AUGUST 24th, 2026, at 7:00 P.M.

ZOOM LINK:

https://us05web.zoom.us/meeting/register/odWHUZtTTA2t-NxgyejjDQ

1. **CALL TO ORDER**
   A. Pledge of Allegiance - 9:59 AM
   B. Roll Call
      1. Board Members: Mayor Steve Nothem, Present; Trustee Fulton, Present; Trustee Howton, Absent (Unexcused); Trustee Shutt, Present; Member-Elect Baker, Present; Member- Elect Martinez, Present; Member-Elect Meisner, Present
      2. Staff Present: Town Administrator Saine, Town Attorney Choate, Public Works Director Meisner, Town Planner Parko, Town Court Clerk Williams, Town Clerk Ciembronowicz
      3. Staff Present By Zoom: Customer Relations Specialist Droessler

2. **APPROVAL OF THE AGENDA -** The meeting began with discussion about moving public comment to the beginning of the agenda rather than requiring residents to wait until the end. Board members expressed that encouraging public participation meant residents should be able to speak earlier. The Town Clerk advised in a point of order that the three newly elected trustees had not yet taken their oaths; therefore, the Town Attorney advised that they needed to be sworn in before participating in motions or votes. Approval of the agenda was not voted upon and the meeting was continued forward to the administration of oaths.

3. **ADMINISTRATION OF OATHS OF OFFICE** - The Town Clerk administered the oath of office to the following MEMBERS-ELECT. Laura Meisner, John Baker, and Norman Martinez were then administered their oaths of office as trustees.

4. **APPROVAL OF THE AGENDA** - Trustee Baker made the motion to amend the agenda moving public comment to the next item. Trustee Meisner seconded it. **Trustee Baker, Aye; Trustee Fulton, Aye; Trustee Martinez, Aye; Trustee Meisner, Aye, Trustee Shutt, Aye. Motion Passed (5,0)**

5. **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.)

   A. **Craig Sparrow**, associated with Western Equipment Truck, discussed efforts to bring a significant commercial operation to Gilcrest. He described a waste-hauling company interested in property he controls and said the business could potentially bring approximately 30-40 higher-paying jobs, a fleet of trucks, additional fuel purchases, and potentially a $4-6 million transfer-station facility. He emphasized the potential economic and tax benefits to the Town.
   B. **Carla Castro** asked the Town to publicly identify the people and businesses that donated to the July 2 event. She suggested posting a list so residents could know who contributed and thank the donors. *(This was done later in the Town Clerk Reports)*
   C. **Joanne Mays** wanted future elections to include better signage identifying Town Hall as the polling location and expressed concern that residents, particularly seniors, need to be better informed on where to vote. She also advocated for printed ballots/voting options for the November election. *(This was advocated later by the Town Clerk in a ballot resolution and passed)*

6. **POTENTIAL BOARD VACANCY** - Town Attorney
   A. Town Attorney Bob Choate explained the process for dealing with an elected trustee who may or may not be considered an official resident of Gilcrest but has not formally resigned. He explained that a written resignation would create the vacancy immediately. Without a resignation, however, the Board cannot simply declare the seat vacant because the trustee has stopped attending meetings. Removal must be for cause, and the trustee is entitled to notice and an opportunity to be heard before the Board acts. Town Attorney Choate recommended first attempting to obtain a resignation. If that failed, the Town could schedule a removal hearing. Once the vacancy legally exists, the remaining Board members can appoint a qualified replacement who would serve until the next election. The Board agreed to attempt communication with the absent trustee and revisit the issue at a future meeting. The Town also discussed notifying residents so interested individuals could submit their names for consideration for the vacancy.

7. SELECTION OF THE MAYOR PRO-TEM

A. Review of Mayor Pro-Tem Duties and Term - The Town Clerk explained that Gilcrest is a statutory town and summarized **C.R.S. § 31-4-303**, explaining that the Mayor Pro Tem remains a trustee but presides when the mayor is absent and performs mayoral duties when the mayor is absent, out of town, or unable to act.
B. Council Nominations - **Norman Martinez** was nominated by Trustee Fulton, **John Baker** was nominated by Trustee Meisner, and a second nomination was received by Trustee Shutt. The Town Attorney advised the Board to vote on nominees in the order nominated and stop once one received a majority.
C. Council Vote
D. The Board voted first on Norman Martinez. **Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Abstain; Trustee Meisner, Yes. Majority was reached and Trustee Martinez was elected by the Board as Mayor Pro-Tem**
E. Public Records / CORA Policy and Procedure - Town Clerk
   1. Trustees were reminded that records directly necessary to perform their official duties can be provided to them, while requests unrelated to their trustee duties should go through the Town's CORA process without exception and this is better to be safe than sorry.
F. Code of Conduct
   1. The Board was also reminded about the Code of Conduct, Sunshine/Open Meetings requirements, avoiding "daisy-chain" communications between trustees, and routing formal staff requests through the Mayor/Town Administrator. The discussion also emphasized caution when three or more trustees attend community events together, even if business is not discussed, that an agenda must be posted.

