



TOWN OF ELIZABETH

WORKSHOP – Financial Policies
Tuesday, August 9, 2022, at 5:00 pm
Town Hall, 151 S. Banner Street

TOWN OF ELIZABETH
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, August 9, 2022, at 7:00 PM
Town Hall, 151 S. Banner Street

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of July 26, 2022
- [2.](#) Swear in Officer Daisey Tucker
3. Introduce Dianna Hiatt, Hannah Bruce, and RJ Wagner

NEW BUSINESS

- [4.](#) Discussion and possible action on Resolution 22R38, a Resolution approving the License agreement between the Town and Elizabeth Firefighters Community Foundation - Michelle Oeser

PUBLIC HEARING

- [5.](#) Special Event License Application by the Elizabeth Area Chamber of Commerce for the Elizabeth Collaborative Event

NEW BUSINESS

6. Discussion and possible action on approval of the Special Event License Application by the Elizabeth Area Chamber of Commerce for the Elizabeth Collaborative Event

- [7.](#) Discussion and possible action on Resolution 22R35, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder – Michelle Oeser
- [8.](#) Discussion and possible action on Resolution 22R36, a Resolution approving implementation of mandatory watering restrictions for all irrigation within the Town limits of the Town of Elizabeth, Colorado in accordance with Town Code sec. 13-20-160 €. “In case of water shortages or scarcity, the Board of Trustees may by resolution place any restrictions which it deems necessary upon the use of water for irrigation or sprinkling purpose” – Mike DeVol
- [9.](#) Discussion and possible action on the purchase of two digital signs – Patrick Davidson
- [10.](#) Discussion and possible action on the Town Hall Landscape project – James McErnie

MANAGEMENT MONITORING REPORTS

- [11.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

MINUTES

- [12.](#) Minutes of the Planning Commission Regular Meeting of July 5, 2022
- [13.](#) Minutes of the Historic Advisory Board Regular Meeting July 11, 2022

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
July 26, 2022

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, July 26, 2022, at 7:02 pm by Mayor Megan Vasquez.

ROLL CALL

Present were Mayor Megan Vasquez, Mayor Pro Tem Angela Ternus, Trustees Tammy Payne, Loren Einspahr, Daniel DiLoreto, and Nick Snively.

There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Chief of Police Melvin Berghahn, Community Development Director Pam Cherry, Planner/Project Manager Zach Higgins, Public Works Director Mike DeVol, Assistant Public Works Director James McErnie, and Town Attorney Corey Hoffman.

PLEDGE OF ALLEGIANCE

Mayor Vasquez led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

There was no public comment.

AGENDA CHANGES

Administration had no agenda changes.

Mayor Vasquez added a presentation.

Agenda set.

PRESENTATION

Mayor Vasquez thanked Steve Gaither, on behalf of the Board, for his assistance with transportation of their float at the Stampeded Parade.

CONSENT AGENDA

1. Minutes of the Regular Meeting of July 12, 2022

Motion by Trustee Einspahr, seconded by Trustee DiLoreto, to approve the Consent Agenda as presented.

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

NEW BUSINESS

2. Post Office Discussion

The Board held a discussion on issues the Town has encountered with Postal Services. Citizens, Staff, and Board members discussed issues and how to move forward.

NEW BUSINESS

3. Discussion and possible action on Resolution 22R34, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder

Motion by Mayor Pro Tem Ternus, seconded by Trustee Payne, to approve Resolution 22R34, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder.

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

4. Discussion and possible action on out of State travel

Motion by Trustee DiLoreto, seconded by Trustee Snively, to approve out of State travel and training for Allison Ritter and Hannah Bruce.

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

5. Discussion on possible implementation of water restrictions

The Board gave Public Works Director Mike DeVol direction to move forward with even and odd days for restricted watering days.

MANAGEMENT MONITORING REPORTS

- Community Development Director Pam Cherry stated that Community Development is looking at land use in the Town code.
- Ms. Cherry stated that land use fees are being reviewed.
- Ms. Cherry said the Historic Advisory Board is reviewing Town Historical codes.
- Ms. Cherry stated that the Main Street Board of Directors held a 30% design meeting for the Streetscape project.
- Ms. Cherry updated the Board regarding the Countryside Village paving project.
- Ms. Cherry let the Board know that Dianna Hiatt started as the new Community Development Administrative Assistant.

- Discussion on the upcoming November 8th election of the Elizabeth Town Board.
- Chief Melvin Berghahn let the Board know that Daisey Tucker has been hired for the open Police Officer position.
- Chief Berghahn said that one of the new trucks is here and on the road. He stated the second truck will arrive in the next couple of weeks.
- Discussion followed on the new officer.
- Discussion regarding the 2023 Police Academy.
- Discussion regarding the open Public Works position.
- Discussion regarding County 13 paving.
- Discussion regarding painted lines on Legacy Circle.

BOARD OF TRUSTEE REPORTS

- Mayor Vasquez discussed first responder speed through town.

MINUTES

7. Minutes of the Historical Advisory Board Special Meeting of June 20, 2022.

EXECUTIVE SESSION

Motion by Mayor Vasquez, seconded by Mayor Pro Tem Ternus, to adjourn the regular meeting at 8:21 pm and enter into an executive session “To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402 (4)(e).” For purposes of authorize Town Administrator or his representative for development of a Senior Center

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

Motion by Mayor Vasquez, seconded by Trustee Einspahr, to adjourn the executive session at 9:10 pm and return to the regular meeting.

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

ADJOURNMENT

Motion by Trustee Payne, seconded by Trustee Snively, to adjourn meeting at 9:10 pm.

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

Town Clerk Michelle Oeser

Mayor Megan Vasquez



STATE OF COLORADO)

COUNTY OF ELBERT) SS.

TOWN OF ELIZABETH

OATH OF OFFICE

I, Daisy Tucker, do solemnly swear that I will support the Constitution of the United States and of the State of Colorado and Ordinances of the Town of Elizabeth, and faithfully perform the duties of the office of Police Officer, upon which I am about to enter.

Daisy Tucker

Subscribed and sworn to before me this 9th day of August 2022.

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: August 9, 2022
SUBJECT: Elizabeth Firefighters Community Foundation

SUMMARY

On June 22, 2022, the Elizabeth Firefighters Community Foundation applied for a Special Event Permit for a Special Event Elizabeth Collaborative Event – Chili on the Divide Cook-off and Pints in the Park.

All necessary paperwork and posting have been completed and turned in as required. The applicant was provided with new costs to use Running Creek Park. The Foundation included a check for the use of the park at application submission.

All partner agencies and Town departments have reviewed the application and have no concerns with the planned event.

The Elizabeth Firefighters Community Foundation went through the Town special event process and were approved to hold their chili-cookoff at Running Creek Park. The applicant has turned in paperwork required by the Elbert County Health Department. This will ensure safeguards are in place.

STAFF RECOMMENDATION

Staff recommends approval of the Elizabeth Firefighters Community Foundation's request to use Running Creek Park for their Community Event.

ATTACHMENTS(S)

Special Event Application
Event Agreement
Resolution 22R38
License

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



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

RECEIVED

JUN 22 2022

Town of Elizabeth

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: Elizabeth Collaborative Event - Chili on the Divide Coof-off and Pints in the Park
 Date of Event: 9/10/20 Time of Actual Event: 3pm - 9pm
 Date(s) and Time(s) for which permission is requested including setup and cleanup:
 Date: 9/10/20 From: 12pm To: 10pm
 Date: _____ From: _____ To: _____

2. Applicant (Organization or Individual): Elizabeth Firefighters Community Foundation
 Address: PO Box 441 Elizabeth, CO 80107 Telephone # 303-646-3800

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 Kara Gerczynski Telephone # 303-646-3800
 Address PO Box 441 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: 100 Estimated Number of Spectators: 500
 5. Will there be animals or vehicles in the event? No If yes, explain including how many: _____

6. Are you requesting reserved parking for the event? If yes, specify number and location: _____

7. How will the applicant provide trash and litter control for the event? Waste Management Recepticles
8. Will Applicant provide portable Restrooms for the event? No Where will they be located? _____
There are portapotties at the site that we would utilize

9. Will the applicant provide medical coverage for the event?
If yes, specify what level of medical expertise and where they will be located: There will be fire personnel
at the event

10. Will any organization or individual other than the applicant has any exhibit or sales booth in the area during the event? Yes If yes, explain who and what: Other food and craft vendors

11. Will there be any fees for your event? _____ If yes, explain: \$10 for entry, \$1 /chili vote

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: The tents will be 10 x 10.

