



TOWN OF ELIZABETH

TOWN OF ELIZABETH

WORKSHOP ARPA Funding
Tuesday, March 26, 2024, at 6:00 PM

BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 26, 2024, at 7:00 PM
Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/82904297262?pwd=VHNES1F2TytLbGtpQ3VPcW9zNIB5UT09>

Join via phone at 1 669 900 9128 Meeting ID: 829 0429 7262

Meeting Passcode: 725237

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED 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, state your name, and then address the Board. Your comments will be limited to 3 minutes. The Board of Trustees may not respond to your comments during this meeting, rather they may 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. Thank You.

AGENDA CHANGES

CONSENT AGENDA

1. Minutes of the Regular Meeting of March 12, 2024, at 7:00 p.m.

PROCLAMATION

2. National Volunteer Month Proclamation – Zach Higgins

PUBLIC HEARING

3. Elizabeth Firefighters Community Foundation, Protectors of Elizabeth Special Event Liquor License application – Michelle Oeser

ACTION MAY BE TAKEN ON ANY AND ALL ITEMS LISTED ON THE AGENDA
ACCOMMODATIONS FOR DISABILITIES MAY BE MADE UPON REQUEST.

NEW BUSINESS

4. Discussion and possible action on approval of the Elizabeth Firefighters Community Foundation, Protectors of Elizabeth Special Event Liquor License application – Michelle Oeser

PUBLIC HEARING

- [5.](#) Town of Elizabeth, Friday Night Market Summer Series Special Event Liquor License application – Michelle Oeser

NEW BUSINESS

6. Discussion and possible action on approval of the Town of Elizabeth’s Special Event Liquor License application for the Friday Night Market Summer Series – Michelle Oeser
- [7.](#) Board discussion and possible action on Resolution 24R14, a Resolution authorizing the Director of Public Works to enter into an agreement with Applied Ingenuity, LLC for repairs to Elizabeth Well A-1 and Elizabeth Well DA-1 – Patrick Davidson
- [8.](#) Discussion and possible action on Resolution 24R15, a Resolution Approving the Town of Elizabeth Façade Grant Program – Zach Higgins

MANAGEMENT MONITORING REPORTS

- [9.](#) Management Monitoring Reports

STUDENT LIAISON REPORT

10. Student Liaison Report – Shaye Lovato

BOARD OF TRUSTEES REPORTS

11. Board Reports

MINUTES

- [12.](#) Minutes of the Main Street Board of Directors February 12, 2024
- [13.](#) Minutes of the Planning Commission November 9, 2023

ADJOURNMENT

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.



Board of Trustees – Record of Proceedings

March 12, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, March 12, 2024, at 7:06 p.m. by Mayor Payne.

ROLL CALL

Present were Mayor Tammy Payne, Mayor Pro Tem Linda Secrist, and Trustees Loren Einspahr, Barb McGinn, Joe Belongia, and Marianne Mayer-Opl. There was a quorum to do business.

Also, present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Community Development Director Zach Higgins, Public Works Director Mike DeVol, Assistant Public Works Director James McErnie, Police Chief Jeff Engel, Town Attorney Corey Hoffmann, and Student Liaison Shaye Lovato.

PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

There was no public comment.

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of February 27, 2024

Motion by Trustee Einspahr, seconded by Trustee McGinn, to accept the Consent Agenda as presented.

The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

2. Swear in Officer Josh Hunter

Chief Engel gave an overview of Officer Hunter’s work experience. Officer Hunter introduced himself to the Board.

Town Clerk Michelle Oeser swore Josh Hunter in as an Elizabeth Police Officer.



NEW BUSINESS

- 3. Discussion and possible action on the appointment of a new Trustee.

Mr. Davidson provided a Staff report.

- 4. Discussion and possible appointment of new Trustee with a term through November 5, 2024

Motion by Trustee Belongia, seconded by Trustee McGinn, to appoint Michael Schroder as a Trustee for a term through November 5, 2024,

By a roll call vote, the vote of those Trustees present was 5 in favor and 1 opposed. Trustee Mayer-Opl opposed. Motion passed.

The Town Clerk swore in Michael Schroder as an Elizabeth Board Trustee.

- 5. Discussion and possible action regarding the reappointment of Tedd Lipka, Linda Bulmer, and Jeff Struthers to the Main Street Board of Directors for terms starting 04/01/2024 through 03/31/2027

Mr. Higgins provided a Staff report.

Motion by Trustee McGinn, seconded by Trustee Belongia, to reappoint of Tedd Lipka, Linda Bulmer, and Jeff Struthers to the Main Street Board of Directors for terms starting 04/01/2024 through 03/31/2027.

By a roll call vote, the vote of those Trustees present was 5 in favor and 2 opposed. Mayor Pro Tem Secrist and Trustee Mayer-Opl opposed. Motion passed.

- 6. Discussion and possible action on Funding for the American Legion’s Use by Special Review

Mr. Higgins and Mr. Davidson provided Staff reports.

Motion by Trustee Einspahr, seconded by Trustee Mayer-Opl, to approve waiving the land use application fee, with either a Use by Special Review or a Rezone application.

By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

- 7. Discussion and possible action on Ordinance 24-01, an Ordinance of the Town of Elizabeth, Colorado, Amending the Elizabeth Municipal Code to Repeal Article II of Chapter 15 Deleting the Town’s Per Square Foot of Floor Area Impact Fee

Mr. Davidson provided a Staff report.



Motion by Trustee Belongia, seconded by Trustee McGinn, to approve Ordinance 24-01, an Ordinance of the Town of Elizabeth, Colorado, Amending the Elizabeth Municipal Code to Repeal Article II of Chapter 15 Deleting the Town's Per Square Foot of Floor Area Impact Fee. By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

8. Discussion and possible action on Resolution 24R12, a Resolution Declaring the Town of Elizabeth as a Non-Sanctuary Town and protecting the security and quality of life of the Citizens of the Town of Elizabeth

Mr. Davidson provided a Staff report.

Motion by Mayor Pro Tem Secrist, seconded by Trustee Einspahr, to approve Resolution 24R12, a Resolution Declaring the Town of Elizabeth as a Non-Sanctuary Town and protecting the security and quality of life of the Citizens of the Town of Elizabeth.

By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

9. Discussion and possible action on Resolution 24R13, a Resolution authorizing Staff to apply for a Grant offered by the Colorado Department of Local Affairs Commonly known as the Energy and Mineral Impact Assistance Fund (EIAF) Grant

Mr. Davidson provided a Staff report.

Motion by Mayor Pro Tem Secrist, seconded by Trustee Einspahr, to approve Resolution 24R13, a Resolution authorizing Staff to apply for a Grant offered by the Colorado Department of Local Affairs Commonly known as the Energy and Mineral Impact Assistance Fund (EIAF) Grant.

By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

MANAGEMENT REPORTS

- Town Administrator Patrick Davidson.
 - Mr. Davidson discussed Staff plans for the forecasted storm.
 - Mr. Davidson discussed a racoon with distemper in the Town.
 - Mr. Davison let the Board know that discussions on purchasing fuel from the Elizabeth School District are progressing.
 - Discussion on a question to Mr. Davidson from the public on whether the Town would lock in Impact Fees.
 - New graffiti vandalism has occurred in Legacy Village.



- Mayor Payne inquired about the condition of the mural under the Highway 86 bridge.
- Trustee Mayer-Opl asked if it was the same person vandalizing Legacy Village as did the graffiti in Gold Creek.
- Mayor Payne asked about snow routes in Legacy Village.
- Chief of Police Jeff Engel
 - Chief Engel let the Board know that Josh Hunter will begin formal training on March 17, 2024.
 - Chief Engel has an applicant that has moved into the psychological testing portion as a police applicant.
 - Chief Engel told the Board that an oral Board review has been scheduled for a 3rd police officer applicant.
 - Chief Engel told the Board that the department is aiming to transition back to 10-hour shifts in May.
 - The PD Staff went through CPR and First Aid training.
 - Officer Lamas will be attending an intense 10-day training.
 - Mandy Donatelli attended a sex offense tracking training.
 - Ms. Donatelli and Officer Tucker are now evidence technicians and will be attending appropriate training. This will include completing a DNA indexing course.
 - Elizabeth PD assisted the Elbert County Sheriff's department with a shooting.
 - The SRO's worked a school threat. The threat played out as not credible.
 - The PD is working on two cases of distribution of narcotics.
 - The PD is working on a graffiti case.
 - The evaluation of crime statistics has been completed.
 - Trustee Mayer-Opl asked about services provided to officers for mental health.
 - Mayor Payne asked if crime rates have increased in specific areas.
 - Student Liaison Lovato thanked all EPD officers on behalf of herself and Elizabeth High School Students for their response to the school threat.
- Community Development Director Zach Higgins.
 - Mr. Higgins let the Board know that the Main Street Board of Directors have reallocated funds to purchase the Locable program.
 - Mr. Higgins let the Board know that the Historic Advisory Board has reallocated funds to move forward with their new website.
 - An occupancy certificate has been issued to a portion of the Pine Ridge Apartments.



- The Community Development department provided a letter to the State for the Elizabeth High School Auto Shop building.
- Mr. Higgins stated that a 60% design set has been received for the Main Street Monument sign.
- Public Works Director Mike DeVol.
 - Mr. DeVol told the Board that the new employee in Public Works is working out great.
 - Mr. DeVol asked the Board and public, if possible, to stay home during the anticipated storm.
 - Public Works is working with CDOT on keeping Highway 86 open during the storm.
 - Public Works has a project planned on Elizabeth Street which includes a street closure.
 - Trustee Mayer-Opl asked if employees working the storm have a place to stay.
- Town Clerk Michelle Oeser.
 - Ms. Oeser pointed out the new pictures hanging in the boardroom. She let the Board know these pictures were done by Jeff Struthers.
 - Ms. Oeser told the Board that the Annual Meat-In is scheduled for May 4th and that the Special Event Liquor License application will be coming before them soon.

STUDENT LIAISON REPORT

- Ms. Lovato went through the written report provided to the Board.
- Ms. Lovato discussed the upcoming High School Prom and blood drive.

BOARD OF TRUSTEE REPORTS

The Board did not have anything to report.

MINUTES

6. Minutes of the Historic Advisory Board Minutes of January 8, 2024.

ADJOURNMENT

Motion by Trustee Belongia, seconded by Mayor Pro Tem Secrist, to adjourn the meeting at 9:06 p.m.

The vote of those Trustees present was unanimously in favor. Motion carried.



