Gilcrest

Regular Meeting Agenda of The Board of Trustees
Town of Gilcrest, Colorado
19750 County Road 31 – Town Hall

JANUARY 26th, 2026, at 7:00 P.M.
ZOOM LINK:
https://us06web.zoom.us/j/89600022713

1. **CALL TO ORDER:** at 7:00 p.m.
   A. Pledge of Allegiance
   B. Roll Call
      1. Board Member: Mayor Nothem, Present; Mayor Pro-Tem Agripino, Present; Trustee Fulton, Present; Trustee Garza, Present; Trustee Howard, Present; Trustee Howton, Present; Trustee Shutt, Excused.
      2. Staff Also Present: Town Administrator Saine, Town Clerk/Treasurer Ciembronowicz

2. **APPROVAL OF THE AGENDA:**
   A. **Move to amend** the agenda item D in old business to include both Section X, Part A, Item 7 and Section X. Part B, Item 2 **by Trustee Howton; 2nd by Trustee Fulton; Voice Vote (5-0), Passed.**

3. **NEW BUSINESS:**
   A. Introduction of new IT Managed Service Provider
      1. Town Administrator gave remarks concerning the extensive Request for Proposal Process, the 12 initial applicants, and the selection process
      2. The new IT Managed Service Provider, Chad Gruka of Static Labs, introduced himself and was there to answer question while providing technical support during the meeting.
   B. 1st Reading of Ordinance 2026-03 Outdoor Storage in Industrial Zone Districts regarding Fencing and Screening
      1. Town Administrator Saine provided remarks explaining the ordinance
      2. Opened for Public Comment – None
      3. **Motion by Trustee Howton** to approve the first reading of Ordinance 2026-03 without changes; **2nd Trustee Howard; Roll Call Vote; Mayor Pro-Tem Agripino, Yes; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (5-0) Passed.**
   C. Contract for Town Planner
      1. Town Administrator Saine explained the 5 applicants and the Quality Based Selection process.
      2. Spruance Consulting was present to answer any questions.
      3. **Motion by Trustee Howard** to approve the contract for Spruance Consulting as our contract Town Planner; **2nd Trustee Fulton; Roll Call Vote; Mayor Pro-Tem Agripino, Abstain; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (4-0-1) Passed.**
   D. Contract for On-Call Planner

1. Town Administrator Saine explained the 5 applicants and the Quality Based Selection process.
2. Ayers was chosen as the On-Call Planner for projects when Spruance might be unavailable or have a conflict of interest.
3. **Motion by Trustee Agripino** to approve the contract for Ayres as the Town of Gilcrest On-Call Planner ; **2nd Trustee Howton; Roll Call Vote; Mayor Pro-Tem Agripino, Yes; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (5-0) Passed.**
4. Trustee Agripino gave remarks on his previous abstention.

E. Free Animal Clinic
1. Town Administrator Saine gave remarks.
2. Thanks to Trustee Howard to connected with this for the town.
3. Two School Young Volunteers will be needed and Trustee Garza will arrange
4. Trustees are encouraged to meet and greet their constituents
5. Mayor Pro-Tem Argipino had questions.

F. RE-1 11th Street and 12th Steet Future Planning
1. Town Administrator Saine gave remarks on this plan.
2. Trustees Garza, Fulton, and Howard had questions as did Mayor Pro-Tem Agripino.
3. No vote need, but the Board unanimously expressed support in moving forward

4. CONSENT AGENDA:

A. Minutes of the Regular Meeting of the Board of Trustees Meeting January 12, 2026
B. Minutes of the Work Session of the Board of Trustees Meeting January 12, 2026
C. Bill (1) and Reports (2) for Approval
D. **Motion by Trustee Howton** to approve Consent Agenda; **2nd Trustee Fulton; Roll Call Vote; Mayor Pro-Tem Agripino, Yes; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (5-0) Passed.**

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. None Present or Given

6. EXECUTIVE SESSION:

A. None

7. OLD BUSINESS:

A. Town Engineer Contract and Exhibits

1. The contract was revisited by the USDA an was presented again with those revisions. The town executes the contract itself.
2. **Motion by Trustee Howton** to approve the contract for GLM Condult as the Town of Gilcrest Engineer ; **2nd Trustee Fulton; Roll Call Vote; Mayor Pro-Tem Agripino, Yes; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (5-0) Passed.**

B. 2nd Reading - Ordinance 2026-01 Quality Based Selection Procurement Policy
1. Town Attorney Choate gave remarks on the ordinance and process he created that is used throughout the state.
2. Opened for Public Comment – None Given
3. **Motion by Trustee Howton** to approve the Ordinance 2026-01on second reading; **2nd Trustee Howard; Roll Call Vote; Mayor Pro-Tem Agripino, Yes; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (5-0) Passed.**

C. 2nd Reading – Ordinance 2026-02 Landscaping
1. Town Administrator Saine gave remarks.
2. Opened for Public Comment – None Given
3. **Motion by Trustee Howard** to approve the Ordinance 2026-02 on second reading; **2nd Trustee Howton; Roll Call Vote; Mayor Pro-Tem Agripino, Yes; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (5-0) Passed.**

D. Employee Handbook Changes (Section X. Part A, Item 7 and Section X. Part B, Item 2)
1. Town Clerk Ciembronowicz gave remark on the reasons for the changes which were clarification, honoring of the 20+ year mark with the Town, and conflicting language.
2. **Motion by Trustee Howton** to approve the Employee Handbook changes; **2nd Trustee Fulton; Roll Call Vote; Mayor Pro-Tem Agripino, Yes; Trustee Fulton, Yes; Trustee Garza, Yes; Trustee Howard, Yes; Trustee Howton, Yes. (5-0) Passed.**

8. REPORTS:

A. Town Administrator - The Town Administrator gave remarks on the following:
1. X-Cell Power Outages including mapping, trees, substation, town trees, and weather
2. Signs at Town Hall - New signs for the new Town Hall. It was asked by Trustee Garza when Teresa would be moving to the new Town Hall.
3. Coffee Shop - There is a three month experiment to obtain numbers to prove the surrounding area can support the coffee dessert between Brighton and LaSalle. It will be conducted March, April, and May from 5:30 am in noon in the Town Hall space.
4. Farmer's Market - We are looking into a Farmer's Market from May to October on Thursday from 4:00 pm to 9:00 pm.

5. Planning Commission - It will be a three to four person committee with potential one Trustee. They are appointed by the board and we are ready to move forward with some interviews.
6. Citizen's Budget Committee - It would be an advisory committee that would be three people meeting twice a year.

B. Public Works -
1. Public Works - Not present, but provided feedback on the handbook which led to some of the changes.

C. Town Trustees
1. Trustee Fulton had a condolence card of the passing of a loved town citizen.
2. Trustee Garza would like to have a meeting at Town Hall for the planning of Gilcrest Daze before the meeting. There was an incident at the school, but we do not have jurisdiction over it in any way.

9. ADJOURNMENT: 8:21 pm

A. A vote is not required for adjournment

TOWN OF GILCREST SEAL COLORADO

By: _____ **Attest:** _____

Steve Nothem, Mayor

Hana Ciembornowicz, Town Clerk