



Board of Trustees Workshop – Interim Administrator Interview

Tuesday December 9, 2025, at 6:15 PM

Board of Trustees Regular Meeting Updated 12/8/2025

Tuesday, December 9, 2025 at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

[Zoom link to view meeting](#)

Join via phone: 1 669 900 9128 Meeting ID: 813 8379 5260

Meeting Passcode: 483082

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

Agenda Changes

Consent Agenda

1. Minutes of the Regular Meeting of November 20, 2025

Presentations

2. Circle of Care – PattyAnn Fontenot and Jeff Engel

Action may be taken on any and all items listed on the agenda.

Accommodations for disabilities may be made upon request.

New Business

3. Discussion and possible action on the reappointment of Amy Schmidt to the Planning Commissioner for a four-year term starting January 1, 2026, through December 31, 2029– Alexandra Cramer
4. Discussion and possible action on Resolution 25R44, a Resolution amending the Town of Elizabeth’s Budget for Fiscal Year 2025 – Hannah Bruce
5. Discussion and possible action on Resolution 25R45, a Resolution amending Set Mill Levies for the 2026 Budget Year – Hannah Bruce
6. Discussion and possible action on Resolution 25R46, a Resolution Repealing Resolution 05R17 Regarding the Town of Elizabeth Website Policy and Establishing a New Website Policy - Harmony Malakowski
7. Discussion and possible direction on Hillside Park Project Request for Proposal (RFP) – Mike DeVol
8. Discussion and possible action on Resolution 25R47, a Resolution approving the Direct Service Agreement between the Town and the East Central Council of Local Governments regarding Public Transit Services – Michelle Oeser
9. Discussion and possible direction on accounting for employee time and event permit updates – Michelle Oeser

Management Monitoring Reports

10. Management Monitoring Reports

A Managers Report

Board of Trustees Report

11. Board Reports

Executive Session

12. Executive session pursuant to C.R.S. § 24-6-402(4)(a) and C.R.S § 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators regarding the potential purchase, acquisition, or lease of real property by the Town for a potential Senior Center

Adjournment

Action may be taken on any and all items listed on the agenda.

Accommodations for disabilities may be made upon request.

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.

Action may be taken on any and all items listed on the agenda.
Accommodations for disabilities may be made upon request.