TOWN OF ELIZABETH

Town Clerk Michelle Oeser

Mayor Tammy Payne



TOWN OF ELIZABETH

PROCLAMATION

WHEREAS, National Volunteer Month is an opportunity to recognize and honor the countless individuals who selflessly invest in the lives of others; and

WHEREAS, every community member can effect positive change with a volunteer action no matter how big or small; and

WHEREAS, the Town is committed to encouraging volunteerism and national service among its employees, citizens, partners, businesses and organizations; and

WHEREAS, the Town of Elizabeth relies on volunteers for many programs that are a service and benefit to the community; and

WHEREAS, each year a special month is designated in our nation for the dual purpose of recognizing those who give of themselves and of encouraging all citizens to become involved in volunteer work; and it is fitting at this time that we say "thank you" to all individuals, groups, and businesses who have given time, energy, and resources to their communities through volunteer service; and

WHEREAS, the Town is launching an official volunteer program in April.

NOW, THEREFORE do I, Tammy Payne, Mayor of the Town of Elizabeth, hereby proclaim the month of April 2024, to be:

NATIONAL VOLUNTEER MONTH

in the Town of Elizabeth and encourage all citizens to observe this month by celebrating the important work that volunteers do every day throughout our community.

Signed this 26th day of March 2024.

Tammy Payne, Mayor



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: March 26, 2024
SUBJECT: Protectors of Elizabeth

SUMMARY

On February 20, 2024, the Elizabeth Firefighters Community Foundation applied for a Special Event Liquor Permit and a Special Event Permit for the Annual Protectors of Elizabeth Tribute event. The Special Event at Running Creek Park will be held under Don Means' name. The use of Running Creek Park was approved by Administrator Patrick Davidson.

All necessary fees, paperwork and posting have been completed and turned in as required. The applicant has already paid for the use of Running Creek Park.

All partner agencies and town departments have reviewed the application and have no concerns about the planned event.

The applicant will work with the Elbert County Health Department for food vendor paperwork. This will ensure safeguards are in place.

STAFF RECOMMENDATION

Staff recommends approval of the Elizabeth Firefighters Community Foundations Protectors of Elizabeth Tribute Special Event License application.

ATTACHMENTS(S)

Special Event Liquor Permit Application

Application for a Special Events Permit

Departmental Use Only

Town of Elizabeth

RECEIVED

FEB 20 2024

Town of Elizabeth

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$100.00 Per Application	Liquor Permit Number
2170 <input checked="" type="checkbox"/> Fermented Malt Beverage \$100.00 Per Application	

1. Name of Applicant Organization or Political Candidate ELIZABETH FIREFIGHTERS COMMUNITY FOUNDATION	State Sales Tax Number (Required)
2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) PO Box 441 ELIZABETH, CO 80107	3. Address of Place to Have Special Event (include street, city/town and ZIP) 500 E KIOWA AVE ELIZABETH, CO 80107

4. Authorized Representative of Qualifying Organization or Political Candidate RUSTY BOOTH	Date of Birth	Phone Number
Auth		

5. Event Manager Dan MEANS	Date of Birth	Phone Number
Event		
Email Address of Event Manager dmeans@farmersagent.com		

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes How many days? _____	7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input type="checkbox"/> No <input type="checkbox"/> Yes License Number _____
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8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Hours From	To	Date	Hours From	To	Date	Hours From	To	Date	Hours From	To
9/14/2024	10:00P.m.	5:00P.m.									

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature Rusty Booth	Title BOARD PRESIDENT	Date 2/12/2024
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Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
Signature	Title	Date

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			
License Account Number	Liability Date	State	Total

(Instructions on Reverse Side)

RECEIVED
FFB 2 0 2024
Town of Elizabeth

P.O. Box 159, 151 S. Banner St.
Elizabeth, Colorado 80107



Phone: (303) 646-4166
Fax: (303) 646-9434
<http://www.townofelizabeth.org>

Town of Elizabeth

Application for Special Event, Parade or Race

This application along with a \$10 application fee must be submitted to the Town Clerk At least Twenty (20) days prior to the Date of intended use and approved by the Town Board.

1. Event: PROTECTORS OF ELIZABETH / CHILLI COOKOFF
 Date of Event: 9/14/24 Time of Actual Event: 2:00 PM - 7:00 PM
 Date(s) and Time(s) for which permission is requested including setup and cleanup:
 Date: 9/14/24 From: 10:00 AM To: 8:00 PM
 Date: _____ From: _____ To: _____
2. Applicant (Organization or Individual): DON MEANS
 Address: PO BOX 1947, ELIZABETH, CO 80107 Telephone # 303.646.9701

ONLY ORGANIZATIONS FILL OUT THE REMAINDER OF ITEM #2:

The Organization is: Profit Non-Profit Attach Copy of Certificate of Incorporation with Non-Profit Status if same is not already on file with the Town Clerk.

INDIVIDUAL RESPONSIBLE FOR THE EVENT:

Name DON MEANS Telephone # 303.475.3920
Address PO BOX 1947, ELIZABETH, CO 80107

3. Please mark the route choice below.
Staging area:

Absolutely no parade routes will be considered other than the above mentioned based on the safety of the citizens and traffic concerns.

4. Estimated Number of Participants: 50 Estimated Number of Spectators: 600
5. Will there be animals or vehicles in the event? Y If yes, explain including how many: _____
FIRST RESPONDERS VEHICLES ON DISPLAY
6. Are you requesting reserved parking for the event? If yes, specify number and location: NO

7. How will the applicant provide trash and litter control for the event? ON SITE
8. Will Applicant provide portable Restrooms for the event? NO Where will they be located? ON SITE

9. Will the applicant provide medical coverage for the event?
If yes, specify what level of medical expertise and where they will be located: NO

10. Will any organization or individual other than the applicant has any exhibit or sales booth in the area during the event? NONE If yes, explain who and what: _____

11. Will there be any fees for your event? NO If yes, explain: _____

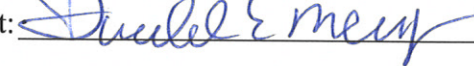
12. Will your event be open to the Public? YES
13. Will there be any vehicles, trailers or tents for the event? YES
If yes, explain and include the dimensions of any tents: TENTS FOR FOOD VENDORS

Tents exceeding 120sf will require a life safety inspection from our building department. Tents exceeding 400sf will require an additional fire safety inspection. Additional fees for these inspections will apply. Initials: DM

14. Will you be applying for a special event liquor permit to have alcohol in the area? YES

EVIDENCE OF LIABILITY INSURANCE FOR THE EVENT MUST BE SUBMITTED TO THE TOWN PRIOR TO THE EVENT. THE TOWN OF ELIZABETH MUST BE NAMED AS ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE.

I have read the attached policy for the use and understand the policy and agree to comply with all the provisions set forth therein.

Signature of Applicant:  Date: 2/19/24



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

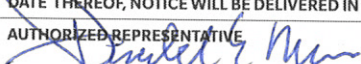
PRODUCER Don Means(0727B91) 166 S Main St Elizabeth CO 80107-7565	CONTACT NAME: PHONE (A/C, NO, EXT): 303-646-9701 FAX (A/C, NO): 303-646-9716	
	E-MAIL ADDRESS: dmeans@farmersagent.com	
INSURED MEANS AGENCY, INC PO BOX 1947 ELIZABETH CO 80107	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Truck Insurance Exchange	NAIC # 21709
	INSURER B: Farmers Insurance Exchange	NAIC # 21652
	INSURER C: Mid Century Insurance Company	NAIC # 21687
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	N	045889275	10/01/2023	10/01/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		N	045889275	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE OTHER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
166 S MAIN ST, ELIZABETH, CO 80107

CERTIFICATE HOLDER TOWN OF ELIZABETH 151 S BANNER ST ELIZABETH CO 80107	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Elizabeth Firefighters Community Foundation, Inc.

is a

Nonprofit Corporation

formed or registered on 04/08/2005 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20051147317 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 02/15/2024 that have been posted, and by documents delivered to this office electronically through 02/19/2024 @ 14:23:48 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 02/19/2024 @ 14:23:48 in accordance with applicable law. This certificate is assigned Confirmation Number 15763566 .

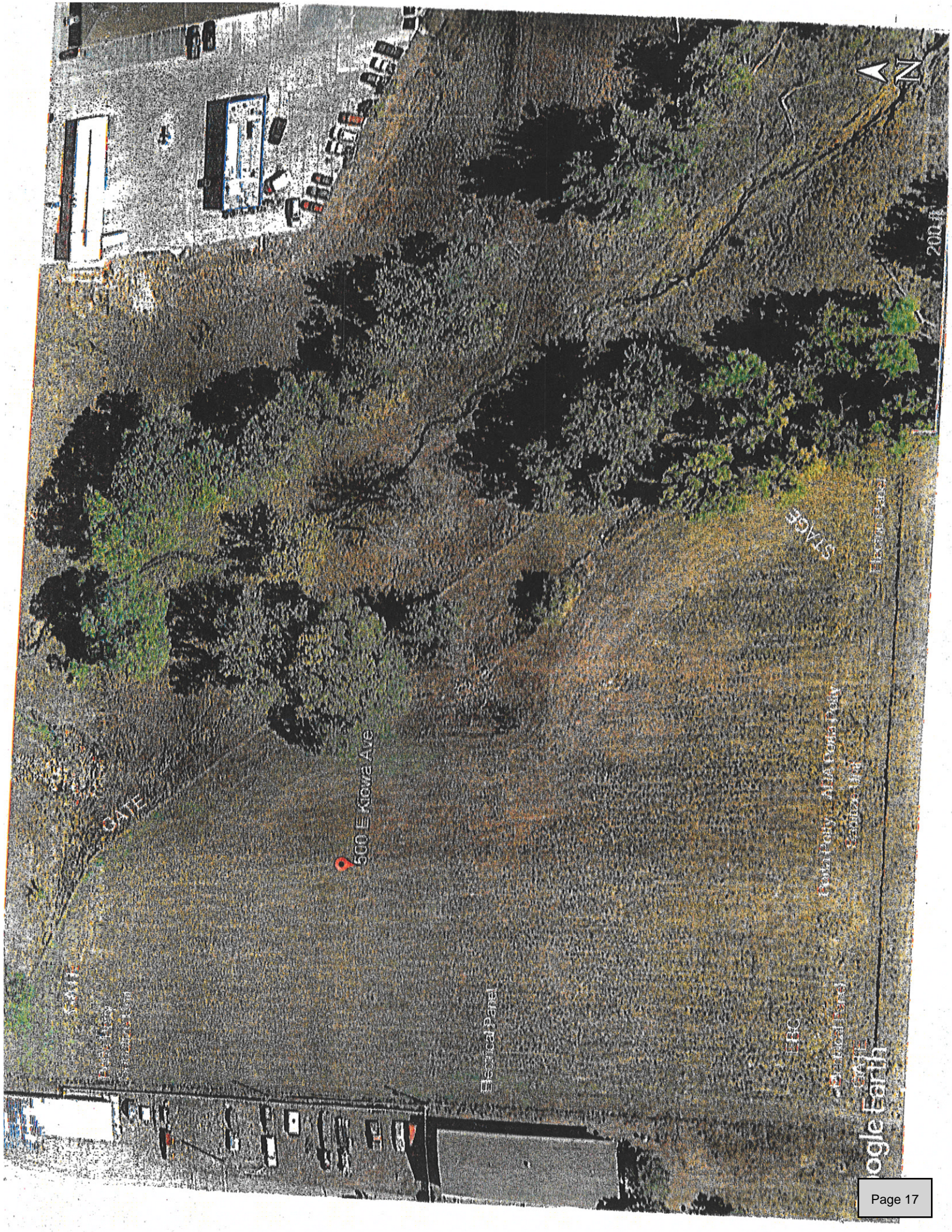


A handwritten signature in cursive script that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



