Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
April 07, 2025, 7:00 P.M.

Join Zoom Meeting
https://us06web.zoom.us/j/81493589262?pwd=pG9ukM4JiYSedx88cCdSwbbxaoBu1D.1

Meeting ID: 814 9358 9262
Passcode: 006103

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

a. Pledge of Allegiance
b. Roll Call – Mayor Nothem; Trustees: Howton, Fulton, Agripino, Garza, Howard, Shutt
c. Dan Dean, Town Administrator, Brenda Joseph, Town Clerk/Treasurer

2. APPROVAL OF THE REGULAR AGENDA:

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

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

None

Town Administrator Dean pointed out that although there is no one wanting to speak at this time, he wanted to make sure he explained that today Town Staff had received a request to make Zoom available for tonight's Board Meeting. He also commented that at this time he shows one person joining via Zoom.

4. CONSENT AGENDA:

a. Board of Trustee Minutes for March 17, 2025
b. Bills for Approval
c. Leave Report

Motion – Trustee Howard, Motion to approve the Consent Agenda, **2nd – Trustee Shutt, Roll Call Vote** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes **Motion carried (6-0).**

5. OLD BUSINESS:

a. Easter Egg Hunt Discussion

Trustee Fulton reported that she has everything pretty much ready to go for the Easter Egg Hunt. She added that she is finishing stuffing the last of the plastic Easter eggs. She has already stuffed 3,200 and has 800 to go.

Discussion took place regarding the ages for each section, how the prizes will be distributed, that the lines for each age group will be marked by Public Works the day before, April 18, 2025, and that they still need a sign made for both bins and each should be in English and in Spanish to put on the bins explaining they are for recycling the plastic eggs. Trustee Garza volunteered to make the signs.

After discussion, Mayor Nothem and the Board of Trustees decided that the Board Members that plan to help with the Easter Egg Hunt will meet Trustee Fulton at the Municipal Park, Saturday, April 19, 2025, at 8:00 am to help get things set up. Mayor Nothem thanked all who will be participating in it and helping with the Easter Egg Hunt, which is Saturday, April 19, 2025, at Gilcrest Municipal Park, at 10:00 am.

Mayor Nothem and the Board of Trustees thanked Trustee Fulton for all her hard work.

No action was taken.

6. <u>NEW BUSINESS:</u>

a. Code Enforcement Discussion

Town Administrator Dean explained that the Town has been without code enforcement services since the first of the year. He further explained that the Town has received two proposals to provide services. Charles Abbot Associates, Inc. (CAA), and SafeBuilt have both submitted proposals. He explained that their services and rates are comparable. The rate for both is $85.00 per hour with a 4-hour minimum. However, CAA's includes travel time whereas SafeBuilt does not.

After discussion, Mayor Nothem and the Board of Trustees asked Town Administrator Dean to please ask Safebuilt if Code Enforcement can be flexible in the hours/days that they do code enforcement. Also, they ask him to ask Town Attorney Hoffmann to please review the contract. In addition, they would like to add a thirty-day notice for cancellation to the contract. Town Administrator Dean responded yes, he will have it reviewed by the Town Attorney and he will talk to Safebuilt.

Motion – Trustee Howton, Motion to approve the contract amendment with SafeBuilt for Code Enforcement Services and to authorize the Mayor to sign the contract., **2nd – Trustee Fulton, Roll Call Vote** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes, **Motion carried (6-0).**

b. RAM Waste Proposals

Town Administrator Dean explained that Ram Waste Connections is planning on providing carts to replace trash cans for residential users in Gilcrest. In conjunction with that change John Puma, Ram Waste Systems, has provided three options for the Board to consider. He further explained that Options 1 and 2 would include a 3-year extension of the contract with a 5% annual increase in price. The third option does not include a contract extension. The current rate increase allowed is not more than 3%. The current rate is $24.00 per residence ($22.95 for seniors). He also pointed out that he has attached the email to their Board packets with the details. The options that are available are as follows:

Option #1: They could provide everyone within town limits with one 95-gallon cart and bill the town $18.00 per address. For anyone that would want additional carts, they would have to be requested by Town Staff, and they would invoice the Town $4.00 more a month per additional cart. He added that he would imagine you could then charge the individual residents the pass-through if desired. This option would come with a 3-year extension that includes a 5% annual rate adjustment.

Option #2: They could provide everyone within town limits with two 95-gallon carts and bill the town $21.00 per address. This option would come with a 3-year extension that includes a 5% annual rate adjustment.

Option #3: They could provide everyone within town limits with two 95-gallon carts and bill the town $22.50 per address. This option would involve no extension but would continue under the terms of the current agreement which is through 2026.

After discussion, Mayor Nothem and the Board of Trustees determined that the Town would allow residents to put out and/or build a cubie to hold their trash carts, in front of the resident's property, to allow them to store the trash carts inside the cubie in the front of their property now especially since they will be much larger than the regular 32 gallon trash cans. Mayor Nothem responded that he thinks they could allow it as long as they look nice and are enclosed. Town Administrator Dean responded that Ram Waste does require the carts to be placed out front on the curb to be picked up by them.

