Regular Meeting Minutes of
The Board of Trustees
Town of Gilcrest, Colorado
304 8th Street – Town Hall
May 5, 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. Brenda Joseph, Town Clerk/Treasurer

2. APPROVAL OF THE REGULAR AGENDA:

Motion – Trustee Howton, Motion to approve the Regular Agenda amending it to add 5b. Lori Saine - Pricing Proposal Presentation for Gilcrest Town Administrator, **2nd – Trustee Fulton.** 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 April 21, 2025
b. Bills for Approval
c. Leave Report

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

5. OLD BUSINESS:

a. Town Administrator Discussion

Trustee Agripino recommended Town Clerk/Treasurer Brenda Joseph as the Town Administrator. He further explained that she has been working on getting her Town Clerk Certification and plans to receive her certification in the next few months or so. She has a bachelor's degree from Regis University. He added that he believes it would be in the good interest of the Town of Gilcrest to ask her to be the full-time Town Administrator. He also suggested that an annual salary of $85,000.00, to start, would be fair and equitable. After a discussion, the Board of Trustees asked Town Clerk/Treasurer Brenda Joseph if she would be interested in the full-time job position of Town Administrator.

Mayor Nothem then suggested that the Board of Trustees discuss this more with Town Clerk/Treasurer Joseph when discussing item 6c. Interim Town Administrator.

b. Lori Saine - Pricing Proposal Presentation for Gilcrest Town Administrator

Lori Saine, CEO, Libertatem LLC, thanked Mayor Nothem and the Board of Trustees for having her at the Board meeting to go over her Pricing Proposal Presentation that she sent to the Town for the part-time Town Administrator job posting. She opened her presentation by briefly explaining her professional background as a Weld County Commissioner and Colorado General Assembly Representative.

In addition, she explained that she has worked with the Town of Gilcrest in the past. She further explained that she helped the Town when they were having issues with the groundwater and the Town needed to dewater. She understands that the Town of Gilcrest basically sits on top of an underground river.

Additionally, Lori Saine briefly discussed Economic Development and getting the Town of Gilcrest set up on a strategic plan, branding, and responsible growth.

Also, other items she presented were on Staffing, Community Development, property values, and finding out what the community would like to see for growth. She also mentioned that she is aware of the gravel mining that is taking place around the Town of Gilcrest and the surrounding area. She further explained that mining is a use by right in the county. She mentioned that she can help with the annexation the Town is working on with Red Tierra.

In addition, Lori Saine mentioned that she does know of some growth that is coming that may provide the Town of Gilcrest with an opportunity for growth. She further explained that due to costumer confidentiality reasons she cannot really comment more.

Additionally, Mayor Nothem and the Board of Trustees briefly discussed that if they did move forward with her proposal, they would ask her for a Conflict-of-Interest Agreement. Lori Saine responded that she would be fine with that too.

Lori Saine thanked Mayor Nothem and the Board of Trustees and left the Board Meeting.

Furthermore, Mayor Nothem and the Board of Trustees discussed further the need for a conflict-of-interest agreement and that Lori Saine is a lobbyist.

Other items discussed included that they want the Town to grow in a healthy way. They also discussed that they are interested in having Lori Saine help the Town in this time of transition and with the anticipated growth.

No action was taken.

6. NEW BUSINESS:

a. Ram Waste Connections Contract Amendment

Motion – Trustee Howton, Motion approving the Ram Waste Connections Contract Amendment. **2nd – Trustee Agripino, Roll Call Vote** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes **Motion carried (6-0).**

b. Resolution No. 2025-04, Watering restrictions

Motion – Trustee Howton, Motion approving Resolution No. 2025-04, Watering restrictions For The Town of Gilcrest for 2025 **2nd – Trustee Howard, Roll Call Vote** Trustee: Howton-yes, Fulton-yes, Agripino-yes, Garza-yes, Howard-yes, Shutt-yes **Motion carried (6-0).**

c. Interim Town Administrator

Mayor Nothem and the Board of Trustees asked Town Clerk/Treasurer Brenda Joseph if she would be interested in the full-time job of Town Administrator, with full-time benefits and an annual salary of $85,000.00 to start. Town Clerk/Treasurer Brenda Joseph responded yes.

Also, Mayor Nothem and the Board of Trustees discussed moving forward with Lori Saine's Pricing Proposal Presentation for part-time Town Administrator. They directed Town Clerk/Treasurer Brenda Joseph to please contact Lori Saine to see if she would be interested in working as a part-time Interim Town Administrator/Consultant and Mentor to Brenda Joseph, at $65.00 an hour. As an Interim Town Administrator and Consultant/Mentor they asked that Lori Saine help the Town of Gilcrest during this time of transition, on upcoming projects and additional requests from the Board of Trustees as needed. Also, to help mentor Brenda Joseph with training as needed for her next role as Town Administrator.

Additionally, Mayor Nothem and the Board of Trustees asked that Town Clerk/Treasurer Brenda Joseph ask Lori Saine if she would be interested in starting as the part-time Interim Town Administrator/Consultant by helping the Town find a Town Attorney.

