Gilcrest

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

February 9th, 2026, at 7:02 P.M.

1. **CALL TO ORDER:** 7:00 P.M.
   A. Pledge of Allegiance
   B. Roll Call
      - Board of Trustees: Mayor Nothem (Present by Zoom), Mayor Pro-Tem Agripino (Present), Trustee Fulton (Present), Trustee Garza (Present), Trustee Howard (Present), Trustee Howton (Excused), Trustee Shutt (Present)
      - Staff Present: Town Administrator Saine, Town Attorney Choate, Town Engineer MacDonald, Deputy Public Works Administrator Hanson, Town Clerk / Treasurer Ciembronowicz

2. APPROVAL OF THE AGENDA:

A. Trustee Howton moved that items: New Business A. Public Records / CORA Policy and Procedure, New Business B. Code of Conduct and Old Business D. 2025 Sewer Project Change Orders and Pay Application Discussion into Executive Session **2nd Trustee Fulton. No Discussion. Voice Vote (6-0) Motion Passes**

3. NEW BUSINESS:

A. Public Records / CORA Policy and Procedure – Moved to Executive Session
B. Code of Conduct – Moved to Executive Session

Mayor Pro-Tem Agripino moved that items: New Business C. Planning Commission Interview and Process, New Business D. ADU Draft Ordinance, and New Business E. 1st Reading – Industrial Code Alignment Ordinance be tabled to the next meeting. **2nd by Trustee Garza. Roll Call Vote: Mayor Pro-Tem Agripino (Yes), Trustee Fulton (No), Trustee Garza (Yes), Trustee Howard (Yes), Trustee Howton (No), Trustee Shutt (Yes). Passes (4-2)**

- Town Administrator responded that there are seven constituents of Gilcrest waiting to begin the interviews of the Planning Commission process. This commission will advise on the Strategic Planning and Comprehensive Plan both which are awaiting the formation of this Commission.
- Town Administrator responded that the ADU ordinance is in response to state statue changes and will need to be addressed by the board.
- Town Administrator Saine responded that the Industrial Code Alignment has a applicant waiting on this process that is a constituent.
- Town Administrator advised that these items move forward.
- Mayor Pro-Tem Agripino asked to be heard on the motion.

C. Planning Commission Interviews and Process – Tabled to the next meeting
D. ADU Draft Ordinance - Tabled to the next meeting
E. 1st Reading - Industrial Code Alignment Ordinance – Tabled to the next meeting

4. CONSENT AGENDA:

Trustee Howton moved acceptance of the consent agenda. **2nd by Mayor Pro-Tem Agripino. Roll Call Vote: Mayor Pro-Tem Agripino (Yes), Trustee Fulton (Yes), Trustee Garza (Yes), Trustee Howard (Yes), Trustee Howton (Yes), Trustee Shutt (Yes). Passes (6-0)**

A. Minutes of the Regular Meeting of the Board of Trustees Meeting January 26th, 2026
B. Bills (1) and Reports (2) for approval

5. OLD BUSINESS:

A. 2nd Reading of Ordinance 2026-03 Outdoor Storage in Industrial Zone Districts regarding Fencing and Screening
   - Town Administrator gave remarks that nothing has changed since first reading.
   - Ordinance was open for Public Discussion. None was had.
   - **Mayor Pro-Tem Agripino** moved to approve ordinance 2026-03 on 2nd reading. **2nd by Trustee Howton. Roll Call Vote: Mayor Pro-Tem Agripino (Yes), Trustee Fulton (Yes), Trustee Garza (Yes), Trustee Howard (Yes), Trustee Howton (Yes), Trustee Shutt (Yes). Passes (6-0)**

B. 2025 Sewer Project Change Orders and Pay Application Discussion – Moved to Executive Session

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.)

