Town of Elizabeth

Board of Trustees Workshop 2026 Budget

Tuesday, June 10, 2025, at 6:30 PM

Board of Trustees Regular Meeting

Tuesday, June 10, 2025 at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

Zoom link to view meeting

Join via phone: 1 669 900 9128 **Meeting ID:** 862 9666 8271

Meeting Passcode: 314414

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

Agenda Changes

Consent Agenda

1. Minutes of the May 27, 2025, Regular Meeting

New Business

2. Discussion and possible appointment of new Board Member – Michelle Oeser

3. Recognition of Jeff Lehman – Alex Cramer

4. Discussion with PattyAnn Fontenot with Connections for Families - PattyAnn Fontenot

5. Discussion and possible direction regarding the issuance of a building moratorium within the Town of Elizabeth and the topic of vested property rights – Corey Hoffman

6. Discussion and possible direction regarding entering into an agreement for the acceptance of wastewater from the Ridgewood Estates PUD / Pine Ridge Metro District [formerly known as Elizabeth West] – Patrick Davidson and Mike DeVol

7. Discussion and possible direction regarding entering negotiations for a potential land transaction involving the trade of 601 Pine Ridge Street for unplatted lands commonly known as the Abraham Lot (Parcel ID 8513226004) – Patrick Davidson

8. Discussion and possible direction regarding Gold Creek Commons Planned Unit Development (PUD) – Patrick Davidson, Mike DeVol and Alex Cramer

9. Discussion and possible direction regarding the issuance of a Request for Proposals (RFP) for a Facility Master Plan – Patrick Davidson

Management Monitoring Reports

10. Management Monitoring Reports

Board of Trustees Report

11. Board Reports

Minutes

12. Minutes of the Historic Advisory Board Meeting of May 5, 2025

Adjournment

Town of Elizabeth

Board of Trustees Regular Meeting - Record of Proceedings

Tuesday, May 27, 2025 at 7:00 PM
Town Hall, 151 S. Banner Street

Call to Order

The Regular Meeting of the Board of Trustees for the Town of Elizabeth was called to order on Tuesday, May 27, 2025, at 7:05 PM by Mayor Angela Ternus.

Roll Call

Present:
Mayor Angela Ternus
Mayor Pro Tem Tracy Hutchins
Trustee Loren Einspahr
Trustee Dave Conley
Trustee Michael Schroder
Trustee Steve Gaither
Student Liaison Landen Sherlock

There was a quorum to do business.

Also in Attendance:
Town Administrator Patrick Davidson
Town Clerk Michelle Oeser
Public Works Director Mike DeVol
Assistant Public Works Director James McErnie
Planner / Project Manager Alex Cramer
Town Attorney Corey Hoffmann

Pledge of Allegiance

Mayor Ternus led the Board in the Pledge of Allegiance.

Public Comment

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

Paul Schwarzkopf - Town of Elizabeth Resident

Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

Consent Agenda

1. Minutes from the May 13, 2025, Board of Trustees Regular Meeting

2. Amending Resolution 25R19 to 25R19.5

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Gaither, to approve the consent agenda.
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither
Voting No: None

Motion Passed Unanimously (6-0)

3. Presentation to Landen Sherlock

Mayor Ternus presented Student Liaison Landen Sherlock with a Certificate of Appreciation and a Scholarship check.

4. Swear in Officer Braydon Campbell

Chief of Police Engel introduced Officer Braydon Campbell to the board. Officer Campbell spoke with the board, Ms. Oeser swore in Officer Campbell.

New Business

5. Discussion and possible action on Resolution 25R21, a Resolution approving the Collaborative Management Memorandum of Understanding between the Town and various agencies regarding the provisions of services to children and families who would benefit from Multi-Agency Services - Chief Engel

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to Approve Resolution 25R21, a Resolution approving the Collaborative Management Memorandum of Understanding between the Town and various agencies regarding the provisions of services to children and families who would benefit from Multi-Agency Services.
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither
Voting No: None

Motion Passed Unanimously (6-0)

6. Action on choosing a Town of Elizabeth 135th Birthday Sticker Contest winner - Michelle Oeser

The Board provided Staff direction on their choice of the 135th Birthday Sticker Contest winner.

