OCTOBER 26th, 2026 - 7:00 PM
ZOOM: https://us06web.zoom.us/meeting/register/odWHUZtTTA2t-NxgyejjDQ

1. CALL TO ORDER – 7:00 PM

A. Prayer
   1. Prayer occurred before the meeting began requesting wisdom, understanding, patience, and cooperation among the Board members as they conducted Town business. The prayer also recognized residents experiencing medical, financial, and other personal difficulties and asked for guidance in serving the community.

B. Pledge of Allegiance
   1. Mayor Stephen Nothem called the regular meeting to order at 7:00 PM on Monday, October 26, 2026. The Pledge of Allegiance was recited

C. Roll Call
   1. The following elected officials were present:
      - ⇒ Mayor Stephen Nothem
      - ⇒ Mayor Pro Tem Norman Martinez
      - ⇒ Trustee John Baker
      - ⇒ Trustee Fulton
      - ⇒ Trustee Laura Meisner
      - ⇒ Trustee Linda Shutt
   2. A quorum was declared present.
   3. Staff and professional representatives included Town Administrator Lori Saine, Public Works Director Bob Meisner, Town Attorney Bob Choate, Town Clerk/Treasurer Hana Ciembronowicz, Court and Permit Clerk Veronica Williams, Customer Service Specialist Nija Droessler, and Town Engineer Gene McDonald, who participated remotely.

2. APPROVAL OF THE AGENDA

A. The Board considered two amendments to the published agenda. The first expanded Item 4.B to include discussion of December meeting dates in addition to November. The second added Item 4.I, concerning the Town's recommitment to Colorado Proposition 123 affordable housing funding for 2027 through 2029.

B. A question was raised regarding the placement of the public comment period after Old Business rather than near the beginning of the meeting. The Mayor explained that the revised order would allow the Board to complete official business while necessary staff were present and reduce the possibility of staff remaining unnecessarily during lengthy public comments. Concerns about comments directed toward Town employees at previous meetings were also cited.

C. Motion: Trustee Shutt moved to approve the agenda as amended. Trustee Fulton seconded the motion.

D. Vote: The motion carried by voice vote, with one dissenting vote.

3. CONSENT AGENDA

A. Minutes of the Regular Meeting of the Board of Trustees Meeting October 12, 2026

1. The Board reviewed the proposed minutes of the October 12, 2026, regular meeting. Trustee Baker requested that the minutes be amended to include previous discussions concerning dust control and police matters.
   ⇒ The Town Administrator clarified that dust control had been budgeted but was not performed because the Town Attorney had determined that the work did not constitute an emergency.
   ⇒ Staff further explained that, because the Town had lacked a functioning Board for a period, the work could not be authorized in time to complete it effectively during the appropriate season.
2. The Town Clerk offered to incorporate these items into the October 12 minutes before their approval.
3. **Motion: Trustee Baker moved to remove the October 12 meeting minutes from the Consent Agenda and defer approval pending revisions. Trustee Meisner seconded.**
   ⇒ **Vote: Motion carried.**

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

1. The Board reviewed the bills and financial reports and requested clarification regarding several expenditures.
   ⇒ A question was raised concerning payments to Victoria's Cleaning LLC, particularly the discrepancy between the amount appearing on the bills and the regular payment amount. Staff explained that two previously issued checks had been lost and required voiding and reissuance, resulting in additional transactions appearing in the payment records.
2. The Board also discussed approximately $21,000 in charges from SAFEbuilt. Staff explained that approximately $14,000 related to plan review for the Centro de Familia project and would be reimbursed through funds already collected and held in the appropriate liability account. Approximately $2,000 represented routine code enforcement services, with the remaining charges relating to inspections and permits.
   ⇒ Staff reported that permitting activity had increased substantially, approaching four times the previous volume, and emphasized that increased permitting expenditures were accompanied by corresponding increases in permit revenues.
3. Trustee Meisner also raised concerns about not receiving her meeting packet and experiencing difficulties accessing her Town email. Town Administrator explained that the packet had been distributed to official Town email accounts and was available through the Town website and public posting locations.

