



TOWN OF ELIZABETH

BOARD OF TRUSTEES

BOARD OF TRUSTEES – RECORD OF PROCEEDINGS

December 10, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, December 10, 2024, at 7:01 p.m. by Mayor Tammy Payne.

ROLL CALL

Mayor Tammy Payne, Mayor Pro Tem Linda Secrist, and Trustees Loren Einspahr, Barb McGinn, Joe Belongia, Marianne Mayer-Opl, 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, and Town Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

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 November 21, 2024
2. Outback Liquors Tasting Permit

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

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

PRESENTATIONS

3. Presentation to Public Works Director Mike DeVol

Mr. Davidson presented Mr. DeVol with a plaque recognizing 15 years of service.



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4. Presentation to outgoing Board of Trustee Members

Mr. Davidson presented plaques to Mayor Payne, Mayor Pro Tem Secrist, and Trustees McGinn, Belongia, and Mayer-Opl.

Mayor Payne said a few words before going into recess and the seating of the incoming board.

BRIEF RECESS

NEW BUSINESS

5. Swearing in of the New Mayor and Board Members by the Town Clerk

Ms. Oeser swore in Mayor Ternus and Trustees Conley, Hutchins, Downs, and Schroder.

6. Discussion and possible action on selection of Mayor Pro Tem

Ms. Oeser provided a Staff report.

Board members introduced themselves.

Motion by Mayor Ternus, seconded by Trustee Schroder, to nominate Trustee Tracy Hutchins for Mayor Pro Tem.

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

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 7:39 p.m.

PUBLIC HEARING

7. Public Hearing – Ordinance 24-15 and Resolution 24R51 Rezone and Site Plan of 530-580 Banner Street

Mr. Davidson and Ms. Cramer provided Staff reports.

Applicant Representative Grace Erickson spoke to the Board.

Applicants Gene and Lane Gregory spoke to the Board.

Co-applicants, Heather Booth, John Waller, Mary Powell, Rhonda Olsen, and Dan Snowberger spoke to the Board.

Mayor Ternus opened the Public Hearing to public comment.

Paul Schwarzkopf – Town of Elizabeth Resident

Steve Cordova – Town of Elizabeth Resident

Cheryl Cordova – Town of Elizabeth Resident

Mayor Ternus closed the Public Hearing and re-entered the Regular Meeting at 8:24 p.m.



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NEW BUSINESS

8. Discussion and possible action regarding Ordinance 24-15 and Resolution 24R51 Banner Street Paired Homes Rezone and Site Plan

Mr. Davidson and the applicant answered questions. Board discussion followed.

Motion by Trustee Einspahr, seconded by Trustee Schroder, to approve Ordinance 24-15, an Ordinance rezoning certain property located on Banner Street from Public, Semi-Public, and Institutional (p-1) District to Downtown (DT) District.

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

Motion by Trustee Schroder, seconded by Trustee Einspahr, to approve Resolution 24R51, a Resolution approving the Site Development Plan for the Banner Paired Homes Project.

By a roll call vote, the vote of those Trustees present was 5 in favor and 1 opposed. Trustee Hutchins opposed. The motion passed.

9. Discussion and Possible Action Regarding the Reappointment of John Quest to the Historic Advisory Board

Ms. Cramer provided a Staff report.

Motion by Trustee Hutchins, seconded by Trustee Schroder, to approve the reappointment of John Quest to the Historic Advisory Board.

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

10. Discussion and possible action on the Appointment of Officers of the Town: Town Attorney, Town Clerk/ Treasurer, and Chief of Police

Mr. Davidson provided a Staff report.

Motion by Trustee Hutchins, seconded by Trustee Einspahr, to appoint Corey Hoffmann as the Town Attorney.

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

Motion by Trustee Hutchins, seconded by Trustee Downs, to appoint Michelle Oeser as the Town Clerk and Treasurer.

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



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Motion by Trustee Schroder, seconded by Trustee Hutchins, to appoint Jeff Engel as the Chief of Police for the Town of Elizabeth. The vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

11. Discussion and possible action on posting the open Board of Trustee seat

Ms. Oeser provided a Staff report.

The Board provided direction to Staff.

12. Discussion and possible action on Resolution 24R50, a Resolution establishing that Annual Adjustments to Impact Fees be based on the Consumer Price Index (CPI) for the Denver-Aurora-Lakewood area and not upon the Engineering News Record Cost index for the Denver Metropolitan Area

Mr. Davidson provided a Staff report.

