



TOWN OF ELIZABETH

TOWN OF ELIZABETH

BUDGET WORKSHOP

Tuesday, October 8, 2024 at 6:00 PM

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, October 8, 2024 at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/87317128389?pwd=KBvrxr02ZG9lMJsK6jWlRjBem9Vjm6.1>

Join via phone at 1 669 900 9128 Meeting ID: 873 1712 8389

Meeting Passcode: 838473

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 3 minutes. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

AGENDA CHANGES

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of September 24, 2024

PROCLAMATION

- [2.](#) Proclamation Recognizing October as Domestic Violence Awareness Month - Mayor Payne

NEW BUSINESS

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

- [3.](#) Discussion and possible action on Resolution 24R41, a Resolution authorizing the Mayor to execute a License Agreement with Elizabeth Brewing Company regarding the Friday Night Market at Running Creek Park for the Year 2025 – Zach Higgins
- [4.](#) Discussion on Special Event Fees and Costs – Patrick Davidson

MANAGEMENT MONITORING REPORTS

- [5.](#) Management Monitoring Reports

STUDENT LIAISON REPORT

6. Student Liaison Report - Landon Sherlock

BOARD OF TRUSTEES REPORTS

7. Board of Trustees Reports

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

September 24, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, September 24, 2024, at 7:00 PM by Mayor Tammy Payne.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Community Development Director Zach Higgins, Police Chief Jeff Engel, Assistant Public Works Director James McErnie, Financial Officer Hannah Bruce, Assistant Town Clerk Allison Ritter, and Town Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

PUBLIC COMMENT

Christine Ware – Elbert County Resident.

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes by the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of September 10, 2024

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

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

PROCLAMATION

2. Proclamation Proclaiming October Planning Month



Mayor Payne read the Proclamation to the public and into the record.

NEW BUSINESS

3. Discussion and possible action regarding Resolution 24R35, a Resolution making certain Findings of Fact regarding the proposed annexation of parcels of land to the Town of Elizabeth, Colorado, known as the 889 South Elizabeth Street Annexation

Mr. Hoffmann provided a Staff report.

Mayor Payne opened the meeting to public comment, noting that the Public Hearing was closed at the August 27th meeting.

Christine Ware – Elbert County Resident.

Todd Collins – Attorney for the applicant.

Angela Ternus – Town of Elizabeth Resident.

Larry Gable – Elbert County Resident.

Tracy Hutchins – Town of Elizabeth Resident.

Lisanne Hewl – Elbert County Resident.

Roger Goodhue – Town of Elizabeth Resident.

Amy Schmidt – Town of Elizabeth Resident.

Darren Spralding – Applicant – Elbert County Resident.

Paul Schwarzkopf – Town of Elizabeth Resident.

Motion by Trustee Einspahr, seconded by Trustee Belongia, to continue negotiations to the October 22nd Regular Board of Trustees Meeting.

By a roll call vote, the vote of those Trustees present was 2 in favor and 4 opposed. Mayor Payne, Mayor Pro Tem Secrist, and Trustees McGinn and Belongia were opposed. The motion failed.

Motion by Trustee Schroder, seconded by Mayor Pro Tem Secrist, to approve Resolution 24R35, a Resolution making certain Findings of Fact regarding the proposed annexation of parcels of land to the Town of Elizabeth, Colorado, known as the 889 South Elizabeth Street Annexation.

By a roll call vote, the vote of those Trustees present was 1 in favor and 5 opposed. Mayor Payne, Mayor Pro Tem Secrist, and Trustees Einspahr, McGinn, and Belongia were opposed. The motion failed.

4. Discussion and possible action on Ordinance 24-11, an Ordinance approving and accomplishing the annexation of a parcel of contiguous unincorporated territory known as the 889 South Elizabeth Street property in Elbert County

Motion by Trustee Belongia, seconded by Mayor Pro Tem Secrist, to approve Ordinance 24-11, an Ordinance approving and accomplishing the annexation of a parcel of contiguous unincorporated territory known as the 889 South Elizabeth Street property in Elbert County.



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By a roll call vote, the vote of those Trustees present was 0 in favor and 6 opposed. The motion failed.

5. Discussion and possible action on Ordinance 24-12, an Ordinance zoning property newly annexed to the Town of Elizabeth to Commercial Mixed Use (CMU) District

No action was necessary.

6. Discussion and possible action on a contract with Visible Digital Solutions for eVAC (electronic Victim Advocacy Cards)

Chief Engel provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Schroder, to approve a contract with Visible Digital Solutions for eVAC (electronic Victim Advocacy Cards).

By a roll call vote, the vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

Mayor Payne closed the Regular Meeting and opened the Public Hearing at 8:20 PM.

PUBLIC HEARING

7. Budget Amendment

Mr. Davidson provided a Staff report.

Mayor Payne opened the hearing to public comment.

Angela Ternus – Town of Elizabeth Resident.

Mayor Payne closed the Public Hearing at 8:29 PM and reopened the Regular Meeting.

NEW BUSINESS

8. Discussion and possible action on Resolution 24R40, a Resolution amending the 2024 Budget

Motion by Trustee Belongia, seconded by Trustee Schroder, to approve Resolution 24R40, a Resolution amending the 2024 Budget.

By a roll call vote, the vote of those Trustees present was 6 in favor and 0 opposed. The motion passed unanimously.

MANAGEMENT REPORTS

- Town Administrator Patrick Davidson:



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- Discussed Safety Zone on County Road 13
- Discussion on high water use in Legacy Village.

- Town Attorney Corey Hoffmann
 - Asked if he is doing what the Board wants him to do as their attorney.

- Chief of Police Jeff Engel:
 - Reported shooting at State Highway 86 and Legacy.
 - A menacing and hate crime has been forwarded to the District Attorney's Office.
 - Investigation of a sexual assault case remains open.
 - There have been several fraud cases in the last two weeks.
 - There have been three assault cases in the school involving students.
 - Received a report of shots fired. There has been no authentication, and the investigation is complete.
 - A Domestic Violence case has been referred to the District Attorney's Office.
 - Police pants have been received; however, they are the wrong color.
 - Corporal Rogers will be instructing new officers on laser radar usage.
 - The topper for the Community Service Officer's truck has arrived.
 - The Student Academy is going well.
 - Two officers are on limited duty.
 - Discussion on the Town Safety Zones.

- Development Director Zach Higgins:
 - The Planning Commission has finished up with their workshops on the Strong Town's program.
 - Reminder that the Historic Walk and Talk is on Saturday from 9:00 a.m. to 12:00 p.m.
 - Mayor Payne voiced that the Oral Histories on the Town website are excellent.
 - Update on the Streetscape project.

- Assistant Public Works Director James McErnie:
 - Mr. Davidson let the Board know that Mr. McErnie and his wife took the initiative and time to save and distribute excess school supplies to the Elizabeth and Elbert Elementary Schools.

- Town Clerk Michelle Oeser:
 - Discussed how the Senior Luncheons are progressing.