600 E Kiowa Ave

GATE

STAGE

Electrical Panel

Electrical Panel

Cable
Cable Entry
Cable Entry
Cable Entry

ERC

Electrical Panel

Google Earth

Means Agency, Inc
PO Box 1947
Elizabeth, CO 80107
303.646.9701

Farmers Insurance Group FCU
PO BOX 36911
LOS ANGELES, CA 90036
16-7779/3220

21033

2/19/2024

PAY TO THE ORDER OF Town of Elizabeth

\$ **300.00

Three Hundred and 00/100***** DOLLARS

PROTECTED AGAINST FRAUD

Town of Elizabeth
PO Box 159
Elizabeth, CO 80107



Daniel S. May MP

MEMO Park Rental



Means Agency, Inc
PO Box 1947
Elizabeth, CO 80107
303.646.9701

Farmers Insurance Group FCU
PO BOX 36911
LOS ANGELES, CA 90036
16-7779/3220

21034

9/14/2024

PAY TO THE ORDER OF Town of Elizabeth

\$ **1,000.00

One Thousand and 00/100***** DOLLARS

PROTECTED AGAINST FRAUD

Town of Elizabeth
PO Box 159
Elizabeth, CO 80107



Daniel S. May MP

MEMO Cleaning Deposit





TOWN OF ELIZABETH

MICHELLE OESER, TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle M. Oeser, Town Clerk
DATE: March 26, 2024
SUBJECT: Town of Elizabeth Farmers Market Special Event License

SUMMARY

On February 29, 2024, the Town of Elizabeth applied for a Special Event Liquor License for the Town's Summer Friday Night Market series. Posting has been provided at Running Creek Park. Brendan Kloser will be the event manager for the Friday Night Markets. Mr. Briggs will be present at the Board meeting to answer any questions the Board has. The map that is included depicts where the stage, serving areas and check point gates will be located for the event.

The Elizabeth Police Department does not have any issues that would affect approval of this license application.

STAFF RECOMMENDATION

Staff recommends approval of the Town of Elizabeth's Friday Night Market Special Event License application.

ATTACHMENTS

Special Event Application

Application for a Special Events Permit

Departmental Use Only

RECEIVED
FEB 29 2024
Town of Elizabeth

Town of Elizabeth

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input checked="" type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB	DO NOT WRITE IN THIS SPACE
Type of Special Event Applicant is Applying for: 2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$100.00 Per Application 2170 <input type="checkbox"/> Fermented Malt Beverage \$100.00 Per Application	Liquor Permit Number

1. Name of Applicant Organization or Political Candidate: Town of Elizabeth State Sales Tax Number (Required): 98

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP):
PO Box 159 Elizabeth, CO 80107

3. Address of Place to Have Special Event (include street, city/town and ZIP):
500 E. Kiowa Ave Elizabeth, CO 80107

4. Authorized Representative of Qualifying Organization or Political Candidate: Patrick Davidson Date of Birth: [Redacted] Phone Number: [Redacted]

Authorized Representative's Mailing Address (if different than address provided in Question 2.):
Same as above

5. Event Manager: Brendon Kloser Date of Birth: [Redacted]

Event Manager Home Address (Street, City, State, ZIP): [Redacted] Elizabeth, CO 80107 brendon.k@brewelizabeth.com

6. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?
 Yes No

7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?
 Yes No License Number:

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date: <u>6-14-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>6-21-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>6-28-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>7-5-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>7-12-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>
Date: <u>7-19-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>7-26-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>8-2-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>8-9-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>	Date: <u>8-16-24</u> Hours From: <u>5pm</u> To: <u>10pm</u>
Date: _____ Hours From: _____ To: _____	Date: _____ Hours From: _____ To: _____	Date: _____ Hours From: _____ To: _____	Date: _____ Hours From: _____ To: _____	Date: _____ Hours From: _____ To: _____

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature: [Signature] Title: TOWN ADMINISTRATOR Date: 2/27/2024

Report and Approval of Local Licensing Authority (City or County)

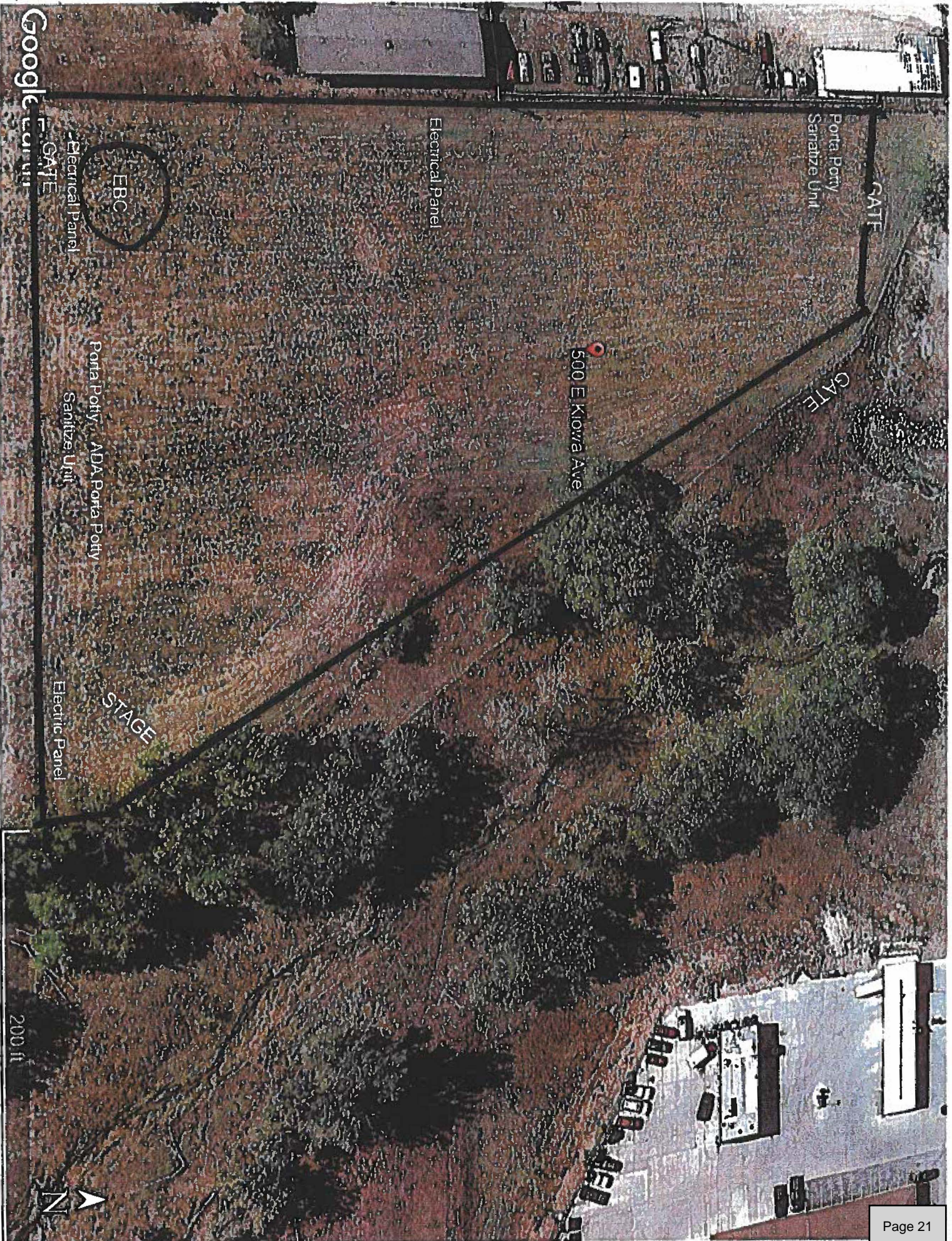
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.
THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County): City County Telephone Number of City/County Clerk: _____

Signature: _____ Title: _____ Date: _____

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			
License Account Number	Liability Date	State	Total



Google Earth

Porta Potty
Sanitize Unit

GATE

Electrical Panel

EBC

Electrical Panel

500 E Kiowa Ave

GATE

Porta Potty, ADA Porta Potty
Sanitize Unit

STAGE

Electric Panel

200 ft





TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: March 26, 2024
SUBJECT: Repairs to Well DA-1 and Well A-1

BACKGROUND

As the Board is aware, the Town maintains several water wells in the area to provide potable water to the residents of the Town. Two of the wells, Well DA-1 (Arapahoe) and Well A-1 (Lower Dawson) were off-line last Summer and Fall to determine the source of problems from the wells. The casing pumps were pulled and the casing examined, and it was determined that several repairs were going to be required to bring them back into production. Sufficient information is now available to determine how to proceed and will involve repairs to both wells. The cost for cleaning, repairs, and a new pump in the DA-1 well is approximately \$83,768.00. The costs for similar repairs to the Lower Dawson well is \$21,445.00. The total anticipated cost is \$105,213.00.

ANALYSIS

Repairs on water wells, and particularly pumps, call into question numerous variables that are often times unpredictable and not subject to regular budget processes. In general, pumps have a useful life of between 7 and 10 years, but even then, they are subject to additional factors such as water quality and scale buildup that may alter their serviceable life. We estimated the costs of these repairs at \$110,000.00 in the 2024 budget, subject to further investigation.

With the work to be performed on these wells, and the sizing of pumps, it is also important to take into consideration the building and development of the Town's water system as a whole. With the introduction of wells from Ritoro/Gold Creek into the system, it is also important to size the pumps in these older wells so as not to cause interference between the wells. As such, the pumps for Well DA-1 (Arapahoe) and Well A-1 (Lower Dawson) work in conjunction with, and not in competition with other wells in the system. The proposed repairs will assist in this regard.

STAFF RECOMMENDATION

Staff recommends entering into a contract with Applied Ingenuity, LLC to complete repairs on both wells.

BUDGET CONSIDERATION

The total cost for repairs to both wells is \$105,213.00. Funding was budgeted in FY2024 for this expenditure in Account 52-57-6000 and will come in approximately \$4,787.00 below budget.

