Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
July 15, 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, Garza, Howard
Absent: Trustee Agripino
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 amending it to add under New Business 6c. Pump Replacement, **2nd – Trustee Howton.** 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 July 1, 2024
b. Bills for Approval
c. Leave Reports
d. January to June Financial Report

Trustee Castro asked if the Raymond Sauer lease payment for $9,123.80, as noted in the memo from Spronk Water Engineers, Inc. is also included in the bills for approval. Town Administrator Dean responded yes. He pointed out that he has passed out a copy of the memo to each Board of Trustee.

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

5. OLD BUSINESS:

None

6. NEW BUSINESS:

a. Ash Street Closure

Public Works Supervisor Meisner responded that the actual cost of a new pump is about $34,000.00 but Ramey has offered to sell the Town a new pump at their cost which is $25,681.80. He added that it will be made in Sweden so it will take about ten weeks to get it.

Trustee Castro asked if this is a budgeted item. Town Administrator Dean responded we will have to find it in the budget. Trustee Garza asked what do we do while we wait for it? Public Works Supervisor Meisner further explained that there are two pumps total at the sewer lagoon. One has been running this whole time alone so once we get the other one running and/or replaced the one that has been running this whole time will then also need to be serviced.

Motion – Trustee Castro, Motion to approve the purchase of a new pump from Ramey Environmental Compliance, Inc. for $25,681.80, **2nd – Trustee Howton,** All voted Aye. **Motion carried (5-0).**

7. REPORTS:

a. Code Enforcement Report

Mayor Nothem asked Town Administrator Dean for a status update on the property located at 305 Twelfth Street. Town Administrator Dean responded that the property owner recently asked how much it will cost to have the water turned on at their address. Trustee Castro commented that there are tall weeds in the yard did it get reported. Town Administrator Dean responded that the address 305 Twelfth Street is on the current case list for weed abatement. He also added that the property owner does not pick up his mail at the Post Office. In addition, he mentioned that if the situation remains the same the Town should be able to turn this over to Weld County for collections/lien this fall.

Trustee Garza commented that she noticed that the Code Enforcement Officer is paid $47.00 per hour. She added that it means he makes close to $3,000.00 a month for ninety-seven tickets. It seems he is not paying for himself. She asked if she was looking at it correctly. If not, would someone clarify.

Mayor Nothem explained that the Town has contracted with the Code Enforcement Officer to help keep the Town clean and beautified. Trustee Fulton added that the Town is paying him for preventative services similar to how a Town would pay for animal control services. Along with the field work, he has to send multiple notices. Mayor Nothem added that the goal is to help the residents to comply with the code. Trustee Howton added that there was a total of ninety-seven violations for the month of June 2024 and a total of two-hundred and eighty-four Code Enforcement Actions Counts for June 2024.

Town Administrator Dean explained that the position of Code Enforcement Officer can be a challenging one to fill. Even when working in other communities this position is

Also, Town Administrator Dean reported Town Attorney Corey Hoffman sent a memo regarding the Final Digital Accessibility Rules Deadline Extension, which is included in the Board packet. He added that he has also shared this with Blue Summit Creative, the firm which completed the Town website update, asking them to confirm that we are in compliance with the deadline. He and Town Clerk Joseph briefly shared how Chris with Blue Summit Creative explained to them how a software program that is referred to as a screen reader is used by the person connecting to the Town Website which assists them in accessing the information on the webpage. The screen reader interacts with the computers operating system on the back side of the Town's website to make it ADA compliant so it is not something that can be seen by looking at the Town's webpage.

Town Administrator Dean concluded his report by explaining that he received a letter from Town Attorney Corey Hoffman notifying the Town of a rate increase for 2025. The hourly rate will increase from $200.00 per hour to $225.00 per hour.

d. Board of Trustees

Trustee Howton commented that he noticed that for the work that is being done on Birch Street the initial quote showed traffic control was included in the quote too for $40,000.00. He added that he did not see any traffic control, just two road control signs but that was it. Trustee Howard responded that she did not ever see any traffic control either. Trustee Howton added that he is mentioning it tonight as something to look out for in the future.

Mayor Nothem asked if anyone else had heard any comments from residents about live bands in the park and them playing beyond 10:00 pm. Laura Meisner responded that they live right by the Municipal Park, and they have never heard it go past 10:00 pm. Public Works Supervisor Meisner also mentioned the sprinklers go on at about 10:15 pm in the park.

8. EXECUTIVE SESSION: - If Needed

9. ADJOURNMENT:

Motion – Trustee Garza, Motion to adjourn the meeting at 7:54 p.m. on July 15, 2024, **2nd – Trustee Howton.** All voted Aye. **Motion carried (5-0).**

TOWN OF GILCREST

ATTEST:

TOWN OF GILCREST SEAL COLORADO

Steve Nothem, Mayor

Brenda Joseph, Town Clerk