

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
February 08, 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, Tapia
- c. Town Staff Present: Larry Lorentzen, Town Administrator; Brenda Joseph, Town Clerk/Treasurer

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Castro, Motion to approve the Regular Agenda with the addition to New Business item C. Changing the Day of the Regular Board Meetings. **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 January 18, 2022
- b. Bills for Approval
- c. Weld County Referral – Petition to Vacate a portion of WCR 33 ROW – Peckham Overpass Project

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

5. OLD BUSINESS

- a. Ordinance 2022-01 Approving Conditional Use Permit for Outdoor Storage in the Light Industrial Zone

Motion – Trustee Lester, Motion to continue the Ordinance 2022-01 Approving Conditional Use Permit for Outdoor Storage in the Light Industrial Zone from January 4, 2022, to the March 15, 2022, Regular Board Meeting, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

- b. Town Administrator Annual Evaluation

Discussion of the Board took place and direction was given for goals for the upcoming year.

c. Amendment to Town Administrator Agreement - COLA & Merit

Motion – Trustee Nothem, Motion to approve the third Amendment to the Town Administrator Agreement – with a 3% COLA increase & a 3% Merit increase, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

d. Update - Card Drive for Town of Superior Fire Victims

Town Administrator Lorentzen reported that the information has been provided to the Town on the Town Website and Town Newsletter. Also, PDC Energy has indicated that they would like to match the Town's \$1500.00 donation. As of today, no additional gift cards have been received by the Town and he has not yet heard back from the school.

Trustee Lester suggested Staff contact Chevron to see if they would be interested. He will provide Staff with contact information.

Trustee Fulton inquired if she could choose to donate her portion of the amount of money set aside for the cost of her meal for the upcoming BOT and Staff Holiday Dinner to the Gift Card Drive instead since she is will not be able to attend the dinner.

6. NEW BUSINESS:

a. Purchase Request Partition Walls for Clerk/Treasurer Cubicle

Town Administrator Lorentzen explained Staff would like to purchase 72 "high partition walls to expand the Clerk/Treasurer work area and provide more solitude which would also be extending the walls out 2 feet giving additional room, wall space and an additional locking shelf cabinet. The additional wall space on the North side of the wall, near the copier, is used for posting required personnel notices. The total cost for the walls and cabinet will be \$1760.55 and would be purchased from Global Industries.

Motion – Trustee Lester, Motion to approve Purchase Request Partition Walls for Clerk/Treasurer Cubicle for \$1760.55 from Global Industries, 2nd – **Trustee Nothem**. All voted Aye. **Motion carried (6-0)**.

b. Discussion - Laptops for Board

After a brief discussion, the Board explained that they would like Staff to provide more information at the next BOT Meeting, February 15, 2022, regarding the Chrome Book with a touch screen. Also, they would like a protective case for each Chrome Book.

c. Changing the Day of the Regular Board Meetings

The Board discussed moving the Regular Board Meetings to Mondays instead of Tuesdays.

Town Administrator Lorentzen pointed out that there are quite a few Holidays that fall on a Monday. Also, he explained that this type of change does require an Ordinance before it can be officially changed. He will bring the Ordinance to the next BOT meeting, February 15, 2022, to allow the BOT to vote on it.

Town Administrator Lorentzen reported that the Notice of Public Meeting for the U.S. Department of Agriculture, Rural Development loan has been published for the proposed project to be held during the BOT February 15, 2022, regular meeting.

Mayor Chavez will call in to the meeting and Mayor Pro-Tem Nothem confirmed he will run the next Regular Board Meeting on Tuesday, February 15, 2022.

7. REPORTS:

a. Town Administrator Report

Town Administrator Lorentzen reported, as previously discussed, the advertisement for the Notice of Public Meeting which will be held during the BOT February 15, 2022, regular meeting has been placed in the Greeley Tribune newspaper for the U.S. Department of Agriculture, Rural Development, for financial assistance for the proposed project to: Replace and Install Manholes, Sanitary Sewer Piping, and Lift Stations; and Rehabilitation to the Wastewater Treatment Plant to address maintenance, infiltration, and operation issues with the sanitary sewer system. The Board of Trustees are delegated authority to approve a loan for \$1,474,000 and grant for \$719,700 once funding becomes available. Also, he has contacted a Bond Attorney, Snow.

In addition, Town Administrator Lorentzen provided a recap of the Land Use pre-application meeting that took place on January 20th and the work session with the Board on February 3rd with Bob Lembke. In the work session Lembke indicated they would be applying for annexation of not only the Section 20 property at the northeast intersection WCR 42 and Hwy 60, but also another couple of properties to the west. At the work session, he explained their gravel mining project and how it can enable the Town to take care of our groundwater problem.

Trustee Castro noted that for Budget 2022 Staff COLA increases were 3% and up to 2% for merit increases. Town Administrator Lorentzen confirmed this is correct and explained that the merit increases are to be determined by the employee's Supervisor at the Anniversary date of the employee.

Trustee Castro requested an update on Manual Agripino's Sewer and Water Tap. Town Administrator Lorentzen reported Agripino's Engineer has provided a Sewer Design with his Engineers stamp. The water tap has been completed and he is being charged bulk water rates by the Town for the water used as he has not yet provided the Town his one share of CBT water. Town Administrator Lorentzen explained Agripino was told by the Town that he cannot move into his house until he has a Certificate of Occupancy from the Town, and he cannot get the Certificate of Occupancy until he has his one share of Water.

Trustee Lester requested that on the first meeting in March 2022 the BOT discuss the need to hire a Public Works person that can be fully trained by PW Supervisor Meisner's as his back-up person. This person would need to be hired as an official Public Works Supervisor Assistant to PW Supervisor Meisner's to allow for those times when PW Supervisor Meisner is not able to be at work and allows for time off when needed.

Trustee Tapia inquired about when will the Holiday Dinner for BOT and Staff be re-scheduled. BOT and Staff will get back to Town Staff and indicate what Saturday will work best in the next couple of months to re-schedule.

Trustee Nothem pointed out that Bob Lembke mentioned at the Work Session on February 3, 2022, the possibility of the Town purchasing water from his water district. Discussion took place about this possibility.

Trustee Esquivel asked if Town Administrator Lorentzen can let Public Works Supervisor Meisner know that the Weld County Food Bank plans to be in the Town of Gilcrest this Thursday, February 10, 2022, and inquired if PW can help in any way to remove the ice and snow. Also, she asked if the Easter Egg Hunt can be added to the next BOT Agenda.

8. EXECUTIVE SESSION:

The BOT discussed going into Executive Session to discuss personnel matters regarding Town Clerk/Treasurer Joseph at which time they have invited her to stay in the Executive Session. Town Clerk/Treasure agreed to the Executive Session and to remain in the Executive Session.

Motion – Trustee Castro, Motion to close the Regular Board Meeting at 8:18 PM to go into Executive Session pursuant to C.R.S. section 24-6-402 (4) (f) 2nd – **Trustee Nothem**. All voted Aye. **Motion carried (6-0)**.


Motion – Trustee Castro, Motion to reconvene the Regular Board Meeting at 8:41 P.M. on February 8, 2022, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

9. ADJOURNMENT:


Motion – Trustee Lester, Motion to adjourn the meeting at 8:47 P.M. on February 8, 2022, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

TOWN OF GILCREST

ATTEST:


Brenda Joseph, Town Clerk





Tyson Chavez, Mayor
Steve Nothem, Mayor Protem