July 7th, 2025 at 7:00 P.M.

1. CALL TO ORDER: 7:00 P.M.
   A. Pledge of Allegiance
   B. Roll Call – Mayor Nothem; Trustees: Howton, Fulton, Garza, Howard, Shutt - Excused: Trustee Agripino
   C. Also Present - Lori Saine, Interim Town Administrator; Hana Ciembronowicz, Town Clerk/Treasurer Candidate; Lorraine Trotter, Professional Management Solutions
   D. Present by Internet: Ronnie Farmer, Town Auditor
   E. A moment of silence was observed for the victim of the Texas flooding.
2. APPROVAL OF THE REGULAR AGENDA:
   A. **Motion – Trustee Howton,** Motion to approve the agenda as written, **2nd – Trustee Howard.** All voted Aye. **Motion carried (5-0).**
3. NEW BUSINESS
   A. New Town Clerk Selection
      - Recommendation by the Town Selection Committee and discussion by the Town Board to elect Hana Ciembronowicz to the position of Town Clerk, Town Treasurer, and Deputy Town Court Clerk for the Town of Gilcrest, Colorado.
      - **Motion – Trustee Garza**, Motion to hire Hana Ciembronowicz as the Town Clerk, Town Treasurer, and Deputy Town Court Clerk. **2nd – Trustee Shutt.** All voted Aye. **Motion carried (5-0)**
      - Hana Ciembronowicz took the Oath of Office as given by in by Police Officer and Notary Matthew Schwab.
   B. Town of Gilcrest 2024 Audit Presentation
      - Ronnie Farmer presented his findings on the audit of the Town of Gilcrest.
      - Summary:
        ⇒ The Net Position of the Town increased by $582,964 (8.1%) during 2024, to $7,746,489.
        ⇒ On December 31, 2024, the Town's governmental funds reported combined ending fund balances of $3,172,701. This marked an increase of $455,237 (16.8%) from the prior year's ending governmental fund balances.
        ⇒ The Town's General Fund increased its Fund Balance by $287,621 (19.6%) during 2024.
        ⇒ The Net Position of the Town's Business-type activities (water, sewer, and storm drainage enterprises) decreased by $109,259 (2.8%) in 2024.
      - Lorraine Trotter, Professional Management Solutions, systematically conducted and educated the board on a line-by-line analysis of the budget.
      - A discussion was had to have an internal strategy retreat on water funding gaps and long-term infrastructure maintenance.
      - **Motion – Trustee Howton** to accept the 2024 Audit. **2nd – Trustee Fulton. Trustee Howton – Aye. Truste Fulton – Aye. Trustee Agripino – Excused. Trustee Garza – Aye. Trustee Howard – Aye. Trustee Shutt – Aye.**
   C. Website Accessibility Policy
      - The website has been updated with an accessibility process and tool. Further work will be done.
      - Future accessibility, design, and cost savings will be researched and presented to the board.
   D. Beautiful Yard Award
      - The SAFEbuilt Chief Building Official chose five options for homes to win the award. The board then voted on their top two for July. **A voice vote was taken and 307 Stockton Court and 102 8th Street were chosen.**
      - The homes not chosen are rolled over to the following months.

- In the future, a mix of home sizes, xeriscape, and traditional homes showing pride in ownership will be selected.
- A yard sign will be provided for the home and will be reused.

4. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA:
   A. Opened, but none given.
5. CONSENT AGENDA:
   A. Board of Trustees Minutes for June 16th, 2025
      - Motion – Trustee Howton. 2nd – Trustee Howard. (Motion carried 5-0).
   B. Bills and Reports for Approval
      - All approved under consent agenda.
6. OLD BUSINESS:
   A. Gilcrest Daze
      - New Town Clerk is to create a high-resolution PNG and JPG for the town logo for banner creations.
      - Potential burro races are under planning by the Interim Town Administrator
7. REPORTS:
   A. Interim Town Administrator
      - During Gilcrest Daze, residents will have the opportunity to provide feedback and participate in an interactive visual community survey to help guide the Town Board's decisions on future planning and zoning policies.
      - Working with the fire chief, an Office of Emergency Management plan is being created.
      - Staff has begun conducting a water use audit. This involves the town attorney and will eventually include those wishing to develop within or near the town.
      - A planning work session will be conducted soon.
      - The sewer project is on time and on budget.
      - COOP (Continuing Of Operations Plan) is the first work item for our new Town Clerk to ensure continuity of government in case of emergency, natural disaster, etc…
      - We found the owner of the lost puppy given to the office.
   B. Town Trustees
      - Trustee Garza gave a schedule update.
      - Trustee Fulton gave a fireworks update.
      - One of the benches will be placed outside the office to provide seating for court days.
      - Please be looking for nominations for the Gilcrest Appreciation Award.
   C. Public Works (if needed)
      - None Needed
8. ADJOURNMENT
   A. Adjourned at 8:59
   B. A vote is not needed to adjourn the meeting.

TOWN OF GILCREST | SEAL | COLORADO

TOWN OF GILCREST | ATTESTED BY:

Steve Nothem, Mayor

Hana Ciembronowicz, Town Clerk