



# TOWN OF ELIZABETH

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## TOWN OF ELIZABETH

### BOARD OF TRUSTEES EXECUTIVE SESSION

Tuesday, October 22, 2024 at 6:00 PM

Town Hall, 151 S. Banner Street

### BOARD OF TRUSTEES REGULAR MEETING

Tuesday, October 22, 2024 at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/82153478349?pwd=8o0xGJPSPacE6SHaS9QWrvJoqnL26b.1>

Join via phone at 1 669 900 9128 Meeting ID: 821 5347 8349

Meeting Passcode: 702761

## CALL TO ORDER

## ROLL CALL

## PLEDGE OF ALLEGIANCE

## EXECUTIVE SESSION

1. To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402 (4)(e), regarding Main Street Streetscape.
2. To hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402 (4)(b).
3. To consider personnel matters, pursuant to C.R.S. § 24-6-402 (4)(f) regarding the Town Administrator Review, and to hold a conference with the Town's attorney to receive legal advice regarding issues arising from the Town Administrator's review pursuant to C.R.S. § 24-6-402(4)(b).

## 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

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

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**

- [4.](#) Minutes of the Regular Meeting of October 8, 2024

**PROCLAMATION**

- [5.](#) Law Enforcement Records Week - Mayor Payne

**NEW BUSINESS**

- [6.](#) Discussion and possible action on Resolution 24R42, a Resolution amending the capital expenditure policies for the Town of Elizabeth to reflect changes to the Capitalization Rules authored by the Governmental Accounting Standards Board (GASB) – Patrick Davidson
- [7.](#) Discussion and possible action on Resolution 24R43, a Resolution to amend and designate “No Parking” zones in the Town of Elizabeth – Mike DeVol
- [8.](#) Discussion and possible action on Resolution 24R44, a Resolution authorizing the Mayor of Elizabeth to execute a utility relocation agreement with CORE Electrical Cooperative; authorizing the payment of funds under the agreement; and authorizing the Mayor to execute easements and other documents necessary to effectuate the agreement – Patrick Davidson and Corey Hoffmann
- [9.](#) Discussion on the conceptual drawing for the Depot Parking Lot – Mike DeVol

**MANAGEMENT MONITORING REPORTS**

- [10.](#) Management Monitoring Reports

**STUDENT LIAISON REPORT**

**BOARD OF TRUSTEES REPORTS**

**MINUTES**

- [11.](#) Minutes of the Historic Advisory Board Regular Meeting of September 9, 2024

**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**

**October 8, 2024**

**CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, October 8, 2024, at 7:00 PM by Mayor Tammy Payne.

**ROLL CALL**

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Community Development Director Zach Higgins, and Police Chief Jeff Engel.

**PLEDGE OF ALLEGIANCE**

Mayor Payne led the Board in the Pledge of Allegiance.

**PUBLIC COMMENT**

Tracy Hutchins – Town of Elizabeth Resident.

Angela Ternus – Town of Elizabeth 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 24, 2024

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

The vote of those Trustees present was 5 in favor and 0 opposed. The motion passed unanimously.

**PROCLAMATION**

2. Proclamation Recognizing October as Domestic Violence Awareness Month



Mayor Payne read the Proclamation into the record.

## NEW BUSINESS

3. Discussion and possible action on Resolution 24R41, a Resolution authorizing the Mayor to execute a License Agreement with The Elizabeth Brewing Company regarding the Friday Night Markets at Running Creek Park for the Year 2025

Mr. Higgins provided a Staff report.

Tony Briggs spoke on behalf of the Elizabeth Brewing Company.

Motion by Trustee Belongia, seconded by Trustee Mayer-Opl, to approve Resolution 24R41, a Resolution authorizing the Mayor to execute a License Agreement with The Elizabeth Brewing Company regarding the Friday Night Markets at Running Creek Park for the Year 2025.

By a roll call vote, the vote of those Trustees present was 5 in favor and 0 opposed. The motion passed unanimously.

4. Discussion on Special Event Fees and Costs

Mr. Davidson provided a Staff report.

The Board provided Mr. Davidson with direction.

## MANAGEMENT REPORTS

- Town Administrator Patrick Davidson:
  - Mr. Davidson updated the Board on the draft Elbert County Water Study.
  - The board provided Mr. Davidson with direction regarding a response to the draft County Water Study.
- Chief of Police Jeff Engel:
  - Officer Lyndi Burnley has tendered her letter of resignation.
  - Oral boards for the new officer(s) will be held tomorrow.
  - A reported Homicide has been downgraded based on the investigation and consultation with the District Attorney.
  - The reported Shooting at 86 and Legacy remains an open investigation.
  - The Elizabeth Police Department is working on an assault case at the Elizabeth Middle School.
  - The Elizabeth Police Department is applying for a non-matching grant through DOLA.
  - The Elizabeth Police Department is exploring a grant through the Edward Byrne Memorial Justice Assistance Grant (JAG) DOJ for technology.
  - The Elizabeth School District has entered into an agreement with LifeSpot.



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- The topper for the CSO truck is in and the brackets have been delivered.
- Officers are training with the Elbert County Sheriff's Officers tomorrow.
- Officer Daisy Tucker completed a week-long interview class in Colorado Springs.
- The Homecoming parade is on Friday.
  
- Development Director Zach Higgins:
  - Mr. Higgins updated the Board on attendance at the APA Conference.
  - Update and discussion on the Walk and Talk.
  - The Historic Advisory Board participated in their first vision session.
  - The Gesin lot RFP did not receive any bids.
  - Update on the Streetscape progress.
  - The Planning Commission discussed code updates.
  
- Public Works Director Mike DeVol:
  - Discussion on the 1<sup>st</sup> scheduled Main Street shutdowns. This will address the following:
    - Adding a 6" fire line.
    - Adding shutoffs.
    - Add a waterline for the Depot lot.
  - An old 280' PVC water line has been located and repaired with a copper line.
  - Public Works is working on a service line survey for CDPHE.
  
- Town Clerk Michelle Oeser:
  - Allison and Hannah have been asked to help other organizations with Invoice Cloud due to their expertise with the program.
  - Update on the Senior Basket project.
  - Update on the Homecoming Parade route change.

## STUDENT LIAISON REPORT

- Mayor Payne
  - Mayor Payne read Student Liaison Sherlock's report.

## BOARD OF TRUSTEE REPORTS

No reports from the Wards.



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## ADJOURNMENT

Motion by Trustee Belongia, seconded by Trustee Einspahr, to adjourn the meeting at 8:30 PM. The vote of those Trustees present was unanimously in favor. Motion carried.

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Mayor Tammy Payne

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Town Clerk Michelle Oeser



**PROCLAMATION**  
**Law Enforcement Records Personnel Week**  
**November 4 – November 18, 2024**

WHEREAS, dedicated law enforcement records personnel serve the citizens of Colorado to provide them with vital services; and

WHEREAS, law enforcement records personnel are crucial in assisting law enforcement agencies to identify, pursue, capture, and process suspects; and

WHEREAS, these professionals continually use their expertise and experience in maintaining criminal justice statistics and improving apprehension strategies; and

WHEREAS, law enforcement records personnel serving the Town of Elizabeth have exhibited professionalism, efficiency, and compassion during the performance of their essential duties in the past year; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff Law Enforcement Records are materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, the state of Colorado has designated the 2nd week in November 2024 to recognize Law Enforcement Records Personnel;

NOW, THEREFORE, I, Tammy Payne, Mayor, of the Town of Elizabeth, do hereby proclaim November 4 through November 8, 2024, as Law Enforcement Records Personnel Week for the vital services they perform.

