OCTOBER 12th , 2026, at 7:00 P.M.
ZOOM LINK:
https://us06web.zoom.us/j/85749532579

1. CALL TO ORDER

A. Pledge of Allegiance
B. Roll Call
   1. Board Present: Mayor Nothem, Pro Tem Martinez, Trustees Baker, Trustee Fulton, Trustee Meisner and Trustee Shutt; Mayor Nothem presided.
   2. Other Staff Present: Town Administrator Saine, Public Works Director Meisner, Town Engineer MacDonald, and Town Court Clerk and Permit Clerk Williams, and Town Clerk / Treasurer Ciembronowicz
   3. Present by Zoom: Town Attorney Bob Choate.

2. APPROVAL OF THE AGENDA

⇒ **MOTION: Trustee Shutt moved to approve to approve the agenda. Mayor Pro Tem Martinez seconded.**
⇒ **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5-0.**

3. SPECIAL PRESENTATION

A. Fire Code Presentation – Dave Sutton, Fire Marshall (20 Min) – The Fire Marshal presented his statement on adoption of the fire code and updated building standards. He explained what would and would not be covered point forward and clarified some misunderstandings of when it would and would not apply. The trustees thanked him and provided feedback that they would move forward with his recommendations.

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

(This time is allowed for individuals to address the Board on anything that is not listed on the Agenda. If you would like your issue to be placed on a future agenda, please make the Board aware. Speakers are limited to three (3) minutes and the information offered will be taken under consideration. No discussion or responses will be given during this period.)

JoAnne Maes – Address: 413 12th St. Gilcrest CO 80623 - Ms. JoAnne Maes addressed the Board regarding the Town Administrator's appearance before another governing body, referring to the Town of Platteville Board of Trustees. She also handed out a piece of paper which was inadvertently the wrong piece of paper.

- During subsequent staff reports, the Town Clerk clarified that she believed Ms. Maes had inadvertently identified the wrong governing body and had intended to reference the Weld County School District RE-1 Board of Education. The Town Clerk explained that the Town Administrator had been invited to address the School District Board and had not appeared before the Town of Platteville Board. The Clerk emphasized that she considered Ms. Maes's statement an unintentional misidentification rather than a deliberate misrepresentation.
- The Town Clerk also indicated that a document Ms. Maes had submitted did not correspond to the subject of her public comments. Because the public comment period had concluded, the Clerk was unable to accept an additional document at that time but encouraged Ms. Maes to return at a future meeting.

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The Town Administrator subsequently confirmed that she had never addressed the Town of Platteville Board of Trustees. She explained that she had appeared before the Weld RE-1 Board of Education at its invitation to discuss concerns and internal disagreements involving a contractual dispute.

Minda Ide, 510 12th Street, Gilcrest, CO 80623 – Appearing via Zoom - Ms. Ide addressed the Board regarding several concerns involving Town operations, including a potential purchase of property and Town Planner / Trustee Shutt's recusal from a previous quasi-judicial land-use hearing.

- During subsequent staff reports, the Town Administrator disputed several of Ms. Ide's statements, explaining that the information regarding a potential property purchase was inaccurate, that employee compensation information had been available for review during the budget work session, and that the Town Engineer had repeatedly addressed the sewage allegations on the public record.
- The Town Clerk also clarified that Trustee Shutt had recused herself from the quasi-judicial hearing and had physically left the building, remaining outside in the cold and rain until the proceedings concluded to ensure she could not overhear or participate in the hearing.
- The Town Administrator expressed concern that repeated responses to disputed information and public speculation diverted staff time and resources from essential Town operations and projects.

5. REPORTS (10 Min)

A. Mayor
   1. Nothing to report

B. Staff Reports
   1. Court Clerk and Permit Clerk Veronica Williams presented the substantial increase in permits over the previous year and indicated it was contractors who were informed we were now actively checking and enforcing.
   2. She also presented her findings on code enforcement being applied consistently.
   3. Court and Permit Clerk Williams spoke to water shut-off activities and that consistent enforcement must and will continue to occur. That previous policy of rolling balances is not consistent with the activity of other municipalities.