8. REMARKS

A. Mayor's remarks
   1. The Mayor thanked the Mayor thanked those willing to serve and specifically Mayor Pro-Tem Martinez.
B. Remarks from the Mayor Pro-Tem
   1. Newly selected Mayor Pro Tem Norman Martinez emphasized obtaining clarity and truth, encouraging residents to attend meetings themselves rather than relying on secondhand accounts, listening to one another, and moving the community away from division.

9. **CONSENT AGENDA -** Trustees pulled the February 9, February 23, and March 9 minutes, along with bills/reports, from the consent agenda for separate discussion. Questions arose about how meetings were characterized when the Town lacked a quorum. The Town Attorney explained that meetings should still be noticed and documented as public meetings/work sessions even though the Board lacked a quorum to take official action. The remainder of the consent agenda passed, with Trustee Fulton voting no. **A motion was made by Trustee Baker to approve the consent agenda with the February 9th, February 23rd, and March 9th meeting minutes removed as well as Bills and Reports. Second by Trustee Meisner. Trustee Baker, Yes; Trustee Fulton, No; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (4,1)**
    1. Minutes of the Special Meeting of the Board of Trustees Special Meeting March 11th, 2026
    2. Minutes of the Special Meeting of the Board of Trustees Special Meeting March 16th, 2026
    3. Minutes of the Regular meeting of the Board of Trustees on March 23rd, 2026
    4. Minutes of the State Of The Town Work Session on April 9th, 2026
    5. Minutes of the Board of Trustees Work Session on April 16th, 2026
    6. Notification of Senior Night on April 22nd, 2026
    7. Minutes of the Board of Trustees Q&A Work Session on May 4th, 2026
    8. Minutes of the Board of Trustees Q&A Work Session on May 18, 2026
    9. Minutes of the Board of Trustees Q&A Work Session on June 8, 2026
    10. Minutes of the Board of Trustees Q&A Work Session on June 22, 2026
    11. Official Check Signers Resolution: Mayor, Mayor Pro-Tem, Town Clerk, Town Administrator
    12. Cash Drawer Resolution – Town Clerk

B. The questions were resolved concerning February 9th. Questions were raised about whether the minutes accurately described when and how those conversations occurred. A lengthy discussion followed concerning the Town Administrator's status during the February/March turmoil. The discussion attempted to clarify that although the Administrator verbally indicated willingness to resign her resignation is subject to contract law. There was no formal Board vote accepting a resignation and four Trustees along with the major asked her to remain. Ultimately, the February 9, February 23, and March 9 minutes were approved, with Trustee Meisner voting no. **A motion was made by Trustee Baker to approve the consent agenda items of February 9th, February 23rd, and March 9t. Second by Trustee Fulton. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, No, Trustee Shutt, Yes. Motion Passed (4,1)**
    1. Minutes of the Regular Meeting of the Board of Trustees Meeting February 9th, 2026
    2. Minutes of the Regular Meeting of the Board of Trustees Meeting February 23, 2026
    3. Minutes of the Special Meeting of the Board of Trustees Special Meeting March 9th, 2026

C. Bills (1) and Reports (2) approval

1. Trustees questioned approximately $54,000 in Town Administrator expenditures/compensation over roughly five to six months, comparing that amount with historical administrator costs. The response emphasized that the Town had experienced extraordinary circumstances, including staff losses and the period without a functioning Board quorum, requiring substantially more work than normal operations.
2. There was also confusion over a payroll figure of approximately $9,600 appearing in the bills report. Staff explained that the figure represented particular/special payroll checks rather than total employee payroll and offered to provide the Board with the complete payroll information separately, but staff information and action is done during executive session.
3. Past expenditures were paid as budgeted, emergency, or legally required expenses. The Board ultimately narrowed its immediate concern to bills currently due. **A motion was made by Trustee Baker to approve the bills due in August. Second by Trustee Martinez. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**
4. The Town Clerk also requested increasing the two Town cash drawers–utilities and court–from $200 to $300 to reduce the frequency of bank trips.

