:



Brenda Joseph, Town Clerk