



Board of Trustees Regular Meeting Agenda

September 1, 2026 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 August 18, 2026 Regular Meeting
 - b. Approve Bills Paid
 - c. Approve Bills to be Paid
 - d. Approve Civic Plus invoice for DocAccess in the amount of \$3,000.00
- 4. Public Not on the Agenda Invited to be Heard**
- 5. Discuss 85/15 Sales Tax Distribution**
- 6. Audit Services**
 - a. Approve RFP for Audit Services
- 7. Approve Signers on Bank Accounts**
 - a. Approve Filbert Archuleta, Gary Sorensen, Eliseo Lopez and Linda Blackston as Signers on the First Farm Bank Checking Account
 - b. Approve Linda Blackston, Lindsay Shoemaker, Jeremy Black, Filbert Archuleta and Gary Sorensen as Authorized Users of the Safe Deposit Box at First Farm Bank
 - c. Approve Filbert Archuleta, Gary Sorensen and Linda Blackston as Authorized Signers on the ColoTrust Account
 - d. Approve Linda Blackston as the Town of Garden City Representative on the Stifel Nicolaus Investment Account
 - e. Approve Removal of Cheryl Campbell on all Town Bank and Investment Accounts
- 8. Resolutions**
 - a. Resolution 13-2026 A Resolution Canceling The Municipal Election Of The Town Of Garden City, Colorado Scheduled For The 3rd Day Of November 2026
- 9. Discuss Christmas Party**

Town of Garden City

621 27th St. Road • Garden City, CO 80631 • 970-351-0041 • townofgardencity.com

10. Discussion regarding 27th Street Road Dead End

11. Discuss Bootleggin' Days

12. Staff Reports

- a. Town Administrator
- b. Police Chief
- c. Town Attorney

13. Other Board Issues

14. Announcements

- a. The Administrative 2027 Budget Work Session is September 3rd, 2026 at 5:30pm
- b. The Police Department Open House is September 17th, 2026 from 4pm-6pm
- c. Paint the Town for Kids is September 19th, at 2:00pm
- d. The Police Department 2027 Budget Work Session is September 22nd, at 5:30pm

15. Adjourn



Board of Trustees Regular Meeting Minutes

August 18, 2026 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

In Attendance: Town Administrator/Clerk Linda Blackston, Deputy Town Administrator/Deputy Clerk Cheryl Campbell, Police Chief Jeremy Black, Sgt. Ken Amick, Town Attorney Amy Penfold, Finance Clerk Maria Cardenas, Buildings and Grounds Supervisor Tim Costello, Josiah Ojeda from 2706 7th Avenue.

2. Roll Call

PRESENT:

Mayor Fil Archuleta
Trustee Alex Lopez
Trustee Leigh Sorensen
Trustee Rebecca Moreau
Trustee Katherine Rodriguez
Trustee Gary Sorensen
Trustee Jasmine Marquez

ABSENT:

3. Consent Agenda

- a. Approve Minutes from August 03, 2026, Regular Meeting
- b. Approve Financial Reports
- c. Approve Bills Paid
- d. Approve Bills to be Paid
- e. Approve Amy Penfold Invoice in the amount of \$4,620.00
- f. Approve Public Sector Health Care Group Invoice in the amount of \$9,228.90
- g. Approve Petty Cash Check for Bootleggin' Days in the amount of \$6,500.00

Trustee Rebecca Moreau moved to approve Consent Agenda a-g, seconded by Trustee Leigh Sorensen.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez

VOTING NO: None

Motion carried.

4. Public Not on the Agenda Invited to be Heard

There was none.

5. Police Department Items

- a. Approve Mark Young Construction invoice for July 2026 in the amount of \$20,766.44

Mayor Archuleta asked Chief Black if the Police Department construction has been completed. Chief Black answered that, yes, construction was complete minus a few punch list items, and that he and the Officers have moved into the building. Mayor Archuleta asked if this would be the last invoice, to which the Chief answered no, there would be at least one additional invoice for retainage. Trustee Rebecca Moreau moved to approve Mark Young Construction invoice in the amount of \$20,766.44, seconded by Trustee Katherine Rodriguez.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez

VOTING NO: None

Motion carried.