10. NEW BUSINESS

A. Ordinance Ballot Question 2

1. **Ballot Question No. 2** concerned eligibility for appointment to the Town Board for persons convicted of certain felonies involving fraud, embezzlement, bribery, corruption, or abuse of public trust. Discussion clarified that the restriction applies to appointments to the Board, rather than changing state qualifications.
2. **A motion was made by Trustee Shutt to approve Ordinance Ballot Question #2 as presented. Second by Trustee Fulton. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

B. Ordinance Ballot Question 3 -

1. **Ballot Question No. 3** requires candidates elected to municipal office to consent to a CBI criminal-background check and release of the report to the Town Clerk for review/public disclosure.
   - ⇒ There was discussion about why the Board needed to vote after citizens had already approved the measures. The explanation was important: **the voters had already made the measures effective; the ordinances were a ministerial step to codify them into the Town Code. The Board was not free to change what voters approved.**
2. **A motion was made by Trustee Shutt to approve Ordinance Ballot Question #3 as presented. Second by Trustee Martinez. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

C. CDBG Intergovernmental Agreement – Town Administrator

1. The Board considered entering a Community Development Block Grant (CDBG) intergovernmental agreement. Potential uses discussed included ADA improvements and assistance allowing elderly residents to remain in their homes– such as property improvements, landscaping/xeriscaping, painting, roofing, and similar projects. There was significant discussion about maintaining Board oversight of how future grant money would be allocated. The immediate agreement merely makes Gilcrest eligible to participate; it does not itself commit the Town to spending money on individual projects. **A motion was made by Trustee Shutt to approve the CDBG Intergovernmental agreement as presented and authorize Town staff to execute. Second by Trustee Fulton. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

D. Resolution For Weld County Coordinated Election – Town Clerk

1. The Town Clerk explained the differences among regular/coordinated elections, primaries, recalls, and special elections and the separate statues that govern them and recommended participating in the Weld County coordinated November election. Participation allows Weld County to administer the familiar mail-ballot election, including English and Spanish ballots, rather than requiring Gilcrest to administer the entire election itself. The Clerk explained the costs associated and reported that currently eight candidate packets were headed to the coordinated ballot and that the agreement had an imminent filing deadline. **A motion was made by Trustee Baker to approve the Weld County Coordinated Election Intergovernmental agreement as presented and authorize Town staff to execute. Second by Trustee Martinez. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

E. Gilcrest Daze - Town Administrator

1. The Town Administrator requested moving Gilcrest Days from September 19 to October 3 to provide additional planning time and improve vendor/sponsor participation. A few thousand was available from previously raised sponsorships specifically associated with the celebration, rather than money taken from another recent Town event. **A motion was made by Trustee Shutt to Move Gilcrest Days to October 3rd, 2026. Second by Trustee Fulton. Voice Vote. Motion Passed (4,1) with Trustee Meisner as the Nay.**

F. Fall Clean Up – Town Administrator

1. The Board then discussed holding Fall Cleanup on September 19, the date vacated by Gilcrest Days.
2. Staff recommended initially limiting each household to one load so that a few residents could not consume most of the available dumpster capacity. Trustees discussed charging residents because surrounding communities also charge for cleanup and because the Town incurs substantial dumpster expenses.
3. The Board unanimously approved:
   - ⇒ September 19 Fall Cleanup
   - ⇒ First pickup load: $10

⇒ Additional load(s): $15
⇒ Town to arrange dumpsters and manage resident participation.
⇒ **A motion was made by Trustee Baker to have fall clean up days on September 19 with $10 per pick up load and additional loads at $15. Second by Trustee Martinez. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

G. Sewer Generator Switch and Wiring – Public Works
1. Public Works discussed completing wiring for the sewer facility's backup generator. The estimated cost was approximately **$7,000**. Because the contractor had previously installed/wired the Town's related generator systems and was familiar with the equipment, the Town Attorney indicated that sole-source procurement might be permissible, although he noted he would need to confirm the requirements. The Board approved approximately **$7,000** for the sewer generator switch/wiring work. The discussion supported using the same contractor who had previously completed similar generator work for the Town because of familiarity with the system and prior satisfactory performance. **A motion was made by Trustee Baker to approve the cost for $7,000. Second by Trustee Shutt. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

