Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
July 1, 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, Fulton, Agripino, Garza, Howard
c. Town Staff Present: Dan Dean, Town Administrator; Brenda Joseph, Town Clerk/Treasurer, Bob Meisner, Public Works Supervisor

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Castro, Motion to approve the Regular Agenda, **2nd – Trustee Howton.** All voted Aye. **Motion carried (6-0).**

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

Steven Strain, 650 South Rachel Avenue, Milliken, CO. explained that he is the owner of Superior Diesel, which is currently located in Milliken, CO. It is a mobile diesel repair business. He further explained that he is looking into purchasing the land that is for sale located on Fourth Street. He would like to purchase the land and build a shop and some offices on the land and move his business to the Town of Gilcrest. He added that he previously spoke with Town Administrator Dean who suggested that he could come introduce himself to the Board and briefly explain what his business is, in the time allotted, and he could then ask the Board if they could add him to an upcoming agenda to discuss this further. It is his understanding that rezoning the land, on Fourth Street, from a I-1 to I-2 may need to be considered first. Town Administrator Dean explained that he did receive an e-mail from Mr. Strain and has forwarded it on to Town Planner Carrie McCool. She reviewed it and suggested he come to the Board Meeting tonight. She indicated that an I-2 zone would be more suitable for his use.

Mayor Nothem and the Board asked Town Administrator Dean to please put Steven Strain, Superior Diesel, on an upcoming Board Meeting Agenda. Town Administrator Dean asked Mr. Strain to please contact him, and he will get him added to the agenda and he can then also complete a land use application to start the discussion process.

4. CONSENT AGENDA:

a. Board of Trustee Minutes for June 17, 2024
b. Bills for Approval
c. Milliken Request – Mesa Change of Use Application

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

5. PUBLIC HEARING: CENTRO DE LA FAMILIA

a. Head Start Public Hearing Final Plat

Mayor Nothem announced that they will now recess the regular portion of the meeting at 7:07 PM. He next explained that he would like to open the public hearing at 7:07 pm. He then explained that he will now turn the Public Hearing over to Town Administrator Dean.

Town Administrator Dean explained that at the meeting on Monday, June 3, 2024, the Town Board continued a Public Hearing to consider the final plat for Centro de la Familia (CDLF) from June 3, 2024, to July 1, 2024. He further explained that he received a verbal request from Jo Temmer, Jonoeco LLC, to continue the final plat public hearing from this evening, July 1, 2024, to Monday, August 5, 2024. He added that he asked for the request to be in writing but did not receive it.

Motion – Trustee Garza, Motion to continue the public hearing to consider the final plat for Centro de la Familia to August 5, 2024., **2nd – Trustee Fulton,** All voted Aye. **Motion carried (6-0).**

Mayor Nothem explained that he will now close the Public Hearing at 7:11 pm to resume the regular portion of the Board Meeting at 7:11 pm.

Trustee Agripino asked if the Town has received the numbers for the cost estimate yet. Town Administrator Dean responded that the continuance was to allow CDLF additional time to submit cost estimates for infrastructure improvements. The estimates have not yet been received.

6. OLD BUSINESS:

a. Ordinance NO. 2024-01 - An Ordinance Approving A Conditional Use Permit For A Public/Private School In The Medium Density Residential (R-2) ZONE – Second Reading

Trustee Garza commented that she wanted to make sure this Ordinance is just for the use of the land as a public/private school. Town Administrator Dean responded that she is correct that is what Ordinance NO. 2024-01 is for.

Motion – Trustee Howton, Motion to approve Ordinance NO. 2024-01 - An Ordinance Approving A Conditional Use Permit For A Public/Private School In The Medium Density Residential (R-2) ZONE, Second Reading, **2nd – Trustee Garza,** All voted Aye. **Motion carried (6-0).**

7. NEW BUSINESS:

a. Sewer Project Bid

Town Administrator Dean explained that Element Engineering received only one bid for the sewer project on June 12, 2024. The bid was in the amount of $7,062,563.10 for Schedules A and B. He added that the Town Engineer Nick Marcotte, Element Engineering, Mike Hager Project Manager with Element Engineering, and he met virtually with the United States Department of Agriculture (USDA) representatives on Tuesday, June 18, 2024.

He further explained that they discussed the following items: First, since the bid is three times what the Town has in funding, the Town should notify the bidder that the bid will not be accepted. Second, the Town can look at bidding the project this fall for springtime 2025 construction. Hopefully, this will attract more bidders. Also, he added the project can be awarded late fall, this would allow for the contractor to order all the lift station items which are sixteen weeks out. They need to verify if the funding can be extended to 2025. Third, the Town can choose not to include the sewer plant/lagoon work in the package. With the possible cost of $500,000.00 or the $700,000.00 cost the Town got with this bid for temporary fixes, the Town should discuss options for the plant. Perhaps a WWTP master plan to evaluate the current plant, repair cost, future regulations, and future treatment requirements/options.