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4. **Motion: Trustee Shutt moved to approve the Consent Agenda consisting of the bills and financial reports, excluding the October 12 minutes. Mayor Pro Tem Martinez seconded.**
5. **Roll Call Vote: Mayor Pro Tem Martinez, Trustee Baker, Trustee Fulton, Trustee Meisner, and Trustee Shutt voted yes. Result: Motion carried unanimously among the voting Trustees.**

4. NEW BUSINESS

A. Gilcrest Fall Fest and Pumpkin and House Judging by Trustees

1. Town staff reported on the success of the Gilcrest Fall Fest, which featured pumpkin decorating, children's activities, cultural entertainment, and a costume parade. Despite cold weather requiring some activities to be moved indoors, the event attracted strong participation from families and children.
2. Entertainment included a Ballet Folklórico performance and Mariachi Águila. The event also featured a small costume parade with children and pets, with costumes judged by a sponsor. Staff expressed appreciation to the sponsors, volunteers, elected officials, and employees who helped coordinate the event.
3. The Board reviewed photographs of Halloween decorations submitted or photographed throughout the community and participated in selecting the winning decorated homes. Thirteen homes were considered, with additional voting conducted to resolve a tie for third place.
4. The Board then reviewed 18 decorated pumpkins representing participants of varying ages. Following voting and tie-breaking discussions, the Board selected Pumpkin No. 6 for first place, Pumpkin No. 18 for second place, and Pumpkin No. 4 for third place. An honorable mention was also discussed.
5. Staff proposed creating a community Halloween map identifying decorated homes and participating trick-or-treat locations. The map could be shared through the Town's website and social media to encourage participation and help families plan their Halloween activities. The proposal received favorable comments.

B. Meetings In November

1. The Board discussed adjustments to its regular meeting schedule because of the November 3 general election, the anticipated certification of election results, the seating of newly elected Trustees, the December budget adoption deadline, and the Thanksgiving and Christmas holidays.

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2. Town Clerk Ciembronowicz explained that election results could not be considered final on election night because the statutory ballot-curing and certification process must be completed. The Board discussed scheduling its first November meeting after the anticipated certification so that newly elected officials could be sworn into office.
3. The Board reached a consensus to schedule special meetings for November 16 and November 30, 2026, in place of the regularly scheduled November meetings.
4. For December, the Board discussed the need for a December 7 meeting to address the budget and considered eliminating the second regular December meeting because of holiday travel. The Board also tentatively identified December 17 for the annual Christmas decoration judging, during which Board members would tour the community and select decorated homes for recognition. The incoming Board could modify the proposed arrangements.
5. Following advice concerning the cancellation of regularly scheduled meetings, the Board considered a motion to cancel its regular November and December meetings.
6. **Motion: Mayor Pro Tem Martinez moved to cancel the November 9 and November 23 regular meetings. Trustee Baker seconded.**
7. **Amendment: Mayor Pro Tem Martinez moved to amend the motion to include cancellation of the December 14 and December 28 regular meetings. Trustee Baker seconded the amendment.**
8. **Vote: The amendment carried, followed by approval of the amended motion.**
9. **Result: The regular meetings scheduled for November 9, November 23, December 14, and December 28 were canceled. Special meetings were planned for November 16, November 30, and December 7, with December 17 tentatively identified for Christmas decoration judging.**

C. Resolution: Portable Energy Devices

1. The Board considered Resolution No. 2026-13, adopting a policy supporting consumer portable energy freedom and affirming residents' ability to generate electricity through qualifying portable energy devices.
2. Town Administrator Saine explained that recent legislation had addressed portable solar generation systems, including small plug-in solar devices commonly described as balcony solar. She emphasized

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that these devices differ from conventional rooftop solar installations and are intended to provide consumers with additional options for reducing electricity costs.

