SEPTEMBER 28TH, 2026 - 7:00 PM
ZOOM: https://us06web.zoom.us/meeting/register/odWHUZtTTA2t-NxgyejjDQ

1. CALL TO ORDER - 7:00 PM

A. Pledge of Allegiance
B. Roll Call
   1. Present were Mayor Nothem, Mayor Pro Tem Martinez, Trustee Baker, Trustee Fulton, Trustee Meisner, and Trustee Shutt.
   2. Staff and representatives participating included Town Administrator Lori Saine, Public Works Director Bob Meisner, Town Court Clerk Veronica Williams, and SafeBuilt Representative / Code Enforcement Tim Moroney. Present by Zoom was Guest Relations Representative Nija Droessler.

2. APPROVAL OF THE AGENDA

A. Trustee Shutt moved to approve the agenda. Trustee Baker seconded the motion. Voice Vote: Motion carried by voice vote; no opposing vote was heard.

3. SPECIAL PRESENTATION

A. Pastor Adam Wasson Invited To Speak - 100th Anniversary of Gilcrest Baptist Church
   1. A Gilcrest Baptist Church Centennial - Pastor Adam Wasson addressed the Board in recognition of the 100th anniversary of Gilcrest Baptist Church. He spoke about faith, the founding of our nation, community unity, the church's history of ministry, and his prayers for the community. Mayor Nothem read Proclamation 2026-05 honoring the church's centennial, historic roots, generations of faithful service, and continuing Christian ministry in Gilcrest. Proclamation 2026-05

B. University Technical Assistance Program
   1. Representatives of the University Technical Assistance Program at the University of Colorado Denver presented preliminary concepts for Railroad Street improvements. The team identified goals of improving pedestrian safety, beautifying the corridor, attracting visitors from Highway 85, strengthening Town identity, and providing accessible, family-friendly spaces.
   2. The presentation described five proposed community engagement boards: project background and history; explanations of design elements; potential intervention areas and street sections; interactive voting on gateways, barriers, and public art; and voting on four material palettes. Concepts included pedestrian buffers, seating, lighting, planters, pocket parks, and potential adaptive reuse of a former gas station. The team emphasized that the concepts were preliminary and were not a final design.
   3. Board members requested PDF copies for closer review and possible posting on the Town website. The team discussed staffed, in-person displays at community events where residents could ask questions and vote using stickers. Additional opportunities for public input were discussed. No formal action was taken.

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.)

A. **Joanne Mays**, 413 12th St, Gilcrest, CO 80623, thanked Trustees Baker, Martinez, and Meisner for voting against appointing a trustee and allowing the citizens to decide. She stated that she was "angry" and "upset," objected to prayer during Town meetings, and said she would leave the room whenever prayer occurred. She identified herself as a Christian who regularly attends church and Bible study but stated that she did not believe prayer belonged in meetings. She alleged hypocrisy, stating, "God will not be mocked," and contrasted the Mayor's call to refrain from negative statements with what she described as disparaging remarks at another public meeting. Regarding the recall protest hearing, she questioned the required expense of brining in a protest judge had made clear that he could procedurally not stop the recall and that the citizens would decide. She also complained that Town office hours appeared inconsistent.

B. **Minda Ives,** appearing via Zoom, 510 12th St, Gilcrest, CO 80623, congratulated Gilcrest Baptist Church on its centennial and identified her family as Baptist. She stated that Christians are known by their "fruits," rather than the scriptures they quote or the religious identity they claim. Addressing those professing to be Christian, she stated, "I want to see your fruit," and said she did not want to hear any further scripture or proclamations by the Town. She asserted that state law and the Municipal Code required a Planning Commission public hearing on subdivisions and stated that she and others were investigating possible violations. She also asserted that only Board members could raise points of order.

5. REPORTS

A. Mayor
   1. Mayor Nothem had nothing to report.

B. Staff Reports
   1. Town Court and Permit Clerk Veronica Williams reported that resolving utility billing discrepancies continued to require substantial staff time, including reconciliation of meter readings and billing system records. Staff also reported approximately 16 potential code enforcement cases requiring preparation for Municipal Court and stated that coordination with the Town Administrator and Prosecutor would continue.

C. Town Clerk
   1. Utility Account Memorandum - The Town Clerk presented the Utility Account Memorandum and reported that future account administration would follow existing Chapter 13 provisions by identifying the property owner as the responsible account holder. A tenant could be listed secondary line item. The Clerk described the owner's responsibility for unpaid charges and the existing process for referring qualifying

delinquent charges to Weld County. The report was informational; no vote was requested. The Town would return to following their own Town Code.