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- The Elizabeth Birthday/Movie Bash has been tentatively rescheduled to Oct. 26th.
- Mr. McErnie and his wife will be stepping in as Santa and Mrs. Claus this year.
- Explained the Mayor's Tree Lighting maps included in the packet.

- Assistant Town Clerk Allison Ritter:
 - Discussed the Elf tent set up for the Mayor's Tree Lighting.

BOARD OF TRUSTEE REPORTS

- Ward -Trustee Einspahr:
 - Thanked Staff for the flowers.

- Ward 1 – Trustee McGinn
 - All is quiet.

- Ward 3 – Trustee Belongia
 - Attended the Estate Planning Class and felt it was a good class.

- Mayor Payne
 - A schedule has been set up for the Senior Basket project.

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Belongia, to adjourn the meeting at 9:05 PM. The vote of those Trustees present was unanimously in favor. Motion carried.

Mayor Tammy Payne

Town Clerk Michelle Oeser



Proclamation

Recognition of the Annual Domestic Violence Awareness Month October 2024

Whereas, launched nationwide in October 1987, Domestic Violence Awareness Month is a way to connect and unite individuals and organizations working on domestic violence issues while raising awareness for those issues; and

Whereas, domestic violence affects millions of people in the United States, causing significant harm to the physical, mental and emotional health of survivors and their families. It undermines their economic stability and over all well-being, is a tarnish on the conscience of our community; and

Whereas, domestic violence does not discriminate and touches all demographics of Elbert County regardless of age, race, disability, gender, or socioeconomic status; and

Whereas, we honor the tremendous dedication of advocates and service providers, honor the courage and resilience of survivors, and commit ourselves to standing with them for safety, dignity, and justice; and

Whereas, research shows that by creating communities where people are connected, supportive and care for one another can reduce incidents of domestic violence, and

Whereas, we call upon the Town of Elizabeth community to speak out against domestic violence and support efforts to educate residents about healthy relationships centered upon respect; support the efforts of victim advocates, service providers, health care providers, and the legal system, as well as the leadership of survivors, in working to end domestic violence.

THEREFORE, be it proclaimed by the Town of Elizabeth Mayor and Trustees that we: do hereby officially recognize and designate October 2024 as Domestic Violence Awareness Month in the Town of Elizabeth and sincerely thank all participants for their contribution.

Tammy Payne, Mayor



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Community Development Director
DATE: October 08, 2024
SUBJECT: Friday Night Market Contract, Resolution 24R41

SUMMARY

For several years the Town of Elizabeth has worked with the Elizabeth Brewing Company (EBC) to sponsor the "Friday Night Market". The summer-long, weekly event, includes vendors, live music, and an assortment of food and beverage vendors. EBC has negotiated compensation in the amount of \$17,000 for the 2025 season. This payment from the Town will assist in reserving bands, events/activities for children, and offset marketing to grow the event. These costs are anticipated in the Town's 2025 Budget.

The agreement is nearly identical to last year's, with a special provision in the event flooding or precipitation makes the use of Running Creek Park questionable. In such instances, the fallback position is to make use of the Gesin Lot or Main Street, and make the necessary arrangements for the continued success of the event during such times.

BUDGET CONSIDERATIONS

The costs of the License Agreement are \$17,000 and are anticipated in the Town's 2025 Budget.

STAFF RECOMMENDATION

Staff recommends approval of the License Agreement as the event has been successful in prior years and anticipates further success in the 2025 summer season.

ATTACHMENT(S)

Resolution 24R41
EBC Friday Night Market Contract

RESOLUTION 24R41

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LICENSE AGREEMENT WITH ELIZABETH BREWING COMPANY REGARDING THE FRIDAY NIGHT MARKET AT RUNNING CREEK PARK FOR THE YEAR 2025

WHEREAS, the Town of Elizabeth has previously entered into a License Agreement with Elizabeth Brewing Company regarding the “Friday Night Market” to be held in the summer at Running Creek Park; and

WHEREAS it is appropriate to continue the relationship with Elizabeth Brewing Company for the upcoming summer of 2025 for the “Friday Night Market”.

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

SECTION 1. The Board of Trustees hereby authorizes the Mayor of the Town of Elizabeth to execute a License Agreement, attached hereto as Exhibit A, between the Town of Elizabeth and Elizabeth Brewing Company for 2025.

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

Tammy Payne, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

LICENSE BETWEEN THE TOWN OF ELIZABETH COLORADO AND ELIZABETH BREWING COMPANY

THIS LICENSE is made and entered into this 24th day of September 2024, by and between the TOWN OF ELIZABETH, Colorado whose address is 151 S. Banner Street, P.O. Box 159, Elizabeth, CO 80107 (the "Town") and THE ELIZABETH BREWING COMPANY, whose address is 239 South Main Street, Elizabeth, CO 80107 ("Licensee").

AGREEMENT

NOW, THEREFORE, it is hereby agreed as follows.

1. **PROPERTY LICENSED, TERM.**

a. The property that 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.

b. The term of this License shall commence on June 13, 2025, and shall continue each Friday through and including August 22, 2025, from 3:00 p.m. until 10:00 p.m.

2. **COMPENSATION.** Upon execution of this Agreement, the Town will tender a one-time payment to the Licensee to assist in meeting the contractual obligations further set forth herein. The total compensation due and owing by the Town to the Licensee is seventeen thousand dollars (\$17,000.00). These funds are tendered to the Licensee to offset the booking of bands, to offset vendor fees, marketing, and assist in the management and oversight of the "Friday Night Market".

3. **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. Neither Licensee nor its agents, successors and assigns shall commence any construction, placement, operation or maintenance of the fixture or structure on the Property Licensed until it has obtained all insurance required under this section and shall have filed a certificate of insurance or a certified copy of the insurance policy with the Town. Each insurance policy shall list the Town as an additional named insured and shall contain a clause providing that coverage shall not be cancelled by the insurance company without thirty (30) days written notice to the Town of intention to cancel.

4. **USE.** Licensee covenants and agrees that it shall utilize the Property Licensed as follows:

a. Licensee shall provide live music on each Friday during the term of the License to include ten (10) regularly scheduled events. August 22nd 2025 is reserved for a "make-up" event in the case that a regularly scheduled Friday Night Market is cancelled during the season.

