Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
August 19, 2024, 7:00 P.M.

1. CALL TO ORDER: 7:00 P.M.

a. Pledge of Allegiance
b. Roll Call – Mayor Nothem; Trustees: Castro, Howton, Agripino, Garza, Howard
Absent: Trustee Fulton
c. Brenda Joseph, Town Clerk/Treasurer, Bob Meisner, Public Works Supervisor
Absent: Dan Dean, Town Administrator

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Howton, Motion to approve the Regular Agenda amending it to add New Business 7a. Medical Service Animals, **2nd – Trustee Castro.** All voted Aye. **Motion carried (5-0).**

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

Benjamin Wynn, Chief Operating Officer, with Centro de la Familia (CDLF), 525 S 300 W, Salt Lake City, Utah, explained that he is at the meeting tonight as a representative of CDLF. They were in the area and wanted to be sure to stop by the meeting.

Mayor Nothem welcomed them and explained that they are on the agenda tonight, but they are welcome to comment in the Public Comment portion of the meeting, if they would like. He added that each of them has three minutes. Benjamin Wynn thanked him and the Board of Trustees, and he added to please let them know if they have any questions they can answer.

In addition, David Stump, Chief Financial Officer, with Centro de la Familia (CDLF), 525 S 300 W, Salt Lake City, Utah, explained that he is at the meeting to represent CDLF as well. He further commented that their hearts are in this project. CDLF is a non-profit organization supported with government grants, but they are very limited in what they can do with the grants.

Additionally, Teri Peters, Communications & Reporting Director, Community Programs Manager, with Centro de la Familia (CDLF), 525 S 300 W, Salt Lake City, Utah, explained that she wanted to share with the Mayor and the Board of Trustees that they have received two-hundred, one-time, relief payments/reimbursement cards for expenses incurred due to the COVID-19 pandemic from the United States Department of Agriculture (USDA) Farm and Food Worker's Relief (FFWR) Grant Program to be distributed to the farm and food workers. CDLF will be hosting an application event for the food and farm workers in this area. They will be scheduling appointments for this. If

any of the food and farm workers in this area have any questions, they can call the main CDLF phone number 801-521-4473 for more information.

4. CONSENT AGENDA:

a. Board of Trustee Minutes for August 5, 2024
b. Bills for Approval
c. Leave Reports

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

5. PUBLIC HEARING: CENTRO DE LA FAMILIA

a. Head Start Public Hearing Final Plat

Mayor Nothem announced that we will now recess the regular portion of the meeting at 7:08 pm and open a public hearing at 7:09 pm that was originally convened June 3, 2024, and continued until July 1, 2024, then to August 5, 2024, and then to August 19, 2024, for the purpose of hearing comments on the Centro de la Familia (CDLF) application for a Final Plat for a Head Start Facility.

He added that the Town has received a request from the applicant for a continuance to September 9, 2024, for the Public Hearing.

Motion – Trustee Howton, Motion to continue the public hearing to consider the final plat for Centro de la Familia to Monday, September 9, 2024., **2nd – Trustee Howard,** All voted Aye. **Motion carried (5-0).**

Mayor Nothem then asked if there was anything further? After acknowledging there were no questions. He announced that he will now close the public hearing at 7:11 pm and resume the regular session at 7:11 pm. He added that the Public Hearing for the Centro de la Familia Application for a Final Plat for a Head Start Facility has been continued to Monday, September 9, 2024. Also, he welcomed the public to attend the Public Hearing on September 9, 2024, as well.

6. OLD BUSINESS:

a. Gilcrest Daze Discussion

Trustee Garza reported that everything is ready for Gilcrest Daze, August 24, 2024. She further explained that they will be borrowing the cornhole boards from the Town of Platteville. She will meet Janet Torres, Town of Platteville Recreation Department, to pick up eight sets/sixteen cornhole boards on Thursday or Friday of this week. She added that she would like suggestions on where the best spot in the Gilcrest Municipal Park would be to set up all the boards for the Cornhole Tournament. She commented

that she was thinking that the best place to put them would be by the horseshoe pits. Also, she explained that she has someone to measure the distance for the cornhole board sets already. Mayor Nothem asked if she would like help from Public Works to set them up. She responded yes. Public Works Supervisor Meisner commented he can help get them set up.