Given under my hand and Seal of the Town of Elizabeth, Colorado  
On this 22<sup>nd</sup> day of October 2024

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Tammy Payne  
Mayor



# 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 10, 2024  
SUBJECT: Proposed Changes to Financial Policies for the Town of Elizabeth

## BRIEF SUMMARY

This Memorandum discusses some of the complexities of capital improvement funds and a brief summary is likely helpful for the analysis. Currently, computers and software are not funded through the Capital Improvement Fund. This means that even if the Town purchases a dozen computers, at \$1,000 each, this \$12,000 is not a capital expense. The same is true for computer software, even though it may cost tens of thousands of dollars per year for licensing and upgrades. With Board approval, recent changes to accounting standards allow for IT equipment and software to be combined to meet capital expenditure requirements.

The overall impact of the policy change is that computers and software would no longer be expensed as operating expenditures, but rather treated as long-term capital expenditures. The effect is that it lessens the impact on the General Fund and transfers the expenses to the Capital Fund where the costs can be readily absorbed.

## BACKGROUND

1. Aggregating Capital Expenditures to Meet the \$5,000.00 Threshold. The Town of Elizabeth follows the capitalization rules proscribed by the Governmental Accounting Standards Board (GASB) with regard to the capitalization of assets. For purposes of Elizabeth, two conditions must exist to be considered a capital expense: (1) the purchase price for the property or equipment is valued over \$5,000.00; and (2) the acquired asset must have a useful life of more than one-year.<sup>1</sup>

For several years, GASB struggled with how to acknowledge items such as computers, furniture, office equipment, and library books that, individually, could never meet the capitalization standards; while recognizing that in sum these expenditures could far exceed the \$5,000.00 threshold. GASB Implementation Guide No. 2021-1 has clarified this distinction to allow – under certain circumstances – *for individual assets, whose aggregate is significant*. Further, the language seems to imply that capitalization *is required* to capitalize individual assets that are below the threshold when *significant* in the aggregate. With the passage of Question 5.1 in Implementation Guide 2021-1, this change to capital expenditures may be effective for all reporting periods

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<sup>1</sup> See generally, GASB Statement #34. Capital Assets and Depreciation Guidance, August 31, 2001. (Useful life beyond a single reporting period.)



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beginning after June 15, 2023. Furthermore, the change appears to allow retroactive application of the rule from 2021 to 2023 by restating the financial statements for the periods impacted.<sup>2</sup>

For the Town of Elizabeth, with a comparatively small budget, items such as computers and other equipment are quite expensive in the aggregate. For example, within 2024, and expected in 2025, a total of \$54,901.53 will be spent solely to acquire computers/tablets, not including monitors, updated printers, etc. Individually, no single computer can, or likely ever will, approach the \$5,000.00 threshold, yet the impact on the operating budget for the Town cannot be ignored.

The question in the application of GASB Implementation Guide No. 2021-1 is one of *significance*. The term, while used consistently by GASB in analyzing Statement #34, is not defined. As such, it is for the individual governmental entity to determine if something is significant when viewed in its totality. Additionally, care must be taken not to aggregate items which have substantially different useful lives or that are not of the same kind or nature. [For example, commingling computers with phones and police radios and labeling them as “Communication.”]

2. Update to Treat Computer Software Acquisition as a Capital Expenditure. Under some circumstances, capital expenditures may include intangible assets. While in general, we think of capital expenditures as vehicles, desks, heavy equipment, and land, they may also include intangible items such as water rights, easements, and computer software. Both GASB Statement 51 (in this instance software acquisition) and GASB Statement 96 (in this instance software subscription agreements) underscore the need to accurately account for the intangible asset of computer software. Most of the discussion is based on the value of upgrades to existing software, the value of coding, or the process of creating software for sale to others. In the case of Elizabeth, much of this discussion is irrelevant.

To complicate the matter, in many instances, government entities not only directly purchase software, but may also purchase software updates and enhancements to existing software packages. [For example, an upgrade from Adobe Acrobat to Adobe Acrobat Pro, or in the case of EPD including additional services to existing police programs.] For Elizabeth, oftentimes the computers purchased include basic operational software, which likewise is updated by Phoenix Technologies. Lastly, Phoenix Technologies maintains certain types of security software on the computers. Consequently, there are times that the initial purchase of software is combined with future licensing agreements and subscriptions.

GASB 51 was published in June 2007 and became effective after June 15, 2009. The goal was to clarify the categories of intangible assets for accounting purposes. GASB 51 clearly includes computer software (purchased or licensed from a third party) as an intangible asset and is a capital

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<sup>2</sup> This change in capital expenditures was not taken into consideration within prior audits and has not been brought to the attention of staff through the Town’s auditors.



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asset. As such, the Capital Improvement Fund may be used for such purchases if authorized by the governing body.<sup>3</sup>

Similar to the item discussed above, new computer software, and annual licensing agreements do have a substantial impact on the Town's budget. For example, New World Reporting for the EPD has a price of \$35,000 in 2025 if approved by the Board of Trustees, with annual licensing thereafter starting at \$3,000 per year. In total, the Town is expected to spend at least \$103,500 on new software and licensing. If implemented, it is an appropriate expenditure for the Capital Improvement Fund, which is not only capable of supporting the expenditure, but also assists in relieving the strains on the General Fund.

## ANALYSIS

1. Aggregating Capital Expenditures to Meet the \$5,000.00 Threshold. Should the Board of Trustees adopt a change to the Financial Policies, it would allow the Town to combine smaller like-kind purchases into Capital Improvement Fund expenditures.
2. Update to Treat Computer Software Acquisition as a Capital Expenditure. Should the Board of Trustees adopt a change to the Financial Policies, smaller purchases like computers may be combined to meet the standards for using Capital Improvement Funds.

## STAFF RECOMMENDATION

Staff recommends the Board of Trustees consider the application and acceptance of the attached Capital Fund Expenditure Policy to reflect the changes implemented by GASB as more fully set forth herein and in the associated Resolution.

## BUDGET CONSIDERATIONS

While the passage of the Policy does not, in itself, create a budget expenditure, it has substantial budgetary impacts for the General Fund.

## ATTACHMENTS

Capital Expenditure Policy

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<sup>3</sup> There are substantially different lines of thought on this matter, particularly within the private sector. Those include the acquisition of new software, internal upgrades to developer software, and specially developed and purchased software from third parties. While those concerns are important, including for tax purposes, they do not overall impact the analysis for the Town of Elizabeth.