H. Hazard Mitigation Resolution & Hazard Mitigation Plan – Town Engineer
1. The Town Engineer presented adoption of the Weld County Multi-Jurisdictional Hazard Mitigation Plan. Participation is important because FEMA and other federal disaster funding may depend on the Town maintaining an approved hazard mitigation plan in the event of a disaster. This is a much overdue required update of the 2021 plan that is intended to remain effective through approximately 2030 (as they are five-year plans), with ongoing implementation rather than simply being placed on a shelf. **A motion was made by Trustee Shutt to approve the Weld County Multi-Jurisdictional Hazard Mitigation Plan as presented. Second by Trustee Baker. Voice vote as no funding is required. Motion Passes (5,0)**

I. Minor Subdivision County Meadows – Presentation & Staff Summary – Town Planner and Agpros
1. Trustee Shutt recused herself because of her relationship as one of the affected properties and physically removed herself from the building.
2. Questions were raised about a possible conflict involving the contract Town Planner Parko because he had previously worked on a project involving Craig Sparrow. The planner and Town representatives he had done a project prior to contracting with the town, all parties know that he had done work for Mr. Sparrow in the past and it was disclosed, additionally he stated and it was verified that this was a new application and no legal conflict existed.
3. A lengthy discussion occurred regarding the Country Meadows minor subdivision and lot-line adjustment involving Western Equipment/Trucking and an adjoining property.
4. The application involved: creating an additional lot; separating the solar facility onto its own parcel; adjusting/squaring the boundary of the adjoining parcel;

5. There are no proposed buildings, utilities, infrastructure, or actual development at this stage, just lot boundaries of the applicates own property to make it square.
6. The central controversy was public notice. Some Trustees believed neighboring property owners should have been notified. The Town planner, applicant, and attorney explained that Gilcrest Municipal Code §17-143 does not currently require public notice or posting for this type of minor subdivision and that in most towns this minor type of adjustment doesn't come before a Board, but is done in house by staff. The Town Clerk printed off the statue for trustees and answered that this portion of Town code has been in place since 1997. It was also clarified that any subsequent development would require a new application and, depending on the type of development, additional notice and hearings.
7. Trustee Fulton indicated that her support was based upon her belief that you should be able to split your own property and that all parties were in agreement.
8. The discussion eventually distinguished two issues: the applicant had complied with the current law, while the Board could consider amending the code prospectively to require notice for future minor subdivisions. The attorney cautioned against retroactively imposing requirements that were not in effect when the application was submitted.
9. The Board indicated interest in revisiting the Town Code so neighboring property owners may receive greater notice in future cases.
10. **A motion was made by Trustee Fulton to approve the approve the lot adjustment. Second by Trustee Martinez. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Recuse. Motion Passed (4,0)**

11. OLD BUSINESS:

A. LPC Grant – Town Administrator

1. The Board discussed a grant that would fund an urban-renewal feasibility study. The feasibility study is the first step in determining whether establishing an Urban Renewal Authority or area could benefit Gilcrest. The potential benefits of the URA is: redevelopment of aging or underused properties; creating a more attractive I-85; attracting businesses, restaurants, retail and potentially a grocery store; creating jobs; improving streets, sidewalks, drainage and utilities; expanding the Town's sales/property-tax base; helping existing property owners through infrastructure and facade improvements.
2. The town's limited financial resources cannot reasonable fund this on their own.
3. The discussion also explained **tax-increment financing (TIF)** as capturing a portion of future increased property/sales-tax revenue generated by redevelopment rather than raising existing tax rates.
4. **A motion was made by Trustee Shutt to approve LPC Grant as presented. Second by Trustee Fulton. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

B. HLPN Grant – Town Administrator

1. A related housing/planning grant was also discussed. This grant apparently involves a 20/80 match, with the Town contributing approximately $7,500 and DOLA paying

the remainder. It would assist with required housing-needs assessment and comprehensive plan with strategic-growth work. This work would need to be done by the town before the end of year anyway, so it will be paid for out of town funds or with some matching funds.