Also, Trustee Garza explained that she met with the DJ, El Mero Perro, they walked through the park to determine where it would be best to set his DJ booth up and the other booths. She further explained that they will put some booths up on the basketball court to help avoid having anyone playing basketball during Gilcrest Daze. She also reported that they have forty-three vendors/booths. Also, she had a call from a person with Valley Highschool asking if it would be okay for them to sell peaches at one of the vendor booths that is already participating. It was her understanding that they had some left-over peaches from their sale/fundraiser that still need to be sold. She added that she told them yes that would be okay to sell them there.

Also, Trustee Garza reported that Trustee Agripino will have the live band, Wild Nights, as planned, at his property, 815 Starbird Avenue. Trustee Agripino responded that he is building a platform for the band. He added that he has spoken with a lot of old timers from Gilcrest that will be coming to the Gilcrest Daze event and that they are looking forward to it. All residents, Gilcrest Daze attendees and vendors/booths are all welcome to join them.

Additionally, Trustee Garza reported that Town Administrator Dean contacted Trustee Agripino for the contact information for Fuzion who will be providing the portable toilets/ port-a-potties and dumpsters for the event. Public Works Supervisor Meisner commented that he did contact them but there was no answer. Trustee Agripino also reported that there will be five portable toilets. Mayor Nothem mentioned that the bathrooms in the Gilcrest Municipal Park will also be open. After discussion, they decided that it would be best to have three portable toilets put at the Gilcrest Municipal Park and two portable toilets put at 815 Starbird Avenue, for the evening event(s).

Trustee Garza explained that she will have a Town booth at Gilcrest Daze for the vendors/booths check-in, a first aid kit and she will be purchasing water bottles for the attendees to have for free. Public Works Supervisor Meisner asked if anyone has contacted the Gilcrest Fire Station to invite them to join/participate in the event? Trustee Agripino responded that he would contact/check with them.

Mayor Nothem asked if Chief Dwyer, Platteville Police Department, has been contacted as well. He asked Town Clerk/Treasurer Joseph to please contact Town Administrator Dean and see if he had yet contacted them and it not then to please contact Chief Dwyer and let them know that the Mayor and the Board of Trustees would enjoy having the presence of the Platteville Police Department at Gilcrest Daze as much as possible.

Mayor Nothem and the Board of Trustees thanked both Trustee Garza and Trustee Agripino for all they have done in organizing Gilcrest Daze 2024.

7. NEW BUSINESS:

a. Medical Service Animals

Mayor Nothem opened the discussion and explained that Trustee Agripino would like to discuss Medical Service Animals.

Trustee Agripino thanked the Mayor and then pointed out that he has passed out a doctor's note from his doctor to each Board of Trustee for their review. He then commented that when he brought this issue to the Town Staff, he believed that Staff did not handle it appropriately and also a hurtful comment was made.

In addition, Trustee Agripino also asked if the Board of Trustees are considered to be employees of the Town since they receive a payroll check. Mayor Nothem and Trustee Castro both responded that the Board of Trustees are not employees of the Town but are referred to as Elected Officials.

Also, Trustee Agripino commented that his issue that he is discussing is federally protected under the American Disability Act of 1990 (ADA). He then explained that it is his understanding that Town Administrator Dean contacted Town Attorney Hoffmann regarding this issue. Trustee Agripino added that when sending it to the Town Attorney all documents should be sent. In addition, Trustee Agripino explained that he believes Town Staff should have training on this subject.

