

**Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
August 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, Esquivel, Fulton, Castro, Lester
Absent: Mayor Chavez, Trustee Tapia
- 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 Castro, Motion to approve the Regular Agenda, 2nd – Trustee Esquivel. All voted Aye. Motion carried (5-0).

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

None

4. CONSENT AGENDA:

- a. Board of Trustee Minutes for August 1, 2022
- b. Bills for Approval

Motion – Trustee Lester, Motion to approve the Consent Agenda, 2nd – Trustee Esquivel. All voted Aye. Motion carried (5-0).

5. OLD BUSINESS:

None

6. NEW BUSINESS:

- a. Resolution 2022-09 Referring to Electors a Question at the November 8th Coordinated Election Concerning Allowing Chickens

Town Administrator Lorentzen pointed out that at the August 1, 2022, Regular Board meeting the Board provided a consensus on the language to be used for the question on allowing chickens. This Resolution approves putting the question of allowing chickens before the voters and sets the language which will appear on the ballot on election day.

Motion – Trustee Esquivel, Motion to approve Resolution 2022-09 Referring to Electors a Question at the November 8, 2022, Coordinated Election Concerning Allowing Chickens, 2nd – **Trustee Fulton**. All voted Aye. **Motion carried (5-0)**.

b. Update – Trustee Candidates Circulating Petitions

Town Administrator Lorentzen explained that the candidate packets for the upcoming election are ready to be handed out. At the last Board meeting, August 1, 2022, the Board asked to be kept informed on the number of candidates for the upcoming election as it may mean the Board will need another discussion on a term limits ballot question. He reported that as of today, August 15, 2022, no one has asked about this nor has anyone picked up a candidate packet.

Trustee Fulton pointed out that due to the Town Hall office closes at 5:00 pm it makes it hard for anyone who is interested that does not get home until after 5:00 pm to pick their packet up. Both Trustee Fulton and Trustee Lester said they knew of someone who might be interested in running for candidacy.

Town Administrator Lorentzen and Town Clerk Joseph both said they would be happy to stay after 5:00 pm to accommodate anyone who is interested in picking up a candidate packet who needs to pick theirs up after 5:00 pm. Town Administrator Lorentzen asked that the Board please communicate to those people who need to pick up their packet after 5:00 pm that they can contact the Town Hall and schedule an appointment for after 5:00 pm.

Trustee Nothem verified with Town Clerk Joseph that the last day for an interested resident to pick up a Candidate Packet and circulate the nomination petition is Monday, August 29, 2022. Also, they would need to be returned fully completed that same day, August 29, 2022, to the Town Clerk, by 5:00 pm.

c. Proposal for Employee Recruitment Services – Mile High Employment Solutions

Town Administrator Lorentzen stated that at the last Board meeting Trustee Lester suggested contacting Mile High Employment Solutions about recruiting for the Public Works Foreman position. He explained that he met with Ericka with Mile High Employment Solutions and went over what the town is looking for in candidates for the Public Works Foreman position. He pointed out that she put together a proposal for recruitment services that has been included in their Board packet.

He further explained that the cost is \$3,000.00 if the Town hires someone they have sent to the Town. There is no cost if they do not find the Town a candidate to hire. The contract is non-exclusive so the Town can hire someone who comes to us from our recruiting efforts without penalty.

In addition, he reported that the Town has spent around \$1,500.00 in advertising with the Greeley Tribune, Indeed, ZipRecruiter and Craigslist, to no avail. All the Town has

received from these sources is a resume, while Mile High pre-screens applicants and gives the Town their evaluation of the candidate in order for the Town to decide whether to offer an interview with them. Ericka has sent over two resumes already to be reviewed, if interested.