C. Police Report
   1. None to report

D. Town Clerk
   1. The Town Clerk clarified remarks made during previous public comment by Ms. Maes regarding the Town Administrator's appearance before another governing body. The Clerk stated that, in her opinion, Ms. Maes had simply misspoken when referring to the Town of Platteville Board of Trustees rather than the Weld RE-1 School District Board of Education. The Clerk confirmed that the Town Administrator had been invited to speak before the School District Board and had not addressed the Town of Platteville Board. The Clerk defended Ms. Maes, emphasizing that the discrepancy appeared to be an inadvertent misidentification of the governing body rather than an intentional misrepresentation. The Clerk further explained that the document Ms. Maes

had submitted did not correspond to the subject of her public comments. Because the public comment period had concluded, the Clerk could not accept an additional document at that time but encouraged Ms. Maes to return and address the Board at a future meeting.

2. The Town Clerk also addressed statements made by Ms. Ide concerning Trustee Shutt's participation in a previous quasi-judicial land-use application hearing. The Clerk clarified that Trustee Shutt had not only formally recused herself from the proceedings but had taken additional precautions to avoid any appearance of participation or influence. Recognizing that the doors to the Board meeting room provided inadequate sound insulation, Trustee Shutt voluntarily exited the building entirely and remained outside in the cold and rain until the hearing had concluded. The Clerk emphasized that Trustee Shutt's actions demonstrated her efforts to maintain separation from the proceedings and preserve the integrity of the quasi-judicial hearing process.

E. Public Works
   1. Public works indicated that a new costly pump would need to be in the 2027 budget as it was failing.

F. Town Trustees
   1. **Mayor Pro-Tem Martinez** expressed his desire for the Town to come together around truth and facts as difficult as they may be to hear and not to entertain gossip.
   2. **Trustee Baker** reports.
      ⇒ Paryoll: Trustee Baker expressed concern that detailed payroll records were not included in the Board packet and questioned its absence.
         a. The Clerk emphasized that Trustees were welcome to inspect the payroll binders and that she had previously offered to include appropriate payroll information in executive-session materials, subject to applicable legal requirements. The Town Clerk explained that payroll records were present in the room in both binders and encouraged coming to view them.
         b. Additionally, she clarified that payroll records contain both publicly accessible compensation information and protected personal and financial information requiring appropriate safeguards under various codes (C.R.S. § 24-72-204, Gilcrest Municipal Code § 2-143(b)(1), Resolution 1983-02).
         c. The Clerk clarified that employee compensation is public information, but detailed payroll records must be reviewed and appropriately redacted before public disclosure to protect confidential information.
         d. Clerk reiterated that she would continue following the Town's governing policies and applicable laws unless amended and offered to draft a resolution establishing clearer procedures for Trustee access and payroll disclosure. However, she must given the direction to do so by the Mayor or Town Administrator to draft such a resolution.

⇒ Dust Control: Trustee Baker raised the question of prior dust control work and scheduling dust control point forward. The Town Administrator explained that although the work had been included in the budget, the Town Attorney determined that it did not constitute an emergency while there was not a seated Board with quorum. Accordingly, the dust-control work was not performed during that time. It could be done if that was the direction of the Board.

⇒ Police Enforcement and School Zone Safety: Trustee Baker expressed concerns regarding police enforcement activities within the Town, particularly near the school. He requested increased police presence and traffic enforcement in the school area, including attention to the placement of the speed limit mobile sign. Baker expressed concern that officers appeared to spend considerable time stationed on Birch Street rather than conducting enforcement in other areas around the school where residents had raised concerns. He stated that, on behalf of his constituents, he would like to see increased police activity and enforcement throughout the community, particularly around the school.

a. Court Clerk Veronica Williams and Town Clerk Häna Ciembronowicz explained that Officer Block had been stationed near the school at their request to address traffic and safety concerns. They further reported that traffic citations had increased because of the additional enforcement activity. However, they would request that they move around more.
b. Trustee Baker reiterated his desire to see continued and expanded police enforcement efforts, particularly in areas identified by residents as needing additional attention.

3. Trustee Fulton spoke to the continued success of the Senior Center and indicated a change in venue to the Court Room as to not disrupt Town Business

⇒ The Mayor indicated that in the future policy, accounting, deposit, and insurance can be investigated on what it would take to make this open for wider town use.

4. Trustee Meisner expressed concern that the Court and Permit Clerk continued to reference and address utility billing discrepancies attributed to the former Utility Clerk. Trustee Meisner requested that these matters no longer be discussed. She also requested that all future Town correspondence and meeting materials be sent exclusively to her Town-issued email address.