## CAPITAL EXPENDITURE POLICY

The purpose of this Capital Expenditure Policy is to establish updated policies and procedures regarding the definition of a “Capital Expenditure” for the Town of Elizabeth. The underlying goals of the policy are to: (1) provide specific guidance to the Town Staff as to how budgetary items should be considered for purposes of capital expenditures; (2) provide guidance to Staff as to when it may be appropriate to aggregate capital expenditures under Governmental Accounting Standards Board (GASB) Statement #34 and Implementation Guide No. 2021-1 (effective June 15, 2023); (3) provide guidance to Staff as to the potential use of capital funds for the acquisition, maintenance, and licensing of computer software under GASB Statement 51 and GASB Statement 96; and (4) provide guidance for future Boards.

### GENERAL REQUIREMENT:

The Town of Elizabeth, in keeping with GASB, shall consider a capital expense to encompass any single purchase for which: (1) the purchase price for any asset, property, or equipment is valued over five thousand dollars (\$5,000.00); and (2) when the acquired asset, property, or equipment has a useful life of more than one-year.

### EXCEPTION UNDER GASB IMPLEMENTATION GUIDE NO. 2021-1:

The Town’s Finance Manager, in consultation with the Town Administrator, may consider aggregating capital expenditures which do not meet the General Requirement if:

1. The expenditure is considered significant when viewed in the totality of the specific operating budget for the department in which the expenditure arises; OR
2. Such an expenditure is considered significant when viewed in the totality of the Town’s General Fund operating budget.

By way of example the purchase of portable radios for the Elizabeth Police Department, wherein each individual portable radio would not meet the \$5,000.00 expense requirement. The final determination as to the appropriateness of aggregating expenditures under this provision shall be by the Elizabeth Board of Trustees.

### EXCEPTION FOR INFORMATION TECHNOLOGY:

The Town’s Finance Manager, in consultation with the Town Administrator, may consider aggregating capital expenditures which do not meet the General Requirement if:

1. Such an expenditure is for the purchase of computer equipment, including but not limited to, computers, monitors, switches, firewalls, printers, scanners, and related hardware which function either separately or in unison to provide useable technology for Staff and the Public; OR
2. Such an expenditure is for the purchase, installation, and/or upgrade of any computer software determined to be important or necessary in meeting the demands of the Town’s operations or the organization, and such computer software is valued at over five thousand dollars (\$5,000.00); and (2) when such software has a license of at least one (1) year.

The final determination as to the appropriateness of aggregating expenditures under this provision shall be by the Elizabeth Board of Trustees.

**BUDGET CONSIDERATIONS:**

During the Budget Process, the Finance Manager and the Town Administrator shall inform the Board if any of the exceptions detailed herein are being used in the preparation, drafting, and passage of the Town's Budget. Further, a majority of the Elizabeth Board of Trustee, should determine within each Budget, if the public's needs are met through the exercise of the exceptions herein.

**RESOLUTION 24R42**

**A RESOLUTION AMENDING THE CAPITAL EXPENDITURE POLICES FOR THE TOWN OF ELIZABETH TO REFLECT CHANGES TO THE CAPITALIZATION RULES AUTHORED BY THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB).**

WHEREAS the Town of Elizabeth adheres to the rules and guidance provided by the Governmental Accounting Standards Board (GASB) as part of its financial management; and

WHEREAS, GASB has authored changes to its capitalization rules which: (1) allow the Town to aggregate smaller like-kind purchases for capital expenditures should certain conditions exist; and (2) allow for computer software to be considered as capital expenditures if certain conditions exist; and

WHEREAS the Board of Trustees seeks to update and amend existing capital expenditure policies to reflect updates to GASB standards.

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 approves and adopts the revised and updated changes to the Town’s Capital Expenditure Policy as attached hereto as Exhibit A.

PASSED, APPROVED, and ADOPTED this 22nd day of October 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

## CAPITAL EXPENDITURE POLICY

The purpose of this Capital Expenditure Policy is to establish updated policies and procedures regarding the definition of a “Capital Expenditure” for the Town of Elizabeth. The underlying goals of the policy are to: (1) provide specific guidance to the Town Staff as to how budgetary items should be considered for purposes of capital expenditures; (2) provide guidance to Staff as to when it may be appropriate to aggregate capital expenditures under Governmental Accounting Standards Board (GASB) Statement #34 and Implementation Guide No. 2021-1 (effective June 15, 2023); (3) provide guidance to Staff as to the potential use of capital funds for the acquisition, maintenance, and licensing of computer software under GASB Statement 51 and GASB Statement 96; and (4) provide guidance for future Boards.

### GENERAL REQUIREMENT:

The Town of Elizabeth, in keeping with GASB, shall consider a capital expense to encompass any single purchase for which: (1) the purchase price for any asset, property, or equipment is valued over five thousand dollars (\$5,000.00); and (2) when the acquired asset, property, or equipment has a useful life of more than one-year.

### EXCEPTION UNDER GASB IMPLEMENTATION GUIDE NO. 2021-1:

The Town’s Finance Manager, in consultation with the Town Administrator, may consider aggregating capital expenditures which do not meet the General Requirement if:

1. The expenditure is considered significant when viewed in the totality of the specific operating budget for the department in which the expenditure arises; OR
2. Such an expenditure is considered significant when viewed in the totality of the Town’s General Fund operating budget.

By way of example the purchase of portable radios for the Elizabeth Police Department, wherein each individual portable radio would not meet the \$5,000.00 expense requirement. The final determination as to the appropriateness of aggregating expenditures under this provision shall be by the Elizabeth Board of Trustees.

### EXCEPTION FOR INFORMATION TECHNOLOGY:

The Town’s Finance Manager, in consultation with the Town Administrator, may consider aggregating capital expenditures which do not meet the General Requirement if:

1. Such an expenditure is for the purchase of computer equipment, including but not limited to, computers, monitors, switches, firewalls, printers, scanners, and related hardware which function either separately or in unison to provide useable technology for Staff and the Public; OR
2. Such an expenditure is for the purchase, installation, and/or upgrade of any computer software determined to be important or necessary in meeting the demands of the Town’s operations or the organization, and such computer software is valued at over five thousand dollars (\$5,000.00); and (2) when such software has a license of at least one (1) year.

The final determination as to the appropriateness of aggregating expenditures under this provision shall be by the Elizabeth Board of Trustees.

**BUDGET CONSIDERATIONS:**

During the Budget Process, the Finance Manager and the Town Administrator shall inform the Board if any of the exceptions detailed herein are being used in the preparation, drafting, and passage of the Town's Budget. Further, a majority of the Elizabeth Board of Trustee, should determine within each Budget, if the public's needs are met through the exercise of the exceptions herein.



## TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

**TO: Mayor, Mayor Pro-Tem, and Town Board of Trustees**

**FROM:** Mike DeVol, Town of Elizabeth Public Works Director

**DATE: October 22, 2024**

**SUBJECT: NO PARKING RESOLUTION 24R43 FOR SOUTH PEARL STREET**

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

Public Works would like to change the existing Snow Route designation along the East side of S Pearl St to a NO PARKING zone for the entire length of the street. Public Works determined along with Stolfus and Associates Traffic Engineers that a minimum width of the street would need to be a minimum of thirty-six feet in width to allow parking on both sides and still allow two moving vehicles to pass one another in a safe manner. Existing conditions are twenty-seven feet in width which will meet the criteria of one parked vehicle and two cars passing each other in a safe manner. Currently S Pearl St consists of Snow Route No Parking for six months of the year, Resolution 24R33 would allow for year around NO PARKING for safety, health and welfare of Emergency Response Vehicles and daily routine driving of the public.

