

**Regular Meeting Minutes of  
The Board of Trustees  
Town of Gilcrest, Colorado  
304 8<sup>th</sup> Street – Town Hall  
May 16, 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, Fulton, Tapia, Lester, Absent: Esquivel
- c. Town Staff Present: Larry Lorentzen, Town Administrator; Brenda Joseph, Town Clerk/Treasurer, Bob Meisner, Public Works Supervisor, Town Attorney Lebuhn

**9. EXECUTIVE SESSION:**

**Motion – Trustee Castro**, Motion to close the Regular Board Meeting at 7:02 PM to go into an Executive Session to consider the purchase acquisition, lease, transfer, or sale of real, personal, or other property, pursuant to C.R.S. Section 24-6-402 (4) (a) 2<sup>nd</sup> – **Trustee Nothem**. All voted Aye. **Motion carried (5-0)**.

**Motion – Trustee Castro**, Motion to reconvene the Regular Board Meeting at 7:33 P.M. on May 16, 2022, 2<sup>nd</sup> – **Trustee Fulton**. All voted Aye. **Motion carried (5-0)**.

**2. APPROVAL OF THE REGULAR AGENDA:**

**Motion – Trustee Lester**, Motion to approve the Regular Agenda, 2<sup>nd</sup> – **Trustee Fulton**. All voted Aye. **Motion carried (5-0)**.

**3. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA:**

None

**4. POLICE REPORT:**

Police Sergeant Vazquez explained that the testing process continues for the new School Resource Officer. Officer Matt McChesney will finish out the school year and retire in July 2022. The last day of school is May 27, 2022. Graduation is Saturday, May 28, 2022, at the football field, in Gilcrest. Congratulations Class of 2022.

On May 3, 2022, there was a minor traffic accident involving a loaded school bus on County Road 42. Minor injuries were reported, and a ticket was issued to the at fault driver. Also, other recent calls in Gilcrest worth noting include a stolen vehicle report on

May 9, 2022, a warrant arrest on Highway 85 and a runaway juvenile. Platteville PD wrote seventeen tickets during the month of April as well. In addition, following up to the last Town Board Meeting, the abandoned vehicle on 12th Street and Vine has been red tagged and subsequently impounded by Superior Towing.

Police Sergeant Vazquez also reported the tornado sirens were tested again on May 7, 2022. All sirens sounded good in Gilcrest though one was inoperable in Platteville. Sentry Siren will be contacted soon to get that fixed and operational.

## **5. CONSENT AGENDA:**

- a. Board of Trustee Minutes for May 2, 2022
- b. Bills for Approval

**Motion – Trustee Lester**, Motion to approve the Consent Agenda, **2<sup>nd</sup> – Trustee Tapia**. All voted Aye. **Motion carried (5-0)**.

## **6. OLD BUSINESS:**

- a. Weld County Presentation - MMOF Funding for On Demand Transit Service

Town Administrator Lorentzen pointed out in the Board Packet that Weld County Public Works is putting together an application to CDOT for a Multimodal Transportation and Mitigation Options Fund (MMOF) grant funding for on-demand, free to the customer, transit service along Highway 85, to serve seniors and others needing transportation for shopping, medical, and work. In addition, he explained that the grant will require a 50% match from the applicant and Weld County is looking for the effected communities to participate on a population basis. The grant application needs to be in by June 6, 2022, so Weld County was hoping to have a letter for support from participating municipalities soon.

Evan Pinkham, Transportation Planner, Weld County Public Works Department, joined the meeting to present the proposed transit service to be funded with MMOF funds and local matches and to answer any questions the Board might have. In addition, to ask for a letter of support from the Town of Gilcrest.

**Motion – Trustee Castro**, Motion to send a Letter of Support for the Weld County - Multimodal Transportation and Mitigation Options Fund (MMOF) Grant Funding for On-demand Transit Service to include the wording Subject to Annual Appropriations, **2<sup>nd</sup> – Trustee Tapia**. All voted Aye. **Motion carried (5-0)**.

- b. 815 Starbird Avenue - Escrow Agreement

Mayor Chavez stated that considering the Escrow Agreement for 815 Starbird Avenue is now off the table, the party rescinded their signature at the last Board meeting, May 2, 2022. Before moving forward, Mayor Chavez asked Manny Agripino, if he had anything that he would like to say.

Manny Agripino said no he does not have anything to interject today.

Mayor Chavez continued by stating the Town would like to offer an extension until June 6, 2022, for the opportunity to give the 815 Starbird Avenue owners time to provide proof to the Town that \$65,000.00 for one CBT share of water for the residence has been escrowed by the owners to an escrow agent. If the owners of 815 Starbird Avenue are unable to provide proof of entrance into the escrow period by June 6, 2022, the Town will move forward with enforcing the cease and desist because the owners are currently occupying the 815 Starbird Avenue residence without the required certificate of occupancy. Mayor Chavez then asked the Board if they object to this course of action. The Board did not object. Mayor Chavez asked Manny Agripino if he understood the requirement to have proof of escrow at the June 6<sup>th</sup> Board meeting.