ATTACHMENT(S)

Resolution 24R14

Scope of Work and Proposals between Applied Ingenuity, LLC and the Town of Elizabeth.

▪ PO Box 159, 151 S. Banner Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4166 ▪ Fax: (303) 646-9434 ▪

www.townofelizabeth.org

RESOLUTION 24R14

A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO ENTER INTO AN AGREEMENT WITH APPLIED INGENUITY, LLC FOR REPAIRS TO ELIZABETH WELL A-1 and ELIZABETH WELL DA-1.

WHEREAS, the Town of Elizabeth maintains a municipal water system which includes wells commonly identified as Well A-1 and Well DA-1; and

WHEREAS, certain repairs are required of both wells to bring these wells back into production for the Town of Elizabeth; and

WHEREAS, the 2024 adopted budget anticipated these repairs to be required within the budget year, and a total sum of \$110,000.00 was earmarked for this expense; and

WHEREAS, the Town has received a Scope of Work and Proposal from Applied Ingenuity, LLC to complete repairs to both Well A-1 and Well DA-1 in a total amount not to exceed \$105,213.00.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

SECTION 1. The Board of Trustees approve the Director of Public Works to enter into an agreement with Applied Ingenuity, LLC, for the repairs to Well A-1 and Well DA-1, as more fully set forth in attached **Exhibit A**, in an amount not to exceed one hundred five thousand, two hundred thirteen dollars (\$105,213.00).

PASSED, APPROVED, and ADOPTED this 26th day of March 2024, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Tammy Payne, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

Applied Ingenuity, LLC.
14920 Harvest Road
Brighton, Co. 80603
Ph. (303) 289-2280 Fax (303) 289-1026

Scope of Work and Proposal

Attn: Mr. Ken Timm
Date: March 1, 2024
Project: Well A-1
From: Scott Martin, Applied Ingenuity. LLC

Thank you for asking *Applied Ingenuity* to provide you with this proposal for cleaning and re-equipping your well per your request.

Scope of Work: *Applied Ingenuity* proposes the following scope of work and equipment for this project.

- Furnish the following equipment:

Motor.....	Centrilift 200 HP, 2300 v. 56 Amp
Seal.....	Centrilift GSB3
Pump.....	Centrilift 44 Stage Flex 80
Cable.....	Existing
Drop Pipe.....	Existing
PVC.....	Re-Use Existing
Level Probe.....	Existing
Airline.....	Existing
Check Valve.....	2) New 4 ½” Poppit
Misc.....	Banding, tape and HTH for disinfection etc.
Field Work.....	Bail well to TD. (4 hours included) Brush well with Chlorine solution (3 hours included). Install new pump system and install existing transducer, and start-up pump to system

Lump Sum, Materials & Labor:..... \$83,768.00

Terms and Conditions of Purchase

Freight: Will be added to equipment pricing, if applicable.

Taxes: No Federal, State or local use or sales taxes are included. These will be added where applicable at the time of invoicing.

Delays: *Applied Ingenuity* shall be liable for no penalty, charge or cost for delays in performance by Applied Ingenuity caused by weather, acts of God, shortage of materials or labor, strikes or circumstances outside the control of *Applied Ingenuity*.

Warranty: *Applied Ingenuity* shall extend the manufacturers normal warranty and shall not be liable for any charges and/or expenses beyond the normal warranty extended by the manufacturer.

Payment: Payment terms are net 30 days from date of invoice. Retainage is not allowed. A service charge of **2% PER MONTH (24% PER ANNUM)** shall be added on any past due accounts and if the account is not paid when due the buyer agrees to pay all reasonable costs of collection. Payment to *Applied Ingenuity* is not contingent on other payments to Purchaser by other third parties or upon any other thing or event other than receipt of the equipment.

Conditional Proposal: The proposal is conditioned upon *Applied Ingenuity* receiving written notice of its acceptance within 30 days from the date of the offer.

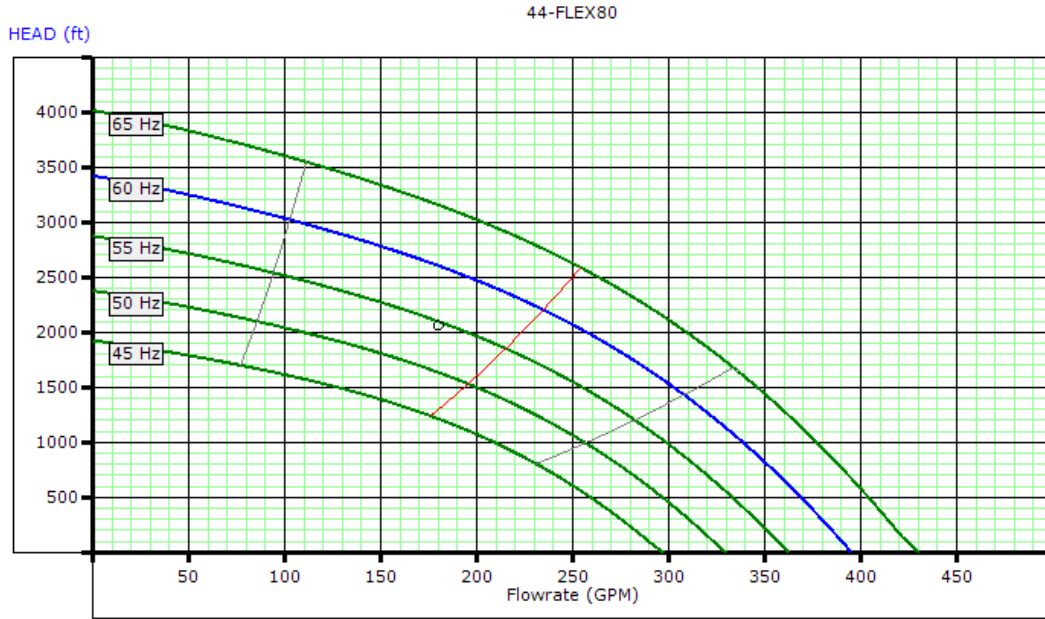
Bonding: Performance Bonding has not been included in the Purchase Order Agreement.

Attorneys Fees: In the event of a default under or breach of the terms of this contract, the defaulting party shall pay the non-defaulting party all costs incurred in enforcing the terms of this agreement, including court costs and attorney’s fees in a reasonable amount and including all costs of arbitration, if any, all fees and costs of arbitrators, all costs of discovery and depositions and copies, expert witness fees, travel expenses and any other cost or expense of litigation.

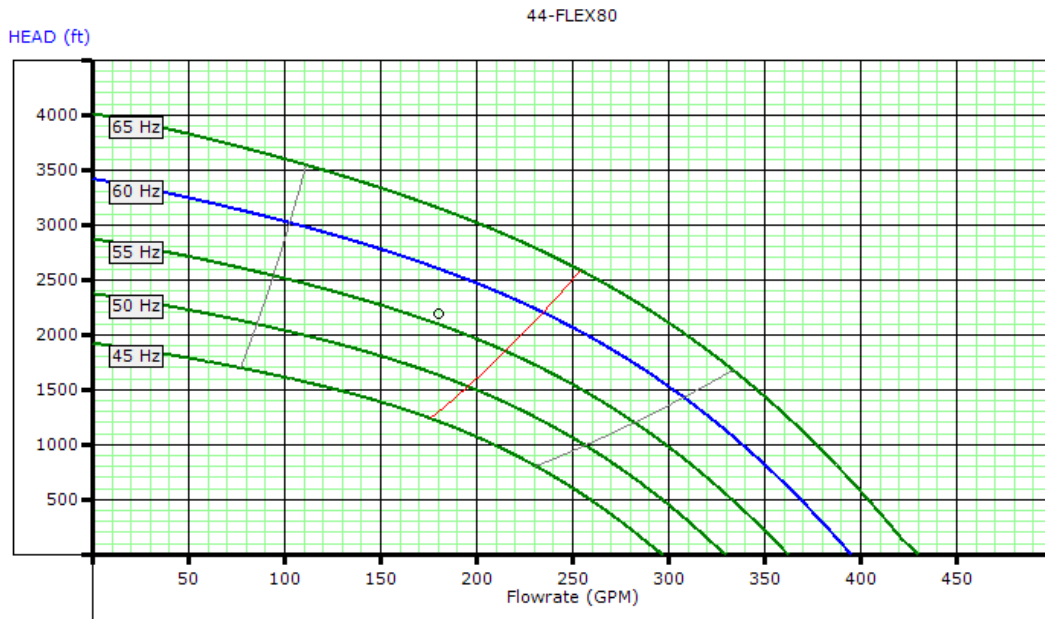
Thank you for the opportunity to quote this project. If *Applied Ingenuity, LLC* is selected for this work, please sign below, and return to *Applied Ingenuity, LLC* with your purchase order.

Accepted by:

_____ Date



180 GPM, 2063' TDH, 54.6 HZ , 122.9 BHP, 76% Pump efficiency



180 GPM, 2193' TDH, 56 HZ, 131.5 BHP, 75.6% Pump Efficiency

Applied Ingenuity, LLC.
14920 Harvest Road
Brighton, Co. 80603
Ph. (303) 289-2280 Fax (303) 289-1026

Scope of Work and Proposal

Attn: Mr. Ken Timm
Date: March 1, 2024
Project: Well DA-1
From: Scott Martin, Applied Ingenuity. LLC

Thank you for asking *Applied Ingenuity* to provide you with this proposal for cleaning and re-equipping your well per your request.

Scope of Work: *Applied Ingenuity* proposes the following scope of work and equipment for this project.

- Acid Clean:

Bailing.....Sand pump well to achieve approx. original total depth of well (6 hours included) .
Cleaning Service.....Tremie 95 Gallons of Coty Acid-Scaler into the well bore Surge for 3 hours.
Test PH and add acid necessary to bring PH to 2.
Surge for 3 hours.
Allow well to stabilize for 3 – 4 days.
Bail well to TD. 2 hours included in cost.

.Cleaning Cost.....\$10,912

- Furnish the following equipment:

Motor.....Hitachi 6” 15 HP 480 v.
Pump.....Grundfos 85S150-12
Cable.....Existing
Drop Pipe.....Existing
PVC.....Re-Use Existing
Level Probe500’ Dynotek Poly 200 psi
Airline.....Existing
Check Valve.....2) New 3” NPT Poppit
Misc.....Banding, tape and HTH for disinfection etc.

Field Work..... Color video Survey Well. Install new pump system and install transducer.

Lump Sum, Materials & Labor: \$21,445

Additional Materials

Labor for sand pump and surging...2 Man \$160 / Hour
Additional Acid.....\$55.00 / Gallon

Notes:

- 1) Acidization to be completed in conjunction with well re-equipping to allow for pump out of spent acid solution.