Public Works recommends the approval of Resolution 24R43 for NO PARKING along the east side of S Pearl Street.

Regards,

Mike DeVol  
Town of Elizabeth  
Public Works Director  
303-913-6453  
[mdevol@townofelizabeth.org](mailto:mdevol@townofelizabeth.org)

**RESOLUTION 24R43**

**A RESOLUTION TO AMEND AND DESIGNATE “NO PARKING” ZONES IN THE TOWN OF ELIZABETH.**

WHEREAS, Article IV, Section 8-4-10 of the Town Municipal Code authorizes the Board of Trustees for the Town of Elizabeth to Prohibit Parking along the East side for the entire length of South Pearl Street.

WHEREAS, Article IV Section 8-4-10 of the Town Municipal Code authorizes the Board of Trustees for the Town of Elizabeth to determine that certain sections of streets should be clear of parked vehicles, trailers, and equipment to ensure safe passage of two Emergency Vehicles passing each other in opposite directions.

WHEREAS, the Board of Trustees previously approved Resolution 07R020 and 23R36 to designate “No Parking” zones in the Town of Elizabeth; and

WHEREAS, with the development and completion of South Pearl Street pavement and sidewalk improvements it becomes necessary to designate additional “No Parking” zones for the health, safety, and welfare of the public.

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

SECTION 1. The Board of Trustees declares the following sections of streets and roads in the Town of Elizabeth as “NO PARKING” zone as follows:

South Pearl Street along the East side curb and gutter for the entire length of South Pearl Street.

PASSED, APPROVED, and ADOPTED this 22nd day of October 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



# 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 22, 2024  
SUBJECT: Relocation of CORE Electrical Lines, Undergrounding, Grant of Easements

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## BACKGROUND

CORE Electric Cooperative (“CORE”) provides electrical services to the Downtown through a series of overhead power lines on Main Street. Since 2021, the Town has discussed the possible relocation of these lines outside of the Town’s right-of-way and/or the undergrounding of the lines. Originally, it was determined that the build-out of the Main Street Station project would further these discussions. However, with the Streetscape Project proceeding in advance of Main Street Station, it is important to address the future of the power lines now during construction of the Main Street Streetscape Project and The Depot Parking.

With the Town’s acquisition of 444 S. Main Street, the Town is now in a position to grant easements to CORE, which would assist CORE in both the movement and the undergrounding of the lines in question. It is the intention of the Town to have the power lines undergrounded from the Town’s southern boundary of Main Street, through an existing utility easement, across the Main Street Station Property, and through the 444 S. Main Street property. Underground electrical service can then be provided to the Carriage Shoppes, The Antelope Alpacas Fiber Arts Center, and to Jeff Struthers Photography.

## ANALYSIS

The relocation and undergrounding of electrical lines is expensive and can be challenging based on the current and future location of the lines. In addition, future demands and developments must also be considered in the process because those may alter the electrical demand and supply. Through several months of negotiations, the Town and CORE have reached an agreement for the relocation and undergrounding, subject to approval by the Board of Trustees.

The basics of the Agreement are as follows: (1) CORE will relocate and underground the lines discussed above, for the total sum of one-hundred thousand dollars (\$100,000) payable by the Town of Elizabeth (this is consistent with the 2021 discussions); (2) the Town will grant all required easements to CORE for the location of the powerline and any above-ground accessories required for safe operation of the lines; (3) should the lines be required to be relocated in the future, all costs associated with the relocation of the lines will be borne solely by the Town of Elizabeth; (4) the Town will provide the necessary easements for recording in the Elbert County land records.

## STAFF RECOMMENDATION

Staff recommends the Board approve the agreement with CORE for the reasons set forth above, and in furtherance of both Main Street Streetscape and The Depot Parking.



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PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

## **BUDGET CONSIDERATIONS**

The payment of one hundred thousand dollars (\$100,000) will be made from the funds allocated and approved in the 2024 Budget for the Main Street Streetscape Project and the 444 S. Main/Spruce Street improvements.

## **ATTACHMENTS**

A Resolution Authorizing the Mayor Of Elizabeth To Execute A Utility Relocation Agreement With Core Electrical Cooperative; Authorizing The Payment Of Funds Under The Agreement; And Authorizing The Mayor To Execute Easements And Other Documents Necessary To Effectuate The Agreement.

## RESOLUTION 24R44

### **A RESOLUTION AUTHORIZING THE MAYOR OF ELIZABETH TO EXECUTE A UTILITY RELOCATION AGREEMENT WITH CORE ELECTRICAL COOPERATIVE; AUTHORIZING THE PAYMENT OF FUNDS UNDER THE AGREEMENT; AND AUTHORIZING THE MAYOR TO EXECUTE EASEMENTS AND OTHER DOCUMENTS NECESSARY TO EFFECTUATE THE AGREEMENT**

WHEREAS the Board of Trustees for the Town of Elizabeth find it advisable to enter into an Agreement with CORE Electrical Cooperative for purposes of relocation and underground of electrical lines in the Downtown; and

WHEREAS the Agreement requires the Town of Elizabeth to tender the sum of one hundred thousand dollars (\$100,000.00) to CORE Electrical Cooperative to assist in offsetting the costs associated with the relocation and undergrounding of the electrical lines; and

WHEREAS the Town of Elizabeth is required to grant certain easements on 444 S. Main Street, Elizabeth to CORE Electrical Cooperative to effectuate the transaction contemplated in the Agreement.

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 enter into an agreement to allow for the relocation and undergrounding of electrical lines, and further authorizes the expenditure of one hundred thousand dollars (\$100,000.00) to be paid to CORE Electrical Cooperative in furtherance of the undergrounding project.

Section 2. The Board of Trustees further authorizes the Mayor to execute Utility Underground Access Easements with CORE in furtherance of the project.

Section 3. The Board of Trustees further authorizes the Mayor to execute any additional documents to implement the undergrounding project hereunder.

Section 4. Such agreements authorized hereunder shall be subject to the final approval of the Town Attorney as to legal form, and in no event shall the authorization hereunder exceed the amount of one hundred thousand dollars (\$100,000.00) to be paid by the Town to CORE.