Motion – Trustee Fulton, Motion to approve the Proposal with Employee Recruitment Services for \$3,000.00 with Mile High Employment Solutions, 2nd – **Trustee Lester**. All voted Aye. **Motion carried (5-0)**.

d. Proposal for Financial Services – Professional Management Solutions

Town Clerk/Treasure Joseph pointed out that at the February 8, 2022, Regular Board Meeting, the Board discussed with her seeking out assistance from an outside source such as a consultant for her training requests. It was suggested that she contact Consultant Linda Blackston to start as she came highly recommended. Town Clerk/Treasure Joseph explained that she contacted Linda, and she has been a valuable source of help. With her many years of working in municipalities as a Town Clerk and her professional and kind disposition, she is a wealth of knowledge and has helped her start out on the proper track as a Town Clerk; however, in April 2022, she returned to her role as a full-time Town Clerk, so they decided to hold off on the training while keeping in mind, if needed, she could reach out to Linda with any questions that she has. Town Clerk/Treasure Joseph explained further that when she mentioned to Linda that she would like additional training specific to the treasurer/ finance portion of her job, Linda provided a contact for her, Cynthia Leis. After Cynthia was able to spend some time in the Town Hall with her and they discussed what financial services were needed, Cynthia then explained that the Town truly needed someone who was highly trained specifically in Government Accounting and fully understands how Caselle works for the entire accounting process. Cynthia provided the contact information for Lorraine Trotter. Lorraine is the President of Professional Management Solutions and has been since 1994. Lorraine came to the Town Hall on May 20, 2022, to discuss the financial consulting services needed by the Town and to explain what she could do to help. She also explained what would be needed for her to get started.

In addition, Town Clerk/Treasurer Joseph explained that in the packet is a Proposal dated August 5, 2022, from Professional Management Solutions to Provide the Town of Gilcrest with Financial Consulting Services effective August 5, 2022, that Lorraine Trotter submitted, after meeting with Town Administrator Lorentzen and her. Along with the proposal, Lorraine has provided the Town with a partial client list and her resume as well. She explained that if approved, upon acceptance of the proposal, Professional Management Solutions will provide up to 12 hours per Month, at a rate of \$1,260.00 per month, for the financial services which will also allow for hands on training.

Town Administrator Lorentzen added that Lorraine will also be reviewing the processes and procedures that have been in place for quite some time to see what may need to be changed and/or updated to make them more efficient.

Motion – Trustee Castro, Motion to approve the Proposal for Financial Services with Professional Management Solutions, 2nd – **Trustee Lester**. All voted Aye. **Motion carried (5-0)**.

e. Cancel September 5, 2022 (Labor Day) Meeting and Set Special Meeting if Needed

The Board discussed that if a Special Meeting is needed it will be scheduled for Monday, August 29, 2022, at 7:00 pm.

Motion – Trustee Esquivel, Motion to Cancel the Monday, September 5, 2022 (Labor Day) Meeting. 2nd – **Trustee Castro**. All voted Aye. **Motion carried (5-0)**.

7. REPORTS:

a. Code Enforcement Report

Town Administrator Lorentzen pointed out the Code Enforcement report for July 2022 has been included in the Board packet. He asked if the Board has any questions or anything they want to see enforced. If so, he can pass this information on to Code Enforcement Officer Pratt. Trustee Esquivel asked what is the Code issue for the addresses included on the report that are listed with the topic - animals. Town Administrator Lorentzen explained this can be used for issues such as they have chickens at that address or there is dog feces in the yard that has not been cleaned up and is now producing an odor, along with several other issues. He added that when there are issues with barking dogs or animal at large the Police Department is contracted to help the Town with those issues.

Trustee Nothem asked how to access the addresses that are highlighted in blue. Town Administrator Lorentzen explained that they are password protected. He said if they have a specific address in question to please let him know and he can get additional information for them. Trustee Fulton asked if there have been any more car thefts in town. Town Administrator Lorentzen stated that he has not heard of anymore.

In addition, Town Administrator Lorentzen reported that the Town now has an issue with vine weed. Code Enforcement Officer Pratt is making sure he keeps a close watch on this issue as it is considered an obnoxious weed. Its low on the list but still needs to be watched and the vine weeds need to be removed.

Trustee Castro pointed out that there is a house on Birch, closer to the schools, with a pile of trash on their driveway and it has been there for a while. She asked if Town Administrator Lorentzen could please ask Officer Pratt to check into this. Town Administrator Lorentzen also reported that the defendant for one of the older Code Enforcement Summons, for nuisances-unsafe structure conditions came to court on August 10, 2022 and has paid the total due. She has thirty days to remove the vacant building from the lot. He explained that she was going to develop the land but never has. He further explained that the Town told her she had to board up the vacant

house and put up a fence around it as it is not safe especially if children were to be around it. She boarded it up but never put the fence up.

b. Police Report

Trustee Nothem pointed out that the Police Report has been provided to the Board. School has started. The New SRO has started the preliminary phase of his field training program. Trustee Castro and Trustee Lester pointed out that they have noticed the same issues as last year already regarding the speeding concerns in and around the school zones.