Mayor Ternus closed the Regular Meeting and entered into the Public Hearing at 7:34 PM.

Public Hearing

7. Ordinance 25-07, adoption of the 2024 Model Traffic Code - Patrick Davidson

Mr. Davison provided a Staff Report.
Mayor Ternus opened the Hearing for public comment.
There was no public comment provided.

Mayor Ternus closed the Public Hearing and entered the Regular Meeting at 7:37 PM.

Old Business

8. Discussion and possible action on Ordinance 25-07, an Ordinance Repealing and Reenacting Article I of Chapter 8 of the Elizabeth Municipal Code Adopting by Reference the 2024 Model Traffic Code - Patrick Davidson

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve Ordinance 25-07, an Ordinance Repealing and Reenacting Article I of Chapter 8 of the Elizabeth Municipal Code Adopting by Reference the 2024 Model Traffic Code.
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither
Voting No: None

Motion Passed Unanimously (6-0)

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 7:38 PM.

Public Hearing

9. Ordinance 25-08, Amending Code regarding Assisted Living Services - Alexandra Cramer

Alex Cramer provided a Staff Report.
Mayor Ternus opened the Hearing for public comment.
There was no public comment provided.

Mayor Ternus closed the Public Hearing and entered the Regular Meeting at 7:46 PM.

New Business

10. Discussion and possible action regarding Ordinance 25-08, an Ordinance Amending Various Provisions of Chapter 16 of the Town of Elizabeth Municipal Code Updating the Town's Land Use and Development Code - Alexandra Cramer

Motion by Trustee Schroder, seconded by Trustee Einspahr, to approve Ordinance 25-08, an Ordinance Amending Various Provisions of Chapter 16 of the Town of Elizabeth Municipal Code Updating the Town's Land Use and Development Code.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither
Voting No: None

Motion Passed Unanimously (6-0)

11. Discussion and possible action on Ordinance 25-09, an Ordinance Amending Article II of Chapter 2 of the Town of Elizabeth Municipal Code by the Repeal of the Town's Three-Ward System - Corey Hoffmann and Patrick Davidson

Motion by Trustee Schroder, seconded by Mayor Pro Tem Hutchins, to approve Ordinance 25-09, an Ordinance Amending Article II of Chapter 2 of the Town of Elizabeth Municipal Code by the Repeal of the Town's Three-Ward System.
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Conley, Trustee Schroder, Trustee Gaither
Voting No: Trustee Einspahr

Motion Passed (5-1)

Management Monitoring Reports

12. Management Monitoring Reports

- Town Administrator Patrick Davidson:
  - Discussed the Pine Ridge Metro District.
  - A Draft Emergency Evacuation Plan was provided to the Board.
  - Discussion on having a Community / Senior Center Workshop on June 18, 2025.
  - We the People of Elbert County would like to put on a duck race during a Friday Night Market.
- Chief of Police Jeff Engel:
  - No SRO applications have been received.
  - Officer Campbell has graduated the Pikes Peak State Regional Law Enforcement Academy. He has entered field training phase I.
  - Officer Cutler has entered his shadow phase and is anticipated to be on solo patrol.
  - Elizabeth Police Department hosted the Advanced Police Concepts Front-Line Supervision course.
  - Intern Kye Cutler has been busy working with the Police Department on health and wellness.
  - We are implementing an overlap shift from 12PM-10PM.
  - SRO Steven Herbel will be working a 4P-2A shift to supplement night shift patrol.
  - Mayor Ternus asked about the process for citing nuisance properties in Town.
  - Mayor Ternus asked how the new Police Academy format was going.
- Public Works Director Mike DeVol:
  - Mayor Ternus discussed tank repairs.
  - Trustee Schroder discussed Main Street drainage.
  - Discussion on items to be completed on the Main Street Project.
  - Mayor Ternus asked about having the American Legion Medallions on the Town Welcome signs.
  - Discussion on maintenance issues along Highway 86 in front of Sonic.
- Town Clerk Michelle Oeser:
  - Discussion on the upcoming Elizabash.
  - Ms. Oeser gave a brief update on attending the IIMC Conference.

