



Town of Elizabeth

Board of Trustees Regular Meeting **Thursday, November 20, 2025 at 7:00 PM** **Town Hall, 151 S. Banner Street**

Call to Order

The Regular Meeting of the Board of Trustees for the Town of Elizabeth was called to order on Thursday, November 20, 2025, at 7:00 PM by Mayor Angela Ternus.

Roll Call

Present:

Mayor Angela Ternus
Mayor Pro Tem Tracy Hutchins
Trustee Loren Einspahr
Trustee Dave Conley
Trustee Michael Schroder
Trustee Steve Gaither
Trustee Cynthia Thye

There was a quorum to do business.

Also in Attendance:

Town Clerk Michelle Oeser
Public Works Director Mike DeVol
Assistant Public Works Director James McErnie
Police Chief Jeff Engel
Planner/Project Manager Alexandra Cramer
Finance Officer Hannah Bruce
Deputy Town Clerk Harmony Malakowski

Pledge of Allegiance

Mayor Ternus led the Board in the 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.

Terry Stinnette - Town of Elizabeth Resident

Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

Consent Agenda

1. Minutes of the November 12, 2025, Regular Meeting

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve the Minutes of the November 12, 2025, Regular Meeting.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

2. Outback Liquors Tasting Permit

Ms. Oeser provided a Staff report.

Motion by Trustee Schroder, seconded by Trustee Gaither, to approve the Outback Liquors Tasting Permit.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

New Business

3. Discussion and possible action on Ordinance 25-13, an Ordinance amending Chapter 7 of the Town of Elizabeth Municipal Code by the addition of a New Division 10 of Article VII allowing a Potbellied Pig as a pet

Ms. Oeser provided a Staff report.

Motion by Trustee Schroder, seconded by Trustee Einspahr, to approve Ordinance 25-13, an Ordinance amending Chapter 7 of the Town of Elizabeth Municipal Code by the addition of a New Division 10 of Article VII allowing a Potbellied Pig as a pet.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

4. Discussion and possible action on Resolution 25R39, a Resolution authorizing the Mayor to execute a letter of agreement with the Adams Group, LLC to provide audit services for Fiscal Year 2025

Ms. Oeser provided a Staff report.

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Conley, to approve Resolution 25R39, a Resolution authorizing the Mayor to execute a letter of agreement with the Adams Group, LLC to provide audit services for Fiscal Year 2025.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

5. Discussion and possible action on Resolution 25R40, a Resolution granting the Mayor authority to execute a Residential Lease Agreement for 601 Pine Ridge Street, Elizabeth, Colorado

Ms. Oeser provided a Staff report.

Motion by Trustee Conley, seconded by Trustee Gaither, to approve Resolution 25R40, a Resolution granting the Mayor authority to execute a Residential Lease Agreement for 601 Pine Ridge Street, Elizabeth Colorado.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: Trustee Thye

Motion Passed (6-1)

6. Discussion and possible action on Resolution 25R41 a Resolution adopting the 2026 Town of Elizabeth Budget

Ms. Bruce provided a Staff report on Resolutions 25R41 - 25R43.

Motion by Trustee Einspahr, seconded by Trustee Conley, to approve Resolution 25R41 a Resolution adopting the 2026 Town of Elizabeth Budget.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

7. Discussion and possible action on Resolution 25R42, a Resolution Appropriating Sums of Money

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve Resolution 25R42, a Resolution Appropriating Sums of Money.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

8. Discussion and possible action on Resolution 25R43, a Resolution to Set Mill Levy

Motion by Trustee Einspahr, seconded by Trustee Conley, to approve Resolution 25R43, a Resolution to Set

Mill Levy.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 7:35 PM.

Public Hearing

9. Amending the Town of Elizabeth's 2025 Budget

Ms. Bruce provided a Staff Report.

There was no Public Comment.

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 7:37 PM.

New Business

10. Discussion and possible action on Resolution 25R44, a Resolution amending the Town of Elizabeth's Budget for Fiscal Year 2025

This item was tabled to the December 9, 2025, Board of Trustees meeting to allow Staff to make the recommended changes.

11. Discussion and possible action on appointing a temporary Interim Town Administrator

Mayor Ternus provided a report.

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Conley, to appoint Michelle Oeser as the Interim Town Administrator in charge of Administrative Services and Chief Jeff Engel as Interim Town Administrator in charge of Operations.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)

Discussion followed regarding dates to interview Interim Town Administrator candidates.

Management Monitoring Reports

12. Management Monitoring Reports

- Police Chief Jeff Engel:
 - Update regarding the vehicle fire in Gold Creek Valley.
 - 823 Highpoint Trail has acquired the necessary permits.
- Planner/Project Manager Alexandra Cramer:
 - Provided information to the Board regarding a request to amend a zoning code. A workshop will be scheduled for further discussion.
- Public Works Director Mike DeVol:

- Provided an update regarding the Christmas tree at the Gesin lot.
- Pedestrian crosswalk lights are now at the High School.
- Mayor Ternus asked a question regarding striping on County Road 13.
- Trustee Einspahr asked a question regarding the Main Street streetlights.
- Mayor Ternus asked a question regarding a streetlight globe that had broken off.
- Town Clerk Michelle Oeser:
 - Provided an update regarding the Student Liaison position.
 - Requested direction on how to proceed with the Town Christmas Light contest judging.
 - Will meet with the Kiowa Town Administrator and collaborate with Ms. Cramer on the 150/250 celebration.
 - Requested direction regarding a potential Board Christmas dinner.
 - Provided updates regarding the Staff Christmas party.

Board of Trustees Report

13. Board Reports

- Mayor Angela Ternus:
 - Provided updates regarding the Senior Basket program.
 - Visited several craft fairs being held in the region over the weekend.
- Trustee Dave Conley:
 - Varsity Pom Squad took first place in their division.
 - The football and pom squad will be at Walmart for their grand reopening on Friday.
- Trustee Cynthia Thye:
 - Asked a question regarding Gold Creek Commons.
 - There is a new mural in Walmart that is nice.

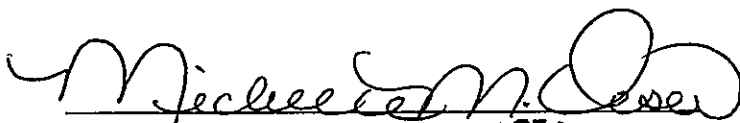
Adjournment

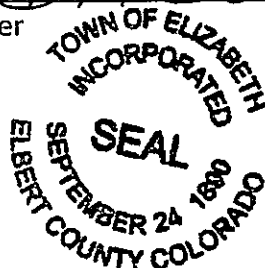
Motion by Mayor Pro Tem Hutchins, seconded by Trustee Conley, to adjourn the meeting at 9:41 PM.

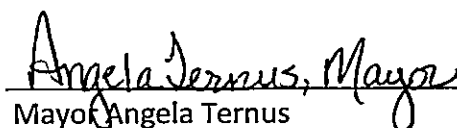
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion Passed Unanimously (7-0)


Town Clerk Michelle Oeser




Mayor Angela Ternus