- Dusty Duran, Duran Excavating, 142 County Road 64 in Greeley, Colorado – Mr. Durran's comments included his concerns about the wastewater contracts moving forward concerning communication and payments. He expressed his desire to see the project move forward. The Mayor indicated these items are what was moved later in the meeting under Executive Session.
- Larry Duran, Duran Excavating, 142 County Road 64 in Greeley, Colorado – As the contractor for the wastewater contract, he wanted to know whom the contact as the engineer will be going forward. He commented on how the contract has damaged his business. He expressed his concerns about delays to sub-contractors (availability) and materials. He spoke to the lack of asphalt and the open excavation area. He expressed his desire to see the project move forward. The Mayor indicated these items are what was moved later in the meeting under Executive Session.

7. REPORTS:

A. Town Administrator

- Town Administrator discussed her meeting, per Board Direction, to meet with the Town of LaSalle about and Intergovernmental Agreement. They expressed their pleasure with whom was selected as the Town Planner, his stellar reputation, and were looking forward to working with him. They had been looking forward to having these conversations for quite some time. Responding to a question by Trustee Howard, Peckum has already been dived up before the current Town Administrator, without Town of Gilcrest already and we were not a part of the conversation.
- Town Administrator discussed the new sign designs using the existing firm that did the current town signs. These signs fall well under the designated budget line item. Deputy Public Works Director Hanson answered questions concerning laser cutting, cost, and installation.
- Town Administrator spoke to Trustee Fulton's suggestion to use UV window blackout tinting instead of purchasing blinds. This is out to many companies to bid.
- Town Administrator spoke to many the State Legislature will require point forward that staff is working on including, but not limited to: comprehensive plan update, strategic growth plan (required this year), transit mobility study (which is helped by the CU DOLA street scaping plan from last meeting), and ADU Ordinance.
- There is a special newsletter on March 15th for the elderly property tax credit discount.

B. Public Works

- Public Works had a dump truck out to bid. This is the old one.

C. Town Trustees

- Trustee Garza directed Town Clerk to cross post and cross market Gilcrest Daze. Trustee Garza also explained in relation to Gilcrest Daze that the football team will have a movie in the parking lot as a fundraiser which we will support followed by the light show. Town Administrator indicated that the parks are reserved for Gilcrest Daze.
- Trustee Fulton gave remarks about timing for the Easter Egg Hunt. The Town Administrator provide the budget number for this item.

8. EXECUTIVE SESSION:

A. The Town Board will consider adjourning to executive session to discuss potential litigation, as permitted by C.R.S. 24-6-402(4)(b). No formal action will be taken during the executive session. The executive session will not be open to the public.
   - **Invited to remain: Board of Trustees, Town Attorney, Town Engineer, Deputy Director of Public Works, Town Administrator, Town Clerk**
   - **Trustee Garza** moved to go into Executive Session. **2nd by Trustee Shutt. Roll Call Vote: Mayor Pro-Tem Agripino (Yes), Trustee Fulton (Yes), Trustee Garza (Yes), Trustee Howard (Yes), Trustee Howton (Yes), Trustee Shutt (Yes). A 2/3 Majority Passes (6-0)**

B. Public Records / CORA Policy and Procedure
C. Code of Conduct
D. 2025 Sewer Project Change Orders and Pay Application Discussion
E. Retired to Executive Session at 9:08 PM
F. No decisions are made during Executive Session and must be made once the regular meeting is resumed.
G. CORA Policy upon resumption of Executive Session was met with approval. No vote required. It was previously approved.
H. Code of Conduct was previously approved. No vote required. It was met with approval.
I. Sewer SyChange Orders
   - The Town Engineer addressed that these orders constitute a savings of $55,907 to the sewer project and bundles ten change orders.
   - **Mayor Pro-Tem Agripino** moved to pay the change orders as presented by the Town Engineer to go to the USDA. **2nd by Trustee Shutt. Roll Call Vote: Mayor Pro-Tem Agripino (Yes), Trustee Fulton (Yes), Trustee Garza (Yes), Trustee Howard (Yes), Trustee Howton (Yes), Trustee Shutt (Yes). Passes (6-0)**

J. Comments by the Mayor Pro-Tem Agripino.
K. Comments by Trustee Fulton requested that public works deliver the barrels of easter eggs.

9. **ADJOURNMENT:** at 9:15 PM

TOWN OF GILCREST SEAL COLORADO

By: _____ Attest: _____

Mayor Nothem

Town Clerk Ciembronowicz