AUGUST 31th, 2026, at 7:00 P.M.

ZOOM LINK:

https://us06web.zoom.us/j/88338936648

1. CALL TO ORDER

A. Pledge of Allegiance - 7:00 PM

B. Roll Call

1. Mayor Nothem – Present
2. Mayor Pro Tem Martinez – Present
3. Trustee Baker – Present
4. Trustee Fulton – Present
5. Trustee Meisner – Present
6. Trustee Schutt – Present

C. Staff also present were the Town Administrator Saine, Town Attorney Choate, Town Engineer McDonald, Public Works Director Meisner, Town Clerk Ciembronowicz, and Guest Relations Specialist Droessler.

2. APPROVAL OF THE AGENDA

A. The Board considered amending the agenda to add Item I under New Business concerning appointment and acceptance of Honorable Judge Stephen Jones's duties related to the recall hearing so that payment could be processed, and to remove Item A under Old Business.

B. Motion: Trustee Schutt moved to approve the agenda with the stated addition and removal. Second: Trustee Fulton. Roll Call Vote:

1. Mayor Pro Tem Martinez – Yes
2. Trustee Baker – Yes
3. Trustee Fulton – Yes
4. Trustee Meisner – No
5. Trustee Schutt – Yes

C. Result: Motion announced as PASSED.
Recorded vote: 4 Yea, 1 Nay

3. 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.)

1. Manuel Agripino – 815 Starbird Avenue Gilcrest

Mr. Agrippino addressed the Board regarding what he described as a conflict-of-interest matter associated with zoning and violations involving donkeys/large animals. He stated that he had requested the appropriate application for a zoning change to estate zoning and a special permit application but had not received the forms he believed were necessary while continuing to receive violations. He also discussed communications with Town staff regarding submission and review of his land-use application. (In meeting response was provided in the reports section.)

2. Teresa Kahler – 215 Main Street Gilcrest

Ms. Koller stated that she wished to give her three minutes to Mr. Agrippino. The Mayor advised that public-comment time could not be transferred to another speaker. The Town Clerk read the Chapter and Section in Roberts Rules of Order indicating that the individual three-minute public-comment allotment was not transferable or capable of being yielded to another speaker. Ms. Kahler did not provide substantive public comment at that time.

3. Karla Castro – 1100 Birch Streer Gilcrest

Ms. Castro addressed statements she said had been made during a prior meeting concerning her involvement in a code or ordinance complaint. She disputed the characterization that she had asked Town staff to issue an

unwarranted citation. She requested that, in the future, she be contacted directly if questions arise regarding statements or actions attributed to her. (In meeting response was provided in the reports section.)

4. Joanne Maes – 412 12th Street Gilcrest

Ms. Maes discussed an incident at Town Hall on Election Day when she sought to serve as an election watcher. She stated that she was instructed to have a watcher form notarized, returned to Town Hall. Subsequently, she was subsequently presented at home with a letter by a police officer. She disputed allegations that she had been disruptive and stated that she was advised that refusal to leave or returning could potentially result in arrest. Ms. Mays expressed dissatisfaction regarding the incident. (In meeting response was provided in the reports section.)

5. Sylvia Escobel – Address not stated

Ms. Escobel stated that she had intended to give her public-comment time to Mr. Agrippino. After being advised that public-comment time could not be transferred, she declined to provide additional comment.

6. Alejandro Agripino – 100 9th Street Gilcrest

Mr. Agrippino requested that Manuel Agrippino's conflict-of-interest issue be placed by the board on the agenda for the next meeting.

7. Perla Villa - 100 9th Street Gilcrest

The speaker was called; but no substantive public comment was provided.

8. Teresa Cole – 317 Stockton Court

Ms. Cole asked the Board to consider placing discussion of reestablishing a Town police department on a future agenda. She referenced the Town's expenditures for outside police services, the availability of the former Town Hall building, and the recent bear incident. She also requested consideration of allowing an additional public-comment period at the end of Board meetings.

9. Alex Cole – 317 Stockton Cort

Mr. Cole asked the Board to consider a cell-phone policy for Board meetings. He expressed concern regarding the use of personal cell phones by board members during meetings and stated that such use appeared unprofessional and that greater respect should be maintained during meetings.