Motion by Trustee Hutchins, seconded by Trustee Einspahr, to approve 24R50, a Resolution establishing that Annual Adjustments to Impact Fees be based on the consumer price index (CPI) for the Denver-Aurora-Lakewood area and not upon the engineering news record cost index for the Denver Metropolitan Area

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

13. Discussion and possible action on Resolution 24R52, a Resolution approving the Collaborative Management Memorandum of Understanding between the Town and various agencies regarding the provisions of services to children and families who would benefit from Multi-Agency Services

Chief Engel provided a Staff report.

Motion by Trustee Schroder, seconded by Trustee Einspahr, to approve Resolution 24R52, a Resolution approving the Collaborative Management Memorandum of Understanding between the Town and various agencies regarding the provisions of services to children and families who would benefit from Multi-Agency Services.

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

14. Discussion and possible action on Resolution 24R53, a Resolution granting the Mayor authority to execute a Residential Lease Agreement for 601 South Pine Ridge Street, Elizabeth, Colorado

Mr. Davidson provided a Staff report.



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Motion by Trustee Hutchins, seconded by Trustee Einspahr, to approve Resolution 24R53, a Resolution granting the Mayor authority to execute a Residential Lease Agreement for 601 South Pine Ridge Street, Elizabeth, Colorado.

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 Board laptop computers.
 - Board reference books will be available at the next Board meeting.
 - Mr. Davidson would like to set up future workshops.
 - Encouraged Board members to set up tours with Mr. DeVol and Chief Engel.
 - Board members may set up meetings with individual Staff members.
 - Discussion on the possibility of participating in a State of Colorado Grant opportunity.

- Town Attorney Corey Hoffmann:
 - Recommended an executive session be scheduled for the end of January.
 - Will hold a Board orientation on January 14th at 6:00 p.m.

- Chief of Police Jeff Engel:
 - Provided an update on police applicants.
 - Two Elizabeth Police Officers qualified to be a part of the Elbert County SWAT Team.
 - Corporal Rogers is attending a shotgun and rifle armorers' course.
 - Chief Engel asked people who see porch pirates to report them to the Elizabeth Police Department.
 - The new Police uniforms are in.

- Planning / Project Manager Alex Cramer
 - Gave a reminder about the December 11th PROST workshop.

- Assistant Public Works Director James McErnie:
 - Thanked the Staff and Community for turning out for the Mayor's Tree Lighting Event.
 - Trustee Einspahr thanked Mr. McErnie and his family for Santa.

- Public Works Director Mike DeVol:
 - Encouraged ride-along tours.



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- Mayor Ternus encouraged the other Trustees to take a tour and said it was very informative.

- Town Clerk Michelle Oeser:
 - Estimated 1,000 attendees at the Mayor's Tree Lighting.
 - Thanked Staff, Staff families, and Santa and crew for their hard work on the Mayor's Tree Lighting.
 - Reminded everyone about the Wreaths Across America on Saturday.
 - Reminded new Board members to turn in paperwork.
 - Trustee Einspahr thanked Staff and their families for their work on the Mayor's Tree Lighting.

STUDENT LIAISON REPORT

- Student Liaison Landon Sherlock:
 - Fall sports have wrapped up.
 - Winter sports have started.
 - Working to get information to share from Elementary and Middle Schools.
 - Students are getting ready for finals.
 - Discussed the Town Lighting contest.

BOARD OF TRUSTEE REPORTS

- Ward 1:
 - Trustee Hutchins would like to have a Board retreat.
- Mayor Ternus:
 - Would like to learn more about the Ward system.

Ms. Oeser reminded Board members about not “replying all” to emails, and to let her know if there is going to be an event or gathering with three or more of them in attendance.

MINUTES

18. Minutes of the Planning Commission of August 6, 2024
19. Minutes of the Historic Advisory Board of November 4, 2024
20. Minutes of the Planning Commission of November 19, 2024

EXECUTIVE SESSION

Motion by Mayor Ternus, seconded by Trustee Einspahr, to adjourn the Regular Meeting at 10:29 PM and open an Executive Session to hold a conference with the Town's attorney to



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receive legal advice on specific legal questions regarding the Town's Curfew Ordinance, 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 Hutchins, to adjourn the Executive Session and return to the Regular Meeting at 10:53 p.m.

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

Motion by Mayor Ternus, seconded by Trustee Conley, to direct the Town Attorney to amend the Curfew Ordinance.

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

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Schroder, to adjourn the meeting at 10:54 p.m.

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

Town Clerk Michelle Oeser

Mayor Angela Ternus