- b. Licensee shall use the Town's branding for the event and shall receive approval through Town of Elizabeth before releasing new event market materials.
- c. Licensee shall provide an alcohol vendor on each Friday during the term of the License.
- d. Licensee will use the Town's special event permit and music license for the Town event.
- e. Licensee will be allowed to use Town's supplied power and will not be obligated to remit payment to Town for the use of the electric box during the market. Licensee may not require payment to be remitted by vendors for electric hookup specifically. Food and other vendors who choose to make use of a portable generator shall be located away from the electrical hookups so as to minimize noise levels near the adjacent apartment building.
- f. Licensee shall facilitate the inclusion of food, merchandise, and produce vendors from 5:00 p.m. until 9:00 p.m. on each Friday during the term of the License. Licensee shall be responsible for ensuring that any vendor has obtained a permit from the Town of Elizabeth. Under no circumstances may live animals be sold, gifted, or exchanged during such events.
- g. The Town reserves the right to have one (1) booth space at each market as may be determined by the Town. The Town will coordinate with Licensee regarding the location of the booth space.
- h. Licensee shall coordinate with vendors and bands to keep vehicle traffic to the designated areas as outlined on Exhibit B. Furthermore, Licensee shall be solely responsible to ensure that no unauthorized vehicle, golf cart, 4-wheeler or motorcycle shall be operated on the Licensed Property.
- i. The Town will provide bandstand lighting and a minimum of three (3) light poles in Running Creek Park. The Town anticipates increasing lighting during the effective dates of this license.
- j. The Town will provide power directly to the bandstand.
- k. The Town will provide seven (7) portable restrooms and shall incur the costs for the same.
- l. The Town will provide seeding throughout Running Creek Park during the Friday Night Market season.
- m. The Town will provide a dumpster to be utilized during the Friday Night Market season. Depending on soil conditions and weather, the dumpster shall be located on Running Creek Park or as reasonably close as may be practical.
- n. Licensee, at the end of each Friday evening event shall ensure that Running Creek Park is reasonably free from waste, including but not limited to, food waste, wrappers, cups, bottles, and cigarette butts. In the event Town staff is required to perform excess cleanup

after the event, the Town reserves the right to seek reasonable compensation for time spent in removing waste.

- o. During each event, the Licensee shall specifically name one or more individuals to be directly responsible for management and oversight of the event. The name and cellular telephone number for the individual(s) shall be provided to the Elizabeth Police Department prior to the start of the event each evening. Furthermore, said individual(s) shall be reasonably identified through the use of a specific and distinct shirt, hat, or other garment, allowing for the ready identification of the Licensee's event manager in the event of an emergency.
- p. Licensee shall be responsible for making use of TIPS trained individuals to check identifications and issue wrist bands for those over the age of twenty-one (21) years of age. Licensee shall also ensure that no outside alcoholic beverages are allowed within the event, or that alcoholic beverages sold at the event are not to leave Running Creek Park.
- q. The Town will provide the initial marking layout for the Friday Night Market on Running Creek Park. Licensee shall maintain the layout markings for the remainder of the season. The Town shall provide a plan with measurements to aid in this process.
- r. Licensee shall provide the Town with accurate headcounts of the Friday Night Market attendance for all ten (10) nights to ensure proper security is provided and for future marketing capabilities.

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 any Friday during the term hereof, for the purpose of inspecting the same, making surveys, showing the Property Licensed to prospective licensees and to do such other 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 hand-delivered to the respective parties at the address hereinabove given. The Community Development Director 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: The Town of Elizabeth
 Attn: Elizabeth Town Administrator
 151 S. Banner Street, P.O. Box 151
 Elizabeth, CO 80107

Licensee: The Elizabeth Brewing Company
 239 S. Main Street
 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.

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, or fire, during the term of the License or any renewal thereof. Licensee hereby expressly agrees 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 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 streets, drainage infrastructure, or drainageways under the control 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. This License Agreement may be terminated by the Town at any time upon thirty (30) days written notice to Licensee. 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.

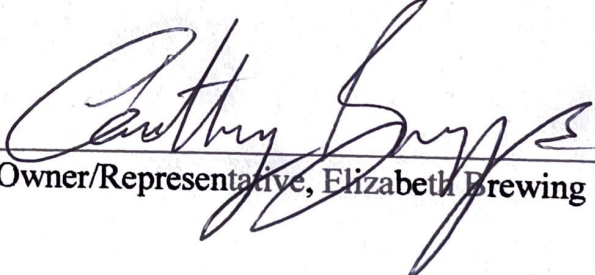
IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in triplicate.

TOWN OF ELIZABETH, COLORADO

Tammy Payne, Mayor for Town of Elizabeth

ATTEST

Michelle Oeser, Town Clerk



Owner/Representative, Elizabeth Brewing Company



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: October 8, 2024
SUBJECT: FOLLOW UP – Event Fees and Costs for the Town of Elizabeth

BACKGROUND

Previously the Board of Trustees requested information regarding the impact that community events had on Staff overtime expenditures, facilities, and untracked costs within the existing budget. On August 30, 2024, an initial memorandum was provided to the Board that detailed the anticipated expenses related to Elizabeth Area Chamber of Commerce events. [Attachment A.] The Board then sought additional information for expected costs of other events during the calendar year. Those events included items such as the Stampede Parade, the Harvest Festival, Homecoming Parade, 5k Walk/Race, the Friday Night Markets, and Bandt Park Events. [Attachment B.] With this information in mind, the Board directed Staff to provide a means of addressing Staff overtime and related expenses for at least the Elizabeth Police Department and Public Works. This memo continues these conversations.

ANALYSIS

The Town has an obligation to provide services to the community. However, concerns are raised in balancing the obligation to provide services with events held by third parties. These concerns are compounded when third party events rely on Town Staff for both routine labor, as well as security.

Town sponsored events have become considerably larger with an ever-increasing number of participants. For example, the Friday Night Markets have increased from consistently 500+ participants per evening to nearly 2,000 participants for the final 2024 event. The inaugural 5k Walk/Race in 2023 had approximately two hundred participants. There were over 250 participants this year. Likewise, even smaller events, such as the Historic Walk-n-Talk, have increased from approximately eighty participants to over 150 participants this year.

The increases in participation are believed to be attributable to several factors. The Community Development Staff have worked to increase the amount of direct marketing and social media posts to expand participation. The Town has hired Amanda Love/Old Windmill to provide specific event marketing for the three (3) specialty markets as well as the 5k Walk/Race. The Elizabeth Brewing Company, in conjunction with the Town, made efficient use of iHeart Radio to specifically target radio listeners from Denver to Colorado Springs. Together, things are moving in the direction sought by the Board of Trustees, Town merchants, and the Town's advisory boards.

The success is also not without some difficulty. Town Staff is subject to call-back and overtime compensation throughout the Summer and Fall months. In addition, Salaried Staff are also used to backfill labor in order to reduce overtime by hourly employees. Insufficient Staff exist within the Town to maintain this cycle for additional years if events continue to grow. Also, while the



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PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

advisory boards, such as the Main Street Board and the Historic Advisory Board, assist in these matters, they too have insufficient volunteers to make large and meaningful contributions to event staffing. Attempts by Community Development to obtain volunteers for future service have also been largely unsuccessful.

STAFF RECOMMENDATION

Making the necessary changes to operations will take some time to implement. Initially, there are two (2) steps Staff is recommending. First, the imposition of a fee for overtime compensation that is required for both Public Works and the Police Department. Historically, the PD has charged \$60/per hour for additional security for events. This includes use of equipment, vehicles, fuel and all other associated expenses. The same is reasonable for Public Works overtime compensation taking into consideration the additional equipment and vehicle use associated with specialty events.

Staff would further recommend that the rate of \$60/hour be waived at the discretion of the responsible Department Head, based on the size of the event, the necessity of overtime to cover the event, and related matters. The presumption, however, would be that the fee would be charged and collected during the Special Event application review, subject to waiver by individual Department Heads.

