



TOWN OF ELIZABETH

TOWN OF ELIZABETH - UPDATED 1/23/23
BOARD WORKSHOP
Tuesday January 24, 2023, at 6:00 PM – Board Training

BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 24, 2023, at 7:00 PM
Town Hall, 151 S. Banner Street

CALL TO ORDER

OATH OF OFFICE

1. Administer Oaths of Office to Barb McGinn and Joe Belongia - Michelle Oeser

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

2. Minutes of the Regular Meeting of January 10, 2023, at 7:00 p.m.

ADVISORY BOARD QUARTERLY REPORTS

3. Historic Advisory Board Quarterly Report – John Quest

NEW BUSINESS

4. Discussion and possible action on the appointment of George Fick to the Planning Commission for a term through 12/31/2026 – Zach Higgins
5. Discussion and possible action on Ordinance 23-01, an Ordinance amending Article X of Chapter 6 regarding Mobile Food Trucks and Pushcarts – Patrick Davidson
6. Discussion and possible action on Resolution 23R-07, a Resolution adopting Food Truck License Fees – Patrick Davidson
7. Discussion and possible action on Ordinance 23-02, an Ordinance amending the Land Use and Development Code of the Town of Elizabeth by adding a Pre-Application meeting requirement for certain applications – Patrick Davidson

- [8.](#) Discussion and possible action on Resolution 23R08, a Resolution reaffirming the Town of Elizabeth’s Code of Conduct for Elected Officials – Patrick Davidson

MANAGEMENT MONITORING REPORTS

- [9.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

STUDENT LIAISON REPORT

MINUTES

- [10.](#) Minutes of the Historic Advisory Board Meeting of December 5, 2022
- [11.](#) Minutes of the Main Street Board of Directors Board Meeting of December 12, 2022

EXECUTIVE SESSION

12. 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 process following the receipt of a referendum petition

ADJOURNMENT

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular Board meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Elizabeth Municipal Code and Colorado Revised Statutes.

OATH OF OFFICE

**STATE OF COLORADO
ELBERT COUNTY
TOWN OF ELIZABETH**

I, Barbara McGinn, do solemnly, sincerely, and truly declare and affirm that I will support and defend the Constitution of the United States of America and of the State of Colorado and the ordinances, laws and regulations of the Town of Elizabeth, and will faithfully perform the duties of the office of Trustee I am about to enter into, to the best of my ability.

Signature

Subscribed and affirmed to before me this 24th day of January 2023.

Michelle M. Oeser, Town Clerk, Town of Elizabeth, Colorado



OATH OF OFFICE

**STATE OF COLORADO
ELBERT COUNTY
TOWN OF ELIZABETH**

I, Joe Belongia, do solemnly, sincerely, and truly declare and affirm that I will support and defend the Constitution of the United States of America and of the State of Colorado and the ordinances, laws and regulations of the Town of Elizabeth, and will faithfully perform the duties of the office of Trustee I am about to enter into, to the best of my ability.

Signature

Subscribed and affirmed to before me this 24th day of January 2023.

Michelle M. Oeser, Town Clerk, Town of Elizabeth, Colorado





Board of Trustees – Record of Proceedings – Updated 1/23/23

January 10, 2023

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, January 10, 2023, at 7:01 p.m. by Mayor Nick Snively.

ROLL CALL

Present were Mayor Nick Snively, Mayor Pro Tem Linda Secrist, and Trustees Loren Einspahr, Tammy Payne, and Angela Ternus. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Assistant Public Works Director James McErnie, and Planner/Project Manager Zach Higgins.

PLEDGE OF ALLEGIANCE

Nick Snively led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

There was no public comment.

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Special Meeting of December 13, 2022, at 7:00 p.m.
2. Approval of Out of State Travel for 2023 Laserfiche Empower conference

Motion by Mayor Pro Tem Secrist, seconded by Trustee Einspahr, to accept the Consent Agenda with change to minutes regarding motion for Mayor Pro Tem.

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

PROCLAMATION

3. A Proclamation Commemorating Town of Elizabeth School Choice Week



Mayor Nick Snively read the proclamation and presented it to Interim School Superintendent William Dallas.

NEW BUSINESS

4. Discussion and possible action on Resolution 23R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c)

Motion by Trustee Payne, seconded by Mayor Pro Tem Secrist, to approve Resolution 23R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c).

A roll call vote was taken, the vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

5. Swear in Corporal Jason Rogers

Town Clerk Michelle Oeser swore in Officer Jason Rogers as Corporal.

6. Discussion and possible action on appointment of Barbara McGinn to the Board of Trustees with a term through November 2024

Motion by Trustee Payne, seconded by Mayor Pro Tem Secrist, to appoint Barbara McGinn to the Board of Trustees with a term through November 2024.

A roll call vote was taken, the vote of those Trustees present was 4 in favor and 1 opposed. Trustee Ternus opposed. Motion passed.

7. Discussion and possible action on appointment of Joe Belongia to the Board of Trustees with a term through November 2024

Motion by Mayor Pro Tem Secrist, seconded by Trustee Payne, to appoint Joe Belongia to the Board of Trustees with a term through November 2024.

A roll call vote was taken, the vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

8. Discussion and possible action on Resolution 23R02, a Resolution designating a Hearing Officer to conduct hearings, if any, on protests to Referendum Petitions

Motion by Trustee Einspahr, seconded by Trustee Payne, to approve Resolution 23R02, a Resolution designating a Hearing Officer to conduct hearings, if any, on protests to Referendum Petitions.



A roll call vote was taken, the vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

9. Discussion and possible action on Resolution 23R03, a Resolution approving a letter of agreement between the Town of Elizabeth and KRW Associates regarding Police Chief recruitment services and authorizing the Mayor to execute the same on behalf of the Town of Elizabeth

Motion by Mayor Pro Tem Secrist, seconded by Trustee Payne, to approve Resolution 23R03, a Resolution approving a letter of agreement between the Town of Elizabeth and KRW Associates regarding Police Chief recruitment services and authorizing the Mayor to execute the same on behalf of the Town of Elizabeth.

A roll call vote was taken, the vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

10. Discussion and possible action on Resolution 23R04, a Resolution authorizing the Director of Public Works to expend funds for purposes of the acquisition of heavy equipment for the use of the Town operations

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Secrist, to approve Resolution 23R04, a Resolution authorizing the Director of Public Works to expend funds for purposes of the acquisition of heavy equipment for the use of the Town operations.

A roll call vote was taken, the vote of those Trustees present was 4 in favor and 1 opposed. Trustee Ternus opposed. Motion passed.

11. Discussion and possible action on Resolution 23R05, a Resolution authorizing Staff to apply for a grant offered by the Colorado Department of Transportation commonly known as the Revitalizing Main Street Opportunity 2 Grant

Motion by Trustee Payne, seconded by Mayor Pro Tem Secrist, to approve Resolution 23R05, a Resolution authorizing Staff to apply for a grant offered by the Colorado Department of Transportation commonly known as the Revitalizing Main Street Opportunity 2 Grant.

A roll call vote was taken, the vote of those Trustees present was 4 in favor and 1 opposed. Trustee Ternus opposed. Motion passed.



12. Discussion and possible action on Resolution 23R06, a Resolution amending the Town's authorized check signatories as part of the previously implemented Finance Department best practices

Motion by Trustee Payne, seconded by Trustee Einspahr, to approve Resolution 23R06, a Resolution amending the Town's authorized check signatories as part of the previously implemented Finance Department best practices.

A roll call vote was taken, the vote of those Trustees present was 5 in favor and 0 opposed.

