



## TOWN OF ELIZABETH

### Board of Trustees – Record of Proceedings

November 14, 2023

#### **CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, November 14, 2023, at 7:01 p.m. by Mayor Nick Snively.

#### **ROLL CALL**

Present were Mayor Nick Snively and Trustees Loren Einspahr, Tammy Payne, Joe Belongia, and Marianne Mayer Opl. Mayor Pro Tem Linda Secrist and Trustee Barb McGinn were absent. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Chief of Police Jeff Engel, Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Finance Officer Hannah Bruce, and Attorney Corey Hoffmann.

#### **PLEDGE OF ALLEGIANCE**

Mayor Snively led the Board in the Pledge of Allegiance.

#### **UNSCHEDULED PUBLIC COMMENT**

Steven Freer – Town of Elizabeth Resident

Paul Schwarzkopf – Town of Elizabeth Resident

#### **AGENDA CHANGES**

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

#### **CONSENT AGENDA**

1. Minutes of the Regular Meeting of October 24, 2023

Motion by Trustee Einspahr, seconded by Trustee Belongia, to accept the Consent Agenda as presented.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.



## NEW BUSINESS

2. Discussion and possible action regarding appointment of Lynn Mitchell to the Historic Advisory Board with a term through 12/31/2023

Motion by Trustee Belongia, seconded by Trustee Einspahr, to appoint Lynn Mitchell to the Historic Advisory Board with a term through December 31, 2023.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.

3. Discussion and possible action regarding appointment of Jim Santangelo to the Planning Commission as a voting member with a term through 12/31/2025

Motion by Trustee Belongia, seconded by Trustee Payne, to appoint Jim Santangelo to the Planning Commission with a term through December 31, 2025.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.

4. Discussion and possible action regarding Resolution 23R40, agreement with Maverix Broadband for the installation of fiber optic and wireless network deployment

Mr. Higgins provided a Staff report.

Motion by Trustee Payne, seconded by Trustee Mayer Opl, to approve Resolution 23R40, agreement with Maverix Broadband for the installation of fiber optic and wireless network deployment.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously

5. Discussion and possible action regarding DOLA Main Street Live Grant

Mr. Higgins provided a Staff report.

Motion by Mayor Snively, seconded by Trustee Payne, to approve application by the Town for the DOLA Main Street Grant to seek funds for the Main Street Streetscape project and to formally agree to allocate up to one million dollars in funds already being spend toward the Streetscape project as a local grant match if the grant is awarded.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.



6. Discussion with the Board on the Town Capital Improvement Fund

Mr. Davidson provided a Staff report.

Mayor Snively closed the regular meeting at 7:39 p.m. and went into the Public Hearing.

### **PUBLIC HEARING**

7. Proposed 2024 Budget

Mayor Snively opened the Public Hearing to Public comment.

Angela Ternus – Town of Elizabeth Resident

Mayor Snively closed the Public Hearing at 7:58 p.m. and returned to the regular meeting.

### **NEW BUSINESS**

8. Discussion and possible direction on the Proposed 2024 Budget

Mr. Davidson and Ms. Bruce answered questions.

### **MANAGEMENT MONITORING REPORTS**

- Town Administrator Patrick Davidson discussed an article in the Colorado Municipal League Magazine about the effect Town events have on a community.
  - Discussion on specialized water technician position.
  - Discussion followed regarding the job description.
- Police Chief Jeff Engel
  - Discussed a new life insurance option for Police Officers.
  - Provided the Board with the final version of the Police Department's Vision, Mission, and Values statement. Discussion followed.
  - The department is investigating a burglary at Frontier High School.
  - A background investigation is in process for the potential hire of a new officer.
  - Mayor Snively voiced how impressed he is with the progress Chief Engel has made in such a short period of time.
- Community Development Director Zach Higgins
  - Provided an update on the Main Street Archway project.
  - Discussed the Façade Grant Program.
  - The Community Development Department is working on a volunteer program.



- The current High School Intern will be providing results of a survey he developed at the December 12, 2023, Board meeting.
- A meeting will be held at Frontier High School for potential development.
- Town Attorney Corey Hoffmann
  - Updated the Board on the steps Lennar is taking to correct the Well House property issue.
  - Mr. Hoffmann gave an overview of what would take place at an upcoming Special Legislative Session.
- Town Clerk Michelle Oeser
  - Discussion on possible coloring contest.
  - Ms. Oeser let the Board know that Ms. Malakowski hosted and assisted in a Records Management training course for clerks.
  - Ms. Oeser discussed the Mayor's Tree Lighting event map that Ms. Ritter developed.

### STUDENT LIAISON REPORT

- Student Liaison Shaye Lavato
  - Ms. Lavato discussed the written report she provided to the Board.
  - Discussion followed
  - Ms. Oeser reminded the Board that the High School will be hosting a Thanksgiving Dinner on November 16<sup>th</sup>.

### BOARD OF TRUSTEE REPORTS

- Trustee Einspahr discussed the distribution of Senior Baskets.
- Trustee Payne discussed specifics on the Senior Basket project. Ms. Payne asked that the Trustees help deliver baskets to the seniors.
- Mayor Snively discussed the process for public comment.
- Mayor Snively discussed having more communication with Advisory Boards.
- Discussion on upcoming events. Discussion followed on an amount to be donated for the High School Thanksgiving Dinner.

### MINUTES

#### 12. Minutes of the Regular Meeting of the Historic Advisory Board of October 2, 2023



## TOWN OF ELIZABETH

### EXECUTIVE SESSION

Motion by Mayor Snively, seconded by Trustee Payne, to adjourn the regular meeting at 9:01 p.m. and enter into an executive session, "To consider personnel matters, pursuant to C.R.S. § 24-6-402 (4)(f) regarding the Town Administrator Review, and to hold a conference with the Town's attorney to receive legal advice regarding issues arising from the Town Administrator's review pursuant to C.R.S. § 24-6-402(4)(b).

The vote of those Trustees present was unanimously in favor. Motion carried.

Motion by Trustee Einspahr, seconded by Trustee Mayer Opl, to adjourn the executive session and return to the regular meeting at 10:11 p.m.


The vote of those Trustees present was unanimously in favor. Motion carried.

### ADJOURNMENT

Motion by Trustee Belongia, seconded by Trustee Einspahr, to adjourn the meeting at 10:12p.m.

The vote of those Trustees present was unanimously in favor. Motion carried.

  
Town Clerk Michelle Oeser

  
Mayor Nick Snively

