Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
September 23, 2024, 7:00 P.M.

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

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

2. **APPROVAL OF THE REGULAR AGENDA:**

Motion – Trustee Agripino, Motion to approve the Regular Agenda amending it to add to New Business 6a. Presentation 2023 Audit, **2nd – Trustee Castro.** All voted Aye. **Motion carried (4-0).**

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

None

4. **CONSENT AGENDA:**

a. Board of Trustee Minutes for September 9, 2024
b. Bills for Approval
c. Leave Reports

Motion – Trustee Castro, Motion to approve the Consent Agenda, **2nd – Trustee Howard,** All voted Aye. **Motion carried (4-0).**

5. **OLD BUSINESS:**

None

6. **NEW BUSINESS:**

a. Presentation 2023 Audit

Mayor Nothem and the Board of Trustees welcomed Ronny Farmer, rfarmer, LLC, Certified Public Accountant (CPA), Independent Auditor, to the Board Meeting, via Zoom, and Lorraine Trotter, President of Professional Management Solutions, to the Board Meeting for the 2023 Audit Presentation. Mayor Nothem then asked Ronny Farmer to please begin his presentation.

Next, Mayor Nothem asked Lorraine Trotter, Professional Management Solutions, to please go ahead with her presentation of the 2023 Audit. Lorraine Trotter thanked Mayor Nothem and the Board of Trustees and Town Staff as well.

Lorraine Trotter opened her presentation by explaining that the Town did get a "clean opinion" from Ronny Farmer for the 2023 Audit which is good. It is exactly what we want to get from the Independent Auditor. She then pointed out that as noted in the Management Discussion and Analysis the funds are trending good. They are increasing every year and getting out of the danger zone.

Additionally, Lorraine Trotter commented that she agrees that the Water Fund will need to be looked at though due to the Water Fund is losing money. She also added that she encourages the Town not to have the "transfer outs". Let each fund pay for itself. She added that from decades of experience she knows that if the Town determines the amount needed and consistently does it, things will get better with the Water Fund.

Also, Lorraine Trotter explained that the Net Position of the Town increased by $552,669.00, 8.4%, during 2023, to $7,163,525.00. At December 31, 2023, the Town's governmental funds reported combined ending fund balances of $2,717,466.00. She added that this marked an increase of $414,166.00 which was a 23.1% increase from the prior year's ending governmental fund balances. Also, the Town's General Fund increased its Fund Balance by $427,144.00 which was a 18.0% increase during 2023. Lorraine further explained that the Net Position of the Town's Business-type activities which includes the water, sewer, and storm drainage enterprises increased by $148,297.00 which was a 4.0% increase in 2023.

Furthermore, she pointed out the Budget and Actual's, on page 28, and commented that the Town Board and the Town Staff do a really good job planning the Budget each year. It shows in the Budget to Actuals.

Town Administrator Dean commented that he did briefly discuss the Tabor information as she discussed last Thursday, September 19, 2024, with him and Town Clerk/Treasurer Joseph.

After completing the 2023 Audit presentation, Lorraine Trotter, Professional Management Solutions, asked if anyone had any questions for her. Mayor Nothem acknowledged that he and the Board of Trustees did not have any questions for her and then he and the Board of Trustees and Town Staff thanked Lorraine. Then, Lorraine Trotter, Professional Management Solutions, left the meeting.

Public Works Supervisor Meisner commented that he was wondering why the Water Fund is not in good shape. He asked if it was due to the cost of water. Trustee Castro commented that she was wondering too due to the Town's Water Fund has always been in good shape. After a brief discussion, Mayor Nothem, the Board of Trustees, and Town Staff agreed that over the past few years the water prices have continued to

In addition, he pointed out that he has included a letter from Element Engineering, 2025 Public Works Budget Items explaining this. Trustee Castro and Mayor Nothem asked if the rate increase would be effective at the first of the year, like past years? Town Administrator Dean responded yes.

Mayor Nothem commented that from what we have seen this increase is definitely necessary since the Water Fund is showing that there is a loss. He and Trustee Fulton also asked Town Administrator Dean if there will also be an increase to the water taps or limit over rates? Town Administrator Dean responded that the increase in 2025 would only be to the base rate, increasing it by $5.00. He added that to Change the rates he will need to bring them a Resolution.

Mayor Nothem asked if the rate study mentioned by Element Engineering will be conducted in 2025? Town Administrator Dean responded that the rate study would be conducted in 2025, the cost to complete an in-depth rate analysis would be $,6500.00. Until the analysis can be completed, the $5.00 rate increase to the base is expected to help by generating approximately $20,000.00 annually.

Additionally, Mayor Nothem, Town Administrator Dean, and the Board of Trustees discussed the Wastewater Treatment plant (WWTP) as included in the letter from Element Engineering, 2025 Public Work Budget Items. Mike Hager, Element Engineering, explained in the letter that with the current condition of the WWTP it is important the Town pursue a long-term fix. Element Engineering met with Town Administrator Dean and Public Works Meisner to discuss options. The consensus from the meeting was for the Town to apply for United States Department of Agriculture (USDA) Rural Development Services (RUS) funding for a wastewater treatment facility improvements project. The Preliminary Engineering Report (PER) will analyze alternatives for improvements, including potential rehabilitation of the lagoon system or replacement of the facility with various activated sludge technologies.