Additionally, Town Administrator Dean mentioned that USDA representatives agreed with Town Engineer Nick Marcotte and Mike Hager, Project Manager, Element Engineering recommendations.

Motion – Trustee Howton, Motion to reject the bid from GLH Construction, LLC. **2nd – Trustee Fulton.** All voted Aye. **Motion carried (6-0).**

b. Term Limits – Resolution 2024-05

Town Administrator Dean explained that the Town Board discussed eliminating term limits at a recent meeting. He further explained that Town Board Term Limits can only be removed through an election by town residents. If they wish to do this, the Board must adopt a resolution to put the issue on the general election ballot and approving the ballot language. He added that Resolution 2024 – 05 A Resolution Of The Board Of Trustees Of The Town Of Gilcrest, Colorado Regarding A Ballot Question On Term Limits To Be Submitted To The Electors Of The Town Of Gilcrest has been included in their Board Meeting Packet for their consideration, as well as Exhibit A which is the language proposed for the November 5, 2024, municipal election.

Trustee Castro commented that she is ok with the ballot question being submitted to the electors of the Town of Gilcrest. She added that this is similar to how, in the last election, 2022, the Board sent a ballot question about if they should allow chickens in

Town limits or not. By putting the question on the 2024 General Election Ballot, it is submitting it to the electors to let them decide.

Motion – Trustee Garza, to approve Resolution 2024 – 05 A Resolution Of The Board Of Trustees Of The Town Of Gilcrest, Colorado Regarding A Ballot Question On Term Limits To Be Submitted To The Electors Of The Town Of Gilcrest. **2nd – Trustee Castro.** All voted Aye. **Motion carried (6-0).**

c. Coordinated Election

Town Administrator Dean explained that the Town has an election for five Trustees and Mayor positions along with a ballot question on term limits in the upcoming General Election Tuesday, November 5th, 2024. He further explained that the Town for several years has been having Weld County conduct general elections for the Town as a coordinated election.

Additionally, he explained that he has included the agreement with Weld County that allows for a coordinated election in their Board Packet for review. The language is the same as it was in 2022 including 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). He further explained that we have made a request to Esy Ray who translates for the Town's Municipal Court and is qualified to do so. Town Clerk Joseph reported that Esy Ray has agreed to translate this document for us.

Motion – Trustee Castro, to approve the Memorandum of Intergovernmental Agreement with Weld County for a Coordinated Election, designating Brenda Joseph, as the Election Official for Gilcrest., **2nd – Trustee Howton.** All voted Aye. **Motion carried (6-0).**

d. Gilcrest Daze Update

Trustee Garza reported that a DJ is donating time throughout the full day to play music for Gilcrest Daze and make announcements throughout the event, as needed. She also reported that so far eleven vendors plan to sign up. Trustee Howard reported that she visited with the owner of the Yeti Dog food truck, and she might be interested in being a vendor at the event as well. Trustee Garza also explained that the vendors can start setting up their booths that Saturday morning, August 24, 2024, at 8:00 am and then after the morning baseball game, around 10:00 am, the vendor booths can be open and ready for customers.

Trustee Garza asked Public Works Supervisor Meisner if he thought there is enough room on County Road 31/ Ash Street, in front of the Municipal Park, for at least twenty vendors, booth spaces are ten feet by ten feet? If so, that is where she plans to have the vendor booths set up, along CR 31/Ash Street. Public Work Supervisor Meisner responded yes. Trustee Agripino also asked Public Works Supervisor Meisner if he thought there would be enough room at the park for a large trailer there as well. He

further explained that he has been contacted by a boutique owner, from LaSalle, who is interested in attending Gilcrest Daze as a vendor and she has her boutique items in a large trailer that she would like to be a part of her booth. He responded yes there should be enough room for the trailer as well. Trustee Garza asked Trustee Agripino to please ask the owner of the boutique to please put on her vendor application that she will need space for her trailer as well, so she knows it is her for when placing her booth on the map.

Trustee Garza also reported that Frasier Signs can help with whatever signs are needed for the marketing of the Gilcrest Daze event. They can make banners, street signs, flyers etc. They just need to decide what they want and how many. She further explained that she has contacted the owner of Easy Dump regarding dumping the trash for Gilcrest Daze. She added that he normally charges $500.00 and would be willing to do it for the Town of Gilcrest for this event for $300.00 instead. Trustee Howard commented that she has contacted Matt at Becker Safety and Supply, in Platteville, and he is planning to make a monetary donation to the event.