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: KG

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: 6/22/20

Elizabeth Collaborative Event

CHILI

ON THE DIVIDE



COOK OFF



Saturday, September 10, 2022
Running Creek Park

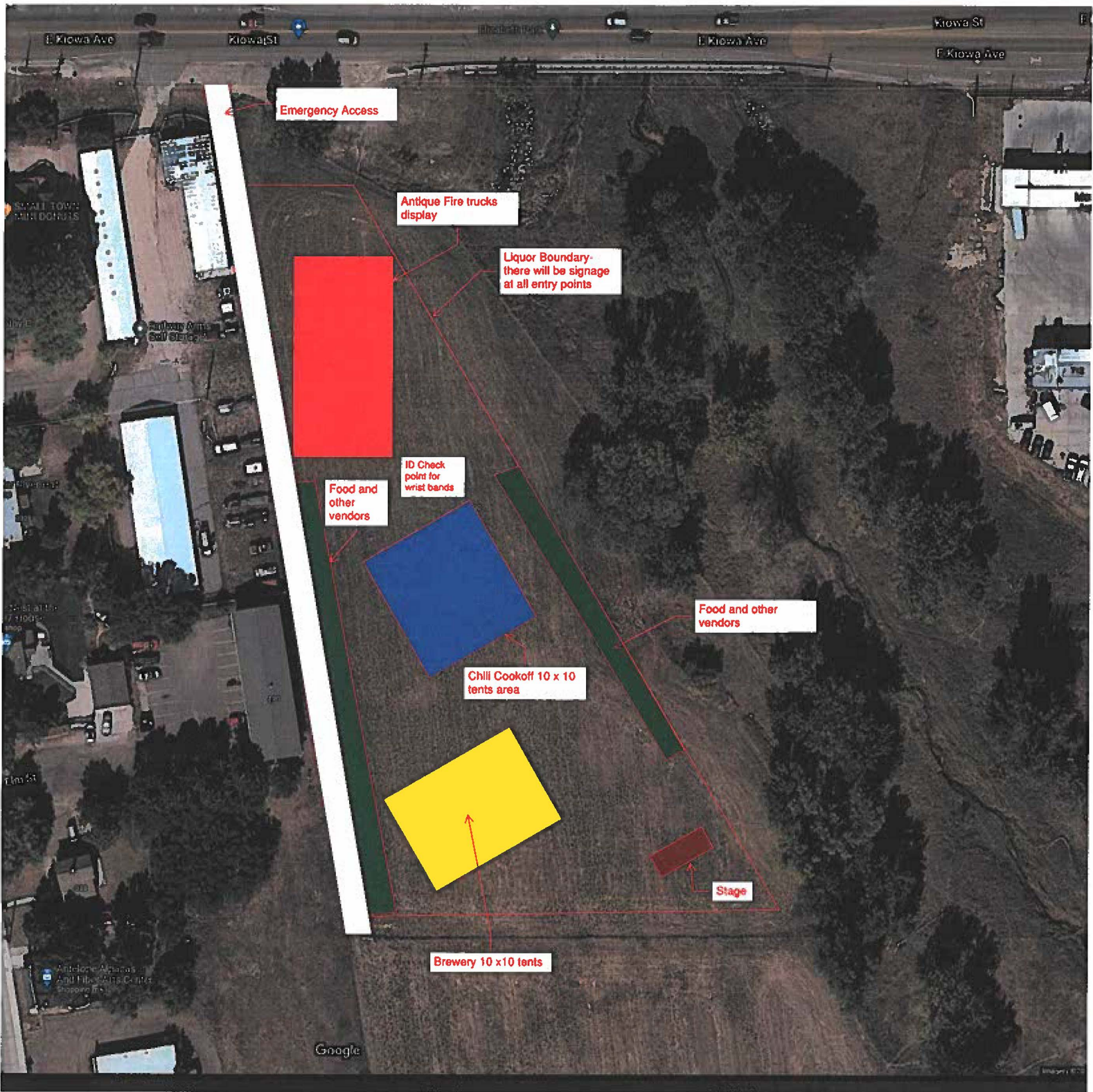
3-9 PM

**\$10 PER ENTRY
(INCLUDES 1 DRINK)**

**\$1 PER CHILI
TASTING/VOTE**

FOR MORE INFORMATION:

WWW.ELIZABETHCHAMBER.ORG





EVENT PERMIT AGREEMENT

The event permit at 500 E. Kiowa Ave. for Chili On The Divide Cook-Off And Pints In The Park on Sunday September 10, 2022, for the time period of 12:00 pm to 10:00 pm is granted to Kara Gerczynski (the "Applicant") contingent upon the following requirements:

- 1) The Event within the Town of Elizabeth is limited to the property indicated on the route provided.
- 2) Permission is granted for times beginning at 12:00 PM and ending at 10:00 PM to include setup and cleanup.
- 3) All areas within the permit area shall be free of all debris generated from the Event, upon conclusion.
- 4) Applicant for the Event shall provide proof of comprehensive liability insurance acceptable to the Town for the Event, in the minimum amount of three hundred fifty thousand dollars (\$350,000.00) per person, and nine hundred ninety thousand dollars (\$990,000.00) per occurrence or such additional amount that may be determined by the Town based on the nature or scope of the Event. Town of Elizabeth shall be listed as additionally insured.
- 5) Applicant) Kara Gerczynski) will submit a \$1000.00 deposit as security for cleanup of the permit area and hereby agrees that the Town may draw from that \$1000.00 deposit should the Applicant for the Elizabeth Volksmarch fail to clean up or damage property in the permitted area.
- 6) Applicant accepts responsibility for any potential liability from the Event. More specifically, in consideration for the Town allowing Applicant to use Town property, the Applicant agrees to hold the Town, its officers, agents, consultants, and representatives (collectively, the "Town"), harmless for any loss, damage, property damage, injury, or death to Applicant or its invitees, including participants in the Event, and Applicant's agents as a result of Applicant participation in the Event, and the participation of Applicant's invitees in the Event. Applicant further agrees to release, waive and discharge, and covenant not to sue the Town for any claims, demands or actions whatsoever arising out of any loss, damage, property damage, or injury incurred on or to Applicant or Applicant's invitees or Applicant's agents as a result of participation in the Event. This release of liability applies equally to losses, damages or injuries caused or alleged to be caused in whole or in part by the negligence of the Town.

RESOLUTION 22R38

A RESOLUTION APPROVING THE LICENSE AGREEMENT BETWEEN THE TOWN AND THE ELIZABETH FIREFIGHTERS' COMMUNITY FOUNDATION

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

Section 1. The License Agreement between the Town and Don Means attached hereto is hereby approved by the Board of Trustees of the Town of Elizabeth, and the Mayor Pro Tem is authorized to execute same on behalf of the Town.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2022, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Angela Ternus, Mayor Pro Tem

ATTEST

Michelle M. Oeser, Town Clerk

LICENSE

THIS LICENSE is made and entered into this 9th day of August 2022, by and between the TOWN OF ELIZABETH, Colorado whose address is 151 S. Banner Street, Box 159, Elizabeth, Colorado 80107 (the "Town") and Elizabeth Firefighters Community Foundation represented by Kara Gerczynski, whose address is PO Box 441 Colorado 80107 ("Licensee").

1. **PROPERTY LICENSED.** The property at 500 E. Kiowa Ave. is licensed for the use and the term provided for in this license is described in Exhibit A, which is attached hereto and incorporated by this reference ("Property Licensed"). The Property Licensed for the use described herein is subject to all easements and rights-of-way of record.

2. **INSURANCE.** Licensee shall obtain for itself, its agents, successors, assigns, lessees, licensees and agents, necessary and adequate workman's compensation insurance, personal injury insurance, and property damage insurance, with limits commensurate with the hazards and risks associated with the use of the Property Licensed, but in no event less than the liability limits established by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as now in effect or as hereinafter amended, and a deductible of not less than one thousand dollars (\$1,000.00). Neither Licensee nor its agents, successors and assigns shall commence any use of the Property Licensed until it has obtained all insurance required under this Section and shall have filed a certificate of insurance with the Town providing that the Town is an additional named insured thereunder.

3. **USE FEE.** Licensee covenants and agrees to pay Pare Use Fees, set by Resolution 22R09 (fee schedule is attached).

4. **USE.** Licensee covenants and agrees that it shall utilize the Property Licensed for the Elbert County Republicans, Tom Peterson, May 5, 2022, and for no other purpose and not to use the Property Licensed or permit it to be used for purposes prohibited by the laws of the applicable United States, State of Colorado, or any political subdivision thereof.

5. **RE-ENTRY.** Licensee covenants and agrees to permit the Town or its duly authorized representatives to enter upon the Property Licensed at any reasonable hour of the day to do such acts and things as it deems necessary for the protection of its interests therein.

6. **NOTICE.** Any notice required under this License shall be in writing and mailed by certified mail to the respective parties at the address hereinabove given. The Town Administrator shall be the representative of the Town to accept or give any approval, notice or the like provided hereunder. In the event Licensee should change the address hereinabove given during the term of this License, Licensee shall notify the Town in writing of such change of address:

The Town: Town of Elizabeth
 Attn: Town Administrator
 PO Box 159
 Elizabeth, CO 80107

Licensee: Elizabeth Firefighters Community Foundation
c/o Kara Gerczynski
PO Box 441
Elizabeth, CO. 80107

7. NO COVENANT OF TITLE OR QUIET POSSESSION. The rights granted herein are without covenant of title or warranty of quiet possession of the Property Licensed and no water or water rights are granted by this License.

8. SUCCESSORS AND ASSIGNS. This License shall insure to the benefit of, and be binding upon, the respective legal representatives, heirs, successors and assigns of the parties.

9. ASSIGNMENT OR SUB-LEASE. Licensee covenants and agrees not to assign this License or to sublet any part of the Property Licensed without first obtaining the written consent of the Town.

10. PROPERTY LICENSED TAKEN "AS IS." Licensee understands and agrees that the Property Licensed is licensed "as is." The Town makes no warranty, written or implied, that the Property Licensed is fit for any purpose or that it meets any federal, state, county or local law, ordinance or regulation applying to the Property Licensed.

11. LIABILITY AND INDEMNIFICATION. The Town shall not be liable for any loss, injury, death or damage to any person or personal property which may arise from the use or condition of the Property Licensed including, but not limited to, loss, injury, death, or damage resulting from ice, water, rain, snow, gas, electrical wires, fire, theft, burst pipes or plumbing failures during the term of the License or any renewal thereof. Licensee hereby expressly agrees, to the extent permitted by law, to defend, indemnify and hold harmless the Town, its officers, agents, employees and insurers against any liability, loss, damage, demand, action, cause of action or expense of whatever nature (including court costs and attorney fees) which may result from any loss, injury, death or damage allegedly sustained by any person, firm, corporation or other entity which arises out of or is caused by reason of Licensee's negligent use of the Property Licensed or Licensee's failure to fulfill the terms and conditions of the License.

12. RESERVATION FOR BOARD USE. This License is made under and conformable to the provisions of all Town of Elizabeth regulations insofar as applicable. Said provisions are incorporated herein and made part hereof by this reference and shall supersede any apparently conflicting provisions otherwise contained in the License. The Town reserves the right to make full use of the Property Licensed as may be necessary or convenient in the operation of the public infrastructure of the Town and the Town retains all rights to operate, maintain, install, repair, remove or relocate any of its facilities located within the Property Licensed at any time and in such a manner as it deems necessary.

13. TERMINATION.

a. This License Agreement may be terminated by the Town at any time upon ten (10) days' written notice to Licensee.

b. If default shall be made in any of the covenants or agreements herein contained to be kept by Licensee, it shall be lawful for the Town to enter into the said Property Licensed, or any part thereof, either with or without process of law, to terminate the interest of Licensee or of any person or persons occupying the same, and to expel, remove or put out such person or persons, using such force as may be necessary in so doing, without being liable to prosecution or to damages therefor, and the said Property Licensed again to repossess and enjoy as in the first and former estate of the Town. If at any time the License shall be terminated as aforesaid, or by any other means, Licensee agrees to surrender and deliver up said Property Licensed peaceably to the Town immediately upon the termination, and if Licensee shall remain in possession after termination, Licensee shall be deemed guilty of a forcible detainer on said property Licensed, and waiving all notice, shall be subject to eviction and removal, forcibly or otherwise, with or without process of law.

