



## TOWN OF ELIZABETH

### Board of Trustees – Record of Proceedings

February 27, 2024

#### **CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, February 27, 2024, at 7:03 p.m. by Mayor Payne.

#### **ROLL CALL**

Present were Mayor Tammy Payne, Mayor Pro Tem Linda Secrist, and Trustees Loren Einspahr, Barb McGinn, and Marianne Mayer-Opl. Trustee Joe Belongia was 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, Assistant Public Works Director James McErnie, Police Chief Jeff Engel, Town Attorney Corey Hoffmann, and Student Liaison Shaye Lavato.

#### **PLEDGE OF ALLEGIANCE**

Mayor Payne led the Board in the Pledge of Allegiance.

#### **UNSCHEDULED PUBLIC COMMENT**

Rick Milsapps – Town of Elizabeth Resident  
Katherine Cohen – 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 February 13, 2024

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

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

#### **PROCLAMATION**



2. Arbor Day Proclamation

Mayor Payne read the Arbor Day Proclamation into the record.

### NEW BUSINESS

3. Discussion and possible action on postponing the appointment of a new Trustee.

Mr. Davidson provided a Staff report.

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Secrist, to postpone the appointment of a new Trustee.

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

4. Update on the Federal IJA Grants – Stacy Salling ECCG

Ms. Stalling was not present.

5. Discussion and possible action on Employee Handbook updates

Mr. Davidson provided a Staff report.

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Secrist, directing Staff to continue looking into the three updates presented to the Board.

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

6. Discussion and possible action on Resolution 24R11, a Resolution supporting the Grant Application for a GOCO Planning and Capacity Grant from the State Board of the Great Outdoors Colorado Trust Fund and the completion of the Greater Elizabeth Parks, Trails, and Open Space Master Plan

Mr. Higgins provided a Staff report.

Motion by Trustee McGinn, seconded by Trustee Mayer-Opl, to approve Resolution 24R11, a Resolution supporting the Grant Application for a GOCO Planning and Capacity Grant from the State Board of the Great Outdoors Colorado Trust Fund and the completion of the Greater Elizabeth Parks, Trails, and Open Space Master Plan.

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

7. Discussion and possible action on a sponsorship of the Elizabeth Stampede

Ms. Oeser provided a Staff report.

Motion by Trustee Einspahr, seconded by Trustee McGinn, to approve sponsoring the Elizabeth Stampede Rodeo at the \$600, Wrangler level.





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

### MANAGEMENT REPORTS

- Town Administrator Patrick Davidson.
  - Mr. Davidson brought up the subject of Sanctuary Cities.
  - Mr. Davidson reminded the Board that he and Mr. Higgins would be presenting the Streetscape Project to the DOLA Grant Committee tomorrow.
- Mayor Payne discussed providing the Board with a general schedule of what lateral transfers look like for the Police Department.
- Chief of Police Jeff Engel
  - Chief Engel let the Board know that Josh Hunter will be starting in about 3 weeks as a Police Officer with the department.
  - Chief Engel let the Board know that for the time being the department will remain on 12-hour shifts.
  - Chief Engel let the Board know that Officers Burnley and Tucker attended a sexual assault training.
  - Chief Engel told the Board that there has been an increase in retail theft.
  - The PD is currently working on a large identity theft case.
  - In mid-March, the department purchased handguns and rifles, will be delivered.
  - New police vehicles have been ordered.
  - The department is working with (NIBRS) the National Incident-Based Reporting System.
  - The Elizabeth School District has installed the School Safe program. This program will enhance communication with not only the PD, but also other Emergency Management Agencies.
  - February 15<sup>th</sup> was National SRO Appreciation Day. The School District recognized the Town SRO Officers.
  - Chief Engel gave a shout out to the Public Works Department for getting new windows and doors installed at the PD.
- Community Development Director Zach Higgins.
  - Mr. Higgins reiterated that the Grant presentation to DOLA is on February 28<sup>th</sup>.
  - Mr. Higgins stated that there is only one more non-voting position open on the Planning Commission.



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- MSBOD will shift budgeted funds to cover the cost of purchasing the Locable program.
- Public Works Director Mike DeVol.
  - One of the open Water and Wastewater positions has been filled.
  - Mr. DeVol discussed a water leak mystery that was solved on Saturday.
  - Trustee Mayer-Opl stated that she has heard good things about the sweeper coming through the neighborhood to remove sand.
  - Mayor Payne asked Mr. DeVol to explain to the Board and Public what the Arbor Day Proclamation was for.
  - Mr. DeVol stated that the Town Clean-Up Day will be on May 18<sup>th</sup>.
  - Ms. Lavato said she had never heard of Arbor Day before Mike explained it.
- Town Clerk Michelle Oeser.
  - Ms. Oeser discussed with the Board about participating in the Elizabash and Harvest Festival.
  - Ms. Oeser let the Board know that the Town is receiving great grant support letters. Letters will be provided with the grant application submitted to DOLA for the engineering portion of the Community / Senior Activity Center.
  - Ms. Oeser discussed a sponsorship/partnership to provide education and resources for not only our older citizens, but also to the family and friends of our aging population.

### STUDENT LIAISON REPORT

- Student Liaison Lavato said that Senior Graduation countdown is on.
- Ms. Lavato went through the written report provided to the Board.
- Trustee Mayer-Opl asked Ms. Lavato about her TSA project.

### BOARD OF TRUSTEE REPORTS

The Board did not have anything to report.

### MINUTES

6. Minutes of the Main Street Board of Directors Board Meeting of January 22, 2024

### EXECUTIVE SESSION





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Motion by Mayor Payne, seconded by Trustee McGinn, to adjourn the regular meeting at 8:32 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, pursuant to C.R.S. § 24-6-402 (4)(b)," regarding the eminent domain process.

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

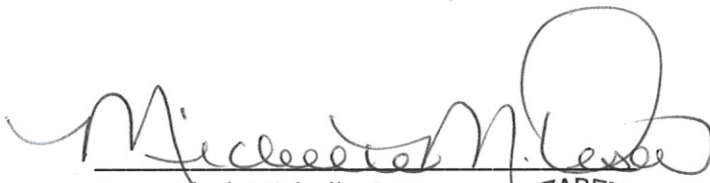
Motion by Mayor Pro Tem Secrist, seconded by Trustee Einspahr, to adjourn the executive session and return to the regular meeting at 9:32 p.m.

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

### ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Mayer-Opl, to adjourn the meeting at 9:32 p.m.

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

  
Town Clerk Michelle Oeser

  
Mayor Tammy Payne

