



# TOWN OF ELIZABETH

BOARD OF TRUSTEES

## BOARD OF TRUSTEES – RECORD OF PROCEEDINGS

January 14, 2025

### CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, January 14, 2024, at 7:01 p.m. by Mayor Angela Ternus.

### ROLL CALL

Mayor Angela Ternus, Mayor Pro Tem Tracy Hutchins, and Trustees Loren Einspahr, Shannon Downs, Dave Conley, and Michael Schroder were present. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Police Chief Jeff Engel, Planning / Project Manager Alexandra Cramer, Assistant Public Works Director James McErnie, Finance Officer Hannah Bruce, Town Attorney Corey Hoffmann, and Student Liaison Landen Sherlock.

### PLEDGE OF ALLEGIANCE

Mayor Ternus led the Board in the Pledge of Allegiance.

### PUBLIC COMMENT

Bill Mock – Elbert County Resident

### AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes by the Board.

Agenda set.

### CONSENT AGENDA

1. Minutes of the Regular Meeting of December 10, 2024

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Einspahr, to accept the Consent Agenda as presented.

The vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

### NEW BUSINESS

2. Discussion and Possible Action Regarding the Appointment of Gayle Gardner to the Historic Advisory Board

Ms. Cramer provided a Staff report. Ms. Gardner introduced herself and provided her background to the Board.



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Motion by Trustee Einspahr, seconded by Mayor Pro Tem Hutchins, to appoint Gayle Gardner to the Historic Advisory Board.

The vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

3. Discussion and possible action on Resolution 25R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c)

Ms. Oeser provided a Staff report.

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve Resolution 25R01, 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 6 in favor and 0 opposed. The motion passed unanimously.

4. Discussion and possible action on Resolution 25R02, a Resolution amending Mill Levy

Ms. Bruce provided a Staff report.

Motion by Trustee Einspahr, seconded by Trustee Schroder, to approve Resolution 25R02, a Resolution amending Mill Levy.

The vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

5. 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

Chief Engel provided a Staff report.

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, 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 6 in favor and 0 opposed. The motion passed unanimously.

6. Discussion regarding a contribution to Wreaths Across America

Ms. Oeser provided a Staff report. Board provided direction to Staff.



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7. Discussion and possible action on Resolution 24R04, a Resolution authorizing the Mayor and/or Town Administrator to execute all required and necessary documents for Grant Applications to the RAISE Grant Program

Mr. Davidson provided a Staff report.

Motion by Mayor Ternus, seconded by Mayor Pro Tem Hutchins, to approve Resolution 24R04, a Resolution authorizing the Mayor and/or Town Administrator to execute all required and necessary documents for Grant Applications to the RAISE Grant Program with the change to the completion of sidewalks along E. Kiowa Ave. HWY 86 on the South side from approximately Elbert Street to County Road 17; from Elbert Street to the Bridge on the North side of HWY 86; reconfigure the traffic light at County Road 17 and sidewalk on the South and/or North side of HWY 86 from Elbert Street West to Legacy Circle.

By a roll call vote, the vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

8. Discussion and possible action on Resolution 24R05, a Resolution approving the First Amendment to the Scarlett Creek Minor Subdivision Agreement

Ms. Cramer provided a Staff report.

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Downs, to approve Resolution 24R05, a Resolution approving the First Amendment to the Scarlett Creek Minor Subdivision Agreement.

The vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

## MANAGEMENT REPORTS

- Town Administrator Patrick Davidson:
  - Discussion on a Board retreat.
  - Discussion on hiring a Community Development Director.
  - Discussion on revisiting the Comp Plan.
  - Discussion on the Community and Senior Center.
  - Discussion on setting up a Saturday Board workshop.
  - Mayor Ternus asked that Friday memos be included in the Board packet.
- Chief of Police Jeff Engel:
  - A new Officer has been hired and is starting the Police Academy.
  - Officers are participating in ice driving training through CIRSA.
  - The Board directed Chief Engel to move forward in the process of looking at a contracted agency for police staffing review.



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- Assistant Public Works Director James McErnie:
  - Staff did well in covering the unexpected snowstorm last week.
  - Advised people to prepare for the storm projected to come this weekend.
  - Stated that they are working with citizens on snow removal.
  - Provided an update on Main Street construction.
- Town Clerk Michelle Oeser:
  - Expressed kudos for Hannah thinking out of the box to sell both Humvees to the same individual.
  - Allison is working on getting year end items into Laserfiche.
  - Harmony has finished entering all of the new pay codes into Caselle.
  - Michelle has fished up the 2024 W2 taxes.
  - Many Thank You cards, calls, and emails have been received for the Senior Baskets.
- Town Attorney Corey Hoffmann:
  - Mayor Ternus asked about a possible moratorium on building permits.
  - Mayor Ternus asked for information regarding the Wards.

## STUDENT LIAISON REPORT

- Student Liaison Landen Sherlock:
  - Went through his written report.
  - Stated that Students are happy, but starting to have Senioritis.
  - Discussed winter sports.
  - Mayor Ternus asked Mr. Sherlock how it went judging the Town Holiday Lighting Contest.

## BOARD OF TRUSTEE REPORTS

- Ward 1:
  - Mayor Pro Tem Hutchins thanked Staff for the flowers.
  - Requested to be provided with Corey and Department Head contact information.
- Mayor Ternus:
  - Attended the swearing in of the new Elbert County Commissioners.
  - Asked Mr. Hoffmann about zoning for “Magic Mushrooms”.

## MINUTES

12. Minutes of the Historic Advisory Board of November 4, 2024

## EXECUTIVE SESSION



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Motion by Mayor Ternus, seconded by Trustee Schroder, to adjourn the Regular Meeting at 9:55 PM and open an Executive Session to hold a conference with the Town's attorney to receive legal advice on specific legal questions regarding the property generally known as 525 Dale Court, pursuant to C.R.S. § 24-6-402 (4)(b).

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

Motion by Mayor Ternus, seconded by Trustee Schroder, to adjourn the Executive Session and return to the Regular Meeting at 10:08 p.m.

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

### **ADJOURNMENT**

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to adjourn the meeting at 10:09 p.m.

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

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Town Clerk Michelle Oeser

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Mayor Angela Ternus