



BOARD OF TRUSTEES MEETING MINUTES

SEPTEMBER 18, 2025

6:30 pm MEETING CALL TO ORDER - ROLL CALL

Mayor Ray Tinkum, Mayor Pro Tem Annie Stiefel, Trustee Richard Gott, Trustee Tim Harvey, Trustee Kathy Knight, Trustee Dan Nolan, Trustee Stacey Paulson: *All present.*

- AGENDA AND MEETING MINUTES APPROVAL

- ✓ Agenda for September 18, 2025
- ✓ Meeting minutes from August 21, 2025
Motion was made by Trustee Stacey Paulson to approve agenda and meeting minutes; seconded by Mayor Pro Tem Annie Stiefel. All voted aye; motion carried.

- FINANCIAL REPORT - Town Clerk/Treasurer

Town Clerk / Treasurer Katie LaDrig presented the Board with the United Business Bank statement from August 2025. The United Business Bank account with an ending balance of \$ 299,230.87 last month. After a to-date calculation of our checking account, the town clerk determined that we are saving approximately \$20,000 per month. The COLO Trust August 2025 statement ended with a balance of \$ 812,488.17. Accounts payables were presented to the board with the amount for the month of August at \$52,931.99. The Revenues with Comparison to Budget was given out. The credit card statement ending September 14th was presented in the amount of \$2,416.94.

- STAFF AND COMMUNITY PLANNING STRATEGIES UPDATES

Public Works Department: Michael Gramm reported that the Lead Service Line Inventory had been completed. Of the lines required to be tested by the state, three lines were determined to be galvanized, but no lines were lead or copper. We are no longer in a cautionary stage with the state after this report. The lagoon liner engineering reports should be done within the next 30 days. Michael will be meeting with another engineer regarding the water treatment plan on a re-design with the calcium hypo-chloride tablet system that is currently in use. We will be switching to a sodium hypo-chloride liquid system that is what the treatment plant should be using. The new chloride monitoring system has been ordered and will be installed in the next week. Regarding the water service line to one of the Habitat homes, this subject will be discussed later in the meeting. The two new employees are doing very well and learning the ropes.

Town Hall: Update on the Pioneer Park Campground was given. The budget for the year for the campground was \$13,000 for the year. To date, the revenue brought in is at \$ 18,816. The Town has purchased a 3,000 gallon water truck, purchased from the County for \$8,500. This will more than pay for itself over the next few years with street maintenance, not having to pay for mag chloride applications, etc. The next newsletter will be going out in about three weeks. Red tags were processed for a total of four red tags. All accounts were brought current. Budget talks will begin in the next couple of weeks with staff. Speed bumps will be pulled on October 1st with a final grading done on the roads to get ready for snow plowing season.

CPS/TJ Dlubac: Not many updates to give. Still working with the owners of 320 Colorado St. The owner of 679 E Nevada has been given a license agreement to begin his work. No active building permits right now. The LUR will receive a few more tweaks and then it will be ready to adopt and approve if the ballot measure is passed to publish ordinances by title only.

- DISCUSSION ITEMS:

- ✓ Employee Credit Agreement: Moved to the Executive Session.

