

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
February 15, 2022
7:00 P.M.**

1. CALL TO ORDER: 7:00 P.M.

- a. Pledge of Allegiance
- b. Roll Call – Mayor Pro -Tem Nothem, Trustees: Castro, Lester, Esquivel, Fulton, Tapia
Absent: Mayor Chavez
- c. Town Staff Present: Larry Lorentzen, Town Administrator; Brenda Joseph, Town Clerk/Treasurer

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Lester, Motion to approve the Regular Agenda with the addition to New Business to add an amendment to item 6c. Wastewater System Grant Agreement with USDA to add a Resolution 2022-05 Approving a Grant for the Towns Wastewater system. **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 February 8, 2022
- b. Bills for Approval
- c. Weld County Referral – #2MJUSR22-17-0003 - Amendment to USR

Motion – Trustee Esquivel, Motion to approve the Consent Agenda, **2nd – Trustee Tapia**.

All voted Aye. **Motion carried (6-0)**.

5. OLD BUSINESS

None

6. NEW BUSINESS:

a. Public Meeting – USDA Financing of Sewer Collection System & Lagoon Liner Repairs

Mayor Pro-Tem Nothem noted that no Public was present at the meeting.

Town Administrator Lorentzen explained that the Public Meeting is being held for the Sewer Collection System Repair Project, including repair of the sewer lagoons liners, with USDA Financing. The meeting was adequately published and posted. He stated at this time the overall construction cost is estimated at \$3,071,700.00. He added, the sources for the funds are USDA RD Loan \$1,474,000.00, USDA RD Grant \$719,700.00, DOLA EIAF Grant \$600,000.00 and State Grant (ARP) \$278,000.00. The intent would be to complete design of the repairs this Spring and Summer, putting the project out for bids in the Fall, and starting construction early in 2023. USDA has approved the loan and grant and we are working on getting the funds obligated with the interest rate on the loan at 1.25% interest with a term of 40 years.

Mayor Pro-Tem stated at 7:06 pm the BOT will now move out of the Public Meeting.

b. Resolution 2022-04– Authorizing and Providing for the Incurrence of Indebtedness through a USDA Loan for Sewer Collection and Plant Repairs

Town Administrator Lorentzen stated that this is one of the requirements of the USDA to obligate the funds for the USDA RD Loan and USDA RD Grant. Once the funds are obligated by the USDA the Town will move forward with the interim financing and eventually the USDA loan with the specific terms of the loan and amortization schedule which will be approved by the Board by Ordinance at that time.

Motion – Trustee Esquivel, Motion to adopt the Resolution 2022-04 – Authorizing and Providing for the Incurrence of Indebtedness through a USDA Loan for Sewer Collection and Plant Repairs, **2nd – Trustee Tapia**. All voted Aye. **Motion carried** (6-0).

c. Resolution 2022-05 Approving Grant Agreement with USDA for a portion of the financing of the Town’s wastewater collection system and sewer lagoon repair project.

Town Administrator Lorentzen explained that for the USDA to obligate the funding in the form of a loan and grant for the sewer collection system and sewer plant repairs, the Board must approve a grant agreement setting forth the terms and conditions of the grant. The USDA Rural Utilities Service is in the amount of \$719,700.00.

Motion – Trustee Esquivel, Motion to adopt Resolution 2022-05 approving the Wastewater System Grant Agreement with the in the amount of \$719,700.00 for the Towns Wastewater system, **2nd – Trustee Tapia**. All voted Aye. **Motion carried** (6-0).

d. Ordinance 2022-01 Setting Meeting Day for Regular Board Meetings – First Reading

Town Administrator Lorentzen pointed out The Board at the last meeting after discussion requested staff to bring back an Ordinance to amend the Regular Meeting Days for the Board to the 1st and 3rd Mondays of each month. He stated that he contacted the Town Attorney Hoffman and the Town Planner McCool to see if this change will affect them from being able to attend BOT meetings in the future both have responded back. Ordinance 2022-01 Amends the Regular Meeting Days to the 1st and 3rd Monday of each month. For the rest of the year, Independence Day on July 4th and Labor Day on September 5th fall on the 1st Monday of the month and the meetings will need to be rescheduled. In 2023 New Year's Day, Martin Luther King Day, Presidents Day, and Labor Day will fall on regular Monday meeting days.

