



## TOWN OF ELIZABETH

### Board of Trustees – Record of Proceedings

January 9, 2024

#### **CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, January 9, 2024, at 7:00 p.m. by Mayor Pro Tem Linda Secrist.

#### **ROLL CALL**

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

Also, present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Community Development Director Zach Higgins, Public Works Director Mike DeVol, Police Chief Jeff Engel, and Student Liaison Shaye Lavato.

#### **PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Secrist led the Board in the Pledge of Allegiance.

#### **UNSCHEDULED PUBLIC COMMENT**

Angela Ternus – 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 December 12, 2023

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

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

#### **NEW BUSINESS**

2. Discussion and possible action on Resolution 24R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c)



## TOWN OF ELIZABETH

Ms. Oeser provided a Staff report.

Motion by Trustee Payne, seconded by Trustee McGinn, to approve Resolution 24R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c).

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

3. Discussion and possible action on Resolution 24R02, a Resolution approving the Direct Service Agreement between the Town and the East Central Council of Local Governments regarding public transit services

Ms. Oeser provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee McGinn, to approve Resolution 24R02, a Resolution approving the Direct Service Agreement between the Town and the East Central Council of Local Governments regarding public transit services.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

4. Discussion and possible action on Resolution 24R03, a Resolution authorizing the Mayor to enter into a Personal Services agreement between the Town of Elizabeth and Patricia Ann Fontenot to provide victim advocate services to the Town of Elizabeth

Mr. Davidson provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Mayer Opl, to approve Resolution 24R03, a Resolution authorizing the Mayor to enter into a Personal Services agreement between the Town of Elizabeth and Patricia Ann Fontenot to provide victim advocate services to the Town of Elizabeth.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

5. Discussion and possible action regarding reappointment of Ed Beard as a non-voting member to the Planning Commission for a term through December 31, 2025

Mr. Higgins provided a Staff report. Mr. Beard followed with discussion.

Motion by Trustee McGinn, seconded by Trustee Payne, to reappoint Ed Beard as a non-voting member to the Planning Commission for a term through December 31, 2025.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

6. Discussion and possible action on Resolution 24R04, a Resolution authorizing the Director of Public Works to expend funds for purposes of the acquisition of heavy equipment for the use in the Town operations





Mr. Davidson provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Mayer Opl, to approve Resolution 24R04, a Resolution authorizing the Director of Public Works to expend funds for the purposes of the acquisition of heavy equipment for the use in the Town operations.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

7. Discussion and possible action on Resolution 24R05, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder

Ms. Oeser provided a Staff report.

Motion by Trustee Payne, seconded by Trustee Belongia, to approve Resolution 24R05, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

8. Discussion and possible action on Resolution 24R06, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder

Ms. Oeser provided a Staff report.

Motion by Trustee Payne, seconded by Trustee Belongia, to approve Resolution 24R06, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

9. Discussion and possible action on Resolution 24R07, a Resolution amending set Mill Levies for 2024 Budget

Mr. Davidson provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee McGinn, to approve Resolution 24R07, a Resolution amending set Mill Levies for 2024 Budget.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

10. Discussion and possible action on Resolution 24R08, a Resolution authorizing the Mayor to enter into a Professional Services Agreement between the Town of Elizabeth and Terracina Design to provide Engineering Services to the Town of Elizabeth



Mr. Davidson provided a Staff report. David Forbes with CORE Engineering and Martin Metsker with Terracina Design held a discussion with the Board.

Motion by Trustee Belongia, seconded by Trustee McGinn, to approve Resolution 24R08, a Resolution authorizing the Mayor to enter into a Professional Services Agreement between the Town of Elizabeth and Terracina Design to provide Engineering Services to the Town of Elizabeth.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

### 11. Discussion on Messer Arena Home Show

Mr. Davidson and Ms. Oeser provided Staff reports.

### **MANAGEMENT REPORTS**

- Town Administrator Patrick Davidson
  - Mr. Davidson did not have anything to add.
  - Trustee Mayer Opl inquired about how the budget cuts being made in 2024 to the Elbert County Sheriff's Office will impact the Elizabeth Police Department
  - Discussion followed on possible impacts from County budget cuts.
- Chief of Police Jeff Engel
  - Chief Engel stated that on December 16th the Elizabeth Police Department participated in Wreathes Across America.
  - Chief Engel said that after testing and reviewing, both the rifle and handgun products have been chosen and will be purchased soon.
  - Chief Engel discussed updating the Police Department patch and changing the color of uniforms.
  - Community Service Officer Jenny Case is currently attending training which includes specifics on animal cruelty and neglect.
  - Officer Lamas attended a class on investigative report writing.
  - Officer Allen put together taser training for all officers.
  - Officer Herbel has been assisting other law enforcement agencies in training regarding the intoxicator.
  - The hiring process for a new officer has been reopened.
  - Discussion on the new Community Welfare Program.
- Community Development Director Zach Higgins





- Mr. Higgins provided a copy of the updated Olde Town Traffic Study in the Board packet.
- Mr. Higgins said that Staff is working to finalize the OEDIT Community Business Preservation Program Grant.
- The Town is working with Elizabeth Parks and Recreation and the Elizabeth School District on a GOCO Grant to finalize an Open Space and Transit Master Plan.
- Mr. Higgins stated that the Historic Advisory Board is reviewing possible websites providers for use.
- Main Street Board of Directors are working to update their strategic goals and work plan for 2024.
- Public Works Director Mike DeVol
  - Mr. DeVol let the Board know that Public Works received two resignations last week. One application has been received for one of the openings.
  - Trustee Payne thanked all Public Works for addressing the precipitation that has occurred.
  - Mr. DeVol gave a shout out to the Police Department for helping them get vehicles moved so snow could be removed.
- Town Clerk Michelle Oeser
  - Ms. Oeser thanked Trustee Payne for all her hard work in making sure that the Senior Basket Program was a success.
  - Ms. Oeser thanked Shaye Lavato for judging the Annual Town Lighting Contest.
  - Ms. Oeser thanked Trustees Einspahr, McGinn, and Mayer Opl for helping deliver Senior Baskets.
  - Ms. Oeser thanked all the volunteers that helped to make sure the Senior Baskets were put together and delivered.
  - Ms. Oeser requested direction from the Board on sponsoring wreaths for the 2024 Wreaths Across America program.

### BOARD OF TRUSTEE REPORTS

- Trustee Payne stated that she appreciates the Clerks' work on the Senior Baskets.
- Trustee Payne thanked Elves Amy Schmidt and Steven Freer for their help delivering the Senior Baskets.
- Trustee Payne thanked Lisa Brosh for helping to assemble Senior Baskets.



## TOWN OF ELIZABETH

- Trustee Payne thanked Board members for volunteering their time to deliver Senior Baskets.
- Trustee Mayer Opl opened a discussion on how we as the Town can work to engage our Seniors moving forward.
- Student Liaison Lavato will talk with the High School to see if there is anything they can participate in with Seniors.

### STUDENT LIAISON REPORT


- Student Liaison Shaye Lavato stated that students are getting back into a routine after the holiday break.

### MINUTES

15. Minutes of the Main Street Board of Directors Meeting of November 10, 2023

### ADJOURNMENT

Motion by Trustee Belongia, seconded by Trustee McGinn, to adjourn the meeting at 8:31 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.

  
Town Clerk Michelle Oeser

  
Mayor Pro Tem Linda Secrist

