



Board of Trustees Regular Meeting Agenda

April 01, 2025 at 5:30 PM

Town Hall - 621 27th Street Road, Garden City, CO 80631

The Board will consider and may act on the following items:

1. **Call to Order**
2. **Roll Call**
3. **Consent Agenda**
 - [a.](#) Approve Minutes from March 18, 2025 Regular Meeting
 - [b.](#) Approve Bills Paid
 - [c.](#) Approve Bills to be Paid
 - [d.](#) Approve Hauser Architects invoice in the amount of \$10,934.00
4. **Public Not on the Agenda Invited to be Heard**
5. **Liquor**
 - [a.](#) Approve Ron-Lee-Von LLC DBA White Horse Inn LLC Festival Permit Application for Bootleggin' Days 2025
 - [b.](#) Permission Letter
6. **Consider D&B Lockworks Estimate in the amount of \$3,161.55**
 - [a.](#) Estimate
7. **TV donation options**
8. **Ordinance updates**
9. **Discussion regarding Community Center chairs**
10. **National Night Out updates**
 - [a.](#) National Night Out Letter
 - [b.](#) National Night Out Flyer
11. **Staff Reports**
 - a. Town Administrator
 - b. Police Chief
 - c. Public Works Director
 - d. Town Attorney
12. **Other Board Issues**
13. **Announcements**
 - a. The Easter Event is Saturday, April 12th at 10:00am
 - b. Cheryl will be out of the office from April 14-18
14. **Adjourn**



Board of Trustees Regular Meeting Minutes
March 18, 2025 at 5:30 PM
Town Hall - 621 27th Street Road, Garden City, CO 80631

Mayor Fil Archuleta and trustees Alex Lopez, Leigh Sorensen, Rebecca Moreau, Katherine Rodriguez, Sam Parsons, and Gary Sorensen were present. Staff present: Town Administrator Cheryl Campbell, Deputy Clerk Lindsay Shoemaker, Police Chief Jeremy Black, Public Works Director Brett Bloom, and Town Attorney Amy Penfold. Sgt. Ken Amick was present. Maria Cardenas was present.

The Board will consider and may act on the following items:

Call to Order

Roll Call

PRESENT

- Mayor Fil Archuleta
- Trustee Gary Sorensen
- Trustee Leigh Sorensen
- Trustee Alex Lopez
- Trustee Katherine Rodriguez
- Trustee Sam Parsons
- Trustee Rebecca Moreau

Consent Agenda

- a. Approve Minutes from March 4th, 2025 Regular Meeting
- b. Approve Treasurer’s Report from February 2025
- c. Approve Bills Paid
- d. Approve Bills to be Paid

Motion made to approve the Consent Agenda items a.-d. by Trustee Leigh Sorensen, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

Public Not on the Agenda Invited to be Heard

There was none.

Schedule Work Session regarding CPA Updates for Tuesday, March 25, 2025 at 5:30pm

Motion made to schedule the work session regarding CPA Updates for Tuesday, March 25, 2025 at 5:30pm by Trustee Lopez, Seconded by Trustee Leigh Sorensen.

Voting Yea: Mayor Archuleta, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

Approve Letter of Engagement from Anderson Whitney for 2024 Audit

a. Letter of Engagement

Town Administrator Cheryl Campbell advised the Board that the new CPA will be doing most of the work to submit the items the auditors need, so the amount should be significantly less than the agreed upon amount.

Motion made to approve the Anderson Whitney Letter of Engagement for the 2024 audit in the amount of \$23,750.00 by Trustee Moreau, Seconded by Trustee Leigh Sorensen.

Voting Yea: Mayor Archuleta, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

Consider donation to Field of Honor

a. Field of Honor donation

Motion made to approve a donation to the Field of Honor in the amount of \$250.00 by Trustee Leigh Sorensen, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

Consider donation to the Salvation Army

a. Salvation Army letter

Motion made to approve a donation to the Salvation Army in the amount of \$500.00 by Trustee Lopez, Seconded by Trustee Leigh Sorensen.

Voting Yea: Mayor Archuleta, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

Ordinance Updates

The Board directed staff to move forward with updates to the grant ordinance and applications.

