



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
MAIN STREET BOARD OF DIRECTORS
Thursday, October 13, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of September 8, 2022

NEW BUSINESS

2. Discussion regarding Main Street Streetscape
- [3.](#) Discussion regarding CORE add services
- [4.](#) Discussion regarding 2023 Schedule
- [5.](#) Discussion regarding Work Plan and DOLA visit

REPORTS

- [6.](#) Staff Report
7. Board Reports

ADJOURNMENT



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
SEPTEMBER 8, 2022**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, September 8, 2022, at 8:34 AM by President Tedd Lipka.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

Mr. Higgins requested to add a New Business item #2 – Discussion and possible action regarding 2022 ornament program.

Motion by Mr. Hussey, seconded by Vice President Bulmer, to approve recommended agenda change.

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

MINUTES

Regular Minutes of August 11, 2022

Motion by Mr. Hussey, seconded by Vice President Bulmer, to approve the minutes from August 11, 2022.

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

NEW BUSINESS

Vice President Bulmer recused herself from the meeting.



Discussion and possible action regarding 2022 ornament program

Motion by Mr. Hussey, seconded by Mr. Struthers, to sell 2022 ornaments for \$7.00 each to merchants with an expected retail price of \$14.99 to consumers.

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

Vice President Bulmer rejoined the meeting.

Discussion regarding Main Street Streetscape

Mr. Higgins provided an update regarding the Main Street Streetscape project and the workshop with the Board of Trustees on September 13th.

Discussion regarding Downtown District zoning requirements and allowable uses

Mr. Higgins recapped previous recommendations and the Board provided a couple of new recommendations.

STAFF REPORTS

- Mr. Higgins provided an update regarding the Historic Preservation Code.
- Mr. Higgins mentioned that a new real estate valuation for the Gesin lot will be provided to the Board at their next meeting.
- Further discussion regarding the 2022 ornaments.

BOARD REPORTS

- Vice President Bulmer mentioned that there is an upcoming meeting regarding the Mayor’s Tree Lighting. She will provide the Board an update after the meeting.
- President Lipka inquired about the dates for the next Main Street Now Conference.
- Mr. Jeffress requested that further discussion regarding an entrance sign on Main Street be placed on the agenda for the next meeting.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Struthers, to adjourn meeting at 10:06 AM.

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

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: October 13, 2022
SUBJECT: CORE Streetscape Add Services

SUMMARY

The Board of Trustees approved the PSA with CORE for the Main Street Streetscape on 01/11/2022. The Board of Trustees has requested additional design options for the Main Street Streetscape which include an option that does not have curb extensions as well as including the side streets for additional parking. The additional work has been identified and priced by CORE and is attached.

ATTACHMENT(S)

CORE PSA – Main Street Streetscape
CORE Add Services Agreement

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



TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: January 11, 2022
SUBJECT: Resolution 22R04

SUMMARY

Staff is seeking the approval of Resolution 22R04, the Professional Services Agreement with CORE Engineering for the Main Street Streetscape Design. The Town of Elizabeth would like to continue in the process for the design of the Main Street Streetscape project, which has been an ongoing effort amongst the Main Street Board of Directors, Town Staff, consultants, and the public. The design process will involve field work, coordination with Main Street residents and businesses, and creation of engineering and design plans. Design options, cost estimates, and construction schedule and phasing will be explored as part of this process. The full Scope of Services and Timeline can be found in Exhibit A. The full budget is outlined in Exhibit B as well as a Schedule of Rates.

Work is expected to commence January 2022. A Detailed Field Survey, Ownership Research, and Existing Utility Locates will be completed. Followed by Public Meetings and Outreach which includes a Pre-Design/Kickoff Meeting and two Design meetings at 30% and 80%. Geotechnical Design, Roadway Design, and a Final Drainage Report will be delivered. CORE will assist the Town with Bid Process by prepare bid documents and an Engineer's Estimate of Construction Cost. CORE will also assist with collecting, opening, and selecting from bids for BOT approval. Throughout the project CORE will be providing Project Administration to include meetings, presentations, project coordination, etc. Terracina Design along with CORE will be providing the deliverables for the Landscape Architecture Streetscape Concept and Construction Plans. Street Lighting and Powerline Relocation will be coordinated by CORE Engineering with the lighting consultant and CORE Electric Cooperative. Bid Opening, Review, Selection recommendation is currently scheduled for January of 2023.

The Budget is set at \$271,000 and includes both FF and TME line items.

RECOMMENDATION

Town Staff recommends the approval of Resolution 22R04, the PSA with CORE Engineering to complete the Main Street Streetscape Design. Town Staff feels that this PSA and included Exhibits are comprehensive and set the town up for success regarding this phase of the project. Staff thanks Providence Consulting for preparation to this point.