3. The resolution was presented as a means of affirming consumer choice and discouraging unnecessary local regulatory barriers. Staff clarified that the Town did not currently impose the types of restrictions the resolution sought to discourage.
4. Trustees asked questions regarding the differences between portable solar devices and conventional solar systems, whether inspections or permits would be required, and why a resolution was necessary if the Town did not already prohibit their use.
5. The Town Administrator explained that the resolution was primarily intended to communicate the Town's support for lawful consumer energy choices and establish a policy against unnecessary regulation.
6. **Motion: Trustee Shutt moved to adopt Resolution No. 2026-13. Mayor Pro Tem Martinez seconded.**
7. **Vote: Motion carried by voice vote.**

D. 2026-14: Update Building and Fire Code Ordinance

1. The Board considered Ordinance No. 2026-14 on first reading, proposing updates to the Town's adopted building, residential, mechanical, and fire codes.
2. Town Administrator Saine explained that the Town was still operating under codes dating to 2018 and that updates were necessary to bring local requirements into compliance with more recent standards. She noted that the Town had been unable to act on the updates earlier because it had lacked a functioning Board.
3. The Town Attorney discussed the statutory obligations applicable to the Town and explained that periodic adoption of updated international construction codes was necessary. Staff also reported discussions with SAFEbuilt and the Fire Chief regarding building safety, inspection standards, and potential insurance implications.
4. The Board discussed the possible financial impacts of newer construction and energy efficiency requirements, including the additional expense such requirements could create for new development.
5. **During public comment**, questions were raised about whether the updated codes would apply to existing homes. Staff explained that existing structures would generally remain subject to grandfathering

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provisions, although substantial renovations or reconstruction could trigger requirements to bring certain systems into compliance. New residential and commercial construction would be subject to the adopted codes.

6. Questions also addressed plumbing, electrical systems, efficiency standards, and potential requirements associated with replacement heating equipment.
7. The Town Attorney indicated that the proposed ordinance could be further reviewed and revised before second reading.
8. **Motion: Trustee Baker moved to approve Ordinance No. 2026-14 on first reading. Trustee Shutt seconded.**
9. **Roll Call Vote: Mayor Pro Tem Martinez, Trustee Baker, Trustee Fulton, Trustee Meisner, and Trustee Shutt voted yes.**
10. **Result: Motion carried unanimously on first reading.**

E. 2026-16: BESS Ordinance

1. The Board considered Ordinance No. 2026-16 on first reading, establishing a regulatory framework for Battery Energy Storage Systems, including permitted uses, zoning, siting, safety, operations, and decommissioning.
2. Town Administrator Saine explained that battery storage facilities can store electricity during periods of lower demand and release energy to the grid when demand increases. She described their potential role in grid reliability, managing peak electrical demand, supporting renewable energy, and creating economic development opportunities.
3. The proposed ordinance was developed with reference to Weld County's regulatory approach, with modifications intended to make Gilcrest competitive in attracting potential energy storage development. Staff discussed the possibility of pre-annexation agreements and long-term land leases that could provide additional revenue opportunities for the Town and participating landowners.
4. The Board discussed the potential impacts of battery storage facilities on agricultural land, surrounding development, the community's character, and utility service reliability.
5. Several Trustees expressed concern about moving forward without additional time to research the technology, understand the zoning implications, and evaluate the actual benefits to Gilcrest residents.
6. **During public comment**, a resident expressed concern that the proposed ordinance could allow certain facilities as uses by right,

potentially reducing opportunities for public input. The resident also raised allegations of potential conflicts of interest involving the Town Administrator's previous professional activities in the energy industry.

7. The Town Administrator disputed the allegations, stated that the ordinance was not being developed for a particular company, and explained that conditional-use applications would remain subject to the appropriate Planning Commission and Board review processes.
8. Further discussion focused on whether battery storage development would directly benefit residents through lower electricity bills or improved reliability. Staff clarified that adoption of the ordinance would not establish a contract with an energy provider, guarantee individual savings, or authorize a specific project. Rather, it would establish the regulatory framework through which future proposals could be evaluated.
9. Trustees also discussed the possibility of postponing action to allow additional research. Staff and the Mayor explained that approval on first reading would not constitute final adoption and that the ordinance could be amended or rejected at second reading.
10. **Motion: Trustee Shutt moved to approve Ordinance No. 2026-16 on first reading. Mayor Pro Tem Martinez seconded.**
    - ⇒ **Mayor Pro Tem Martinez Yes**
    - ⇒ **Trustee Baker No**
    - ⇒ **Trustee Fulton Yes**
    - ⇒ **Trustee Meisner No**
    - ⇒ **Trustee Shutt Yes**
    - ⇒ **Result: Motion carried, 3–2, on first reading.**
    - ⇒ Trustees Baker and Meisner expressed a intent to do additional research and consideration before the ordinance proceeded toward final adoption.

