

**Town of Pierce**  
**Regular Board Meeting**  
**June 9th, 2025**  
**6:30 P.M.**

The Board of Trustees of the Town of Pierce, County of Weld, State of Colorado, met in regular session at Pierce Town Hall 144 Main Street, Pierce Colorado at the hour of 6:30 P.M. Monday, June 9th, 2025.

Mayor Cathy Ortiz called the meeting to order at 6:30 P.M. Based on the roll call, the following Trustees comprising a quorum attended:

Mayor Cathy Ortiz

Trustees	Others Present:
Geoffery Broughton	Kristina Duran, Town Clerk
Glen Lester	Heather Rospierski, Deputy Town Clerk II
Chris VanWhy	Shantel Anderson, Admin Assistant
Julie Lukela	James Godbold, Town Attorney
Larry VanWhy	
Teresa Martinez	

**1. Approval of Minutes from May 12<sup>th</sup>, 2025 Board Meeting:** Motion made by Trustee Lester to approve the minutes from May 12<sup>th</sup>, 2025 Board Meeting. Second by Martinez. All "AYES", motion passed.

**2. Approval of Agenda:** Motion made by Trustee C. VanWhy to approve the agenda. Second by Lester. All "AYES", motion passed.

**3. Public Comment\*:** Connie Schwindt said she would like to give Trustee Julie Lukela one more opportunity to resign. If she cares about the Town like she does, she will save the Town money and just resign. Connie believes it would be the best thing for the town and everyone involved. If Lukela doesn't, Connie will proceed with the recall. Julie said, "I'll take it like you took the opportunity."

**4. Business License Application for NOCO Custom at 150 E. Main:** Motion made by Trustee Broughton to approve the business license for NOCO Custom. Second by L. VanWhy. All “AYES”, motion passed.

**5. Highland Elementary:** Trustee Broughton reached out to the Board of County Commissioners, County Planning, a Private School, and ABC. There is nothing that Broughton can see that the Town can use the elementary school for, at least right now. Broughton can't see the Town taking on the school without a plan. Trustee L. VanWhy agreed and said that since the Town heard from the Historic Society and the building cannot be deemed historic. C. VanWhy said 3 years is a ways down the road. C. VanWhy believes in his heart that if the Board can truly save Highland Elementary the 2 million demo costs, and have figured something out by then, they might work with the Town, but C. VanWhy agrees with what was said about the Town not being able to take on the school right now without a plan. Motion made by Trustee L. VanWhy to pass on purchasing the elementary school. Second by Broughton. All “AYES”, motion passed.

**6. Water Conservation Plan Required by NWCWD:** This must be in place within 2 years. The plan usually lasts for about 7 years. There are 5 steps to the planning phase, and it takes about a year for the planning phase. They look at the existing water supply, water demands, demographics, and demand forecast. The goal is to save 10% over 10 years. The cost is \$ 5,500 up front. The total cost is about \$60,000. The Town can apply for a grant with a 25% matching requirement, and the grant cycle is July 1, December 1. Motion made by Trustee Lester to move forward. Second by Broughton. All “AYES”, motion passed.

**7. Police Contract:** Chief Germer is still gathering the information requested. This will be added to a later agenda.

**8. Events Process:** Clerk Duran would like to get an event process in place by January 2026. This would allow the Town to rent out the parks. Information was given to the Board members to review. This will be added to a later agenda for discussion.

**9. Discuss the Adoption of Robert's Rules of Order:** Town Attorney Godbold asked for this to be on the agenda. Robert's Rules of Order is a widely used manual of parliamentary procedure designed to facilitate fair, orderly, and efficient meetings. It provides a framework for conducting business in a group setting, ensuring that everyone has an opportunity to participate and that decisions are made with due consideration of all viewpoints. Godbold recommends adopting this. This can be done by Resolution. Motion made by Trustee L. VanWhy to adopt Robert's Rules of Order. Second by Broughton. All “AYES”, motion passed. Resolution will be added to next months agenda.