The Mayor closed the public-comment portion of the meeting

4. **REPORTS**

A. Mayor - Mayor Nothem thanked residents for attending the meeting, showing interest in Town matters, and expressing their concerns. He also thanked the Board.

B. Town Clerk

1. A report was provided concerning the **upcoming coordinated general election and the pending recall election process**. For the general election, candidate ballot order was scheduled to be determined by lot at Town Hall, with the drawing to be recorded. Regarding the recall petition, the report summarized the procedural timeline beginning with the petition filing on August 6, the initial determination, protest period, recall protest hearing, and anticipated written determination. It was explained that, if the process continued, the Board would be required to set the recall-election date at a regular Board meeting, unless an appeal to the recall protest determination was made, and that successor candidate petition circulation would begin thereafter. The report further discussed the November 3 coordinated election, the statutory blackout period, and a potential December 8 recall-election date. A polling-place election was discussed as the anticipated format unless the Town elected to fund a mail-ballot election. The Board was also advised that an appeal would stay the recall timeline pending adjudication.

C. Town Trustees

1. Mayor Pro Tem Martinez discussed the recent bear incident and expressed concern regarding the Town's emergency and law-enforcement resources. He

suggested that the Town consider options for additional local law-enforcement coverage. Board discussion included:

⇒ Possible establishment or reestablishment of a Town police department;
⇒ Potential hybrid arrangements with Platteville law enforcement;
    a. Whether the fire department's siren could provide a distinct shelter-in-place warning;
⇒ Reverse-notification options;
⇒ Emergency notification procedures; and
⇒ Public safety measures for future wildlife or other emergency incidents.

D. Public Works – No report was given.
E. Town Administrator
    1. The Town Administrator discussed the administrative responsibilities associated with the recall process and the positive feedback of the Judge to the Town Clerk on her adherence to all actions in accordance with applicable election requirements.
    2. The Administrator also addressed matters raised during public comment, including concerns regarding land-use and zoning applications, code-enforcement procedures, and communications between residents and Town staff. The Administrator discussed the Town's process for receiving and reviewing land-use applications and explained that zoning matters must proceed through the Town Planner and code-enforcement matters must proceed through the code enforcement officer, not other staff. The documents provided during public comment indicate that the presenter was advised of this six months ago and had not provided it to the town planner. Recent photographs from the code enforcement officer indicate that the violations were present in August.
    3. Discussion also addressed the Town's handling of anonymous code-enforcement complaints and the need for consistent application of Town ordinances and enforcement procedures. The Administrator emphasized the importance of treating similarly situated properties and residents consistently and ensuring that enforcement decisions are based upon applicable Town regulations rather than the identity of the complainant or property owner.
    4. The Administrator further responded to public comment concerns raised regarding the recent election and polling-place procedures. Discussion included access to the polling location for election-watchers. Determination of threats are part of the responsibilities of election officials and the need to maintain an orderly and legally compliant polling place. Five officials acted as independent witnesses. The Administrator emphasized the importance of applying election procedures consistently to all individuals while protecting the integrity and orderly operation of the election process.
    5. The Administrator discussed a mural located at a local business and the application of the Town's existing sign and advertising regulations to murals. The Board discussed whether the Town's current regulations adequately distinguish between artwork, murals, commercial advertising, and signage. Possible future amendments to the Town's regulations, or an appropriate waiver or approval process for murals, were discussed. The matter may be returned to the Board for additional

consideration. All trustees were in agreement that council was not in place when the mural was created and are generally in approval. The request to move forward granting a waiver at the next board meeting was tasked to the Town Administrator. A letter of appreciation was drafted to be signed.