Motion passed unanimously

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson reminded the Board of the upcoming water and water law training workshop.
- Mr. Davidson passed on a request from Town Attorney Corey Hoffmann to schedule a Board training workshop before the regular January 24, 2023, Board meeting.
- Mr. Davidson asked the Board if they are still interested in taking a position regarding fireworks in Town.
- Mr. Davison gave an update on the post office.
- Discussion on the hiring of an Interim Police Chief.
- Discussion on the 2023 Wine In the Pines event.
- Discussion on the 2023 Farmer's Market event.
- Discussion in the previous weeks phone and internet problems.
- Discussion on new TVs for the Boardroom.
- Discussion on setting up future workshop sessions.
- Discussion on Kiosk boxes.
- Public Works Director Mike DeVol updated the Board on the wellhouse progress.
- Mr. DeVol updated the Board on snowplowing from the last storm.
- Discussion on pumps going in for the new wells.
- Planner/Project Manager Zach Higgins reviewed upcoming training.
- Mr. Higgins discussed the current number of permits issued for Legacy Village.
- Mr. Higgins discussed the Historic Preservation application for 188 S. Mainstreet.
- Mr. Higgins informed the Board that he will be bringing code updates to the Board at a future workshop.
- Mr. Higgins discussed an upcoming traffic study meeting.
- Town Clerk Michelle Oeser asked the Board for direction on moving forward with a Town of Elizabeth Birthday celebration.
- Discussion followed with input on a celebration.



- Discussion on breaking out Public Works pay by percentages in each department for budget purposes.
- Discussion on the costs of outfitting police vehicles.
- Discussion on financial report of right away easements.

BOARD OF TRUSTEE REPORTS

- Mayor Snively discussed meeting with the School District Interim Superintendent.
- Mayor Snively stated he will be participating in the Elizabeth School District's long-term planning committee.

STUDENT LIAISON REPORT

- Student Liaison Karli Pronske told the Board that it is important for students to want to be in school.
- Ms. Pronske provided a written report to the Board.

MINUTES

16. Minutes of the Main Street Board of Directors Board Meeting of November 10, 2022

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Secrist, to adjourn the meeting at 8:54 p.m.

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

Town Clerk Michelle Oeser

Mayor Nick Snively



TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: January 24, 2023
SUBJECT: Planning Commission Candidate

SUMMARY

The Town has received one application for a voting member Planning Commission opening. George Fick has applied to fill the vacancy on the Planning Commission as a voting representative. The term for this seat is through December 31, 2026.

Planning Commission Candidate Questions

The questions are based on the following: experience with land use and development, open mindedness (not concerned on just one issues), demonstration of good ethical behavior, detail oriented, commitment to community service, and speaking/ interpersonal skills.

1. Please tell us about yourself.
2. Please explain how your skillset and experience will contribute toward the duties of the Planning Commission.
3. The ideal candidate is open minded when it comes to Planning Commission business and is not solely concerned about one issue. Will you tell us how this does or does not describe you?
4. It is important that members of the Planning Commission demonstrate good ethical behavior. Please tell us how you currently demonstrate good ethical behavior and would apply that to the Planning Commission if appointed.
5. It is important that members of the Planning Commission be detail oriented. Are you detail oriented? If so, please provide an example.
6. The ideal Planning Commission candidate has a commitment to community service. Please tell us about your commitment to community service.
7. The Planning Commission role requires frequent interaction and communication with Staff, developers, and members of the public. That said, good interpersonal and speaking skills are pertinent to the position. Please tell us how you've demonstrated good speaking and interpersonal skills in the past.

ATTACHMENT(S)

Resume/Letter of Interest

03 January 2023

Town of Elizabeth

151 S Banner Street, Elizabeth, Colorado 80107

moeser@townofelizabeth.org

To the members of the Town of Elizabeth and all who may be concerned,

My name is George Fick, and I am a father to three wonderful children who attend Running Creek Elementary, I am blessed with my beautiful wife Amanda, and lastly an Army veteran who currently works for the State of Colorado and Department of Defense as the National Guard's security manager for the entire state's servicemembers. I have loved the Town of Elizabeth since moving here and wish to apply for a Planning Commission/Committee position to help keep our town safe and as cherished as it has always been to myself and my neighbors.

I have held managerial positions for over 10 years in and out of the military that have given me skills I believe would be immensely valuable to the Board and all the residents of the town, as well as, any other parties involved. I have worked as an Emergency Medical Technician on ambulances, served an overseas tour in Afghanistan, and successfully ran the National Guard's security program for almost four years now. I possess a Master's Degree in Homeland Security and Intelligence Operations from Colorado Technical University that I completed in 2022.

Thank you for your time and consideration in this position, I look forward to hearing from you in the near future. I can be reached any time of day at [REDACTED] or [REDACTED].

Sincerely,

George J. Fick

[REDACTED]

Elizabeth, CO 80107

Lead Contractor Program Security Officer

Feb 2018 –May 2019

Ball Aerospace and Technologies Corporation, Westminster, CO

- Highly commended for successfully passing three consecutive government inspections within a nine-month period.
- Responsible for managing multiple special access programs, serving as the sole security custodian for a government customer.
- Assist customers with security clearance concerns and issues with the utilization of personnel security systems such as JPAS and Scattered Castles.
- Duties include initiating and processing background investigations, and the application of HSPD-12.

Special Security Officer (SSO) in Charge / Lead Intelligence Analyst

Jan 2014 – Feb 2018

United States Army, Buckley Air Force Base, CO

- Served for two years in a position of higher responsibility with outstanding commendation.
- Conducted frequent briefs to senior leadership on the current security situation locally and abroad with in-depth security assessments and analyzations.
- Compiled and generated reports, statistics, timelines, tables, graphs, office correspondence and professional presentations.
- Responsible for all office operations; to include, rewriting all standard operating procedures for the full scope of office procedures conducted and conduct of business.
- Recognized for passing multiple inspections with zero findings and headquarters finding best business practices within the company.
- Served in a lead role for coordinating security efforts with multiple government organizations and multinational partners.

Security Operations Supervisor

Dec 2012 – Dec 2013

United States Army, Regional Command-South, Afghanistan

- Lead supervisor for daytime security operations in the tactical operations center for an organization responsible for over 12,000 personnel.
- Coordinated with multiple international partners serving throughout Afghanistan's operational field for security reporting and collection.
- Managed unmanned surveillance reconnaissance allocated to the organization for mission support.
- Briefed senior leadership on intelligence reports, to include; courses of action, situational reports, high-value target packets and high threat areas of operation.
- Frequently logged meeting minutes and task actions, maintain accountability of personnel databases, collection of technical data from multiple sources.
- Maintained data management for program calendars, meetings, special events and tasks due.

Intelligence Analyst Specialist

Aug 2010 – Dec 2012

United States Army, Hunter Army Airfield, GA

- Worked in a headquarter security office responsible for the management of five other subordinate aviation units that included over 3,000 cleared personnel.
- First to be selected for promotion ahead of peers for display of expedient learning and leadership roles taken on early into assignment.

Emergency Medical Technician

Aug 2008 – Aug 2010

Rural Metro Emergency Medical Services, Orlando, FL

- Worked 12-hour night shifts in the Orlando Metro area as an Emergency Medical Technician on an independent ambulance company.
- Maintained composure and professionalism through numerous mass-casualty, traumatic events including; severe car accidents and major emergency, high-stress situations.

TRAINING

- Special Access Programs Management, 2019
- Advanced Leadership Course, 2016
- Special Security Officer Training, 2014
- Fundamentals of Intelligence Collection, 2011
- Intelligence Analyst, 2011
- Fire Protection Standards / EMS, 2008

CERTIFICATIONS

- Microsoft Office Professional, 2017
- Combat Life Saver, 2017
- Drug Prevention and Testing, 2016
- Firefighter I, 2008
- Emergency Medical Technician Basic, 2007



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator / Michelle Oeser, Town Clerk
DATED: January 24, 2023
SUBJECT: Mobile Food Trucks and Pushcarts

BACKGROUND

The Elizabeth Town Code Section 6-10-10 et. seq. provides for the regulation of mobile food trucks and food pushcarts within the Town of Elizabeth. The policies established in the current Code were last revised in 2019. Staff has sought to amend the existing Code to establish broader guidelines regarding the location of food truck operations, and to streamline the licensing process by allowing the Clerk to issue annual food truck licenses.

