

**Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
September 19, 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, Esquivel, Fulton, Castro, Lester, Tapia
- c. Town Staff Present: Larry Lorentzen, Town Administrator; Brenda Joseph, Town Clerk/Treasurer

2. APPROVAL OF THE REGULAR AGENDA:

Town Administrator Lorentzen asked to add a discussion item to the Regular Agenda under New Business regarding the allowed uses in the light industrial zoning district.

Motion – Trustee Nothem, Motion to approve the Regular Agenda with the addition to New Business to add F. Discussion allowed uses within the light industrial zoning district, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

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

Manny Agripino, 815 Starbird Ave. explained that he was at the meeting tonight for two reasons. First, he asked the Board for an Executive Session between the Board and himself. Second, he asked the Town to move the concrete cylinders that are by his house. He explained that he has asked the Town on four different occasions, and that his daughter has been injured by them multiple times.

4. CONSENT AGENDA:

- a. Board of Trustee Minutes for August 15, 2022 & August 22, 2022
- b. Bills for Approval

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

5. OLD BUSINESS:

None

6. NEW BUSINESS:

- a. IGA with Platteville Gilcrest Fire District - Impact Fees

Town Administrator Lorentzen pointed out that the Fire District completed an impact nexus study with the stated purpose to calculate and implement updated fire impact fees to ensure future development pays its own way and existing residents and services are not financially burdened by new growth.

This proposed IGA calls for the Town to collect a pass-through fee for the Fire District for new building permits in the amount of \$2,2566.00 for residential dwelling units in the amount of \$2,266.00 and \$1.65 per square foot for new commercial development. The amounts were derived through the nexus study completed by BBC Research & Consulting. The intent would be for Platteville, Gilcrest and Weld County all enter into the IGA and collect impact fees.

The Board asked Town Administrator Lorentzen to invite Fire Chief Durkee to the next Board meeting.

Motion – Trustee Castro, Motion to continue the IGA with Platteville Gilcrest Fire District - Impact Fees to the next Board meeting, October 3, 2022, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried** (6-0).

b. 2023 CIRSA Renewal for Property/Casualty and Workmen’s Compensation Insurance

Town Administrator Lorentzen explained the preliminary quotes are here for 2023 coverage. The Town must either accept the preliminary quotes for 2023 coverage or give notice that they intend not to renew for 2023. The documents need to be returned to CIRSA by September 30, 2022.

He explained the 2022 preliminary quote for property/casualty insurance through CIRSA is \$16,105.65. This is a 1.8% increase over last year’s cost of \$15,822.84. Last year’s quote was a 1.5% increase with a 1.7% increase the year before that. Considering the rate of rising costs on everything else, CIRSA has kept these costs down pretty well. These costs are for the same coverages and deductibles as in the past.

The 2023 preliminary quote for workers' compensation insurance through CIRSA is \$4,256.00 which is an 8% decrease from last year’s cost at \$4,633. The Town has consistently been decreasing workers’ compensation over the past several years due to favorable claim history.

Motion – Trustee Esquivel, Motion to approve the 2023 CIRSA Renewal for Property/Casualty and Workmen’s Compensation Insurance, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried** (6-0).

c. Prairie Dog Control Contract

Town Administrator Lorentzen reported the Town has been contracting with Hired Gun Weed & Pest Control, LLC. the last several years for prairie dog control at the detention pond site. The season runs from November 1 through March 15th when it is allowed to treat burrows with bait.

Their quote this year includes an increase in the minimum charge from \$375.00 last year to \$412.50 this year for each application. Burrows in excess of 150 will be charged at \$2.75 per burrow. Last year we paid the minimum with number of burrows substantially under the maximum of 150 burrows. We will likely be under the maximum number of burrows again this year and pay the \$412.50 for both the fall and spring applications.

After discussion, The Board asked Town Administrator Lorentzen to research to see if there is a catch and relocate option instead of exterminating.

Motion – Trustee Esquivel, Motion to continue the Prairie Dog Control Contract to the next Board meeting, October 3, 2022, 2nd – **Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

d. Public Works Worker Salary

Town Administrator Lorentzen explained that the Board requested an agenda item to discuss raising John Baker's salary to be more consistent with the salaries for other employees.

John Baker's current salary is \$22.96 per hour. In looking at the published salaries for senior/Maintenance II/Maintenance III public works positions in smaller communities along the north I-25/85 corridor he calculated an average wage of \$26.15 per hour. In comparison, the average salary for Teresa's positions of Accounting Clerk, /Court Clerk/Utility Clerk comes out at \$24.49 per hour.

In addition, the Town has advertised for a Public Works Foreman position with a salary range of \$23 to \$27 per hour.

Discussion took place regarding Public Works Worker, Baker's pay including employee's wages in general and the need to ensure the Towns wages are competitive.

Motion – Trustee Castro, Motion to increase Public Works Worker, John Baker's hourly rate of pay from \$22.96 to \$26.15 effective with the first day of the current pay period, 2nd – **Trustee Fulton**. All voted Aye. **Motion carried (6-0)**.

e. Discussion – Public Works Foreman Recruitment

Mayor Chavez asked what the advertised hourly rate is for this current job posting. Town Administrator Lorentzen reported it is \$23 to \$27 per hour.

Trustee Lester explained that the feedback he has received from the Recruiter, Ericka, Mile High Employment solutions is not good. One of the big things that correlates with their success rate is the availability of the company seeking their assistance to be available to interview the applicants right away, at any time.

Discussion took place regarding the concerns expressed by Ericka, the reasons the person interviewed did not accept the job offer along with the pay range advertised for the Public Works Foreman job.

