



**TOWN BOARD REGULAR MEETING**  
**224 First Street, Eaton, CO**  
**Thursday, December 14, 2023, 7:00 P.M.**

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**MINUTES**

**CALL TO ORDER**

*Mayor Moser called the meeting to order at 7:08 p.m. and led the Pledge of Allegiance.*

**ROLL CALL**

**BOARD PRESENT** Mayor Scott Moser Trustee Coby Gentry Trustee Nina Lewis  
Trustee Glenn Ledall

**BOARD ABSENT** Mayor Pro Tem Liz Heid Trustee Karla Winter Trustee Lee Griffith

**STAFF PRESENT:** Town Administrator - Wesley LaVanchy, Town Attorney - Avi Rocklin, Assistant Town Administrator Greg Brinck, and Police Chief – Kevin Sturch

**AGENDA APPROVAL / AMENDMENT(S)**

*Trustee Ledall moved to approve the agenda as is.*

Trustee Gentry seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

**PROCLAMATION**

**1. A Woman's Place 45<sup>th</sup> Anniversary**

In honor of A Woman's Place, 45<sup>th</sup> Anniversary, the Board and Mayor read aloud the proclamation. A Woman's Place helps domestic violence survivors and their children through a 24/7 crisis line support, safe shelter, and confidential services, free of charge. The organization works closely with our local law enforcement to provide hope to survivors and save lives. The Mayor gave recognition and expressed gratitude to A Woman's Place for its ongoing efforts to strengthen our community and recognized A Woman's Place in honor of their 45<sup>th</sup> Anniversary.

**SPECIAL PRESENTATION**

**2. Citizens Committee for Ballot 2A**

Greg Brinck, Assistant Town Administrator spoke to recognize the Citizens Committee lead by Tim Croissant. For any Town or Municipality, the staff and board are aware of the shortfalls in funding but are limited as to what can be said, so the board relies on the Citizen's Committee to discuss the issue with the community and come together to support the shortfall with a solution. In this case, with Ballot 2A, the committee reached the citizens to pass the ballot by a 62% favor. Thank you to Tim Croissant for his leadership achievement and the Citizen's Committee; Alan Holmberg, Dick Leffler, Lanie Isbell, and Dawn Hass.

**STAFF RECOGNITION**

**3. Lanie Goodard – Library Associate**

Amber Greene, Library Director introduced Lanie Goodard as the newest Library Associate to join the team as of the end of November. She is a native of Colorado and graduated from UNC with a teaching degree. Following her teaching employment of 5 years, she found her love for literacy and decided to seek employment with a Library. Lanie is helping with tech drop-ins, at the customer service desk, and programs for adults and families.

**PUBLIC COMMENT**

*Mayor Moser opened the floor for public comment at 7:17 p.m.*

Roberta Noehl, 19740 CR 80, Ault commented on the roads within the town limits that need additional attention. Road 39 from Hawkstone to Eaton Country Club, north of Road 76, there is 1,200 feet has significant damage and Road 39 in front of the Cemetery and Road 76 from the railroad tracks to Road 39. The question is, how is the board going to take care of this?

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## **PUBLIC COMMENT CONTINUED**

Greg Brinck, Assistant Town Administrator spoke to the comment, that Road 39 (S. Christensen) from Collins Street is in the 2024 budget to be rebuilt and aware of the need for repairs to Road 39 by Hawkstone but there is no set date at this time. With the passing of the Ballot 2A, more roads will be repaired.