ANALYSIS

The purpose behind the licensure of mobile food trucks and pushcarts is to assist in the oversight of health, safety, and welfare. Specifically, the Code is designed to limit the location of operations, to ensure insurance, fire suppression, a current health certification, and related matters. Currently, a license is issued for a total of thirty (30) days, but current code also provides a means for annual licenses. Overall, the effect is that vendors at the Friday Night Farmer's Market and other events are required to obtain many licenses during the Spring, Summer and Fall Months. For the sake of the Staff's time, as well as those of the vendors, a change for annual licenses for all mobile food trucks and pushcarts seems appropriate.

STAFF RECOMMENDATION

Staff recommends changes to the existing Town Code to update mobile food truck and handcart operations, and to update the licensing process to an annual license.

BUDGET CONSIDERATIONS

There are no know budget considerations, and any impact on the budget are minimal.

ATTACHMENTS

An Ordinance Amending Article X of Chapter 6 Regarding Mobile Food Trucks and Pushcarts

ORDINANCE 23-01

AN ORDINANCE AMENDING ARTICLE X OF CHAPTER 6 REGARDING MOBILE FOOD TRUCKS AND PUSHCARTS

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Section 6-10-10 of the Town of Elizabeth Municipal Code is amended to read as follows:

Sec. 6-10-10. Definitions.

For the purposes of this Article, the following terms shall have the meanings as indicated, unless the context otherwise requires:

Mobile food truck means a retail food establishment that is not intended to be permanent and is a motorized wheeled vehicle, or a trailer that is licensed for use on public roadways, designed and equipped to serve food and beverages, operating in either a static or transitory location and serving the public at times pursuant to the provisions of this Article.

Pushcart means a retail food establishment that is not a motorized vehicle, limited to serving commissary prepared or prepacked food or that is commercially designed and approved to handle food preparation and service.

Section 2. Section 6-10-20 of the Town of Elizabeth Municipal Code is amended to read as follows:

Sec. 6-10-20. License required.

(a) It shall be unlawful for any person to operate a mobile food truck or pushcart within the Town limits without first having obtained a Food Truck License pursuant to this Article.

(b) License conditions: When issuing a mobile Food Truck License, the Town Administrator or designee may include any conditions necessary to protect public health, safety, or welfare, or that of adjacent property owners. In addition, all mobile Food Truck Licenses shall be subject to the following conditions:

- (1) Only food, nonalcoholic beverages, and branded merchandise specific to the mobile food vendor may be sold;
- (2) All mobile food vendors will comply with all local ordinances regarding lighting, decorations, noise, and signage including sandwich board signs; and
- (3) Mobile Food vendors will also be responsible for the following:
 - A. Adequate parking for customers, if applicable;
 - B. Removal of grease or other waste in appropriate containers;

C. Reporting and paying all current applicable taxes; and

D. Provision of an insurance policy of which a copy is to be furnished with the vendor's food truck license application.

Section 3. Section 6-10-30 of the Town of Elizabeth Municipal Code is amended to read as follows:

Sec. 6-10-30. Permitted Locations.

Mobile food vendors, once licensed by the Town, are permitted to operate in the following areas within the Town:

(a) Nonresidential areas:

(1) Unless a mobile food truck or pushcart operator receives prior written consent from a restaurant owner, a mobile food truck or pushcart shall operate 100 feet from a restaurant, while the restaurant is open for business, as measured from the property line of the operating restaurant to the closest point of the mobile food truck or pushcart;

(2) A mobile food truck or pushcart operator shall obtain written consent from any owner of private property on which the mobile food truck or pushcart intends to operate;

(3) A mobile food truck or pushcart shall not occupy any public on-street parking spaces while operating the mobile food truck or pushcart unless the street has been closed for a special event or meets the criteria outlined in this code;

(4) A mobile food truck or pushcart shall comply with all building setback requirements in the underlying zone district;

(5) A mobile food truck or pushcart operator shall obey all parking and traffic laws;

(6) A mobile food truck or pushcart shall not park in any ADA accessible parking spaces;

(7) A mobile food truck or pushcart shall be parked and operated on paved or all-weather surfaces. In the case of an active construction site where a paved surface may be unavailable or unbuilt, a vendor shall be parked on an approved material that minimizes the tracking of dirt onto the street; and

(8) A mobile food truck or pushcart that occupies parking spaces must ensure that the parking spaces that remain unobstructed accommodate parking for the principal use of the property pursuant to Section 16-6-10(b).

(b) Public Right-of-Way: Mobile food trucks or pushcart operators may operate within the public right-of-way provided they meet the following requirements:

(1) The mobile food truck or pushcart operator shall have a valid food truck or pushcart operator license;

(2) The mobile business shall obtain written permission from the Town of Elizabeth in the form of an approval letter depicting the approved location, time, and date prior to operating with any right-of-way within the Town. An approval letter will not be provided until the location is reviewed by the Town of Elizabeth Public Works Department, Elizabeth Police Department, and the Elizabeth Fire Protection District.

(3) Operation shall not obstruct the visibility of motorists or pedestrians, interfere with the sight distance triangle, and must be parked outside of any designated fire lane.

(4) The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that such temporary use will or could reasonably generate.

(5) That adequate parking to accommodate vehicular traffic to be generated by such use will be available either on site or at alternate locations.

(c) Town Owned Property (excluding right-of-way):

(1) The mobile food truck or pushcart operator shall have a valid food truck or pushcart operator license.

(2) A property license agreement must be signed by the Town Administrator and the food truck or pushcart vendor. Separate fees for use of Town property may apply as set by resolution.

(3) Mobile food trucks or pushcart vendors may operate without separate licensing or agreement with the Town on Town-owned property, such as the "Gesin Lot" and Running Creek Park, during special events only.

(4) All other requirements as set forth in this section shall apply.

Section 4. Section 6-10-40 of the Town of Elizabeth Municipal Code is amended to read as follows:

Sec. 6-10-40. Additional operational standards.

(a) A mobile food truck or pushcart operator must keep the sidewalks, roadways, and other spaces adjacent to their business location clean and free of refuse of any kind

generated from the operation of their business. Any trash container maintained by a mobile food truck or pushcart operator shall be removed by the operator at the close of business and in accordance with any and all State regulations and any applicable provisions of the Code;

- (b) When not in use, a maximum of one mobile food truck and pushcart may be stored on property used for single-family, duplex or multi-family dwellings;
- (c) Additional structures, canopies, tables, or chairs associated with operation of a mobile food truck or pushcart are prohibited unless otherwise expressly permitted by the Town;
- (d) Signage shall be permanently affixed to the vehicle. During hours of operation, a mobile food truck or pushcart operator may affix one (1) menu or sandwich board;
- (e) Prior to operation of a mobile food truck or pushcart within a multi-tenant shopping center, the property owner shall provide written notice to the tenants of such shopping center;
- (f) When vending in the public right-of-way, vending must occur from the curb side;
- (g) Mobile food trucks or pushcart operators must not obstruct pedestrian or bicycle access/passage and must not obstruct parking lot circulation or impede traffic flow; and
- (h) Mobile food trucks or pushcart operators must be removed from any site at the end of each business day (unless otherwise approved).

Section 5. Section 6-10-50 of the Town of Elizabeth Municipal Code is amended to read as follows:

Sec. 6-10-50. Application required.

Every person seeking a Food Truck License shall first make an application therefor in writing in which he or she shall provide the following information:

- (a) The name and residence of the applicant;
- (b) Driver's license number of applicant;
- (c) Identify whether the applicant transacts business as a principal or agent;
- (d) If as an agent, the name and address of the principal;
- (e) The kind and classes of food and beverage items proposed for sale;
- (f) State sales tax number or certificate of sales tax exemption;-
- (g) Type of suppression and hood vent system;

- (h) Current Elbert County Health certification; and
- (i) Certificate of Insurance.