6. The Administrator also presented the concept of developing a formal Wildlife Emergency Response Policy following recent wildlife activity within Town. The proposed policy would establish clearer procedures and responsibilities when potentially dangerous wildlife is reported within the community. The proposed procedures discussed included:
    - ⇒ establishing a defined chain of command;
    - ⇒ immediately contacting emergency dispatch and the appropriate law-enforcement agency;
    - ⇒ coordinating with Colorado Parks and Wildlife when appropriate;
    - ⇒ identifying who is authorized to serve as the Town's Public Information Officer during an incident;
    - ⇒ establishing and maintaining appropriate safety perimeters;
    - ⇒ and utilizing Public Works personnel, vehicles, barricades, or other Town equipment when necessary to restrict access to an affected area.
    - ⇒ reducing the possibility of conflicting or inaccurate information being distributed during an emergency.
    - ⇒ The Board further discussed public education and prevention, including educating residents regarding unsecured garbage, outdoor food sources, bird feeders, pet food, and other items that may attract bears or other wildlife into residential areas.
    - ⇒ The Administrator recommended developing the wildlife response procedures into a formal policy for Board review so that Town staff, Public Works, emergency responders, and elected officials have a clearly established procedure to follow during future wildlife incidents.
    - ⇒ **Board Direction:** The proposed Wildlife Emergency Response Policy will be prepared for consideration and placed on a future Board agenda.
7. No formal motion or roll-call vote was taken during the Town Administrator

5. **CONSENT AGENDA** - The consent agenda consisted of minutes from the prior work session and regular Board meeting. Discussion clarified that compensation-study/payroll matters had been tabled until a future and were therefore not included. There was additional discussion with the attorney as to whether payroll and other human resources items were only to be discussed in executive session.
    - A. Minutes of the Work Session of the Board of Trustees Meeting August 24th, 2026
    - B. Minutes of the Regular Meeting of the Board of Trustees Meeting August 24th, 2026
    - C. **Motion:** Trustee Schutt moved to approve the consent agenda.
      Second: Mayor Pro Tem Martinez.
    - **D. Roll Call Vote**
        1. Mayor Pro Tem Martinez – Yes
        2. Trustee Baker – Yes
        3. Trustee Fulton – Yes

4. Trustee Meissner – No
5. Trustee Schutt – Yes

E. **Result Vote:** 4 Yea, 1 Nay.
Motion PASSED.

6. NEW BUSINESS:

A. Vacancy Determination and Appointment Process - Town Administrator
1. The Town Attorney discussed the apparent Board vacancy resulting from the continued absence/lack of contact from a trustee. The Attorney recommended providing notice to the trustee that the Board would consider declaring the position vacant at the next meeting, thereby providing notice and an opportunity to be heard before formal action.
2. The Board discussed possible methods for filling a vacancy, including considering candidates from the previous election based upon election results or opening the appointment process to all eligible residents or waiting until the November election.
3. The Town Attorney advised that the Board has discretion regarding its appointment process provided eligibility requirements are met and applicants are treated consistently. The town also recently voted into law the background-check requirement applicable to appointed officials.
4. No final appointment procedure was adopted. The matter was to return at the next meeting for formal vacancy determination and further direction regarding the appointment process.

B. Go Gov Presentation - Town Administrator and GoGov Representative
1. A GoGov representative presented the company's municipal notification and mobile-application platform. Features discussed included:
   - ⇒ A Town-branded mobile application;
   - ⇒ Push notifications;
   - ⇒ Email, text-message and telephone notifications;
   - ⇒ Facebook and other social-media integration;
   - ⇒ Website integration;
   - ⇒ Geographic targeting of notifications;
   - ⇒ Subscription groups;
   - ⇒ Message scheduling and archiving;
   - ⇒ FEMA/IPAWS emergency-alert redistribution;
   - ⇒ ADA/WCAG accessibility;
   - ⇒ Language-translation options;
   - ⇒ Staff approval workflows; and
   - ⇒ Training and support.
2. The Town Clerk asked questions regarding social-media comment settings and notification credits. No formal action was taken during the presentation.

C. Sewer Capacity Proposal - Town Engineer
1. Town Engineer Gene McDonald presented a proposal to evaluate the wastewater-treatment plant and model the Town's sanitary-sewer system. The engineer explained that the study would assess existing plant conditions and capacity, identify

potential repairs and future needs, assist the Town in evaluating development impacts, and provide information necessary for pursuing potential USDA and other outside funding.