After discussion, the Board gave direction to Town Administrator Lorentzen to remove all advertisements for this role from the advertisement platforms he has placed the advertisement on due to Ericka with Mile High Employment Services has already placed the open job posting on these same platforms. The Board would like all interested parties to be vetted through Ericka. Also, the Board gave direction that the pay range is to be changed immediately from \$23.00 to \$27.00 per hour to \$27.00 to \$30.00 per hour.

In addition, the Board gave direction for him to put together a contract for the person that is hired for the Public Works Foreman job so that if he/she does not already have all or some of the stated qualifications such as the desired certification for a CDL, along with the required certifications for sewer and water they can still be considered and hired for the job as long as he/she agrees to complete the certifications in a set amount of time and plans to work for the Town for a set amount of time. Although, if the new hire employee, does not meet the requirements in the set amount of time he/she would then need to discuss this with his/her immediate supervisor to determine the next step such as possibly extending the allowed time frame. The contract should also include information regarding what is required if the new hire resigns from his/her job during the set time frame such as he/she would then be asked to reimburse the Town for the classes and or costs associated with the certifications.

f. Discussion - Allowed uses in the light industrial zoning district

Town Administrator Lorentzen shared with the Board that the Town has received the mylars for the ZC Livestock property. On that property and the property at the intersection of CR (County Road) 29 and CR 42 which are both for sale most of the inquiries have been for mechanic shops, mostly for trucks and heavy equipment, and an enclosed mini storage but the Code does not allow for these uses.

Motion – Trustee Castro, Motion to continue the discussion regarding allowed uses in the light industrial zoning district to the next Board meeting, October 3, 2022, 2nd – **Trustee Lester**. All voted Aye. **Motion carried (6-0).**

7. REPORTS:

a. Code Enforcement Report

Town Administrator Lorentzen pointed out the current Code Enforcement report is in the Board Packet. He gave the Board a brief overview of what is on the report.

b. Police Report

Town Administrator Lorentzen shared with the Board that the Police Report has been included in the Board Packets.

Mayor Chavez explained that due to recent events, he has had some concerns about how the Town may be affected by the Platteville PD being short staffed during this time. To address some of his concerns, he contacted Weld County Sheriff Reams. He reported that Weld County Sheriff Reams explained due to the Town of Gilcrest is contracted with the Town of Platteville PD he is not going to be able to assist. The Board also discussed how in recent years Weld County Sheriff Reams informed the Town of Gilcrest and several other small towns in Weld County they do not have the workforce and additional resources needed to assist these small towns.

Mayor Chaves asked that Town Administrator Lorentzen set up a meeting for him with Platteville Police Chief Dwyer a few weeks from today to discuss his questions and concerns.

c. Town Administrator Report

Town Administrator Lorentzen reported that for the sewer lagoon #1 Liner the Town Engineer Hager in talking to contractors about repairing the liner he has found none willing to look at the work without the sludge completely removed and a contract with the Town. The contract would require the Town put together specifications and contract documents and bid the project out. The Town would be well into winter in order to do this, so the new plan will be to add the work to the existing sewer project work and with bidding this winter and the work completed in the Spring 2023.

Also, he reported that 815 Starbird Ave., Manny Agripino, was in Court on September 14, 2022 for violation of the building code in occupying the home without a Certificate of Occupancy. Mr. Agripino requested a trial. The trial is set for October 12, 2022.

In addition, he explained that he has not heard from Lembke's team, Red Tierra. He has talked to Austin with Town Attorney Hoffmann's office, and he contacted their attorney who stated she has been unable to get a hold of them too. He explained that he has sent an email to Bob Lembke but has not yet heard back from him.

Town Administrator Lorentzen reminded the Board that with only one candidate for the three open Trustee seats, in the upcoming November 2022 Election, the Board will

need to find a couple of volunteers to appoint. Trustee Castro reminded everyone that the people interested will need to submit a letter of interest to the Board explaining why they want to be on the Board, and they should also come to a Board meeting to introduce themselves and share their reasons for wanting to be on the Board when attending that meeting.

Mayor Chavez gave direction to Town Administrator Lorentzen regarding the sewer lagoon #1 liner repair to no longer contact Rain for Rent for assistance. Going forward, contact Bryce with North Winds of Wyoming especially in an emergency. The Board gave direction to Town Clerk Joseph to contact Manny Agripino, 815 Starbird Ave. to let him know that they cannot do an Executive Session, but they are more than happy to put him on the next Board meeting Agenda Monday, October 3, 2022, at 7:00 pm. It was not clear how much time he was requesting but they can put him on the Agenda for up to 15 minutes.

d. Board of Trustees

Other items discussed briefly included: fall clean-up, term-limits, and write-ins, is employee vacation time in good standing, Town Clerk Joseph's Clerk Certification.

8. EXECUTIVE SESSION:

Motion – Trustee Lester, Motion to adjourn the Regular Board Meeting at 8:43 PM to go into an Executive Session to consider personnel matters, pursuant to C.R.S. Section 24-6-402 (4) (f). **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

Motion – Trustee Nothem, Motion to reconvene the Regular Board Meeting at 9:01 P.M., on September 19, 2022, **2nd – Trustee Tapia**. All voted Aye. **Motion carried (6-0)**.

The Board did not give direction to the Town Staff after the Executive Session.

9. ADJOURNMENT:

Motion – Trustee Tapia, Motion to adjourn the meeting at 9:01 P.M. on September 19, 2022, **2nd – Trustee Nothem**. All voted Aye. **Motion carried (6-0)**.

ATTEST:


Brenda Joseph, Town Clerk



TOWN OF GILCREST


Tyson Chavez, Mayor