ATTACHMENT(S)

Resolution 22R04

CORE PSA including Exhibit A and Exhibit B

RESOLUTION 22R04

A RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE TOWN AND CORE CONSULTANTS, INC. FOR THE DESIGN OF THE MAIN STREET STREETScape/WIDENING PROJECT

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

Section 1. The Professional Services Agreement between the Town and CORE Consultants, Inc. for the design of the Main Street Streetscape/Widening Project, attached hereto as **Exhibit A**, is hereby approved and the Mayor 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.

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this 11th day of January, 2022, by and between the Town of Elizabeth, State of Colorado (hereinafter referred to as the "Town") and CORE Consultants, Inc. (hereinafter referred to as "Consultant").

RECITALS:

- A. The Town requires professional services.
- B. Consultant has held itself out to the Town as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the Town, professional consulting services for the Project.

I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

II. THE TOWN'S OBLIGATIONS/CONFIDENTIALITY

The Town shall provide Consultant with reports and such other data as may be available to the Town and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the Town or pursuant to a lawful court order directing such disclosure. All documents provided by the Town to Consultant shall be returned to the Town. Consultant is authorized by the Town to retain copies of such data and materials at Consultant's expense.

III. OWNERSHIP OF WORK PRODUCT

The Town acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the Town upon completion of the work.

IV. COMPENSATION

- A. In consideration for the completion of the services specified herein by Consultant, the Town shall pay Consultant in accordance with the schedule of charges in **Exhibit B**, which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the Town.

1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the Town no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.
2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The Town has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the Town.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the Town) required by this Agreement have been turned over to and approved by the Town and upon receipt by the Town of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the Town of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. The contract term is through December 31, 2022. The Town may provide Contractor with seven (7) days' advance written notice of termination at any time pursuant to the terms of the Original Agreement. Except as may be changed in writing by the Town,

the Project shall be complete and Consultant shall furnish the Town the specified deliverables as provided in Exhibit A.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the Town. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the Town for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the Town of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the Town's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the Town provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. COMPLIANCE WITH LAW

The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

IX. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subconsultant of Consultant, or any officer, employee, representative, or agent of Consultant or of any subconsultant of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subconsultant of Consultant. Consultant agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of Consultant, or at the option of the Town, agrees to pay the Town or reimburse the Town for the defense costs incurred by the Town in connection with, any such liability, claims, or demands. Consultant also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss, or damage was caused in whole or in part by the act, omission, or other fault of the Town, its officers, or its employees, the Town shall reimburse Consultant for the portion of the judgment attributable to such act, omission, or other fault of the Town, its officers, or employees.

X. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to paragraph A. above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX. Indemnification, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain, and shall cause any subconsultant of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX. Indemnification, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workmen's compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars

(\$1,000,000) disease - policy limit, and one million dollars (\$1,000,000) disease - each employee. Evidence of qualified self-insured status may be substituted for the workmen's compensation requirements of this paragraph.

2. Commercial general liability insurance with minimum combined single limits of six hundred thousand (\$600,000) each occurrence and one million dollars (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.
3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.
4. The policy required by paragraph 2. above shall be endorsed to include the Town and the Town's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Town, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.
5. The certificate of insurance provided for the Town shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the Town prior to commencement of the Agreement. No other form of certificate shall be used. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the Town. The completed certificate of insurance shall be sent to:

Town of Elizabeth
Box 159
151 S. Banner Street
Elizabeth, Colorado 80107

6. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the Town may immediately terminate this Agreement, or at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay

any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Consultant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Consultant from the Town.

7. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
8. The parties hereto understand and agree that the Town, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101 et seq., 10 Colo. Rev. Stat., as from time to time amended, or otherwise available to the Town, its officers, or its employees.

XI. WORKERS WITHOUT AUTHORIZATION.

a. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with a worker without authorization and that Consultant has participated or attempted to participate in the basic pilot program administered by the U.S. Department of Homeland Security in order to verify that it does not employ any workers without authorization.

b. Prohibited Acts. Consultant shall not:

1. Knowingly employ or contract with a worker without authorization to perform work under this Agreement; or
2. Enter into a contract with a subconsultant that fails to certify to Consultant that the subconsultant shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

c. Verification.

1. Consultant has verified or attempted to verify through participation in the basic pilot program administered by the U.S. Department of Homeland Security that Consultant does not employ any workers without authorization and, if Consultant is not accepted into the basic pilot program prior to entering into this Agreement, that Consultant shall apply to participate in the basic pilot program every three (3) months until Consultant is accepted or this Agreement has been completed, whichever is earlier.
2. Consultant shall not use basic pilot program procedures to undertake preemployment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subconsultant performing work under this Agreement knowingly employs or contracts with a worker without authorization, Consultant shall:

i. Notify the subconsultant and the Town within three (3) days that Consultant has actual knowledge that the subconsultant is employing or contracting with a worker without authorization; and

ii. Terminate the subcontract with the subconsultant if within three (3) days of receiving the notice required pursuant to subparagraph (i) hereof, the subconsultant does not stop employing or contracting with the worker without authorization; except that Consultant shall not terminate the contract with the subconsultant if during such three (3) days the subconsultant provides information to establish that the subconsultant has not knowingly employed or contracted with a worker without authorization.

d. Duty to Comply with Investigations. Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

XII. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XIII. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the Town's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the Town's issuance of said written notice of intent to terminate, the Town shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the Town shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the Town thereafter shall be at the Town's sole risk, unless otherwise consented to by Consultant.