Mayor Nothem and the Board of Trustees thanked Trustee Agripino for sharing this with them and explained they were going to give him back the copy of the doctor's note that he passed out to each of them but after a brief discussion Mayor Nothem asked Town Clerk/Treasurer Joseph to please shred all the doctor's notes instead.

Also, after discussion, Mayor Nothem and the Board of Trustees asked Town Clerk/Treasurer Joseph to let Town Administrator Dean know that they would like Staff to take a CIRSA course on this subject.

Trustee Castro also added that a Municipality cannot be handled like a private business. She added that she asked Town Administrator Dean to have a discussion item added about the use of Facebook and/or social media regarding Town business. She also added that in the past Town Attorney Hoffmann had a discussion with the Board about the use of it. She further explained that she wanted the discussion to be on tonight's meeting agenda, but she understood that Town Administrator Dean will have it on the next Board meeting's agenda, September 9, 2024. Town Clerk/Treasurer Joseph responded yes that is what Town Administrator Dean explained to her.

Furthermore, Trustee Castro mentioned that it would also be a good idea to have a CIRSA representative attend a Board meeting and make their normal presentation that they have for newly elected Board members. It is always a good presentation, and they

have had them in the past and they will go over liabilities and best practices and such. It is better to have them attend a Board meeting in person versus zoom or a video.

Additionally, after discussion, Mayor Nothem and the Board of Trustees asked that Town Clerk/Treasurer Joseph also let Town Administrator Dean know that they would like him to please ask for CIRSA to join them in a Board Meeting and make their normal presentation to the Board of Trustees like they have in the past regarding Public Officials and liabilities and best practices and such.

No action was taken.

8. REPORTS:

a. Code Enforcement Report

Mayor Nothem asked the Board of Trustees if they had any questions or concerns regarding the Code Enforcement Report.

Trustee Castro commented that she would like Code Enforcement Officer Pratt to be more aware of the weed issue around Town. She also mentioned that her neighbors to the North of where she lives have some tall weeds growing.

b. Police Report

Mayor Nothem asked the Board of Trustees if they had any questions or concerns regarding the Police Report. They responded they did not have any questions or concerns.

c. Town Administrator

Mayor Nothem pointed out that Town Administrator Dean has included his Town Administrator's report in the Board packet. Town Administrator Dean has reported that we had another near miss at 12th and Vine Street because of the tree branches. He asked the Public Works Staff to cut the tree branches off/back because of the danger it posed. It took Public Works Worker Baker about 20 minutes.

Also, he contacted Platteville Park and Recreation regarding borrowing their Corn Hole Equipment for Gilcrest Daze. In addition, he forwarded contact information to Public Works Supervisor Meisner to coordinate dumpsters and port-a-potties delivery with Fuzion for Gilcrest Daze.

Additionally, Town Administrator Dean's report included that the Town received two Septage Disposal Renewal Permits for McDonald Farms for land application of septage material. He forwarded the referrals to Element Engineering who indicated that this was routine, and they had no concerns.

Also, Town Administrator Dean's report explained that David Hunt submitted a structure release request regarding a dirt mining proposal he is pursuing. The request was sent to Element Engineering and Public Works Supervisor Meisner for review.

Mayor Nothem mentioned that he is wondering if there is anything that can legally be done about the speed limit for the traffic from the West on County Road Forty-two. They are driving way too fast on that road. Public Works Supervisor Meisner responded that he will talk to Town Administrator Dean about it to see what they can do.

d. Board of Trustees

Mayor Nothem asked if any of the Board of Trustees would like to comment on anything else. All acknowledged they did not have anything further to discuss.

9. EXECUTIVE SESSION: - If Needed

10. ADJOURNMENT:

Motion – Trustee Howton, Motion to adjourn the meeting at 7:49 p.m. on August 19, 2024, **2nd – Trustee Castro.** All voted Aye. **Motion carried (5-0).**

TOWN OF GILCREST

TOWN OF GILCREST SEAL COLORADO

ATTEST:

Steve Nothem, Mayor

Brenda Joseph, Town Clerk