

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
December 7, 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, Fulton
- c. Town Staff Present: Larry Lorentzen, Town Administrator, Brenda Joseph, Town Clerk/Treasurer, Carrie McCool, Town Planner

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Lester, Motion to approve the Regular Agenda
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 November 16, 2021
- b. Bills for Approval

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

5. OLD BUSINESS

- a. Ordinance 2021-05 Approving Conditional Use Permit for Outdoor Storage in the Light Industrial Zone (Continued from meeting of November 16, 2021)

Carrie McCool, Town Planner with McCool Development Solutions explained that the BOT conducted a public hearing on November 16, 2021, to consider the request for a conditional use permit approval to allow outdoor storage in the I-1 Light Industrial Zone District. The Ordinance was continued to allow the applicant to revise the application to address the Boards directives: First, to provide the required screening commencing from the eastern edge of the outdoor storage area carried along the northern, eastern, and southern property boundary to the western edge of the proposed semi-truck parking. Second, the Board acknowledged there may be advances in the aesthetic quality of metal fencing today. As such, the Board is open to considering a revised metal fencing proposal that adheres to the Code screening requirements. Third, the BOT recommended selecting an alternative tree species for screening as Austrian Pines have shallow root systems.

Eric Wernsman of Wernsman Engineering and Land Development, LLC, the applicant's Engineer, was also present to answer questions and pointed out the sample of the material he brought, and that the applicant is proposing that the color of the corrugated material either be white, earth tones or a forest/dark green.

After discussion, Board determined they would like to continue this to the next Regular Meeting on 1/4/2022 to allow time for Eric Wernsman, the applicant's Engineer, to update CUP Site Plan based off the discussion to increase the offset. they are going to try to put the trees on the outside of the fence in the eight-foot breaks. He will ask the Landscape Architect if six feet will work.

Motion – Trustee Castro, Motion to continue 5. Ordinance 2021-05 Approving Conditional Use Permit for Outdoor Storage in the Light Industrial Zone to be continued to January 4, 2022, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

6. NEW BUSINESS:

a. Resolution 2021-11 Adopting a Budget for the Calendar Year Beginning January 1, 2022

Motion – Trustee Castro, Motion to approve Resolution 2021-11 Adopting a Budget for the Calendar Year Beginning January 1, 2022, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

b. Resolution 2021-12 Appropriating Sums of Money to Various Funds for the 2022 Budget Year

Motion – Trustee Castro, Motion to approve Resolution 2021-12 Appropriating Sums of Money to Various Funds for the 2022 Budget Year, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

c. Resolution 2021-13 Setting the Mill Levy for the 2022 Budget Year

Motion – Trustee Nothem, Motion to approve Resolution 2021-13 Setting the Mill Levy for the 2022 Budget Year, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

d. Town Administrator Annual Evaluation

After a brief discussion, Mayor Chavez and The Board of Trustees decided they would continue the Town Administrator's Annual Evaluation to the regular meeting of the BOT on January 18, 2022, to allow for more time to conduct a more formal evaluation.

Motion – Trustee Castro, Motion to continue the Town Administrator Annual Evaluation to the regular meeting of the BOT on January 18, 2022, **2nd – Trustee Tapia**
All voted Aye. **Motion carried (6-0)**.

e. Amendment to Town Administrator Agreement - COLA & Merit

Motion – Trustee Lester, Motion to continue the Amendment to Town Administrator Agreement - COLA & Merit to the regular meeting of the BOT on January 18, 2022, **2nd – Trustee Tapia** All voted Aye. **Motion carried (6-0)**.

f. 2nd Regular Meeting in December

Motion – Trustee Castro, Motion to cancel the December 21, 2021, regular meeting of the Board of Trustees, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

7. REPORTS:

a. Town Administrator Report

Administrator Lorentzen reported Craig Sparrow has a planning consultant working on developing two projects: An expansion of the solar farm conditional use on the property south of 14486 WCR 42 and an annexation and subdivision of a 53-acre parcel at WCR 38-1/2 and Hwy 85 for large lot residential. Water and sewer would have to be extended along WCR 29 and 4th Street.

He explained that due to having Auditors conducting the 2020 Audit here in the Town Board Room the week of January 3, 2022, Staff is working with the Town Prosecuting Attorney, the Town Judge, Code Enforcement along with the Town of Platteville to have a Trial moved to the Platteville Court Room on January 5, 2022, regarding a Code Enforcement case.

Administrator Lorentzen shared the owner of the carwash is looking at business options for his property keeping in mind the current zoning.

He also reported Clayton Homes has moved forward with 503 Elm and is supposed to close on the property on December 3rd. He believes they are still planning on placing 4 modular homes on four lots.

He pointed out Groundwater water levels typically reach their highest level sometime between October and the end of December. It is currently holding steady. The highest groundwater level has been decreasing about a foot each year with current groundwater level 5 feet deeper than it was in 2017.

Administrator Lorentzen also reminded the BOT that the judging of the Christmas decorations and lights is on Saturday, December 18, 2021, from 6:00 PM to 9:00 PM. Please remember to pick an address for 1st, 2nd and 3rd place and send your picks to Brenda via email. Staff has a Visa Card for each: 1st place \$100, 2nd place \$75, and 3rd place \$50.

d. Board of Trustees

Mayor Chavez asked Staff to send out a Christmas card to all small businesses in town.

Trustee Castro confirmed with Administrator Lorentzen that everything is set for the pizza and McDonalds gift cards to be delivered to the Gilcrest Elementary School for their party on Friday, December 17, 2021. She also asked if Staff knows what the situation is on 12th Street where there

is a car that has been parked with a window(s) that is broken out and it looks like they are possibly using the car to store things. Administrator Lorentzen explained he will ask Code Enforcement to stop by and check on it.

8. EXECUTIVE SESSION:

None

9. ADJOURNMENT:

Motion – Trustee Lester, Motion to adjourn the meeting at 8:31 P.M. on December 7, 2021,
2nd – Trustee Fulton. All voted Aye. **Motion carried (6-0).**

TOWN OF GILCREST





Tyson Chavez, Mayor

ATTEST:



Brenda Joseph, Town Clerk