Second, Staff would recommend that the 2025 budget be increased by an additional \$10,000 for purposes of allowing Staff to retain additional labor [or contract out the same] for continued event success and staffing. As this would be a new expenditure for budget purposes, the sum of \$10,000 is a recommended trial amount, with additional revisions possibly being required in future years.

BUDGET CONSIDERATIONS

The assessment of fees and costs against third parties should alleviate some overtime concerns for the General Fund budget. There are no known expenses that have not been considered, and ideally additional information will be obtained through 2025 which would assist in budgeting.

Regarding the new budget entry for additional event labor, final consideration of the sum would be determined during the 2025 budget approval process.

ATTACHMENTS


Attachment A – August 30, 2024, Memorandum to the Board of Trustees

Attachment B – September 10, 2024, Memorandum to the Board of Trustees



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator 
DATED: August 30, 2024
SUBJECT: Chamber of Commerce – Anticipated 2025 Events in Elizabeth

BACKGROUND

In seeking to limit costs related to Town operations, Staff has begun monitoring the costs associated with events conducted within the Town. While not all costs may be identified or captured, it is important for both the Staff and the BOT to have a general understanding of the actual costs of all events.¹ There are also events undertaken by other entities with services to be provided by Town Staff. Recently, Staff had an opportunity to meet with representatives of the Chamber of Commerce to discuss their 2025 event schedule.

The costs associated with events is largely tied to labor, and more importantly overtime related to Saturday events. As a result, Saturday events within the Town automatically create overtime compensation for Staff, recognizing that this may be compounded as overtime events may exist on consecutive Saturdays. While Staff works to limit overtime, during the summer months this becomes even more difficult for Public Works due to the need to get certain projects completed during the summer months.

When the Chamber of Commerce engages in an event on Main Street, they are required to obtain a Special Event permit. The cost of the permit is \$10.00. This allows the Chamber to close Main Street, hold its event, and require the payment for booths from vendors. The Town pays \$100.00 for a booth during Chamber events. In the case of food vendors, the rates may be higher.

The Town has a responsibility to provide services to the community and residents of Elizabeth. There are concerns as to the appropriate balance to be struck between the general provision of services to the Town's residents, and the financial and fiscal ability to maintain services for events. This balance is key to the overall analysis.

ANALYSIS

The Chamber has proposed five (5) events for 2025 which will require the closure of Main Street. Each event is 4-6 hours in length and will be held on Saturdays. Staff used information and data previously gathered from events such as the Harvest Festival, the Stampede Parade/Elizabash, and other local events. Each event is identified with an individual analysis as follows:

ELIZAPALOOZA. This is a new event planned for May 31, 2025. It is anticipated that Main Street will be closed from HWY 86 to Spruce Street. As a Saturday event, similar to Elizabash, PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at

¹ This analysis does not include time spent by the Town Clerk's Office in processing and updating event applications, issuing food vendor license, and other administrative duties.



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\$750.00. PD estimates the need for one Officer and one Sergeant for the event. The combined costs for PD are \$745.86 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

ELIZABASH. Elizabash will be held on June 7, 2025. It currently appears from the pay schedule that overtime encountered for Elizapalooza and Elizabash will be in the same pay period. Elizabash will include a parade and the closure of Main Street from HWY 86 to Spruce Street. If the 2024 vendor totals are used, we can expect between 90-100 street vendors for the event. PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at \$ 750.00. PD estimates the need for 2 Officers and one Sergeant for the event. The combined costs for PD are \$1,021.65 for law enforcement staffing. The total cost for this event is estimated at \$1,771.65.

CHRISTMAS IN JULY. This is a new event for the Chamber and is planned for July 12, 2025. This will include both a parade and the closure of Main Street from HWY 86 to Spruce Street. This event will mirror Elizabash. As such, the numbers provided for Elizabash are used at this time. The total cost for this event is estimated at \$1,771.65.

LEMONAIDE EVENT. This is a new event and will be a coordinated event with children selling products on Main Street combined with possible other school related activities. It is anticipated that there will be 60-80 vendors. PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at \$750.00. PD estimates the need for 1 Officer and one Sergeant for the event. The combined costs for PD are \$745.86 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

BOO-BASH (Formerly the Harvest Festival). This event is scheduled for October 25, 2025, and is estimated to have 60-80 vendors, and require a full closure of Main Street. PW would estimate 6 hours of regular Staff time, and 2 hours of overtime for assistance during the event. This cost is estimated at \$450.00. PD estimates the need for 2 Officers and one Sergeant for the event. The combined costs for PD are \$1,021.65 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

The total cost for all five (5) events requested by the Chamber of Commerce is \$8,030.88. Other than the total of \$50.00 to be paid in permit costs, no other offsetting revenue is anticipated for the Town. The Town also will pay out two hundred (\$200.00) in booth fees for Elizabash and Boo-Bash. It is understood that the Chamber is a not-for-profit entity and that these events are income producing for both the organization and its foundation, but the budgetary impact to the Town is estimated at \$8,180.88.

STAFF RECOMMENDATION

This memo is advisory only. As the budget is built-out for 2025, the impact of these events should be considered. The Town can absorb these costs into regular operations, noting that overtime is budgeted for both Public Works and for the Police Department. This is a policy decision to be made by the Board, but Staff will need direction.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: September 10, 2024
SUBJECT: Discussion of Event Fees and Costs for the Town of Elizabeth

BACKGROUND AND ANALYSIS

The Town of Elizabeth prides itself on the community activities that occur throughout the year. Recently, there has not only been a growth in the number of attendees at events, but also the overall number of events anticipated. Those events break down into four (4) basic categories:

1. Events undertaken by the Town of Elizabeth and operated by Town Staff and volunteers. They offer limited, if any, revenue stream for the Town. An example would include the Mayor's Tree Lighting held in December.
2. Events undertaken by the Town of Elizabeth in conjunction with its advisory Boards, Town Staff, and volunteers. They generate an amount of revenue to offset a portion of the costs associated with the event but are not yet self-sufficient in covering costs. These would include events such as the "5k and Family Fun Run".
3. Events operated in conjunction with a third party for which the third-party has primary oversight of the event, but Town Staff is required for street closures, security and other duties. Examples of this would include the Friday Night Markets and the High School Homecoming Parade.
4. Events for which a third party obtains a street closure permit for which the Town has no oversight of the event, but Town Staff provides street closure, cleanup, security, and other duties. This would include events such as "Elizabash."

The purpose of identifying these types of events is to assist the Board in determining how labor costs by Public Works and the Police Department may want to be calculated in the future. While clearly tax revenue is used for operations during these events, these events also may trigger overtime, the requirements of additional staffing, and places additional burdens on Staff. As such, a balance will need to be reached between those costs the Board is willing for the Town to absorb, and those costs for which event fees and/or costs should be examined.

Examples of the time and expenses for Public Works is as follows:

Stampede Parade – 6 regular staff hours and 6 OT staff hours (Saturday OT) for barricades, trash, parade route final clean-up inspection. 1-Truck 3 hours, 1-Trailer 3 hours each.