    - Ms. Oeser stated that Harmony and Allison did a great job covering while she was at the conference.

Student Liaison Report

- Student Liaison Landen Sherlock:
    - School is done for the year.
    - The girls' soccer team made it to the first round of State competition.
    - A number of students made it to the State track meet.
    - Glad to have been able to attend meetings and he learned a lot about government.
    - Really appreciated the Trustees for allowing him to be a part of the Board.

Board of Trustees Report

13. Board Reports

- Trustee Loren Einspahr:
    - Discussed that a citizen from Ward 2 had a concern about alcohol being illegally consumed at an event in Town.
- Mayor Angela Ternus:
    - Attended the Colorado Municipal Leagues District 5 Meeting.
- Trustee Steve Gaither:
    - Discussion on why the train mural is all passenger cars.

Minutes

14. Minutes from the February 4, 2025, Planning Commission Regular Meeting

15. Minutes from the April 14, 2025, Main Street Board of Directors Regular Meeting

Executive Session

16. An Executive Session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. 24-6-402(4)(e), regarding the potential annexation of 889 South Elizabeth Street into the Town of Elizabeth.

Motion by Mayor Ternus, seconded by Trustee Einspahr, to adjourn the Regular Meeting at 8:58 PM. and open an Executive Session to hold a conference with the Town's Attorney 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 the potential annexation of 889 South Elizabeth Street into the Town of Elizabeth.
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Schroder, Trustee Conley, Trustee Gaither.
Voting No: None

Motion Passed Unanimously (6-0)

Motion by Mayor Ternus, seconded by Trustee Schroder, to adjourn the Executive Session and return to the Regular Meeting at 9:35 PM.
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Schroder, Trustee Conley,

Trustee Gaither.
Voting No: None

Motion Passed Unanimously (6-0)

Adjournment

Motion by Trustee Gaither, seconded by Mayor Pro Tem Hutchins, to approve the Adjournment at 9:35 PM.
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither
Voting No: None

Motion Passed Unanimously (6-0)

____________________________________ ____________________________________

Town Clerk Michelle Oeser   Mayor Angela Ternus

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: June 10, 2025
SUBJECT: Ward 3 Appointment

SUMMARY
Staff received Ms. Thye's letter of interest and application on May 19, 2025. Ms. Thye resides in Ward 3 and meets all the qualifications and requirements to fill the open Ward 3 seat on the Board. Ms. Thye currently holds a seat on the Planning Commission.

STAFF RECOMMENDATION
Staff will not provide a recommendation on this appointment.

ATTACHMENTS(S)
Letter of interest
Application

APPLICATION FOR APPOINTMENT TO THE TOWN OF ELIZABETH BOARD OF TRUSTEES

Name: ___Cynthia Thye_______________________________________

Physical Address: [redacted]________________, Elizabeth, Colorado 80107*

Mailing Address: _______________________________ (if different than physical address)

Years of Residency in the Town of Elizabeth: ______3______

Are you registered to vote in Elbert County, Colorado? Yes__X____ No_____

Number of Board of Trustee Meetings Attended in Last Six (6) months? __Approx. 3_________

Number of Public Meetings (any type) Attended in Last Six (6) months? _Several__________

Place of Employment: _Self Employed in Creative Industries_________________ (For conflicts of interest only).

Did you vote in the Town's most recent election? Yes__X____ No______

Please attach your resume or curriculum vitae to this application.

*Note – An Elizabeth mailing address does not necessarily mean you reside in the jurisdictional boundaries of the Town of Elizabeth. If you are unsure if you are a Town resident, please call the Elizabeth Town Clerk to verify.

Please respond to the following questions. Feel free to attach additional pages as may be necessary.

1. Have you ever held elected office? If so, please provide the location, length of service, and any positions held: Yes - Precinct Committee Person, 1-2 years.

