

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

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Nothem, Motion to approve the Regular Agenda, 2nd – Trustee Fulton. All voted Aye. Motion carried (4-0).

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

None

4. CONSENT AGENDA:

- a. Board of Trustee Minutes for June 20, 2022
- b. Bills for Approval

Motion – Trustee Esquivel, Motion to approve the Consent Agenda, 2nd – Trustee Nothem. All voted Aye. Motion carried (4-0).

5. OLD BUSINESS:

None

6. NEW BUSINESS:

- a. Presentation of 2020 Audit - BDO

Eryn Tolooee, Experienced-Audit Senior with BDO USA, LLP, presented to the Board of Trustees the Audit Wrap up for the 2020 Audit included in the Board packet along with the Financial Statements and Supplementary Information for the Year Ended December

31, 2020, Audit. She summarized the Financial Statements. She explained that there were no major changes from the 2019 to the 2020 Audit.

Motion – Trustee Nothem, Motion to accept the Financial Statements for the 2020 Audit, 2nd – Trustee Fulton. All voted Aye. Motion carried (4-0).

b. Ordinance 2022-03 Amending Chapter 16, Clarifying Role of Planning Commission, 1st Reading

Town Administrator Lorentzen explained that the Town Code for Land Use approvals speaks to a Planning Commission and Town Board as separate Boards with processes that state an application goes to the Planning Commission and the Planning Commission is to provide a recommendation to the Town Board prior to the item being heard by the Town Board. Ordinance 2022-03 makes it clear that when the Town Board is acting as the Planning Commission, they can make a decision as a Planning Commission and Town Board at the same time, without having to have two separate meetings on the same application.

Motion – Trustee Castro, Motion to adopt Ordinance 2022-03 Amending Chapter 16, Clarifying Role of Planning Commission, 1st Reading, 2nd – Trustee Esquivel. All voted Aye. Motion carried (4-0).

c. Memorandum of Intergovernmental Agreement with Weld County for a Coordinated Election

Town Administrator Lorentzen stated that for 2022 the Town of Gilcrest has an election for three Trustee positions along with a ballot question on the keeping of chickens (if approved by vote) on November 8, 2022.

He explained that the Town for several years has been having the County conduct general elections for the Town as a coordinated election. The Memorandum of Intergovernmental Agreement with Weld County for a Coordinated Election is the agreement that allows for a coordinated election. The language is the same as the 2020 year's agreement with the exception of a clause stating the Town will provide a Spanish translation of the ballot title and text prepared by a certified translation service as now required by C.R.S. §1-5-203(3)(a). Esy Ray who translates for our Court is qualified to do so and has agreed to provide this service.

Motion – Trustee Castro, Motion to adopt the Memorandum of Intergovernmental Agreement with Weld County for a Coordinated Election and Appointing Brenda Joseph as the Designated Election Official, 2nd – Trustee Nothem. All voted Aye. Motion carried (4-0).

d. Discussion - Board of Trustee Election – Terms and Election Calendar

Town Administrator Lorentzen pointed out that every Election the Town asks that Town Attorney to put together the Election Calendar with deadlines for petitions etc. The election will consist of three trustee seats and a ballot question on allowing chickens in residential neighborhoods. He explained it is his understanding; the current terms of Trustees Nothem, Tapia and Esquivel are up this year and Trustees Nothem and Tapia were first elected in 2014 and thus term limited. Trustee Esquivel was elected in 2018 and can run for another term. He added that Candidates wishing to run for office may pick up Nomination Petitions and forms on Tuesday, August 9, 2022, and begin circulating them for signatures.

Discussion took place regarding Term Limits, the loss of good Trustees on the Board in the past because of Term Limits and the suggestion of considering the elimination of Term Limits. The Board suggested the discussion of Term Limits be continued to the next Regular Board Meeting, Monday, August 1, 2022.

e. Discussion – Ballot Question on Chickens

Town Administrator Lorentzen pointed out that the Board has discussed their intent to place a ballot question on allowing chickens on the November 8, 2022 Election Ballot. He explained that he plans to bring the ballot language to the next Regular Board meeting. He also pointed out that they looked at the sample regulations on allowing chickens from other towns and that they were quite lengthy. He suggested the ballot question be limited to say just the basics of maximum number of hens allowed and no roosters allowed, with a statement that regulations on permits, fees, setbacks from property lines, minimum size of coop and run, penalties etc., to be set by Ordinance or Resolution.

Mayor Chavez explained that about a year ago the Town had a survey where they asked the Town Residents if they were in favor of allowing the keeping of chicken hens on residential properties within the Town of Gilcrest.

Discussion took place regarding the Ballot Question on Chickens. The Board suggested the discussion of the Ballot Question on Chickens be continued to the next Regular Board Meeting, Monday, August 1, 2022. The Board asked Town Administrator Lorentzen to also research the number of hens that other Towns are permitting for their discussion at the next meeting.

7. REPORTS:

a. Code Enforcement Report

Town Administrator Lorentzen and the Board discussed the cases from May 1, 2022 through June 30, 2022.

b. Police Report

Town Administrator Lorentzen pointed out the Platteville Police Department Board Report. Officer McChesney's last day before retirement with the Platteville Police Department was July 8, 2022. Officer, Rodriguez has been hired as one of the new SRO Officers. Officers responded to several fireworks complaints in both Platteville and Gilcrest on the July 4, 2022. Tickets were issued, warnings were given, and fireworks were confiscated. One house in particular in Gilcrest was caught resulting in a ticket and fireworks confiscated.

c. Town Administrator Report

Town Administrator Lorentzen reported that a problem with the sewer lagoon liner has arisen which we may need to address prior to the entire financed repair project being constructed. He explained that Public Works Supervisor Meisner and he met with Mike from Element Engineering this afternoon, and they will hopefully have some more information and possible solutions for the Board soon.

Public Works Supervisor Meisner explained there a tear or split seam in the sewer lagoon liner. They will need to drain and repair the liner. Currently, there is small pump they are using to pump the water out from underneath the liner, but he is having to check it every two hours. At this point, they need to wait to see what Town Engineer Hager suggests they do to fix the problem.

In addition, Town Administrator Lorentzen reported that he, Town Planner McCool, Town Attorney Hoffmann and Town Engineer Marcotte met with Bob Lembke and his Surveyor by Zoom to clarify the extent of ROW to be annexed with the gravel sites.

Clayton Homes intends to get the Town the foundation and building plans for review within the week. They should have the water shares purchased on August 11, 2022 the same as Agripino, 815 Starbird Avenue.

d. Board of Trustees

Trustee Castro stated that she would like to have Bob proceed with John Baker's annual evaluation and merit increase, rather than waiting for his October anniversary date.

Mayor Chavez pointed out he saw the Police Report in the packet. He was wondering what the status is regarding the stolen truck. Town Administrator Lorentzen explained that he would get more information and get back to the Board.

8. ADJOURNMENT:

Motion – Trustee Nothem, Motion to adjourn the meeting at 8:03 P.M. on June 18, 2022, 2nd – Trustee Castro. All voted Aye. Motion carried (4-0).



TOWN OF GILCREST

Tyson Chavez Mayor Pro Tem

Tyson Chavez, Mayor

Steve Nothem Mayor Pro Tem

ATTEST:

Brenda Joseph

Brenda Joseph, Town Clerk