Section 6. Section 6-10-60 of the Town of Elizabeth Municipal Code is amended to read as follows:

Sec. 6-10-60. Issuance and term; fees.

- (a) No application will be processed until the Town determines that it is complete. Upon receipt of a complete application, the Town will refer the same to the Elizabeth Fire District for review and approval. Such review and approval must be obtained within fifteen (15) days.
- (b) Upon receipt of an application for a Food Truck License and of the license fee therefor, the Town Administrator or designee shall issue to the applicant a Food Truck License, authorizing the applicant to engage in business as a mobile food truck or pushcart operator, which license will be signed by the Town Clerk and sealed with the Town Seal. No such license shall be transferable and shall be good for a period of up to one (1) year until December 31st of each calendar year.
- (c) The annual Food Truck License fees under this Article shall be set by separate resolution of the Board of Trustees, which rate will be prorated for issuance of a license for less than (1) year.

Section 7. Severability. If any section, paragraph clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 8. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 9. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2023.

Passed by a vote of _____ for and _____ against and ordered published.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

RESOLUTION 23R07

A RESOLUTION ADOPTING FOOD TRUCK LICENSE FEES

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. Pursuant to Section 6-10-60, the Board of Trustees hereby sets the initial application fee and the renewal fee for a Food Truck License in the amount of Fifty Dollars (\$50.00).

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator / Michelle Oeser, Town Clerk
DATED: January 24, 2023
SUBJECT: Ordinance Amending Land Use Code (Pre-Application Meeting)

BACKGROUND

Currently, the Town Code does not require “neighborhood meetings” as part of the process to amend zoning within the Town of Elizabeth. Often times, such meetings may be undertaken voluntarily by developers, but they are not mandated. Several members of the Board of Trustees have sought to codify a provision requiring the applicant to conduct a “neighborhood meeting” so that adjacent landowners could interact with the applicant in a public meeting, and that the concerns of any such meeting be conveyed to the Board of Trustees. The proposed Amendment, prepared by legal counsel, addresses these concerns.

ANALYSIS

The proposed Amendment to the Land Use Code generally requires an applicant to conduct a neighborhood meeting to receive feedback for subdivision applications. Notice shall be provided to any properties within a 400-foot radius of the property. Notice of the meeting shall be provided at least twelve (12) calendar days in advance of the meeting. The Community Development Director is then responsible for providing a written summary of the meeting to the applicable decision-making body.

STAFF RECOMMENDATION

Staff recommends the Amendment be made to the Land Use Code to expand public participation in the subdivision process.

BUDGET CONSIDERATIONS

The amendment does require the Community Development Director and/or additional staff to attend the neighborhood meeting and provide a written summary, but there are no direct impact on the budget.

ATTACHMENTS

An Ordinance Amending the Land Use and Development Code to Add a Pre-Application Meeting

ORDINANCE 23-02

AN ORDINANCE AMENDING THE LAND USE AND DEVELOPMENT CODE OF THE TOWN OF ELIZABETH BY ADDING A PRE-APPLICATION MEETING REQUIREMENT FOR CERTAIN APPLICATIONS

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Section 16-1-240, subsection (b) of the Town of Elizabeth Municipal Code is amended by the addition of two new subsections to read as follows and the following sections to be re-numbered accordingly:

(1) Pre-application meeting. The applicant and the Community Development Director shall have a pre-application meeting prior to application submittal. The Community Development Director shall outline any major areas of concern, explain any applications required, and outline the process timeline at the meeting. The Community Development Director may waive the pre-application meeting requirement upon the applicant demonstrating that the proposed rezoning will not result in any significant impacts.

(2) Neighborhood meeting. The applicant shall host a neighborhood meeting prior to application submittal. The Community Development Director shall notify properties within a 400-foot radius of the property by sending mailed notice at least 12 calendar days prior to the meeting. At the meeting, the Applicant shall present the proposed development and receive feedback from neighbors. A written summary of the neighborhood meeting shall be prepared by the Community Development Director and included in the staff report to the applicable decision-making body. The Community Development Director may waive the neighborhood meeting requirement upon the applicant demonstrating that the proposed rezoning will not result in any significant impacts.

Section 2. Section 16-3-30, subsection (a) of the Town of Elizabeth Municipal Code is amended to read as follows:

(a) Description of the subdivision process.

(1) The five (5) steps required to obtain approval of a subdivision are:

a. Pre-application meeting: the applicant and the Community Development Director shall have a pre-application meeting prior to application submittal for all subdivision applications except for amended plats and minor development final plats. The Community Development Director shall outline any major areas of concern, explain any applications required, and outline the process timeline at the meeting. The Community Development Director may waive the pre-application meeting requirement upon the applicant demonstrating that the proposed subdivision will not result in any significant impacts;

b. Neighborhood meeting: the applicant shall host a neighborhood meeting prior to application submittal for all subdivision applications except for amended plats and minor development final plats. The Community Development Director shall notify properties within a 400-foot radius of the property by sending mailed notice at least 12 calendar days prior to the meeting. At the meeting, the Applicant shall present the proposed development and receive feedback from neighbors. A written summary of the neighborhood meeting shall be prepared by the Community Development Director and included in the staff report to the applicable decision-making body. The Community Development Director may waive the neighborhood meeting requirement upon the applicant demonstrating that the proposed subdivision will not result in any significant impacts;

c. Sketch plan: the review of the feasibility of the project, including conceptual design, legal ability to obtain water and sanitation, location of geologic hazards, identification of environmentally sensitive areas and wildlife habitat areas, locations of parks, schools and open space, source of required services, vehicular and pedestrian circulation and general conformance with the principles of the Town Master Plan and zoning requirements;

d. Preliminary plan: a review of preliminary technical engineering; and

e. Final plat: a review of all final engineering and construction plans, execution of subdivision agreements, provision of a letter of credit or cash to secure the construction of the public improvements described in the subdivision agreement and other legal requirements.

(2) Each step is a distinct process involving the submittal of an application, an application fee, required plans and reports, referrals of the proposal to other agencies, and public hearings/meetings, except the pre-application meeting and neighborhood meeting. At each step of the process, the level of design and engineering increases in order to relieve the applicant from major and potentially unnecessary expenses in situations that may require a redesign and, therefore, a revision of expensive engineering or planning reports. Approval at any step in the process does not ensure approval at the next step.

Section 3. Severability. If any section, paragraph clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 4. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 5. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2023.

Passed by a vote of _____ for and _____ against and ordered published.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: January 24, 2023
SUBJECT: Board of Trustees' Code of Conduct

BACKGROUND

During the latter half of 2021, the Interim Administrator Chris Lowe, in conjunction with a presentation by Kevin Bommer, Executive Director of the Colorado Municipal League, provided a presentation to the Elizabeth Board of Trustees which included a discussion of Elected Officials and Best Practices. In light of that work, the Board of Trustees sought to adopt a "Code of Conduct" as a stand-alone policy for the Board. The Board unanimously adopted on January 25, 2022, through Resolution 22R06. Mayor Nick Snively has sought to have this matter reaffirmed and acknowledged by the Elizabeth Board of Trustees and by the Boards and Commissions which serve the Town of Elizabeth.

STAFF RECOMMENDATION

Staff recommends the Board reaffirm the "Code of Conduct for Elected Officials" and that the same be presented to the Town's Planning Commission and Advisory Boards to demonstrate the Town's commitment to leadership.

ATTACHMENTS

Resolution Reaffirming the Town of Elizabeth's "Code of Conduct for Elected Officials"
Code of Conduct

RESOLUTION 23R08

A RESOLUTION REAFFIRMING THE TOWN OF ELIZABETH’S “CODE OF CONDUCT FOR ELECTED OFFICIALS”

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. On January 25, 2022, by and through Resolution 22R06, the Trustees of the Town of Elizabeth adopted a “Code of Conduct for Elected Officials.