14. VENUE. For the resolution of any dispute arising hereunder, venue shall be in the courts of Elbert County, State of Colorado.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in triplicate.

TOWN OF ELIZABETH, COLORADO

By: _____
Angela Ternus, Mayor Pro Tem

ATTEST:

Michelle M. Oeser, Town Clerk

LICENSEE

By: _____

Title Date

ATTEST:

Title Date



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: August 9, 2022
SUBJECT: Elizabeth Chamber

SUMMARY

The Elizabeth Area Chamber of Commerce has applied for a Special Event Liquor Permit and a Special Event Permit for the Elizabeth Collaborative Event – Chili on the Divide Cook-off and Pints in the Park.

All necessary paperwork, fees and posting have been completed and turned in as required. All partner agencies and Town departments have reviewed the application and have no concerns with the planned event.

The Elizabeth Firefighters Community Foundation went through the Town special event process and were approved to hold their chili-cookoff at Running Creek Park.

STAFF RECOMMENDATION

Staff recommends approval of the Elizabeth Area Chamber of Commerce Special Event Liquor License Application.

ATTACHMENTS(S)

Special Event Liquor Permit Application

Application for a Special Events Permit

Departmental Use Only

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 checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$100.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage \$100.00 Per Day	

1. Name of Applicant Organization or Political Candidate
Elizabeth Area Chamber of Commerce State Sales Tax Number (Required)

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)
*PO Box #595
 166 Main St, Elizabeth CO 80107*

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

4. Authorized Representative of Qualifying Organization or Political Candidate
Mary Martin Date of Birth Phone Number

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

5. Event Manager
Mary Martin Date of Birth Phone Number

Event Manager Home Address (Street, City, State, ZIP) Email Address of Event Manager
director@elizabethchamber.org

6. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?
 No 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?
 No Yes 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	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To
<i>9-10-2022</i>		<i>10 a.m.</i>	<i>11 p.m.</i>												

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 *Mary Martin* Title *Executive Director* Date *7-11-2022*

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
		<i>-750 (999)</i>	\$



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 AREA CHAMBER OF COMMERCE, INC.

is a

Nonprofit Corporation

formed or registered on 09/11/1948 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 19871115153 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 02/18/2022 that have been posted, and by documents delivered to this office electronically through 02/24/2022 @ 09:41:31 .

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 02/24/2022 @ 09:41:31 in accordance with applicable law. This certificate is assigned Confirmation Number 13819017 .



A handwritten signature in blue ink 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 Web site 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 Web site, <http://www.sos.state.co.us/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 Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/04/2022

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 Means Agency Inc Megan Vasquez P.O. BOX 1947 ELIZABETH CO 80107	CONTACT NAME: Megan Vasquez PHONE (A/C, No, Ext): E-MAIL ADDRESS: meghan.dmeans@farmersagency.com FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Elizabeth Chamber of Commerce Mary Martin 166 Main St Elizabeth CO 80107	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	3DS5473-M2120954	09/10/2022 12:01 AM	09/11/2022 12:01 AM	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 \$ 2,000,000 Deductible \$ None	
	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 type="checkbox"/> NON-OWNED AUTOS ONLY							COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> 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) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A					PER STATUTE OTH-ER 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)
Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.
Attendance: 500, Event Type: Chamber of Commerce Event.

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 Megan Vasquez
---	--

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Town Of Elizabeth
151 S Banner St
Elizabeth, CO 80107

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: August 9, 2022
SUBJECT: Intergovernmental Agreement

SUMMARY

The attached agreement is an Intergovernmental agreement between the Town and Elbert County. The agreement references the responsibilities of both the Town and Elbert County for the 2022 coordinated election.

The agreement includes the County Elections Department's responsibilities as well as the Town's responsibilities.

The attached agreement has been approved to form by the town attorney.

ATTACHMENT

Resolution 22R35
Intergovernmental Agreement

RESOLUTION 22R35

A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN AND THE ELBERT COUNTY CLERK AND RECORDER

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

Section 1. The Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder regarding the Conduct and Administration of the November 8, 2022 General Election attached hereto as **Exhibit A** is hereby approved by the Board of Trustees of the Town of Elizabeth, and the Mayor is authorized to execute same on behalf of the Town.

Section 2. The Town hereby designates Town Clerk Michelle M. Oeser as the Designated Election Official (DEO) of the Town.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2022, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

INTERGOVERNMENTAL AGREEMENT

BETWEEN

**ELBERT COUNTY CLERK AND RECORDER AND
TOWN OF ELIZABETH**

Regarding the Conduct and Administration of the

NOVEMBER 8, 2022

GENERAL ELECTION

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into by and between **THE ELBERT COUNTY CLERK AND RECORDER** ("CEO") and Town of Elizabeth ("DEO"), collectively referred to as the "Parties" for the administration of their respective duties concerning the conduct of the November 8, 2022, General Election ("Election").

DEFINITIONS:

- ❖ **"Coordinated Election Official"**, ("**CEO**") - The Elbert County Clerk and Recorder as referenced in C.R.S. § 1- 7-116(1)(a) will conduct the election for the Town of Elizabeth ("DEO").
- ❖ **"Colorado Election Code"** or "**Code**" - any part of the Uniform Election Code of 1992 Title 1, C.R.S.), the Colorado Local Government Election Code (Article 13.5 of Title 1, C.R.S.) or any other Title of C.R.S. governing participating jurisdictions's election matters, as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.
- ❖ **"Coordinated Election"** - an election where more than one jurisdiction with overlapping boundaries or the same electors hold an election on the same day and the eligible electors are all registered electors, and the County Clerk and Recorder is the Coordinated Election Official for the jurisdictions.
- ❖ **"Designated Election Official"** ("**DEO**") - person identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the Contact Person (defined below), and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction.
- ❖ **"IGA"** or "**Agreement**" - Intergovernmental Agreement between the Elbert County Clerk and Recorder ("CEO") and the Jurisdiction ("DEO") for election coordination.
- ❖ **"Jurisdiction"** - those Jurisdictions or local governments participating in the Coordinated Election under the terms of this Agreement.
- ❖ **"Mail Ballot Packet"** - the packet of information provided by the County Clerk to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, a secrecy sleeve, and a return envelope. C.R.S. § 1-7.5- 103(5).

- ❖ **"SOS"** - the State of Colorado Secretary of State.
- ❖ **"SOS Election Calendar"** - the most recent election calendar as published on the SOS website located at www.sos.state.co.us.

ARTICLE ONE
PURPOSE AND GENERAL MATTERS

GOAL: The purpose of this Agreement is to define the tasks to be completed by the County Clerk and Recorder and the Jurisdiction to conduct the election.

TERM: This Agreement begins as of the date of the last party's execution of this Agreement and continues through the official certification of the November 8, 2022, General Election.

ARTICLE TWO
DUTIES OF THE COUNTY

CONTACT PERSON: The County Clerk designates Rhonda Braun, or her designee, as the primary contact for the Jurisdiction. The contact person will act under the authority of the County Clerk and will have the primary responsibility for the coordination of the election with the Jurisdiction and completion of procedures assigned to the County Clerk. Nothing in this agreement will be interpreted to relieve the County Clerk or the Jurisdiction from their official responsibilities for the conduct of the election.

Primary Contact: Rhonda Braun
303-621-3127
elections@elbertcounty-co.gov

THE DUTIES OF THE COUNTY CLERK AND RECORDER ("CEO") ARE TO:

- Conduct the election for the Jurisdiction in accordance with the Code and Rules
- Facilitate voter registration
- Publish notice of election as required by C.R.S. § 1-5-205
- Prepare ballots as certified by the DEO
- Provide ballot printing layouts and text for proofreading and for signature approval by the DEO
- Certify the ballot content to the printer
- Assign numbering of ballot issue and/or ballot question
- Provide voter lists upon request of the DEO to check signatures on candidate petitions and Property Owner verification - \$25 per list plus \$5 USB

- File the proposed election plan with the Secretary of State as required by C.R.S. §1-7.5-105 (1)
- Appoint, compensate, instruct and oversee election judges, the Board of Canvassers, and any additional election staff
- Provide all necessary equipment, forms and personnel to conduct the election, including the County's electronic vote counting equipment
- Provide personnel to participate in the ballot counting procedures and all other necessary services for any recount
- Conduct three tests on all electronic voting equipment in accordance with C.R.S. § 1-7-509(1)(b) and Secretary of State, including a hardware test, public logic and accuracy test prior to the voting period , and a post-election test
- Publish notice of public voting equipment testing before voting begins
- Prepare and mail all Mail Ballot Packets as required by C.R.S. § 1-7.5-107 and § 1-8.3-110
- Conduct and oversee the process of counting the ballots and reporting the results by precinct
- Store all election records for a minimum of twenty-five (25) months as required by the Code
- Determine the order of the ballot and the order of the Ballot Issue Notice in the order of final ballot certification on a first received basis
- Establish precincts, voter service and polling centers, and ballot drop-off locations as required by law

ARTICLE THREE RESPONSIBILITIES OF THE JURISDICTION

The Jurisdiction understands that there may be additional obligations and responsibilities, legal, contractual, or otherwise, placed upon the Jurisdiction outside the terms of this IGA. The Jurisdiction further understands that it is the responsibility of the Jurisdiction to be aware of all obligations and responsibilities of the Jurisdiction.

The Jurisdiction understands and agrees that any ballot content submitted to the County Clerk after the certification date may result in their candidates, issues or questions not being on the ballot. In such event, the Jurisdiction will be required to provide for its own election at its sole expense and the remaining terms and conditions of this Agreement will automatically terminate. The Jurisdiction is solely responsible for the content of any ballot issue and/or ballot question, including the title and summary of any

ballot issue and/or ballot question. The County Clerk may provide proofreading assistance (i.e. technical, grammatical, or syntactic proofing) but under no circumstance shall the County Clerk be responsible for the content.