⇒ The Town Clerk clarified that correspondence and meeting materials had already been sent to Trustee Meisner's Town-issued Outlook email account. However, because Trustee Meisner had not yet completed the setup of that account, her personal email address had been copied to ensure she received the information. The Clerk explained that future correspondence would be directed exclusively to Trustee Meisner's Town-issued email address, with the understanding that she would complete the necessary account setup and assume responsibility for monitoring it.

⇒ The Town Clerk further clarified that accessing a Town-issued Outlook email account does not require a dedicated Town laptop or computer. The account can be accessed through any compatible device with internet connectivity, including a personal computer, smartphone, or tablet.

5. Trustee Shutt had no comments

G. Town Administrator

1. The Town Administrator addressed several statements made during Ms. Ide's public comment that she characterized as misinformation, including inaccurate information regarding a potential property purchase, employee compensation figures that had been available for review during the budget work session, and allegations of sewage being discharged into the Town's retention pond. The Administrator emphasized that the Town Engineer had repeatedly addressed and corrected the sewage allegations on the public record. She expressed concern that responding to misinformation, rumors, and speculation consumed significant staff time and resources that could otherwise be devoted to essential Town operations and projects benefiting residents.
   ⇒ Trustee Meisner acknowledged that she had provided Ms. Ide with some of the information concerning property for potential purchase that the Town Administrator was under procedural obligation to present to the Board under C.R.S. 31-15-712(1)(b), C.R.S. 38-30-141, and Gilcrest Municipal Code outlined duties of the Town Administrator.
   ⇒ The Town Administrator clarified that inquiries regarding the potential purchase of Town-owned property do not constitute an approved or pending sale. Pursuant to C.R.S. § 31-15-713, the authority to approve the disposition of municipal real property rests with the governing body, subject to applicable statutory requirements. The Administrator explained that an unsolicited expression of interest does not independently establish an obligation to initiate a property sale or but must put the matter before the Board for consideration.
2. The Town Administrator clarified that she had never addressed the Town of Platteville Board of Trustees. Rather, she had been invited to speak before the Weld RE-1 School District Board of Education to address concerns and internal disagreements among Board members regarding the sewer project contractual matters.
3. The Town Administrator reviewed the procedures for the upcoming Dumpster Days event, including resident participation requirements, voucher procedures, accounting necessities due to the board-initiated changes, and operational guidelines.
4. The Town Administrator outlined the remaining steps in the municipal budget process, including continued Board review, necessary revisions, and the procedures and timeline for formal adoption of the Town's budget.
5. The Town Administrator reported that several residents would be appearing before Municipal Court following repeated unsuccessful attempts to obtain voluntary compliance with Town Code enforcement requirements. She

explained that these cases had progressed to court proceedings after prior notices and opportunities to correct the violations had not resulted in compliance.

6. CONSENT AGENDA – MOTION: Trustee Shutt moved to approve the consent agenda cider/beer tasting permit. Mayor Pro Tem Martinez seconded.

⇒ **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5-0.**

B. Minutes of the Work Session of the Board of Trustees Meeting September 28th, 2026
C. Minutes of the Board of Trustees Meeting September 28th, 2026
D. Bills (1) and Reports (1)

7. EXECUTIVE SESSION:

A. EXECUTIVE SESSION: for the purpose of determining positions relative to matters that may be subject to negotiations, development strategy for negotiations, and instructing negotiators, as permitted by C.R.S. 24-6-402(4)(e)(I).

8. NEW BUSINESS:

A. Suspend the Agenda to Convene the **Gilcrest Liquor Licensing Authority**:

⇒ **MOTION: Trustee Baker moved to recess the regular meeting and convene the Gilcrest Liquor Licensing Authority. Mayor Pro Tem Martinez seconded.**

⇒ **VOTE: Mayor Pro Tem Martinez – Yes; Trustee Baker – Yes (transcribed "sure"); Trustee Fulton – Yes; Trustee Meisner – Yes; Trustee Shutt – Yes. Motion carried, 5-0.**

2. CALL TO ORDER

⇒ Roll Call – Remained the same as the regular meeting
⇒ Determination of Quorum – Quorum confirmed by Mayor

3. **DISCLOSURES AND PROCEDURAL MATTERS -** Members were asked to disclose conflicts, bias, ex parte contacts or other information outside the record; none was disclosed.