2. Have you ever served on a Board of Directors, Board of Trustees, or Advisory Board in any capacity (for-profit, non-profit, volunteer, charity, or other)? Yes. Currently serving on the non-profit board of Elbert County Artists Guild. Currently serve on the Gold Creek Valley HOA ARC. Currently I serve on the Elizabeth Planning Commission. I served on the board of Parkers Artists Guild. I served on the board of a state chapter of the Community Development Society.

3. What do you consider the most important issue facing the Town of Elizabeth? What do you think should be done?
Striving to keep Elizabeth a community with a high quality of life balanced with low cost of living. Development pressures on Elizabeth due to close proximity to Denver and Colorado Springs. Growth is coming, and it needs to be managed and planned for in a way that preserves the Town's heritage and quality of life; is fiscally responsible; and honors values of the Town and Towns' people. Business and economic development to increase the tax base. For Elizabeth to be a viable, vibrant community it needs more revenue from Town businesses. It cannot achieve success by relying on revenue primarily from residential property taxes which do not generate large amounts of revenue. Desirable businesses need to be attracted and recruited. They are not going to come organically. For example, medical clinics and medical specialties are needed in Elizabeth. Most people drive 30 or more miles one way for medical treatment. It might take the majority of one day to get one medical test or treatment. This does not contribute to a high quality of life and is a financial/time burden to some residence.

4. What is one thing that you dislike about the operations in the Town of Elizabeth, and how would you change that item?

More resources need to be devoted to desirable business attraction.

Administrative decisions made outside public hearings should be more transparent to the public.

More consistent ordinance enforcement. Transparency and rational on why some ordinances are enforced and others are totally ignored.

5. What is one thing you like about the operations in the Town of Elizabeth? How would you improve this item?
I generally like the customer service staff provides. For example, if a resident wants to discuss an issue, staff will meet with residents to talk about issues and policies, ordinances, and the Municipal Code. Also, staff have done a good job securing grants for the community.

6. What papers, documents, websites, or other information did you review in anticipation of submitting this application to the Board of Trustees?

Comprehensive Plan. The Town website. Elizabeth Municipal Code Article II. Colorado Statue Title 31, Article 4.

7. Why do you want to serve on the Board of Trustees for the Town of Elizabeth?
First and foremost, to serve my community and serve as a good representative of Ward 3. I have a Master of Public Administration and several years of government experience as well as experience as experience as a bank loan officer that will help me fulfill the duties of Trustee. In this role I can be a visionary and contribute positively to the betterment of Elizabeth now and in the future. Finally, to be a voice for the needs and concerns of residents in Ward 3.

8. If you are appointed to the Board of Trustees, are you willing to run for the position again? Why or why not? I am willing to seriously consider running for the position when the term expires to provide continuity for a longer period of time.

9. Do you have any experience in accounting, reviewing budgets, bookkeeping or related fields? Please explain. Yes. I have commercial loan officer experience that include credit analysis and determination of gap financing as well as account receivable purchasing programs experience. I have owned and operated a small retail business and performed accounting, projected financials, etc. Currently, I serve as the President for an art guild non-profit and am very involved in the finances.

10. Please provide any additional information that you believe is valuable for the Board in making its decision for your potential appointment to the Board of Trustees.
I have a servant's heart and work well with others. I believe I bring integrity, advanced government policy education, and finance knowledge to the role. I am an ethical, reasonable person that will be a good listener to the wants and needs of the residents.

Cynthia Thyl 5/19/2025
Signature

By submitting this application, you acknowledge that the role of Trustee requires active participation in the political process. If selected as Trustee, you acknowledge you will meet the obligations required of you under the Town Code, Colorado Law, and the Town of Elizabeth Code of Conduct for Elected Officials.