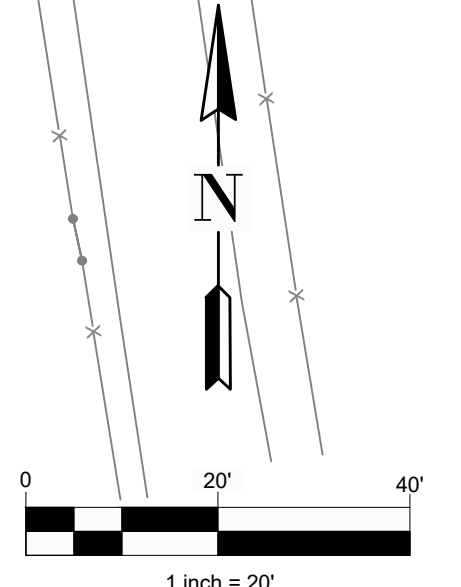
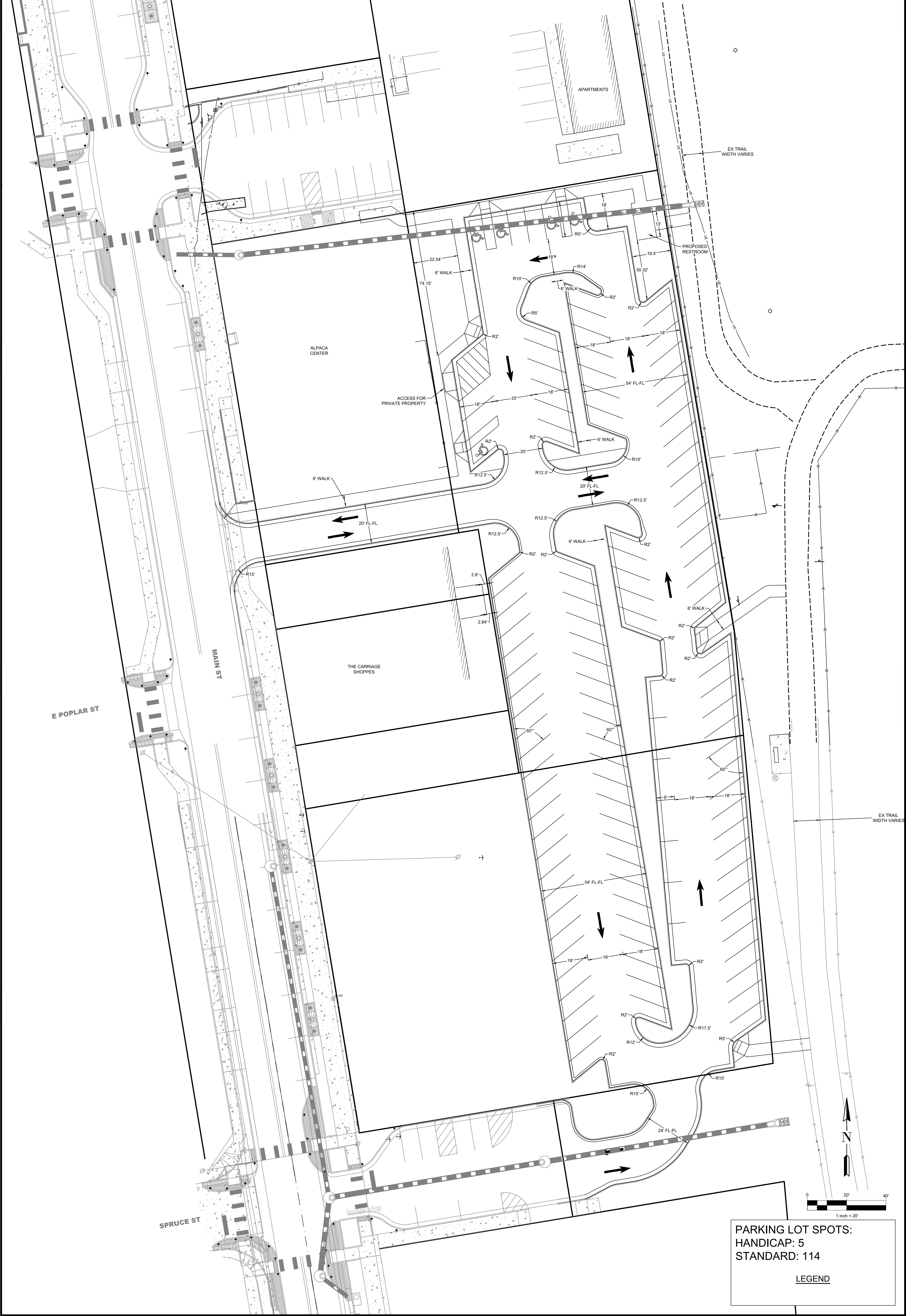
PASSED, APPROVED, and ADOPTED this 22nd day of October 2024, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

\_\_\_\_\_  
Tammy Payne, Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Oeser, Town Clerk

9/23/2024 6:38 AM : X:\TOWN OF ELIZABETH\CAD\EXHIBITS02 - MAIN SPRUCE PARKING\MAIN SPRUCE PARK VEHICLE TRACKING - 2024.09.19.DWG;



PARKING LOT SPOTS:  
HANDICAP: 5  
STANDARD: 114  
  
LEGEND



# ELIZABETH MAIN ST PARKING LOT

# PARKING EXHIBIT

DATE: 9/23/24  
CREATED BY:  
JNS  
SHEET  
2



# 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 22, 2024  
SUBJECT: Events at Fitzgerald Apartments

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On Tuesday, October 15, 2024, at 9:00am the Elbert County Sheriff's Office, in conjunction with the Town of Elizabeth Police Department, issued a Code Red notice for the area located around 175 Spruce Street in Elizabeth. The Code Red included a "Shelter in Place" order and advised residents to close and lock all doors and windows. At approximately 11:30am the Elbert County Sheriff's Office and the Elizabeth Police Department cancelled the "Shelter in Place" and instructed impacted individuals to resume normal activities. Numerous phone calls, emails, and comments on social media raised concerns with what transpired, so there are some items which should be addressed. Hopefully, this responds to most of the concerns.

WHO ISSUED THE CODE RED? The Code Red system is maintained by Elbert County. The Code Red notice was issued by the Elbert County Sheriff's Office in conjunction with the Town of Elizabeth's Police Department.

I DID NOT GET A CODE RED AND I DID NOT KNOW WHAT WAS GOING ON. Code Red is a subscription service that the Town of Elizabeth and Elbert County have been asking citizens to engage with for several years. If you are not signed up for Code Red, you may do so on either the Elbert County website or on the Town's website. If you signed up, and did not receive the notice, then it is because you were beyond the area of immediate concern. Code Red directs the call to specific areas as determined by first responders. Just because a Code Red is issued within Elbert County, it does not mean you will necessarily be notified.

THE TOWN WAS VAGUE AS TO WHAT WAS OCCURRING. Yes. In conjunction with Code Red, and those who received the message, the Town tried to provide relevant information to members of the community. In some instances, such as an approaching fire or chemical spill, additional information would be provided. However, this was a law enforcement action. Providing additional information to the public also means that additional information is going out to people who may be opposed to law enforcement in the matter at hand. Law enforcement and the Town must balance the amount of information immediately released versus that information which could and should be released at a later time.

I LIVE IN ELIZABETH AND I DID NOT GET A MESSAGE. The first question is do you live within the Town of Elizabeth, or within the postal zip code for Elizabeth? The Town of Elizabeth is less than 2 sq. miles in size and has a population of about 1,800 citizens. [The easy rule of thumb is that the Town of Elizabeth is basically along HWY 86 from Taco Bell to County Road 17 by the Elizabeth Park and Recreation District.] The Elizabeth zip code is about 155.88 sq. miles and has over 12,000 residents. So, if you live in Wild Pointe, Cimarron, Pawnee Hills,



# TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

Independence, Spring Valley, or other locations outside of the Town, you may still have the 80107 zip code for Elizabeth, but you do not live in the Town of Elizabeth, Colorado.