DESIGNATED ELECTION OFFICIAL: The Jurisdiction designates the following as the DEO for the Jurisdiction to act as the primary liaison between the County Clerk and the Jurisdiction with primary responsibility for the election procedures to be handled by the Jurisdiction.

NAME: _____

THE DUTIES OF THE DESIGNATED ELECTION OFFICIAL (DEO) ARE TO:

- Provide the County Clerk with emergency contact numbers to be reached before and after normal office hours and on Election Day from 7:00 a.m. until the counting of the ballots is completed.
- Provide the County Clerk with a copy of the ordinance or resolution stating that the Jurisdiction will participate in the Coordinated Election in accordance with the terms and conditions of this Agreement. **The ordinance or resolution will also authorize the DEO of the Jurisdiction or other designated person to execute this Agreement.**
- Perform all responsibilities required to certify any candidate, including write-in candidates, and/or initiative petition(s) to the ballot. Petitions for nominations must be made available through the office of the DEO for the Jurisdiction.
- Inform all candidates running for office that the candidates must comply with Campaign Finance requirements (Article XXVIII of the Colorado Constitution, and Title 1, Article 45, C.R.S). A good resource for candidates is the Colorado Campaign and Political Finance Manual, which can be found at: <http://tracer.sos.colorado.gov/PublicSite/Homepage.aspx>.
- Verify signatures on all petitions.
- Verify the SCORE (Statewide Colorado Registration and Election) Street Address Library and confirm that the street listing is correct and accurate for the Jurisdiction. Only residential addresses within the Jurisdiction should be listed, not business or commercial addresses. Information will be used to identify eligible electors within the Jurisdiction.
- Certify the list of candidates, ballot issues and/or ballot questions and the titles and summaries of each ballot issue or question in the format as described in the attached "Format Information Page" to the County Clerk exactly as the list is to be printed on the ballot **no later than 5:00 P.M. on September 9, 2022.**

Certification is required electronically, which may include CD/USB or email.

➤ **Confirm that candidates:**

- Provide the phonetic pronunciation of each candidate's name to assist with the preparation of the audio ballot as required by SOS Rule 4.6.2.
- Leave an audio recording of the candidate's name in the voice mail box **or** call the CEO at (303) 621-3122.
- Provide the preferred abbreviation of any candidate's name that exceeds 20 characters for reports and web page display only.

➤ Recognize that the numbering of a ballot issue and/or ballot question is the sole responsibility of the CEO.

➤ Proofread the layout and the text of the Jurisdiction's portion of the official ballots before authorizing in writing the printing of the ballots. Authorization must be made **WITHIN THREE HOURS** of the County Clerk's email or fax transmission to the DEO.

The expected date and time for this proofing will be before 5:00 p.m. on **Friday, September 16, 2022**. Should the DEO fail to contact the County Clerk within three hours of the County Clerk's email or fax transmission, the County Clerk will not be held responsible for any errors or omissions should they proceed with the printing of the ballots.

➤ Accommodate Property owners within the jurisdiction in the following ways:

- Provide property owner list to County Clerk for mailing of mail ballot packets. Participating Jurisdictions that are required to permit taxpaying electors as defined by C.R.S. § 32-1-103(5) to vote in their elections, must provide a list of those eligible electors to the County Clerk. The list must include eligible electors which **are** included on the Assessor's property owner list and **are not** included on the registered voter list provided by the County Clerk.
- Verify that each of the eligible electors on their prepared list is registered to vote in the state of Colorado. This process may be accomplished by requesting access to the Voter Lookup website available on the Colorado Secretary of State's web site: <https://www.sos.state.co.us>.
- Submit the list of eligible electors to the County Clerk no later than September 23, 2022, and include the voter's full name, mailing address, and Colorado Voter ID number.

➤ Prepare, and be solely responsible for, the language for the Notice for each ballot issue (TABOR notice) relating to Section 20, Article X of the Colorado Constitution.

(See Ballot Issue Notice Example Page)

- Accept and summarize Ballot Issue Pro/Con comments delivered to the Jurisdiction's DEO **by September 23, 2022.**
- Submit the Ballot Issue Notice in proper format to the CEO **by 5:00 p.m. September 26, 2022.**
- The County Clerk will determine the "least cost" method for mailing the Ballot Issue Notice package.
- It is the Jurisdiction's responsibility to coordinate with all other counties if district boundaries extend beyond Elbert County.

ARTICLE FOUR COSTS

THE JURISDICTION AGREES THAT:

- Elbert County shall be the sole determiner as to whether legal counsel outside of the Elbert County Attorney's office is required or warranted to bring or defend legal or administrative action as referenced in this Agreement.
- Legal costs shall include, but are not limited to any costs incurred by Elbert County to enforce a provision of this Agreement or to defend any legal or administrative action brought by a candidate or Jurisdiction as it relates to this Agreement or the November 8, 2022, General Election.
- The Jurisdiction agrees to pay their proportional share of the actual costs of the election within 30 days of date of billing. The proportional share will be based upon the number of active voters eligible to vote within each Jurisdiction involved in the election, the number of Jurisdictions participating, and the number of ballot issues and/or items to be included on the ballot for each Jurisdiction.
- The charge for voter lists requested by the Jurisdiction is \$25.00, plus \$5.00 per USB drive. This must be paid at the time the list is requested.
- The Jurisdiction will reimburse costs of a recount (C.R.S. § 1-10.5-101 and § 1-11-215) except for costs collected from an "interested party" (C.R.S. § 1-10.5-106) which will be collected by the entity conducting the recount.
- The Jurisdiction will submit a deposit of \$500 to the County Clerk at the time the ballot certification is submitted to the County Clerk but no later than 5:00 p.m. Friday, September 9, 2022. It is understood and agreed that the actual cost may be higher depending on questions presented to the Jurisdiction's electorate and the number of Jurisdictions that participate in the Coordinated Election.

ARTICLE FIVE
CANCELLATION OF THE ELECTION

- In the event that the Jurisdiction resolves not to hold the election, then the Jurisdiction shall comply with the provisions of C.R.S. § 1-5-208.
- Notice of such resolution shall be immediately provided to the County Clerk.
- If Jurisdiction cancels after ballot certification date, September 9, 2022, the Jurisdiction will be responsible for their proportional share of the election.
- Provide notice by publication (as defined in the Code) of the cancellation of the election to be posted in the office of the County Clerk, in the office of the DEO, at the primary location of the Jurisdiction, and, if the Jurisdiction is a special district, in the office of the Division of Local Government.

ARTICLE SIX
LIABILITY

The Jurisdiction agrees to indemnify, defend, and hold harmless the County to the extent permitted by law, from any and all loss, costs, demands or actions arising out of or related to any actions, errors or omissions of the Jurisdiction in completing its responsibilities relating to the November 8, 2022, General Election. Nothing in this provision will waive or otherwise limit the defense available to the Jurisdiction and the County under the Colorado Government Immunity Act. This Agreement shall not be construed to create any rights or benefits for any person who is not a party to this agreement.

ARTICLE SEVEN
MISCELLANEOUS

REQUIRED NOTICES: Any and all notices required to be given by the Parties by this Agreement are considered to have been received and to be effective:

- 1) three days after the documents have been mailed by certified mail, return receipt requested
- 2) immediately upon hand delivery
- 3) immediately upon receipt of confirmation that an email was received

To County: Elbert County Clerk and Recorder
PO Box 990
Kiowa, CO 80117
elections@elbertcounty-co.gov

To Jurisdiction: Town of Elizabeth
Attn: Michelle Oeser
PO Box 159
Elizabeth, CO 80107
Email: moeser@townofelizabeth.org

AMENDMENT: This Agreement may be amended only in writing and in agreement by both parties.

INTEGRATION: The Parties acknowledge that this written Agreement, along with any attachments, constitutes the sole agreement between them, and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.

CONFLICT OF AGREEMENT WITH LAW, IMPAIRMENT: In the event that any provision of this Agreement conflicts with the Code, other statute, rule or valid prior resolution duly adopted by the Elbert County Board of County Commissioners, this Agreement will be modified to conform to such law, resolution or ordinance. No subsequent resolution or ordinance of the Board of County Commissioners or the governing body of the Jurisdiction shall impair the rights of the County Clerk or the Jurisdiction without the consent of the other party to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the latest date noted below.

COORDINATED ELECTION OFFICIAL:

By _____
Dallas Schroeder, Elbert County Clerk and Recorder

Date _____

Attest _____
Debby Inhulsen, Deputy Clerk

Date _____

Town of Elizabeth

By _____
Michelle Oeser, DEO

By _____

Date _____

Date _____

ATTACHMENTS:

1. Address Library Verification Form & Address Library Report
2. DEO Contact Information
3. Format Information Page
4. Ballot Issue Notice Example Page
5. Sample Candidate Ballot Layout
6. Appointment of Observer by Jurisdiction Form
7. SOS Election Calendar

Street Address Library – Verification Form

General Election, November 8, 2022

JURISDICTION NAME: _____

The street ranges identified on the attached Address Library Report represent all the addresses within your jurisdiction according to our current voter registration system. *The Elbert County Elections Office only maintains residential addresses – not business or commercial addresses.* We are sending you this report to confirm that our street listing is correct and accurate. Information will be used to identify eligible electors within the Jurisdiction.

Please verify that the attached report includes all residential addresses within your jurisdiction and does not contain invalid addresses. If there is an error, note it on the table below. If there are no errors, omissions, or corrections, indicate that on the form and return it to us.

Street Name	Dir.	Street Type	Low/High Range	Odd/Even	ZIP	Notes
<i>Example - Main</i>	E	St.	101/603	E	80117	

I _____, _____, have reviewed the attached Address Library

(Printed Name)

(Title)

Report provided by the Elbert County Elections Office and I certify it to be a true and accurate description of the street ranges defining the boundaries of the _____ except for any errors, omissions, and/or exceptions noted. (Jurisdiction Name)

Signature

Date

**DEO Contact Information
(Clerk's office use only)**

*Please Print or type

Jurisdiction: _____

Designated Election Official (DEO): _____

Fax Number: _____

Email Address: _____

Business Hours: _____

Telephone Numbers (during normal business hours):

Emergency Telephone Numbers (before and after normal business hours):

Election Day (telephone numbers from 7:00 a.m. Election Day to 12:00 a.m. the following day):

Certification Format Information Page

Ballot certification is required in electronic format:

- The electronic copy must be provided using Microsoft Word format. No PDF versions will be accepted.