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PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

Harvest Festival – 6 regular staff hours 2 OT staff hours for assistance during the event. 1 -Truck and 1 –Trailer 3 hours each.

Homecoming Parade – 8 regular staff hours. 1-Truck and 1-Trailer 2 hours each.

5K Walk/Race – 3 regular staff hours. 1- Truck 1 hour.

Friday Night Market – 3 regular staff hours and 2 OT(Saturday) if needed for trash clean-up per event. If location change is needed due to weather PW would have the same costs.

Bandt Park Events (Church, Schools, Reunions) – 1 regular staff hour.

For purposes of this memorandum, the PD uses a contract wage of \$60.00 per hour for each officer and/or Sergeant. This is the rate charged for events such as the Stampede. However, with current staffing levels, the availability to have officers available for such events could prove challenging.

For a starting point of this discussion, Staff have reviewed the annual “Elizabash” with the following analysis:

Elizabash will be held on June 7, 2025. It anticipates a parade and the closure of Main Street from HWY 86 to Spruce Street. If the 2024 vendor totals are used, we can expect between 90-100 street vendors for the event. PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at \$750.00. PD estimates the need for 2 Officers and one Sergeant for the event. The combined costs for PD are \$1,021.65 for law enforcement staffing. The total cost for this event is estimated at \$1,771.65. This analysis does not include time spent by the Town Clerk’s Office in processing and updating event applications, issuing food vendor license, and other administrative duties.

STAFF RECOMMENDATION

This memorandum is advisory only and will be used as the basis of further discussions among the Board of Trustees.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: October 8, 2024
SUBJECT: Modification of Fee-In-Lieu for Parking in the Downtown Zoning District

BACKGROUND

Beginning in 2021, the Board discussed the implementation of a fee-in-lieu of parking in Elizabeth. In January 2022, the Land Use Development Code was amended to address parking within the Downtown (DT) zoning district. [Ord. No. 22-01.] The purpose was to require developers [and property owners] to either (1) set aside specific parking as part of the development of lots in the DT district, or (2) allow funds to be collected by the Town for development of larger parking lots within the district.¹ The fee was set at \$5,000 per parking space to be used to offset the costs of land acquisition, surveying, planning, design, construction long term maintenance, and improvements of downtown parking lots.

Since 2021 the Downtown Zoning District has been changing, including the start of construction of the Streetscape Project and the design of The Depot parking area. These projects are to be completed before June of 2025 and open to the public for parking. The costs associated with the fee-in-lieu should be reconsidered.

ANALYSIS

To date, no party has paid the fee-in-lieu to the Town of Elizabeth. Consequently, considering a change now is appropriate. Further, no parties who may be impacted in the future would object to a reduction in the fee to be charged. The Board of Trustees may want to consider a one-time nominal fee of between \$100-\$250 per parking space to cover more routine crack sealing and striping. The Town's Capital Improvement and Capital Street Funds would then be responsible for long-term maintenance.

STAFF RECOMMENDATION

This memorandum is for informational purposes and to initiate a discussion of the changes.

BUDGET CONSIDERATIONS

N/A

¹ Parking concerns within the Downtown area were first identified in the 2009 Community Revitalization Partnership Report, and further discussed in the 2015 Downtown Strategic Plan. These studies assisted in furtherance of the Main Street Streetscape Project which likewise addresses long-term parking revisions within the Downtown Zoning District.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: October 8, 2024
SUBJECT: Response to Citizen Concerns

RESPONSE TO CITIZEN CONCERNS

THE TOWN ADMINISTRATOR. The Town Administrator serves in a management role tasked with: (1) overseeing day-to-day operations of all government operations and departments; (2) receive direction from the elected officials to ensure policies and goals are implemented. (3) implement and enforce the policies and procedures for the operation of the Town; (4) implement the annual budget and oversee expenditures; (5) provide advice, guidance, and suggestions to the elected officials; and (6) represent the Board and Town in certain meetings with local, state and federal officials.

For many organizations, the Town Administrator serves for a period of 5-7 years before moving to another, generally larger, organization. Some administrators may stay as long as 15-20 years, and occasionally their entire professional career. Since 2000 the Town of Elizabeth has had:

- two (2) acting administrators,
- five (5) interim administrators,
- eleven (11) appointed administrators; and
- two (2) periods without an administrator.

The shortest serving administrators were 6 weeks and 12 weeks, respectively. The longest serving administrator since 2000 served for 7 years, and the current administrator has served for nearly 3 years. This means, on average, an administrator in Elizabeth does not serve the average of 5-7 years, but rather approximately 9 months.

CONCERNS WITH WATER WELLS WITHIN THE TOWN. During a recent meeting of the Board of Trustees, comments were made regarding the existence of water wells within the Town of Elizabeth, which are owned separately from the Town of Elizabeth. There are approximately seven (7) private water wells in this category. However, there are some specific details that were not conveyed during the meeting. The State of Colorado authorized these wells (not the Town of Elizabeth) and only under the following conditions: (1) the water well and associated water rights were previously adjudicated by the State; (2) the adjudication occurred prior to 1984; and (3) the water rights must be used for ancillary or irrigation purposes. The broad statement that wells are simply allowed does not accurately reflect the legal status of these wells.

REMOVAL OF TREES ON 601 SOUTH PINE RIDGE. With the recent acquisition of this property, rumors persist that the Town is going to remove all the trees associated with the property. To begin with, plans are far from complete for any development of this property. Neither grant



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

funding nor budgetary funds are going to be sought until at least late 2025 or early 2026 for construction on the property. Second, as stated in prior documents, the intention is to maintain trees to the East, South and North of the existing 5+ acres. Finally, it should be remembered that the alternative/backup bidder to the property was a developer of apartment buildings and was seeking to acquire the property for an apartment complex. Such a project would have likely eliminated all trees.

ECONOMIC DEVELOPMENT AND COMMERCIAL PROPERTIES. During a recent meeting of the Board of Trustees, a comment was made that the Town lacks sufficient commercially zoned property for development. This is not entirely correct. There are tracts of land within the Town that are completely insufficient in size for certain types of development. [For example, members of the Town and surrounding community have requested a “Home Depot” in more than one public meeting.] This statement on the lack of commercial sites also mischaracterizes the numerous vacant lots ready for development within the Town such as in the Crossroads area. Crossroads was developed in 1992, and still has approximately twelve (12) lots for development which include ready access to water, wastewater, and electricity. For the Town it is not a lack of locations ready for development, rather the lack of retail businesses in Elizabeth. It is incorrect to confuse the two issues and concerns.

TRANSPARENCY. The issue of transparency arises often with regard to government operations – and rightly so. The elected officials serve at the pleasure of the citizenry and are subject to routine votes by the public. However, it is also important to note that merely because someone was unaware of an event, a meeting, a plan, or a discussion that something erroneous is taking place. So far this year, the Board of Trustees has held twenty-three (23) meetings at Town Hall, with each being open to the public. Each of those meetings are generally between three (3) and four (4) hours in length. Those numbers would suggest between sixty-nine (69) and ninety-two (92) hours of meetings in 2024 alone.