Terms and Conditions of Purchase

Freight: Will be added to equipment pricing, if applicable.

Taxes: No Federal, State or local use or sales taxes are included. These will be added where applicable at the time of invoicing.

Delays: *Applied Ingenuity* shall be liable for no penalty, charge or cost for delays in performance by Applied Ingenuity caused by weather, acts of God, shortage of materials or labor, strikes or circumstances outside the control of *Applied Ingenuity*.

Warranty: *Applied Ingenuity* shall extend the manufacturers normal warranty and shall not be liable for any charges and/or expenses beyond the normal warranty extended by the manufacturer.

Payment: Payment terms are net 30 days from date of invoice. Retainage is not allowed. A service charge of **2% PER MONTH (24% PER ANNUM)** shall be added on any past due accounts and if the account is not paid when due the buyer agrees to pay all reasonable costs of collection. Payment to *Applied Ingenuity* is not contingent on other payments to Purchaser by other third parties or upon any other thing or event other than receipt of the equipment.

Conditional Proposal: The proposal is conditioned upon *Applied Ingenuity* receiving written notice of its acceptance within 30 days from the date of the offer.

Bonding: Performance Bonding has not been included in the Purchase Order Agreement.

Attorneys Fees: In the event of a default under or breach of the terms of this contract, the defaulting party shall pay the non-defaulting party all costs incurred in enforcing the terms of this agreement, including court costs and attorney's fees in a reasonable amount and including all costs of arbitration, if any, all fees and costs of arbitrators, all costs of discovery and depositions and copies, expert witness fees, travel expenses and any other cost or expense of litigation.

Thank you for the opportunity to quote this project. If *Applied Ingenuity, LLC* is selected for this work, please sign below, and return to *Applied Ingenuity, LLC* with your purchase order.

Accepted by:

_____ Date



TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Community Development Director
DATE: March 26th, 2024
SUBJECT: Discussion and possible action Regarding Resolution 24R15 – A Resolution Approving the Town of Elizabeth Façade Grant Program

SUMMARY

Staff is seeking approval of Resolution 24R15 – A Resolution Approving the Town of Elizabeth Façade Grant Program. The Historic Advisory Board and Main Street Board of Directors have both made formal recommendations that the Board of Trustees consider creation of a Town of Elizabeth Façade Grant Program. The Historic Advisory Board (HAB) has expressed that they see this as an opportunity to not only see general enhancement of historic properties in the Town, but also providing an incentive to be within a future historic district or on the Town’s historic register. The Main Street Board of Directors (MSBOD) believes this to be an opportunity to assist local businesses on Main Street in an impactful way that could drive additional traffic through their doors, as well as enhancing the overall appearance of Main Street and ultimately the Town as a whole.

Staff has worked with the Board of Trustees, the Historic Advisory Board, and the Main Street Board to draft and finalize the guidelines for the Façade Grant Program. The most substantial changes from the previous iteration reviewed by the BOT include:

- Removal of the Minority, Women, Veteran, and/or Immigrant Ownership scoring system criteria.
- Removal of the Public Facing Business scoring system criteria.

The program boundary map is attached and includes all of Main Street, SH-86 from Banner Street to Running Creek Park, and all properties listed on the Town of Elizabeth Local Historic Register. It has been discussed that as the program matures, in 3-5 years the boundary could be expanded to include additional properties along SH-86 or other areas with historical significance.

BUDGET

A budget allocation of \$40,000 for 2024 with an additional \$10,000 yearly allocation in 2025 and beyond has been previously discussed to fund the program.



STAFF RECOMMENDATION

The Historic Advisory Board and the Main Street Board have given recommendation for the creation of a Town of Elizabeth Façade Grant Program. Town Staff recommends the Board of Trustees approve Resolution 24R15 – A Resolution Approving the Town of Elizabeth Façade Grant Program. Staff also recommends the Board of Trustees consider a budget allocation of \$40,000 to the Elizabeth Façade Grant Program for 2024 and \$10,000 in subsequent budget years.

ATTACHMENTS

Resolution 24R15

Town of Elizabeth Façade Grant Program

RESOLUTION 24R15

A RESOLUTION APPROVING THE TOWN OF ELIZABETH FAÇADE GRANT PROGRAM

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Town of Elizabeth Façade Grant Program (the “Program”), attached hereto as **Exhibit A**, and incorporated herein by this reference, is hereby approved.

Section 2. The Town of Elizabeth Façade Grant Program Committee is hereby authorized to approve applications for the Program, and directly disburse funding in accordance with the Program, which funds shall be limited by the annual appropriation for said Program.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2024, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Tammy Payne, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



2024 Town of Elizabeth Façade Grant Program

What is the Façade Grant Program?

The Town wishes to encourage and support building and business owners' investment in the upgrade of their existing building façade. The Façade Grant Program is a process where the applicant will match 25% of awarded grant funds for properties on the local historical register or 50% of grant funds to all other properties within the boundary who construct eligible improvements to the façades of their buildings. Applicants must use their own funds to match the grant. The award amount will range from \$500 to \$5,000 depending on the category of work being done.

Eligible Properties and Applicants

All businesses and/or property owners within the designated boundary as well as all buildings on the Town of Elizabeth local historic register are eligible for the Façade Grant Program. Any building with a current zoning or building code violation is not eligible for the program. All bills, charges, or taxes due to the Town of Elizabeth must be current. Any property owner, or business owner with building owner authorization, within the boundary and/or on the local historic register may apply for the grant. Grant funds are dispersed on a reimbursement basis once the completed work has been verified by Town staff as compliant with the plans in the approved application. Any deviation from the approved grant project must be approved by Town staff or may result in the total or partial withdrawal of the grant. An 'After' picture and receipts for the finished work must be submitted within 45 days of project completion for reimbursement.

Eligible Façade Improvements

Improvements include the following:

- Exterior painting and/or paint removal
- Reparation and restoration of brickwork, wood, masonry, and stucco
- Exterior lighting
- Permanent signage, such as a monument, projecting, or wall

- Reparation and replacement of architectural details or materials.
- Doors, including garage doors
- Windows
- Rehabilitation or compatible reconstruction of storefronts
- Removal and replacement of exterior finish (vinyl siding excluded from replacement materials)
- Patios, including base and railings
- Other architectural elements
- Sidewalks, curb, gutter, parking, and landscaping
- Energy conservation improvements
- Handicap accessibility improvements

Ineligible Façade Improvements include:

- Any improvements made prior to grant approval
- Improvements not seen from the public-right-of-way, Town trails, or not having significant visual impact
- Non-permanent fixtures (e.g. furniture, fixtures, benches, flower planters)
- Refinancing of existing debt
- Sweat equity (payment for applicant’s own labor)
- General or routine maintenance and cleaning
- General business operation expenses (payroll, taxes, utilities, etc.)

Eligible Project

Total redevelopment cost can include:

- Construction related expenses (materials and/or labor)
- Utility upgrade costs
- Building permits

Total redevelopment cost cannot include:

- Purchase price of building or property
- Regular building utility costs
- Security cameras
- Worker support (e.g. meals, transportation, uniforms, etc.)
- Insurance, taxes, loan servicing payments, etc.

PROJECT CRITERIA AND SELECTION

Applications will be evaluated by Town staff and presented to the Town of Elizabeth Façade Grant Program Committee. This committee is comprised of one member from each of the following boards: Main Street Board of Directors, Historic Advisory Board and Board of Trustees. Final grant approval is determined by the Town of Elizabeth Façade Grant Program Committee. The grant is limited to one grant award per property address per year. Grant awards are processed on a two-cycle basis. The first round of applications will be accepted from January 1, 2024 – January 31st, with a March 1st award date. The second round of applications will be accepted from June 1st – June 30th, with an August 1st award date.

See next page for scoring system of proposals.

All projects must also meet general design guidelines of commercial properties set by the Town of Elizabeth building and sign codes and it is the responsibility of the applicant to apply for these permits.

Scoring System	5	4	3	2	1	Rationale
Age of Building	121+ Years (Built Before 1902)	91-120 Years (Built 1931-1902)	61-90 Years (Built 1961- 1932)	31-60 Years (Built 1991-1962)	<30 Years (Built Since 1992)	Older buildings will have older façades. This criterion aims to support business in older buildings in the community as well as business retention efforts.
Impact	<ul style="list-style-type: none"> -Project eliminates a liability of the commercial district -Project restores historical/architectural significance of the property -Project strongly contributes to the retention or addition of a business downtown -Project will bring building up to code -Project will significantly increase pedestrian traffic 	<ul style="list-style-type: none"> -Project eliminates a liability of the commercial district -Project restores historical/architectural significance of the property -Project somewhat contributes to the retention or addition of a business downtown -Project will bring building up to code -Project contributes to safety of building and surroundings 	<ul style="list-style-type: none"> -Project restores historical/architectural significance of the property -Project somewhat contributes to the retention or addition of a business downtown -Project will bring building up to code -Project contributes to safety of building and surroundings 	<ul style="list-style-type: none"> -Project minorly contributes to the retention or addition of a business downtown -Project contributes to safety of building and surroundings 	<ul style="list-style-type: none"> -Project contributes to safety of building and surroundings 	This criterion aims to support projects that will have the greatest positive impact on the community.
Community Contribution	<ul style="list-style-type: none"> -Applicant is a good neighbor -Project area is kept clean and free of debris consistently -Applicant continuously participates in community-based activities and promotions -Applicant continuously promotes downtown Elizabeth and Elizabeth Main Street 	<ul style="list-style-type: none"> -Applicant is a good neighbor -Project area is kept clean and free of debris consistently -Applicant sometimes participates in community-based activities and promotions -Applicant sometimes promotes downtown Elizabeth and Elizabeth Main Street 	<ul style="list-style-type: none"> -Project area is somewhat clean and free of debris consistently -Applicant sometimes participates in community-based activities and promotions -Applicant sometimes promotes downtown Elizabeth and Elizabeth Main Street 	<ul style="list-style-type: none"> -Project area is somewhat clean and free of debris consistently -Applicant sometimes participates in community-based activities and promotions 	<ul style="list-style-type: none"> -Applicant rarely participates in community-based activities and promotions 	This criterion aims to support applicants that are general supporters of the community.