F. CIPP Discussion

1. Town Administrator Saine presented the preliminary Capital Improvement Plan (CIP), intended to establish a five-year framework for identifying, prioritizing, and funding the Town's infrastructure needs. She explained that Gilcrest had not maintained a comprehensive capital improvement planning process for several years, with the last plan believed to date to approximately 2017.
2. The Administrator emphasized the importance of transitioning from reactive maintenance to long-term planning. She explained that

deferred infrastructure replacement frequently results in substantially higher emergency repair costs and that a documented capital improvement plan would improve the Town's ability to budget responsibly and compete for state and federal grants and loans.

3. The proposed plan identified improvements to the water distribution system, sanitary sewer infrastructure, wastewater treatment facilities, streets, stormwater facilities, and community beautification projects.
4. Particular attention was given to the replacement of aging water valves, including valves along 11th Street. Public Works had identified approximately eight valves requiring replacement, with preliminary estimates of approximately $2,000 per valve and significant additional costs associated with excavation and pipe replacement. The Administrator emphasized that these figures were preliminary and that more accurate estimates would be needed for the 2027 budget.
5. Town Engineer Gene McDonald also discussed the condition of the Town's wastewater lagoon liners. Staff explained that previous liner failures and recurring problems associated with groundwater pressure had created concerns about the long-term viability of the existing system. The Board discussed the need to evaluate whether liner repairs, replacement, or alternative wastewater treatment technologies would provide the most practical long-term solution.
6. Town Engineer Gene McDonald discussed the importance of completing the Preliminary Engineering Report (PER) before determining the appropriate improvements to the wastewater treatment system. The report was expected to provide additional information regarding the condition of existing facilities, regulatory requirements established by the Colorado Department of Public Health and Environment, and available replacement options. The Engineer indicated that he would attempt to complete the report before the December budget discussions.
7. The Board also discussed potential funding sources, including USDA programs, state infrastructure assistance, and other grant and loan opportunities. The Engineer cautioned that the Town should carefully evaluate additional borrowing to avoid excessive debt obligations.
8. Additional concerns included the deterioration of aging ductile iron water lines, potential reductions in water flow and pressure resulting from mineral accumulation, and the importance of maintaining adequate fire hydrant capacity. A future water distribution model was

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discussed as a possible tool for identifying critical restrictions and prioritizing replacement projects.

9. Street improvements were also addressed, including the Town's potential financial obligations for paving associated with the Centro de Familia development. Questions were raised about the scope of the existing development agreement and whether the Town would be responsible for a portion of the roadway improvements. Staff indicated that additional discussions with the developer and engineering team would be necessary to clarify those obligations.
10. The Board identified water valve replacement, the effluent pump, wastewater treatment improvements, and clarification of the Centro de Familia paving obligations as near-term priorities.
11. The discussion concluded with direction to continue obtaining estimates, evaluating funding opportunities, and refining the capital improvement priorities for incorporation into the 2027 budget.
12. No formal motion was recorded.

G. Budget Adjustments Discussion
    1. The Board continued its discussion of the proposed 2027 budget in conjunction with the Capital Improvement Plan.
    2. The Town Administrator explained that the proposed budget needed to account for both routine operating expenses and anticipated capital expenditures. Preliminary allocations were identified for streets, sewer, stormwater, beautification, and major infrastructure projects, with an emphasis on establishing dedicated funding for projects that had historically been deferred.
    3. The Administrator also discussed the importance of maintaining a balanced water fund and accurately allocating personnel expenses among the Town's various utility and operating funds. Staff reported that adjustments to the allocation of employee time had improved the accuracy of the water fund's financial reporting, although available resources remained limited.
    4. The Board discussed obtaining more reliable cost estimates for water valves, wastewater equipment, sewer improvements, and roadway projects before finalizing the 2027 budget.
    5. The proposed budget adjustments were intended to support long-term infrastructure planning while maintaining fiscal responsibility and positioning the Town to pursue outside funding.

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6. The discussion is to incorporated into the ongoing budget development process.