Trustee Garza added that she is currently looking for some activities for the event such as skits and performances. She also reported that she has printed the Community Survey and Trustee Howard and Trustee Fulton have both volunteered to help go door to door to distribute and collect them. They will all be submitted anonymously.

Trustee Agripino reported that Fuzion will be providing a thirty foot long roll off dumpster for the event for free, he has a total of four portable toilets for the event, with two being donated. He also reported that the University of Northern Colorado (UNC) Sugar Bears dance team and Greeley West Poms plan to attend Gilcrest Daze to perform. He added that he has also contacted Sheriff Steven Reams who did agree to do something for the event. Mayor Nothem commented that maybe the Gilcrest Fire Station/Platteville-Gilcrest Fire Protection would be interested in participating as well.

After a brief discussion, Mayor Nothem asked Town Administrator Dean to please contact CDOT to see what the Town needs to do to legally close CR31/Ash Street, at each end of the Municipal Park, for the full day of the Gilcrest Daze event.

8. REPORTS:

a. Town Administrator

Town Administrator Dean reported that the Town received a referral from the Town of Milliken for Change of Use application located at 3260 Center Drive, Milliken. This was referred to Town Planner Carrie McCool for review and comment. Since it is not in our zoning area she responded with a "no impact" comment.

Also, he explained that Staff has confirmed with Colorado Intergovernmental Risk Sharing Agency (CIRSA) that the Town of Gilcrest has Liability Insurance for the 2024 Gilcrest Daze event for the Town; however, CIRSA did also explain that the vendors

that sign up will not have coverage through the Town and will need to have their own liability insurance, if desired. He asked if the Board wanted the vendors to be required to have a certificate of liability insurance. Trustee Garza pointed out that the vendor application is clear that the vendors are responsible for all things pertaining to their participation. After a brief discussion, Mayor Nothem and the Board responded that it is not necessary to get a certificate of liability insurance from each vendor. The vendors can be made aware that they do not have liability insurance coverage through the Town's insurance policy.

He also reported that he has received inquiries about the 8-acre parcel on Fourth Street. The lot is zoned I-1, light industrial. The first request was to place a modular home on the lot. He added that residential use is not allowed in this zone. He further explained that the second request was from Steven Strain, the owner of Superior Diesel. He would like to place a heavy equipment repair shop on the site. Town Planner Carrie McCool informed him that the Board could give permission to the applicant to apply for a conditional use permit as a use similar to others in the zone.

In addition, he explained that he contacted CDOT, Colorado Department of Transportation, last week to report that the stop light at Highway 85 would not always recognize east-bound traffic on WCR 42.

Also, Town Administrator Dean reported that Evan Biagi with VERO Broadband advised him that they have received a grant to install a fiber network in Gilcrest. He further explained that they discussed the permitting process, Town connectivity needs, and a location for their head-in equipment. Their deadline for completing the installation is December 2026. However, they plan to have it operational by January 2026.

Additionally, he explained that Public Works Supervisor Meisner had to replace the pump and pipe in the Fifth Street well. The pipe had a severe accumulation of rust. The estimated cost is $9,100.

Furthermore, Town Administrator Dean reported that the Auditor Ronny Farmer, rfarmer, llc, has scheduled the 2023 Audit for July 29, 2024, through August 1, 2024. Also, he explained that if the Mayor and the Board are ok with it, he will be taking Monday, August 19, 2024, off and will not be at the Board Meeting. He will be out of Town with his family. Mayor Nothem and the Board of Trustees responded yes that is ok with them and to enjoy his time with his family.

Town Administrator Dean concluded his report by mentioning that Monday, September 2, 2024, is a Holiday. He asked the Board to be thinking about if they would like to move the Board Meeting to another day. After a brief discussion Mayor Nothem and the Board of Trustees asked Town Administrator Dean to please scheduled the Board Meetings in September for Monday, September 9, 2024, and Monday, September 23, 2024, instead of Monday, September 2, 2024, and Monday, September 16, 2024.

b. Board of Trustees

Trustee Castro asked Trustee Agripino where the baseball game is going to be held on Gilcrest Daze, August 24, 2024? Trustee Agripino responded that it is being held in Gilcrest at the Valley High School Baseball Field.

9. EXECUTIVE SESSION: - If Needed

10. ADJOURNMENT:

Motion – Trustee Howton, Motion to adjourn the meeting at 7:40 p.m. on July 1, 2024, **2nd – Trustee Fulton.** All voted Aye. **Motion carried (6-0).**

TOWN OF GILCREST



ATTEST:

Steve Nothem, Mayor

Brenda Joseph, Town Clerk