After discussion, Mayor Nothem and the Board of Trustees asked Town Administrator Dean to please put together a Resolution increasing the base rate by $5.00 for water. No Action taken.

d. Safe-Built Building Valuations

Town Administrator Dean explained that he received a request from SafeBuilt to adjust the Building Valuation Schedule. The valuations currently being used were set in 1997. The request is to increase them according to the 2024 ICC tables. He further explained that Exhibit B in the current contract with SafeBuilt refers to adopting new rates by ordinance. He pointed out that he has included a draft of Exhibit B-Fee Schedule for Services, Revised September 23, 2024, page 10, in the Board packet. He added that he recommended to Tim Moroney, Chief Building Official, with Safebuilt that the Town agree to substitute a revised page 10 to adopt new rates by resolution. Tim has agreed to substitute EXHIBIT B – Fee Schedule For Services in the SafeBuilt Contract signed by them on December 13, 2019.

Officer that was at the school about how things are going with the shooting of four bullets, at a residence, on Tenth Street and Vine Street, but the officer did not seem to know anything about it. She added that she was concerned due to from that conversation it seemed like not all the Platteville Police Officers were informed of the shooting but all of them should have been told. Additionally, Trustee Fulton further explained that there does not seem like there would be a lot of Police Officers to communicate the information to.

Town Administrator Dean replied that he did get the message that she, Trustee Fulton, had called him about this and he apologized for not calling her back yet. He further explained that he did ask a Platteville Police Officer about it, last week, the day of Municipal Court, Wednesday, September 18, 2024. He further explained that the Police Officer he spoke with did explain to him that it is currently under investigation.

Trustee Fulton thanked Town Administrator Dean for the information and added that there are children on that road, and she wants to be sure that them and their families can feel safe. Trustee Fulton also mentioned that there is a sign in the Road off Tenth Street, she is wondering if it can be moved. Public Works Supervisor Meisner replied that he take a look at it.

Mayor Nothem asked Town Administrator Dean if he knows if the Platteville Police Department has a plan yet regarding the speeding issues in Town specifically the issue along County Road 42. Town Administrator Dean responded that he could contact Platteville Police Chief Dwyer to discuss it further. Mayor Nothem thanked Town Administrator Dean for contacting Police Chief Dwyer and added that he would like him to discuss with Police Chief Dwyer the possibility of increasing the Police Officers enforcement of certain areas since there are a couple of areas in Town where speeding is a concern/issue.

c. Town Administrator

Town Administrator Dean explained that for Gilcrest Daze 2024 the Town received twenty-one paid vendor booth fees but refunded one of them. He further reported that the total amount received from vendor fees was $550.00. The Town spent $23.12 for postage to mail thank you cards to the participating vendors. Also, there were nineteen paid vendors and thirteen free vendors. The free vendors were the non-profit organizations. Additionally, there has been an account established for Gilcrest Daze and the proceeds were deposited into the account.

Also, he reported that Will Ingersol submitted a mural/sign design for Hometown Insurance, 305 Main Street. After reviewing the proposal, it was determined that Town code does not allow signage to be painted directly onto the wall. The mural without the signage would be acceptable. He further reported that he visited with Will Ingersol about the Town's sign code, and he gave him a copy of the pertinent sections.

Trustee Fulton commented that the camper that was on Birch she noticed is not there. Town Administrator Dean responded that he referred it to Code Enforcement Officer Pratt last week.

Trustee Agripino explained that he was asked to invite Town Administrator Dean and Mayor Nothem to a meeting this week with Kim Bloemen, Interim Superintendent of Schools for the Weld County School District RE-1. Town Administrator Dean thanked Trustee Agripino and replied he was planning to attend. Also, Trustee Agripino mentioned that since he is a resident and is a parent of a student in this School District, Weld County RE-1, he has been asked to be a part of a steering committee to begin the process of developing a five-year strategic plan for the School District. After attending each meeting, he plans to send a report to Town Administrator Dean to share the updates with Mayor Nothem and the Board of Trustees.

Trustee Howard asked Public Works Supervisor Meisner when he will be burning the pile at the detention pond. Public Works Supervisor Meisner replied he will be burning it soon.

Mayor Nothem asked the Beautification Committee to please think about if they would like to meet before the end of the year. Also, he asked Town Administrator Dean and Public Works Supervisor Meisner if they are planning to have a Fall Clean Up this year. Town Administrator Dean and Public Works Supervisor Meisner responded that they currently do not have one planned, but they could schedule one. After a brief discussion, Mayor Nothem and the Board of Trustees commented that they would like to have a Fall Clean Up this year but that they do not think they need to have the roll-off dumpsters for Fall Clean up. They would like to open the detention pond for residents to drop off the normal items that can be burnt such as tree limbs, leaves, and such though. Mayor Nothem asked Town Administrator Dean to please put Fall Clean Up on the next Board Agenda, Monday, October 7, 2024, for them to discuss further.

8. EXECUTIVE SESSION: - If Needed

9. ADJOURNMENT:

Motion – Trustee Agripino, Motion to adjourn the meeting at 8:20 p.m. on September 23, 2024, **2nd – Trustee Castro.** All voted Aye. **Motion carried (4-0).**

TOWN OF GILCREST

ATTEST:

TOWN OF GILCREST SEAL COLORADO

Steve Nothem, Mayor

Brenda Joseph, Town Clerk