H. Town Attorney Discussion
1. Town Attorney Bob Choate informed the Board of his intention to step down as Town Attorney at the end of 2026.
2. Attorney Choate expressed appreciation for the opportunity to serve Gilcrest.
3. He recommended that the Town begin seeking a replacement attorney with substantial experience in municipal law, noting the specialized legal knowledge required to advise statutory municipalities.
4. Attorney Choate offered to assist with preparing a Request for Proposals (RFP) and indicated that he could identify several qualified municipal attorneys or firms that might be interested in submitting proposals. He clarified that his own firm would not be competing for the position which in turn would eliminate any potential conflict associated with his assistance in preparing the solicitation.
5. The Mayor expressed appreciation for Attorney Choate's service, professionalism, and willingness to assist transition.
6. Town Administrator Saine was directed to work with Attorney Choate to begin preparing and distributing the RFP for replacement legal services.

I. Proposition 123 – Recommitment for 2027-2029
1. The Board considered renewing the Town's commitment to Colorado Proposition 123 for the 2027–2029 period to maintain eligibility for affordable housing-related funding opportunities.
2. Town Administrator Saine explained that the Town had previously received a $50,000 grant without a matching requirement, which was being used to support the Urban Renewal Authority feasibility study. She reported that the study was underway and that staff anticipated progress on its initial phase before the end of the year.
3. The Administrator explained that continued participation in Proposition 123 would preserve access to future housing-related funding opportunities. Staff reported that the Town had met its previous qualifying housing commitment through two eligible units.
4. Trustees discussed the purpose of the program and the relationship between housing development, urban renewal planning, and economic development. Staff emphasized that recommitment would maintain

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eligibility to apply for future funding rather than obligating the Town to undertake a specific development project.

5. **Motion: Trustee Shutt moved to authorize the Town Administrator to pursue continued Proposition 123 participation for 2027 through 2029. Mayor Pro Tem Martinez seconded.**
6. **Roll Call Vote: Mayor Pro Tem Martinez, Trustee Baker, Trustee Fulton, Trustee Meisner, and Trustee Shutt voted yes.**
7. **Result: Motion carried unanimously.**

5. OLD BUSINESS

A. 2026:15: Code Of Conduct Ordinance

1. The Board considered Ordinance No. 2026-15 on first reading, proposing amendments to Section 2-144 of the Gilcrest Municipal Code concerning the conduct and interaction of members of the Board of Trustees with Town staff.
2. Town Administrator Saine explained that the existing Code of Conduct contained limited guidance regarding professional interactions between elected officials and employees. The proposed ordinance was intended to provide more specific standards addressing respectful communication, professional disagreements, threats, intimidation, coercion, improper requests involving public records, and retaliation against employees who report concerns or refuse unlawful instructions.
3. The Administrator stated that several provisions responded to difficulties experienced by Town staff during the preceding year and emphasized that employees should not be subjected to personal attacks, demands to falsify records, or pressure to violate applicable laws or Town policies.
4. Mayor Pro Tem Martinez spoke about the importance of professionalism, accountability, and mutual respect. He acknowledged that disagreements and frustrations were inevitable in municipal government but emphasized that elected officials had a responsibility to conduct themselves appropriately and serve as examples to the community.
5. During public comment, several residents expressed support for improving professional conduct standards but requested that similar expectations be applied to Town employees.
   ⇒ Trustee Laura Meisner, speaking during public comment, expressed concern about employee conduct toward elected officials and suggested that the Town's employee standards should also be reviewed.

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⇒ Resident Joanne Mayes referenced comments made during a previous meeting and expressed support for consistent expectations governing both employees and elected officials.

⇒ Resident Alex Cole raised concerns regarding conduct during previous public meetings of Trustees toward Staff and questioned whether candidates for elected office had acknowledged the existing Code of Conduct.

⇒ Resident Lupe Chacon described a disagreement with Town staff regarding the processing of a utility payment and alleged that he had been insulted during the interaction.

a. Court Clerk and Permit Tech Williams responded to the allegation made of her, disputed the characterization of the conversation, and explained that the payment discrepancy had been investigated with the financial institution. The employee stated that Town records showed the payment had been transmitted and that documentation had been provided to the resident. The exchange prompted further discussion concerning the treatment of Town staff and what procedures should be enacted.

⇒ The Mayor emphasized the importance of hearing concerns from all parties and maintaining accountability.