- b. Approve Weld County Dispatch Agreement

Chief Black explained that Weld County Dispatch updates their agreements with area agencies every few years. There is no payment due with the agreement, Weld County will invoice the Town in January. Trustee Leigh Sorensen moved to approve the Weld County Dispatch Agreement, seconded by Trustee Rebecca Moreau.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez

VOTING NO: None

Motion carried.

6. Proposals

- a. Approve Proposal from Naranjo Civil Constructors

Building and Grounds Supervisor Tim Costello reported that Naranjo proposed repairing broken curbs in Town by replacing them with rebar reinforced concrete and changing the design of the curb to lessen impact damage. Mayor Archuleta and Trustees Moreau and Lopez asked Tim to check into the possibility of installing plastic posts in front of the

curbs to help deflect impacts. Trustee Rebecca Moreau moved to approve the proposal from Naranjo Civil Constructors in the amount of \$53,583.80, seconded by Trustee Katherine Rodriguez.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez

VOTING NO: None

Motion carried.

7. Work Session

- a. Approve Administration Budget Work Session on September 8, 2026, at 5:30 p.m.

Trustee Leigh Sorensen asked if there was a different date that worked for everyone as she and Trustee Gary Sorensen would be out of town on September 8th. After discussion between the Trustees; Trustee Leigh Sorensen moved to approve the Administration budget work session on September 3, 2026 at 5:30 pm, seconded by Trustee Rebecca Moreau.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez

VOTING NO: None

Motion carried.

- b. Approve Police Department Budget Work Session September 22, 2026 at 5:30 p.m.

Trustee Rebecca Moreau moved to approve the Police Department budget work session on September 22, 2026 at 5:30 pm, seconded by Trustee Leigh Sorensen.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez

VOTING NO: None

Motion carried.

8. Town of Garden City 457b Plan

- a. Approve Linda Blackston as the Plan Coordinator and Plan Contact on Town of Garden City's 457b Plan

Mayor Archuleta asked for clarification on the 457b plan. Staff answered that this was the Town's retirement plan which is managed by Mission Square. Trustee Rebecca Moreau moved to approve Linda Blackston as the Plan Coordinator and Plan Contact on Town of Garden City's 457b plan, seconded by Trustee Leigh Sorensen.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen,

Trustee Jasmine Marquez
VOTING NO: None
Motion carried.

9. Approve Tuition Payment to University of Northern Colorado in the amount of \$4,482.00 for Maria Cardenas Fall 2026 A&B semesters

a. UNC invoice Fall 2026 A&B

Maria stated that she will have half a semester left after she completes the fall A&B semesters. Trustee Rebecca Moreau moved to approve tuition payment to University of Colorado in the amount of \$4,482.00 for Maria Cardenas Fall 2026 A&B semesters, seconded by Trustee Katherine Rodriguez.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez
VOTING NO: None
Motion carried.

10. CGFOA Conference Report from Maria Cardenas

Maria Cardenas gave a report on the CGFOA Conference she attended from July 28th through July 31st. She gave an overview of classes she took, the connections she made, and ideas she would like to implement for the finance operations in Garden City. She thanked the Board for giving her the opportunity.

11. Staff Reports

a. Town Administrator

Town Administrator Linda Blackston reported that she has been meeting individually with the staff over the last two weeks. She would like to schedule meetings with Trustees as their schedules allow.

b. Police Chief

Chief Black again mentioned that his department had moved into the new building. He also stated that the Open House had been rescheduled to September 17th from 4 pm to 6 pm. Chief Black reported that he is reviewing the substantial completion document from Mark Young for the Police Department construction project and will submit the document for the next agenda. Sgt Amick reported that the Bootleggin' Days operation plans are complete, and he has confirmed plans with the Security Team. He also stated that Harley-Davidson has confirmed their participation in the event. He also asked the Board for feedback regarding National Night Out.

c. Town Attorney

Town Attorney Amy Penfold reported that she and her family attended National Night Out and had a great time. Her family won a door prize of free Ju-Jitsu lessons at the

Farm which they have really enjoyed.