XIV. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the Town. Upon disclosure of any such personal or private interest, the Town shall determine if the interest constitutes a conflict of interest. If the Town determines that a conflict of interest exists, the Town may treat such conflict of interest as a default and terminate this Agreement.

XV. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Elbert, State of Colorado.

XVI. INDEPENDENT CONTRACTOR

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the Town for any purposes.

XVII. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVIII. ENTIRE AGREEMENT

This Agreement and the attached Exhibits A and B is the entire Agreement between Consultant and the Town, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVIII. NOTICE

Any notice or communication between Consultant and the Town which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The Town: Town of Elizabeth
 151 S. Banner Street
 Box 159
 Elizabeth, Colorado 80107

Consultant: CORE Consultants, Inc.
3473 South Broadway
Englewood, CO 80113

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

TOWN OF ELIZABETH, COLORADO

By: _____
Megan Vasquez, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

CONSULTANT

By: _____

Title Date

ATTEST:

Title Date

EXHIBIT A

SCOPE OF SERVICES

This Exhibit A identifies the Scope of Services, Assumptions and Clarifications, Exclusions, Client Responsibilities, and Schedule related to Services to be provided by CORE for the Main Street Improvements.

1. Detailed Field Survey

CORE will provide a Detailed Field Survey for the Main Street Streetscape/Widening from Highway 86 through the entire intersection of East Maple Street, approximately 2000 feet. This Detailed Field Survey will include existing topography, hardscape improvements, driveways, culverts, and utilities within the existing Main Street ROW corridor from the north side of future East Maple Street intersection to the south side of Highway 86.

The field survey corridor extends from ROW, with additional mapping extending beyond the back-of-walk or ROW line where adjacent grading is critical, such as building entrances, driveways, and private yards. Roadway mapping will depict the striping, crosswalks, edges of existing asphalt and concrete pavement, gravel shoulders, curb & gutter, concrete pans, aprons, cross pans, sidewalk chases, and storm inlets. Roadway intersection mapping, and utility locations, will extend ± 50 feet in either direction along each crossing street.

Several portions of Main Street are fronted by commercial buildings and shops with awnings, fences, utilities, doorway entrances, and sunken patios directly connected to the sidewalks. CORE will provide basic mapping of these adjacent facilities to support civil design, with close coordination of the civil design team.

Spot elevations will be taken at critical locations to ensure proper tie-in/connection with the proposed improvements.

Above and below-ground utilities within the corridor will be mapped based on visible evidence and underground utility markings. CORE will hire the consultant and coordinate the underground utility markings. CORE will map the existing sanitary and storm sewer manholes and inlets in the mapping corridor. CORE will obtain manhole pipe diameters and invert elevations only if required for construction documents, directed by the civil design team.

CORE will depict the existing ROW for Main Street and adjacent property lines based on recorded plats and found monuments. A boundary survey is not included in this scope as it should not be required to complete the work. CORE will do title research of existing easements of record. This scope does not include the preparation of a Land Survey Plat or set any property corners as part of this task. The title documents will be ordered and given to CORE. If separate easements are required, they will be prepared on a TME basis. No additional easements are anticipated for this scope.

2. Ownership Research

For use in mailing lists, contacts, and other project information, CORE surveyors will perform office and County research to obtain Assessor's ownership and contact information for those properties affected by project improvements.

3. Existing Utility Locates

CORE will subcontract a utility location service to provide markings for existing underground utilities within and adjacent to the proposed construction areas. CORE will map the markings provided. Potholing for utilities will be provided in accordance with State requirements for SUE Quality Level A & B and the potential of disturbance to those facilities resulting from future construction. Existing utilities will include:

- Gas
- Water lines and water service lines
- Electric
- Telephone
- Cable
- Any other underground utility which may be identified
- Existing sanitary and storm drainage lines. Depth will be determined if needed for construction documents.

4. Public Meetings and Outreach

CORE will attend and assist the Town with any and all meetings, as outlined in the Scope of Services, with impacted property and business owners and the general public, throughout the design process. CORE will attend up to three public meetings as outlined below. It is anticipated that the meetings will occur in the following manner:

4.1. Pre-Design Meeting/Kickoff Meeting

Prior to any design and/or field investigation, CORE anticipates notifying the impacted property and business owners of the research being conducted, project information, and planned public meetings. A Kickoff Meeting will be held prior to design to inform impacted parties and the general public of the upcoming proposed improvements and receive specific input/feedback regarding their concerns.

4.2. Design Meetings

Design Meetings with the public will be held at 30% and 80% design. Input will be solicited from property and business owners on construction phasing at the 80% design meeting. CORE will attend these meetings to present designs, answer questions, and obtain feedback and information from the public. Additionally, CORE will prepare information for the Town's staff to release to the public after the design has been completed.