2. Fall Clean Up Voucher Process - October 17th - Staff were preparing prepaid, perforated vouchers and corresponding accounting entries for the October 17 cleanup. Trustees Fulton and Shutt were identified as volunteers who would verify payment and stamps and collect voucher portions for each load. Residents would need to purchase vouchers in advance, with a limit of two loads. Staff noted that the current Xpress Bill Pay setup supported court and utility payments, limiting online collection for other charges.
3. Surplus Equipment Bidding (IT and Furniture) - The Clerk reported plans to offer surplus IT equipment and furniture through BidNet, including equipment remaining from the former police department. IT staff had reviewed the equipment and estimated its value.
4. Website - The Clerk reported continued work to switch the website functionality and accessibility.

D. Public Works
   1. Public Works Director Bob Meisner noted that the Town truck would need to be offered for sale again. The Town Administrator later reported that the prior bidder wished to purchase it lower than the bid price; therefore, the vehicle would be relisted through BidNet with photographs and condition information.

E. Town Trustees
   1. Mayor Pro Tem Martinez encouraged the Board to work together, trust one another, and continue moving the Town forward.
   2. The Administrator thanked Trustee Fulton for twice-monthly senior activities and discussed the Neighbors Helping Neighbors volunteer program. Trustee Fulton described participant-selected crafts, diamond painting, baking, Christmas projects, scheduling, and transportation needs.
   3. Trustee Baker had no separate reports.
   4. Trustee Meisner stated that this meeting should be the last time Town communications or packets were sent to her personal email address or phone. She requested a Town email address and stated that, otherwise, her packets should be hand-delivered. She questioned the Town's acknowledgment of its IT provider for resolving internet problems, noting that she used Vero at home and had experienced no interruption. Staff explained that internet and telephone failures had affected Town operations and other customers and that the IT provider had helped Vero identify and correct an upstream issue. Trustee Meisner objected to repeated references to a former employee's handling of utility billing. She stated, "The billing hasn't been right for the last two years," and

expressed concern that residents were questioning. Staff responded that explaining that staff has spent substantial time correcting them. Trustee Meisner acknowledged that explanation but reiterated concerning utility billing, "Everybody knows that it hasn't been done right for the last two years," and stated that staff should "quit bringing that up and just fix it."

5. No separate report by Trustee Shutt was supplied.

F. Town Administrator

1. The Town Administrator responded to concerns raised during public comment. She stated that she had been invited to present at a school board meeting, rather than a Platteville Town Board meeting, and that the presentation had Board approval.
2. The Town Administrator disputed allegations raised at meetings she described as excluding some Town residents and being organized by Ms. Ide and Mr. Agripino. She stated that the allegations, including a claim that raw sewage had been discharged into a detention pond, were untrue and had been publicly debunked. She invited residents to ask her about those matters and she would show them the documents and evidence.
3. Addressing objections to religious remarks during Town meetings, she stated that public settings were not required to be free of references to Jesus, disputed the interpretation of separation of church and state offered during public comment, and encouraged prayer. She called for a fresh start grounded in cooperation rather than hatred or accusations.
4. She also rejected characterizing the use of Robert's Rules of Order as bullying, stating that points of order helped keep the Board on topic, on schedule, and following the agenda. She also indicated Robert's Rules of Order allows staff to act as Parliamentarians.
5. A budget work session described as a "mini-retreat" was proposed for October 8, 2026, at 5:00 p.m., at Town Hall, with a potluck meal. The Administrator stated that it would be educational, open to the public, and would not involve decisions.
6. Plans for a Gilcrest Fall Fest on October 24 were discussed, including family activities, costumes, possible music, a parade, and a potential beer garden subject to licensing procedures.
7. The Administrator presented estimates to replace Board computers and her computer. Discussion addressed existing Chromebook limitations, Town Microsoft email accounts, setup instructions, and disposition of replaced equipment as surplus.

    ⇒ **Mayor Pro Tem Martinez moved to approve an expenditure not to exceed $8,500 for laptop computers**

for the full Board and a new computer for the Town Administrator. Trustee Meisner seconded the motion.