12. Other Board Issues

Trustee Moreau asked if there was a possibility of changing the flashing yellow lights on the crosswalks to red lights. Staff will research this question before the next meeting.

13. Announcements

- a. Bootleggin' Days is August 28th from 5 p.m. to 9 p.m. and August 29th from 11 a.m. to 7 p.m.

14. Adjourn

Trustee Gary Sorensen moved to adjourn, seconded by Trustee Katherine Rodriguez.

VOTING YES: Mayor Fil Archuleta, Trustee Alex Lopez, Trustee Leigh Sorensen, Trustee Rebecca Moreau, Trustee Katherine Rodriguez, Trustee Gary Sorensen, Trustee Jasmine Marquez

VOTING NO: None

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

Cheryl Campbell, Deputy Town
Clerk

Town of Garden City

Bills Paid
August 13-25, 2026

Date	Num	Vendor	Amount
1020 Cash in Checking			
08/18/2026	24846	Bratton's Office Equipment	-171.84
08/18/2026	24847	City of Greeley Utility Billing	-1,228.15
08/18/2026	24848	Cintas	-48.43
08/18/2026	24849	University of Northern Colorado	-4,482.00
08/18/2026	24850	Beck Total Office Interiors	-2,059.85
08/18/2026	24851	ProCode Inc	-1,023.75
08/18/2026	24852	Sam's Club	-1,180.20
08/18/2026	24853	Mountain High Disposal	-191.70
08/18/2026	24854	Minuteman Press	-115.80
08/18/2026	24855	Amazon Business	-1,003.60
08/18/2026	24856	M&O Tires	-1,207.36
08/18/2026	24857	SSS Productions	-6,100.00
08/18/2026	24858	Comcast	-381.09
08/18/2026	24859	ATM Black Enterprises	-600.00
08/18/2026	24860	CivicPlus, LLC	-1,315.62
08/18/2026	24861	Jeff Nichols	-1,000.00
08/18/2026	24862	Vector Disease Control	-1,180.00
08/18/2026	24863	Prairie Mountain Media	-70.40
08/18/2026	24864	Background Information Services Inc.	-86.60
08/18/2026	24865	Family Support Registry	-562.00
08/18/2026	24866	Family Support Registry.	-384.00
08/18/2026	24867	Verizon Connect	-127.60
08/18/2026	24868	One Stop Shop Construction	-102.00
08/18/2026	24869	Atmos Energy	-79.04
08/18/2026	24870	Weld County Sheriff's Office	-192.90
08/18/2026	24871	UCHealth	-92.00
08/18/2026	24872	KFKA Radio	-750.00
08/18/2026	24873	Brian Brooks	-800.00
08/18/2026	24874	Anderson and Whitney	-3,650.00
08/18/2026	24875	Enviropest	-145.00
08/18/2026	24876	Malama Protection Services	-5,750.00
08/18/2026	24877	Front Range Roofing	-150.00
08/20/2026	24878	First Armored Services	-1,892.02
08/14/2026	EFT	Payroll	-37,049.13
08/14/2026	EFT	United States Treasury	-10,566.18
08/14/2026	EFT	Colorado Department of Revenue	-2,093.12
08/14/2026	EFT	Mission Square	-5,438.15
08/14/2026	EFT	Fidelity HSA	-100.00
08/14/2026	EFT	Fire & Police Pension Association	-5,412.74
08/17/2026	EFT	Quiktrip	-1,779.69
08/14/2026	EFT	Unify Payroll	-237.50
08/15/2026	EFT	Globe Life	-1,114.90