CYNTHIA LISTON THYE

[redacted] ♦ Elizabeth, CO 80107

[redacted]

◄ ACHIEVEMENTS AND QUALIFICATIONS ►

- Executive level administration experience including 5 years' experience in finance and budgeting.
- Excellent IT skills in Microsoft Office, Google Docs, & website design/administration.
- Nine years of Economic Development experience including business customer service/project management.
- Over two years commercial lending and credit analyst experience.
- Excellent computer skills in Microsoft Office; and proficient in CivicPlus web design & admin.
- Construction and building permitting knowledge – flipped ten residential properties each making large profit.
- Non-profit leadership experience recognized for achievements by Colorado Main Street Program and the Colorado Small Business Development Center Network
- Master of Public Administration with a 4.0 GPA & Cert. Econ. Dev. Finance Professional.

◄ WORK EXPERIENCE ►

ECONOMIC DEVELOPMENT MANAGER, Elbert County – 9/2022 to 12/2023
Kiowa, CO 80117

Generate and develop new business attraction leads, outreach strategies, and relationship building including weekly outreach calls and meetings with community partners at local, State, and Federal levels. Educate and assist business clients on regional economic development programs and opportunities. Respond to Request for Proposals. Maintain client relationship database. Coordinator of County sesquicentennial events.

SPECIAL ASSISTANT TO COUNTY MANAGER AND PUBLIC INFORMATION OFFICER, Elbert County – 12/2022 to 9/2023
Kiowa, CO 80117

Provide administrative support to Commissioners, County Manager, County Attorney, and County Engineer often regarding sensitive information. Represents County and coordinates work of various boards and community groups. Website administrator. Responsible for all County Insurance. Process open record requests coordinating with County Attorney. Maintain compliance with all statutory requirements. Assist other departments in coordination and training new staff. Public Information Officer – responsible for website content, social media, notifications, press releases, and coordinated media interviews for Commissioner Chair. Performed PIO duties for three emergencies – one fire and two floods. Promoted to Economic Development Manager.

SUBSTITUTE TEACHER, Platte Canyon School District – 2017 to 2018
Bailey, Colorado 80421/Lakewood, CO 80214

Substitute teacher for middle and high school students including math, science, history, government, English, and resource room.

PARISH ADMINISTRATOR, Episcopal Diocese of Colorado/Evergreen Parish – 2016 to 2017
Evergreen, Colorado 80439

Executive Administrative Assistant to the Rector/Lawyer. Charged with administration and marketing of campus including a church, chapel, greenhouse, food bank, homeless shelter, columbarium, vegetable market, rectory, chapel, sexton house, five low-income apartments, and open space. Responsible for website and all social media campaigns. In charge of all deposits. Volunteer Coordinator for four ministries.

OWNER RETAIL MALL BUSINESS, Three Denver Colorado Metro Malls- 2003/2006
Three Denver Colorado Metro Malls

Own and operate a mall kiosk business with 10 part-time employees. Performed sales/marketing, customer service, production, fiscal management, employee training, payroll, and human resource functions. Develop and execute social media and mass e-mail strategies.

ASSISTANT VICE PRESIDENT OF BUSINESS BANKING, State Bank of Chanhassen – 1998/1999
Chanhassen, Minnesota 55317

Responsible for marketing, accessing, structuring, negotiating, and administering commercial credits to existing and new merchants. Portfolio value exceeded $12 million. Responsible for branch management on a rotational basis. Approve consumer and mortgage credits for non-officer employees. networking groups.

ASSISTANT VICE PRESIDENT, Capital Bank – 1997/1998
St. Paul, Minnesota 55117

Primary responsibility is managing the loan department, including supervising personnel and assuring compliance with federal regulations. Secondarily, serve as a lender. Portfolio value exceeds $5 million, of which the majority is commercial loans. Responsible for all Year 2000 planning and training of staff. Present loans that exceed lending limits to Bank Committees for approval. Research and develop Bank policies on various issues. Responsible for branch management on a rotational basis with other bank officers. Work extensively with local community and networking groups, including attending meetings and serving on committees and public presentations.

PROJECT MANAGER, Division of Marketing/Business Development - 1988/1997
Iowa Department of Economic Development
Des Moines, Iowa 50309

Project Manager for Bureau that administers $8,000,000 community and economic development grant/loan fund – Community Economic Better Fund. Performed due diligence on new projects and monitoring progress of funded grants/loans as well as annual audits on each project. Tracked loan payments and program statistics. Performed contract management with Attorney General Office and Department legal staff. Collaborated with local governments and other state departments on projects. Worked closely with local development corporations, investors, and venture capital entities.