⇒ **Vote: Mayor Pro Tem Martinez – Yes; Trustee Baker – Yes; Trustee Fulton – Yes; Trustee Meisner – Yes; Trustee Shutt – Yes. Motion carried, 5-0.**

2. CONSENT AGENDA

A. Minutes of the Regular Meeting of the Board of Trustees Meeting September 14, 2026

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

C. Trustee Shutt moved to approve the consent agenda. Second by Mayor Pro-Tem Martinez

D. Vote: Mayor Pro Tem Martinez – Yes; Trustee Baker – Yes; Trustee Fulton – Yes; Trustee Meisner – No; Trustee Shutt – Yes. Motion carried, 4-1.

3. NEW BUSINESS

A. Meeting Location Posting Resolution - Town Clerk (5 Min)

1. The Town Clerk explained that removal of bulletin boards at the Post Office required a change in designated meeting notice posting locations. The proposed resolution designated Town Hall, Municipal Court, and the official Town website. Discussion addressed adding the Town's official Facebook page to improve public access to notices.
2. **Trustee Baker moved to amend Section 1 of the meeting notice posting resolution to add the Town of Gilcrest official Facebook page as an additional posting location. Trustee Meisner seconded the motion.**
3. **Vote: The motion carried by voice vote; no opposing vote was heard.**
4. **Trustee Baker moved to approve the resolution as amended. Trustee Meisner seconded the motion.**
5. **Vote: The motion carried by voice vote; no opposing vote was heard.**

B. Town Audit - Town Accounting Firm ~ 8:00 PM

1. The Town accounting firm's representative presented ***the audited 2025 financial statements and reported a clean opinion and a pass audit***, with the statements ready for filing within the State-granted extension.
2. The presentation reviewed governmental and enterprise funds, capital assets, restricted and unrestricted resources, debt obligations, budget-to-actual schedules, and the federal single audit. Reported highlights included an approximately $740,000 increase in total net position to $8.486 million; governmental fund balances of approximately $3.161

million; an approximately $246,000 increase in General Fund balance to approximately $2.004 million; and an approximately $462,000 increase in enterprise net position. She provided praise to the town staff for maintaining a strong financial position.

3. The representative discussed maintaining adequate General Fund reserves and balancing reserves with community service and capital needs. She highlighted operating the 2025 water and stormwater funds. The Town Administrator stated that the 2026 water budget had been balanced for the first time in multiple years and that stormwater billing coverage and sewer financing costs would be reviewed. The audit was recorded.

C. Fine and Fee Schedule – SafeBuilt and Town Administrator

1. The Board discussed adding an optional $200 refundable deposit for the park recreation equipment box, in addition to the existing $100 charge discussed during the meeting. The additional deposit would be returned if the box and its contents were returned complete. Renters could bring their own equipment instead.
2. SafeBuilt representative Tim Moroney reviewed proposed building permit fee adjustments, comparison with nearby communities, valuation-based fees and minimums, electrical permit fees, and the cost of inspections. Discussion included furnace and air-conditioning permit fees, water heaters, fence permits, repairs that do not require permits, and permits for work performed without prior approval.
3. SafeBuilt also recommended updates to building and related codes and offered to present the changes on October 12, in conjunction with a fire resiliency presentation. The Administrator noted prior efforts to schedule these discussions.
4. The Board discussed dog enforcement fines, repeat violations, removal costs, and a future free pet clinic. Members favored retaining a three-offense progression and discussed a $200 fine and pet removal for continued violations. The Board moved to adopted a three offense policy with removal for the third offense with a $200 fine.
5. During discussion, a resident described difficulty maintaining her yard following surgery and thanked a the Town Administrator using her own equipment to clean her yard and resolve her code enforcement violation. Staff discussed code enforcement practices and the Neighbors Helping Neighbors program.
6. **Trustee Baker moved to approve the fee schedule with the amended dog fee and park box fee as discussed. Mayor Pro Tem Martinez seconded the motion.**

7. **Vote: Mayor Pro Tem Martinez – Yes; Trustee Baker – Yes; Trustee Fulton – Yes; Trustee Meisner – Yes; Trustee Shutt – Yes. Motion carried, 5-0.**

4. OLD BUSINESS

A. 2nd and Final Reading - Ordinance Ballot Question 2 - Town Clerk (1 Min)

1. The Town Clerk explained that the ordinance codified voter-approved Ballot Question 2 by adding Section 2-15 to Chapter 2, Article 1, concerning eligibility for appointment to the Town Board. Public comment was invited; no substantive comment was recorded.
2. **Trustee Baker moved to adopt the ordinance implementing Ballot Question 2 on final reading as presented. Trustee Shutt seconded the motion.**
3. **Vote: Mayor Pro Tem Martinez — Yes; Trustee Baker — Yes; Trustee Fulton — Yes; Trustee Meisner — Yes; Trustee Shutt — Yes. Motion carried, 5–0.**

