Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
February 3, 2025, 7:00 P.M.

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 Howton, Motion to approve the Regular Agenda, amended to add New Business 6g. Department of Local Affairs Grant Amendment, 6h. USDA Loan Resolution, 6i. USDA Amended Letter of Conditions, **2nd – Trustee Garza.** All voted Aye. **Motion carried (6-0).**

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

None

4. CONSENT AGENDA:

a. Board of Trustee Minutes for January 6, 2025
b. Bills for Approval
c. Appoint Thomas Grant as the Backup Judge
d. McDonald Farms Sludge Disposal Referral

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

5. OLD BUSINESS:

a. None

6. NEW BUSINESS:

a. Resolution 2025-03, A Resolution Setting Various Fees

Town Administrator Dean explained that a $5.00 increase in the base water rates was discussed during the 2025 budget discussions. He further explained that Resolution 2025-03 incorporates the changes as outlined Exhibit 1. which has been included in the

packet. Also, he explained that he sent them all a redline version of Exhibit 1 too separately to review as well.

In addition, he explained that Bond Counsel is awaiting the adoption of this resolution to complete their recommendation for United States Department of Agriculture (USDA). The Board directed staff to adjust the base sewer rates by $31.00 to cover the cost of additional loan amounts from USDA to complete major aspects of the recently bid sewer improvements project.

Additionally, Town Administrator Dean explained that Staff has requested that the Hydrant Fees be changed from $12.50 per gallon to $20.00 per gallon with this Resolution too. It has been many years since this has increased.

Mayor Nothem asked if any of the Board of Trustees had anything they would like to discuss regarding this. He added he does not have a problem with the increase. Trustee Agripino commented that he received about fifteen phone calls regarding this and at least fourteen out of the fifteen were residents that are not pleased with the increase. He added that to better explain the issue he asked them what price they are willing to pay if they could not flush their toilet tomorrow. Also, Trustee Howard added that if they do not increase the rate to fix the sewer issues the Town's water could be shut off.

Additionally, Trustee Garza asked that the utility users be given advance notification. She suggested that the Town allow them three-four months' notice that their utility bills will be increasing. Town Administrator Dean responded that the effective date of the rate increase would be May 1, 2025.

Mayor Nothem commented to please keep in mind as well that every fall the Board will have a chance to review and discuss the mill levy, at Budget time, to see if any changes are needed. Trustee Agripino pointed out that the Town of Gilcrest's current mill levy is 31.586 per. $1,000 dollars of assessed value and that the Town of Kersey's mill levy is 17.205. He added that we have to start somewhere.

Town Administrator Dean explained that the Town can put information about the rate increases in the newsletter and also send out a letter to the utility users. Trustee Fulton responded that she would like a letter to be sent out to all utility users verses only putting the information in the newsletter and on the Town website due to not everyone in Town has the internet. She also suggested that she would like the situation explained in a letter so that the residents/utility users will be able to understand the urgency. Trustee Shutt agreed that there are a lot of people in town that do not have the internet, and a letter should be sent. Trustee Fulton offered to go door to door, if needed, to hand deliver the letters.

Mayor Nothem suggested, if possible, that a note could be added to the utility bill also highlighting that there is an important message for the utility user/resident included in the newsletter and asking them to please read the monthly newsletter for more information about the water/sewer rate increases.

Motion – Trustee Garza, Motion to approve Resolution 2025-03, A Resolution Setting Various Fees in Accordance with the Gilcrest Municipal Code including the Hydrant Fee increase to $20.00 per gallon. **2nd – Trustee Fulton, Roll Call Vote:** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes,
Motion carried (6-0).

b. Accept Two Units of Water – Melman Environmental

Town Administrator Dean explained that Melman Environmental has purchased two units of water to be used on a five-acre parcel along 4th Street in Gilcrest. Also, he explained that the Northern Colorado Water Conservancy District (NCWCD) has submitted the necessary documents for the Town to accept this water dedication as a temporary use. He further explained that the Town can apply next year to convert the two units of water to permanent use.

Motion – Trustee Howton, Motion to approve the acceptance of two units of water from Northern Colorado Water Conservancy District (NCWCD) on behalf of Melman Environmental and directing staff to submit the paperwork to NCWCD., **2nd – Trustee Fulton, Roll Call Vote:** Trustee: Howton-yes, Fulton-yes, Agripino-abstain, Garza-yes, Howard-yes, Shutt-yes,
Motion carried (5-0).

c. 85/40 Lot 4 Trash Transfer Station – Update from Manny Agripino

Trustee Agripino explained that Mountain High Disposal, LLC is ready to begin the site plan. He added that because of his involvement in this he will abstain. He further explained that due to the expense involved in preparing a site plan, before they start engaging in spending thousands or investing big bucks on this they would like to see if the Board would be willing to provide them with some sort of communication that the Board of Trustees is on board with their efforts. He added that it is a reasonable ask. Mayor Nothem responded that he can certainly understand why they would ask for this, and Trustee Fulton agreed.