*Mayor Moser closed the floor for public comment at 7:21 p.m. as there were no other comments.*

## **CONSENT AGENDA**

**4. Minutes – November 16, 2023, Regular Board Meeting**

**5. A/P Invoice History Report – November 2023**

**6. Financial Statements – October 2023**

**7. Treasurer Report – October 2023**

**8. Resolution No. 2023-16, Authorizing a Mail Ballot Election and Election Procedures**

*Trustee Lewis moved to approve the Consent Agenda.*

Trustee Gentry seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

## **PUBLIC HEARING**

*Mayor Moser opened the floor for the public hearing at 7:22 p.m.*

**9. Resolution No. 2023-17, Adopting An Amended Consolidated Town Fee Schedule**

**10. Resolution No. 2023-18, Amending the 2023 Budget and Defray Expenses**

**11. Resolution No. 2023-19, Adopting a Budget for the 2024 Calendar Year**

**12. Resolution No. 2023-20, Appropriating Sums for the 2024 Calendar Year**

**13. Resolution No. 2023-21, Levying General Property Taxes for the 2024 Calendar Year**

Greg Brinck, Assistant Town Administrator presented a power point presentation, starting off with the Organizational Chart that shows how the Town of Eaton is organized. Staff begins working on next year's budget along with review of the current end of year budget in August. The Board then begins to work on the budget with the staff in September, to bring the final numbers to a Public Hearing for the community at the December Board Meeting. Staff encompasses the Board's Strategic Pillars and Core Strategies as the foundation for the budget. Resolution No. 2023-17, reflects an increase in sanitation by 3%, tied to Waste Management increase, trash is currently billed at \$26.03/month and will increase to \$26.69/month. Resolution No. 2023-18, amends the 2023 Budget and Defray Expenses for the Sanitation and Irrigation funds. The presentation continued with each fund being presented with a Projected Balance beginning January 1, 2024, adding the Budgeted Revenue, and then subtracting the Budgeted Expenditures, to arrive at the end of the year with a Projected Fund Balance on December 31, 2024 and showing the Spending in Reserves amount. This portion of the presentation supports Resolution No. 2023-19 & 20, Budget 2024, and Appropriating Sums for the 2024 Calendar Year. Resolution No. 2023-21, Levying General Property Taxes for the 2024 Calendar Year is the amount of money necessary to balance the budget for the general operation expenses from property tax revenue. The preliminary assessed value for 2023 is \$104,324,510 which is an increase from the prior year. The Town has not been debruced on property tax and in order to stay within statutory 5.5% property tax revenue limit and TABOR restrictions, there will be a temporary reduction in the mill levy for 2024, a decrease by .705 mills to 4.736 mills in 2024.

*Mayor Moser opened the floor for public comment at 7:45 p.m., no public comments, floor was closed at 7:46 p.m.*

*Trustee Lewis moved to approve Resolution No. 2023-17, Adopting an Amended Consolidated Town Fee Schedule*

Trustee Ledall seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

*Trustee Lewis moved to approve Resolution No. 2023-18, Amending the 2023 Budget and Making Supplemental Appropriations to Defray Expenses in Excess of Amount Budgeted*

Trustee Gentry seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

*Trustee Lewis moved to approve Resolution No. 2023-19, Adopting a Budget for the Town of Eaton, Colorado for the Calendar Year Beginning on the First Day of January, 2024, and Ending on the Last Day of December 2024*

Trustee Gentry seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

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## **PUBLIC HEARING CONTINUED**

*Trustee Lewis moved to approve Resolution No. 2023-20, Appropriating Sums of Money for the 2024 Calendar Year*

Trustee Gentry seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

*Trustee Lewis moved to approve Resolution No. 2023-21, Levying General Property Taxes for the 2024 Calendar Year to Help Defray the Costs of Government for the Town of Eaton, Colorado*

Trustee Gentry seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

## **OLD BUSINESS**

### **14. Fransen-Pittman Construction GMP Amendment**

Amber Greene, Library Director stated that this board approved this Capitol Project back on August 17, 2023, with a public works design agreement with Fransen-Pittman and are now ready to move into the construction phase for the generator, outdoor child space, basement remodel and ADA update to the bathrooms. There was a change to the contract today, with the extension of the warranty from one year to two years, adding \$5,000.00 to the cost.