4. PUBLIC HEARING

⇒ Special Event Permits for Gilcrest Fest hard cider/beer tasting and library Sip-N-Paint.
⇒ The Town Clerk administered the oath to the Town Administrator as applicant.
⇒ The hearing packet, including posting and notification records, premise layout, service controls, safety, sanitation, event timeline, map and permit application, was admitted without objection.
⇒ Public / Protester Testimony - The Town Administrator explained that the permits were sought in anticipation of possible vendors and library programming.
⇒ Questions and Response The Clerk described age-21 and identification requirements, sober trained servers, controlled entrances and exits, no self-service, incident documentation, water and sanitation, and authority to halt service for safety concerns. The Sip-N-Paint proposal included a two-glass limit. The events were proposed for Gilcrest Municipal Park from noon to 5 p.m.; locations included a designated area near the pavilion/pond and a roped-off

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pavilion area. Staff discussed courtesy notices, police/fire notification and replacement of a removed public posting.

⇒ Close Hearing - No public testimony in support or opposition was recorded. The evidentiary hearing closed at approximately 9:04 p.m.

5. **GILCREST FEST HARD CIDER / BEER TASING VOTE**
   - ⇒ **MOTION: Trustee Shutt moved to approve the Gilcrest Fest hard cider/beer tasting permit. Mayor Pro Tem Martinez seconded.**
   - ⇒ **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5–0.**
6. **GILCREST FEST SIP-N-PAINT VOTE**
   - ⇒ **MOTION: Trustee Shutt moved to approve the Gilcrest Fest Sip-N-Paint permit. Trustee Baker seconded.**
   - ⇒ **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried; (5-0).**
7. **ADJOURN THE GILCREST LIQUOR LICENSING AUTHORITY**
   - ⇒ **MOTION: Mayor Pro Tem Martinez moved to adjourn the Liquor Licensing Authority; Trustee Baker seconded.**
   - ⇒ **VOTE: Motion carried by voice vote, (5-0).**
8. **RECONVENE REGULAR BOARD MEETING**
   - ⇒ The regular Board meeting reconvened at approximately 9:08 p.m.; quorum was confirmed.

B. Bookkeeping Personnel

1. The Town Administrator requested temporary agency bookkeeping assistance for financial-entry cleanup, standard operating procedures, staff training and relief during the recall-election workload.
2. Accountant Lorraine Trotter recommended the firm.
3. The proposed agency rate was $25 per hour plus benefits.
4. Discussion addressed the unbudgeted expense, uncertainty in weekly hours and duration, and the need for a defined authorization. The Board settled on a maximum of 40 hours per week through December 31, 2026, with updates at future meetings.
5. **MOTION: Trustee Baker moved to approve bookkeeping personnel through December 31, 2026, at $25 per hour plus benefits, not to exceed 40 hours per week, with updates at Board meetings. Mayor Pro Tem Martinez seconded.**
6. **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – No; Shutt – Yes. Motion carried, 4–1.**

C. Asphalt Project

1. The Board reviewed remaining asphalt restoration on Main and Third Streets following the sanitary improvement project. USDA financing had not covered all anticipated paving. Quotes were Mountain Constructors at $26,400 and GLH Construction at $24,222.54. Discussion addressed the paving scope, contractor readiness, seasonal timing and possible recovery through project retainage.

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2. **MOTION: Trustee Baker moved to approve the GLH Construction bid of $24,222.54 for asphalt refinishing on Main and Third Streets. Mayor Pro Tem Martinez seconded.**
3. **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5-0.**

D. GoGov Adoption

1. The Town Administrator requested approval of GoGov at approximately $4,000 annually, to support resident notifications and multilingual access to Town website information. Funding was discussed for the current and 2027 budgets.
2. **MOTION: Mayor Pro Tem Martinez moved to approve GoGov adoption. Trustee Shutt seconded.**
3. **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5-0.**

E. Town Planning Commission Realignment Ordinance

1. The Town Administrator presented Ordinance 2026-12 on first reading to align the Town Planning Commission structure with state statute and establish a separate commission from the Board. The Mayor opened public comment; none was received.
2. **MOTION: Mayor Pro Tem Martinez moved to approve Ordinance 2026-12 on first reading. Trustee Shutt seconded.**
3. **VOTE: Martinez – Yes; Baker – Yes (after an interruption while ordinance number was confirmed); Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5-0.**