SOCIAL MEDIA POSTS. The Town of Elizabeth does not post to the NextDoor App and tries to not provide any critical information via Facebook. The reasons are simple. These social media sites are traditionally untrustworthy and are apt to provide false information as being “in the know.” Please also recognize that as a governmental entity, the Town cannot limit speech on these sites, even if patently and glaringly false.

If critical information must be put out to select individuals, there are means to share this information through Code Red, direct phone calls, emails, and even in person. Again, we live in a society where everyone expects immediate responses and immediate information, and this is not practical in an ever-evolving law enforcement situation.

I COULD NOT GET BACK INTO MY APARTMENT, EVEN AFTER IT WAS OVER. We understand that several residents were not allowed to immediately return to their apartments. This is unfortunate, and every action was taken to hurry up the process. However, it was still an active crime scene, which included an officer shooting and the loss of a life. Under these circumstances, patience and understanding is sought and appreciated, recognizing the fear and disruption to the residents of the apartment building.



## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

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

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

www.townofelizabeth.org

## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 09/29/2024 to 10/12/2024



### **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 **09/29/2024 at 12:01 a.m. to 10/12/2024 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. \**



Colorado Association of  
Chiefs of Police





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### Total Calls for Service:

226

### Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
14	6	7	0	1

### 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	1
Alarm-Business Burglary	1
Animal Complaint	4
Assault	1
Assist to Fire Department	1
Assist to Other Agency (non-urgent)	4
Assist to Other Agency (urgent)	1
Business Check	11
Child Abuse	1
Citizen Assist	7
Citizen Contact	13
Civil	2
Crime Prevention	17
Disturbance	3
Domestic Violence-Verbal	1



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Follow Up	22
Harassment	1
Increased Patrol	66
Livestock Complaint	2
Medical Assist	3
Menacing	1
Missing Endangered Person	1
Motorist Assist	2
Municipal Ordinance Violation	4
Motor Vehicle Accident-Property Damage	5
Park Check	2
Parking Complaint	1
Report Every Drunk Driver Immediately	5
Sex Assault on a Child	1
Suicidal Subject	1
Suspicious Circumstance	4
Suspicious Vehicle	5
Theft	2
Traffic Complaint	1
Traffic Hazard	2
Traffic Stop	14
Vehicle Theft	1
Vehicle Trespass	1
VIN Verify	4
Welfare Check	4
Wildlife	2



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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.
24-2832	Financial Crimes	Investigation into fraud 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.
24-4413	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
24-4865	Child Abuse	Investigation into an alleged child abuse that occurred in Town.
24-4901	Menacing Child Abuse	Investigation into an alleged child abuse 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:
24-4542	Harassment	EPD responded to an assault that occurred at a local school. Upon completion of the investigation, probable cause existed for criminal charges and the suspect was issued a municipal summons.
24-4585	Assault	EPD responded to an assault that occurred at a local school. Upon completion of the investigation, probable cause existed for criminal charges and



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		the suspect was issued a municipal summons.
24-4668	Motor Vehicle Accident	EPD responded to a two-car crash. After investigation, the driver who caused the crash was issued a municipal summons
24-4712	Minor in Possession of Nicotine	EPD encountered a juvenile who was in possession of a nicotine vape. As this was the juvenile's 1 <sup>st</sup> offense, they were referred to the 2 <sup>nd</sup> chance program.
24-4590	Motor Vehicle Accident	EPD responded to a hit and run crash. After investigation, EPD was unable to determine who caused the crash. The case was deactivated.
24-4754	Disturbance	EPD Officers responded to a verbal disturbance. After investigation, there was insufficient probable cause to support criminal charges.
24-4783	Domestic Violence	EPD Officers responded to a verbal domestic violence. After investigation, there was insufficient probable cause to support criminal charges.
24-4763	Motor Vehicle Accident	EPD responded to a two-car crash. After investigation, the driver who caused the crash was issued a municipal summons.
24-4698	Found Property	Personal property was brought into EPD. Officers attempted to notify the owner of the missing property, however, were unable too. The item was booked into the property room for safekeeping.
24-4809	Motor Vehicle Crash Assist to ECSO	EPD assisted the Elbert County Sheriff's Office for a vehicle vs. pedestrian crash. There were no serious injuries. A county summons was issued for the driver of the vehicle.
24-4829	Theft	EPD concluded an investigation into a theft. After the investigation was over,



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		there was insufficient probable cause to pursue criminal charges.
24-4780	Suspicious Circumstance	EPD responded to a suspicious phone call at a business. After the investigation was completed, it was discovered the call was a prank by a juvenile. The juvenile's parents were contacted, and education was provided to the juvenile.



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# TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

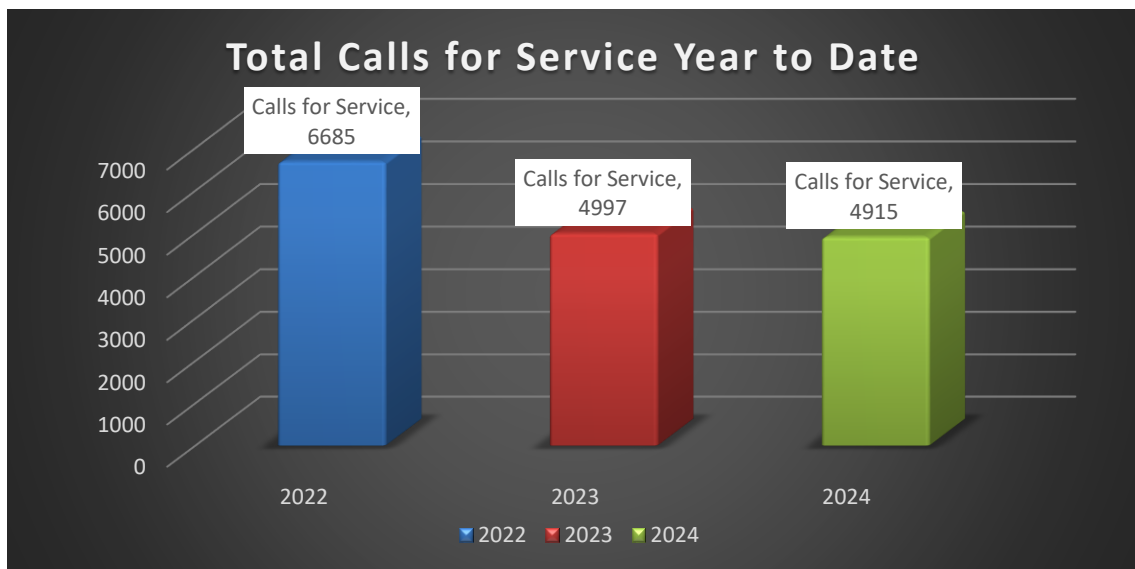
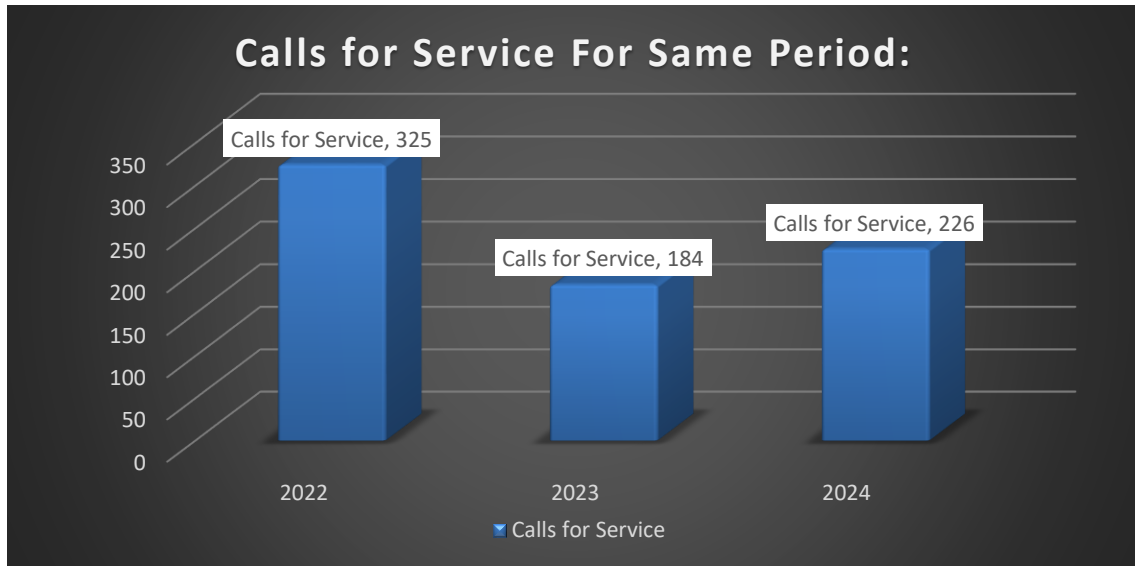
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## Historical Data:



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# TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

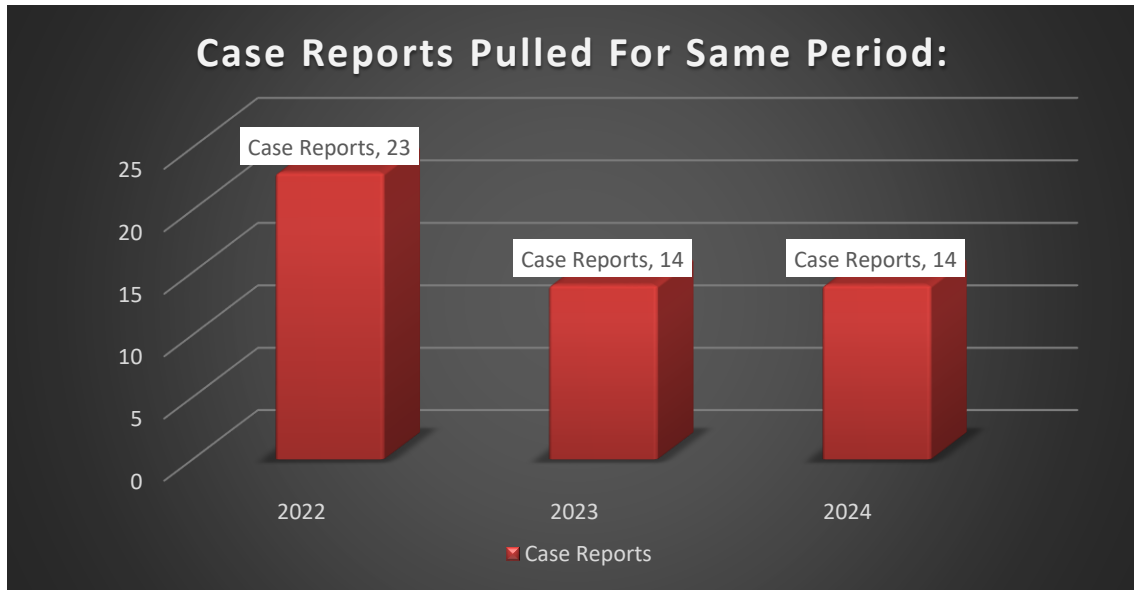
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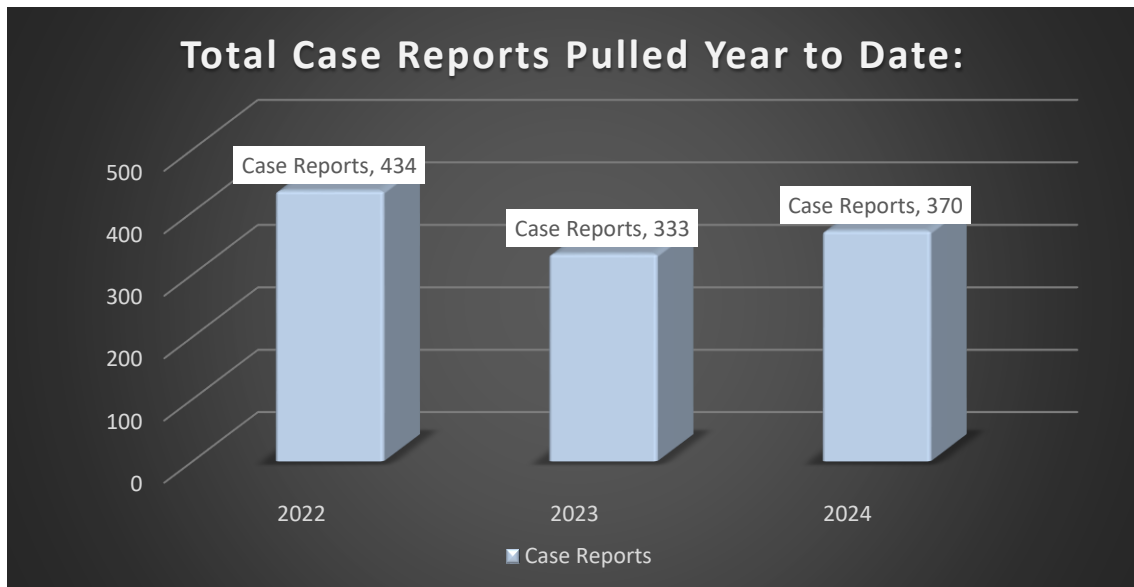
Police@townofelizabeth.org

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## Case Reports Pulled For Same Period:



## Total Case Reports Pulled Year to Date:



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# TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

TO: Honorable Mayor, Mayor Pro-Tem and Town Board of Trustees

FROM: Mike DeVol, Public Works Director

DATE: October 22, 2024

SUBJECT: Public Works Monitoring Report

---

**\*Town Street Paving Improvements Project:**

1. Temporary Pot hole work has been completed in Hillside Subdivision. Additional work will be ongoing as the deeper repairs compact and more asphalt will need to be added.
2. Public Works used 110 tons of asphalt patching material on potholes within Hillside subdivision.
3. Repairs/Warranty work has been concluded on Pearl St., Mobile St., and Chestnut.

**\*Town Main St. Decorations:**

1. Main St. solar street lights are being removed and have been placed at the two new mail kiosk locations.  
Any lights that are left over will be placed at strategic locations within RC Park for events.

**\*Town Wells, Tanks and Effluent:**

1. All three tanks are in operation and typically store between 1.1 million gallons and 1.5 million gallons depending on daily operational needs.
2. Public Works is at 85 percent completion of Operating/Exercising all main line water valves per the state regulations for 2024.

**\*Town Water Line (NON) Emergency Repair:**

None for this reporting period.