2. Discussion included deterioration of lagoon components, liner and aeration concerns, existing and future system capacity, potential regulatory requirements, funding opportunities, and the importance of completing the preliminary engineering work before conditions worsen.
3. The proposal amount was $38,658.
4. **Motion:** Trustee Schutt moved to approve the sewer-capacity proposal and authorize the expenditure of $38,658.
   Second: Mayor Pro Tem Martinez.
5. Roll Call Vote
   - ⇒ Mayor Pro Tem Martinez – Yes
   - ⇒ Trustee Baker – Yes
   - ⇒ Trustee Fulton – Yes
   - ⇒ Trustee Meissner – Yes
   - ⇒ Trustee Schutt – Yes
6. Results - Vote: 5 Yea, 0 Nay.
   Motion PASSED UNANIMOUSLY.

D. Code Enforcement Policy and Procedure Resolution - Town Clerk
   1. The Town Clerk presented Resolution No. 2026-05 establishing a code-enforcement policy and procedure. The purpose was described as providing consistent direction for enforcement procedures and helping ensure equal treatment of residents.
   2. A trustee requested additional time to review the resolution.
   3. Board consensus was to TABLE Resolution No. 2026-05 until the September 14 Board Meeting.

E. Meeting Day Ordinance - Town Administrator (2 Min)
   1. The Board discussed potentially changing regular meeting days from Monday to Tuesday. Staff discussed workload and payroll considerations associated with Monday meetings.
   2. Trustee Meisner stated a Tuesday meetings would create a scheduling conflict and expressed a preference for continuing Monday meetings. Remote participation by Zoom was also discussed for this Trustee
   3. Board consensus was to TABLE the matter until the next meeting.

F. Collections Agency - Town Administrator (2 Min)
   1. The Town Administrator requested Board direction to issue an RFP for collection-agency services. Discussion included outstanding municipal fines, fees, tickets, Town property/equipment that had not been returned, staff time devoted to collection efforts, potential collection rates, and collection-agency fees.The outstanding amount was discussed as potentially exceeding $10,000, although no definitive amount was established during the meeting. The Mayor asked whether the Board supported pursuing an RFP. Voice Vote/Consensus: Yea. No opposition was recorded.

2. Result: Staff was directed to proceed with soliciting collection-agency proposals and return the results to the Board.

G. Laptop Discussion - Town Administrator (2 Min)
   1. The Town Administrator discussed replacing existing Chromebooks and other aging or failed equipment with professional-grade Microsoft/Windows laptops.
   2. Discussion included a former trustee who has not returned equipment, another former trustee who returned equipment with a hard drive wipe virus, compatibility with the Town's Microsoft environment, staff time required to transfer and maintain devices, anticipated equipment life, replacement costs, and the potential cost of returning to paper Board packets.
   3. The transcript reflects discussion and a request for authority to purchase replacement equipment.

H. Cell Phone Policy Discussion - Town Administrator (2 Min)
   1. The Board discussed the use of personal cell phones during Board meetings, particularly during quasi-judicial/land-use proceedings.
   2. The Town Administrator discussed concerns regarding potential ex parte communications during quasi-judicial proceedings and suggested that Board members refrain from using personal cell phones during meetings. Discussion included emergency family communications and the direction that a Board member temporarily excuse themselves from the meeting when that becomes necessary.
   3. No formal policy was adopted and no vote was recorded.

I. Honorable Judge Stephen Jones – Recall Hearing Officer Duties/Compensation
   1. The Board discussed formally recognizing Honorable Judge Stephen Jones's service in connection with the recall protest hearing so that he could be compensated for his work.
   2. The Town Clerk reported that Judge Jones had quoted a rate of $150 per hour subject to receipt of the final invoice and any additional preparation time.
   3. Trustee Meisner asked why the Town Clerk did not preside over this protest herself as she had called other Town Clerks. The Town Clerk explained that independent guidance had recommended use of an outside hearing officer because of potential conflicts of interest involving the Town Clerk, the Town's municipal judge, and that the mayor, trustees, and others were among the submitted protests. Therefore, a judge presiding over a municipality with a recent recall had been sought.
   4. **Motion:** Mayor Pro Tem Martinez moved accept the Honorable Judge Jones, to be accepted as the hearing officer to determine the protests filed concerning the municipal recall petition and to authorize the Town Clerk to compensate Judge Jones for his duties associated with the recall hearing.
      Second: Trustee Schutt.
   5. **Roll Call Vote**
      ⇒ Mayor Pro Tem Martinez – Yes
      ⇒ Trustee Baker – Yes
      ⇒ Trustee Fulton – Yes
      ⇒ Trustee Meisner – Yes
      ⇒ Trustee Schutt – Yes

6. **Result Vote:** 5 Yea, 0 Nay.
Motion PASSED UNANIMOUSLY.