5. Geotechnical Design

CORE will subcontract the geotechnical investigation of the existing streets to identify recommendations for the type and thickness of the subgrade material and proposed pavement.

6. Roadway Design Plans

CORE will design the proposed streets related to the Town's Streetscape Plan, Town Standards, and/or approved variances thereof. These improvements start at Highway 86 and extend south to Maple Street.

Widening will consist of 40-degree angled parking on both sides per Town standards. "Bulbouts" will be designed at all four corners of every intersecting street. Street Plans will consist of curb/gutter, spot elevations, cross-sections, profiles, and drainage plan. Plans will also show any new or existing drainage infrastructure. Any new storm inlets will be a part of these plans. Included in this category is the preparation of the Erosion Control Plans and Stormwater Management Report.

Construction Plans will be prepared per Town standards and will be used to obtain public bids for the improvements.

It is anticipated that design and construction plans will be presented to the Town in the following manner (or as recommended by staff):

- a) 30% level of completion – considered preliminary plans – for use in initial presentation to the Town.
- b) 80% level of completion – design, plans, and construction phasing have considered the concerns/issues of the Town.
- c) 100% level of completion – design plans have considered the concerns/issues of the Town and addressed as practical – for use in obtaining public construction bids.
- d) Any level of completion to address specific concerns.

7. Final Drainage Report

CORE will prepare a Final Drainage Report, per Town standards, to identify storm runoff within the drainage basin, which will include the area of new construction and all other areas which contribute runoff to the proposed storm drainage system. The final drainage report will include projected development and infill of properties adjacent to Main Street. The Report will locate and size necessary storm drainage inlets (catch basins) and storm drain pipelines. It is anticipated that some infrastructure will need to be added and/or replaced.

8. Bid Process

CORE will prepare a set of bid documents per Town standards which will include all necessary public bid plans and forms.

Prior to Public Notice to Receive Bids, CORE will prepare an Engineer's Estimate of Construction Cost to review with the Town and will place the Public Notice to Receive Bids after receiving direction from the Town. CORE will provide these estimates at 80% and then finalize at 100%.

CORE will assist with collecting and opening bids and selecting a bid for Board of Trustees approval.

9. Project Administration

Project Administration includes meetings, presentations, project coordination, and site visits with Client, project team, and Main Street business and property owners.

10. Landscape Architecture Streetscape Concept and Construction Plans

The deliverables associated with Landscape Architecture and Urban Design Services will be provided by Terracina Design. The construction documents will be a part of the entire construction set. CORE and Terracina will work to identify locations for benches, trash receptacles, wayfinding signage, public art base locations, planters, and bike rack locations. The Town will work with a local artist to design alterations for the benches, trash receptacles, wayfinding signage, and bike racks.

10.1. Concept Design

Do the necessary research to prepare up to three (3) design concepts with four (4) plan view renderings. The final preferred option will be a digital rendering. This may be used by the Town for any hearings, meetings, etc. This deliverable also includes project kick-off and presentations to Town boards, necessary site visits, and project coordination amongst the Team.

10.2. Construction Documents

Construction documents will be prepared to accompany the civil construction plans. The following will be provided:

- Assembly of base files from consultants and sheet set up for construction plans
- Preparation of Material Schedule
- Preparation of Paving Design Plans
- Preparation of Planting Plans including street trees and planter beds
- Site Furnishing Plans
- Construction Details
- Specifications solely for Landscape documents
- Cost Estimate
- 30% Design Package Plans simulate the above Civil construction plans.
- 80% Design Package Plan and Specification Outline
- 100% Design Package
- Irrigation Plans
- Bid Documents PS&E
- Necessary Project Coordination, Meetings, and QA/QC

11. Street Lighting and Powerline Relocation

CORE will work with the Lighting consultant and CORE Electric Cooperative to prepare lighting plans for the street improvements and plans for underground powerline relocation.

Specific Exclusions

1. Structural design of any kind, including retaining walls.
2. Underdrain design.
3. Preparation of environmental impact studies, water quality study, floodplain studies, and CLOMR/LOMR, information for the Federal Insurance Administration, NPDES, or UCH permitting and/or processing information for U.S. Army Corps of Engineer's Wetland Permit.
4. Major structures such as bridges, dams, channels, or spillways, not expressly outlined in the above Scope of Services.
5. Contract administration, construction management or construction observation, and/or preparation of specifications.