⇒ Additional discussion addressed whether candidates were required to acknowledge the Code of Conduct before taking office. Town Clerk Ciembronowicz clarified the distinction between acknowledgment during the nomination process and the requirements applicable when assuming office.

⇒ The Board also discussed whether the employee Code of Conduct should be reviewed alongside the proposed ordinance. The Administrator explained that employee conduct requirements were already addressed in the Town's personnel handbook and offered to provide copies to Trustees for review.

⇒ Following the discussion and closure of public comment, the Board proceeded with first reading.

6. **Motion: Trustee Shutt moved to approve Ordinance No. 2026-15 on first reading. Trustee Fulton seconded.**

⇒ **Roll Call Vote: Mayor Pro Tem Martinez, Trustee Baker, Trustee Fulton, Trustee Meisner, and Trustee Shutt voted yes.**

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⇒ **Result: Motion carried unanimously on first reading.**

B. Procurement Policy Discussion

1. The Board reviewed proposed revisions to the Town's procurement policy to address outdated purchasing limits and operational difficulties encountered by staff.
2. Town Administrator Saine explained that existing purchasing thresholds were insufficient for certain routine municipal expenditures, particularly those involving Public Works equipment, vehicle repairs, and technology purchases.
3. The Administrator described an instance in which Public Works Director Meisner had been required to use a personal credit card to complete a purchase exceeding his authorized spending limit. The Town Clerk also discussed difficulties purchasing new computers as directed by the Trustees because existing credit card restrictions and payment processing requirements had resulted in repeated transaction cancellations and delays.
4. The Board discussed the age of the Town's purchasing policies, including limits dating back of more than a decade, and acknowledged that purchasing authority needed to reflect current costs while preserving financial oversight.
5. Two amendments were proposed and considered separately.
6. First Amendment – Department Head and Program Manager Purchasing Authority
   - ⇒ The proposed amendment increased the purchasing authority of department heads and program managers from $1,000 to $1,500 for goods and services.
   - ⇒ Trustee Meisner asked whether her husband's role as Public Works Director created a conflict in voting on the amendment. It was clarified that the policy applied generally to department heads and program managers rather than exclusively to his position.
   - ⇒ **Motion: Trustee Baker moved to approve the increase to $1,500. Mayor Pro Tem Martinez seconded.**
   - ⇒ **Roll Call Vote: Mayor Pro Tem Martinez, Trustee Baker, Trustee Fulton, Trustee Meisner, and Trustee Shutt voted yes.**
   - ⇒ **Result: Motion carried unanimously.**
7. Second Amendment – Credit Card Purchase Limit

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- ⇒ The Board considered increasing the credit card purchasing threshold from $500 to $1,000, allowing qualifying purchases within that limit without prior Board approval.
- ⇒ The amendment was intended to improve purchasing efficiency while maintaining established documentation and financial accountability requirements.
- ⇒ **Motion: Trustee Baker moved to approve the increase to $1,000. Mayor Pro Tem Martinez seconded.**
- ⇒ **Roll Call Vote: Mayor Pro Tem Martinez, Trustee Baker, Trustee Fulton, Trustee Meisner, and Trustee Shutt voted yes.**
- ⇒ **Result: Motion carried unanimously.**

8. Both procurement policy amendments were approved.

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.)

1. ***Joanne Maes, 413 12th Street, Gilcrest, Colorado*** *addressed the Board regarding anonymous correspondence reportedly mailed to approximately 50 Gilcrest residents. She questioned how the sender had obtained residents' mailing addresses, particularly post office box information, and expressed concern about the negative content of the correspondence. She stated that she intended to investigate the origin of the mailing. Court Clerk Williams explained that certain mailing information, including post office box addresses, could be obtained through publicly and easily accessible internet sources and inquiry with at the post office itself. That in her previous position in Platteville, she could would readily search for PO Boxes and physically addresses of Gilcrest residents using these sources when she needed to send Gilcrest residents court items. Those sources and that access to such information did not indicate that Town records had been improperly used.*
2. ***Minda Ide, 510 12th Street, Gilcrest, Colorado*** *stated that she had been the subject of the anonymous correspondence and expressed concern that the mailing might have involved individuals associated with the Town. She referenced information she had received concerning the delivery of the letters to the post office and raised questions about whether Town personnel, equipment, or resources had been involved. She disputed statements reportedly made about her in the correspondence and stated that she was considering legal remedies if Town resources had been improperly used.*
3. ***Alex Cole, 317 Stockton Court, Gilcrest, Colorado*** *responded to the allegations and stated that the information contained in the correspondence was derived from previously published newspaper reporting like the Greeley Tribune. He disagreed with Maes and Ide's the characterization of the material as defamatory, but described it as factual as reported in various press sources.*
4. *The exchange resulted in additional disagreement among participants. The Mayor intervened and reminded attendees that the public comment period was not intended for arguments between residents.*