Section 2. The Board of Trustees for the Town of Elizabeth, by and through this Resolution, seek to reaffirm the *Three R’s of Elizabeth Government Leadership, namely Roles, Responsibilities and Respect*, and otherwise reaffirm the “Code of Conduct for Elected Officials”, attached hereto as **Exhibit A**, and incorporated herein by this reference.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

CODE OF CONDUCT FOR ELECTED OFFICIALS

Town of Elizabeth Code of Conduct for Elected Officials

The Three Rs of Elizabeth Government Leadership: Roles, Responsibilities and Respect

State law and Article II of Chapter 2 of the Elizabeth Municipal Code provide detailed information on the roles and responsibilities of Board members, the Mayor Pro-Tem, and the Mayor.

This Code of Conduct is designed to describe the manner in which Board members should treat one another, Town staff, constituents, and others they come into contact with in representing the Town of Elizabeth. It reflects the work of the Town Board and defines more clearly the behavior, manners, and courtesies that are suitable for various occasions. It also provides clarifications designed to make public meetings and the process of governance run more smoothly.

The contents of this Code of Conduct includes:

- Overview of Roles & Responsibilities
- Policies & Protocol Related to Conduct
- Town Board Conduct with One Another
- Town Board Conduct with Town Staff
- Town Board Conduct with The Public
- Town Board Conduct with Other Public Agencies
- Town Board Conduct with Boards and Commissions
- Town Board Conduct with The Media
- Sanctions
- Principles of Proper Conduct
- Checklist for Monitoring Conduct
- Glossary of Terms

The constant and consistent theme through all of the conduct guidelines is "respect." Board members can experience stress in making decisions that impact the lives of the citizens. At times, the impacts of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Board members to do the right thing in even the most difficult situations.

Overview of Roles & Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Elizabeth Municipal Code and in the Handbook for Municipal Elected Officials, published by the Colorado Municipal League.

MAYOR

- Recognized as head of the Town Government for all ceremonial purposes
- Presides over meetings of the Town Board
- Has same speaking and voting rights as any other member
- Executes and authenticates legal instruments requiring signature
- Leads the Town Board into an effective, cohesive working team

MAYOR PRO-TEM

- Elected by the Town Board at the first meeting following the election
- Performs the duties of the Mayor if the Mayor is absent or disabled

ALL BOARD MEMBERS

All members of the Town Board, including the Mayor and Mayor Pro-Tem, have equal votes. No Trustee has more power than any other Board member, and all should be treated with equal respect.

All Board members should:

- Fully participate in Town Board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
 - Prepare in advance of meetings and be familiar with issues on the agenda.
 - Represent the Town at ceremonial functions at the request of the Mayor
 - Be respectful of other people's time. Stay focused and act efficiently during public meetings.
 - Serve as a model of leadership and civility to the community.
 - Inspire public confidence in Town government.
 - Provide contact information with the Town Administrator or Town Clerk in case of an emergency or an urgent situation arises while the Board member is out of town.
 - Demonstrate honesty and integrity in every action and statement.
 - Participate in scheduled activities.
-

Policies & Protocol Related To Conduct

Ceremonial Events: Town staff will handle requests for a Town representative at ceremonial events. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Board. If yes, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Board members at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures: Board members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Board meetings. Town staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor or the appropriate Town staff. Anonymous letters will not be accepted nor acknowledged by either the Board or staff.

If correspondence is addressed only to one Board member, that correspondence will be shared with the rest of the Board.

Endorsement of Candidates: Board members have the right to endorse candidates for all Board of Trustee seats or other elected offices. It is inappropriate to mention endorsements during Board meetings or other official Town meetings or functions.

Intergovernmental Relations: The Board values intergovernmental relations with neighboring communities and other entities. As a result, Board members should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations.

Legislative Process: The Town generally follows relaxed Roberts Rules of Order for meeting management.

Public Meeting Hearing Protocol: The Mayor will open the public hearing. Staff will make the initial presentation. The applicant or appellant shall have the right to speak first. The Mayor will determine the length of time allowed for this presentation. Speakers representing pro points of view will be allowed to follow. Speakers representing opposing points of view will then follow. The Mayor will determine how much time will be allowed for each speaker, with three (3) to five (5) minutes the standard time granted. The Mayor will then ask the Board if any issues need clarification before the public hearing is closed. The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Board members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Board members are not appropriate until after the close of the public hearing. Board members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Main motions may be followed by amendments. Any Board member can call for a point of order. Only Board members who voted on the prevailing side may make motions to reconsider.

Travel Expenses: The purpose of this regulation is to establish the policies and procedures for Board members who travel on official Town business either in state or out-of-state. Such travel shall include attendance at conferences, seminars, and training sessions on behalf of the Town. The Town shall pay reasonable expenses for registration fees, lodging, meals, transportation, and all allowable miscellaneous expenses.

Travel at vendor's expense is prohibited for Board members as the possibility exists for the trip to be misconstrued as a gratuity or that favoritism will be shown to a particular vendor in future award of contracts.

The expense of attending Town related functions shall be limited to individual Board member attendance only and shall be evaluated in terms of alternative methods and consequences of failing to attend. If others attend such functions with a Board member, such as a family member, their expense shall be the responsibility of the Board member.

Board members shall follow the same rules and regulations required of Town employees for travel expenses.

Board Member Conduct with One Another

Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Board may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS

Practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Board members should conduct themselves in a professional manner at all times, including dress.

Honor the role of the Mayor in maintaining order. It is the responsibility of the Mayor to keep the comments of Board members on track during public meetings. Board members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other Board members. If a Board member is personally offended by the remarks of another Board member, the offended Board member

should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Board member to justify or apologize for the language used. The Mayor will maintain control of this discussion.

Demonstrate effective problem-solving approaches. Board members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

Be punctual and keep comments relative to topics discussed. Board members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Board members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

IN PRIVATE ENCOUNTERS

Continue respectful behavior in private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and e-mail. Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence. Elected officials are always on display-people around them that they may not know monitor their actions, mannerisms, and language. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Board Conduct with Town Staff

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Contact with Town staff. Good relationships between the Board of Trustees and town staff at all levels is in the best interest of serving the community. Questions and/or requests for additional background information should be directed to the Town Administrator, Town Attorney, or Department Heads. The Town Administrator should be copied on or informed of any request.

Requests for follow-up or directions to staff should be made only through the Town Administrator or the Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Board members should ask the Town Administrator for direction. Materials supplied to a Board member in response to a request will be made available to all members of the Board so that all have equal access to information.

Do not disrupt Town staff from their jobs. Board members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

Never publicly criticize an individual employee. Board members should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Administrator through private correspondence or conversation.

Do not get involved in administrative functions. Board members must not attempt to influence Town staff on the making of appointments, the awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

Check with Town staff on correspondence before taking action. Before sending correspondence, Board members should check with Town staff to see if an official Town response has already been sent or is in progress.

Do not attend meetings with Town staff unless requested by staff. Even if the Board member does not say anything, the Board member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Limit requests for staff support. The Town Clerk opens all mail for Board members. Mail addressed to the Mayor is reviewed first by the Town Administrator who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations -- should be made to the Town Administrator who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

Do not solicit political support from staff. Board members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Board Conduct with the Public

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Board members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with care and gentleness. Speaking in front of the Board of Trustees can be a difficult experience for some people. Some issues the Board undertakes may affect people's daily lives and homes. Some decisions are emotional. The way that the Board treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

Be fair and equitable in allocating public hearing time to individual speakers. The Mayor will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three (3) minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Board requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

Give the appearance of active listening. It is disconcerting to speakers to have Board members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

Ask for clarification, but avoid debate and argument with the public. Only the Mayor – not individual Board members -- can interrupt a speaker during a presentation. However, a Board

member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Board member finds disturbing.