The electronic copy may be on a CD/USB or emailed to elections@elbertcounty-co.gov. The electronic copy must be received at the Elbert County Elections Office located at 440 Comanche Street, PO Box 990, Kiowa, CO 80117 no later than 5:00 p.m. on September 9, 2022.

Important: Per Rule 4.5.2(e) – Ballot questions and issues are numbered or lettered in the order in which the measures are certified to the ballot by the DEO. Submissions are considered certified once electronic copy has been submitted to the County Clerk. The County Clerk will assign numbering of a ballot issue and/or ballot question on or after ballot certification date.

Electronic version: These requirements apply to the ballot content, as well as the Ballot Issue notice information. CD/USB or email using Microsoft Word is acceptable.

Spacing: All text must have single line spacing.

Text: For Ballot Issue Notice (tax issue), all ballot issue text must be typed in CAPITAL LETTERS.

Pro/Con statements must appear in upper and lower case. Ballot questions (non-tax issues) must be typed in mixed case.

Tables/Columns: Do not use columns or tables setting up files as these are difficult to reformat.

Audio Recording: If the ballot certification includes candidates, the DEO shall notify the candidate that the candidate is to email a recording of the correct pronunciation of the candidate's name to elections@elbertcounty-co.gov or call 303-621-3122 to leave an audio recording of the candidate's name in the voice mail box.

This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.

Ballot Issue Notice

Example Page

NOTE: The information provided here is offered as a suggestion for the sake of uniformity and convenience to the voters based upon the Constitutional language of TABOR. Jurisdictions should consult with their legal counsel to determine exact content of their Ballot Issue Notice.

[DISTRICT NAME]

Designated Election Official:

[Name]

[Title]

[Address]

[City, State, Zip]

NOTICE OF ELECTION [TO INCREASE TAXES] [TO INCREASE DEBT] [ON A CITIZEN PETITION] [ON A REFERRED MEASURE]

[DISTRICT NAME]

ELBERT COUNTY, STATE OF COLORADO

Election Date: [Insert Election Date]

Election Hours: [7:00 A.M. to 7:00 P.M.]

[Insert Question Number]

Ballot Title and Text:

[ALL TEXT IN UPPERCASE. This is the same language provided with original ballot certification.]

Information:

The below information is not required with your ballot certification on September 9, 2022. It is required with your Ballot Issue Notice submission which is due on September 26, 2022.

Fiscal Year Spending Information:

2017 (Current fiscal year estimated)	[\$1,000,000]
2016 (Actual)	[\$1,000,000]
2015 (Actual)	[\$1,000,000]
2014 (Actual)	[\$1,000,000]
2013 (Actual)	[\$1,000,000]

Overall percentage change in fiscal year spending: [Insert % of overall change]

Overall dollar amount change: [Insert \$ amount of change]

Estimated maximum dollar amount of tax increase for [insert year]: [amount of increase]

Estimated [insert year] fiscal year spending without tax increase: [amount of spending]

Information on Current Bonded Debt:

Principal amount:	[\$1,000,000]	Maximum
annual repayment cost:	[\$1,000,000]	Total
repayment cost:	[\$1,000,000]	

Information on Proposed Bonded Debt:

Principal amount:	[\$1,000,000]
Maximum annual repayment cost:	[\$1,000,000]
Total repayment cost:	[\$1,000,000]

Summary of written comments for the proposal:

- [Summary statements or paragraphs for the proposal must be filed 45 days before the election. See C.R.S 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state “No comments were filed by the constitutional deadline.”]

Summary of written comments against the proposal:

- [Summary statements or paragraphs against the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state “No comments were filed by the constitutional deadline.”]

This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder’s office.

Sample Candidate Ballot Layout

DISTRICT NAME HERE

Name of Office here

Length of Term here

(Vote for _____) *Put the maximum
number of candidates the voter can choose

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

SCHOOL DISTRICT NAME HERE

Name of the Office here

Length of Term here

(Vote for _____) *Put the maximum
number of candidates the voter can choose

_____ Candidate's name

_____ Candidate's name

_____ Candidate's name

This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.

Appointment of Observer by Jurisdiction for Public Logic and Accuracy Test of Voting Equipment (Optional)

Jurisdiction Name: _____

Designated Election Official (DEO): _____

Name of Observer Appointed: _____

Observer's Contact Telephone Numbers:

Signature of Designated Election Official

Date

Please return this page with the signed IGA if you choose to appoint an observer for the Public Logic and Accuracy testing of voting equipment.

Once the date of the Public Logic and Accuracy test has been set, the appointed observer will be notified. The date of the Public Logic and Accuracy test will be posted on the Elections webpage at <http://elbertcounty-co.gov/>.



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

August 10, 2022

RE: Mandatory Watering Restrictions for Irrigation for Conservation and Drought Conditions

Residents of Elizabeth,

The Town of Elizabeth Public Works (PW) Department in concurrence with the Town of Elizabeth Board of Trustees is implementing a Mandatory Scheduled Irrigation Watering Program. In the best interest of the Town of Elizabeth, Public Works is conserving water during our continued drought in our region. Public Works has included a schedule of every other day by odd or even ending number address for irrigation of lawns, trees, and landscaping. Please note the Water conservation times of **before 8 a.m. and after 8 p.m.** on the scheduled watering days by address is attached.

Please do not hesitate to contact me with any questions or concerns you may have.

Thank you for your cooperation,

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

RESOLUTION 22R36

A RESOLUTION APPROVING IMPLEMENTATION OF MANDATORY WATERING RESTRICTIONS FOR ALL IRRIGATION WITHIN THE TOWN LIMITS OF THE TOWN OF ELIZABETH, COLORADO IN ACCORDANCE WITH TOWN CODE SEC. 13-20-160 (e). “IN CASE OF WATER SHORTAGES OR SCARCITY, THE BOARD OF TRUSTEES MAY BY RESOLUTION PLACE ANY RESTRICTIONS WHICH IT DEEMS NECESSARY UPON THE USE OF WATER FOR IRRIGATION OR SPRINKLING PURPOSE”

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

The Town of Elizabeth Public Works Department has advised the Town Board of Trustees of the continuing drought conditions and will implement on August 10th, 2022. This watering schedule within town limits will apply for all residents and businesses. The Town of Elizabeth will deliver a schedule of watering days and times and letter of mandatory watering restriction notification by United States Postal Service (USPS) to each resident and business billing address as well as posted on the Town of Elizabeth Website. The watering schedule will be every other day by odd or even ending address and from 8 p.m. in the evening to 8 a.m. in the morning

ATTACHMENTS:

Letter of Mandatory Watering.

PASSED, APPROVED AND ADOPTED this 9th day of August, 2022 by the Board of Trustees of the Town of Elizabeth, Colorado, on the first and final reading by a vote of _____ for and _____ against.

Megan Vasquez, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



WATERING SCHEDULE

Residential

Mandatory summer watering schedules August 10th through September 30th.

Water is a limited resource in our dry climate and watering schedules has been a proven method for conservation, efficient irrigation, and demand management. Using water wisely not only saves you money, but it's the right thing to do.

Mandatory summer watering guidelines are in effect August 10th through September 30th. Residential watering is permitted every other day before 8:00 AM or after 8:00 PM on a designated watering day. There is NO watering on Sundays.

All water customers are assigned a square or circle, identified by the last number of their street address. They symbol identifies their prescribed watering days.

Failure to follow the mandatory watering schedules or incurring water waste can result in a watering violation.

*ON YOUR WATERING DAY,
WATER ONLY: BEFORE 8 AM
OR AFTER 8 PM*

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Your schedule is determined by your street address.

- Addresses ending in an even number
- Addresses ending in an odd number



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: August 4, 2022
SUBJECT: Purchase of Electronic Signs (Message Boards)

BACKGROUND

Over the last several months, Casey Westbrook with Colorado Parks & Wildlife has offered the use of an electronic sign near the Running Creek Park. The sign has been used to convey a wide range of information from events such as Stampede, to the fire works ban, to events at Running Creek Park. When placed along Highway 86, it provides contact to a great number of citizens both in the community, but also those in the County and those simply passing through the area. Recently, Colorado Parks & Wildlife needed to take their sign back for their own use, leaving us without this resource.

ANALYSIS

Staff is of the opinion that the acquisition of two (2) electronic signs would be a great benefit to the community. It would allow the Town to provide ready information regarding local events (parking for Farmer's Market, voting locations), law enforcement concerns ("Back to School", Amber alert notice), public announcements (road closures), and in the case of an emergency, direct information in how to respond or proceed (hazardous weather, flash floods).

There are several types and manufacturers available, but generally they are small trailers which can be towed by a vehicle or a Gator, are operated by solar panels with multiple batteries, and information can be inputted remotely through a modem or wi-fi signal.

STAFF RECOMMENDATION

This request is supported by Administration, Public Works, and the Police Department. All departments believe that the acquisition of two of these signs, to generally be located on both ends of Town along Highway 86 will provide a wealth of information for the community. The fact that they may be programmed from afar and remotely also means that messages can be changed at anytime to meet any emergency needs.

BUDGET CONSIDERATIONS

These items have not been budgeted. Public Works believes it currently has sufficient funds in its equipment budget to cover these costs. The price is estimated to be approximately \$18,000 per unit for a total purchase price of less than \$40,000.



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

Date: 8-3-22

RE: DISCUSSION FOR DIRECTION PERTAINING TO LANDSCAPING ELIZABETH TOWN HALL

Mayor, Mayor Pro-Tem, and Board of Trustees,

In your packet you will find two bids for the landscaping of Town Hall as per the approved Landscaping plans. The bid requests were sent to five companies, while only two companies responded with official quotes. The Budget amount of \$75,000.00 for 2022 is the adopted budget amount. Public Works is seeking discussion and guidance for the next steps to be taken to have the landscaping completed. While one bid is within the budgeted amount it would likely not be completed in 2022. The higher bid company has been extremely responsive during the bid process. The lower bid company has been sporadic with communications.

The bid prices contained one price of \$89,500.00 with the promise of being completed in the 2022 year.

The bid prices contained one price of \$74,899.10 with no promise of being completed in the 2022 year.

