

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
January 18, 2022
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, Fulton
Absent: Trustee Tapia
- c. Town Staff Present: Larry Lorentzen, Town Administrator, Brenda Joseph, Town Clerk/Treasurer

2. APPROVAL OF THE REGULAR AGENDA:

Mayor Chavez requested the Board continue the Town Administrator's Annual Evaluation to the regular meeting of the BOT on February 1, 2022, to allow for more time to conduct a more formal evaluation.

Motion – Trustee Castro, Motion to continue Old Business item a. the Town Administrator Annual Evaluation and item b.. Amendment to Town Administrator Agreement - COLA & Merit to the regular meeting of the BOT on February 1, 2022. **2nd – Trustee Fulton**. All voted Aye. **Motion carried (5-0)**.

Motion – Trustee Castro, Motion to approve the Regular Agenda with the continuance of Old Business item a.. the Town Administrator Annual Evaluation and item b. Amendment to Town Administrator Agreement - COLA & Merit to the regular meeting of the BOT on February 1, 2022. **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 January 4, 2022
- b. Bills for Approval

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

5. OLD BUSINESS

- c. Holiday Dinner Update

Town Administrator Lorentzen reported the Reservations have been made with the Charco Broiler in Fort Collins, for Saturday, January 29, 2022, at 4:00 PM. He asked that the BOT please let Town

Staff know by Monday, January 24, 2022, if they and their spouse/significant other will be attending to allow Staff to give Charco Broiler an exact count.

d. Support for Town of Superior Update

Town Administrator Lorentzen explained that he sent an e-mail to the Superior Town Manager. The Superior Town Manager wrote back and said "Thank You" to the Town of Gilcrest for inquiring about how can the Town of Gilcrest be of help to the Town of Superior and Town of Superior citizens after the Marshall Fire. Town Administrator Lorentzen stated that the Superior Town Manager said they have had pretty good support so far but can let the Town of Gilcrest know if anything is needed in the future.

The Board discussed doing a gift card drive and adopt three families to help assist them with their monetary needs by way of gift cards. The Board will invite the citizens of Gilcrest to participate by through a gift card drive challenge that will take place the whole month of February 2022. The plan is to have the results of the fundraiser known by March 1, 2022. The BOT asked Town Administrator Lorentzen to contact the Platteville-Gilcrest Fire Protection District, the Platteville Police Department, and the Weld RE-1 School District Superintendent to invite the employees, volunteers, students, and staff to participate in the gift card drive challenge. This information will be included in the next Town Newsletter. It will also explain that the donated gift cards can be dropped off at the Gilcrest Town Hall during the month of February 2022 and that the Town of Gilcrest will match the monetary amount of the gift cards up to \$1,500.00. The three families from the Town of Superior that are the recipients of the gift cards will be determined once the gift card drive is complete.

Motion – Trustee Castro, Motion to set aside \$1,500.00, challenging the Platteville-Gilcrest Fire Protection District, the Platteville Police Department the High School and Gilcrest Elementary and the citizens of the Town of Gilcrest to match the \$1500.00 gift card donation in support of adopting three families from the Town of Superior to assist them., **2nd – Trustee Esquivel**. All voted Aye. **Motion carried (5-0)**.

6. NEW BUSINESS:

a. Town Clerk & Utility Clerk Job Descriptions

Town Administrator Lorentzen pointed out that before hiring the new Town Clerk/Treasurer they had decided to make a couple changes to the Town Clerk & Utility Clerk Job descriptions. The Utility Clerk now has a couple more AP job tasks, but the main change is that the Utility Clerk Job Description has been changed regarding the Court section. The Utility Clerk is now the Court Clerk instead of the Deputy Court Clerk and the Town Clerk is now the Deputy Court Clerk instead of the Court Clerk.

Motion – Trustee Lester, Motion to approve Town Clerk & Utility Clerk Job Descriptions, **2nd – Trustee Nothem**. All voted Aye. **Motion carried (5-0)**.

7. REPORTS:

a. Code Enforcement November Report

Town Administrator Lorentzen reported the Code Enforcement cases that were closed in December 2021.

b. Police Report

Town Administrator referred to the Platteville Police Department Board Report. Chief Carl Dwyer reported that the Police Department is officially fully staffed.

c. Town Administrator Report

Town Administrator Lorentzen reported that the 2020 Audit is moving along that a request has been sent from the Town to the Auditor for a Letter of Engagement for the 2021 Audit.

He explained that a pre-application Zoom meeting for the Lembke annexation of 630 acres (now called the Red Tiera Gravel Mine) at the northeast corner of WCR 42 and Hwy 60 is set with McCool Planning for Thursday January 20th. Town Attorney Hoffman, Town Engineer Hagar, Public Works Supervisor Meisner and himself will attend. He pointed out that he included in the BOT packet a preliminary narrative and site plan of the area to be annexed. The gravel mining, concrete and asphalt plant will require I-2 Heavy Industrial zoning and a Conditional Use application. In addition, he explained Annexation is a legislative act of the Board and the terms of the annexation can be spelled out in an annexation agreement. Zoning and the Conditional Use are quasi-judicial and cannot be contracted for.

d. Board of Trustees

Trustee Esquivel asked if Public Works could clear a spot for the Weld County Food Bank truck. In addition, Trustee Fulton shared how it was her understanding the Weld County Food Bank truck was not able to make it to Gilcrest last week due to an ice and salt issue where the truck is loaded before coming to Gilcrest. Town Administrator Lorentzen stated that he would pass this on to the Public Works Supervisor.

8. EXECUTIVE SESSION:

None

9. ADJOURNMENT:

Motion – Trustee Castro, Motion to adjourn the meeting at 7:46 P.M. on January 18, 2022,
2nd – Trustee Fulton. All voted Aye. **Motion carried (5-0).**


TOWN OF GILCREST





Tyson Chavez, Mayor

ATTEST:



Brenda Joseph, Town Clerk