Town Administrator Dean explained that the Board of Trustees heard their presentation at a previous Board meeting, but they do need to be careful though because the Board of Trustees cannot be perceived as approving the project ahead of time. He further explained that there is a process they will need to follow which will include a public hearing.

Mayor Nothem and the Board of Trustees suggested that maybe they could provide a letter briefly writing something such as, per your presentation, including the date, the Board of Trustees is receptive to your proposal and also explaining there is still a lot to consider in the process. Town Administrator Dean responded by explaining he can put a letter together. He further explained that it can include the Board of Trustees remains receptive to your project per your presentation. He added that they will also need to

consider rezoning the property still and a conditional use permit. Trustee Agripino responded I think that's a good enough message for them to move ahead with the site plan.

d. Country Meadows – Update from Tom Parko

Trustee Agripino explained that Tom Parko, Spruance Consulting, will not be at the meeting tonight after all, he is sick, so they will need to postpone the presentation.

e. Gilcrest Daze Discussion

Trustee Garza asked Town Administrator Dean if they have the Liberty Park scheduled for Saturday, September 6, 2025, for Gilcrest Daze? Town Administrator Dean answered yes. Trustee Garza responded that it is good to know that they now have the date and park scheduled. She added that now they can all get the word out to the community that they will be having Gilcrest Daze this year and start the planning. Trustee Garza also explained that she has contacted a laser lights company to get a quote since they cannot have fireworks to see how much it would cost to have a laser lights show.

Mayor Nothem then asked the Board of Trustees if they wanted to form a committee for the Gilcrest Daze event. The Board discussed that at this time they will hold off forming a committee.

Additionally, Trustee Garza explained that this year Valley Metro Wrestling will be totally in charge of every aspect of the corn hole tournament for Gilcrest Daze since it will be their fundraiser. She added it was such a success last year. Also, she further explained that since the way they handled and organized the vendor booths last year went really well, they will plan to do the same thing this year. She also added that since they already have the date scheduled for this year's event, she plans to send something out in the next couple of weeks for the vendor booths. Also, she mentioned that the Platteville Rotary Club suggested a car show for Gilcrest Daze. She will find out more information on this.

f. Easter Egg Hunt Discussion

Town Administrator Dean explained that since Easter will be here soon, he put the Easter Egg Hunt on the agenda for them to discuss.

Trustee Garza asked Trustee Fulton to share with them what she did since she was the organizer of the Easter Egg Hunt for 2023. Trustee Fulton explained that she will contact the Town Staff to see how much has been budgeted for this year and she will also contact the Gilcrest Elementary School to find out how many children are in each grade/age groups. Town Clerk/Treasurer Joseph responded that last year they budgeted $1,500.00.

In addition, Trustee Fulton briefly explained what she did to organize and purchase the prizes for the event in 2023 such as organizing each age group's prizes beforehand, putting the prizes in Easter baskets and enclosing each basket with the clear plastic/cellophane wrap. She added that she purchased items from the Family Dollar Store which worked out well. She further explained that when purchasing the coloring books, she also made sure she bought crayons to go with them just in case the child that received them did not have any at home.

Additionally, Trustee Howard mentioned that she can buy items whole sale so if they need plastic eggs and such she can look to see how much they cost. Trustee Fulton responded that they may not need them because she collected the eggs from the event that year and asked Public Works Meisner to store them for her so they can use them again. She further explained that she will find out how many eggs they have saved. She added that she arrived at the park at about two hours before the event to set up for it.

Also, Trustee Garza asked what park the Easter Egg Hunt is at and what day it will be on? Mayor Nothem explained it is held at the Gilcrest Municipal Park and is typically the Saturday before Easter. Town Administrator Dean mentioned that this year Easter Sunday is April 20, 2025.

In addition, Trustee Fulton mentioned that they need someone to remind the parents that only one parent and/or adult is allowed to help the smaller children. She also explained that they had a porta potty for the Easter Egg Hunt in 2023, but she is not sure they will need one if the park restrooms are opened by then this year since it later in the month. Mayor Nothem responded that they can ask Public Works Supervisor Meisner to open the restrooms this year verses renting a porta potty.