Thank you,

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



34090 Pine Ridge Circle
Elizabeth, CO 80107
Phone: 303.248.6294
Web: 101Landscaping.com

Attention : James McErnie

Email: jmcernie@townofelizabeth.org

Project: Town hall

Scope of work: Full landscape makeover for the above address to include the following. Complete regrade and cleanup of entire property including all native areas stumps existing rock and retaining walls. All areas will be covered in professional landscape fabric and sleeved with drip irrigation (see attached plan) Dry river beds will be created around entire building with proper grade to promote proper drainage for building and property. Granite and river boulders along with plantings will be installed around entire property to create unique design and ensure proper grade on steep inclines (see attached plan) Breeze patios pathways and beds will be built on property (see attached plan) Paths and patios will be plate compacted with a recycled concrete sub grade to ensure stability (see attached plan) Trees and shrubs to be planted across entire property they will be irrigated with proper drip emitters to ensure growth also conserving water. (see attached plan) All trees and perennials come with a one year warranty. All downspouts will be sub grade and tied into French drain to stop erosion and promote proper drainage of property. Area of artificial turf will be installed around patio (see attached plan) Professional landscape lighting will be installed (see attached plan)

Total Cost \$89,500.00

25% deposit will be needed to ensure spot in 101Design 2022 calendar year

25% will be do on start date of project

Remaining balance will be do on completion

101DESIGN thanks you for your Business

Owner Kevin Kimberling

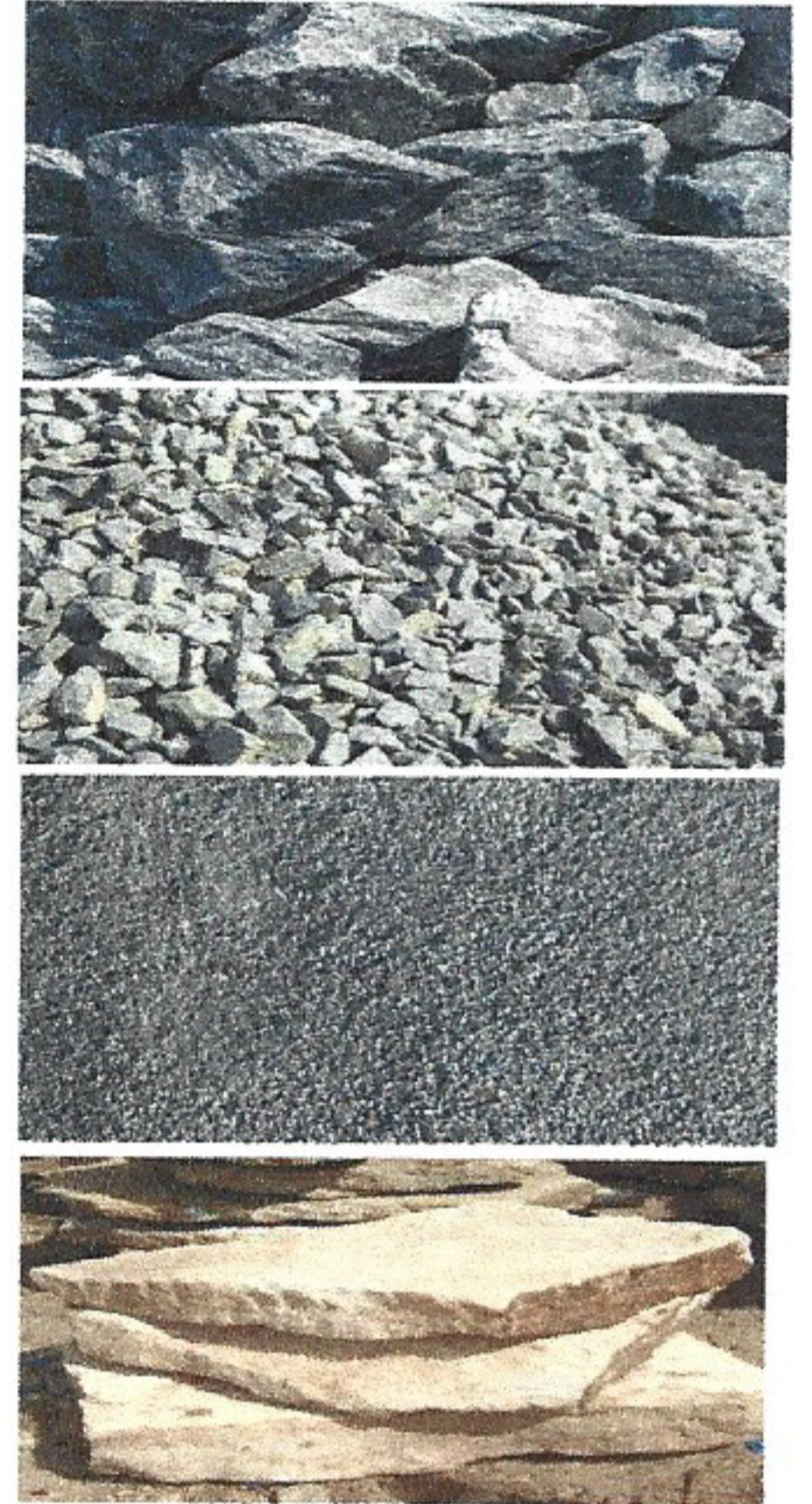
ELIZABETH TOWN HALL PLAN



LANDSCAPE NOTES

1. All landscape areas with 3/4 Granite and Charcoal breeze are to have weed barrier fabric underneath
2. Charcoal breeze areas are to be compacted at 2" depth
3. All 3/4 granite areas are 2-3" deep
4. Charcoal breeze areas and the two 3/4 granite areas around the house are to have 14g 4" rolltop edging
5. 4 areas where fill dirt or existing dirt will be needed for grade leveling
6. 2 tree stumps on the west side by path that will be removed
7. All timbers inbetween the parking lot and building will be removed and replaced with granite boulders
8. All existing shrubs and plants to be removed and replaced with low maintenance plants
9. Existing trees will stay
10. Rip rap, 3/4 Granite, River boulders and Granite boulders will make the dry river beds
11. Existing Rip rap areas will be redone and cleaned up
12. Inbetween the building and parking lot grade will be level with foundation from wall to Granite boulder wall
13. Grade level on north side of building will be at 3%
14. All irrigation and Drip lines will be installed in the field
15. All AC units will be placed ontop of compacted rock
16. Dry river bed inbetween building and parking lot will have a Granite boulder retaining wall that wraps around tree
17. All downspouts will run into drain areas
18. All downspouts on neighboring building to the north will tie in and run to drain area
19. Turf area is optional - 3/4 Granite to be placed if not wanted
20. Existing Allen block wall on north side of parking lot will not be disturbed or moved
21. Retaining wall to be placed on northwest side of building made out of existing Allen block from back side
22. French drain to be ran behind retain wall on the north west side of retaining wall running to drainage area
23. Accent lights to be installed under trees and shrub areas on east side of building - Optional
24. Granite and Moss rock boulders are to be placed throughout design
25. Siloam stone to be placed in 3 areas of dry river bed to give bridge affect
26. Crabapple Snow trees will be fruitless
27. All plants and trees will have organic soil added during planting

MATERIAL BEING USED



MATERIAL QUANTITY SUBJECT TO CHANGE

MATERIAL NEEDED	
3/4 Granite-	110T
Charcoal breeze-	18T
Granite Boulders-	30-35T
Moss Boulders-	3T
River Boulders-	4T
Rip Rap-	15T
Weed Barrier-	6- 6x300 rolls
14g 4" Rolltop Edging-	45pc
Edging Pins-	240 pins
Fabric Pins-	Box 500
4 Accent lights	
Downspout tie ins-	12
Planters mix-	15yd

PLANTS/SHURBS-83 TREES-12

This design plan is made for low maintenance all material is easy to maintain using Crushed rock/breeze instead of mulch means less maintenance and doesnt have to be changed every year. Using crushed rock instead of river rock is easier to clean out

Material for Turf Area- Optional	
Turf-	450sqft
Crusher fines-	5T
Recycled Concrete-	5T
Glue-	4 - 20oz tubes
Tape-	100ft

PLANTS - SHURUBS - FLOWERS SUBJECT TO CHANGE

LEGEND			
COMMON NAME			QTY
FLOWER, GRASS			
GRASS, THE BLUES	A		20
FLOWER, PERENNIAL			
DAYLILY, 'HAPPY RETURNS'	B		29
DAYLILY, STELLA D'ORO	C		20
DAYLILY, STELLA	D		14
SHRUB, EVERGREEN CONIFER			
PINE, MUGO	E		8
TREE, DECIDUOUS			
CRABAPPLE, SPRING SNOW	F		4

Main Materials	
3/4 Granite-110T	\$5830
Charcoal Breeze-18T	\$684
Granite Boulders- 35T	\$4970
Moss Boulders- 3T	\$924
River Boulders- 4T	\$422
Rip Rap- 15T	\$780
Planters Mix 15Yd	\$690
Total	\$14300
Misc Materials	
Weed Barrier, 14g rolltop, Edging Pins, Fabric Pins, Accent Lights, Downspout ties	\$5065
Deliveries	\$2450
Fuel	\$1200
Equipment 80 hrs. @\$75	\$6000
Turf Installed	\$6300
Plant and trees installed	\$16240
Labor	\$37945
Total	\$89,500

Estimate

ADDRESS

James McErnie

Town Of Elizabeth

151 Banner St

Elizabeth, CO 80107

ESTIMATE # 1104

DATE 07/06/2022

EXPIRATION DATE 07/15/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/01/2022	Site work Preparation	Grade and remove debris (Rail road ties, small parking lot area in alley, 2 tree stumps, etc.) to install landscaping around entire town hall.	1	4,000.00	4,000.00
07/01/2022	Sprinkler Installation	Re-work existing sprinkler system and convert to a 2 zone drip system; add new drip line to water new trees and shrubs. Run drip line to trees and drip line for shrubs and perennials. Cut section of sidewalk away to run drip line to Banner St hill side area. If vacuum breaker needs replaced/repared or there are valves that do not operate an additional cost will be added but discussed before moving forward.	3	1,500.00	4,500.00
07/01/2022	Rock & Mat	Install black erosion control matting along entire property where rock and rip rap are to be installed. Bring in 100 tons of 1 1/2" mountain granite, 15 tons of 4-12" mountain granite rip rap (drainage areas dry stream bed) and 40 tons of 3/4" mountain granite (mixture with 1 1/2" mountain granite to create xeriscaped areas). Install above items.	12,354	4.0593492	50,149.20
07/01/2022	Tree, Shrub & Perennial Planting	Trees to be planted: Prepare ground area and plant 2-Pinyon Pines 6' B&B, 2-Ponderosa Pines 6' B&B & 3 - Shadblow	82	124.9987805	10,249.90

Serviceberry #15. Trees will be staked and wired for the first year of planted life.
 Evergreen and Deciduous Shrubs to be planted: Prepare ground area and plant 3 #5 Wichita blue junipers, 8 #5 Hillside Creeper Pines and 2 #5 Oregon grape holly.
 Grasses, Perennials and Ground Covers to be planted:
 All grasses, perennials and ground covers are #1 container plantings.
 3 blue Avena, 3 feather reed, 3 fountain, 3 little bluestem and 2 maiden (morning light).
 3 blue flax, 3 moonbeam coreopsis, 3 Veronica (sunny boulder blue), 3 sedum (dragons blood), 3 yarrow (moonshine), 3 red hassop (Coronado), 3 English lavender, 6 salvia (may night) and 3 ice plants (fire spinner).