Total: _____/15

Applicant Process

- 1.** Contact the Town of Elizabeth’s Community Development Department prior to submitting application. The staff will explain the process and consult on the application process.
- 2.** It is highly encouraged, but not required to contact Main Street Colorado for a design consultation as they offer the service for free. Please contact Lary Lucas from the Department of Local Affairs at (720) 402-9303.
- 3.** Complete grant application. Complete applications will include:
 - a.** Application form
 - b.** Narrative of proposed project
 - c.** Illustrations of the proposed work or architectural drawings
 - d.** Photos of the site and its relationship to adjoining sites
 - e.** Color samples and texture of finish materials, where applicable
 - f.** Scope of Work is required.
 - g.** Planning Department comments/review, including Historic Preservation comments
 - i.** Round 1 deadline:
 - 1.** Last HAB meeting before deadline: N/A
 - ii.** Round 2 deadline:
 - 1.** Last HAB meeting before deadline: May 6th, 2024
 - h.** Lease of property (if not owned by applicant) and letter of authorization from property owner (attached)

Other provisions:

- Affidavit legal residency (attached)
- Property Taxes, Special Assessments: No financial assistance will be provided from the Façade Grant Program if property taxes, or special assessments are in arrears.
- Deadline
 - Applications may only be submitted during the following grant funding cycles: January 1st – January 31st **or** June 1st – June 30th.
 - Town staff will review the applications and make a recommendation to the Town of Elizabeth Façade Grant Program Committee which has the final authority to approve or reject the application.
 - If an application is denied, it may be reconsidered if amended to address project deficiencies at the next grant funding cycle.

All applications must be physically returned to:

Town Hall

151 South Banner Street, P.O. Box 159

Elizabeth, CO 80107

Or electronically sent to:

zhiggins@townofelizabeth.org

Construction Process

1. Renovation/rehabilitation work must be started within three (3) months of grant approval and completed within twelve (12) months of approval. Depending on the scope of a project, extensions may be requested on a case-by-case basis. Town staff reserves the right to cancel this agreement in the event of failure to comply with this schedule.
2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.
3. The applicant agrees to maintain the property and improvements.
4. The applicant agrees to provide an 'after picture' of the improvements.
5. The Town of Elizabeth Façade Grant Program may promote an approved project including, but not limited to, displaying a Town of Elizabeth sign at the site, during and after the construction, and using photographs and descriptions of the project in Town of Elizabeth marketing materials.

Reimbursement

1. Once work is completed, the applicant must submit an 'after picture' and final receipts/bills within 45 days of project completion.
2. Town staff inspects and verifies completed work
3. Should the final product be consistent with the Committee's approvals, reimbursement of funds to the applicant will be authorized.

**Town of Elizabeth
Facade Grant
Program
Boundary**





March 26, 2024

Town Clerk – Michelle Oeser

- I was not sure what to expect from grant training, but wow. It was a lot of information, reading, and projects. Most of the people attending were from the Los Angeles Health Department.
- Michelle is working with Patrick to complete the DOLA grant application. The application is due by April 1st.
- Michelle worked on updating all job descriptions to reflect the correct paygrades. Staff have grown several positions which required updating job descriptions to fit the expanded duties.
- Hannah is working to migrate accounts payable vendors whom we have multiple accounts with into one easily accessible login (example: Comcast, CenturyLink, HBS, etc.).
- Hannah is also working with vendors that send paper bills to set up electronic billing to ensure faster payment delivery.
- Allison has sent out business renewal notices to start the renewal process.
- Allison is taking a Caselle training on backflow tracking this week to see if it is something PW could use.
- Michelle and Allison have been working on plans for the Mayor's Tree Lighting in December.
- Dianna is helping to get a jump start on the Mayor's Tree Lighting by ordering the tents. The Elves' tent will have 2 heaters this year.
- Harmony has been contacting various accessibility vendors and the Office of Information Technology regarding the new accessibility laws.
- Harmony is working closely with management to start our accessibility plan.
- Harmony as our Records Manager has destroyed and/or electronically stored 3 banker's boxes of records and cleaned up the first level of branches in our folder tree on our shared electronic drive.



March 26, 2024

Management Team Updates

Community Development – Zach Higgins, Community Development Director

- Staff is working with Elizabeth Parks and Recreation District and Elizabeth School District on a joint Planning and Capacity Grant for a Parks, Trails, and Open Space Master Plan.
- Staff is presenting to the review committee for the DOLA EIAF Tier II Grant in regards to the \$1,000,000 grant request for the Main Street Streetscape Project.
- The Main Street Board and Staff have given DOLA approval to move forward with the contract with DHM and CORE Engineering to provide services for the Main Street Monument Sign. The first design meeting was held on June 26th at Town Hall. Stakeholders were in attendance to give DHM direction. The second meeting took place on August 14th where the gateway over Main Street option was chosen. The BOT has reviewed and given general direction to proceed with the MSBOD chosen option to complete design under DHM's contract. DHM has provided the Town with a 60% design set fulfilling their contract obligation. The Town will need to put out an RFP to finish the design and construct the archway.
- The MSBOD and HAB have given formal recommendation of a request to include a façade improvement grant in the Town budget for 2024. The BOT has given direction for Staff to work on the creation of the program. Staff have met with both the HAB and MSBOD to get feedback on the guidelines. The BOT has given general direction in regards to the program creation.
- The MSBOD is in the process of strategic planning to update their mission/vision statement as well as update their workplan to better reflect key goals identified by current Main Street Board Directors.
- The HAB continues to work on the creation of the first Historic District in Town and updates to the Design Guidelines in relation to Historic and adjacent buildings. June 12th was the second public meeting to get feedback regarding the district and design guidelines. HAB will be pursuing individual property owner feedback. Two (2) HAB members and two (2) staff traveled to Brighton which recently implemented a historic district to get feedback from that community's staff and business owners about the process, overcoming contention, and feedback since implementation. The HAB has begun its efforts to restart this process throughout 2024.
- The HAB has started their Oral History program. Bob Rasmussen is leading this effort and is making great progress.
- The HAB has obtained 15 title reports from historic properties in Town and is working on creating full reports which can be shared with property owners and used to further their preservation efforts.
- CORE Engineering presented the Streetscape options based on the requested block-by-block analysis on June 27th. The BOT has given a recommendation to update the Cross-Sections based on this analysis. The BOT has formally adopted the updated Cross-Sections on 08/22/2023. CORE is working toward a first quarter 2024 deadline to finish the construction set and put the proje

to bid. CORE has been working to update the construction set to reduce costs, particularly as it pertains to demolition of existing street pavement and storm sewer. CORE has provided updated drawings which will be discussed with the BOT at a future workshop.

- CDOT has processed the deeds for remnant parcels of land to the Town adjacent to the CR-13 realignment. Staff will now work to annex and zone said parcels.
- Staff have been working on creating a volunteer program and platform for the Town to be launched in Spring of 2024. A soft launch has occurred in the first quarter of 2024.
- The Planning Commission has requested a PUD evaluation to see if any Elizabeth Municipal Code revisions should be made due to commonalities. The intent would be to reduce the need for PUD's to develop within the Town. The Planning Commission has identified two options for code amendments to be reviewed with the BOT at a future workshop.
- The Planning Commission is exploring daycare/nurseries as a Use by Right in Regional Commercial and Commercial Mixed Use zone districts. They are also considering daycare/nurseries as a Use by Right in residential zone districts.
- The Town has received confirmation of award from CDOT's Revitalizing Main Street Grant for the Main Street Streetscape Project of \$250,000.00.
- The Town has received confirmation of award from DOLA's EIAF Tier II Grant for the Main Street Streetscape Project of \$1,000,000.00.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

03/03/2024 to 03/16/2024



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

“To provide a leadership role in creating an atmosphere of safety and community pride in the Town of Elizabeth by providing quality law enforcement services which utilize innovative approaches to address community needs.”

The following is an informational breakdown of EPD police activity from **03/03/2024 at 12:01 a.m. to 03/16/2024 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DCRD) records.

All suspects/defendants are presumed innocent until proven guilty in a Court of Law.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

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03/03/2024 to 03/16/2024

Total Calls for Service:

182

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
20	8	12	0	0

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
1	0	0	1

Other Calls for Service:

Call Type:	Number of Calls:
Abandoned Vehicle	1
Alarm-Business Burglary	1
Animal Complaint	5
Assault	2
Assist to Other Agency	3
Business Check	14
Child Abuse	1
Citizen Assist	4
Citizen Contact	12
Criminal Mischief	2
Dead Animal	1
Disturbance	1



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

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03/03/2024 to 03/16/2024

Domestic Violence-Verbal	2
Drug Offense	2
Follow Up	18
Found Property	1
Fraud	1
Harassment	1
House Watch	1
Increased Patrol	34
Informational Report	3
Medical Assist	8
Menacing	1
Motorist Assist	5
Municipal Ordinance Violation	5
Motor Vehicle Accident with Property Damage	3
Motor Vehicle Accident with Hazards	1
Motor Vehicle Accident with Unknown Injuries	1
Parking Complaint	1
Report Every Drunk Driver Immediately	2
Repossession	2
School Education	1
Sex Assault on a Child	1
Shooting (AOA to Elbert County)	1
Special Assignment	1
Suspicious Circumstance	3
Suspicious Person	1
Suspicious Vehicle	4
Traffic Complaint	1
Traffic Stop	20
Unknown Trouble	1
Unwanted subject	1
VIN Verify	3
Weapons Violation	1
Welfare Check	3



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

03/03/2024 to 03/16/2024

Training	1
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Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
23-3106	Municipal Ordinance	Investigation into a code enforcement case that was elevated to patrol.
23-4886	Fraud	Investigation into alleged fraud.
23-5283	Burglary	Investigation of an alleged burglary at a property in Town
24-0073	Vehicle Trespass	Investigation into an alleged trespass of a vehicle.
24-0482	Child Abuse	Investigation into an alleged child abuse.
24-0645	Theft	Investigation of alleged theft at a local business.
24-0685	Death	Investigation into an unattended death that occurred in Town.
24-0774	Obstruction of a Peace Officer	Investigation of interfering with an EPD Officer's investigation.
24-0773 24-0786 24-0797	Harassment & Menacing & Unlawful Interference with a School.	Investigation into the same suspect for multiple offenses.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

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Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
-	-	No Open Cases

**Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations. **

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
23-2040	Burglary	EPD closed a case regarding a burglary at a local business. After extensive investigation, no suspects were identified. Lab results are still pending, and this case will be reopened if results open leads in the case.
24-0477	Theft	EPD responded to a theft at a local business. After investigation, no suspects were able to be identified. A crime bulletin was created and dispersed to neighboring jurisdictions.
24-0459	Assault	EPD responded to a reported assault. After investigation, the victim did not wish to prosecute the suspect for criminal charges.
24-0816	Assist to the Elbert County Sheriff's Office	EPD Officers responded to assist the Elbert County Sheriff's Office at an address in Elbert County on a reported shooting.
24-0813	School Threats	EPD Officers investigated a potential school threat. After an extensive investigation, it was determined there was no active threat to the school



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

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24-0822	Found Property	EPD took a report of found property. The owner of the property was located, and the property was released to them.
24-0496	Animal Cruelty	EPD Community Services investigated alleged animal cruelty. After investigation, it was determined that the animal was well taken care of, and that no crime had occurred.
24-0700	Sex Offense	EPD responded to a report of a student in possession of a sexual toy on a bus. After investigation, it was determined that no crime had been committed. The case was turned over to the school district for further action.
24-0184	Sex Offense	EPD closed a case regarding sexual assault involving a juvenile. After a thorough investigation, it was determined that no crime had occurred.
24-0846	Motor Vehicle Accident	EPD responded to a two (2) vehicle crash. After the investigation was completed, the at fault driver was issued a municipal summons for a traffic offense.
24-0861	Found Property	EPD had a wallet turned into the station. The owner was not able to be notified, and the wallet was booked into the property room for safekeeping.
24-0794	Child Abuse	EPD responded to a possible child abuse involving a teacher. After investigation, it was determined that no crime had occurred.
24-0783	Assault	EPD investigated a fight that had occurred on school grounds. After investigation, it was determined the students were "play fighting" and no crime had been committed.



