Gilcrest

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

JANUARY 12TH, 2026, at 7:00 P.M.

1. **CALL TO ORDER:** 7:00 P.M.
   A. Pledge of Allegiance
   B. Roll Call
      1. Board of Trustees: Mayor Nothem (Present), Mayor Pro-Tem Agripino (Present), Trustee Fulton (Present), Trustee Garza (Present), Trustee Howard (Present), Trustee Howton (Excused), Trustee Shutt (Present)
      2. Staff Present: Interim Town Administrator Saine, Town Attorney Choate, Town Clerk / Treasurer Ciembronowicz
   C. Former Mayor Jeff Nelson – In gratitude for his service as mayor, Mayor Nelson was presented a gavel. Mayor Nelson gave marks of appreciation and thanks.

2. **APPROVAL OF THE AGENDA:**
   A. Mayor Pro-Tem Agripino moved that items: G. Ordinance of 2025-07 to change the dates for the Regular Board of Trustee meetings to 2nd and 4th Monday of the month. Item F: Approval of the IT Managed Service Contract. **2nd Trustee Fulton. No Discussion. Voice Vote (5-0) Passes**

3. **SPECIAL PRESENTATION by Interim Town Manager:**
   A. Explained a proposed Hybrid Pay Scale that is attached to a 2030 Strategic Plan based upon a hybrid of the Weld County and Military Pay system.
   B. Provided the first pass of the 2023 Strategic Plan

4. **NEW BUSINESS:**
   A. 1st Reading – Ordinance 2026-01 Quality Based Selection Procurement Policy
      1. Opened for Public Comment. None was had.
      2. Town Attorney Choate, who wrote the QBS process, provided remarks.
      3. Open for Board Comments and Questions. None was had.
      4. **Trustee Howard** made a motion to approve the first reading. **2nd Trustee Shutt. Roll Call Vote: Mayor Pro-Tem Agripino (Aye), Trustee Fulton (Aye), Trustee Garza (Aye), Trustee Howard (Aye), Trustee Shutt (Aye). Passes (5-0)**
   B. 1ST Reading – Ordinance 2026-02 Landscaping
      1. Intern Town Administrator Sane provided remarks.
      2. Open for Public Comment. None was had.
      3. Open for Board Comments and Questions. None was had.
      4. **Trustee Howard** made a motion to approve the first reading. **2nd Trustee Garza. Roll Call Vote: Mayor Pro-Tem Agripino (Aye), Trustee Fulton (Aye), Trustee Garza (Aye), Trustee Howard (Aye), Trustee Shutt (Aye). Passes (5-0)**

C. CU DOLA Proposal on Street Scaping
   1. Remarks by Interim Town Administrator Saine.
   2. Questions by Mayor Pro-Tem Agripino, Trustee Howard, and Trustee Garza.
   3. **Mayor Pro-Tem Agripino** moved to approve the Memorandum of Understanding with Colorado University and DOLA. **2nd Trustee Garza. Roll Call Vote: Mayor Pro-Tem Agripino (Aye), Trustee Fulton (Aye), Trustee Garza (Aye), Trustee Howard (Aye), Trustee Shutt (Aye). Passes (5-0)**

D. Town Engineer Contract
   1. Town Attorney Choate gave remarks on the Request For Qualifications process for this position and the QBS process for the six who submitted proposals.
   2. Interim Town Administrator Saine gave remarks.
   3. Questions by Mayor Pro-Tem Agripino
   4. **Mayor Pro-Tem Agripino** moved to approve the contract with GLM Services as the Town Engineer. **2nd Trustee Howard. Roll Call Vote: Mayor Pro-Tem Agripino (Aye), Trustee Fulton (Aye), Trustee Garza (Aye), Trustee Howard (Aye), Trustee Shutt (Aye). Passes (5-0)**