If speakers become flustered or defensive by Trustee questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Board members to members of the public testifying should seek to clarify or expand information. It is never appropriate to challenge or belittle the speaker. Board members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

No personal attacks of any kind, under any circumstance. Board members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings. The Town Attorney serves as advisory parliamentarian for the Town and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Board of Trustees.

IN UNOFFICIAL SETTINGS

Make no promises on behalf of the Board. Board members will frequently be asked to explain a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Board action, or to promise that Town staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

Make no personal comments about other Board members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Board members, their opinions and actions.

Remember that despite its recent growth, Elizabeth is a small community at heart. The community is constantly observing board members every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the Town of Elizabeth. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Board members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Board Conduct with Other Public Agencies

Be clear about representing the Town or personal interests. If a Board member appears before another governmental agency or organization to give a statement on an issue, the Board member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Board. Even if the Board member is representing his or her own personal opinions, remember that this still may reflect upon the Town as an organization.

If the Board member is representing the Town, the Board member must support and advocate the official Town position on an issue, not a personal viewpoint.

If the Board member is representing another organization whose position is different from the Town, the Board member should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Board members should be clear about which organizations they represent and inform the Mayor and Board of their involvement.

Correspondence also should be equally clear about representation. Town letterhead may be used when the Board member is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

It is best that Town letterhead not be used for correspondence of Board members representing a personal point of view, or a dissenting point of view from an official Board position.

Town Board Conduct With Other Boards and Commissions

The Town has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Town Board. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

If attending a Board or Commission meeting, be careful to only express personal opinions. Town Board members may attend any Board or Commission meeting, which are always open to any member of the public. However, if the Board or Commission is conducting a **quasi-judicial** public hearing, the Town Board member shall remove themselves from the proceedings. Town Board members should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Town Board member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Board. Also, a Town Board member's presence may affect the conduct of the Board or Commission and limit their role and function.

Limit contact with Board and Commission members. It is inappropriate for a Town Board member to contact a Board or Commission member to lobby on behalf of an individual,

business, or developer. Town Board members should contact staff in order to clarify a position taken by the Board or Commission.

Remember that Boards and Commissions serve the community, not individual Board members. The Town Board appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Town Board. But Board and Commission members do not report to individual Town Board members, nor should Town Board members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

Be respectful of diverse opinions. A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Town Board with advice based on a full spectrum of concerns and perspectives. Town Board members must be fair and respectful of all citizens serving on Boards and Commissions.

Keep political support away from public forums. Board and Commission members may offer political support to a Town Board member, but not in a public forum while conducting official duties. Conversely, Town Board members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Board member.

Inappropriate behavior can lead to removal. Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Town Board and the individual may be subject to removal from the Board or Commission.

Board Member Conduct with The Media

Board members may be contacted by the media for background and quotes.

The best advice for dealing with the media is to never go "off the record." Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

The Mayor is the official spokesperson for the official Town position. The Mayor is the designated representative of the Town Board to present and speak on the official Town position. If the media contacts an individual Board member, the Board member should be clear about whether their comments represent the official Town position or a personal viewpoint.

Choose words carefully and cautiously. Comments taken out of context can cause problems. Be especially cautious about humor, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

Public Disruption. Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Town Board meeting room.

Inappropriate Staff Behavior. Board members should refer to the Town Administrator any Town staff that does not follow proper conduct in their dealings with Board members, other Town staff, or the public. These employees may be disciplined in accordance with standard Town procedures for such actions.

Board Members Behavior and Conduct. Town Board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Town Board. Serious infractions of the Town Code or Code of Conduct could lead to other sanctions as deemed appropriate by the Town Board.

Staff members who are present during Board meetings shall abide by appropriate standards of conduct and may be disciplined if they act inappropriately. Arguing with or challenging Town Board members is strictly prohibited.

Board members should point out the offending Board member's infractions of town code or the Code of Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem.

It is the responsibility of the Mayor to initiate action if a Board member's behavior may warrant sanction. If the Mayor takes no action, the alleged violation(s) can be brought up with the full Board in a public meeting.

If violation of Town Code or Code of Conduct is outside of the observed behaviors by the Mayor or Board members, the alleged violation should be referred to the Mayor. The Mayor should ask the Town Administrator to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Board to consider in a public meeting; or forming a Town Board ad hoc subcommittee to review the allegations; the investigation and its findings, as well as to recommend sanction options for Board consideration.

Principles of Proper Conduct

Proper conduct IS ...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT ...

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals . . . Respect for the validity of different opinions . . .
Respect for the democratic process . . . Respect for the community that we serve.

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my internal motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would people whose integrity and character I respect evaluate my conduct?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?

- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Glossary of Terms

Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself
Civility	Politeness, consideration, courtesy
Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper; good taste in behavior
Manners	A way of acting; a style, method, or form; the way in which things are done
Point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
Point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow Board member considers offensive
Propriety	Conforming to acceptable standards of behavior
Protocol	The courtesies that are established as proper and correct
Respect	The act of noticing with attention; holding in esteem; courteous regard



January 24, 2022

Management Team Updates

Community Development – Zach Higgins

Town Clerk – Michelle Oeser

- Allison participated as a Judge for the Annual Elizabeth Middle School Spelling Bee.
- Harmony is looking forward to her Laserfiche training in April.
- Don Means is once again hosting the Protectors of Elizabeth Celebration. Mr. Means will be before the Board in February to request a Special Event Liquor License.

Police –

 See attached report

Public Works and Utilities – Mike DeVol

 No Report

Report Criteria:

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Report type: Summary
Check Check number = {SQL} (tblCheck.CheckNumber in (SELECT c.CheckNumber
FROM      dbo.tblCheck c INNER JOIN
          dbo.tblCheckDetail cd ON c.ID = cd.tblCheckID
GROUP BY c.CheckNumber
HAVING   (SUM(cd.Amount) >= 20000)))
Check Type = {<>} "Adjustment"

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Payee	Check Number	Amount	
CORE CONSULTANTS, INC	10478	26,129.35	Work on Development Projects
CIRSA	10541	37,251.10	Workman's Compensation and Property Insurance
UMB BANK, NA	12052201	200,482.50	EL 15 Bond payemnt
UMB BANK, NA	12052202	248,050.25	EL 14 Bond payment
A.D. Miller Services, Inc.	12082201	249,823.84	Ritoro Well
A.D. Miller Services, Inc.	12082202	230,029.69	Ritoro Well
Grand Totals:		991,766.73	



TOWN OF ELIZABETH
POLICE DEPARTMENT

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2023 to 01/14/2023



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

“To provide a leadership role in creating an atmosphere of safety and community pride in the Town of Elizabeth by providing quality law enforcement services which utilize innovative approaches to address community needs”.

The following is an informational breakdown of EPD police activity from **01/01/2023 at 12:01 a.m. to 01/14/2023 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

All suspects/defendants are presumed innocent until proven guilty in a Court of Law.

▪ PO Box 1527, 425 S Main Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4664 ▪ Fax: (303) 646-0676 ▪
www.townofelizabeth.org



TOWN OF ELIZABETH
POLICE DEPARTMENT

Elizabeth Police Department Activity Statistics Report

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01/01/2023 to 01/14/2023

Total Calls for Service:

269

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assisting Other Agencies
35	16	10	9	0

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
0	0	0	0

Other Calls for Service:

Call Type:	Number of Calls:
911	2
Abandoned Vehicle	1
Alarm-Bank	1
Alarm-Business Burglary	1
Animal Complaint	1
Assault	1
Assist to Fire Department	1
Business Check	25
Citizen Assists	5
Citizen Contact	2
Disturbance	2
Domestic Violence Physical	1
Drug Offense	1



TOWN OF ELIZABETH
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01/01/2023 to 01/14/2023

Follow Up	8
Harassment	1
Increased Patrol	117
Informational Report	2
Medical Assist	4
Motorist Assist	1
Municipal Ordinance Violation	5
Motor Vehicle Accident with Injuries	1
Motor Vehicle Accident with Property Damage	2
Motor Vehicle Accident with Unknown Injuries	1
Report Every Drunk Driver Immediately	4
School Education	20
Sex Offense	1
Suicidal Subject	2
Suspicious Circumstance	2
Suspicious Vehicle	8
Theft	1
Traffic Complaint	1
Traffic Hazard	2
Traffic Stop	35
VIN Verify	3
Warrant Arrest	1
Welfare check	1
Wildlife	1



TOWN OF ELIZABETH
POLICE DEPARTMENT

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Open and Active Investigations:

Case/Incident Number:	Call Type:	Details:
22-7843	Motor Vehicle Theft	Investigation and recovery of an alleged stolen vehicle.
22-7977	School Crimes	Investigation into an alleged crime that occurred at a local school.
22-7121	Child Abuse	Investigation into an alleged Child Abuse.
23-0202	Theft	Investigation of theft of liquor at a local store.

Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations.



TOWN OF ELIZABETH
POLICE DEPARTMENT

Elizabeth Police Department Activity Statistics Report

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01/01/2023 to 01/14/2023

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
22-7971	Municipal Ordinance Violation	EPD Community Services removed a sign that was in violation of Town code.
22-7973	Municipal Ordinance Violation	EPD Community Services removed a sign that was in violation of Town code.
23-0034	Assist to Fire Department	EPD responded with Elizabeth Fire Rescue on report of a vehicle fire that was in a garage. The fire was extinguished, and there was no severe damage to the residence.
23-0027	Suicidal Subject	EPD responded to a local school on report of a suicidal student. The student was evaluated and placed on an emergency mental health hold. The juvenile was transported by ambulance to a local hospital.
22-7343	Traffic Complaint	EPD concluded an investigation into a traffic complaint at a local school. Upon the conclusion of the case, EPD was unable to identify the driver of the suspect vehicle.
22-7858	Warrant Arrest	EPD placed a juvenile who had an arrest warrant into custody. The juvenile was fingerprinted and released to a parent.
22-8050	Motor Vehicle Accident	EPD responded to a two-car crash. The at fault driver was issued a municipal summons for a traffic offense.
23-0012	Motor Vehicle Accident	EPD responded to a two-car crash. The at fault driver was issued a municipal summons for a traffic offense.
22-5941	Sex Offense	EPD concluded an investigation into several juveniles taking explicit pictures of each other. After coordination with the District Attorney's office, education was provided to the juveniles.



TOWN OF ELIZABETH
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Elizabeth Police Department Activity Statistics Report

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22-7696	Motor Vehicle Accident	EPD concluded an investigation into a hit and run crash. The at fault driver was located, and a municipal summons was issued for a traffic offense.
23-0053	Motor Vehicle Accident	EPD responded to a two-car crash. The at fault driver was issued a municipal summons for a traffic offense.
23-0115	Domestic Violence	EPD responded to a residence on report of a physical domestic violence call. After investigation, a male suspect was taken into custody, and booked into the Elbert County Jail.
22-7697	Motor Vehicle Accident	EPD responded to a two-vehicle crash that occurred at a local school. Both drivers were at fault for the crash.
23-0092	Harassment	EPD responded to a harassment via phone where the victim was sent graphic images depicting death. The suspect was unable to be located and identified.
23-0212	Warrant Arrest	EPD detained a suspect on a municipal warrant. The warrant was vacated, and the suspect was issued a notice to appear at court and released.
23-0168	Warrant Arrest	EPD received a phone call from a citizen stating they had a warrant. EPD discovered the party did in fact have a warrant and placed them into custody. They were transported to the Elbert County Jail and booked.
23-0199	Suicidal Subject	While working on a related call, EPD discovered one of the subjects who had left was suicidal. EPD pinged the location of the suicidal subject. The subject was located in Castle Rock, and Castle Rock Police located and assisted the subject.
22-6816	Financial Crimes	EPD concluded an investigation into a male suspect who forged a check at a local bank. The male was identified, and a warrant was submitted for his arrest.
23-0130	Assault	EPD responded to a report of a male assaulting his daughter. The daughter did not wish charges pressed.



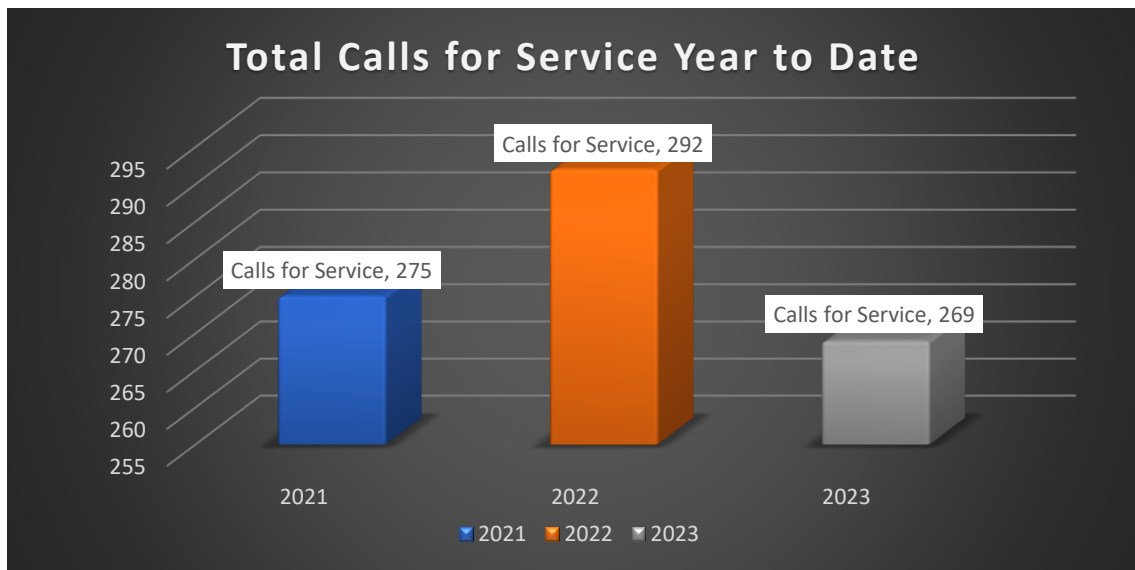
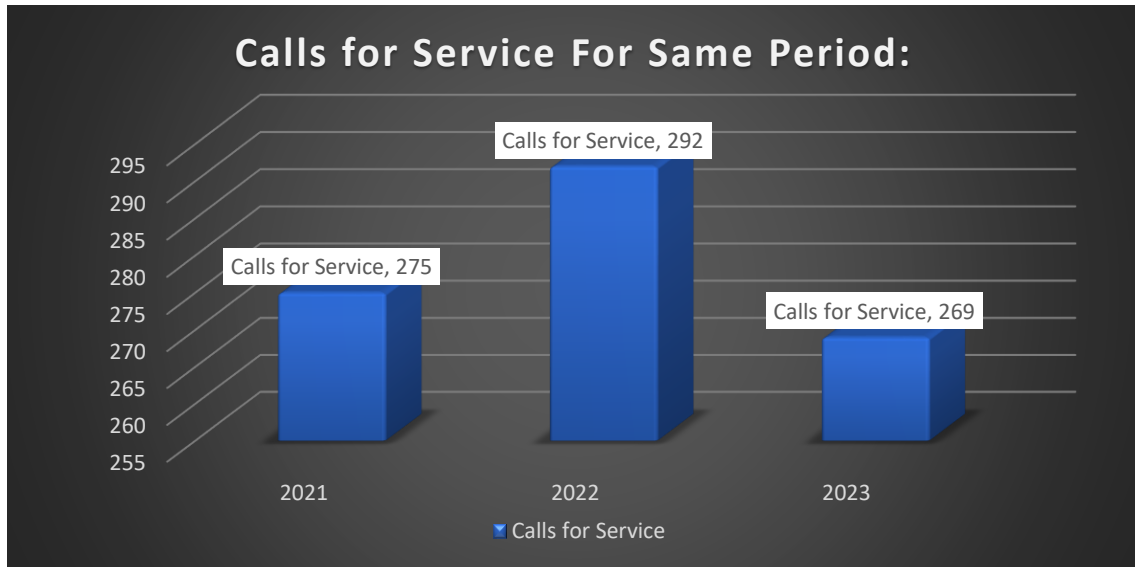
TOWN OF ELIZABETH
POLICE DEPARTMENT