Trustee Nothem asked what has been discussed with the School District. Trustee Lester said that last school year the School District explained that they had communicated the concerns to the students and had also communicated to them the consequences of breaking the rules. Trustee Nothem suggested that this might be something that the school could address with the students in the beginning of the year instead of at the end of the school year. Town Administrator Lorentzen asked that the Board continue to watch for these concerns and pass them on to him and he will then contact the School District like last year for assistance in addressing their concerns.

c. Town Administrator Report

Town Administrator Lorentzen reported the Town is still waiting on a final recommendation from Element Engineering to move forward with evaluating and repairing the sewer lagoon liner. Trustee Nothem asked if there will be any issues regarding the warranty on the liner. Town Administrator Lorentzen stated that he does not expect any issues.

In addition, Town Administrator Lorentzen reported that Manny Agripino, 815 Starbird Avenue, was in Court on August 10, 2022. He brought a receipt to the Town Hall showing that he had escrowed the \$60,000 with the Title Company, the actual transfer of ownership took place on Friday, August 12, 2022. The Town has received confirmation that this has happened (along with the three units from Clayton Homes) from Northern Water Conservancy. The case for violation of the building code in occupying the home without a Certificate of Occupancy was continued to Court on September 14, 2022. He stated that he explained to the Town Prosecutor the issues that have taken place including the political issues. He added this case will be treated like any other code violation.

Trustee Nothem asked if they discussed when the final water reading will take place. Town Administrator Lorentzen stated the change in accounts will take place on September 1, 2022, and the Town will back charge Manny Agripino back to March 1, 2022, for the sewer, storm drain, and street light fees and he will start paying user fees for a ¾ " residential tap.

d. Board of Trustees

Trustee Castro pointed out that she thought the Board was going to discuss Public Works Worker, John Baker's pay at the last Regular Board meeting, August 1, 2022. She added that due to the Board has already approved a pay increase this year when it was not Budget time, she believes they should also consider this one. She explained that she contacted Town Clerk/Treasurer Joseph to see what has been done as of today. Trustee Castro stated that she explained to her that his review and merit increase were moved up immediately. He was given the full merit increase of 2% more an hour. Trustee Castro continued by stating that her understanding was that the Board would be considering a potential raise in addition to the merit increase for him. She would like the discussion for Public Works Worker, John Baker's potential pay increase put on the next Regular Board meeting Agenda. Town Administrator Lorentzen explained that he understood that they would be discussing his pay increase at Budget time and that his review and merit increase were to be done immediately. He also stated that he will add this to the next Regular Board meeting Agenda as directed.

Trustee Nothem asked if Town Administrator Lorentzen could please bring the Board a status update to the next Regular Board meeting regarding the two "Welcome to Gilcrest" signs that will be placed along Highway 85.

In addition, Trustee Castro asked Town Administrator Lorentzen if there are any other issues of concern that the Board should be made aware regarding the matter with Manny Agripino. Town Administrator Lorentzen stated that he knew of nothing that should make a difference in the matter; however, Manny Agripino did inadvertently see e-mail correspondence between himself and the Town's Prosecuting Attorney.

8. EXECUTIVE SESSION:

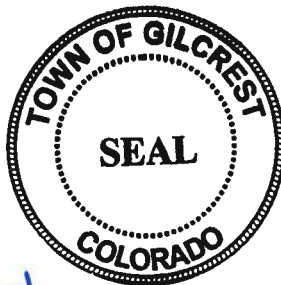
None

9. ADJOURNMENT:

Motion – Trustee Esquivel, Motion to adjourn the meeting at 8:02 P.M. on August 15, 2022, 2nd – **Trustee Fulton**. All voted Aye. **Motion carried (5-0)**.

ATTEST:


Brenda Joseph, Town Clerk



TOWN OF GILCREST


Tyson Chavez, Mayor