E. Town Administrator Contract
   1. Mayor Notham gave remarks on his request to have Interim Administrator Saine's contract renewed to be the full Town Administrator but remain in a part-time capacity.
   2. Questions by Mayor Pro-Tem Agripino.
   3. Clarifications by Town Attorney Choate.
   4. **Mayor Pro-Tem Agripino** moved to approve the contract with Libertatum Consulting, Lori Saine Town Administrator with the changes and clarifications as listed by Town Attorney Choate and agreed to by Interim Town Administrator Saine**. 2nd Trustee Howard. Roll Call Vote: Mayor Pro-Tem Agripino (Aye), Trustee Fulton (Aye), Trustee Garza (Aye), Trustee Howard (Aye), Trustee Shutt (Aye). Passes (5-0)**

F. IT Managed Services Contract
   1. Town Clerk Ciembronowicz gave remarks on the Request for Proposals and the RFQ process.
   2. Trustee Garza, Howard, and Mayor Pro-Tem Agripino asked clarifying questions.
   3. **Trustee Garza** moved to approve the contract Static Labs to be our IT Managed Service Provider. **2nd Trustee Fulton. Roll Call Vote: Mayor Pro-Tem Agripino (Aye), Trustee Fulton (Aye), Trustee Garza (Aye), Trustee Howard (Aye), Trustee Shutt (Aye). Passes (5-0)**

G. 2nd reading of Ordinance 2025-07
   1. Open for Public Comment. Menda Ide commented that they had a five and ten year plan at some point pre-COVID. Menda Ide stated that the Mayor said he was not a home inspector, not that he didn't have a home inspection company. *(The voice minutes of that meeting indicate that at 17 minutes and 48 seconds the Mayor indicates that his owning a home inspection company is incorrect.)*
   2. Open for Board Comments and Questions. None was had.
   3. **Mayor Pro-Tem Agripino** made a motion to approve the first reading. **2nd Trustee Howard. Voice Vote. Passes (5-0)**

5. CONSENT AGENDA:
   1. No Board Comment or Questions
   2. **Trustee Howard** moved to approve the consent agenda. **2nd Trustee Shutt. Roll Call Vote: Mayor Pro-Tem Agripino (Aye), Trustee Fulton (Aye), Trustee Garza (Aye), Trustee Howard (Aye), Trustee Shutt (Aye). Passes (5-0)**

B. Minutes of the Board of Trustees Meeting December 8, 2025
C. Minutes of the Board of Trustees Special Meeting December 16, 2025
D. Bill (1) and (2) and Reports (3) and (4) for Approval

6. 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 Given

7. EXECUTIVE SESSION: (If Needed, Nothing Planned)
   A. None Had

8. OLD BUSINESS:
   A. Handbook Updates - Social Media Policy
      1. Town Administrator Saine gave comments on the procedures of the official Facebook page, CORA Requests, and Sunshine Law.
   A. This is a change to staff policy.
   B. **Howard** moved to approve the consent agenda. **2nd Trustee Shutt. Voice Vote. Passes (5-0)**

9. **REPORTS:**
   A. Interim Town Administrator
      1. Interim Town Administrator Saine gave an update on 305 12th St.
         ⇒ Trustee Garza asked clarification questions
         ⇒ Town Attorney Choate clarified some things
         ⇒ Mayor Pro-Tem Agripino asked the Interim Town Administrator to run an O&E request with Land and Title.
   B. Police Report
      1. No Questions

C. Public Works
   1. No Report
D. Town Trustees
   1. Trustee Fulton - 309 Stockton Court potential hoarding is being looked into with Weld County Health. 402 12th St. in a new case to investigate.
   2. Trustee Shutt - Interim Town Administrator Saine needs to contact the Solar field about the prairie dogs.
   3. Trustee Howard - She also had concerns about the same prairie dogs and the skunks.

10. **ADJOURNMENT:** at 9:12 PM

By: _____ Attest: _____

Mayor Nothem

TOWN OF GILCREST SEAL COLORADO

Town Clerk Ciembronowicz