- ✓ David Carver - 309 Nevada Street: Was not present, no discussion was needed.
- ✓ P&Z Commission: The need for new commission members to be appointed has come up. There will be an announcement in the newsletter asking for residents to reach out if they are interested in serving on this board.
- ✓ Board of Adjustment: The need for new Board of Adjustment members will also be addressed in the next newsletter.
- ✓ Berthoud Pass Gateway Project: Dan Nolan had placed a printout in dropbox for board members to read. No discussion necessary, this is just for informational purposes only.
- OPEN ACTION ITEMS
 - ✓ Grand Places 2050: A strategic plan was discussed to guide the organization into the future with master plans and other plans the county has. The Berthoud Pass Gateway Project is also moving forward into next year. Katie LaDrig asked about the \$1000 the town always donates and why we have not received an invoice yet. Dan will follow up.
 - ✓ Cemetery Update: No update at this time.
- PUBLIC COMMENT
 - ✓ Chris Lee thanked Michael Gramm for making sure the electricity was on for the HOA meeting last week.
 - ✓ Larry Kemp came before the Board regarding annexation for his property at 110 Roosevelt. TJ will follow up with Mr. Kemp
 - ✓ Travis Bussey, from Habitat for Humanity addressed the Board regarding the water lines that were installed incorrectly quite a few years ago. He wanted to assure the Town that this problem was going to be taken care of.
 - ✓ Keith Fletcher - property owner in town, came before the Board regarding his property and the ConEx container and camper on the property. He has been advised to vacate the camper as it is against town code. The ConEx may remain on the property at this time.
- MOTION FOR EXECUTIVE SESSION
 - ✓ Executive Session was called to order by Mayor Ray Tinkum at 7:35pm.
 - ✓ Executive Session was adjourned at 8:34pm
- ACTION ITEMS
 - ✓ Accounts payable in the amount of: \$52,931.99

Motion was made by Trustee Stacey Paulson to approve accounts payable in the amount of \$52,931.99, seconded by Mayor Pro Tem Annie Stiefel; All voted aye; motion carried.
 - ✓ Payroll in the amount of:

07/14/25 - 07/27/2025 \$ 14,890.61
Motion was made by Mayor Pro Tem Annie Stiefel to accept payroll above; seconded by Trustee Tim Harvey; All voted aye; motion carried.

07/28/25 - 08/10/2025 \$ 10,426.25
Motion was made Trustee Dan Nolan to accept payroll above; seconded by Trustee Richard Gott; All voted aye; motion carried.

08/11/25 - 08/24/2025

\$ 11,433.76

Motion was made by Trustee Stacey Paulson to approve payroll above, seconded by Mayor Pro Tem Annie Stiefel. All voted aye; motion carried.

08/25/25 - 09/07/2025

\$ 10,893.64

Motion was made by Mayor Pro Tem Annie Stiefel to approve payroll above, seconded by Trustee Stacey Paulson. All voted aye; motion carried.

- ✓ Motion to approve Ordinance 2025-09-421:

Motion was made to approve Ordinance 2025-09-421 by Trustee Dan Nolan, seconded by Mayor Pro Tem Annie Stiefel. All voted aye; motion carried.

- ✓ Motion to approve Resolution 2025-09-01:

Motion was made to approve Resolution 2025-09-01 by Trustee Stacey Paulson, seconded by Trustee Richard Gott. All voted aye; motion carried.

- ✓ Motion to approve Employee Credit Agreement:

Motion was made to approve the Employee Credit Agreement by Mayor Pro Tem Annie Stiefel, seconded by Trustee Dan Nolan. All voted aye; motion carried.

- ✓ Motion to approve Raymond Tinkum in the position of Town Manager to be paid a salary of \$45,000 annually for twenty (20) hours worked per week in addition the Town will pay Mr. Tinkum's Medicare payments quarterly.

Motion was made to approve the position, title and salary for Raymond Tinkum by Mayor Pro Tem Annie Stiefel, seconded by Trustee Dan Nolan. Ayes: 6, Abstain: 1. Motion carried.

- ✓ Motion to increase Town Clerk salary:

Motion was made to increase Town Clerk salary to \$43.00 per hour by Trustee Stacey Paulson, seconded by Mayor Pro Tem Annie Stiefel. All voted aye; motion carried.

- OTHER BUSINESS

Mayor Ray Tinkum -

Mayor Pro Tem Annie Stiefel

Trustee Richard Gott

Trustee Tim Harvey - Due to family issues, Tim will be joining the board meetings by Teams Meetings moving forward. The Board backs this decision.

Trustee Kathy Knight

Trustee Dan Nolan

Trustee Stacey Paulson -

- ADJOURNMENT

Motion was made to adjourn the meeting by Trustee Stacey Paulson, seconded by Trustee Kathy Knight. All voted aye; motion carried. Meeting adjourned at 8:56 pm.



Raymond R. Tinkum, Mayor



Katie LaDrig, Town Clerk/Treasurer