07/01/2022	Concrete patio and walkway	Grade, prep and form to install concrete. Install a 16 x 16 patio off of existing concrete. Add 1 step off of existing concrete to new concrete. Install concrete walkway connecting existing concrete pad (3 x 26 & 2 x 29) add 1 step off of back alleyway concrete. Cut out a 12" section x 7'wide to run drip line to banner street hillside area. Daylight 2 downspouts to other side of concrete.	450	13.3333333	6,000.00
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TOTAL **\$74,899.10**

Accepted By

Accepted Date



August 9, 2022

Management Team Updates

Community Development – Pam Cherry

- Planning Commission is going to start meeting twice a month, first and third Tuesdays. Discussions about regulations will be the primary topics until there are land use items to review.
- The resubmittal for Elizabeth West should be within a couple of weeks. We will review for responses and possibly resend for comment to referral agencies, if necessary.
- We continue to have 2-3 pre-application meetings a month. In spite of inflation, future projects are still being planned.
- Dianna Hiatt is in attendance this evening. We all are very happy with her contributions and experience that she brings to the department.

Town Clerk – Michelle Oeser

- Hannah will be at the Board meeting to introduce herself and answer any questions you may have.
- Court staff set second docket dates for the remainder of the year. At this time the second date is for trials only. An arraignment docket date and a trial date will be included in the 2023 Court schedule. This schedule will be set by November 2022.
- Allison has been busy processing building permits.
- Dirt Road Designz has opened in Countryside Village.
- Hannah has hit the ground running as Finance Officer. She has taken on duties, with little direction and completed some trainings and projects.
- Allison and Michelle have completed their passport training and will move onto the next step once Harmony has finished her training.

Police – Chief Melvin Berghahn

📎 See attached Stats

Public Works and Utilities – Mike DeVol

📎 No Report

Report Criteria:

Report type: Summary
Check Check number = {SQL} (tblCheck.CheckNumber in (SELECT c.CheckNumber
FROM dbo.tblCheck c INNER JOIN
 dbo.tblCheckDetail cd ON c.ID = cd.tblCheckID
GROUP BY c.CheckNumber
HAVING (SUM(cd.Amount) >= 20000)))
Check.Type = {<>} "Adjustment"

Payee	Check Number	Amount	
SAFEBuilt, LLC	10027	26,052.72	Building permits
CORE CONSULTANTS, INC	10066	37,361.76	various town and developer projects. Ritoro, street scape, lift station, Pine Ridge apartments, and more
Integrated Systems and Design	10073	43,907.50	New microphone system
Grand Totals:		107,321.98	



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022



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 **07/17/2022 at 12:01 a.m. to 07/30/2022 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 (DRDC) records.

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

▪ PO Box 1527, 425 S Main Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4664 ▪ Fax: (303) 646-0676 ▪
www.townofelizabeth.org



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022

Total Calls for Service:

312

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assisting Other Agencies
62	36	18	8	0

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
9	4	2	3

Other Calls for Service:

Call Type:	Number of Calls:
Alarm- Business Burglary	3
Animal Cruelty	2
Assist to Other Agency	3
Barking dog	2
Burglary	1
Business Check	16
Child Custody	1
Citizen Assist	5
Citizen Contact	7
Civil	3
Crime Prevention	1
Disturbance	1



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022

Domestic Violence	1
Drug Offense	1
Fireworks	1
Follow Up	16
Fraud	1
Increased Patrol	108
Informational Report	1
Littering Complaint	1
Medical Assist	2
Municipal Ordinance Violation	17
Motor Vehicle Accident Property Damage	3
Park Check	1
Parking Complaint	9
Report Every Drunk Driver Immediately (REDDI)	4
School Education	2
Suspicious Vehicle	14
Theft	1
Traffic Complaint	4
Traffic Hazard	2
Traffic Stop	62
Vehicle Trespass	1
VIN Verify	8
Wildlife	2



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022

Open and Active Investigations:

Case/Incident Number:	Call Type:	Details:
22-4519	Sex Assault	Investigation of a sex assault.
22-3061	Harassment	Investigation of a harassment at a local business.
22-3992	Sex Assault	Investigation of a sex assault.
22-4713	Fraud	Investigation of check fraud
22-4946	Municipal Ordinance Violation	Investigation overgrown weeds.

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:
22-4603	Assault	EPD responded to an assault. After investigation, a crime had occurred, however the victim did not wish to pursue charges.
22-4705	Traffic Stop	EPD contacted a motorist on a traffic stop. Upon investigation, it was determined the driver had a revoked license. The driver was issued a summons for several violations.
22-4740	Wildlife	EPD was dispatched to a reported injured deer on the side of the road. Upon arrival, it was determined the deer needed to be and was euthanized.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022

22-4729	Assist to Other Agency	EPD assisted ECSO on a missing endangered person. EPD located and contacted the subject, who was found to be all right. ECSO was notified.
22-4372	Fireworks	EPD concluded an investigation into a fireworks complaint. A municipal summons was issued.
22-2142	Civil Assist	EPD conducted a civil standby for two spouses to exchange property.
22-4646	Municipal Ordinance Violation-Sign Code	EPD Community Services recovered several signs that were located in the Town's Right of Way. The signs were disposed of per the owner's request.
22-3575	Animal Control	EPD Community Services worked with a resident to bring them into compliance with the Town's dog licensing ordinances.
22-3640	Animal Control	EPD Community Services worked with a resident to bring them into compliance with the Town's dog licensing ordinances.
22-4788	Theft	EPD responded to a local business on report of a theft. A suspect vehicle was identified. The vehicle came back stolen. An attempt to locate (ATL) was placed on the vehicle. No suspects have been identified at this time.
22-4813	Motor Vehicle Accident	EPD responded to a vehicle that had stuck a deer. The deer was deceased upon EPDs arrival.
22-4789	Found Property	A cellphone was turned into EPD. The owner of the cellphone was unable to be identified, and as such was placed into safekeeping.
22-4811	Assist to Other Agency	An EPD Officer was flagged down in DCSO's jurisdiction by a suicidal male. The male was contacted and EPD remained on scene until DCSO arrived.



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022

22-4505	Sex Offenses	EPD responded to an anonymous report of a sex offense regarding a juvenile. As no victim was identified, the case was deactivated.
22-4830	Traffic Stop	EPD contacted a motorist for a traffic infraction. Upon investigation, it was determined the motorist had affixed fictitious plates to their vehicle. The motorist was issued a summons for several traffic violations.
22-4840	Drug Offense	EPD arrested a suspect on a several warrants. While booking, it was discovered the suspect was in possession of several narcotics. The suspect was subsequently arrested and charged for the narcotics violations.
22-4578	Found Property	A backpack was brought into EPD to return to the owner. EPD located the owner and returned the property.
22-2964	Assault	An assault occurred at a local school. EPD attempted to serve the suspect with a summons and was unsuccessful. A warrant was applied for.



TOWN OF ELIZABETH

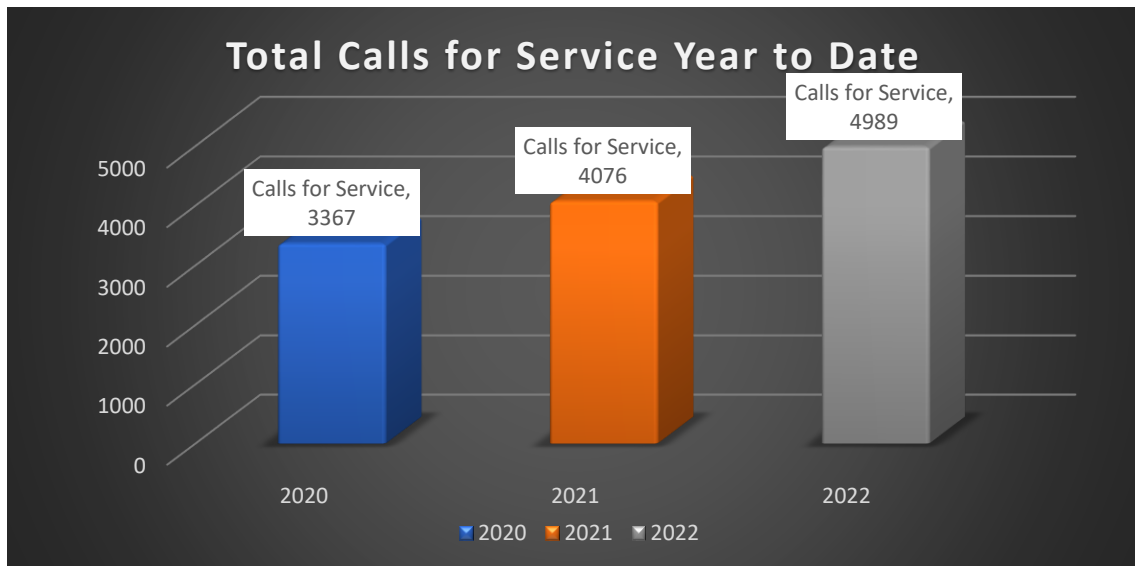
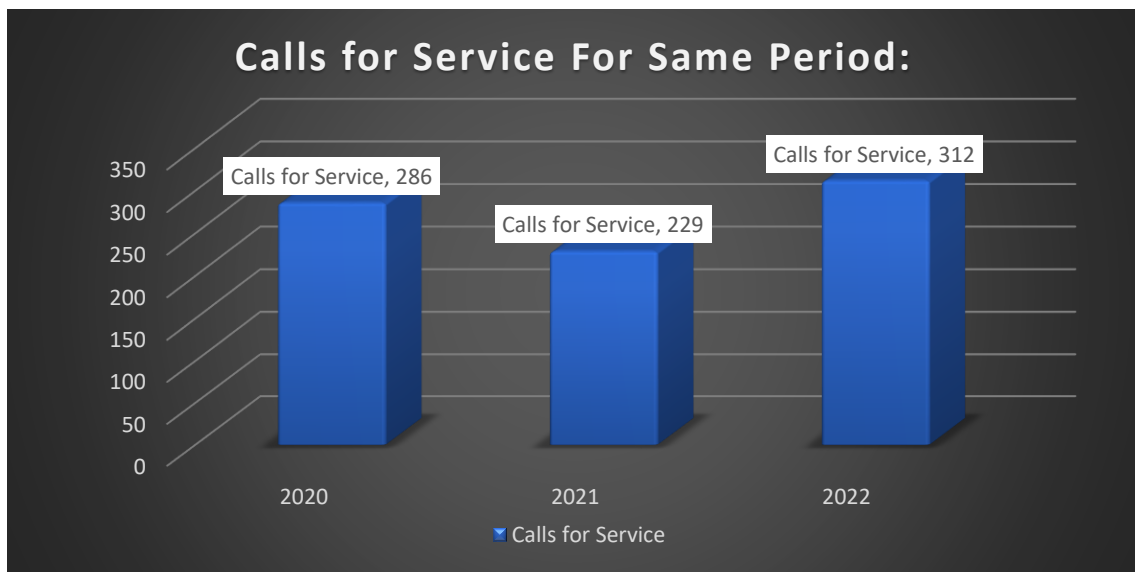
POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022