*Trustee Ledall moved to approve the Fransen-Pittman Amended Construction Agreement.*

Trustee Gentry seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

## **NEW BUSINESS**

### **15. Resolution No. 2023-22, Adopting Eaton Public Library Policy**

Amber Greene, Library Director proposed the Eaton Public Library Policy which clarifies expectations for the Library Board and Staff on the Library's governance, funding, property, and administration. The policy shall reduce the Town's liability by improving internal controls and oversight. The key points clarify the roles and responsibilities of the Library Board, employment of the Library Director, allocation and administration of Library funds, provision of insurance, adoption of Employee and Library policies, ownership of Library property, adherence to the Colorado Open Meetings Law and review by the Town Board. Staff recommends adopting the attached policy by Resolution No. 2023-22.

*Trustee Ledall moved to approve Resolution No. 2023-22, Adopting Eaton Public Library Policy*

Trustee Lewis seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

### **16. NISP 20<sup>th</sup> Interim Participation Agreement**

Greg Brinck, Assistant Town Administrator indicated that this is the 20<sup>th</sup> Interim NISP Agreement and the main key point is the is the new language that was added to the agreement which allows the Town to divest (sell) to a potential buyer shares the Town either can't afford or no longer needs as a part of its water portfolio strategy, subject to NCWCD Board authorization. The Town still has the commitment of 1,300-acre feet of water but with the verbiage added gives the Town options in the future. The agreement also has a payment request of \$887,250 dollars for the continued participation in the NISP project for 2024.

*Trustee Ledall moved to approve the 20<sup>th</sup> Interim Agreement and payment of \$887,250 for the Town's 2024 participation in the Northern Integrated Supply Project.*

Trustee Lewis seconded, and the motion passed by the affirmative vote of Trustee Lewis, Trustee Ledall, Trustee Gentry and concurrence of Mayor Moser.

### **17. Weld County Coordinated Planning Agreement Discussion**

Greg Brinck, Assistant Town Administrator stated that Staff met with Weld County Commissioners (WCC) to discuss the coordinated planning agreement and a possible development of a solar project within our three-mile plan. The WCC stated that they are still using a 1993 Comprehensive Plan and Maps, the 2019 Comprehensive Plan and Maps were adopted by the Town but was not recorded with the County. The WCC did direct the Staff to get the 2019 Map recorded and then discussion will begin to update the coordinated agreement with the WCC and will give the Town some authority to grow and control over next 30 to 40 years within the boundaries of the Town for future development.

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**STAFF REPORT(S)**

**18. December Staff Report**

**19. Eaton Representative for the Great Western Trail Authority**

Mayor Scott Moser stated that they have been talking to a few potential candidates for the replacement of Steve Bagley's position on the GWTA.

**20. CPS HR, Employee Engagement Survey Services 2024**

Amber Greene, Library Director stated that the CPS HR, Employee Engagement Survey Services 2024 will be a part of the work plan priorities for the Library and Town, to maintain and recruit high performing employees. One way to accomplish this is by measuring an employee engagement survey, then using those results as feedback to benchmark where the employees are in comparison to other private and public industries which will in turn give the employer action steps to put into place to maintain and support the current employees and to also attract employees for the future.

**21. CPS HR, Third Amendment to PSA 2024**

Greg Brinck, Assistant Town Administrator spoke about the CPS HR, Third Amendment to Professional Services Agreement for 2024. The staff has been very satisfied with the human resources consulting and services. The rates are remaining the same, along with the level of service at 20 hours per week. Staff intends to continue with their service.

**COUNCIL REPORTS AND REQUEST FOR FUTURE AGENDA ITEMS**

**22. Planning Commission Meeting – Trustee Winter - No meeting was held in December.**

**23. Hometown Revitalization Committee – No Report**

**24. Great Western Trail/Park – No Report**

**25. Northern Front Range/MPO – No Report**

**MAYOR PRO TEM COMMENTS – No Comments**

**ADJOURN**

Mayor Moser adjourned the December 14, 2023, Board of Trustees Regular Meeting at 8:20 p.m.

*Margaret Jane Winter Town Clerk*