



TOWN BOARD REGULAR MEETING
224 First Street, Eaton, CO
Thursday, October 19, 2023, 7:00 P.M.

MINUTES

CALL TO ORDER

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

ROLL CALL

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

BOARD ABSENT Mayor Scott Moser

STAFF PRESENT: Town Administrator - Wesley LaVanchy, Town Attorney - Avi Rocklin, Assistant Town Administrator - Greg Brinck, Financial Director - Faith Smith, Police Chief – Kevin Sturch, Baseline Director – Vince Harris and Baseline Associate Planner – Lauren Richardson

AGENDA APPROVAL / AMENDMENT(S)

Trustee Lewis moved to amend the agenda by adding an Executive Session to obtain legal advice pursuant to C.R.S. § 24-6-402(4)(b) concerning the Northern Integrated Supply Project (NISP).

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

STAFF RECOGNITION

1. Officer Eisentraut-Police Department

Kevin Sturch, Eaton Police Chief was proud to introduce Josh Eisentraut, previously employed with us and the last time he was here, he received the Medal of Valor from us. Eisentraut will be working in the schools and setting up programs between the police department and the school district. Officer Eisentraut stated that he is happy to be back and will focus on the school aspect of things.

PUBLIC COMMENT

Mayor Pro Tem Heid opened the floor for public comment at 7:02 p.m. and closed the floor at 7:03 p.m., as there were no public comments.

CONSENT AGENDA

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| 2. Minutes – September 21, 2023, Regular Board Meeting | 3. A/P Invoice History Report – September 2023 |
| 4. Financial Statements – August 2023 | 5. Treasurer Report – August 2023 |
| 6. Resolution No. 2023-13, Elected Official Social Media Policy | 7. Aspen Meadows Change Order #1 |

Trustee Lewis moved to approve the Consent Agenda.

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

PUBLIC HEARING – Mayor Pro Tem Heid opened the Public Hearing at 7:04 p.m.

8. Eaton Plaza Schematic Plan PUD

Vince Harris, Baseline Planning Director stated that both the Planning Commissioners (PC) and Board of Trustees (BOT) approved an update, a couple of months ago, to the Comprehensive Plan with the addition of the Downtown Revitalization Plan, Amended which now includes the vacant school property to the plan. This preliminary plan included ideas and concepts for the property as a mix-use development, which requires the property to be rezoned from R-2 to a Planned Unit Development (PUD). The PC evaluated the rezoning documents and added a condition for additional parking standards and expectations above the current requirements, along with the intent being that garage units are used for vehicle parking and not a storage unit, this condition has been addressed in the documents being presented.

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8. Eaton Plaza Schematic Plan PUD Continued

Lauren Richardson, Baseline Associate Planner, presented a slide show about the PUD Schematic Plan and Preliminary Development Plan. The Schematic Plan and Preliminary Development Plan is the first portion of the PUD process in Eaton.

This portion of the PUD includes written restrictions and a planning area map. The intent of the Schematic PUD Plan for this site is to have a mixed-use development with multi-family residential and commercial development. The second portion, the Final Development Plan, will be submitted by the developer of the property in the future and will need to contain many more design and engineering specifics to support the proposed project at the time. Staff recommends approval of Resolution No. 2023-14 and Ordinance No. 638.

Jay Tapia, Superintendent of Eaton School District, and applicant of the Eaton Plaza Schematic Plan PUD thanked the board for considering this development plan. Jay then discussed the background of how this plan came about and how the property could reach a maximum value. All proceeds are held in an account for future land sites with specific needs for the potential of a new elementary or middle school. In working with the Town and the School's realtor, rezoning the property will maximize the potential of the property for us all.

Mayor Pro Tem Heid opened the floor for public comment, at 7:22 p.m., supports the matter, no comments.

Mayor Pro Tem Heid opened the floor for public comment, at 7:22 p.m., opposes the matter, no comments.

The board then had a question-and-answer session with staff and/or applicant.

Mayor Pro Tem Heid closed the Public Hearing at 7:26 p.m.

Trustee Ledall moved to approve Resolution No. 2023-14, a Resolution Approving Planned Unit Development Schematic Plan and Preliminary Development Plan for the Eaton Elementary School Site Located at 10 Cheyenne Avenue, Eaton, Colorado 80615, Situated in Section 31, Township 7 North, Range 65 West of the 6th P.M., Town of Eaton, County of Weld, State of Colorado, and Known by Legal Description as ETN 14145 All Blk41 (Parcel No. 070931325001), Containing Approximately 3.45 Acres.