**10. Old Business:** L. VanWhy said the Town's clean-up day went well. Maverick took out 9 roll-offs. The Town was charged for 8. There were a lot of people who stepped in and helped. Next year, the Town will create a voucher on the back of the water bills to help with a smooth

process. Weld County Dump also offers a free dump day. Staff will look into this for the future and post for the residents.

#### **11. Staff Reports:**

**(A). Mayor Report:** None.

**(B). Public Works:** Report Provided.

**(C). Planning Commission:** There was no meeting last month.

**(D). Town Attorney:** None.

**(E). Town Engineer:** Brad is working on information regarding the Town's dog park, along with KP Squared and a private dog park.

#### **(F). Town Clerk**

1. **Request to Pay Bills:** Motion made by Trustee Broughton to pay the bills. Second by Lester. All "AYES", motion passed.
2. **Comment Box:** There was 1 comment from Richard Whueler. He sees that the handicap parking spot is painted in front of the Town Hall. He said thank you. Richard also asked if all the curbs along Main Street could be painted. Examples include any yellow curb and where a sidewalk has a step down to a lower or upper sidewalk. Richard also asked if the Town water bill can be made clearer. The current bill is not as clear in showing the sum charges. Deputy Town Clerk II Rospierski said she has already contacted Caselle and was able to make changes to the water bill. Residents will see this on next month's bills.
3. **Clerks Institute:** Letters of interest were submitted from Deputy Town Clerk II Rospierski and Admin Assistant Anderson regarding attending the 49<sup>th</sup> Annual Colorado Municipal Clerks Institute and Academy that is being held in Fort Collins this year. It's a 3-year course. Unfortunately, both cannot attend at the same time. Mayor Ortiz had questions for Rospierski. Is she planning on taking Ruby? Rospierski said no, she would not be able to take her. Ortiz asked if she wanted to attend class for a week, but she needs to have her at work, what is the difference? Rospierski said she has medication she can take when she doesn't have Ruby with her, if she needs it. There are places Ruby is not allowed to go due to being an emotional support dog. She doesn't feel that having an emotional support dog should prevent her from continuing her education. Clerk Duran said ideally, they both can go. Ideally, they will both go. The way things are falling, they just can't go at the same time. Trustee Martinez asked Heather, I see you have worked for the Town for 7 years. Why is Heather suddenly interested? Heather said she has been interested in attending, but previously, Tina and Heather have worked short-staffed a lot, and Tina was

also dealing with health problems in and out, so attending the Clerks' Institute had to be put off. Motion made by Trustee L. VanWhy to allow Clerk Duran to pick who she would like to send. Second by Broughton. All "AYES", motion passed.

**12. Department Reports:**

**(A). Water/Sewer-Trustee Lester:** None.

**(B). Streets & Drainage-Trustee L. VanWhy:** None.

**(C). Utilities & Energy- Trustee Lukela:** None.

**(D). Buildings- Trustee Broughton:** Trustee Broughton talked to Tina and Heather regarding a burning smell in the office that has been there for about 3 weeks. They have had the guys check the outlets, IT check cords, and the Fire Department come in and check for hot spots, but nothing can be found, and the smell is still there. Broughton would like staff to call an electrician, see if they can find anything, and go from there.

**(E). Parks & Recreation- Trustee Martinez:** None.

**(F). Growth & Revenue- Trustee C. VanWhy:** None.

**13. Board Communications:** Deputy Town Clerk II Rospierski received a call from a resident's daughter regarding her mom falling into a meter pit on her property and breaking her shoulder. The lid was not secured. Town Code section 13-1-90. The consumer shall be responsible for the maintenance and proper care of the meter pit, including the installation of frost covers or other necessary equipment, and when required, the meter pit shall be equipped with automated read-out technology. The cost of the replacement is \$215.27. The Board would like public works to get a list together regarding domes that need to be replaced now or in the future. The Board also chose not to bill the resident in this case and will look into this process at a later meeting.

**Adjournment:** 7:28 P.M.

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Heather Rospierski, Deputy Town Clerk II