5. ***Lorenza Martinez, of 320 Stockton Street, Gilcrest, Colorado*** *expressed frustration with the amount of time consumed by contentious public comments and suggested reducing the speaking limit to approximately one and one-half minutes. She encouraged residents and elected officials to move beyond personal disagreements and focus on conducting Town business.*
6. *Following the comments, the Mayor closed the public comment period. No formal action was taken.*

7. REPORTS

A. Mayor
   1. Mayor Nothem briefly addressed the challenges associated with serving in public office, including criticism and public disagreements. He acknowledged that elected officials are frequently the subject of public commentary and emphasized the importance of continuing to conduct Town business despite those challenges.

B. Staff Reports
   1. Staff provided updates throughout the meeting regarding financial administration, utility billing, permitting activity, infrastructure planning, and the upcoming election.
   2. Court Clerk and Permit Tech Veronica Williams reported a substantial increase in permitting activity within the Town of Gilcrest, noting that the number of permits had increased nearly fourfold. Williams explained that although the increase in permitting activity had resulted in higher expenses for plan reviews, inspections, and related services, it had also generated corresponding increases in permitting revenue. Williams further clarified that the increase was primarily attributable to contractors obtaining permits rather than individual residential applicants. She attributed the increased contractor participation to greater awareness that the Town was actively enforcing its permitting requirements. Discussions included the increased volume of permit applications, efforts to resolve utility billing discrepancies, improvements to the Town's financial procedures, and coordination with outside contractors and professional service providers. Staff also discussed ongoing efforts to improve municipal operations and address unresolved administrative matters.

C. Town Clerk
   1. Town Clerk/Treasurer Ciembronowicz addressed concerns raised during public comment regarding anonymous correspondence mailed to residents. She stated that she had not seen the correspondence, did not know its contents or origin, had no knowledge of Town equipment or resources being used to produce or distribute the letters, nor does she have knowledge of the means mailing addresses were obtained for the correspondence. She also reiterated that mailing addresses are easily available from many internet, postal, state, and county sources.
   2. The Town Clerk then provided an election update, reporting that military and overseas ballots had been issued for the upcoming

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December 8 recall election in accordance with the applicable election schedule.

3. She also addressed previous discussions regarding public disclosure of Town payroll information. The Clerk reported that she had provided the Mayor and Mayor Pro Tem with a memorandum outlining existing confidentiality provisions, municipal policies, and statutory considerations governing payroll disclosures.
   - ⇒ The memorandum referenced Colorado public records statutes, the Gilcrest Municipal Code, Resolution No. 1983-02, and other applicable privacy considerations.
   - ⇒ The Clerk explained that the Board could either maintain its existing disclosure practices or direct staff to prepare a resolution establishing procedures for limited payroll disclosure. She noted that changes to the current approach could require amendments to or partial repeal of existing Town resolution and policy, but would be happy to draft it for Board review if directed.
   - ⇒ Trustee Baker thanked her for addressing these concerns and the clarifying work.
   - ⇒ The Clerk requested direction from the Board before the next meeting regarding whether staff should continue current practices or prepare a proposed resolution for consideration.
   - ⇒ No direction was given.

D. Public Works
   1. Public Works Director Bob Meisner participated in the earlier discussions concerning the Town's infrastructure needs, including water valve replacement, wastewater equipment, aging utility lines, and anticipated capital expenditures.
   2. Public Works identified the importance of obtaining updated estimates and coordinating infrastructure improvements with the proposed Capital Improvement Plan.
   3. No additional substantive Public Works report was presented during the designated reports portion of the meeting.

