



TOWN BOARD REGULAR MEETING

224 First Street, Eaton, CO

Thursday, August 17, 2023, 7:00 P.M.

MINUTES

CALL TO ORDER

Mayor Moser called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT Mayor Scott Moser Mayor Pro Tem Liz Heid Trustee Coby Gentry
Trustee Glenn Ledall Trustee Lee Griffith Trustee Karla Winter

BOARD ABSENT Trustee Nina Lewis

STAFF PRESENT: Town Administrator - Wesley LaVanchy, Town Attorney - Avi Rocklin, Assistant Town Administrator - Greg Brinck, Financial Director - Faith Smith, Police Chief – Kevin Sturch, and Northern Engineering – Brad Curtis

AGENDA APPROVAL / AMENDMENT(S)

Mayor Pro Tem Hied moved to approve the agenda as is.

Trustee Griffith seconded, and the motion passed unanimously, 5-0.

SPECIAL PRESENTATIONS

1. Police Department

Chief Sturch presented a Life Saving Award and Life Saving Shirt Pin to Corporal Duane Allen, Jr. Corporal Allen gave two citations, previously, to a driver for not wearing his seat belt. The driver called the police department to let Corporal Allen know that he had his seat belt on during a rollover accident and that the seat belt saved his life. The driver said that he always appreciated Corporal Allen and now appreciates him even more and so does his family. Chief Sturch stated that because of Corporal Allen's active enforcement about wearing a seat belt, he saved the person's life and is deserving of this award. Chief Sturch stated that he has the best police officers in the State of Colorado.

2. Outreach on EMV, Xcel Energy

Andrew Holder, Xcel Relations Manager for Northern Colorado presented a brief update, the commencement on construction activity for the endcap project has been underway, stockpiling of materials and working on final site design for the project. Per the settlement agreement, they will host a virtual meeting with a third-party EMF Expert, Pamela Dopart, Managing Health Scientist for the subject of Electric and EMF of Human Health, at the Eaton Library on September 13th from 5:30 p.m. to 6:30 p.m. An invited list of approximately 300 individuals that have the transmission line on their property or within 500 feet adjacent of their property, will be hard mailed and emailed by Augst 29th and 30th.

3. 2022 Audit by Anderson & Whitney

Alan Holmberg, auditor representing Anderson and Whitney, presented, and provided highlights, and responded to questions regarding the 2022 Audit of Financial Statements for the Town of Eaton.

PUBLIC COMMENT

Mayor Moser opened the floor for public comment at 7:33 p.m.

Craig Peterman questioned if the Town of Eaton had a code or regulation about junk vehicles or unregistered vehicles being parked in driveways, do they need to be behind a fence from public view? Staff will call Mr. Peterman to answer his question.

Mayor Moser closed the floor for public comment at 7:35 p.m., there were no more public comments.

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CONSENT AGENDA

- 4. Minutes – July 20, 2023, Regular Board Meeting** **5. Minutes – July 20, 2023, EHA Regular Meeting**
6. Accounts Payable Invoice History Report – July 2023 **7. Financial Statements – June 2023**
8. Treasurer Report – June 2023

Mayor Pro Tem Hied moved to approve the Consent Agenda.

Trustee Ledall seconded, and the motion passed unanimously, 5-0.

NEW BUSINESS

9. Resolution No. 2023-10 Eaton 2023 Sales and Use Tax Ballot Resolution

Greg Brinck, Assistant Town Administrator gave a summary about how the Board of Trustees had reached this point of Resolution No. 2023-10, to increase the Sales and Use Tax and deposit the 1% increase into the Street Fund which will be used to reinvest in the transportation infrastructure. The Town contracted with IMS for a comprehensive inventory and asphalt management plan that was finalized in the fall of 2022. The plan showed a deficit in the current funding structure and the required annual investment to maintain. The Town then contracted with Beyond Your Base to educate the community about the current condition of the Town's streets. In the spring of 2023, Beyond Your Base mailed a letter and informational flyer, newsletter, and survey to all Eaton registered voters. They also held three community meetings. The survey results were presented to an established citizens committee and the committee made a recommendation to the Town Administrator to inform the Board that they recommend moving forward with a ballot initiative. Staff recommends approval of Resolution 2023-10, regarding a ballot issue to be submitted at the coordinated election held on November 7, 2023, and setting the title and content for the ballot issue to increase the rate of the Town's Sales and Use Tax.