Also, Trustee Garza mentioned that they will need to pick a date and time for when they can help stuff the plastic eggs. Trustee Fulton commented that she will go to the Dollar Store next week to see what they have.

After a brief discussion, Mayor Nothem and the Board of Trustees asked Town Administrator Dean to please schedule the Easter Egg Hunt for Saturday, April 19, 2025, at the Gilcrest Municipal Park, at 10:00 am. Also, they will hold off on voting on the dollar amount to first get a better idea of how much things are this year.

g. Department of Local Affairs Grant Amendment

Town Administrator Dean explained that the Town received a grant amendment from Colorado Department of Local Affairs (DOLA) on Friday, January 31, 2025, and the amended documents from the United States Department of Agriculture (USDA) for the sewer project today, February 3, 2025.

Also, he further explained that DOLA has prepared an amendment to the DOLA Grant, EIAF #09639, eliminating repairs to the sewer lagoons contained in the original agreement. He further explained that the original grant included repairs to the sewer ponds.

This amendment is necessary because those repairs were removed from the construction documents.

Trustee Fulton asked if the manholes are on Watson Avenue? Town Administrator Dean responded that he thinks so, but he would need to look at the plans. Trustee Fulton responded that it is okay there's no need for him to look she was just curious.

Motion – Trustee Howton, Motion to approve the Amendment to the DOLA Grant, EIAF # 09639, and authorizing Mayor Nothem to sign the Grant Agreement Amendment # 1., **2nd – Trustee Shutt, Roll Call Vote:** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes, **Motion carried (6-0).**

h. USDA Loan Resolution

Town Administrator Dean explained that the United States Department of Agriculture (USDA) has tentatively approved an additional loan amount of $2,836,000 for the sewer project. He further explained that the additional loan will cover the increased cost of the sewer project as bid. USDA has provided a Loan Resolution authorizing the Town Administrator to accept the additional loan. He added that the $31.00 rate increase to the sewer fee schedule is going to cover this. They likely did a Resolution for the original amount and are asking for this one for this amount as well.

Motion – Trustee Howton, Motion to approve the United States Department of Agriculture (USDA) Loan Resolution and authorizing the Town Administrator to sign the document, **2nd – Trustee Garza, Roll Call Vote:** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes, **Motion carried (6-0).**

i. USDA Amended Letter of Conditions

Town Administrator Dean explained that the United States Department of Agriculture (USDA) Amended Letter of Conditions goes hand in hand with the USDA Loan Resolution which they likely did this before as well on the original amount. He further explained that USDA has requested that the Town accept the Amended Letter of Conditions regarding the additional loan amount. He added that the Amended Letter of Conditions increases the amount that must be set aside in reserves each year for the duration of the loan.

In addition, Town Administrator Dean provided the amounts listed in the Amended Letter of Conditions dated February 3, 2025: RUS Loan: $ 1,474,000.00, RUS Grant: $719,700.00, DOLA Grant: $ 1,000,000.00 which is the updated amount from original LOC dated 2/1/2022, and State Grant (ARP) $ 278,000.00. Total Project Funding will be $6,307,700.00.

Motion – Trustee Howton, Motion to approve the United States Department of Agriculture (USDA) Amended Letter of Conditions and authorizing the Town Administrator to sign the Letter of Intent to Meet the Conditions., **2nd – Trustee Howard, Roll Call Vote:** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes, **Motion carried (6-0).**

7. REPORTS:

a. Police Report

Mayor Nothem asked if the Board has any questions and/or concerns about the Police Report.

Town Administrator Dean explained that in the January 6, 2025 Board Packet, the police report included 117 traffic accidents. He further explained that was an annual report for the Town of Gilcrest. Trustee Howard responded that it makes sense. Trustee Garza pointed out that the report is also showing that three vehicles were stolen in Platteville and Gilcrest in December 2024. Mayor Nothem responded yes it sounds like it has been due to people starting their vehicles up in the winter to warm them up and then go inside and come back out and the vehicle is gone.

b. Town Administrator

Town Administrator Dean opened his report by reminding the Board of Trustees that the second meeting in February has been moved to Tuesday, February 18, 2025, due to Monday, February 17, 2025, is a holiday.

Next, Town Administrator Dean reported that Lacey Mally, with VERO, met with Town Staff and Town Staff offered to let them use the Town Hall to invite the community to meet VERO. VERO is planning an open house at Town Hall on Tuesday, February 4, 2025, to answer questions the community may have about the installation process and the service options that they offer.

Also, Town Administrator Dean reported that he met with Matt Concialdi, EMS Division Chief with the Platteville-Gilcrest Fire Protection District and Troy Renken, Platteville Town Administrator, to discuss emergency management preparedness. Also, he drafted a letter for the Mayor's signature indicating the Towns intent to participate in the Weld County Office of Emergency Management planning process.