2. **A motion was made by Trustee Shutt to approve HLPN Grant as presented. Second by Trustee Martinez. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**

C. 2025 Sewer Project Change Orders and Pay Application Discussion (30 Min)

1. A very substantial portion of the meeting dealt with the Town's sewer project. The current engineer explained that the project began under a previous engineer of record and later experienced serious construction and contract-management problems. When the current engineering team reviewed the project, they reported finding major deficiencies, including:
   - ⇒ approximately 12 compaction tests when roughly 120–130 should have existed;
   - ⇒ trench compaction reportedly around 84–85% when 95% was required;
   - ⇒ significant amounts of asphalt removed beyond the original quantities;
   - ⇒ insufficient documentation of changes through required work-change directives;
   - ⇒ concerns about trenching methods and use of trench boxes;
   - ⇒ inadequate prior construction observation.
2. A stop-work order was issued, followed by approximately seven weeks of corrective work, including reopening trenches and properly recompacting them. The corrective work was described as being performed without additional cost to the Town because it involved correction of contract deficiencies.
3. After the former engineer resigned, USDA imposed a 90-day project stop and required the Town to competitively procure a new engineer of record. The replacement engineering firm was subsequently selected through that process.
4. Work resumed and the project reached substantial completion around May 15.
5. **Sewer Project Retainage -** Approximately **$242,000 in retainage** remained withheld per contract. The Town Engineer explained that the Town cannot simply release the entire retainage.
   - ⇒ USDA contract requirements require review of: contractor compliance; lien waivers from subcontractors; complete project files; excess asphalt costs; engineering costs associated with corrective work; other unresolved damages or contract items.
   - ⇒ The engineer stated that USDA will ultimately determine what portion may be released. Releasing retainage contrary to federal contract requirements could jeopardize the Town's USDA financing.

6. The Town itself reportedly paid for improved pavement thickness that was outside the funded base contract.
7. Despite the complications, the project was described as having an original budget around **$5.2 million**, with current projected costs closer to **$4.8 million**, and potentially around **$4.7 million** depending on final retainage for a total savings to the town of approaching or over half a million.
8. The Town also clarified publicly that allegations that raw sewage had been dumped into the detention pond were false. The discussion stated that dewatering had been conducted under the revised engineering, DOLA, and CDPHE oversight and that the 2026 work had been closely monitored.

12. REPORTS:

A. Mayor - Nothing to Report

B. Town Clerk

1. Election(s)
   - ⇒ The Town Clerk reported that special election results had been submitted to DOLA.
   - ⇒ Gilcrest would participate in the Weld County coordinated general election.
   - ⇒ The Clerk also reported on the **recall petition**: signatures had passed review; the protest period had closed; **23 protests from 10 individuals** had been filed; the next stage would be a protest hearing; Municipal Judge Jones was expected to serve as the hearing officer; protestors would receive notice and could submit witnesses and evidence.
   - ⇒ The discussion stressed that regular, primary, recall and special elections each operate under different statutory procedures and timelines and people often get confused about which procedure and timeline belong to which one.
2. America 250 Financial Summary
   - ⇒ The Town Clerk provided a financial report for the America 250 event.
   - ⇒ Sponsors included several businesses three sponsoring at $1,000 each, two sponsoring at $750, along with Liberty Bell-level in-kind for parking and vendor fees for those who do not already have business licenses with the town. Expenses included advertising/printing, first-responder meals, the historical display, car-show awards, shirts, the band and event support.
   - ⇒ The event required no Town general-fund expenditure and finished with an approximately $750 positive balance, which could potentially be rolled into a future July 4 celebration. The two other special event fund, Gilcrest Days and general special-event accounts which funds things like easer, are also running significantly larger positive balances due to sponsorships in 2025.
   - ⇒ List of Special Projects - Several ongoing staff initiatives were reported:
     a. rebuilding the Town website onto a platform that future staff can update without specialized web-development knowledge;
     b. updating the employee compensation study internally rather than paying an outside consultant estimated at roughly $23,000-$27,000;
     c. auditing the utility billing system and correcting outdated owner/rental records;

d. investigating expanded online payments for permits, licenses and other Town services;
e. maintaining a current continuity-of-operations plan so Town functions can continue after staff turnover or emergencies;
f. auditing historical code-enforcement cases;
g. identifying unpaid fines, collections and potential liens;
h. auditing old municipal-court files for unresolved warrants, fees and collection matters.

⇒ The discussion also raised concern that code enforcement historically may not have been applied consistently. Staff emphasized that the Town should enforce an code enforcement policy and procedure, rather than treating conduct as a violation when it is not prohibited by ordinance. A future review of the Town's fine structure and enforcement procedures was suggested.