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

Trustee Winter moved to approve Ordinance No. 638, an Ordinance Approving Rezoning of the Property Known as the Eaton Elementary School Site Located at 10 Cheyenne Avenue, Eaton, Colorado 80615, Situated in Section 31, Township 7 North, Range 65 West of the 6th P.M., Town of Eaton, County of Weld, State of Colorado, and Known by Legal Description as ETN 14145 All Blk41 (Parcel No. 070931325001), Containing Approximately 3.45 Acres, to Planned Unit Development.

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

NEW BUSINESS

9. DDA Consultant

Greg Brinck, Assistant Town Administrator stated that the Eaton Hometown Revitalization Committee (EHRC), with approval from the BOC, has been investigating the formation of a Downtown Development Authority (DDA) over the last two years. The EHRC received statements of qualifications from two firms, Ayres Associates Inc., and Downtown Colorado Inc., which were interviewed over the last week. Both firms have an impeccable reputation and history of successfully forming DDAs. The interview committee and EHRC at large were interested in a firm that is going to have a local presence and be able to lead the DDA formation from education to vote, and Ayres Associates communicated that ability. The BOC has budgeted \$60,000 for a consultant in the 2023 budget, since the consultant will be working primarily in 2024, an estimated expenditure in 2023 has been produced and the remainder will be carried forward to 2024. The EHRC, through the interview committee, recommends entering into a professional service contract with Ayres Associates Inc., for the formation of a Downtown Development Authority in Eaton. Following board discussion, this long-term investment, over the next 30 years, will be tabled until next month, when more information will be presented.

10. Eaton 2023 Sanitary Sewer Cleaning & CCTV Services

Juan Romero, Public Works Director stated that the Town's preventative maintenance program is required by the State of Colorado to clean and inspect one third of the Town's wastewater collection system annually. The preventative maintenance program reduces the chance of sanitary sewer overflows, protects the treatment plant, homes, businesses, public health and keeps a focus on the infrastructure as a return on investment. Bids were submitted and evaluated on fairness, accuracy, and completeness of the submittal, experience, understanding of the project, schedule, and cost. In addition, supplied references were contacted for opinions on capabilities, responsiveness, workmanship, adherence to schedules, etc. Staff recommends accepting DES Pipeline Maintenance to perform the 2023 Sanitary Sewer Cleaning & CCTV project for a base bid of \$38,309.00. Staff also recommends that the project budget be extended to and not exceed the amount of \$50,000.00 to address unexpected overruns administratively and additionally requests to allow for an optional 2-year extension agreement, subject to annual budget appropriations and contractor's performance of work.

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10. Eaton 2023 Sanitary Sewer Cleaning & CCTV Services Continued

Trustee Winter moved to approve and accept the DES Pipeline Maintenance base bid of \$38,309 to perform the 2023 sanitary sewer cleaning and closed caption camera project and approve to not exceed the amount of \$50,000 to address unexpected overruns administratively and allow an option of a 2-year extension agreement, subject to annual budget appropriations and contractor's performance of work.

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

STAFF REPORT(S)

11. October Staff Report

12. Solar Referrals

Wesley LaVanchy, Town Administrator stated that he added a few letters of solar referrals from Weld County. These referrals are in the Town's urban corridors and part of our Comprehensive Plan. He attended and testified at the BOCC about the potential impact of these solar projects and how they fit with our planning agreement. Based on this meeting, there will be a couple of future meetings and/or workshops for the long-term implications of solar farms within the urban corridors.

COUNCIL REPORTS AND REQUEST FOR FUTURE AGENDA ITEMS

13. Planning Commission Meeting - None

14. Hometown Revitalization Committee - None

15. Great Western Trail/Park - None

16. Northern Front Range/MPO - None

MAYOR PRO TEM COMMENTS – None

EXECUTIVE SESSION (*Motion from Agenda Approval/Amendment(s)*)

Mayor Pro Tem Heid explained that the board is moving into executive session and the audience is asked to leave the board room at this time, 8:04 p.m.

Trustee Lewis made a motion to move into an Executive Session to obtain legal advice pursuant to C.R.S. § 24-6-402(4)(b) concerning the Northern Integrated Supply Project (NISP).

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

17. An Executive Session to obtain legal advice pursuant to C.R.S. § 24-6-402(4)(b) concerning the Northern Integrated Supply Project (NISP).

Mayor Pro Tem Heid stated that the board is moving out of the executive session and there were no decisions made and no other topics were discussed, 8:27 p.m.

ADJOURN

Mayor Pro Tem Heid adjourned the October 19, 2023, Board of Trustees Regular Meeting at 8:27 p.m.

Margaret Jane Winter Town Clerk