Staff Reports

a. Town Administrator

Town Administrator Cheryl Campbell gave her report. The Town had their CIRSA audit and scored 100% and 101%. There will be a property survey to note anything that needs to be fixed. She and Kenzie cleaned out the cabinets in the Community Center. The Community Center will be Kenzie's project going forward. The admin staff are working on working together since there are more employees now. The CPA will be ready to go with the audit by the end of the month. She has been working with Lindsay on policies and procedures for the office.

b. Police Chief

Chief Black gave his report. The PD had a high visibility operation in tandem with Greeley PD. Officers caught 13 DUI's, \$13,000 in drug money and over 500 pills of illegal substance. Officer McGarry worked with Greeley on the operation with a few other officers. Greeley PD helped with an assault last weekend. He has applied for the JAG, CIOT, and POST grants that will amount to \$125,000.00 if received. He is in the process of applying for four other grants. He advised the Board if anyone approaches them individually about American Steel/Classic, to refer them to the police department. Christ Reid is part of a 501C group that cosplays as Star

Wars characters. The Chief asked if they would be okay if they came to National Night Out. They had no issues.

c. Public Works Director

Public Works Director Brett Bloom gave his report. He and Cheryl will have their meeting with Jerry Pickett from Greeley about storm water responsibility and to discuss the new IGA. Xcel energy finally has an amount for the two light poles on 8th Avenue. He and Teddy aeriated the park behind Town Hall and thatched it. The house down the street with the inoperable vehicles and other code violations is set for arraignment on April 10th. Moses Dominguez from Slowpoke Mobile Welding passed away.

d. Town Attorney

Town Attorney Amy Penfold gave her review. She sent letters to the tenants and owner of the house next door to Town Hall as they are operating a business in a residential zone. The Psilocybin bill has passed into state law.

Other Board Issues

Trustee Sam Parsons will be moving soon and will let the Board know when his last meeting will be. Board members will help fill Easter Eggs for the event on April 12th. A Blu-Ray player was found and will be given to Kings Pawn. Brett will begin looking for a new smart TV for Town Hall. Wing Shack will be provided for the Work Session. Trustee Gary Sorensen asked about a "Children at Play" sign for the new kids in the neighborhood.

Announcements

- a. The Work Session is Tuesday, March 25th at 5:30pm

Adjourn

Motion made to adjourn by Trustee Parsons, Seconded by Trustee Gary Sorensen.

Voting Yea: Mayor Archuleta, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

Since there was no further business, Mayor Archuleta adjourned the meeting at 6:25pm.

Bills Paid

Section 3, Item b.

Town of Garden City

March 14-26, 2025

DATE	NUM	VENDOR	AMOUNT
1020 Cash in Checking			
03/18/2025	23820	CIRSA	-1,182.40
03/18/2025	23821	Talk Shop	-110.00
03/18/2025	23822	Slowpoke	-75.00
03/18/2025	23823	Public Sector Health Care Group	-6,070.79
03/18/2025	23824	Joseph Bodine	-2,397.50
03/18/2025	23825	My Fleet Center	-106.22
03/18/2025	23826	City of Greeley	-165.53
03/18/2025	23827	Olsson	-1,530.00
03/18/2025	23828	Home Depot Credit Services	-58.53
03/18/2025	23829	Comcast	-414.56
03/18/2025	23830	Verizon Wireless	-40.68
03/18/2025	23831	Tatyana's 5 Star Dry Cleaner LLC	-132.95
03/18/2025	23832	The Police and Sheriffs Press	-18.60
03/18/2025	23833	Amazon Business	-842.31
03/18/2025	23834	Bratton's Office Equipment	-156.18
03/18/2025	23835	Green & Associates LLC	-2,000.00
03/18/2025	23836	Heidi's White Glove	-890.00
03/17/2025	EFT	Quiktrip	-674.67
03/14/2025	EFT	Mission Square	-3,741.78
03/14/2025	EFT	Payroll	-28,984.25
03/14/2025	EFT	United States Treasury	-7,463.03
03/14/2025	EFT	Colorado Department of Revenue	-1,978.66
03/14/2025	EFT	Fidelity HSA	-31.24
03/14/2025	EFT	Fire & Police Pension Association	-4,875.43
Total for 1020 Cash in Checking			-\$63,940.31
TOTAL			-\$63,940.31

Bills to be Paid

Section 3, Item c.