6. Landscape Architecture Exclusions: Perspective Renderings, 3D Renderings, Drone Surveys, Photo Match Renderings, Public Outreach Process, Lighting Design, Signage/Wayfinding Design, and additional value engineering after 80% design

Client Responsibilities

The following items will be provided by Client:

1. Client shall cooperate with CORE in good faith, as necessary, to allow CORE to perform the services defined in Exhibit A.
2. Client shall provide CORE with information and criteria of Client’s requirements for the Project.
3. Client shall provide access to the Project site as necessary for CORE’s performance of the Scope of Services.
4. Client shall examine and respond promptly to CORE’s submissions to Client.
5. Easement negotiation and Grantor compensation as applicable
6. Scheduling of public meetings, use of hearing room, and attendance
7. Mailers and notification on Town letterhead
8. Media relations and press

Timeline

Milestone/Deliverable	Completion Deadline (On or Before)
Assist Town with mail notification to Main Street property/business owners	January 14, 2022
Field research	February 28, 2022
Public Meeting #1: Kickoff/Pre-Design Meeting	March 16, 2022
30% Design; Draft Design Concepts and Plan View Renderings	June 30, 2022
Preliminary Drainage Plan	June 30, 2022
Public Meeting #2: 30% Design Meeting	July 13, 2022
80% Design; Draft Concepts and Plan View Renderings	October 3, 2022
80% Construction Estimates	October 3, 2022
Preliminary Street Lighting Plans	October 3, 2022
Preliminary Powerline Relocation Plans	October 3, 2022
Draft Final Drainage Report	October 3, 2022
Public Meeting #3: 80% Design Meeting	October 19, 2022
100% Design; Final Preferred Digital Rendering	November 21, 2022
Final Drainage Report	November 21, 2022
Final Construction Estimates	November 21, 2022
Final Bid Documents	November 21, 2022
Public Notice to Receive Bids (Open for 4 weeks)	December 1, 2022
Assist Town with mail notification to Main Street property/business owners	December 9, 2022
Bid opening; Review; Selection recommendation	January 13, 2023

EXHIBIT B

COMPENSATION

The Scope of Services provided herein will be provided on a combination Fixed Fee (FF) and Time and Materials Estimate (“TME”) basis. Each Scope of Services item is noted by either FF or TME as appropriate. FF items will be invoiced on a percent-complete basis as the Project and services progress.

All TME NTE, TME, and FF items will be invoiced pursuant to the Terms and Conditions and at the Schedule of Rates, both as in effect at the time services are rendered and expenses incurred.

Task	Task Description	Fee	Type
1	Detailed Field Survey	\$25,000	FF
2	Ownership Research	\$4,000	FF
3	Existing Utility Locates	\$8,000	TME
4	Public Meetings	\$7,000	TME
5	Geotechnical Design	\$10,000	FF
6	Roadway Plans	\$65,000	FF
7	Final Drainage Report	\$27,000	FF
8	Bid Process	\$15,000	TME
9	Reimbursable Expenses	\$3,000	TME
10	Landscape Architecture Streetscape	\$92,000	TME
11	Street Light and Powerline Relocation	\$15,000	TME
Total:		\$271,000	

SCHEDULE OF RATES

MANAGEMENT

Principal	\$200 - \$230
Market Sector Leader	\$210
Sr. Project Manager	\$190 - \$200
Project Manager	\$170 - \$190

ENGINEERING

Project Engineer	\$150 - \$160
Engineer	\$115 - \$130
Engineer Intern	\$75 - \$85

LAND SURVEYING

Project Surveyor	\$125 - \$165
Survey Technician	\$75 - \$115
Two-Person Survey Crew	\$185
One-Person Survey Crew	\$130 - \$145

NATURAL RESOURCES

Environmental Consultant	\$123 - \$163
Environmental Specialist	\$83 - \$113
Environmental Technician	\$52 - \$82

CAD/GIS

CAD Technician	\$65 - \$105
CAD Designer	\$110 - \$150
GIS Technician	\$60 - \$80
GIS Analyst	\$90 - \$120
GIS Coordinator	\$120 - \$150

LITIGATION SUPPORT

Expert Witness/Deposition	\$300 - \$600
Due Diligence Manager	\$200 - \$300

ADMINISTRATION

Administrative Assistant	\$60 - \$95
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REIMBURSABLE EXPENSES

Vehicle Mileage	\$0.58/mile*
Travel Expense	cost + 15%
Postage/Shipping/Courier	cost + 15%
Survey Supplies	cost + 15%
Large Format Printing	B&W \$1.50/sf Color \$3.00/sf
Small Format Printing (11x17)	B&W \$0.10/pg Color \$0.40/pg

Direct reimbursable expenses such as travel expenses, meals and lodging, postage and shipping, reproduction, document, and special equipment purchases, and sub-consultants shall be billed at cost plus 15%. Any application, permit, submittal, review, and recording/filing fees shall be paid directly by the client.

*Mileage shall be billed at the current IRS allowable rate.

EXHIBIT A

SERVICE AUTHORIZATION

Service Authorization No. 002
CORE Project No. 10-010-069 (the "Project").

This Exhibit A, Service Authorization, executed by and between CORE Consultants, Inc., a Colorado corporation whose principal place of business is located at 3473 S. Broadway, Englewood, CO 80113 ("CORE") and Town of Elizabeth ("Client"; CORE and Client, the "Parties"), shall become incorporated into and be part of that certain Professional Service Agreement between the Parties, dated 1/11/2022 (the "Agreement").