TOWN OF ELIZABETH POLICE DEPARTMENT

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24-0854	Minor in Possession of Nicotine	EPD took a report of a juvenile who was believed to be in possession of nicotine vape. After investigation, the juvenile was issued a municipal summons.
24-0870	Menacing	EPD responded to a report of a juvenile threatening another juvenile with scissors. During the course of the investigation, it was discovered the suspect was under the age of ten, which is the age of criminal culpability in the state of Colorado. The case was referred to the school district and the Elbert County Department of Human Services (DHS).
24-0901	Domestic Violence	EPD responded to a reported verbal domestic violence call. After investigation, it was determined that both parties were only arguing with one another, and no crime had been committed.



TOWN OF ELIZABETH POLICE DEPARTMENT

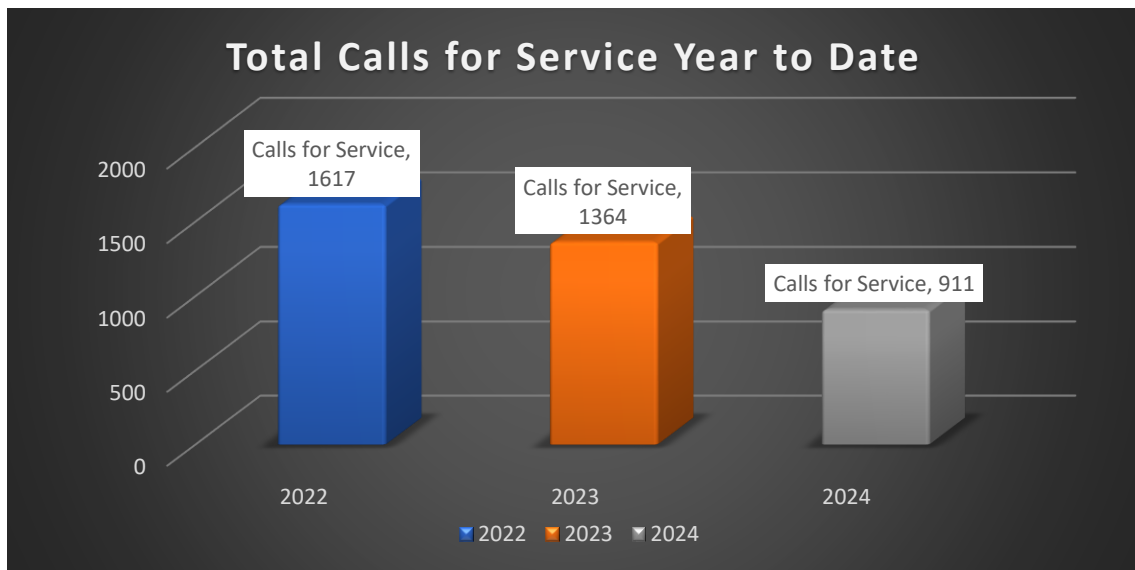
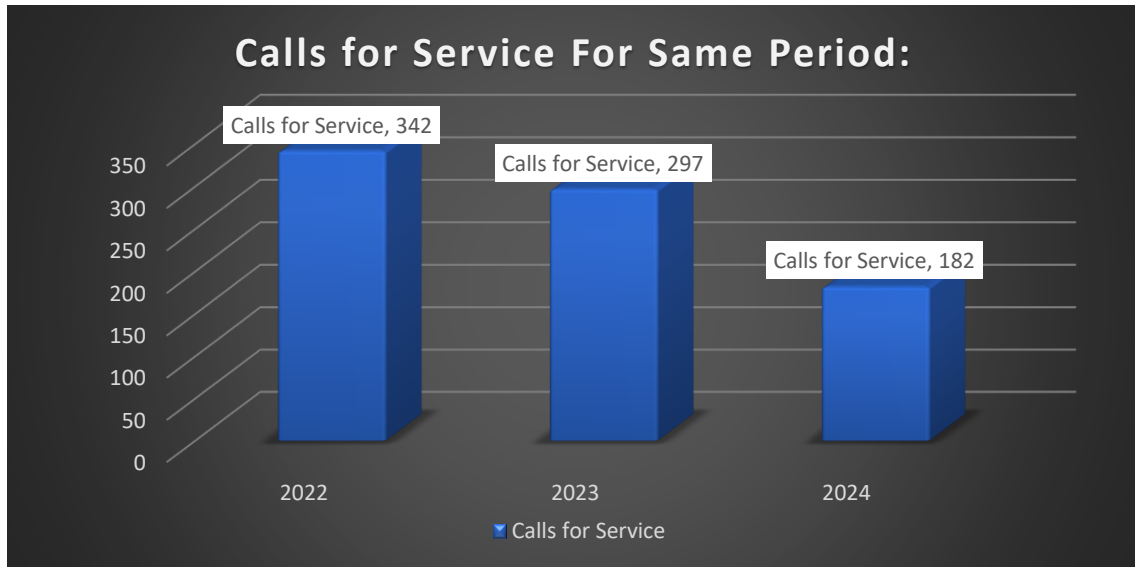
JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

03/03/2024 to 03/16/2024

Historical Data:





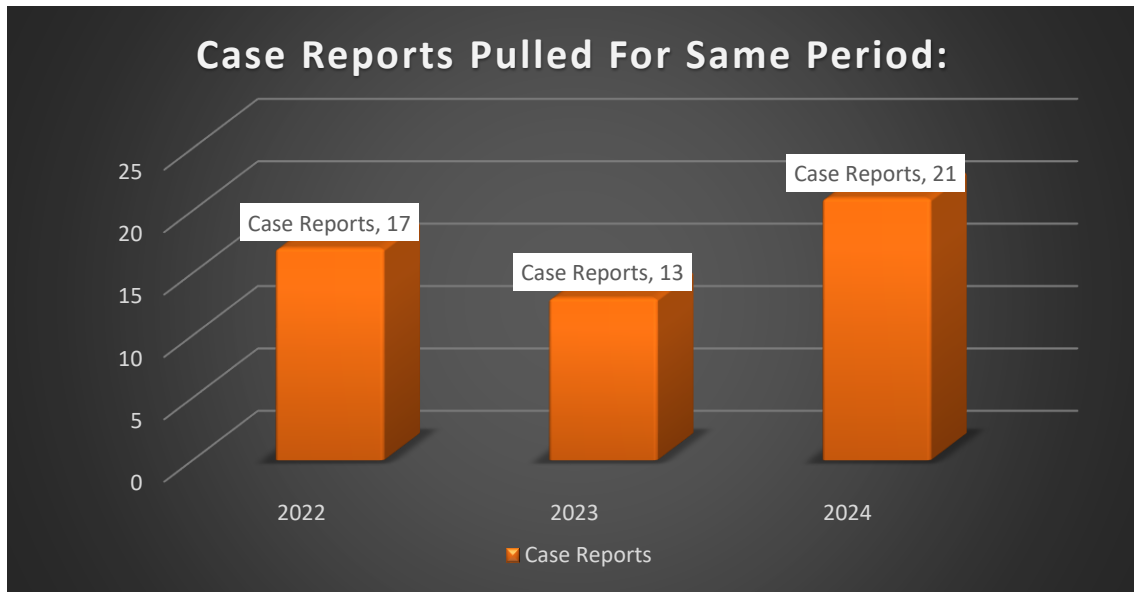
TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

03/03/2024 to 03/16/2024





TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor, Mayor Pro-Tem and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: March 26, 2024
SUBJECT: Public Works Monitoring Report

*Town Street Paving Improvements Project:

1. N/A Spring Projects will be presented at a later date.
2. PW contacted CORE Electric to have 2 street lights in town repaired. Repairs have been completed.

*Town Main St. Decorations:

1. New Winter Banners will be installed the week of January 15th.

*Town Wells, Tanks and Effluent:

1. See Packet. Upgrade Arapahoe 1 and Lower Dawson 1 Well Pumps. Perform maintenance of well casing screens using brushing and chlorine treatment to remove excess scaling/blockage to ensure maximum performance.

*Town Water Line (NON) Emergency Repair:

1. N/A

*Town Hall/ Repairs/ Landscaping Plan:

1. Repairs at Town Hall have been completed including handrails.

*Town Walkway Repairs:

1. PW has completed sidewalk repair at Town Hall.

*Town Street Maintenance/Striping Projects:

1. Public Works/Contractor will be repairing the Safeway entrance Asphalt for potholes due to Main Waterline Valve boxes settling. Valve boxes will be raised to correct elevations and Asphalt removed and replaced to match proper grades. Work will take place over Spring Break starting April 18, 2024 as weather allows. Sign Boards will notify travelers a week in advance to expect delays. The proper signage for access to Safeway center will be at the All-Way Stop (4 Way) at Elm St and Elizabeth St. The secondary access will be the directional access from Hwy. 86 between the Bank and Sonic. Work was completed 3-18-24 despite snow storm the previous week.

*Town Snow Plowing and Street Sweeping:

1. Public Works has received 11 complaints about plowing and inconvenience issues. Public Works Continues to inform the citizens about shoveling/snow blowing drive and sidewalk onto Town Streets.

▪ PO Box 159, 151 S. Banner Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4166 ▪ Fax: (303) 646-9434 ▪
www.townofelizabeth.org



2. Public Works coordinated with Elizabeth Police to make contact with 3 residents and 1 Business Concerning plowing snow into Streets and right of ways, all parties now understand that it is not Permissible per Town Code.
3. The Town Newsletter included Town Plowing Code and Snow Route "NO PARKING" information.
4. Town Trucks are fully prepared for the upcoming snow season.
5. Truck Plows and trucks have had maintenance and preparedness checks performed.
6. Salt Sand has been stockpiled for this season.
7. PW expects delivery of the New Snow Route Signage and posts to arrive within the next 3 weeks and at that time will begin installation after calling 811 Locates services, weather, and frozen ground condition's allow.