Manny Agripino stated he understood. He then asked Mayor Chavez when he could have a meeting with him and the Town Attorney. Mayor Chavez explained that he could not meet with him and the Town Attorney unless he has his own Attorney present as well. Manny Agripino then asked why not. Mayor Chavez explained it is not in the Town's best interest for him, Manny, and the Town Attorney to sit down and visit without Manny Agripino's Attorney present too. Town Attorney Lebuhn restated if Manny Agripino has his Attorney present too then they can meet. Manny Agripino said Ok and then asked should his Attorney, John Barry, contact her or Town Attorney Hoffman. Town Attorney Lebuhn said for Manny Agripino's Attorney to contact Town Attorney Hoffman. Manny Agripino acknowledged that he agreed.

## **7. NEW BUSINESS:**

### **a. Myles Ziegler Resignation – Public Works Job Descriptions and Position Recruitment**

Town Administrator Lorentzen explained that Public Works Worker Ziegler submitted his resignation from his public works position with his last day to be May 19, 2022. Mayor Chavez inquired as to how much sick leave Public Works Worker Ziegler is in the negative. Town Administrator Lorentzen reported that he is in the negative 4.04 hours. Mayor Chavez and the Board confirmed with Town Administrator Lorentzen that the negative 4.04 hours would be paid off from his last check. Town Administrator Lorentzen stated yes it will. Public Works Worker Ziegler will be able to pay it off from his accrued sick time from his last paycheck and if needed he can use his accrued vacation time to ensure the negative sick pay is completely paid off.

In addition, Town Administrator Lorentzen pointed out, in the Board Packet, earlier this year the Board discussed working towards hiring an individual with the skills necessary to train under Public Works Supervisor Meisner and be able to take over the public works department when Public Works Supervisor Meisner retires someday. Ziegler's resignation would be the opportunity to move in this direction. It would be better to advertise for a Public Works Supervisor with municipal public works experience and basic water and sewer certifications now, rather than higher another Public Works Maintenance Worker. Also, having the new position as a supervisory position allows the

Town to require applicants to have at least some supervisory experience. In addition, Town Administrator Lorentzen stated he has included a draft job description with Public Works Supervisor Meisner's position title amended to be Public Works Director and the new position to be Public Works Foreman. Public Works Supervisor Meisner's current position is a department head position and Public Works Director is a more appropriate title.

**Motion – Trustee Castro, Motion to Table the Discussion of the new Public Works Foreman's Job Roles until the June 6, 2022, Regular Board Meeting, 2<sup>nd</sup> – Trustee Tapia. All voted Aye. Motion carried (5-0).**

b. Red Tierra Request for June Work Session

Town Administrator Lorentzen explained that Bob Lembke and his group of developers have requested a work session with the Board to discuss the gravel mining operations and annexation. Austin Flanagan with Town Attorney Hoffman's Office has been coordinating with them. Town Administrator Lorentzen noted that he has asked that the Town receive all materials they plan to present at the work session at least ahead of time, so that he can get a Board Packet out and everyone has time to review the materials ahead of time. Mayor Chavez and the Board asked that the work session be scheduled for June 20, 2022, from 6:00 pm – 7:00 pm.

**8. REPORTS:**

a. Code Enforcement Report

Town Administrator Lorentzen reported that Code Enforcement Officer, Pratt stated that he will provide the Town with better information on the days and times he is in Town working and a better list of the things he is doing when he is providing Code Enforcement for the Town. In addition, Town Administrator Lorentzen explained that Code Enforcement Officer, Pratt is currently trying to coordinate this job role with his other job and is breaking even to pay for his liability insurance.

b. Town Administrator Report

Town Administrator Lorentzen pointed out that in the Board packet tonight he has addressed the issues that Menda Ide, resident at 510 12<sup>th</sup> Street, brought up to the Board at the May 2, 2022, Regular Board Meeting regarding the Board history of when she was on the Board.

c. Board of Trustees

Trustee Castro state that she wanted to remind all Citizens of the Town to be sure to lock their doors. There have been some issues with theft in Town and it is better to be safe.

Public Works Supervisor Meisner requested that the Board discuss tonight the posting for the new Public Works Foreman job to allow for plenty of time to receive applications for consideration due to June 6, 2022, is a couple of weeks away and we want to be able to hire a qualified person in a timely manner. Town Administrator Lorentzen agreed and explained that they will need to increase the pay rate for this new position from what Public Works Worker Ziegler was being paid due to the job qualifications requested and job tasks. Mayor Chavez and the Board discussed the job posting. Town Administrator Lorentzen stated he will get the job posted this week as discussed.

**9. EXECUTIVE SESSION:**

Moved to the beginning of the Board meeting.

**10. ADJOURNMENT:**


**Motion – Trustee Lester, Motion to adjourn the meeting at 8:37 P.M. on May 16, 2022, 2<sup>nd</sup> – Trustee Tapia. All voted Aye. Motion carried (5-0).**



TOWN OF GILCREST

  
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Tyson Chavez, Mayor

ATTEST:

  
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Brenda Joseph, Town Clerk