This Service Authorization identifies the Scope of Services, Assumptions and Clarifications, Exclusions, Client Responsibilities, Compensation, and Schedule related to Services to be provided by CORE for the Main Street Streetscape.

SCOPE OF SERVICES

Based on the discussions by the Town at the Town Board Meeting on September 13, 2022, CORE has prepared a request for additional engineering and land surveying services for the Town of Elizabeth Main Street Streetscape Project. The Town Board has directed CORE to provide additional topographic survey information, outside of the original project boundary. In addition, CORE will provide additional support for the design of the streetscape project outside of the originally determined project schedule. Based on the original contract schedule, the streetscape design was anticipated to be at the 80% level by October 19, 2022. The requested revisions revert the project design back to approximately 50%, necessitating a certain amount of re-work on the part of CORE. We have assumed that the additional design of parking along the side streets will offset the reduction in scope from the elimination of the last block of Main Street.

The request for additional funds includes the following items, above and beyond the original scope of work:

1. Additional Topography for Future Side Street Parking

- 1.1. Topographic Survey of East Side of Broadway (120 LF)
Provide detailed topographic survey of existing conditions on the existing unpaved portion of Town Right of Way, extending from the Main Street ROW on the west to the limits of Broadway ROW on the east, a total distance of approximately 120 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

- 1.2. Topographic Survey of West Side of Broadway (140 LF)
Provide detailed topographic survey of existing conditions on the existing paved portion of Town Right of Way, extending from the Main Street ROW on the east to the existing alleyway halfway between Main and Banner, a total distance of approximately 140 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

1.3. Topographic Survey of East Side of Elm (120 LF)

Provide detailed topographic survey of existing conditions on the existing unpaved portion of Town Right of Way, extending from the Main Street ROW on the west to the limits of Elm ROW on the east, a total distance of approximately 120 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

1.4. Topographic Survey of West Side of Elm (140 LF)

Provide detailed topographic survey of existing conditions on the existing paved portion of Town Right of Way, extending from the Main Street ROW on the east to the existing alleyway halfway between Main and Banner, a total distance of approximately 140 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

1.5. Topographic Survey of East Side of Spruce (250 LF)

Provide detailed topographic survey of existing conditions on the existing unpaved portion of Town Right of Way, extending from the Main Street ROW on the west to the limits of Spruce ROW on the east, a total distance of approximately 250 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

2. Additional Public Meeting

2.1. Attendance at (1) Public Meeting

Based on the proposed changes to the scope of work, CORE has assumed attendance at one (1) additional public meeting to discuss the streetscape project. CORE shall prepare necessary exhibits for presentation, keep track of attendance, and present at the public meeting. We have assumed that each meeting will be up to 2 hours in length and will occur in person at Town Hall

3. Additional Exhibits for Town Board Discussion

3.1. Exhibits for Additional Option (Diagonal Parking on one side, Parallel on the other)

CORE shall prepare exhibits for the analysis of one additional parking option not previously discussed in the previous 2 public meetings. CORE will prepare a conceptual design with diagonal parking on the east side of main while maintaining parallel parking on the west side. Due to the nature of the proposed changes, CORE will prepare revised cross sections, road alignments, and a 2-D site plan showing the proposed conditions.

ASSUMPTIONS AND CLARIFICATIONS

The following Assumptions and Clarifications are provided relative to the Scope of Services, Compensation, and Schedule herein:

1. Pricing is valid for 30 days. Beyond that, pricing will require review/revision by CORE.

2. This Agreement and all contents expressed herein are confidential and cannot be disclosed to parties outside of CORE and Client without the specific written permission of CORE.
3. The fee and Scope of Services are based on the work schedule attached hereto identified therein. Any work extending beyond the schedule indicated due to revisions directed by Client is not included.
4. If the Scope of Services is increased, the fee will also increase based on requirements dictated by the schedule and requirements.
5. CORE services will be provided with a standard of care similar to other professional service firms providing these services within the region.

SPECIFIC EXCLUSIONS

This Agreement specifically excludes the following items, and all items not listed in the Scope of Services presented herein:

1. Additional survey areas outside of those identified above
2. Right of Way Acquisition services

CLIENT RESPONSIBILITIES

The following items will be provided by Client:

1. Client shall cooperate with CORE in good faith, as necessary to allow CORE to perform the services defined in the Agreement.
2. Client shall provide CORE with information and criteria of Client's requirements for the Project.
3. Client shall provide access to the Project site as necessary for CORE's performance of the Scope of Services.
4. Client shall examine and respond promptly to CORE's submissions to the Client.
5. The client shall consult with CORE on a regular basis concerning the timeliness, cost, and adequacy of services as the service progress, and promptly furnish to CORE written notice of any noncompliance with the terms of the Agreement.