Town of Garden City

March 26, 2025

DATE	NUM	VENDOR	AMOUNT
1020 Cash in Checking			
03/26/2025	23837	D&B Lockworks LLC	-513.97
03/26/2025	23838	City of Fort Lupton, Field of Honor	-250.00
03/26/2025	23839	Salvation Army	-500.00
03/26/2025	23840	Behrtec LLC	-688.75
03/26/2025	23841	Globe Life	-1,421.00
03/26/2025	23842	Hauser Architects	-10,934.00
03/26/2025	23843	Stericycle, Inc	-42.75
03/26/2025	23844	Ramonson Louisma	-330.00
03/26/2025	23845	Cintas	-47.15
Total for 1020 Cash in Checking			-\$14,727.62
TOTAL			-\$14,727.62

Project **24-173**



Garden City Police Department-Addition and Remodel

Bill from

Hauser Architects

3780 East 15th St.
Suite 201
Loveland, CO 80538
United States

Bill to

Garden City PD

Cheryl Campbell MCC
621 27th Street Rd.
Garden City, CO 80631

Issue date

Mar 24, 2025

Terms

Net 15

Due date

Apr 8, 2025

Services through

Feb 1, 2025 - Mar 21, 2025

Invoice number

24-173-003

Invoice Total

\$10,934.00

[Pay now](#)

Fixed Fee Services

PHASE	PLANNED	PREVIOUSLY BILLED (\$)	PREVIOUSLY BILLED (%)	% COMPLETE	CURRENT DUE
Schematic Design	\$5,000.00	\$5,000.00	100%	100%	\$0.00
Design Development	\$7,000.00	\$2,156.00	31%	100%	\$4,844.00
Construction Documentation	\$20,300.00	\$0.00	0%	30%	\$6,090.00
Construction Administration	\$39,250.00	\$0.00	0%	0%	\$0.00
Total for Fixed Fee Services	\$71,550.00	\$7,156.00	10%	25%	\$10,934.00

Consultant Services

Civil Engineer

PHASE	PLANNED	PREVIOUSLY BILLED(\$)	PREVIOUSLY BILLED (%)	% COMPLETE	CURRENT DUE
Schematic Design	\$3,230.00	\$3,230.00	100%	100%	\$0.00
Design Development	\$13,650.00	\$2,212.50	16%	16%	\$0.00
Construction Documentation	\$23,700.00	\$0.00	0%	0%	\$0.00
Construction Administration	\$18,250.00	\$0.00	0%	0%	\$0.00

MEP Engineer

PHASE	PLANNED	PREVIOUSLY BILLED(\$)	PREVIOUSLY BILLED (%)	% COMPLETE	CURRENT DUE
Design Development	\$3,458.33	\$0.00	0%	0%	\$0.00
Construction Documentation	\$4,034.72	\$0.00	0%	0%	\$0.00
Construction Administration	\$806.94	\$0.00	0%	0%	\$0.00

Total for Consultant Services	\$67,130.00	\$5,442.50	100%	8%	\$0.00
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Invoice Total **\$10,934.00**

Thank you for your business.

Appendix - Attachments



March 21, 2025

Chief Jeremy Black
Chief of Police
Garden City Police Dept.
621 27th Street Rd.
Garden City, CO 80631
jblack@townofgardencity.com

Cheryl Campbell, MCC
Town Administrator
Garden City Colorado
621 27th Street Rd.
Garden City, CO 80631
ccampbell@townofgardencity.com

Garden City Police Department Addition and Remodel
2719 7th Ave.
Garden City, CO 80631

Chief Black and Cheryl Campbell,

Below is a list of design tasks for work completed from:

January 21, 2024 through March 21, 2025
Invoice #8573

<u>Date:</u>	<u>Task:</u>
1.21 – 3.21	Architectural Design Progress. Continue to provide more design detail from the Schematic Design to a Design Development Set. Included is: Preliminary Code Analysis, Floor Plans, Reflected Ceiling Plan, Exterior Elevations and Building Sections. Finish details and schedules were started.
3.12	Virtual Meeting meeting with Chief Black, Sergeant Amick, Nick Rosenbeck and Garrett Burrell with Mark Young
3.12	Virtual Meeting meeting our Structural and Civil Engineers
3.17	Solar Coordination
3.20	MEP Coordination
3.20	Civil Coordination
3.20	Structural Coordination

Should you have any questions or need further information regarding these tasks, please contact me at your convenience.