**\*Town Hall/ Repairs/ Landscaping Plan:**

None for this reporting period.

**\*Town Walkway Repairs:**

1. Public Works continues to repair areas around town.

**\*Town Street Maintenance/Striping Projects:**



# TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

1. Public Works is preparing for snow removal season.
2. Street Striping will take place in the spring of 2025

\*Town Snow Plowing and Street Sweeping: SNOW ROUTE SEASON is fast approaching on Nov. 1<sup>st</sup> 2024.

1. PW has been installing new snow route signs in Gold Creek Valley and Legacy Village as time allows.

\*Town New Wells at Ritoro/Gold Creek Valley:

1. The new Wells building is complete, and PW is planning an Open House Grand Opening once the land issue has been completed.
2. Landscaping will take place in 2024-2025 depending on item #1. PW will work with the 4 adjacent property owners for their approval of the landscape sketch to ensure that we conceal as much of the building as possible from their views.
3. The Back-up Generator (Diesel) that is installed and tested allows Public Works to operate Arapahoe 2 and Denver 2 Wells during any event that electrical service is not available.

\*Town Trail Project:

1. PW has completed a walk-through inspection with our reporting Agency Stantec Engineering for guidance after the flooding and the loss of previously planted vegetation, bushes and trees.
2. 2023 Reporting has been sent to CDOT and other agencies. PW is awaiting a decision on a course of action(s) that will be required to fulfill our Trail obligations. (#9 below on upcoming projects).

\*Gold Creek Lift Station Improvements:

None at this reporting period.

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

\*Gold Creek Wastewater Treatment Plant (GCWWTP)

1. Staff is completing Regulation 64 Biosolids sampling this week.



# TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

\*Town Clean Up Day/ Paint Round-Up/Arbor Day  
None at this reporting period.

\*Town Public Works News

1. Long time resident, friend and NAPA Employee Lance Homer passed away peacefully Saturday evening October 12<sup>th</sup>, 2024.

\*Town Farmers Market:

1. Event Park Name is Running Creek Park, and the events have ended for the year.
2. Public Works will keep one Porta Potty at RC Park year around until the Depot Parking Lot is completed and bathrooms added at that site.

\*Town Parks and Right of Way (ROW):

1. Porta-Potty will remain at Bandt Park parking area for the Winter season.
2. Bandt Park restrooms are now Closed for the Winter season.
3. The concrete trail is complete. Seeding and erosion control is underway. This connects Playground equipment, restrooms, pavilion all to the parking lot at Chestnut St.

Upcoming Projects:

1. PW has started preparations for 2024 the following Annual Reporting:
2. Annual Biosolids is being compiled for 2024 for reporting to CDPHE.
3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
4. PW is compiling test results of PFAF's (radiation/radiological). Results will be reported to CDPHE.
5. Water Augmentation and Recording
6. Water Lead and Copper sampling
7. Water Constituents Metals Sampling
8. Annual DMR (Daily Monitoring Report) Gold Creek Wastewater Plant
9. Tree City USA Application/ Accepted and approved by Tree City USA
10. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
11. PW has begun 2024 Highway User Tax Fund (HUTF) reporting and data processing.
12. PW is completing Lead and Copper testing per CDPHE guidelines for 2023/2024
13. Flushing of the entire town's water supply system is completed every 6 months.
14. Service line audits are on going for materials per CDPHE.

Mail Kiosk:



# TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

1. Public Works has completed the Solar Street Lights at Mail Kiosk in various locations to aid in nighttime safety and mail collections by residents. The solar lights will be removed the second week of September from Main St and relocated to Kiosk area to save money on purchases.
2. Public Works has enhanced the recycled asphalt parking area at the Washington St Mail Kiosk.

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



# TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

October 22, 2024

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

Hannah

- Hannah is at a conference this week; no report will be provided for this meeting.

Allison

- We are receiving a \$1,000.00 sponsorship from Tallgrass Energy for the Mayor's Tree Lighting. We are extremely grateful for their contribution and are naming the elf tent after them for this year.
- I completed 5 passport appointments while being under the "Shelter in Place". We kept everyone safe by running the appointments through the board and conference rooms. People who had come in from out of Town appreciated our extra efforts to proceed with their appointments while still ensuring their safety.

Harmony

- Town Hall staff had a great time dressing up and joining in the festivities for homecoming week. We appreciate being able to represent the Town and participating in the Homecoming Parade.
- I had the first meeting with the designer for our new website. We are hoping to have a mock-up ready to review within a week.

Michelle

- I am open to suggestions of places to put the Senior Basket Collection boxes.
- I had the opportunity to participate in the Oral Boards for prospective Officer candidates.
- Staff had a grand time supporting the EHS Homecoming week by dressing up each day to match the High School fun. It was great fun to participate in the parade.
- Harmony and I will be attending the Annual Clerks Association Conference next week. The conference is a great opportunity to attend training and network with clerks from around the state.
- We will be closing the office early on Thursday, October 24<sup>th</sup>, as Harmony and Allison have both been nominated for awards. The awards dinner is that evening at 6:00 pm.



# TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

- Reminder: The Board has a space at the Boo Bash scheduled for October 26<sup>th</sup>. 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.
- Reminder: The rescheduled Elizabeth Movie Night (drive-in) will be on October 26<sup>th</sup> from 6:30 to around 9:00 pm at the High School.
- The regularly scheduled November 26<sup>th</sup> Board Meeting has been moved to **November 21<sup>st</sup>**. This is due to the 26<sup>th</sup> being during 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**





**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS**  
**September 9, 2024**

**CALL TO ORDER**

The Regular Meeting of the Historic Advisory Board was called to order on Monday, September 9, 2024, at 4:34 PM by Vice Chair Aimee Woodall.

**ROLL CALL**

Present were Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Members Dennis Rodriguez, Jacque Hallett, and Lynn Mitchell. Chair John Quest was not present. There was a quorum to conduct business.

Also present were Planner/Project Manager Alexandra Cramer, Planning Technician Dianna Hiatt, and Deputy Town Clerk Harmony Malakowski.

**PUBLIC COMMENT**

There was no public comment.

**AGENDA CHANGES**

No agenda changes from Staff.

No agenda changes by the Board.

Agenda set.

**CONSENT AGENDA**

1. Minutes of the Regular Meeting of August 5, 2024

Motion by Historian Rasmussen, seconded by Ms. Mitchell, to approve the Consent Agenda as presented.

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

**NEW BUSINESS**

2. Discussion Regarding Upcoming Visioning Workshops

Ms. Cramer provided a Staff report. Discussion followed.

3. Discussion Regarding Publicity Strategy

Ms. Cramer provided a Staff report. Discussion followed.



# TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

## STAFF REPORT

- Planner/Project Manager Cramer provided updates regarding:
  - Oral Histories.
  - Historic Board website.
  - Plaques.
  - Upcoming Walk and Talk.
  - Upcoming joint workshop with the Board of Trustees has been canceled.

## BOARD REPORTS

There were no further Board Reports.

## ADJOURNMENT

Motion by Ms. Mitchell, seconded by Ms. Hallett, to adjourn the meeting at 5:26 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

  
Chair John Quest

  
Town Clerk Michelle Oeser