C. Police Report - No remarks on the report.

D. Town Administrator

1. The Town Administrator reported that code-enforcement costs have increased, including higher SafeBuilt fees and more active inspection/enforcement activity. More violations are being identified, but the point made was that enforcement is now being applied more consistently rather than selectively. Residents are also reporting concerns involving neighboring properties. The Administrator emphasized the need for a clear, fair process, including adequate notice and enough time for property owners to respond before escalation.
2. A larger concern was that Gilcrest apparently lacks a complete, formal process for some code and zoning violations. Staff had reviewed available records and could not locate procedures for certain situations. Work was underway with the Town Prosecutor, Town Attorney, and others to build a more structured enforcement system. The Administrator argued that laws without meaningful enforcement undermine compliance and can force staff to spend extensive time responding to recurring problems.
3. The discussion also raised concerns about zoning, industrial activity, heavy trucks, haul routes, infrastructure protection, permitting, and activities occurring that may not be clearly contemplated by existing Town Code. The Administrator suggested that the Town's enforcement system needs more "teeth," potentially including fines beginning earlier in the enforcement process, both to encourage compliance and help offset enforcement costs.
4. The Board was advised that several regulatory matters still need attention, including updated building codes, fire code provisions, zoning/code-enforcement procedures, and related ordinances. Those items had accumulated during the months when the Board was unable to conduct normal business and were expected to return on upcoming agendas.

E. **EXECUTIVE SESSION:** The Town Board will consider adjourning to executive session to discuss the personnel matters, as permitted by C.R.S. 24-6-402(4)(f), and to receive legal advice related to the same, as permitted by C.R.S. 246-402(4)(b). No formal action will be taken during the executive session. The executive session will not be open to the public. personnel matters under **C.R.S. § 24-6-402(4)(f)**; and

1. The town received legal advice concerning those matters under **C.R.S. § 24-6-402(4)(b)**.

It was expressly stated that **no formal action would be taken in executive session** and that the session was closed to the public. The Board voted to enter executive session, and the public recording was then stopped.

RETURN TO REGULAR SESSION - 11:51 PM

A. Expend Town Funds for CIRSA Attorney Investigation
   1. Following the executive session, the Board considered authorizing the expenditure of Town funds for an attorney investigation/search as presented.
      1. **A motion was made by Trustee Baker to approve the funds for a CIRSA Attorney Investigation as presented in executive session. Second by Trustee Martinez. Trustee Baker, Yes; Trustee Fulton, Yes; Trustee Martinez, Yes; Trustee Meisner, Yes, Trustee Shutt, Yes. Motion Passed (5,0)**
      2.

B. Because of the backlog, the Administrator recommended that the Board temporarily consider meeting more frequently than the normal second-and-fourth-Monday schedule, including a possible meeting on August 31, rather than trying to place everything on a small number of agendas.

C. Because of the significant backlog of Town business, members discussed holding an additional meeting on August 31.

D. There was also discussion about potentially changing regular Board meetings from Mondays to Tuesdays and possibly beginning meetings at 6:00 p.m. Staff indicated Tuesdays would be easier operationally, particularly because Mondays are heavily occupied with payroll and other administrative work.

E. It was clarified that changing the established meeting day would require an ordinance and the appropriate two-reading/publication process, so the change could not simply be made immediately.

F. **Town Hall Office Hours -** Discussion concerned the Town's newer office schedule, including Saturday availability and later weekday hours.
   - ⇒ One perspective favored returning to more traditional municipal business hours, noting that residents sometimes expect government offices to be available during the conventional Monday-Friday workweek.
   - ⇒ Staff explained that Saturday and later evening availability had been established in response to residents who cannot reach Town Hall during normal working hours.
   - ⇒ Staff reported residents rushing to Town Hall before closing to pay utility bills or tickets and said Saturday availability had been particularly useful for working residents.
   - ⇒ The schedule was also described as beneficial for managing the hours of the Town's part-time employees.
   - ⇒ Rather than relying on anecdotal opinions, the Board discussed surveying the entire community about preferred Town Hall hours.

3. **Community Notification / Emergency Communication System**
   - ⇒ Staff discussed a potential enhanced public-notification platform that could provide: community surveys; Town meeting and event notifications; emergency alerts by text and telephone; weather and hazardous-material warnings; shelter-in-place instructions; automatic Spanish translation; website translation and mobile accessibility.
   - ⇒ The system was presented as an enhancement beyond the Town's existing emergency-notification capabilities, particularly because it could distribute multilingual emergency information rapidly without requiring staff to manually translate messages during an emergency. A formal presentation was anticipated at a future meeting.

14. ADJOURNMENT - August 25th the next day at 12:01 pm

Attest:

By:_____
Mayor Steve Nothem

By:_____
Town Clerk Ciembronowicz