Sincerely,

BJ DeForge, Project Manager
Hauser Architects, P.C.

3780 East 15th Street › Suite 201 › Loveland, Colorado › 80538
p › 970.669.8220 e › info@hauserarchitectspc.com w › HauserArchitectspc.com

Garden City Police Department-Addition
and Remodel

Hauser Architects

Section 3, Item d.

Invoice # 24-173-003

Festival Permit Application

This permit is only available for the following license types:

- Beer and Wine license;
- Hotel and Restaurant license;
- Tavern license;
- Brew Pub license;
- Vintner's Restaurant license;
- Distillery Pub license;
- Entertainment License;
- Lodging License;
- Manufacturer's license (beer, wine, or spirits);
- Wholesaler's license; or
- Limited Wineries

- Initial Application – \$50.00 Processing Fee
- Subsequent Festival Application - \$50.00 per festival (9 total allowed per **calendar year**, per permittee)

Note - An authorized participating licensee can participate in up to 52 festivals in a calendar year.

Legal Business Name

Bon-Lee-Von LLC

Trade Name/DBA Name

White Horse Inn LLC

License Number

40-21555-0000

License Type

Malt, Vinous & Spirituous Liquor

Sales Tax Number

40215550000

Business Phone Number

970-356 5386

Email Address

Premises Address

2750 8th Avenue

City

Garden City

State

CO

ZIP Code

80631

Mailing Address

2750 8th Avenue

City

Garden City

State

CO

ZIP Code

80631

Festival Location

621 27th Street Road, Garden City CO 80631

Date(s) of Festival

August 22nd and 23rd, 2025

What are the hours of alcohol service during each festival date(s)? (1 festival can be no more than 72 hours)

8am - 10pm Both days.

Attach a copy of Premises Use Authorization Letter or Le

Section 5, Item a.

Control Plan Attestation

I affirm that I have attached a Security and Control plan that has been circulated and agreed upon by all participating licensees.

Applicant's Signature

[Handwritten Signature]

Date (MM/DD/YY)

3/20/25

Licensing Authority Signature

Object Do Not Object

Local Licensing Authority Contact Name

Cheryl Campbell

Phone Number

970-361-0041

List of participating businesses (Attach a separate sheet if needed)

Name

Bale 105 Brewing

License Number

03-15728

License Type

Sale Room Malt

Person Responsible

Michael Moser

Phone Number

970-301-4575

Name

Wing Shack

License Number

26-647-87-0001

License Type

Wholesale Beer (malt liquor)

Person Responsible

Brian Seifried

Phone Number

970-356-7900

Name

White Horse Inn LLC

License Number

40-21555-0000

License Type

Malt, vinous & spirituous liquor

Person Responsible

Bonica Lara

Phone Number

970-356-5386

Name

License Number

License Type

Person Responsible

Phone Number

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also know that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code and Colorado Liquor Rules which affect my license or permit.

Signature

[Handwritten Signature]

Title Date (MM/DD/YY)

Report And Approval of Local Licensing Authority (City/County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory.

Local Licensing Authority (City or County) Date Notice was provided to Local Licensing Authority

Town of Garden City

Signature

Title Date (MM/DD/YY)

Mayor

During this festival alcohol will only be sold by the participating alcohol beverage holders (Check All that apply)

- In open containers for on-premises consumption
- In sealed containers for off-premises consumption

Notice To Local Licensing Authority

This application for a festival permit will be granted to the above named applicant unless any of the below listed conditions apply. If any of these conditions apply please contact the state licensing authority immediately.

- The applicant has not provided you with at least 30 calendar days notice of the proposed festival
- Past festivals have had a history of violation of the Colorado Liquor Code or Colorado Liquor Rules or violations of local ordinances
- If granted, this permit would result in violations of the Colorado Liquor Code or Colorado Liquor Rules, or the laws of the local government

If the Local Licensing Authority objects, provide a separate page with details of the objection.