Motion – Trustee Garza, Motion to approve the contract amendment with Ram Waste Systems to Option Number Three and authorize the Mayor to sign the contract., **2nd – Trustee Fulton, Roll Call Vote** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes **Motion carried (6-0).**

c. Discuss Form of Minutes

Town Administrator Dean explained that prior to 2020 Town Board Minutes were prepared as action minutes rather than summary minutes. Since 2020, minutes have been in summary form, including some details of the discussion. The Town currently

records meetings on tape which are destroyed after 6 months. He added that Town Clerk Joseph and he have discussed going back to action minutes which includes the motion and the results of the vote on various issues but does not include all the discussion leading up to the actual vote. Attorneys, Town Clerks around the State and CIRSA recommend action minutes over summary minutes.

Town Clerk Joseph explained that she can place the audio minutes on the Town Website to make them available as well.

Motion – Trustee Howton, Motion to authorize the Town Clerk to prepare action minutes rather than summary minutes and to also keep the audio recordings of the Board Meetings for four years. 2nd – **Trustee Fulton, Roll Call Vote** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes **Motion carried (6-0).**

d. Administrator Recruitment

Town Administrator Dean reported that the Town Administrator Job Announcement has been placed on Colorado Municipal League (CML), in the Greeley Tribune, with the City/County Management Association for potential interim Town Administrators along with placing it on the Town Website. He further explained that so far, he has received two responses. The first one he received from a potential interim Town Administrator, but she is currently working in Minturn, Colorado and they have asked her to stay on there until the middle of summer. The second one is inquiring if the Mayor and the Board of Trustees would be open to her working remotely? Also, he further explained that he amended the Job Announcement to include an hourly rate range of $45.00 - $55.00 due to State requirements. He also explained that he was fortunate to have had a list to refer to that the previous Town Administrator Larry Lorentzen had made for him, and he is making one for the next Town Administrator as well.

Additionally, Town Administrator Dean explained that he put in the Job Announcement that the first review will be on Monday, May 12, 2025, so they should not need to redo it, but it may need to be reposted to CML.

Mayor Nothem thanked Town Administrator Dean and commented that he likes how the Board packets are laid out and he also appreciates his organization. Town Administrator Dean responded thank you.

In addition, Town Administrator Dean reported that he will be off all day on Monday, April 21, 2025, but he will be at the Board Meeting that evening. His son is in Town visiting.

e. Spring Clean Up

Town Administrator Dean reported that Public Works Supervisor Meisner was out ill today and is unavailable for tonight.

After discussion, Mayor Nothem and the Board of Trustees asked Town Administrator Dean to please check with Public Works Supervisor Meisner to see if Saturday, April 26, 2025, and Saturday, May 3, 2025, will work for them. They also asked if he could please check with Ram Waste to see if they have roll-off dumpsters available and how much they will cost. Also, they asked Town Administrator Dean to see if there are any scrappers that would be interested in coming to Town to pick up items such as old refrigerators, freezers, and such.

No action was taken.

7. REPORTS:

a. Police Report

Mayor Nothem asked if the Board has any questions and/or concerns about the written Police Report that Chief Carl Dwyer has provided. The Board of Trustees acknowledged that they did not have any questions and/or concerns.

b. Town Administrator

Town Administrator Dean provided a written report for the Board of Trustees that he reviewed with Mayor Nothem and the Board of Trustees including the Head Start Pre-school/Centro De La Familia De Utah, Town Attorney RFP, Xcel Energy planned work in the Town limits, Hydrant Permit, an Agenda item request and a revised Staff Report regarding the Sketch Plan for the 85/40 Gilcrest Plaza proposal along with updates on the Sewer Project.

c. Board of Trustees

Trustee Howard reported that she called VERO the other day and from her conversation it sounds like they plan to be able to provide service for the residents of the Town of Gilcrest in May 2025.

Trustee Garza asked if the Town has discussed becoming Home Rule? She commented that Weld County is Home Rule. Mayor Nothem responded that the Town was set up years ago as Statutory which is what the Town is today. Town Administrator Dean responded that he does not recall seeing the information pertaining to when it was set up anywhere when reviewing Town information. Trustee Garza commented that it is currently a hot discussion across the State of Colorado. Mayor Nothem commented that he is not sure how and what would need to be done to change it. The benefits would be the local government has more power than the state. Town Administrator Dean commented that there is a set process and there would need to be an Election.

Mayor Nothem thanked everyone for being at the meeting tonight and he asked the Board of Trustees to please keep in mind the beautification of the Town. He asked that they think of things they can do. Trustee Howard commented that Utility/Court Clerk

Kahler and Town Clerk/Treasurer Joseph have mentioned to her putting park benches out front of the Town Hall. Trustee Garza commented maybe a bench could go out front of the Post Office and that it would be a good idea to also put wooden planters out in front of the library with flowers in it. Trustee Garza also suggested that they could ask the Valley High School 4-H club or shop class if they would be interested in making the benches for the Town. Trustee Howton commented that they would need to be coated properly.

8. EXECUTIVE SESSION: - If Needed

None

9. ADJOURNMENT:

Motion – Trustee Howard, Motion to adjourn the meeting at 8:09 p.m., on April 7, 2025, **2nd – Trustee Shutt.** All voted Aye. **Motion carried (6-0).**

TOWN OF GILCREST

ATTEST:

TOWN OF GILCREST SEAL COLORADO

Steve Nothem, Mayor

Brenda Joseph, Town Clerk