9. OLD BUSINESS:

A. Third Reading: Adoption of Motor Vehicle Code of 2024

1. A. Third Reading – Adoption of 2024 Motor Vehicle Code - The Town Clerk presented Ordinance 2026-04 on third and final reading. No revisions had been made since prior readings; the ordinance had been reviewed by the Town prosecutor and judge. The Mayor opened the item for public comment; no substantive public comment was recorded.
2. **MOTION: Trustee Baker moved to approve Ordinance 2026-04 adopting the 2024 Motor Vehicle Code on third and final reading. Mayor Pro Tem Martinez seconded.**
3. **VOTE: Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes; Martinez – Yes Motion Carried (5-0)**

B. Industrial Alignment Ordinance

1. The Town Administrator presented Ordinance 2026-03 on final reading to align vehicle-repair and service uses across the applicable commercial and industrial zoning classifications. Discussion clarified the zoning designations and the ordinance's long-pending status. The Mayor opened public comment; none was received.
2. **MOTION: Trustee Baker moved to approve Ordinance 2026-03 on final reading. Mayor Pro Tem Martinez seconded.**

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3. **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5-0**.

C. ADU Ordinance – Blackline Version - and Redline Changes
   1. The Board reviewed Ordinance 2026-07 on second and final reading. Changes addressed identification of accessory dwelling units for emergency response (e.g., "B" address designation), administrative cost recovery and fire-code coordination. Discussion included housing for aging family members and other uses. Public comment was opened; none was received.
   2. **MOTION: Mayor Pro Tem Martinez moved to approve Ordinance 2026-07 on second and final reading. A second was obtained by Trustee Fulton.**
   3. **VOTE: Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes; Martinez – Yes. Motion Carried (5-0)**

D. Hometown insurance Variance
   1. The Board considered Resolution 2026-10 granting a variance associated with the Hometown Insurance mural near the railroad corridor.
   2. **MOTION: Trustee Baker moved to approve Resolution 2026-10. Trustee Shutt seconded.**
   3. **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Yes; Shutt – Yes. Motion carried, 5-0.**

E. Mayor Quorum Ordinance
   1. Ordinance 2026-10 was presented on first reading to count the Mayor toward a quorum without changing the Mayor's tie-breaking vote authority. Discussion addressed past loss of quorum, prior agendas, timing and requests for additional review.
   2. **MOTION: Trustee Meisner moved to postpone consideration to the next meeting; Trustee Baker seconded.**
   3. **VOTE: Baker – Yes; Fulton – No; Meisner – Yes; Shutt – No; Martinez – Abstain. Mayor Nothem voted No to break the announced tie. Motion failed. (2-3-1)**
   4. **MOTION: Trustee Shutt moved to approve Ordinance 2026-10 on first reading. Trustee Fulton seconded.**
   5. **VOTE: Martinez – Yes; Baker – No; Fulton – Yes; Meisner – No; Shutt – Yes. Motion carried, 3-2.**

F. Employee Based Pay Bands
   1. The Town Administrator discussed implementation of the employee grade/step pay structure, including at least a one-step adjustment, individual letters signed by the Mayor and displaying grade/step information on payroll statements. The Administrator described three layers of payroll review and separate release of payroll funds.
   2. Trustee Meisner requested to be excused because she could not participate in the remaining matters; Mayor Nothem excused her at approximately 9:56 p.m.

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3. Remaining trustees were in agreement to move employees Meisner, Hason, Ciembronowicz, and Williams up a step in the pay bands per they delayed performance reviews due to a lack of board Quorum.

G. Employee Health Insurance

1. The Town Clerk presented and the Board reviewed 2027 health insurance options following a change from UnitedHealthcare to Anthem.
2. Discussion addressed rising premiums, employer contribution caps, retention, years of service and comparable PPO options.
3. The Board discussed offering Anthem BCBS PPO A and PPO B to eligible employees, with Town monthly contributions of 100% paid for by the town for employees with five or more years and $1,000 for employees with fewer than five years, while continuing dental and vision coverage substantially as before at 100% paid for by the town to be enacted in 2027. Employees could select either offered plan and pay costs exceeding the Town contribution.
4. **MOTION: Trustee Baker moved to approve the described Anthem BCBS PPO A/PPO B insurance options, employer contributions based on tenure and continuation of dental and vision benefits. Trustee Shutt seconded.**
5. **VOTE: Martinez – Yes; Baker – Yes; Fulton – Yes; Meisner – Excused/not voting; Shutt – Yes. Motion carried, 4-0.**

10. ADJOURNMENT: Adjournment at 10:51 PM

APPROVED: ATTEST:

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Steven Nothem, Mayor Hana Ciembronowicz, Town Clerk

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