In addition, he reported that he received a call from Menda Ide requesting the Town live stream our board meetings. Mayor Nothem commented that the Town can work with IT Colorado to see what is required. Also, Trustee Fulton commented that Menda Ide has asked for this in the past and they have accommodated the request by setting up the meeting on Zoom, but Menda never attended. After brief discussion, no instructions were given to Town Staff to set up the meetings as live stream at this time.

Additionally, Town Administrator Dean reported that the Colorado Intergovernmental Risk Sharing Agency (CIRSA) audit and property survey are scheduled for Tuesday, March 4, 2025.

Also, he reported that Ronnie Farmer will begin the financial audit on Tuesday, April 22, 2025. He added that it is likely to take three to four days.

In addition, he reported that a request for proposal (RFP) for the Town Attorney has been prepared. It has been published in the Greeley Tribune, posted on the Colorado Municipal League (CML) website, and included in the CML Attorney's List Serve. He added that there has not been any interest at this point. The deadline is February 14, 2025. If there is no response, they will need to extend the RFP deadline.

Additionally, Town Administrator Dean explained that Mike Hager, Element Engineering, has been working with Duran Construction and United States Department of Agriculture (USDA) to finalize the funding and complete the contract with Duran. We encountered a hiccup with our System of Award Number (SAM) with the Federal Contracting Services. Somehow, when the process was originally started, 2021-2022, the Town ended up with two numbers. Town Clerk/Treasurer Joseph has worked diligently and was successful in deactivating the old number and submitting our correct number.

Also, he explained that the Gilcrest Elementary School Parent Teacher Organization (PTO) will be hosting a dance on Saturday, February 15, 2025. In addition, to the dance there will be carriage rides available between the elementary school and the high school.

Additionally, the Upstate Colorado Economic Development Group which the Town is a member of, will hold their annual meeting Thursday, February 27, 2025, at the Windsor Mill, 301 Main Street in Windsor. The event takes place from 4:00 to 6:30 pm with a brief program beginning at 4:45 pm.

Town Administrator Dean concluded his report by explaining that the Town received an invoice from the Regional Air Quality Control Division. Northern Colorado is a part of it. He further explained it has not been paid yet because he wanted to ask the Board of Trustees first if it is something you are interested in being a part of and if you would like it to be paid. Also, Staff does not currently show a record of it ever being paid before this. He added it is also not in the Budget. Mayor Nothem and the Board of Trustees instructed Town Administrator Dean not to pay it. At this time, they are not interested in it.

c. Board of Trustees

Trustee Fulton commented that the trailer that they have reported in the past, 1002 Birch Street, is on the sidewalk and there is also trash under it now. She added that the kindergarten children have to walk by it. Town Administrator Dean responded that the Town does not currently have a Code Enforcement Officer. Safebuilt offers services for

Code Enforcement, and he has contacted the contact for that Department at Safebuilt to inquire about their code enforcement services but has not yet heard back from them.

Trustee Garza commented that she saw that the Clayton Homes have sold. It is encouraging to see the new growth in Town. She added that she is hopeful that they will keep it clean and maintain it.

Trustee Fulton asked for the status of the property at 305 Twelfth Street. Town Administrator Dean responded that he has posted the notice at the property, sent a letter to the property owner. Also, he is checking it practically every day and there are no signs that the property owners are living at the property at this time.

Mayor Nothem Thanked everyone for joining the Board Meeting tonight. He also asked the Board of Trustees to please think of ideas for the Beautification Committee. He added that he would like to see if the Town can get a welcome sign put up on the East side of Highway 85, for those heading North, like the one put up on the West side of Highway 85 or similar even if it has to be something hanging below a sign on the East side that already exists. Trustee Fulton commented that the welcome sign, on the West side of Highway 85, heading South, looks nice but she does not really notice it. She added maybe it is due to the size or color. Mayor Nothem asked Town Administrator Dean to please find out what is permitted or what the Town can do on the East side of Highway 85, North Bound, regarding a sign.

8. <u>EXECUTIVE SESSION:</u> - If Needed

9. <u>ADJOURNMENT:</u>

Motion – Trustee Howton, Motion to adjourn the meeting at 7:53 p.m. on February 3, 2025, **2nd – Trustee Howard.** All voted Aye. **Motion carried (6-0).**

TOWN OF GILCREST

ATTEST:

TOWN OF GILCREST SEAL COLORADO

Steve Nothem, Mayor

Brenda Joseph, Town Clerk