To assist in providing information to the citizens, the agendas are posted in advance as required by Colorado Law; detailed Board Packets are provided in advance of the meetings to the public; and meeting minutes and audio are retained so that the numerous hours of meetings can be heard. In addition, there is a tremendous amount of information shared and available on the website. It is appropriate to seek information about the Town and its operations. It is fundamentally unfair to characterize the elected officials or Staff of malfeasance if one has not spent the time necessary to review years’ worth of meeting information as well as listening to hundreds of hours of the discussions by the Board.

“COLORADO SUNSHINE LAWS”

Several members of the public have suggested through innuendo and direct allegation that the Board of Trustees is conducting meetings in violation of the “Colorado Sunshine Laws.” In summary, the Sunshine Laws require discussions of public business to be in public. It also includes a requirement of notice if a potential quorum may be present at that same time and that only specifically authorized matters be discussed in an executive session.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

*There has been public criticism of the Board for providing **too much notice** of events taking place in which three (3) or more members of the public might be present. The argument is the Town “hides” information from the public by providing these notices. An example of this is the notice that members of the Board of Trustees might have been present on September 28, 2024, for the annual Historic Advisory Board Walk and Talk. Even though no action would be taken, and the gathering is educational and social in nature, the Board provides notice.*

At this same time, individuals have suggested that the Board is proceeding in matters in secrecy. On August 27, 2024, the Board of Trustees directed the Town Administrator and the Chief of Police to seek assistance from outside law enforcement agencies due to the possible breach of the executive session privilege. Through this request, it is highly likely that the outside law enforcement agency will be auditing the use of the executive privilege and become privy to those discussions. ***There is a degree of irony to the claim:*** *Why would the Town seek an investigation of its own Executive Sessions if there were improper meetings, or a violation of the Colorado Sunshine Laws had occurred?* The Town Board of Trustees feels confident enough in the steps taken in adherence to the Colorado Sunshine Laws to ask law enforcement to investigate a matter in a way that any violation would be necessarily discovered.



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

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Police@townofelizabeth.org
www.townofelizabeth.org

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 09/15/2024 to 09/28/2024



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

“The Elizabeth Police Department is committed to service excellence in protecting life and property, impartial enforcement of law, and building community with those who live, work, and visit the Town of Elizabeth.”

The following is an informational breakdown of EPD police activity from **09/15/2024 at 12:01 a.m. to 09/28/2024 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DCRD) records.

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



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Total Calls for Service:

259

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
19	4	15	0	0

Parking Violations:

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

Other Calls for Service:

Call Type:	Number of Calls:
911 Rapid SOS	4
Alarm-Bank	3
Alarm-Business Burglary	4
Alarm-Business Hold Up	1
Alarm-Residential Burglary	1
Animal Rescue	1
Assault	3
Assist to Fire Department	1
Assist to Other Agency	4
Attempt to Contact	1
Business Check	16
Child Abuse	1
Child Custody	1
Citizen Assist	7
Citizen Contact	17



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Crime Prevention	6
Criminal Mischief	3
Disturbance	1
Domestic Violence-Verbal	2
Follow Up	47
Fraud	1
Harassment	1
Increased Patrol	51
Informational Report	1
Juvenile Complaint	1
Medical Assist	1
Missing Child	1
Motorist Assist	1
Municipal Ordinance Violation	11
Motor Vehicle Accident with Property Damage	3
Noise Complaint	1
Parking Complaint	1
Report Every Drunk Driver Immediately	4
Repossession	1
School Education	1
Sex Assault	1
Shooting	1
Shots Fired	1
Suicidal Subject	1
Suspicious Circumstance	6
Suspicious Person	2
Suspicious Vehicle	4
Theft	1
Traffic Complaint	1
Traffic Stop	19
Vehicle Fire	1
VIN Verify	6
Warrant Pickup	1
Welfare Check	7
Wildlife	1



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Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
23-5311	Financial Crimes	Investigation into financial crimes that was reopened due to new information.
24-1673	Motor Vehicle Theft	Investigation into a vehicle that was stolen and recovered in Town.
24-2091	Assault	Investigation into a 1 st degree assault that occurred in Town.
24-2832	Financial Crimes	Investigation into fraud at a local business.
24-3860	Theft	Investigation into a theft that occurred at a local business.
24-4350	Financial Crimes	Investigation into identity theft that occurred in Town.
24-4382	Sex Offense	Investigation into a sex offense involving juveniles.
24-4403	Criminal Mischief Theft	Investigation into several offense that occurred in Town.
24-4413	Death	Investigation into an unattended death that occurred in Town
24-4432	Shooting	Investigation into a fired weapon that occurred in Town.
24-4440	Shooting Menacing	Investigation into several offenses that occurred in Town.
24-4445	Burglary	Investigation into an alleged burglary that occurred in Town



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24-4470	Domestic Violence	Investigation into a cold alleged domestic violence that occurred in Town.
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Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
24-3188	Abandoned Vehicles	Investigation into abandoned vehicles on a property in Town.
24-3209	Animal Complaint	Investigation into several violations at a property in Town.
24-4045	Municipal Ordinance Violation	Investigation into several violations at a property in Town.
24-4492	Abandoned Vehicles	Investigation into abandoned vehicles on a property in Town.

**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:
24-4450	Assist to the Denver Police Department	EPD responded to a reported child abuse. After a cursory interview, it was determined the alleged offense would have occurred in DPD's jurisdiction. The case was forwarded to DPD for further investigation.
24-4365	Motor Vehicle Accident	EPD responded to a two-vehicle crash. The damage was minor and there were no



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		injuries. The driver who caused the crash was issued a municipal summons for a traffic offense.
24-3465	Bias-Motivated Crime	EPD concluded an investigation into a menacing that was bias motivated. Probable cause was found to support criminal charges. The case was forwarded to the District Attorneys office for a filing decision.
24-4438	Domestic Violence-Verbal	EPD responded to a reported verbal domestic violence. After investigation, it was determined that no crime had occurred.
24-4441	School Threat	EPD received an anonymous tip regarding a school threat. The threat was immediately investigated and found to be unsubstantiated.
24-4422	Motor Vehicle Crash	EPD responded to a two-vehicle crash. The driver who caused the crash was issued a municipal summons for a traffic offense.
24-3918	Animal Complaint	EPD's Community Services Division responded to a reported of two dogs running at large in Town. The dogs were contained and kenneled. The owner was identified and issued a municipal summons.
24-4464	Sex Assault on a Child	EPD received information regarding a cold sex assault on a child. After investigation, it was determined that there was no evidence to support criminal charges.
24-4385	Fraud	EPD took a report of a fraud that occurred to a resident in Town. The resident did not lose money and was referred to several fraud reporting and prevention resources.
24-4494	Mental Health Hold	EPD responded to a suicidal juvenile who was barricaded in a local business's