COMPENSATION

The Scope of Services provided herein will be provided on a combination Fixed Fee (FF) and Time and Materials Estimate ("TME") basis. Each Scope of Services item is noted by either FF or TME as

appropriate. FF items will be invoiced on a percent-complete basis as the Project and services progress.

Task	Task Description	Previous Fee	New Additional Fee	Total	Type
1	Survey	\$25,000.00	\$4,500.00	\$29,500.00	FF
2	Ownership Research	\$4,000.00		\$4,000.00	FF
3	Utility Locates	\$8,000.00		\$8,000.00	TME
4	Public Meetings	\$7,000.00	\$2,500.00	\$9,500.00	FF
5	Geotechnical Investigation	\$10,000.00		\$10,000.00	FF
6	Roadway Engineering	\$65,000.00	\$5,000.00	\$70,000.00	FF
7	Drainage Report	\$27,000.00		\$27,000.00	FF
8	Bid Support	\$15,000.00		\$15,000.00	TME
9	Reimbursables	\$3,000.00		\$3,000.00	TME
10	Landscape Design	\$92,000.00		\$92,000.00	FF
11	Street Light and Powerline Relocation	\$15,000.00		\$15,000.00	TME

Total: \$271,000.00 \$12,000.00 \$283,000.00

All TME NTE, TME, and FF items will be invoiced pursuant to the Terms and Conditions and at the Schedule of Rates, both as in effect at the time services are rendered and expenses incurred.

CORE is hereby authorized by Client to proceed with the Scope of Services as set forth herein.

CORE Consultants, Inc.

Client: Town of Elizabeth

Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:



2023 Regular Meeting Schedule

January 12, 2023

February 09, 2023

March 09, 2023

April 13, 2023

May 11, 2023

June 08, 2023

July 13, 2023

August 10, 2023

September 14, 2023

October 12, 2023

November 09, 2023

December 14, 2023

Regular meetings are held at 8:30 AM on the 2nd Thursday of each month.



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Training	Attend two of the four quarterly trainings provided by DOLA	Quarterly	Quarterly	Staff send training opportunities to MS BOD	\$4,000: DOLA Scholarship; MS BOD; DOLA technical assistance	Organization
	Main Street Manager's Summit	November	November	Pending DOLA		Organization
	Main Street NOW Conference	March	March	Prepare for 2023		Organization
	Downtown Colorado Inc. In the Game Conference	April	April	Register and make reservations for Board and Staff		Organization
	Main Street Communities Field Trip	April	TBD	Schedule with DOLA		Organization
Planning	Maintain a multi-year strategic plan	Ongoing	Ongoing	-	N/A	Organization
	Annual budget preparation and submission to BOT	August	December	-	N/A	Organization
	Submit annual workplan to DOLA and BOT	December	December	Send in December after adoption by MS BOD	N/A	Organization
Move up to Graduate Status	Have a succession/transition plan for your staff, board, and volunteers as applicable	TBD	TBD	-	N/A	Organization
	Update your building/property inventory of your Main Street district (including ownerships patterns, building conditions, vacancies, building square footage, use, average rents, and more)	TBD	TBD	-	TBD	Organization
	Solidify your volunteer management program and develop a volunteer recognition/award program	TBD	TBD	-	\$1,000: Main Street Board of Directors	Organization
	Update your business inventory of your Main Street district (including business types, contact information, number of employees, and more)	TBD	TBD	-	N/A	Organization
Operational/Administrative	Quarterly reporting to BOT	January, April, July, October	January, April, July, October	-	N/A	Organization
	Election of officers	December	December	December meeting agenda	N/A	Organization
	Designated meeting posting place	1st meeting in January	January	January meeting agenda	N/A	Organization
	Submit annual mini-grant application	As needed	As needed	-	N/A	Organization
	Redeem annual scholarship from DOLA system	As needed	As needed	-	N/A	Organization
	Redeem annual mini grant from DOLA system	As needed	As needed	-	N/A	Organization
	Host DOLA site visit	November	November	November-22	N/A	Organization
	Report quarterly business stats to Main Street Board	Quarterly	Quarterly	-	N/A	Organization
	Submit quarterly reports to DOLA	January 15th, April 15th, July 15th, October 15th	January, April, July, October	Completed through July	N/A	Organization
	Submit annual report to BOT	January	February	-	N/A	Organization; Promotion
	Retain membership of National Main Street Center	January	February	-	\$375; MS BOD	Organization
	Storymap	April	October	Pending DOLA	N/A	Organization; Promotion
	Webpage/ social media maintenance	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local stakeholders (SBDC, Parks and Recreation, ENG, ECC, EACC, Elizabeth area business owners and residents)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local, state, and federal agencies (BOT, ToE advisory boards, Elbert County, CTO, DOLA)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Maintain business inventory	Ongoing	Ongoing	-	N/A	Organization
	Maintain property inventory	Ongoing	Ongoing	-	N/A	Organization
Networking event	February	May	Completed, Plan for 2023	\$500: MS BOD	Organization; Promotion	



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Foster small town charm through retaining and preserving the historical character of buildings and the environment.