Town Clerk/Treasurer Brenda Joseph thanked Mayor Nothem and the Board of Trustees.

Motion – Trustee Agripino, Motion to move forward with putting together an Employee Agreement for Brenda Joseph as Full-time Town Administrator, with full-time benefits, and an annual salary of $85,000.00 and to have Town Clerk/Treasurer Brenda Joseph act as interim Town Administrator in the meantime. **2nd – Trustee Shutt, Motion carried (6-0).**

Additionally, Mayor Nothem asked Town Clerk/Treasurer Joseph to please contact Town Attorney Hoffmann to update him on this and also to ask him to please put together an Employee Agreement for her, Brenda Joseph, as the Full-time Town Administrator. Also, he explained that if Lori Saine responds to their offer with a yes to please ask Lori for a Contract and a Conflict of Interest Agreement and then send them to him and the Board of Trustees as well as to Town Attorney Hoffmann. In addition, Mayor Nothem asked Town Clerk/Treasurer Joseph to please take down the Town Administrator job announcement and get the post ready for a Town Clerk/Treasurer Job Announcement.

7. <u>REPORTS:</u>

a. Board of Trustees

Town Clerk/Treasurer Joseph explained that that Town Administrator Dean had contacted Town Attorney Hoffmann to see if there are any requirements for the Board of Trustees to have the Board Meetings all be Zoom Meetings as well. She explained that Town Administrator Dean had written a message to be read at the meeting regarding this. Mayor Nothem then read from the message written by Town Administrator Dean as follows I spoke with Corey on April 29, 2025, regarding Zoom meetings. The Board has adopted resolutions authorizing virtual access (Zoom) to the meetings for the convenience of the Board. At this time, there is not a requirement to have virtual meetings unless a board member requests them.

Trustee Howard mentioned that she recently saw on the news some information concerning the Centro De La Familia (CDLF) Head Start program that plans to build a facility in the Town of Gilcrest. She further explained that she mentioned it due to it is very concerning. Trustee Agripino commented that it is alleged and suggested it be tabled. Trustee Howard responded from her understanding that the person who reported it does have a video of the issue reported.

Trustee Garza commented that in reviewing Town Planner, Carrie McCool's contract she noticed that on page 7 it shows that she would come to a Board meeting at no charge once a month, at the Boards request. She wondered if that were something she could do still and going forward as requested. If she attended the meetings by Zoom that would be fine too; she would not need to come in person. After a brief discussion Mayor Nothem asked Town Clerk/Treasurer Joseph to please contact Carrie McCool to see if this were something she would still consider doing at their request.

Also, Trustee Garza commented that she asked Town Administrator Dean how much money was budgeted for things such as the benches and flowers, but Dan did not get back to her. She further explained that Dan explained to her that he would contact the school and get back to her, but she found out that he did not contact the school after all. She added that she has already contacted Valley High School to see if students would be interested in helping and they did respond that they would really like to help with the project of building the benches. She is wondering how much money is available for this.

Also, she is thinking the Town could make a donation if they donate the benches instead since they won't accept a payment for it. She added this is a good project for community involvement. Town Clerk/Treasurer Joseph responded that she would get the amount available in the Beautification Committee.

Trustee Fulton reported that the annual Easter Egg Hunt went well, and she thanked everyone for helping with it. She added that everyone did a great job, and it was a success.

Trustee Agripino reported that he attended the Wednesday meeting at Weld County for Red Tierra's gravel pit/mine and he also visited with Town Planner Carrie McCool regarding forming a committee to help her with the Flag Pole Annexation and Annexation Agreement due to he further explained that Red Tierra is going to make three quarters of a billion dollars from this project. He also explained that what Red Tierra is wanting to pay the Town is way less than they should. Trustee Agripino commented that he would like to be on the committee. Trustee Garza and Trustee Howton commented that they both would like to be on the committee as well. Mayor Nothem added it is good to consider that if that land were developed and houses were to of been built there instead of being mined, when annexed into the Town of Gilcrest, it would have brought in tax revenue like normal from those houses. Mayor Nothem and the Board of Trustees agreed that they would like to also ask Lori Saine, Consultant, Libertatem LLC, if she would be interested in helping them with this as well. Mayor Nothem asked Town Clerk/Treasurer Joseph when contacting Lori Saine to please ask her if she is interested in helping with this too.

Mayor Nothem mentioned that recently our school district lost a schoolteacher and a fire fighter. The Town expresses our condolences to their families, school district, and all affected by this.

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

None

9. <u>ADJOURNMENT:</u>

Motion – Trustee Howton, Motion to adjourn the meeting at 8:34 p.m., on Monday, May 5, 2025, **2nd – Trustee Shutt.** All voted Aye. **Motion carried (6-0).**

TOWN OF GILCREST

ATTEST:

TOWN OF GILCREST SEAL COLORADO

Steve Nothem, Mayor

Brenda Joseph, Town Clerk