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		bathroom with a knife. Officers engaged in negotiations until the subject surrendered. The juvenile was placed into protective custody and transported to a local mental health facility.
24-4444	Criminal Mischief	EPD responded to a broken window at a new build in Town. After investigation, there were no actionable leads to identify the suspect(s) and the case was closed.
24-4523	School Threat	EPD received several anonymous tips regarding a school threat. The threat was immediately investigated and found to be unsubstantiated.
24-4562	Assist to Elbert County Sheriff's Office	EPD responded to assist ECSO on a stolen vehicle. EPD transported the suspect to the Elbert County Detention Facility.
24-4365	Motor Vehicle Crash	EPD responded to a local school on report of a two-vehicle crash. The driver who caused the crash was issued a municipal summons for a traffic offense.
24-4597	Motor Vehicle Crash	EPD responded to a two-vehicle crash. The at fault driver was issued a municipal summons for a traffic offense.
24-4537	Harassment Unlawful Int. w/ an Educational Facility	EPD responded to a local school on report of an aggressive student. After investigation, the student was issued a municipal summons for several offenses.
24-4429	Domestic Violence-Verbal	EPD responded to a verbal domestic violence call. After investigation, there was insufficient evidence to support criminal charges.
24-3252	Municipal Ordinance Violation	EPD Community Services Division closed a case regarding overgrown weeds at a property in Town. After working with the owner, they came into compliance.



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24-4505	Municipal Ordinance Violation	EPD Community Services Division closed a case regarding abandoned vehicles at a property in Town. After working with the owner, they came into compliance.
24-4490	Assault	EPD responded to a school on report of an assault. After investigation, it was determined a juvenile had violated several Town ordinances. The juvenile was issued a municipal summons for several offenses.
24-4560	Shooting	EPD responded to a residence that appeared to have been struck by a stray bullet. At this time, the identity of the suspect is unknown, however the case will be reopened if further information becomes available
24-4371	Assist to Elbert County Sheriff's Office	EPD responded to assist ECSO on a missing endangered juvenile. The juvenile was successfully located.
24-4344	Sex Assault	EPD responded to a reporting party who had claimed to of been sexually assaulted. After investigation, there was no probable cause to support criminal charges.
24-4589	Warrant Arrest	EPD contacted a party known to have a warrant for their arrest. EPD placed the party into custody and transported them to the station.
24-4111	Domestic Violence	EPD closed an investigation into a domestic violence case. After investigation, it was determined that the suspect violated several laws, and a warrant has been sought for their arrest.



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TOWN OF ELIZABETH POLICE DEPARTMENT

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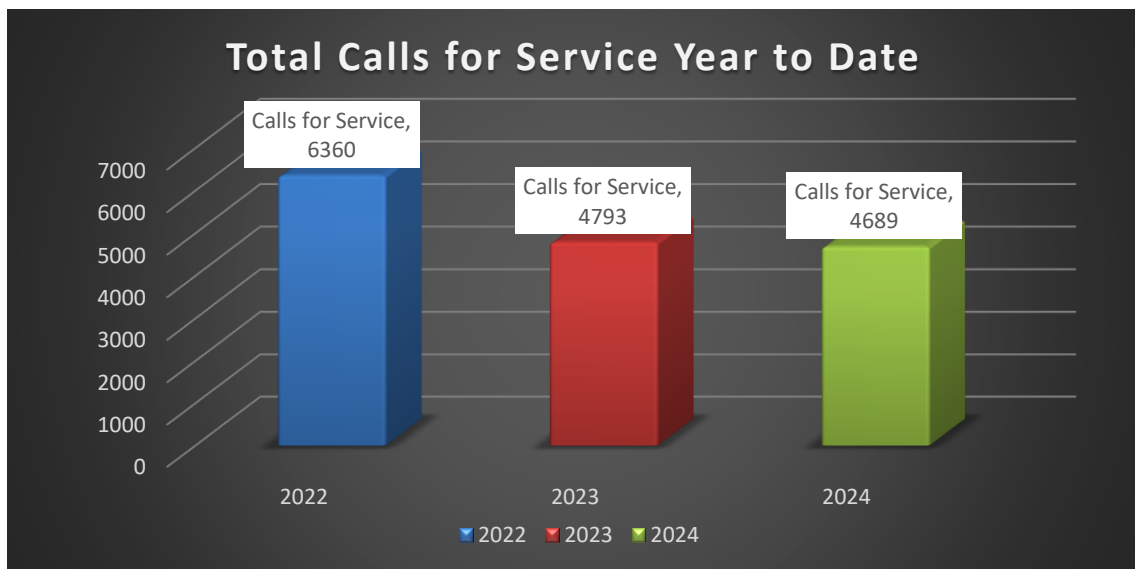
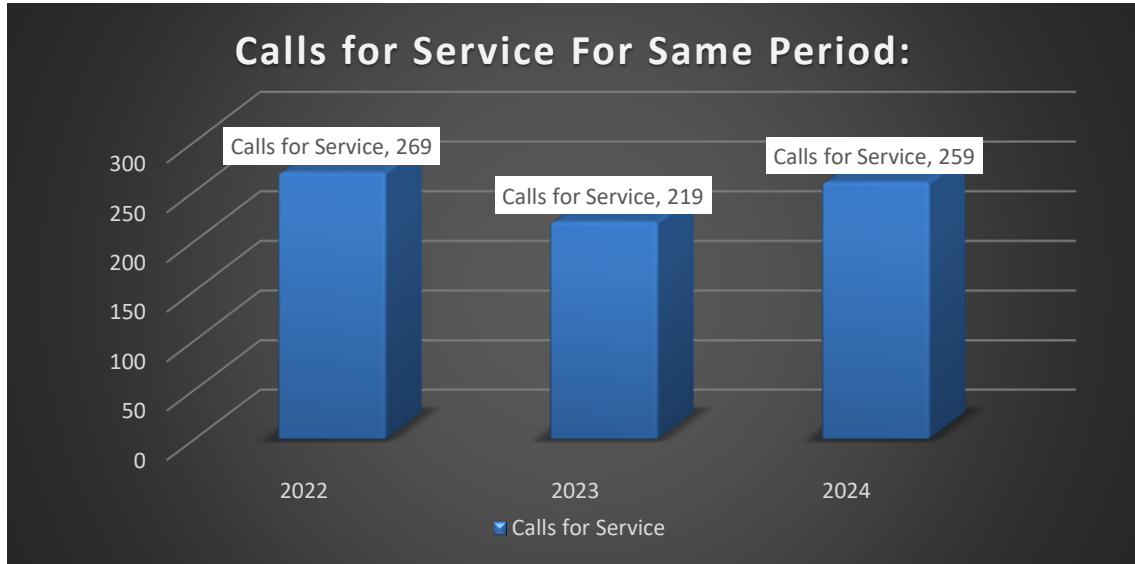
425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

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Historical Data:



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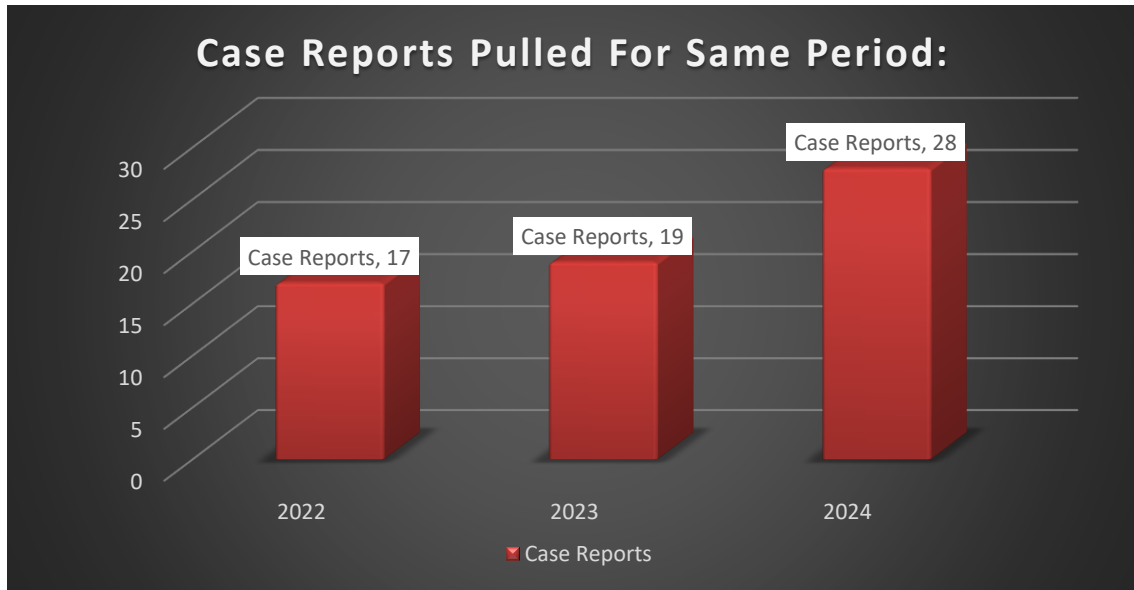
425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

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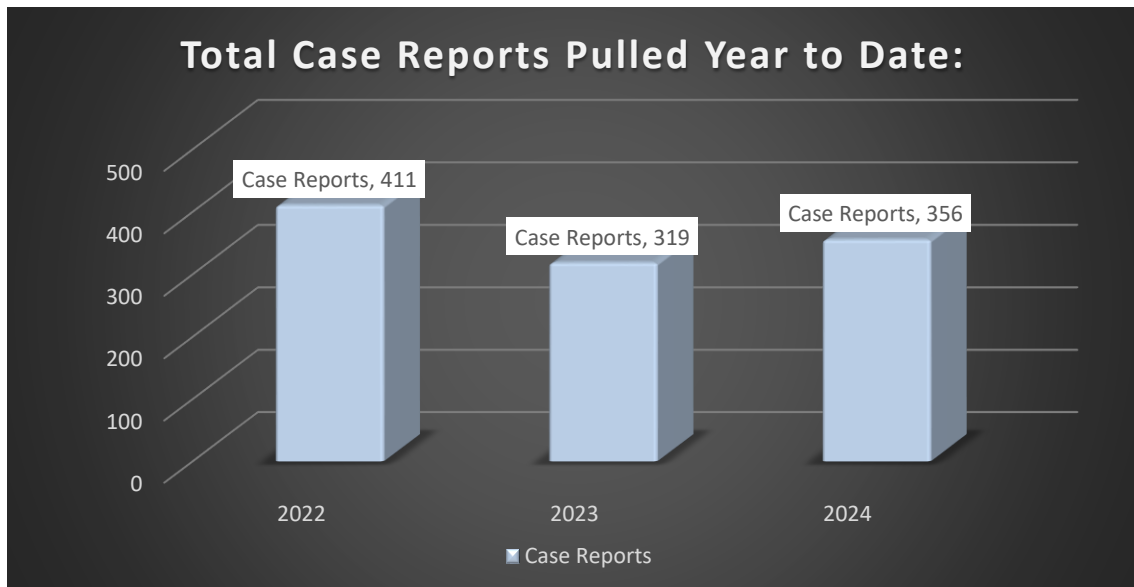
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Case Reports Pulled For Same Period:



Total Case Reports Pulled Year to Date:



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TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

October 8, 2024

The Clerk's / Finance report reflects updates provided by individual Staff members.

Hannah

- I had a virtual meeting with Invoice Cloud to finalize the presentation for the Caselle Conference in a week. This will hopefully help other municipalities reconcile 3 modules. Invoice Cloud is reimbursing all costs for me to attend with them.
- I was able to brush up on front desk duties a morning last week. While it was busy, I learned a lot and was able to help with the reconciliation.

Allison

- Allison was out ill when publishing the packet, so she does not have a report this time.

Harmony

- I enjoyed my vacation and took the time to refresh and come back ready to tackle the work.
- I spent time on a couple of calls with Michelle regarding the new website. We will be scheduling time with the engineers to get the project started.
- I took some more training on the CommonLook remediation software to get comfortable with its features relating to lists and links in PDFs.

Michelle

- The Elizabeth Birthday Bash / Movie Night will be held at EHS. An FM transmitter will be available to enjoy the movie inside or outside of your vehicle. You should be able to enjoy the movie inside your vehicle, in the bed of your truck, or bring a lawn chair! Blankets and other comfy items are encouraged.
- I will be reaching out to the Castle Rock Senior Center Directors to get some information on developing policies and procedures for the Community and Senior Center. This will help when applying for future grants.
- Town Hall Staff will be participating in the Homecoming Parade again this year. It is fun to decorate our float and be a part of the excitement.
- The Board has a space at the Boo Bash scheduled for October 26th. The chamber website shows it is from 10:00 am to 3:30 pm. I am unsure if you would like to do shifts or cover the entire day as a group.
- The Regularly scheduled November 26th Board Meeting has been moved to November 21st. This is due to the 26th being in Thanksgiving week.



***Cars has been rescheduled
as a drive-in movie!***

Birthday Bash Movie Night

Saturday, October 26

6:30 pm

Elizabeth High School

Parking Lot



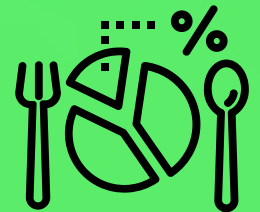
Senior Educational Luncheon



NUTRITION & EXERCISE ON A BUDGET



PRESENTED BY
BECKY BRIDGHAM



Becky will be sharing information on how to feed your body the nutrition it needs to perform at it best on a budget. She will help us decide which items to choose while grocery shopping and what foods are best for optimal body & brain function. She will also show us exercises that we can do from home as we age.

We will also be offering free blood pressure checks and hearing screening test.

Light lunch will be served.

MON | 11:00AM-
OCT 21ST | 12:30PM

151 S. BANNER ST.
ELIZABETH, CO

RSVP:
MARJORIE ENGLE
303-881-2707

Sponsored by:

Marjorie Engle
Jennifer Maxwell
Town of Elizabeth