7. OLD BUSINESS:

A. Industrial alignment ordinance - Town Administrator
   1. The Board confirmed that the Industrial Alignment Ordinance would be placed on a future agenda. No discussion was had and no formal action was taken.

B. ADU ordinance - Town Administrator
   1. The Town Administrator presented the draft Accessory Dwelling Unit (ADU) ordinance and discussed the potential benefits of permitting ADUs within the Town. Discussion included:
      - ⇒ Providing housing for aging parents, disabled family members, or other occupants while maintaining separate living space;
      - ⇒ Allowing detached, attached, garage-conversion, and basement ADUs;
      - ⇒ Building-code requirements;
      - ⇒ Water-use requirements and water dedication if usage exceeds established thresholds;
      - ⇒ Use of an "echo tap" or connection to an existing internal water service;
      - ⇒ Lot coverage and drainage considerations;
      - ⇒ Potential grant opportunities;
      - ⇒ Proposition 123 eligibility and timing requirements; and
      - ⇒ The advantage of moving the ordinance forward in time to potentially qualify for future housing-related funding.
   2. The Board discussed whether additional review should occur before proceeding. Staff explained that approving first reading would allow additional changes prior to second reading while preserving the publication timeline.
   3. A public hearing was opened on Ordinance No. 2026-07.
      - ⇒ **Public Comment:** No public comment was received.
   4. **Motion:** Trustee Baker moved to approve Ordinance No. 2026-07 on first reading, amending Chapters 16 and 13 of the Gilcrest Municipal Code to allow accessory dwelling units, authorize echo taps, establish flexible unit-size standards, require additional water dedication upon exceeding an annual water-use threshold, and establish applicable drainage and utility standards. **Second:** Trustee Fulton.
   5. Roll Call Vote
      - ⇒ Mayor Pro Tem Martinez – Yes
      - ⇒ Trustee Baker – Yes
      - ⇒ Trustee Fulton – Yes
      - ⇒ Trustee Meisner – Yes
      - ⇒ Trustee Schutt – Yes
      - ⇒ Vote: 5 Yea, 0 Nay
   6. Results: Ordinance No. 2026-07 PASSED UNANIMOUSLY on first reading.

C. Surplus Property: 1978 F-600 Dump Truck Bids - Bob Meisner

1. Public Works discussed the Town's previously advertised surplus 1978 Ford F600 dump truck. The Town Clerk located the sealed bid submitted during the earlier bid process.
2. **Bidder:** Armando Vasquez
   ⇒ **Bid Amount: $1,500**
3. The Board discussed notifying the successful bidder and completing transfer of the vehicle and title upon payment.
4. **Motion:** Mayor Pro Tem Martinez moved to approve Armando Vasquez's **$1,500 bid** for the 1978 Ford F600 dump truck.
   Second: Trustee Baker.
5. **Roll Call Vote**
   ⇒ Mayor Pro Tem Martinez – Yes
   ⇒ Trustee Baker – Yes
   ⇒ Trustee Fulton – Yes
   ⇒ Trustee Meisner – Yes
   ⇒ Trustee Schutt – Yes
6. **Result Vote:** 5 Yea, 0 Nay.
   Motion PASSED UNANIMOUSLY.

The Board discussed having all Board members sign correspondence concerning the previously discussed mural and directing staff to reformat the letter with signature lines for the full Board.

The Mayor thanked the Board, staff, and public for their participation and discussion. The Mayor also discussed working with the Mayor Pro Tem and Town Administrator to establish and confirm future agendas earlier than Saturday to provide staff time for Board packet preparation and meeting minutes.

8. ADJOURNMENT: 9:22 PM No vote is required for adjournment

Attest

TOWN OF GILCREST SEAL COLORADO

By:_____
Mayor Steven Nothem

By_____
Town Clerk Hana Ciembronowicz