E. Town Trustees
   1. **Trustee Laura Meisner** reported that she had received confirmation of communication with the Town's technology provider concerning her email access and anticipated receiving assistance with the setup of her Town computer and official email account.
   2. **Mayor Pro Tem Norman Martinez** encouraged Board members and residents to continue treating one another with respect despite disagreements. He emphasized the importance of cooperation, maintaining positive relationships among neighbors, and working together for the community's benefit.
   3. **Trustee John Baker** expressed appreciation for information presented during the meeting and commented on the ongoing Centro de Familia

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development. He acknowledged the personal significance of the property as a former childhood play area of his own but stated that he believed the development would ultimately provide a positive improvement for Gilcrest. He reported having reviewed plans and spoken with individuals involved in the project.

4. **Trustee Fulton** had no additional report.
5. **Trustee Shut** had no additional report.

F. Town Administrator Report

1. Town Administrator Saine discussed continued work on the Capital Improvement Plan, Strategic Plan, Comprehensive Plan, Housing Needs Assessment, and Urban Renewal Authority feasibility study. She emphasized the importance of completing these projects and coordinating their review with the Planning Commission and Board of Trustees before the end of the year where feasible.
2. The Administrator announced that quasi-judicial training for Board members and prospective Planning Commission members was scheduled for Wednesday, October 28, 2026, at 6:00 PM. The training was intended to address the responsibilities of elected and appointed officials when considering land use applications, including appropriate conduct during hearings, findings of fact, and legally supportable decisions.
    - ⇒ She explained that the Planning Commission would need to establish its regular meeting schedule so that future applicants could receive accurate information regarding public hearing dates and required notices. The first Planning Commission meeting was anticipated in December.
3. The Administrator also responded to public comments concerning her compensation. She disputed statements suggesting that she routinely earned $10,000 to $12,000 per month and explained that she did work additional hours during periods of staffing shortages in the summer months. She stated that grant awards and other financial improvements achieved during her tenure had offset nearly all Town's administrative expenses.
4. She also credited the Town Clerk/Treasurer's financial management efforts, including improvements in the Town's interest earnings and financial administration.
5. The Administrator emphasized her intention to continue pursuing grant funding and economic development opportunities, including potential benefits associated with the Urban Renewal Authority.
6. A discussion followed concerning the selection and appointment process for Planning Commission members.
    - ⇒ Trustee Meisner questioned when recommendations had been submitted and how candidates had been selected,

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stating that she had not been aware that the process had been completed.

⇒ Staff explained that Trustees had been asked to submit recommendations following a previous meeting and that additional time had been provided for responses by email or telephone. The Mayor confirmed that he had requested recommendations.

7. The discussion addressed the need to meet administrative deadlines and the difficulties some Trustees had experienced accessing their official Town email accounts.
   ⇒ Staff agreed to arrange assistance from the Town's technology provider so that Trustee Meisner could access her Town laptop and email account.
8. The Administrator reiterated the urgency of organizing the Planning Commission because several planning matters and anticipated development applications required review.
9. No formal action was taken during this discussion.

8. EXECUTIVE SESSION: For the purpose of receiving legal advice regarding claims made against the Town as permitted by C.R.S. 24-6-402(4)(b).

A. The Board considered entering executive session for the purpose of receiving legal advice regarding claims made against the Town, pursuant to C.R.S. § 24-6-402(4)(b).
B. The Mayor announced the proposed executive session and requested that members of the public leave the meeting area.
C. Following a brief procedural delay for restroom and personal needs, the Board proceeded with a formal motion.
D. Motion: Trustee Baker moved to enter executive session pursuant to C.R.S. § 24-6-402(4)(b) for the purpose of receiving legal advice regarding claims made against the Town. Trustee Fulton seconded.
E. Roll Call Vote: Mayor Pro Tem Martinez, Trustee Fulton, Trustee Meisner, and Trustee Shutt voted yes. Trustee Baker's response was "here," rather than a clear affirmative vote, although the motion was announced as approved.
F. Result: The Board proceeded into executive session.
G. No action was taken during executive session an no discussion occurred subsequent to resuming the regular meeting.

9. ADJOURNMENT – 11:32 PM – No vote required for adjournment

APPROVED: Attest

_____ _____

Stephen Nothem, Mayor Häna Ciembronowicz, Town Clerk

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