Town of Garden City

Bills Paid
August 13-25, 2026

Date	Num	Vendor	Amount
08/20/2026	EFT	Fun Productions, Inc	-1,118.08
Total for 1020 Cash in Checking			-\$103,032.44

Town of Garden City

Bills to be Paid
August 26, 2026

Date	Num	Vendor	Amount
1020 Cash in Checking			
08/26/2026	24879	CivicPlus, LLC	-525.00
08/26/2026	24880	HR Birdie	-1,325.00
08/26/2026	24881	Petty Cash	-1,500.00
08/26/2026	24882	Cintas-1st Aid	-28.21
08/26/2026	24883	Family Support Registry	-562.00
08/26/2026	24884	Family Support Registry.	-384.00
08/26/2026	24885	Home Depot Credit Services	-566.65
08/26/2026	24886	Filbert Archuleta	-309.37
08/26/2026	24887	Bilrite Sign Service Inc	-175.00
08/26/2026	24888	CIRSA	-4,166.61
Total for 1020 Cash in Checking			-\$9,541.84

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-147679-1

Date:

7/28/2026 9:51 AM

Customer:GARDEN CITY TOWN,
COLORADO

QTY	DESCRIPTION
1.00	DocAccess Essentials
	Annual Recurring Services - Initial Term
	USD 3,000.00
	Annual Recurring Services - (Subject to Uplift)
	USD 3,000.00

1. This renewal Statement of Work ("SOW") is between ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services"). <https://www.townofgardencity.com/>

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 9/1/2026 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

4. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

5. Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-147679-1

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Authorized Client Signature

CivicPlus



By (please sign):

By (please sign):

Filbert Archuleta

Amy Vikander

Printed Name:

Printed Name:

Mayor

Senior Vice President of Customer Success

Title:

Title:

9/1/26

8/21/2026

Date:

Date:

Town of Garden City

Organization Legal Name:

Maria Cardenas

Billing Contact:

Finance Clerk

Title:

970-351-0041

Billing Phone Number:

AP@gardencityco.gov

Billing Email:

621 27th St Bld. Garden City CO
80631

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

REQUEST FOR PROPOSALS

Town of Garden Town Auditing Services

Introduction

The Town of Garden City, Colorado is inviting proposals from qualified individuals and organizations to contract with the Town to provide auditing services to the Town. The contractor will work with the Town staff and the Town's Financial Consultant while conducting annual audits.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted in a form which addresses the needs outlined herein. **Proposals will be accepted until 5pm, September 25, 2026.** Proposals shall be prepared as described below and sent by email to Town Administrator Linda Blackston at lblackston@gardencityco.gov. Late proposals will not be accepted.

General Information

The Town of Garden Town, Colorado is located in Weld County, Colorado. It has an estimated population of 252 residents and 64 businesses. It was founded in 1938 and is a statutory Town.

During 2025 the Town operated 3 funds including a General Fund, 2 Special Revenue Funds (1% Sales Tax for the Capital Improvement Fund, Conservation Trust Fund. The Town does not provide any water or sanitation services. The Town's reporting entity has no component units. The Town does not have any debt or long-term leases and is a member of FPPA. The Town does not anticipate the need for a single audit in the near future.

Objectives

The Town seeks a contract with a reliable, experienced, and qualified Certified Public Accountant (CPA) with municipal audit experience in the State of Colorado to provide auditing services in a comprehensive, timely, and efficient manner. The scope of work for the contractor includes but is not necessarily limited to the following:

- Audit the general-purpose financial statements of the Town in accordance with generally accepted auditing standards.
- Assist the Town by drafting financial statements, including notes and supplementary information.
- Review the Management, Discussion and Analysis (MD&A) prepared by the Town's financial consultant.
- Provide an audit opinion with respect to the Town's annual audited financial statements.
- Evaluate the Town's internal controls and provide recommendations to the Town regarding the same.
- Complete the audit in time for the Town to meet state reporting requirements without receiving an extension.
- Attend a meeting of the Town Council to discuss each year's audit and financial statements.

