



TOWN OF ELIZABETH

Board of Trustees – Record of Proceedings

November 28, 2023

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, November 28, 2023, at 7:02 p.m. by Mayor Nick Snively.

ROLL CALL

Present were Mayor Nick Snively, Mayor Pro Tem Linda Secrist and Trustees Loren Einspahr, Tammy Payne, Joe Belongia, Barb McGinn, and Marianne Mayer Opl.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Finance Officer Hannah Bruce, Assistant Public Works Director James McErnie, and Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Snively led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Angie Ternus – 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 November 14, 2023

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

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.



Mayor Snively closed the regular meeting at 7:08 p.m. and went into the Public Hearing.

PUBLIC HEARING

2. Walnut Grove

Mayor Snively opened the Public Hearing to Public comment.

Paul Schwarzkopf – Town of Elizabeth Resident

Mayor Snively closed the Public Hearing at 7:31p.m. and returned to the regular meeting.

NEW BUSINESS

3. Discussion and possible action on Resolution 23R41, a Resolution approving the Sketch Plan and Preliminary Plan for certain property within the Town of Elizabeth known as Walnut Grove located on the property on the Southeast Corner of South Elbert Street and Walnut Street

Ms. Cramer provided a Staff report.

Motion by Mayor Snively, seconded by Trustee Payne, to approve Resolution 23R41, a Resolution approving the Sketch Plan and Preliminary Plan for certain property within the Town of Elizabeth known as Walnut Grove located on the property on the Southeast Corner of South Elbert Street and Walnut Street.

The vote of those Trustees present was 4 in favor and 3 opposed. Mayor Pro Tem Secrist, Trustee McGinn, and Trustee Mayer Opl opposed. Motion passed.

4. Discussion and possible action on Resolution 23R42, a Resolution authorizing the Mayor to execute a License Agreement with Elizabeth Brewing Company regarding the Friday Night Market at Running Creek Park for the Year 2024

Motion by Trustee Belongia, seconded by Trustee Einspahr to approve Resolution 23R42, a Resolution authorizing the Mayor to execute a License Agreement with Elizabeth Brewing Company regarding the Friday Night Market at Running Creek Park for the Year 2024.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

5. Discussion and possible action on Main Street Monument Sign

Mr. Higgins provided a Staff report.

The Board of Trustees directed Mr. Higgins to move forward with design number 3.



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6. Discussion and possible action on Resolution 23R43, a Resolution authorizing the Mayor to execute a letter of agreement with the Adams Group, LLC to provide audit services for Fiscal Year 2023

Mr. Davidson provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Payne, to approve Resolution 23R43, a Resolution authorizing the Mayor to execute a letter of agreement with the Adams Group, LLC to provide audit services for Fiscal Year 2023.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

7. Discussion and possible action on Resolution 23R44, a Resolution adopting the 2024 Town of Elizabeth Budget

Mr. Davidson provided a Staff report on all budget-related resolutions.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 23R44, a Resolution adopting the 2024 Town of Elizabeth Budget.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

8. Discussion and possible action on Resolution 23R45, a Resolution Appropriating Sums of Money

Motion by Trustee Payne, seconded by Trustee Belongia, to approve Resolution 23R45, a Resolution Appropriating Sums of Money.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

9. Discussion and possible action on Resolution 23R46, a Resolution to Set Mill Levy

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 23R46, a Resolution to Set Mill Levy.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

10. Discussion and possible action on Resolution 23R47, a Resolution approving the Second Amendment to Employment Agreement between the Town and Patrick Glenn Davidson

Mr. Hoffmann provided a report.



Motion by Trustee Belongia, seconded by Trustee Payne, to approve Resolution 23R47, a Resolution approving the Second Amendment to Employment Agreement between the Town and Patrick Glenn Davidson.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson provided a management report for Chief Jeff Engel.
 - The Police Department has completed testing rifles and believes they have one specific rifle to purchase for the department.
 - The Police Department will begin reviewing handguns for purchase.
 - The Police Department has found a new provider for the impoundment of dogs.
 - Corporal Allen completed leadership training.
 - Community Service Officer Jenny Case is looking into becoming certified in an animal abuse and neglect program.
 - The Student Academy Graduation is tomorrow at the Elizabeth High School.
 - Trustee Payne discussed ARPA funds.
- Town Attorney Corey Hoffmann
 - Updated the Board that Lennar sent a letter to the Gold Creek Homeowners Association council last week regarding the well house.
 - Mr. Hoffmann asked the Board to remember discussions from this meeting as they will be discussed in a Board training on January 23, 2023.
- Community Development Director Zach Higgins
 - A meeting will be held at Frontier High School for potential development on November 30th.
 - The staff is in the preliminary stages of applying for an OEDIT Grant for local businesses.
 - Staff tested the new speakers on Main Street in preparation for the Mayor's Tree Lighting.
- Trustee Payne asked how the Historic Advisory Board feels about their budget.
- Town Clerk Michelle Oeser
 - Ms. Oeser let the Board know that the train has not been delivered for the Mayor's Tree Lighting, but there is a smaller version ready to go.
 - Ms. Oeser discussed times and plans for the Mayor's Tree Lighting.



- Ms. Oeser thanked the Public Works and Community Development Staff for all their help with the Mayor's Tree Lighting.
- Ms. Oeser thanked Ms. Bruce for all her assistance during the last couple of weeks while other staff were out of the office.

STUDENT LIAISON REPORT

- Student Liaison Shaye Lavato was unable to attend the meeting, so there is no report.

BOARD OF TRUSTEE REPORTS

- Trustee Payne discussed specifics on the Senior Basket project.
- Discussion on the upcoming Student Academy Graduation.

MINUTES

14. Minutes of the Regular Meeting of the Planning Commission June 20, 2023
15. Minutes of the Regular Meeting of the Main Street Board of Directors October 9, 2023

EXECUTIVE SESSION

Motion by Mayor Snively, seconded by Trustee Einspahr, to adjourn the regular meeting at 9:00 p.m. and enter into an executive session, "To hold a conference with the Town's attorney to receive legal advice on specific legal questions regarding potential litigation, 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 Belongia, to adjourn the executive session and return to the regular meeting at 9:55 p.m.

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

ADJOURNMENT

Motion by Mayor Snively, seconded by Trustee Einspahr, to adjourn the meeting at 9:55 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.



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Michelle Oeser
Town Clerk Michelle Oeser

Nick Snively
Mayor Nick Snively

