

**Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
March 07, 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, Bob Meisner, Public Works Supervisor

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 February 15, 2022
- b. Bills for Approval
- c. Weld County Planning Referrals –
 - i. LLA21-0038 Lot Line Adjustment WCR 29 & WCR 35
 - ii. DK22-0001 – 4 Lot Subdivision WCR 29 & WCR

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

5. OLD BUSINESS

- a. Superior Fire Victims Card Drive

After a brief discussion, the BOT acknowledged that they have received a check for \$1,500.00 as a donation from the Weld County RE-1 School District, and two gift cards one for \$50.00 and another for \$25.00. It was discussed by the BOT that at the next Special BOT Meeting on April 4, 2022, the BOT plans to select who the recipients of the funds will be and how these funds will be distributed to the recipients. Once formal action is taken for the Town's \$1,500 contribution, Town Administrator Lorentzen stated he will then contact PDC Energy Inc. as they offered to match the Town's contribution.

Motion – Trustee Castro, Motion to approve the donation of \$1,500.00 for the Town of Superior Fire Victims. **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

b. Ordinance 2022-01 Setting Meeting Day for Regular Board Meetings - 2nd Reading

Town Administrator Lorentzen noted that the BOT adopted this ordinance on 1st Reading at the Regular Meeting of February 15th, 2022.

Motion – Trustee Esquivel, Motion to adopt the Ordinance 2022-01 Setting Meeting Day for Regular Board Meetings - 2nd Reading, **2nd – Trustee Fulton**. All voted Aye. **Motion carried (6-0)**.

6. NEW BUSINESS:

a. Liquor License Renewal - Gilcrest Liquor

Town Administrator Lorentzen stated the liquor license expires April 4, 2022. Also, he explained that the renewal application and associated fees have been submitted in a timely manner. The Police Department and Fire Department have performed the required inspections, and everything is in order. In reviewing the Town Code for Liquor Licenses, in the case of a new liquor license the Board acting as the liquor authority at the conclusion of a public hearing issues the new license. Renewals on the other hand are handled administratively by the Town Clerk, Sec. 6-96. - Renewal fee and procedures. At this time the Board can let the Town Clerk know of any reason they know of which would constitute good cause for not renewing the license.

Motion – Trustee Lester, Motion to inform the Town Clerk the Board knows of no good cause not to renew the liquor license for Gilcrest Liquor, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

b. Discussion – Succession Planning for Public Works – Bob Meisner

Town Administrator Lorentzen explained that at the Special BOT meeting on February 15, 2022, the Board requested Public Works Supervisor, Meisner attend the Special meeting on March 7, 2022, to discuss how the Town should move forward with getting a qualified individual hired and trained to take over as the Public Works Supervisor prior to Public Works Supervisor, Meisner retiring someday.

Mayor Chavez pointed out that the BOT knows that Public Works Supervisor, Meisner is not planning to retire soon but that the BOT would like him to give some thought to what is needed to put a plan in place for that time to allow for proper training and to ensure the transition is as efficient as possible. This qualified individual, once fully trained, would also provide him with the assurance that he can take time off when needed.

After discussion, the BOT commented that the BOT would like Public Works Supervisor Meisner to move into more of a Supervisory role with the possibility of changing his job title to Public Works Director instead of Public Works Supervisor. She asked him to consider if there is anyone that he knows that is qualified for this role and if so to let the BOT know. The BOT explained it does not need to be a plan that is put in place right away, but they would like to see a plan such as a 5-year plan, 10-year plan or something similar. They recognize that this process of hiring and training this person will take some time.

Town Administrator Lorentzen and Public Works Supervisor Meisner both acknowledged the Boards suggestions and explained that they will meet and put together a Succession Plan.

8. REPORTS:

a. Town Administrator Lorentzen reported that for the Sewer Rehabilitation Project Financing, Public Works Supervisor, Meisner and he met with the Mike Hagar and their subconsultant Surveyor, Interstate Survey Group, as a start-up meeting for the final design of the sewer collection system repair project. The surveyors will be starting Monday March 7, 2022, to pinpoint the locations of all manholes and valve boxes for element to use in the construction bid documents.

Also, Town Administrator Lorentzen reported, the town started receiving notices from the Division of Reclamation, Mining and Safety of Applications by Red Tierra and Jalisco for the gravel mining operation on Section 20. The Town's Water Attorney, Dan Brown, has responded that the Town is concerned with the effect the project will have on groundwater and to keep the Town in the loop.

In addition, Town Administrator Lorentzen noted that at the last meeting Trustee Nothem asked about the # of CBT water shares owned by the Town. The town is paying annual assessments on 247 shares. The nominal value of a share of CBT is one acre foot. The historical quota averages around 0.7-acre feet per share. Our contract with Central Weld requires us to transfer 110% of the previous year's water usage each year. Additionally, it assumed there will be a 20% loss between raw water delivered to potable water delivered to the town to account for leaks and processing (filters need to be backwashed with backwash water going to sewer). He mentioned that he has visited with a Representative of Clayton homes recently. They are considering putting modular homes in at 503 Elm. They are currently taking into consideration the cost of water shares which currently approximately \$65,000 for one water share. There tend to be issues that arise when looking for a single share of water verses multiple shares of water.

b. Board of Trustees

With the discussion of water shares, Trustee Castro asked Town Administrator Lorentzen if the owner of 815 Starbird Ave. has acquired the one share of water he is required to obtain prior to receiving a Certificate of Occupancy.

Town Administrator Lorentzen stated the owner at 815 Starbird Ave. has not yet purchased the required water right dedication of one share of CBT. He has indicated he may ask the Board to be allowed to pay cash in lieu for the required share. He was going to get the town the research he had done so far on availability and cost of shares. The Town code states the Board may accept cash in lieu but is not required to do so.

Lorentzen stated it was possible the owner was occupying the house without having received a Certificate of Occupancy and would be receiving a Cease-and-Desist.

Trustee Lester inquired if the Town knows if there has been any expressed interest in someone purchasing the lot for sale to the North of Bulk Transporters Inc. Discussion ensued about the Town possibly purchasing it. Town Administrator Lorentzen reported there have been a few calls but as of right now no one has purchased it. He pointed out the lot is zoned residential. Trustee Lester also pointed out that he noticed there is a light or two off highway 85 that needs

to be replaced. He wondered who is responsible for changing the light bulbs in those lights? Trustee Tapia explained it is Xcel Energy that should be contacted to have them replaced.

Mayor Chavez and the BOT emphasized that the BOT meetings are all open to the public. The Town does hold a Public Hearing each year before the Annual Town Budget is voted upon which allows time for the public to express their concerns and/or opinions. Mayor Chavez said at some point in the future he would like the BOT to consider a way such as a telephone conference to allow the Public to attend the meetings by phone for those situations when they cannot attend the meeting in person.

8. EXECUTIVE SESSION:

None

9. ADJOURNMENT:

Motion – Trustee Castro, Motion to adjourn the meeting at 8:08 P.M. on March 7, 2022, 2nd – Trustee Tapia. All voted Aye. Motion carried (6-0).

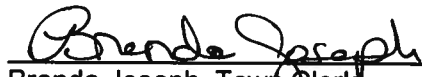


TOWN OF GILCREST



Tyson Chavez, Mayor

ATTEST:



Brenda Joseph, Town Clerk