
TOWN BOARD MINUTES

DECEMBER 9, 2021

A regularly scheduled meeting of the Town Board was held on December 9, 2021, at 7:00 p.m. in the Gary Carsten Board Chambers located at 224 First Street.

Item 1 – Roll call and Pledge of Allegiance. Those present and answering roll call: Trustees; Gentry, Lewis, Winter, Trustee/Mayor Pro Tem (MPT) Isbell, Mayor Moser, and Attorney Rocklin. Trustee Ledall arrived at 7:06 pm and Trustee Heid was absent.

Item 2 – Review of November 18, 2021, Regular Meeting Minutes. Trustee/MPT Isbell moved to approve the November 18, 2021, Regular Meeting Minutes as written, seconded by Trustee Gentry. Motion carried 4-0.

Item 3 – Proclamation – Wreaths Across America – Eaton American Legion Post #26. The Board of Trustees and Mayor read the Proclamation – Wreaths Across America aloud. Eaton American Legion Post #26 members, Bill Martin, Adjutant and Dough Welch, Commander Elect then added that the ceremony will be December 18th at 10:00 am at the Eaton Cemetery with 427 wreaths to lay out. The children of Galeton Elementary School raised \$2,100 for Wreaths Across America which helped Legion Post #26 reach their goal and donate 300 wreaths to Fort Logan in Denver at the National Cemetery.

Item 4 – Medal of Valor Presentation to Officer Michael Swartz and Former Officer Joshua Eisentraut – Chief Sturch. Mayor Moser stated that the Medal of Valor is the highest decoration awarded by the Eaton Police Department. The Medal of Valor is reserved for employees who have displayed performance above and beyond the call of duty. Frequently, in situations that involved extreme risk to the employee, particularly those resulting from a combat situation. Such behavior is frequently characterized by display of exceptional courage, heroism, conspicuous bravery, or self-sacrifice in the performance of their duty. The specific act resulting in the nomination for the award should be one that is so notable as to set the employee apart from his or her peers. Clear proof of the act is required, and the recommendation will only be considered on the bases of extraordinary merit. Chief Sturch stated that the performance of these two officers on September 24, 2021, was an act of heroism and ceremonially awarded the Medal of Valor to Officer Michael Swartz and Former Officer Joshua Eisentraut.

Item 5 – Human Resource Update – Paula Unger, Consultant with Employers Council. Paula Unger, Consultant with Employers Council reviewed employee projects and initiatives that she has been working on for the past couple of months of employment with the Town, along with other projects and initiatives for the first quarter in the year 2022, such as employee engagement survey, manager training, updated performance review process, HRIS software and comprehensive compensation/benefits market survey. Time is being spent on updating the employee job descriptions, employee benefits and cleaning up employee files so they contain the proper paperwork. Paula answered questions from the board.

Item 6 – Slate Communications Proposal – Kim Newcomer, CEO. TAI LaVanchy stated that this overview by Slate Communication is a proposal as a tool of providing communication internally and externally to the public. On the record, there had been a post on the Town's website, for interested marketing vendors to apply for several months. Kristen Knoll and Megan Graham, both Sr. Communications Strategist for Slate Communications gave the presentation. Slate was founded in 2013 and has helped more than 100 communities better connect with residents, businesses, and visitors. They believe that informed and engaged residents make better communities. They are organized with four buckets to approach communications and services delivered such as Strategic Communications, Graphic Designs, Public Relations and Community Engagements. Further discussion was given on priorities, tactics, and core topics. There are a variety of platforms to reach all community members. This communication can also add the Library, Chamber of Commerce and Hometown Revitalization news as well. With the end of the presentation and board discussion, the board would like to move forward with Slate Communications and have a contract presented at the next board meeting on January 20, 2022.

Item 7 – Resolution No. 2021-14 – Authorizing a Mail Ballot Election and Related Procedures for Regular Municipal Election on April 5, 2022 – Attorney Rocklin. Attorney Rocklin stated that this resolution is to authorize a mail ballot election, an electronic voting system and delegate authority and direct the Town Clerk to take all necessary and required action for the proper conduct of the election. Following discussion, Trustee Winter moved to approve Resolution No. 2021-14, a Resolution Authorizing a Mail Ballot Election and Related Election Procedures for the Town of Eaton Regular Municipal Election on April 5, 2022, seconded by Trustee Ledall. Motion carried 5-0.

Item 8 – Resolution No. 2021-15 – Weld County Multi-Jurisdictional Hazard Mitigation Plan (2021) – Assistant Administrator Brinck. Assistant Town Administrator Brinck stated that this resolution is required by FEMA, a federal requirement and the plan has also been approved by the State. This plan covers the threat that natural and human-caused hazards, including flooding, wildfires, and other such events, pose to public health and safety and will be updated no less than every five (5) years. Following discussion, Trustee Ledall moved to approve Resolution No. 2021-15, Adopting Weld County Multi-Jurisdictional Hazard Mitigation Plan (2021), seconded by Trustee Gentry. Motion carried 5-0.