Mayor Pro Tem Hied moved to approve Resolution No. 2023-10, a Resolution of the Board of Trustees of the Town of Eaton, Colorado, Regarding a Ballot Issue to be Submitted at the Coordinated Election Held on November 7, 2023, and Setting the Title and Content for the Ballot Issue to Increase the Rate of the Town Sales and Use Tax.

Trustee Winter seconded, and the motion passed unanimously, 5-0.

10. Appointment of Library Trustees

Amber Greene, Library Director stated that the Eaton Public Library Trustee Board currently has two vacant trustee positions. The packet memo outlines the process used to fill these vacancies and the Library Board received a recommendation from the Trustee Vacancy Committee. On August 2nd, the Library Board reviewed and discussed the candidates and recommend the following candidates for appointment: Julie Damrell, for the completion of an eleven-month term ending July 2024 and Nicole LaBore, for completion of a five-year term ending September 2028.

Trustee Winter moved to approve the appointments of Julie Damrell, an eleven-month term ending in July 2024 and Nicole LaBore, for a five-year term ending in September 2028 for the Eaton Library Board.

Trustee Ledall seconded, and the motion passed unanimously, 5-0.

11. Library Capital Project, Fransen-Pittman Construction Contract

Amber Greene, Library Director spoke about the construction agreement for review, began last August working on improvements and repairs to the building and grounds. These projects were approved as part of the 2023 capital budget and have been refined with input from the board, staff, and community. Fransen-Pittman Construction Company has been selected to construct an outdoor children's educational space adjacent to the children's area, install a generator to provide back-up electrical power, basement remodel from flood damage and improve library storage and staff workspace in the basement and bathroom remodel for the public men's and women's restrooms that will support the ADA requirements and usability. One extra note, not related to this construction project, a Story Walk has been approved to be installed at the Town Square, this will engage reading and being in the great outdoors. Tyler Call, Production Manager with Fransen-Pittman presented floor plans of the projects for review.

Mayor Pro Tem Hied moved to approve the Library Construction Agreement between the Town of Eaton and Fransen-Pittman Construction Company in the amount not to exceed \$40,350 in the scope of the design phase of the work and authorizes the Mayor to sign the agreement.

Trustee Gentry seconded, and the motion passed unanimously, 5-0.

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12. Eaton Area Historical Society Lease of A.J. Eaton House

Greg Brinck, Assistant Town Administrator spoke about the renewed lease with the Eaton Area Historical Society which has leased and operated the museum on the Town's property located at 207 Elm Ave, also known as A.J. Eaton House. The new lease updates the language and provides clearer responsibilities of the Society and Town. The lease is for 99 years and can be terminated by the Town with a one-year notice and by the Society with a sixty-day notice. The Town agrees to pay for all utilities and maintain the premises, both inside and outside, and the Society agrees to request an annual capital and maintenance budget and present an annual report to the Board of Trustees in the first quarter of each year. Staff recommends approving the lease agreement for the A.J. Eaton House with the Eaton Area Historical Society.

Trustee Winter moved to approve the new lease agreement for the A.J. Eaton House with the Eaton Area Historical Society.

Trustee Griffith seconded, and the motion passed unanimously, 5-0.

OLD BUSINESS

13. Town-wide Asphalt Patching Projects, Contractor Award

Brad Curtis, Northern Engineering (NE) stated that this project provides; saw cutting the asphalt, repairing the exposed foundation, and laying new asphalt, not just filling in the potholes. The project was posted on July 14th through BIDNet. Two bids were received on August 10th before 4:00 p.m., Lightfield, Inc and Schneider Paving, LLC. The bids were evaluated on fairness, accuracy, and completeness of submittal. References were contacted for opinions on capabilities, responsiveness, workmanship, and adherence to schedules. Staff recommended approval to accept Lightfield, Inc., to construct the 2023 Asphalt Patching Improvements Projects for a Base Bid of \$135,357 and not to exceed \$150,000.

Mayor Pro Tem Heid moved to approve the Town-wide Asphalt Patching Projects contract with Lightfield, Inc., and not to exceed \$150,000.