Historical Data:





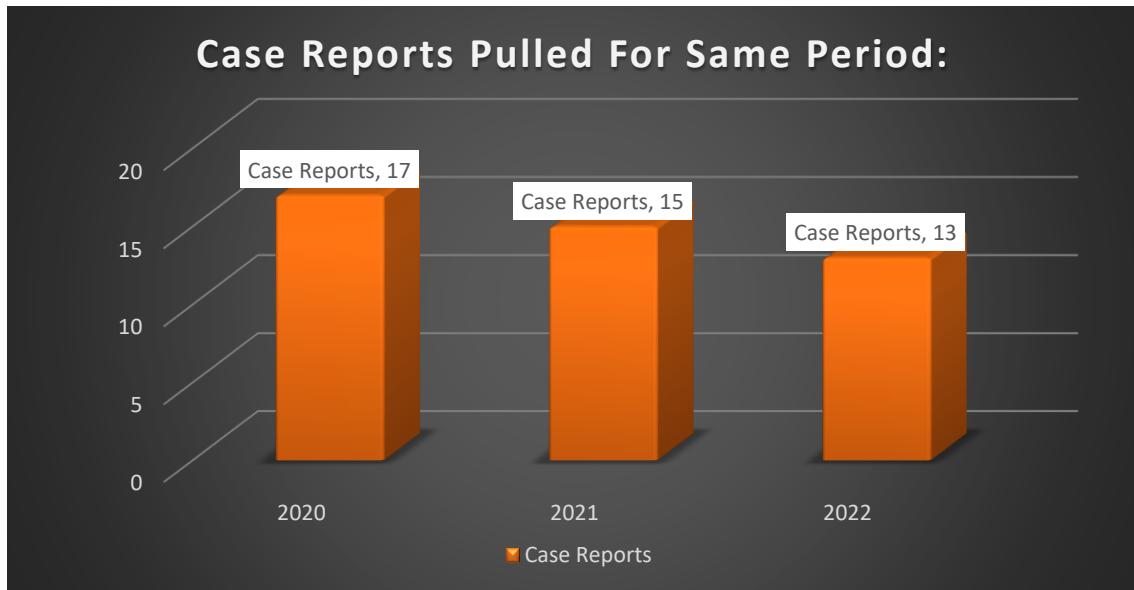
TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022





TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHAWN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

07/17/2022 to 07/30/2022

Chief of Police's Advisements:

EPD had its annual bike rodeo on 07/30/2022. The event picked up steam this year with Denver Health Level Two Pediatric Trauma team coming and providing bike helmets to everyone. Second Chance Bicycle shop visited and conducted safety inspections and donated 4 bikes. Walmart donated 3 bikes and they were all given away in a raffle free of charge. Officers made hotdogs and handed out popsicles and water while collecting registration information on bikes that could be used in the event of a lost or stolen occurrence. The children went through a makeshift bike course that involved safety and awareness measures and tested their skills to be safe riders going forward. This event was created and overseen by Officer Cameron Sage.

The second police truck has been built and mirrors the design of the first truck, it is currently being inspected for quality and will be sent to the sticker shop soon, the goal is to have it in service by 08/09/2022, this vehicle will go to Sergeant Hulce, the first went to Sergeant Bigler, making them easier to identify supervisor vehicles.

EPD has been working with the Elizabeth school district to prepare for the start of school. Staff have conducted response trainings; collaboration meetings and the SROs are being introduced to the educational environment as summer winds down. They have been working hand in hand with the school safety director once a week to better the SRO program going forward.

The Student Academy has been accepting applications, currently 10 students have signed up, many are siblings from years past. The registration deadline is 08/26/2022. People can register by sending an email to Sergeant Bigler Sbigler@townofelizabeth.org or by stopping by the police department to pick up and application.

If you have any questions, please let me know!

Respectfully,

Chief Melvin Berghahn







TOWN OF ELIZABETH

PLANNING COMMISSION

PLANNING COMMISSION – RECORD OF PROCEEDINGS JULY 5, 2022

CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, July 5, 2022, at 6:30 PM by Vice Chair Barbara McGinn.

ROLL CALL

Present were Vice Chair Barbara McGinn, Commissioners Jenny Case, Julie Uhernik, Greg Lindbloom, Rob Porter, and Ed Beard. There was a quorum to conduct business.

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

AGENDA CHANGES

No agenda changes from staff.

No agenda changes by the Commissioners.

PUBLIC COMMENT

No Public Comment.

MINUTES

Regular Minutes of May 3, 2022

Motion by Commissioner Case, seconded by Commissioner Uhernik, to approve the minutes from May 3, 2022.

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

NEW BUSINESS

Election of new Planning Commission Chairperson for 2022

Motion by Vice Chair McGinn, seconded by Commissioner Uhernik, to appoint Commissioner Case as the new Chairperson for 2022.

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

Chair Case opened the Public Hearing at 6:38 PM.



TOWN OF ELIZABETH

PLANNING COMMISSION

PUBLIC HEARING

Ordinance 22-07

Chair Case opened the public hearing to public comment. There was no public comment.

Chair Case closed the public hearing at 8:10 PM.

NEW BUSINESS

Discussion and possible action of recommendation to Board of Trustees approval of Ordinance 22-07, an Ordinance Repealing and Reenacting Chapter 2 Article VIII and Chapter 16 Article XI of the Elizabeth Municipal Code

Motion by Vice Chair McGinn, seconded by Chair Case, recommending the approval of Ordinance 22-07, an Ordinance Repealing and Reenacting Chapter 2 Article VIII and Chapter 16 Article XI of the Elizabeth Municipal Code.

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

Discussion regarding Code Review Workshop

Mr. Higgins provided information to the Commissioners regarding an upcoming workshop to discuss upcoming code changes.

Discussion of new microphone training

Ms. Cherry provided information to the Commissioners regarding the upcoming training on the new microphone system.

REPORTS

- Discussion regarding post office boxes and an upcoming meeting.
- Ms. Cherry provided an update regarding the Cleary building.
- Welcome to Mr. Lindbloom, the new Planning Commissioner.
- No reports from the Planning Commission.

ADJOURNMENT

Motion by Vice Chair McGinn, seconded by Commissioner Uhernik, to adjourn meeting at 8:28 PM. The vote of those Commissioners present was unanimously in favor. Motion carried.



TOWN OF ELIZABETH

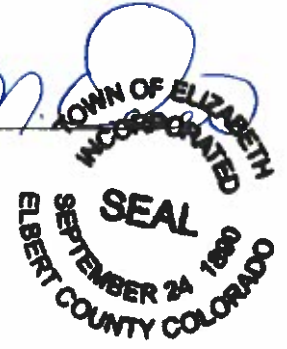
PLANNING COMMISSION

Jenny Case

Chair Jenny Case

Michelle Oeser

Town Clerk Michelle Oeser





**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
JULY 11, 2022**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, July 11, 2022, at 4:34 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin, Board Members Jerry Garland, Brandi Wilson, Denny Boehler, and Aimee Woodall. There was a quorum to conduct business.

Also present were Community Development Director Pam Cherry, Planner/Project Manager Zach Higgins, and Town Clerk Michelle Oeser.

AGENDA CHANGES

There were no changes to the agenda as presented.

MINUTES

Special Meeting Minutes of June 20, 2022

Motion by Ms. Woodall, seconded by Ms. Wilson, to approve the minutes from June 20, 2022. The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

Discussion regarding the Historic Preservation Code

Staff and the Board discussed the Historic Preservation Code presentation to the Planning Commission and Board of Trustees.

Discussion regarding 188 South Main Street

Staff and Board discussed the process to apply for the National Historic Registry.

Discussion regarding 2022 Work Plan and Assignments

Staff and Board discussed which duties each person would perform in the work plan.



TOWN OF ELIZABETH

STAFF REPORTS

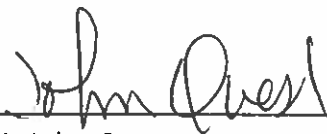
- Mr. Higgins had nothing to add to his report.

BOARD REPORTS

There were no further reports from the Board.

ADJOURNMENT

Motion by Mr. Garland, seconded by Ms. Woodall, to adjourn meeting at 5:46 PM. The vote of those Board Members present was unanimously in favor. Motion carried.



Chair John Quest



Town Clerk Michelle Oeser