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Streetscape	Complete design	January	October	PSA pending	\$269,000: \$75k Legacy Village, \$194,000 Street Capital;	Design
	Artist Design of Streetscape Features	January	TBD	-	-	Design
	Apply for streetscape construction grant	October	November	-	N/A	Design
	Apply for art/creative district grant	October	November	-	N/A	Design
	Start streetscape construction	Decemeber	TBD	-	TBD	Design
Downtown zoning	Increase maximum under-roof lot coverage	TBD	TBD	Pending staff	N/A	Design; Economic Vitality
	Increase maximum principal building height to allow for 3 stories	TBD	TBD	Pending staff	N/A	Design; Economic Vitality
Main Street Station	Site Plan	-	Jul-22	Pending submittal of complete application	N/A	Design; Economic Vitality
	Discuss public parking (if provided parking exceeds requirement) and/or EV charging station	-	Jul-22	-	TBD	Economic Vitality
Historic Preservation	Support HAB with Historic Preservation Ordinance	January-22	Jun-23	Completed	-	Design; Economic Vitality
Main Street Improvements	Flower plantings	April	May	Completed	\$450: MS BOD	Design



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Create a friendly and diverse atmosphere that is welcoming to a wide range of ages and interests.

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Promote Main Street	Update and distribute promotional maps and material	Ongoing	Ongoing	-	\$200: MS BOD	Economic Vitality; Promotion
	Ornament Program	January	October	Survey businesses in January to follow up on 2021 sales	\$2,000: MS BOD	Economic Vitality; Promotion
Gesin Lot (165 South Main Street) use and development	Invite food trucks and seating during summer and eve	Spring	Fall	Register additional food trucks	N/A	Economic Vitality; Promotion
	Development	Ongoing	Ongoing	Active ENA for development	N/A	Design; Economic Vitality
Mayor's Tree Lighting	Event coordination	January	December	Appoint leads; Budget; Explore contract	\$15,000: Community Development Department	Economic Vitality; Promotion
Elizabeth Farmers Market	Event contract w/ EBC	January	February	Discuss partnership and decide on each party's obligations	N/A	Economic Vitality; Promotion; Design
	Music Licenses	Fall	Fall	Purchased for 2022	Town Clerk	
	Book bands	January	February	Pending cost information from EBC	TBD	
	Interns/Volunteer program to facilitate market on behalf of Town	April	September	Create volunteer position description; Decide on stipend	TBD/MS BOD	
	Little Dumpster Trash Service	April	September	Book trash service	TBD/MS BOD	
	Schedule Town MCs	April	September	Assign various Town MC's to market dates	-	
	ADA Accomodations	TBD	TBD	TBD	TBD	
	Marketing	April	September	Create graphic for postcards, website, Our Community	\$650: Community Development Department	
	Entrance/Exit/Stage lighting	April	June	Order lighting and plan installation	\$500: Community Development Department	
	Vendors	January	June	Book produce and food trucks	N/A	
	Porta potties and sanitization stations	April	September	Reserve	\$4,000: Community Development Department	
Recreation	CIP Plan for new Running Creek Park	TBD	TBD	TBD	TBD	Design, Economic Vitality
	Start capital improvements for Running Creek Park	TBD	TBD	TBD	TBD	Design, Economic Vitality



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: October 13, 2022
SUBJECT: Staff Report

STAFF REPORT

1. Streetscape Design Update

- a. The Board of Trustees approved the PSA with CORE Engineering for the Streetscape Design on 01/11/2022.
- b. The certified letter was distributed to property owners and business owners on 01/14/2022.
- c. The Revitalizing Main Street Grant application was completed and sent to CDOT on 02/04/2022 before the deadline.
- d. Second Public Meeting occurred on June 30th at 6:00pm.
- e. A second certified letter has been distributed to property owners to notify regarding the second public meeting on June 7th.
- f. The third public meeting has been set for 10/13/2022.
- g. The Board of Trustees have heard progress on the project and provided further direction at their 09/13/2022 workshop.

2. Historic Preservation Ordinance

- a. The Historic Advisory Board has put forth an Ordinance for the Elizabeth Municipal Code Update to both Chapter 2 Article VIII and Chapter 16 Article XI regarding changes to the Town's Historic Advisory Board and Historic Preservation.
- b. The BOT passed Ordinance 22-09 on 09/27/2022.

3. Gesin Lot

- a. The Board of Trustees was presented with a proposal regarding the Gesin Lot by Gene Gregory. The Town is acquiring property valuation before continuing discussions with Mr. Gregory.
- b. The Board of Trustees is exploring additional options for the Gesin Lot before continuing conversations with Mr. Gregory.

4. Ornaments

- a. Ornaments and packaging have been received. Sales to businesses will begin this week.

5. Training Update/Reminder

- a. Main Street Now Conference will be held in Boston, MA on March 27-29, 2023.
- b. Please let Staff know if you would like to attend.

6. Third quarter stats will need to be submitted to DOLA by 10/17.