Elizabeth Police Department Activity Statistics Report

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01/01/2023 to 01/14/2023

Historical Data:

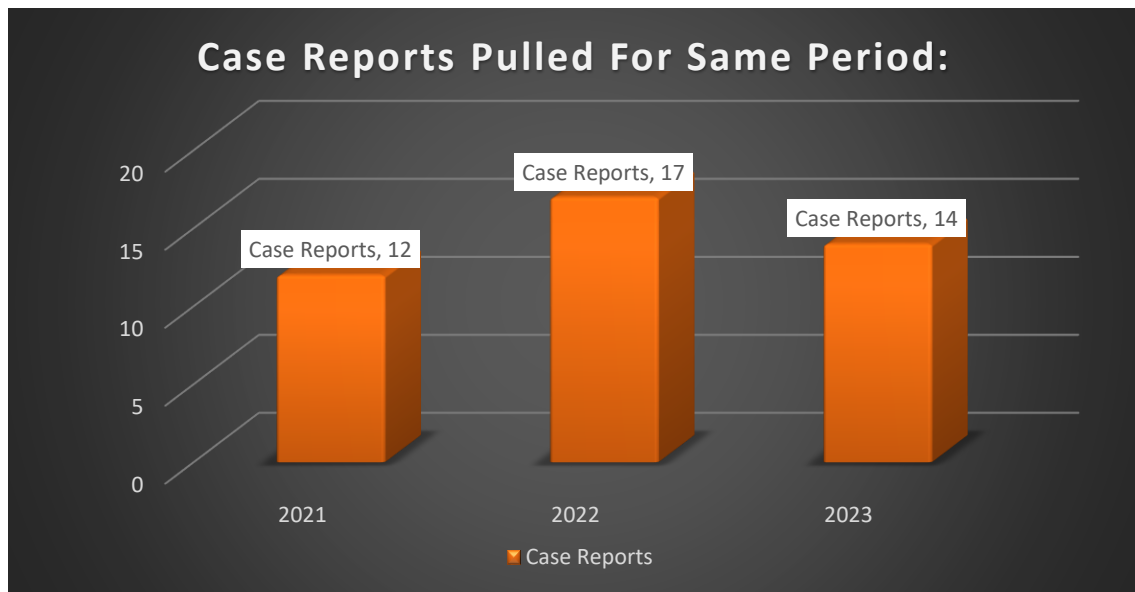




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TOWN OF ELIZABETH
POLICE DEPARTMENT

Elizabeth Police Department Activity Statistics Report

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01/01/2023 to 01/14/2023

Chief of Police's Advisements:

Respectfully,



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
DECEMBER 5, 2022**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, December 5, 2022, at 4:35 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin and Board Members Aimee Woodall, Denny Boehler, Bob Rasmussen, and Ronni Curtis. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins, Town Clerk Michelle Oeser, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

MINUTES

1. Regular Minutes of October 3, 2022

Motion by Ms. Woodall, seconded by Vice Chair Farin, to approve the minutes from October 3, 2022.

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

NEW BUSINESS

2. Discussion regarding possible development at 392 Main Street

Janet McCracken presented the development idea for a building behind the Carriage Shoppes. The Historic Advisory Board provided their feedback and ideas.



TOWN OF ELIZABETH

3. Discussion regarding Town/Main Street/Historic District mascot or symbol
Planner/Project Manager Zach Higgins presented the Board with his staff report.
4. Discussion regarding HistoryMatters, LLC surveys and updated inventory tables
Discussion followed on the survey results.
5. Discussion regarding 2022 and Draft 2023 Work Plan and Assignments and Design Guidelines
Discussion followed on dividing up work plan duties.
6. Discussion regarding BOT quarterly update
The Board discussed who would present and what would be presented to the Board of Trustees.

STAFF REPORTS


- Mr. Higgins discussed the Saving Places Conference.

BOARD REPORTS

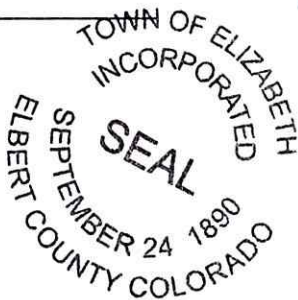
- Ms. Curtis voiced that she would like Vice Chair Farin to stay on the Board.
- Discussion on the next scheduled meeting. The meeting will be held January 9, 2023.

ADJOURNMENT

Motion by Vice Chair Farin, seconded by Ms. Woodall, to adjourn meeting at 6:23 PM. The vote of those Board Members present was unanimously in favor. Motion carried.


Chair John Quest


Town Clerk Michelle Oeser





MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS DECEMBER 12, 2022

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, December 12, 2022, at 8:34 AM by Vice President Linda Bulmer.

ROLL CALL

Present were Vice President Linda Bulmer and Board Members Michael Hussey, Jeff Struthers, Kurt Prinslow, and Brandon Jeffress. President Tedd Lipka was not present. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins, Town Administrator Patrick Davidson, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No agenda changes from Staff or Board Members. Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

1. Minutes of the Regular Meeting of October 13, 2022

Motion by Mr. Hussey, seconded by Mr. Jeffress, to approve the minutes from November 10, 2022.

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

NEW BUSINESS

2. Discussion regarding possible development at 392 Main Street

Janet McCracken presented the development idea for a building behind the Carriage Shoppes. The Board of Directors provided their feedback and ideas.



3. Discussion and possible action regarding the CDOT Revitalizing Main Street Opportunity 2 Grant

Planner/Project Manager Zach Higgins discussed the different grant options and opportunities.

Motion by Mr. Hussey, seconded by Mr. Jeffress, to support the phased approach of Main Street development and provide direction to Staff to apply for the Main Street Opportunity 2 Grant.

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

4. Discussion and possible action regarding Main Street NOW Conference out-of-state attendance

Motion by Mr. Hussey, seconded by Mr. Jeffress, to request from the Board of Trustees that 2 members of the Main Street Board of Directors and requisite Staff attend the out-of-state Main Street NOW conference.

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

5. Discussion regarding Historic Advisory Board Mascot idea request

Item will be tabled until the January meeting.

6. Discussion regarding possible HAB and MSBOD joint meeting(s)

Members of the MSBOD will attend a workshop at the February 6th HAB meeting.

STAFF REPORTS

- Mr. Higgins provided an update regarding the national registration of the 188 S Main Street Bank building.
- The Add Services Agreement with CORE was approved by the Board of Trustees.
- Gesin Lot development will be further discussed once the new Board of Trustees is seated.
- Mr. Higgins provided an update on the 2022 ornament program.
- Mr. Higgins provided an update regarding upcoming joint Planning Commission trainings in December and January.

BOARD REPORTS

- Mr. Jeffress requested a status on Running Creek Park amenities. Town Administrator



TOWN OF ELIZABETH

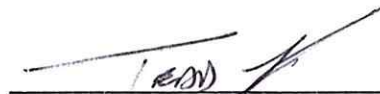
Patrick Davidson provided a “hit list” regarding the park from the Board of Trustees for the upcoming year.

- Vice President Bulmer discussed the Mayor’s Tree Lighting and suggested a couple of ideas for improvements.
- Ms. Bulmer requested that Staff push out the ornaments again on Facebook to help sell the last of the inventory.
- Ms. Bulmer updated the Board on the items she discussed in the quarterly report during the BOT meeting.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Prinslow, to adjourn the meeting at 10:23 AM.

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



President Tedd Lipka



Deputy Town Clerk Harmony Malakowski