Report of State Licensing Authority

Signature

Title Date (MM/DD/YY)



621 27th Street Road
Garden City, CO 80631-8466
970-351-0041

To: Town of Garden City Board of Trustees

From: Ronica Lara
Ron-Lee-Von LLC DBA The White Horse Inn LLC

Subject: Festival Permit Application

Applicant: Ronica Lara
2750 8th Ave,
Garden City, CO 80631-8466

I, Ronica Lara, am requesting to be allowed use at 620 and 621 27th Street Road, property owned by the Town of Garden City, for a Town of Garden City event. The event, called Bootleggin’ Days 2025, on August 22 and 23, 2025.

This letter, signed by the Mayor, is intended to show permission for these events to be held at the parking lot at 620 and 621 27th Street Road Garden City, CO on the dates submitted on their application.

Thank you in advance for your time and attention to this matter.

I represent the Board of Trustees of The Town of Garden City and hereby authorize the use of the parking lot at 620 27th Street Road.

Filbert Archuleta, Mayor
Town of Garden City, CO



2621 8th Ave
 Greeley, CO 80631
 (970) 330-1030
 dblockworksllc@gmail.com

Estimate

ESTIMATE#	1063371373
DATE	03/27/2025
PO#	

CUSTOMER
Town of Garden City 621 27th St Garden City CO 80631 (970) 351-0041

SERVICE LOCATION
Town of Garden City 621 27th St Garden City CO 80631 (970) 351-0041

DESCRIPTION	Access Control
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Estimate			
Description	Qty	Rate	Total
Greeley Service Call Service Call	1.00	50.00	50.00
Air Access Service Plan, Monthly	1.00	40.00	40.00
Air Access Cellular Gateway	1.00	530.21	530.21
AL Networx Exit Trim, M9900	1.00	1,901.05	1,901.05
FOB Prox FOB	20.00	8.00	160.00
Labor	4.00	120.00	480.00
Colorado Delivery Tax		0.29	0.29

CUSTOMER MESSAGE
I am not sure how many FOBs you might need so I just put 20 on here. This option will give you the ability to program this door from anywhere you have internet and a browser.

Estimate Total: \$3,161.55

PRE-WORK SIGNATURE

Section 6, Item a.

Signed By:



POLICE DEPARTMENT

To Whom This May Concern:

The Garden City Police Department and the Town of Garden City are partnering to host National Night Out on August 5th, 2025. National Night Out is a community building event that improves relations between emergency responders and the communities they serve. National Night Out is a way to show the positivity of law enforcement and to reveal who we are behind the badge.

Garden City PD is reaching out to you to see if you would be interested and willing to donate an item or gift card to the 42nd annual National Night Out that will be held at our Community Center in August. Your donation will be included in several drawings held throughout the event. Your business will also be included in one of the many banners that will showcase our sponsors and participants. A donation receipt will be provided to you for tax purposes.

When: Tuesday, August 5th, 2025. 5PM-8PM

Where: 620 27th Street Road, Garden City. The Clarence J. Krieger Memorial Community Center.

This is a free event with food, games, and prizes for the families who attend. The Garden City Police Department strives to make this the most educational and fun event for families. With your generous donation, we will make this event one to remember!

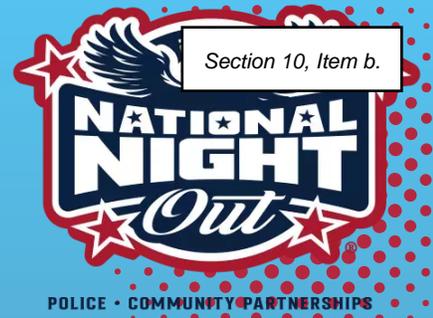
For more information please contact Evidence Technician Chris Reid at creid@gardencityco.gov or 970-515-6299.



Approved April 1st, 2025.

Chief Jeremy Black

Mayor Fil Archuleta



National Night Out

National Night Out is a community building campaign where we strive to enhance the relationships between our neighbors and all emergency responders. This event brings together the community and our police department under positive circumstances. The Town of Garden City and Garden City Police Department provide food, games and prizes for the families who attend the event, as well as backpacks and school supplies to families who are in need. We accept any donations from local businesses that are willing to participate in our community event.



All photos are from Garden City National Night Out 2022
621 27th Street Road, Garden City CO