



TOWN OF ELIZABETH

Board of Trustees – Record of Proceedings

May 14, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, May 14, 2024, at 7:05 p.m. by Mayor Tammy Payne.

ROLL CALL

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

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

PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

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 April 23, 2024

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

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

2. Swear in Sergeant Alex Allen

Chief Engel gave an overview of the interview process for the sergeant position.

Town Clerk Michelle Oeser swore in Sergeant Allen.



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Sergeant Allen thanked the Board and Chief for their support.

PROCLAMATION

3. Police Week Proclamation

Mayor Payne read the Police Week Proclamation.

4. Public Works Week Proclamation

Mayor Payne read the Public Works Week Proclamation.

Mayor Payne closed the Regular Meeting and opened the Public Hearing at 7:23 p.m.

PUBLIC HEARING

5. Budget Amendment

Mr. Davidson provided a Staff report.

Mayor Payne opened the hearing to public comment. There was no public comment.

Mayor Payne closed the Public Hearing at 7:27 p.m. and returned to the Regular Meeting.

NEW BUSINESS

6. Discussion and possible action on approval of Resolution 24R28, a Resolution Amending the Town of Elizabeth's Budget for Fiscal Year 2023 to reflect increased building permit expenditures

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 24R28, a Resolution Amending the Town of Elizabeth's Budget for Fiscal Year 2023 to reflect increased building permit expenditures.

By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

PRESENTATIONS

7. 2023 Audit Presentation – Kevin Kimball, CPA, The Adams Group LLC.

Mr. Kimball provided an overview of the 2023 Town Audit.

Mayor Payne closed the Regular Meeting and opened the Public Hearing at 7:38 p.m.



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PUBLIC HEARING

8. Ordinance 24-05, amending Chapter 16 of the Elizabeth Municipal Code

Mr. Higgins and Mr. Davidson provided Staff reports.

Llan Barkley, MS with Elbert County Early Childhood Council, spoke to the Board.

Mayor Payne opened the hearing to public comment.

Angela Ternus – Town of Elizabeth Resident.

Mayor Payne closed the Public Hearing at 8:00 p.m. and returned to the Regular Meeting.

NEW BUSINESS

9. Discussion and possible action on Ordinance 24-05, an Ordinance amending Chapter 16 of the Town of Elizabeth Municipal Code, Updating the Town's Land Use and Development Code

There was a discussion by the Board.

Motion by Trustee Belongia, seconded by Trustee McGinn, to approve Ordinance 24-05, an Ordinance amending Chapter 16 of the Town of Elizabeth Municipal Code, Updating the Town's Land Use and Development Code.

By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

10. Discussion and possible action on Placer AI

Mr. Higgins provided a Staff report.

Discussion followed with the Board directing Staff not to move forward with Placer AI.

11. Discussion on proposed plans for parking and public restrooms at 444 Main Street

Mr. Davidson provided a Staff report.

Discussion by the Board followed. The Board directed Staff to move forward with the project.

MANAGEMENT REPORTS

- Town Administrator Patrick Davidson.
 - Discussed the Audit received from CIRSA. Due to overall claims from CIRSA clients' rates will increase significantly in 2025.
 - Mr. Davidson informed the Board that Ms. Oeser has earned an International Public Management Association for Human Resources Certification (IPMA-CP).
- Police Chief Jeff Engel.



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- Officer Mike Sammauro has entered his second phase of field training after successful completion of phase 1.
- Officer Josh Hunter is near completion of his second phase of training.
- Tyler Rabideau, a former officer and current ESD security administrator, has applied to be a Reserve Officer.
- EPD has 5 interested applicants for the position of Reserve Officer.
- Sergeant Alex Allen attended a Tactical Mission Planning course through the Greater Metro Training Region.
- Officer Lyndi Burnley attended a week-long officer wellness course called "Level up".
- Mandy Donatelli and Daisy Tucker attended the International Association of Property and Evidence three-day introductory course about evidence and property.
- Reported Stolen Vehicle from a business in the Town.
- Reported Child Exploitation.
- Evidence audit conducted by Douglas County. The results of the audit were commendable.
- EPD received a Morphident mobile fingerprint scanner.
- Corporal Rogers is hosting a basic rifle class for officers who have not been rifle-certified in the Department on Wednesday.
- Community Development Director Zach Higgins.
 - Mr. Higgins provided an update on the application to GOCO for the parks and trails strategic plan.
 - Mr. Higgins reminded the Board of the upcoming Networking event on May 16th.
- Town Clerk Michelle Oeser.
 - Ms. Oeser informed the Board that Mr. Higgins has completed his Fellowship program.
 - Ms. Oeser let the Board know about Staff vacations.
 - Ms. Oeser told the Board that Ms. Bruce had done the work on the 2023 audit and has done an outstanding job with it.

STUDENT LIAISON REPORT

- Student Liaison Shaye Lovato
 - Ms. Lovato went through her written report.
 - Ms. Lovato told the Board that she has had a blast being the Student Liaison this year.



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BOARD OF TRUSTEE REPORTS

- Trustee Barb McGinn
 - Discussed issues of speeding on Evans Street.

MINUTES

15. Minutes of the Historic Advisory Board Meeting of March 4, 2024
16. Minutes of the Planning Commission Meeting of April 2, 2024

PRESENTATION

17. Recognition of Student Liaison Shaye Lovato

Mayor Payne said a few words recognizing Ms. Lovato and presented her with a scholarship check, card, and recognition plaque.

ADJOURNMENT

Motion by Trustee Belongia, seconded by Trustee McGinn, to adjourn the meeting at 9:16 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Tammy Payne