Trustee Ledall seconded, and the motion passed unanimously, 5-0.

14. Round-About Lighting

Brad Curtis, Northern Engineering (NE) stated that per the Board's request and approval to work with Xcel and G2 Consulting (electrical engineer) regarding options and probable costs associated with proposed street lighting the roundabout (RAB) to provide improved nighttime visibility as well as safeguard both vehicular and pedestrian traffic. The cost is roughly \$12,000 a light; 6 lights for \$72,000 or 5 lights for \$60,000. Giving notice to Xcel, and completion of the agreement, commencement of the project would take 2-3 weeks for Xcel to complete their internal design. The materials are also required to be paid for in advance and have a 6-month lead time.

Mayor Pro Tem Heid moved to approve the Round-About Lighting, 6 poles at \$72,000 contracted with Xcel and the authority for staff to move forward with the notification.

Trustee Winter seconded, and the motion passed unanimously, 5-0.

STAFF REPORT(S)

15. Town Administrator – Monthly Report & Augmentation Water Lease Agreement. In addition, 1) Met with NWCWD; the master planning process will include the Town as a stakeholder and this effort will incorporate a revised water service agreement. 2) Brik\w/ell; There will be an August 22nd meeting with residents at Benjamin Square. 3) Congrats to Liz Heid; elected to the CML Legislative Board as a liaison. 4) Wes will be attending a Water Literacy Class. 5) Received an Augmentation Water Lease Agreement with the City of Greeley, a 10-year agreement to fulfill the States requirement.

16. Assistant Town Administrator – Project Updates; 1) The new Civic Plus Website has been previewed and should be up in a month or two. 2) Town forms are being upgraded to fillable forms online. 3) Baseline meeting to work on Park Master Plan.

17. Police Chief – July 2023 Power Point Report and Law Report. In addition, 1) The police worked 297 hours between the street dance and Saturday for Eaton Days. 2) SRO Bennet sang the National Anthem at the street dance. 3) Friday, August 25th, 6:00 p.m. to 8:00 p.m. is the End of Summer Bash at the Town Square.

18. Town Attorney – Elected Official Social Media Policy draft for consideration as a guide and govern the Mayor/Trustee's conduct when participating in social media. The Policy recognizes two types of social media uses; official capacity use and personal capacity use. The board requested time to read over the policy and discuss it at next month's meeting.

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19. Finance Director – In reference to the Federal Fund and the need to be sure the contractor is in good standing with the Federal Government, Auditor Terry Bielinski looked up Duran to be sure there were no issues with hiring them.

20. Town Clerk – Exploring the possibility of working with Freedom Mailing for utility billing. They would receive a monthly file of the utility billing and a file for the monthly newsletter. Their service would include; printing the bills, printing the monthly newsletter, sorting the bills, correcting address issues, stuffing the bills and mail. They would also print the two types of envelopes used in billing and store them at their facility.

COUNCIL REPORTS AND REQUEST FOR FUTURE AGENDA ITEMS

21. Planning Commission Meeting – No meeting on August 3rd.

22. Hometown Revitalization Committee – Mayor Pro Tem Heid stated that the movie in the park had a good turnout.

23. Great Western Trail/Park – Trustee Griffith was unable to attend the meeting.

24. Northern Front Range/MPO – Mayor Pro Tem Heid stated that the County is coordinating with CDOT in applying for a \$100 million Mega Grant, which is a Federal Grant, for I-25, Segment 5 and the MPO is attaining letters of support from surrounding Towns in Weld County, the board was in favor of submitting a letter of support.

MAYOR'S COMMENTS

25. Appointment of one (1) Trustee to serve on High Plains Library District Committee, October 20, 2023, 1:00 to 5:00 p.m.

Trustees will review their work schedules and respond to Mayor Moser about their availability by Friday, September 15, 2023. Additionally, had a meeting with Jay Tapia, Superintendent for District RE-2, about the school's property at 10 Cheyenne Avenue, to discuss the Town's expectations, and their expectations of the property, which went very well. They will meet with him again next week.

ADJOURN

Mayor Moser adjourned the August 17, 2023, Regular Meeting at 8:45 p.m.

Margaret Jane Winter, Town Clerk