B. 2nd and Final Reading - Ordinance Ballot Question 3 - Town Clerk (1 Min)

1. The Town Clerk explained that Ordinance 2026-06 codified voter-approved Ballot Question 3. Public comment was invited; no substantive comment was recorded.
2. **Mayor Pro Tem Martinez moved to adopt Ordinance 2026-06 on final reading as presented. Trustee Shutt seconded the motion.**
3. **Vote: Mayor Pro Tem Martinez — Yes; Trustee Baker — Yes; Trustee Fulton — Yes; Trustee Meisner — Yes; Trustee Shutt — Yes. Motion carried, 5-0**

C. 2nd of Three Readings - Adoption of Motor Vehicle Code of 2024 - Town Clerk (10 Min)

1. The Town Clerk presented Ordinance 2026-04 to adopt the 2024 Motor Vehicle Code, with local revisions reviewed by the Town judge and prosecutor. The Clerk emphasized that this was the second of three readings and that another reading and publication would follow. The ordinance number was corrected during discussion from 2026-11 to 2026-04.
2. Public and Board discussion addressed traffic and street-related violations, vehicles on private property, and electric bicycle provisions. Related questions about weeds, sidewalks, gutters, rights-of-way, and fire hydrants led to discussion of clarifying property owner responsibilities. Staff recommended public education and further clarification. No separate policy amendment on those responsibilities was recorded.
3. **Trustee Baker moved to approve Ordinance 2026-04 at the second of three readings. Trustee Meisner seconded the motion. The**

motion was stated as a motion to adopt, but this item was expressly identified as the second reading rather than final adoption.

4. **Vote: Mayor Pro Tem Martinez – Yes; Trustee Baker – Yes; Trustee Fulton – Yes; Trustee Meisner – Yes; Trustee Shutt – Yes. Motion carried, 5-0.**

D. 1st Reading of Cell Phone Ordinance - Town Administrator (5 Min)

1. The Town Administrator presented Ordinance 2026-11 establishing cell phone standards. Staff indicated that it would return for further consideration after first reading. Public comment was invited; no substantive comment was recorded.
2. **Mayor Pro Tem Martinez moved to approve Ordinance 2026-11 on first reading. Trustee Fulton seconded the motion.**
3. **Vote: Mayor Pro Tem Martinez – Yes; Trustee Baker – Yes; Trustee Fulton – Yes; Trustee Meisner – Yes; Trustee Shutt – Yes. Motion carried 5-0.**
4. This item was discussed in addition to the supplied agenda. The Administrator proposed reviewing the Planning Commission process at the October 8 work session, contacting people who had already expressed interest, advertising additional opportunities in the newsletter, and conducting interviews. She described a five-member commission and the proposed appointment process.
5. The Mayor directed the Administrator to proceed with the process described. The Administrator stated that she would contact the Colorado Municipal League regarding quasi-judicial hearing training and coordinate with the Town planner. No formal appointment or motion was recorded.

E. Recall Options Cost Estimate - Town Clerk (5 Min)

1. The Town Clerk presented two Town-administered options: a polling-place election estimated at approximately $6,400, and a mail-out election with an in-person voting option estimated at approximately $9,300. The Clerk explained that the estimates relied on in-house ballot preparation, printing, mailing, and administration.
2. The Clerk reported that Weld County had declined to participate and enter a contract to administer the recall election, removing that option from consideration.
3. Discussion addressed participation, sufficient time for ballot preparation, the December 8 election date, and returning experienced election judges for hand counting.

4. **Mayor Pro Tem Martinez moved to approve the estimated expenditure of $9,364.74 for the Town-administered mail-out recall election. Trustee Fulton seconded the motion.**
5. **Vote: Mayor Pro Tem Martinez – Yes; Trustee Baker – Yes; Trustee Fulton – Yes; Trustee Meisner – Yes; Trustee Shutt – Yes. Motion carried 5-0.**

5. **ADJOURNMENT -** The Mayor concluded the meeting and thanked those present. 9:57 PM

ATTEST:

TOWN OF GILCREST SEAL COLORADO

Mayor Steve Nothem

Hana Ciembronowicz, Town Clerk