Item 9 – Resolution No. 2021-16 – Amending 2021 Budget – Finance Director Smith. Mayor Moser opened the floor for Public Hearing. Finance Director Smith gave a presentation. This resolution is to amend the 2021 Budget to cover unanticipated expenditures in the General Fund, Street Fund, Sewer Fund and Sanitation Fund. Following the presentation, Mayor Moser called for public statements, as there were none, the floor was closed. Trustee/MPT Isbell moved to approve

Resolution No. 2021-16, a Resolution Amending the 2021 Budget and Making Supplemental Appropriations to Defray Expenses in Excess of Amount Budgeted, seconded by Trustee Lewis. Motion carried 5-0.

Mayor Moser opened the floor for Public Hearing for the next three resolutions. Finance Director Smith gave a presentation with the review of the Mill Levy for Property Taxes and summarized the 2022 Budget. Mayor Moser called for public statements, as there were none, the floor was closed.

Item 10 – Resolution No. 2021-17 – Mill Levy Certification 2022 – Finance Director Smith. Following board discussion, Trustee Winter moved to approve Resolution No. 2021-17, a Resolution Levying General Property Taxes for the 2022 Calendar Year to Help Defray the Costs of Government for the Town of Eaton, Colorado, seconded by Trustee/MPT Isbell. Motion carried 5-0.

Item 11 – Resolution No. 2021-18 – Budget 2022 – Public Hearing – Finance Director Smith. Trustee/MPT Isbell moved to approve Resolution No. 2021-18, a Resolution Adopting a Budget for the Town of Eaton, Colorado for the Calendar Year Beginning on the First Day of January 2022, and Ending on the Last Day of December 2022, seconded by Trustee Ledall. Motion carried 5-0.

Item 12 – Resolution 2021-19 – Appropriations 2022 – Finance Director Smith. Trustee Lewis moved to approve Resolution No. 2021-19, a Resolution Appropriating Sums of Money for the 2022 Calendar Year, seconded by Trustee Gentry. Motion carried 5-0.

Item 12a – Amend Resolution 2021-12 Town Fee Schedule – Assistant Administrator Brinck. Assistant Administrator Brinck stated that after passing the Resolution 2021-12, staff discovered two typos and two omissions from the fee schedule, staff requests Board action to amend the 2022 fee schedule as follows: O&C Adult Full Burial Legal Holiday/Sat. AM from \$1,150 to \$1000, O&C Baby Full Burial Legal Holiday/Sat. AM from \$400 to \$450 and add Delayed Arrival @ Cemetery \$200 and Handling Fee/Service Fee \$60.00. Trustee/MPT Isbell moved to approve Amended Resolution 2021-12, a Consolidated Town Fee Schedule for 2022, seconded by Trustee Winter. Motion carried 5-0.

Item 13 – Public Comment. * Mayor Moser opened the floor for public comment. Henry Jameson, 334 Redwood Avenue, had two concerns. The first being the High School having only 200 lockers for 600 kids. Town Board had no comment, question for School Board. Second, he attended the WC meeting with Xcel Energy, and asked if WC should be moving forward since Eaton has not had their public hearings? The response was yes, the WC meeting was for a 1041 Permit, property outside of the town boundaries, and the Town will hold two public hearings soon for residents to express their opinion about the Xcel Energy applications. Mr. Jameson stated his real concern is the electrical grid not being big enough for Maplewood Estates. As there were no further comments, Mayor Moser closed public comments.

Item 14 – Staff Reports.

- ◆ Chief Sturch: 1) Congratulations to the Eaton Football Team. 2) All PD cars to be in light parade. 3) Bank of CO giving tree. 4) Kathy Jenkins is graduating from police academy this weekend.
- ◆ TAI LaVanchy: 1) Staff Report handout correction, not Maplewood Park Project, it is the City Park Project.
- ◆ Assistant Town Manager Brinck: 1) Outstanding CARES money, plan to use on keyless entry and security upgrades at Town Hall and build a robust telework network for staff, enables work to be done from other locations. 2) Roundabout and Cemetery bids are out for water line extensions. 3) The preferred truck route from the Board has been presented to Weld County for review. 4) HTRC parklet, working on health and safety issues. 5) Reminder of January 10th joint work session with HTRC to talk about downtown plan.
- ◆ Clerk Winter: 1) Elliott's Café received their liquor license.
- ◆ Trustee Winter: 1) Planning Commission had public hearing with developers to add comments for code update.
- ◆ Trustee/MPT Isbell: 1) HTR, shop small business went great. 2) MPO, EPA final rule on Ozone Standards 2015 expanded non-attainment boundaries for all of WC. Green House Gas rule making hearing will take into consideration, 2.5 of the 4 main priorities, expand implementation efforts for local government to count and remove vehicle miles traveled.
- ◆ **Item 15 – Adjourn.** Mayor Moser moved to adjourn at 8:47 p.m.

Margaret Jane Winter, Town Clerk

* If you have public comment but are not comfortable attending in person due to COVID-19, please send the comments to wesley@eatonco.org by noon the day of the meeting and the comment(s) will be read into the record or otherwise shared with the Board during the meeting.