Motion – Trustee Lester, Motion to adopt Ordinance 2022-01 Setting Meeting Day for Regular Board Meetings – to the first and third Monday of each month – First Reading, 2nd – **Trustee Fulton**. All voted Aye. **Motion carried** (6-0).

e. Canceling Regular Meetings of March 1, March 15 and April 5, 2022, and Setting Special Meetings of March 7, March 21, and April 4, 2022

Motion – Trustee Lester, Canceling Regular Meetings of March 1, March 15 and April 5, 2022, and Setting Special Meetings of March 7, March 21 and April 4, 2022, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried** (6-0).

f. Discussion – Easter Egg Hunt

Mayor Pro-Tem Nothem opened the discussion by explaining that in the past a couple Board of Trustees would Volunteer to purchase the items needed for the Easter Egg Hunt such as candy, plastic eggs and prizes.

The BOT discussed the details of putting the event together. Trustee Esquivel and Trustee Castro volunteered to shop to purchase the items for the Easter Egg Hunt.

Motion – Trustee Castro, Motion to Budget \$1,500.00 for the Easter Egg Hunt for Saturday, April 16, 2022, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried** (6-0).

7. REPORTS:

a. Code Enforcement Report

Town Administrator Lorentzen reported that he has not had any code enforcement complaints in a while.

Trustee Castro asked for an update on the Cushman property and wondered if the Cushman's came to Court.

Town Administrator Lorentzen stated that the tenants for the Cushman property, located on Main Street, came to Court but the Cushmans themselves did not come to Court. The current tenants have come to Court multiple times and have been working with the Town to comply with the Court orders to clean up the property. He added that overall things do look better at the Cushman's property.

In addition, Town Administrator Lorentzen updated the BOT on the cleanup of the property owned by Sparrow. He explained that Sparrow did come to Court multiple times as well. The tenants of the property owned by Sparrow have complied with the Town and have cleaned up the property. Sparrows Court fines and fees for this instance have paid in full.

b. Police Report

Town Administrator Lorentzen pointed out the Platteville Police Department Board Report has been included in the BOT Packet.

c. Town Administrator Report

Town Administrator Lorentzen reported that upon sending the documentation from tonight's meeting, including the certification of posting and the Minutes of the public meeting, the Resolution on intent to incur debt and the Agreement to accept the grant, the Town should have everything needed to get the funds obligated for USDA financing.

Furthermore, Town Administrator Lorentzen explained that upon Town Attorney Hoffman's recommendation of Bond Council for the USDA funding he has been corresponding with Kim Crawford of Butler Snow. She has contacted CoBank to get started on applying for the interim financing loan to cover construction costs until the project is completed. CoBank specializes in these interim loans and is the bank Butler Snow has worked with on all interim USDA financing. Once the Town gets the project constructed, the Town will receive the USDA loan and grant as a lump sum to pay off the interim financing.

In addition, Town Administrator Lorentzen updated the BOT to let them know that he and Town Clerk/Treasurer Joseph will meet with the Consultant for Town Clerk/Treasurer training, Linda Blackston, tomorrow morning, February 16, 2022, at 10:00 am to discuss the scope of work for the training. Since the last BOT meeting, the partition walls for Town Clerk/Treasurer Joseph's cubicle have been ordered. He added that regarding the laptops for the BOT, Mike Roybal, the Town's IT Consultant is looking at options for the Town.

d. Board of Trustees

Trustee Lester inquired about the Weld County Referral – #2MJUSR22-17-0003 - Amendment to USR. Town Administrator Lorentzen explained the owners of the land

already have existing businesses on the property. Their request is to add agricultural fertilizer storage and sales. In addition, Trustee Lester asked Town Administrator Lorentzen to please ask Public Works Supervisor Meisner to fill in the potholes on 10th Street.

Trustee Nothem stated that as a part of the Town Beautification project he would like to suggest that a park bench be placed near the Nantes Library.

Trustee Castro asked for a brief recap of the Peckham Overpass Project. Town Administrator Lorentzen briefly explained that the project is at WCR 44, near Peckham, there will be an overpass including a round-about. At Highway 85 and WCR 33, on the East side of Highway 85, the road will be closed permanently.

Trustee Esquivel reported that the Weld County Food Bank is using the old truck again. She asked if Town Administrator Lorentzen could include in the next Town Newsletter that the Weld County Food Bank has stated that they will now need at least ten volunteers from the Town of Gilcrest to continue coming to the Town of Gilcrest. Trustee Fulton volunteered to be a contact for the sign up, if needed.

8. EXECUTIVE SESSION:

None

9. ADJOURNMENT:

Motion – Trustee Esquivel, Motion to adjourn the meeting at 7:55 P.M. on February 15, 2022,

2nd – Trustee Tapia. All voted Aye. **Motion carried (6-0).**



TOWN OF GILCREST



Tyson Chavez, Mayor

ATTEST:



Brenda Joseph, Town Clerk