Desirable Qualifications of Contractor

- Ability to meet the time requirements of the Town.
- Excellent Colorado reputation for performing municipal audits in a competent, helpful manner.

- Reasonable cost

Participation by and Expectations of the Town

Town staff and the financial consultant will provide financial data as necessary for contractor's work, including detailed trial balances, supporting reports, and typical "Prepared By Client" account schedules and reconciliations necessary for the audit. Town staff and the financial consultant will be available for interim reviews, meetings, and questions during the audit. The Town expects that the auditing contract will be renewed annually, subject to the Town's satisfaction with the Audit Services provided.

Price

Please indicate firm not to exceed price for performing the audit for 2026. Interim billing after completion of various phases of the audit will be allowed.

Information to be Included/Submitted

Please include the following information in your proposal:

- Name and qualifications of the person who will be in charge of providing the auditing services to the Town.
- Name of your professional liability and other insurance carriers and the insurance limits on each policy.
- Potential conflicts of interest that you or your firm may have in relation to the Town of Garden Town.
- List of all other municipal clients for which you have performed annual audits in the past five (5) years.
- Any other information you wish to provide regarding your ability to meet the Town's needs and desires.

Proposals must be submitted by email in a PDF format to Town Administrator Linda Blackston at lblackston@gardencityco.gov by **5pm on September 25, 2026**. The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible. Costs of developing the proposal and attending any meetings relating to the proposal will not be reimbursed by the Town.

Selection

After considering all proposals and information provided during the application process, the interviews are scheduled for **October 27, 2026, at 5:30 pm**. The Board of Trustees will select the contractor it deems most advantageous to the Town based on the needs and desires of the Town and will notify the contractor that is recommended for bid award. Also, the Town will want to schedule the work plan for performing the Audit for 2026. The contract will then be considered for formal approval at the Town Board meeting on **November 3, 2026**. The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in the proposals, and to re-advertise for proposals if desired.

RESOLUTION NO. 13-2026

A RESOLUTION CANCELING THE MUNICIPAL ELECTION OF THE TOWN OF GARDEN CITY, COLORADO SCHEDULED FOR THE 3rd DAY OF NOVEMBER 2026.

WHEREAS, the regular Municipal Election is scheduled for November 3, 2026; and

WHEREAS, there are not more candidates than offices to be filled at such election; and,

WHEREAS, the election of persons to office is the only matter to be voted on in said election; and,

WHEREAS, the Town of Garden City has an ordinance requiring write-in candidates to file an affidavit of intent at least sixty-four (64) days prior to the election; and,

WHEREAS, no person has filed such affidavit of intent as of the date of this Resolution and it is the desire of the Board of Trustees to authorize the Clerk to cancel the regular municipal election if no affidavits of intent are filed by the sixty-fourth day before the election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GARDEN CITY, COLORADO AS FOLLOWS:

1. Pursuant to the authority granted by 31-10-507, C.R.S., the Town Clerk and designated election official are hereby authorized to cancel the regular municipal election of the Town of Garden City if, by the sixty-fourth day before the election no affidavits of intent to be a write-in candidate have been filed with the Town Clerk.

2. If there are not more candidates than offices to be filled and no affidavits of intent have been filed by the sixty-fourth day before the election and the Town Clerk cancels the election as authorized by this Resolution, then those candidates who have filed nomination petitions by the required date shall be deemed elected. Filbert Archuleta declared elected Mayor for a two-year term. Rebecca Moreau and Leigh Sorensen are declared elected Trustees for four-year terms.

3. The Town Clerk is hereby directed to publish and post notice of this cancellation of the election to inform the electors of this cancellation of the election.

PASSED, ADOPTED AND APPROVED THIS 1st DAY OF SEPTEMBER 2026.

TOWN OF GARDEN CITY

Filbert Archuleta, Mayor

ATTEST:

Lindsay Shoemaker, Deputy
Town Clerk