*Town New Wells at Ritoro/Gold Creek Valley:

1. The new Wells building is complete and PW is planning an Open House Grand Opening once the land Issue has been completed.
2. Landscaping will take place in the Spring (May) of 2024 due to the impending weather. PW will work with the 4 adjacent property owners for their approval of the landscape sketch to ensure that we conceal as much of the building as possible from their views.
3. The Back-up Generator is installed and tested for normal operations.

*Town Trail Project:

1. PW has scheduled a walk-through inspection with our reporting Agency Stantec Engineering for Guidance after the flooding and the loss of previously planted vegetation, bushes and trees.
2. 2023 Reporting has been sent to CDOT and other agencies. PW is awaiting a decision on course of Action(s) that will be required to fulfill our Trail obligations. (#9 below on upcoming projects).
3. Due to the flooding in 2023 it appears that PW will need to fulfill one more year of habitat remediation, With possibly a full 3 years.

*Gold Creek Lift Station Improvements:

1. Completion of project has begun warranty period and filing completion with CDPHE Permitting.

*Eligibility Surveys for Water and Wastewater Capitol projects have been completed for 2024 and accepted by Colorado Department of Public Health and Environment (CDPHE). The eligibility surveys allow for the town to be in line for any funding that may be available for future projects.

*Gold Creek Wastewater Treatment Plant (GCWWTP)

1. NO CHANGES AS OF THIS REPORT-On going Project/ The new fine screen replacement unit has been installed. The new screen has been in automated operations for three month's with no issues. Epoxy painting of replaced parts continues as weather allows before being placed back in service.



2. PW has been working on Plant maintenance by drawing down (treating in Train 1) all liquid levels of Train 2/South side of the treatment plant for inspection and repairs as necessary. The Clarifier for Train 2 has been completely emptied hosed and vacuumed out for a clean working area. The clarifier drive motor tested out fine as well as the gear reduction box. There is wear and damage to the Drive Shear Pin and Paddle arms that distribute settled sludge to the bottom of the clarifier for removal through pumping and sent to digestors for final degradation and trucked to farm fields as fertilizer. PW should have the Clarifier back up and fully operational by the end of September dependent on parts shipping.

3. Just a quick review of the Wastewater Plant: It is designed to treat 500,000 gallons of Raw Sewage per day. Train 1 and Train 2 share that equally. Train 1 currently is treating 190,000-200,000 gallons per day while maintaining our minimal 85% reduction constituent removals (currently 93%-99% removal) that are set by CDPHE in our Permit (excellent test for me as an operator and all equipment). Currently we are operating one Train at basically 80% capacity and operating very well. This is a test never completed before as our available capacity is 500,000 gallons. When the time comes that the wastewater Plant is treating at 80% (400,000 gallon) of the Total Capacity the Town must start to show Plant Expansion Plans to CDPHE. The current WTP upgrade Budget is currently in good shape for funding.

Reference of constituent removal: Please see attached Laboratory Sampling Analysis for actual numbers while completing maintenance of one train. Note all numbers/results are shown as milligrams per liter (mg/L) this equates from metric to Standard as parts per million (ppm). Plant is 100% Biological/Bacteria (Bugs) NO CHEMICALS

Bio-chemical Oxygen Demand (BOD) minimum 85% removal (current average 99% removal)

Total Suspended Solids (TSS) minimum 85% removal (current 93%-99% removal)

Nitrogen/Ammonia (NH3) minimum 85% removal (current 99% removal)

E.Coli maximum 115 parts per million (ppm) (current <1 ppm) U.V. Light neuters bacterial for no reproduction and does not kill the bacterial which in turn means no chemicals and cost savings to the Town residents.

*Town Clean Up Day/ Paint Round-Up/Arbor Day

1. Tentatively Scheduled for May 18, 2024 and a day in the fall undetermined yet.
2. Arbor Day Proclamation in BOT Packet to be read aloud by Mayor.

*Town Public Works News

1. Public Works will be attending the Job Fair on Saturday 3-9-24 8-12am with brochures and information Regarding educational employment within Public Works. 4 packets were handed out and no calls have Resulted.

*Town Farmers Market:



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

Event Park Name is Running Creek Park (RCP)

*Town Parks and Right of Way (ROW):

1. Porta-Potty will remain at Bandt Park parking area for the Winter season.
2. Bandt Park restrooms are closed for the season due to cold temps moving in.

Upcoming Projects:

1. PW has begun for 2024 the following Annual Reporting:
2. Annual Biosolids has been completed for 2023 and sent to CDPHE.
3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
4. PW has completed a round of PFAF's (radiation/radiological). Results Pending.
5. Water Augmentation and Recording
6. Water Lead and Copper sampling
7. Water Constituents Metals Sampling
8. Annual DMR (Daily Monitoring Report) Gold Creek Wastewater Plant
9. Tree City USA Application/ Accepted and approved by Tree City USA/Pending
10. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
11. PW has completed Highway User Tax Fund (HUTF) reporting and data processing.
12. PW is completing Lead and Copper testing per CDPHE guidelines for 2023/2024

Mail Kiosk:

1. Public Works will be installing Solar Street Lights at Mail Kiosk in various locations to aid in nighttime safety and mail collections by residents.
2. Public Works will enhance the recycled asphalt parking area at the Washington St Mail Kiosk

Mike DeVol
Town of Elizabeth
Public Works Director
GCWWTP Operations
303-913-6453
mdevol@townofelizabeth.org



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
FEBRUARY 12, 2024**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, February 12, 2024, at 9:35 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka, Vice President Linda Bulmer, and Board Members Jeff Struthers, Michael Hussey, Kurt Prinslow, and Carrie Wedel. Member Brandon Jeffress was not present. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No changes from Staff.

No changes from the Board.

Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

1. Minutes of the Rescheduled Regular Meeting of January 22, 2024

Motion by Mr. Hussey, seconded by Mr. Prinslow, to approve the Consent Agenda.

The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

2. Discussion and possible action regarding election of 2024 Officers



Motion by Mr. Hussey, seconded by Mr. Prinslow, to elect Linda Bulmer as President of the Main Street Board of Directors for 2024.

The vote of those Board Members present was unanimously in favor. Motion carried.

Motion by Ms. Wedel, seconded by Mr. Hussey, to elect Mr. Jeffress as Vice President of the Main Street Board of Directors for 2024.

The vote of those Board Members present was unanimously in favor. Motion carried.

3. Discussion regarding Main Street Station – Russ Berget

Motion by Mr. Hussey, seconded by President Bulmer, to recommend to the Planning Commission and Board of Trustees approval of the Main Street Station as presented.

The vote of those Board Members present was 5 in favor and 1 opposed. Mr. Prinslow opposed. Motion carried.

4. Discussion regarding 2024 Main Street Networking Event

Director Higgins led the discussion regarding this year's Networking event. Mr. Lipka will take the lead in organizing this event. The Board provided direction to Staff.

STAFF REPORTS

- Director Higgins provided updates regarding:
 - Streetscape Design Update. Discussion followed.
 - An RFP for design and development of the Gesin Lot.
 - DHM is still working on the gateway sign.
 - Staff are applying for the T-Mobile Hometown Grant.
 - The 2024 Main Street ornament design.
 - Discussion regarding Elbert County's 150th anniversary celebration.
 - Main Street Now Conference and other training updates.
 - Wi-Fi on Main Street.
 - HAB Design Guidelines.
 - Upcoming dates for joint workshops.
 - Additional Strategic Planning information will be provided soon.

BOARD REPORTS

No Board Reports.



TOWN OF ELIZABETH

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Prinslow, to adjourn the meeting at 10:51 AM.

The vote of those Board Members present was unanimously in favor. Motion carried.

President Linda Bulmer

Deputy Town Clerk Harmony Malakowski





**PLANNING COMMISSION – RECORD OF PROCEEDINGS
NOVEMBER 9, 2023**

CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Thursday, November 9, 2023, at 6:33 PM by Vice Chair Amy Schmidt.

ROLL CALL

Present were Vice Chair Amy Schmidt, and Commissioners Julie Uhernik, Greg Lindbloom, George Fick, Shawn Sommer, and Ed Beard. Commissioner Rob Porter was not present. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, and Deputy Town Clerk Harmony Malakowski.

UNSCHEDULED PUBLIC COMMENT

Steve Tapp – Town Resident

AGENDA CHANGES

No agenda changes from staff.

No agenda changes by the Commissioners.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of June 20, 2023

Motion by Commissioner Fick, seconded by Commissioner Uhernik, to approve the Consent Agenda as presented.

The vote of those Commissioners present was unanimously in favor. Motion carried.

NEW BUSINESS

2. Election of 2023 Chair and possible election of 2023 Vice Chair



Motion by Vice Chair Schmidt, seconded by Commissioner Uhernik, to appoint Commissioner Fick as Chair for the remainder of 2023.

The vote of those Commissioners present was unanimously in favor. Motion carried.

The newly appointed Chair Fick took over the meeting at 6:39 PM.

Chair Fick closed the Regular Meeting and opened the Public Hearing at 6:41 PM.

PUBLIC HEARING

3. SE corner of Walnut Street and S Elbert Street – Walnut Grove Sketch and Preliminary Plans
Ms. Cramer provided a staff report.

Comments were provided by the following:

Steve Tapp – Town Resident

Paul Schwarzkopf – Town Resident

Chair Fick closed the Public Hearing and opened the Regular Meeting at 7:12 PM.

NEW BUSINESS

4. Discussion and possible action on recommendation for approval regarding SE corner of E Walnut St and S Elbert St – Walnut Grove Sketch Plan and Preliminary Plans

Motion by Vice Chair Schmidt, seconded by Commissioner Lindbloom, to recommend for approval to the Board of Trustees the Walnut Grove Sketch Plan and Preliminary Plans.

The vote of the Commissioners present was 4 in favor and 1 opposed. Commissioner Sommer opposed. Motion carried.

STAFF REPORT

- Director Higgins provided updates regarding:
 - Training
 - Old Town Traffic Study
 - The Board of Trustees approved the cross sections of the Streetscape project.
 - Monument sign at Main Street and Highway 86
 - The Historic Advisory Board is continuing to work on creating a Historic District.

COMMISSIONER REPORTS

- Vice Chair Schmidt had a question about attending the Main Street Board of Directors’ meeting.



TOWN OF ELIZABETH

PLANNING COMMISSION

- Director Higgins reminded the Commissioners about the Open House on Monday evening to be hosted by the DOLA Main Street program.

ADJOURNMENT

Motion by Vice Chair Schmidt, seconded by Commissioner Lindbloom, to adjourn the meeting at 7:46 PM. The vote of those Commissioners present was unanimously in favor. Motion carried.

Chair George Fick

Deputy Town Clerk Harmony Malakowski