◄ EDUCATION ►

MASTER OF PUBLIC ADMINISTRATION - GPA 4.00 Drake University, Des Moines, Iowa. Recipient of U.S. Housing and Urban Development Full-Ride Fellowship

BACHELOR OF SCIENCE – SOCIOLOGY/COMMUNITY AND REGIONAL PLANNING– GPA 3.5 Iowa State University, Ames, Iowa. Graduated with Honors

ASSOC. OF APPLIED SCIENCE – EMERGENCY MANAGEMENT & PLANNING – GPA 4.0 Red Rocks Community College, Lakewood, Colorado. Graduated with Honors

◄ CURRENT CIVIC INVOLVEMENT ►

- Founder/President Elbert County Artists Guild- 501 (c)(3) with 62 members
- Planning Commissioner – Town of Elizabeth, Colorado (Term Expires 12/31/2027)
- Member – Architectural Review Committee for Gold Creek Valley HOA in Elizabeth, Colorado

◄ FEMA/EMERGENCY MANAGEMENT INSTITUTE COURSES ►

- IS-100 Introduction to Incident Command
- IS-700 National Incident Management System
- IS-288 Role of Voluntary Agencies in Emergency Management
- IS-200 Applying ICS to Healthcare Organizations
- IS-808 Public Health and Medical Services
- IS-800 National Response Framework

◄ OTHER SKILLS AND CREDENTIALS ►

- Notary Public State of Colorado ID # 20134056730 – Commission expires 9/9/2025
- Certified Economic Development Finance Professional - National Development Council
- Fine Artist and Portraitist

♦♦♦

TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

To: Board of Trustees
From: Alex Cramer, Planner/Project Manager
Date: June 10, 2025
Subject: Recognition for Jeff Lehman—Historic Preservation Efforts

Summary

As May Historic Preservation Month comes to a close, we want to take a moment to recognize a community member who has demonstrated exceptional dedication to preserving and sharing our town's history.

Jeff Lehman, a longtime resident and active community member, has served as tour guide for our annual Historic Walk and Talk for many years. What began as a small, modestly attended event has grown into a well-attended community highlight, thanks in large part to Jeff's consistent participation and his engaging, entertaining storytelling that brings our town's history to life.

The growth and success of this event reflects not only Jeff's individual commitment, but also the dedicated efforts of our Historic Advisory Board members who have worked to make each year's tour memorable and meaningful.

In a wonderful twist of timing, we had already decided to recognize Jeff for his years of service before learning of his intention to join the Historic Advisory Board this year. We're delighted that someone who has contributed so much to our preservation efforts will now be serving in an official capacity, and we look forward to his continued involvement.

Please join me in recognizing Jeff Lehman for his outstanding service to our community's historic preservation efforts.

TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
Mike DeVol, Director of Public Works
DATED: May 22, 2025
SUBJECT: Pine Ridge Metro District [Former Elizabeth West Development] – Wastewater Discussions

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BACKGROUND

The Developer of the former "Elizabeth West Project" is proceeding with development in Elbert County. The plans currently call for 186 single family homes, each unit on at least a one (1) acre lot. Water for the homes will come from a combination of a new central well system, as well as water underlying portions of the Wild Pointe Subdivision. There are basically three (3) ways wastewater may be disposed of from this subdivision: specialized septic systems; a small self-contained "batch plant" for treatment; or through an agreement with the Town of Elizabeth. The developer has inquired as to the Town's willingness to accept wastewater.

ANALYSIS

Wastewater Plant Capacity. The final approved version of "Elizabeth West" anticipated a total of 623 single family residences as part of the development. At that time, the Town's wastewater facility was operating well below capacity, and would have been more than able to process the wastewater for this number of homes. As of the date of this memorandum, nothing has changed in this regard. The Town still maintains sufficient capacity to process the reduced wastewater count from 186 homes. As such, the physical ability to address this has not changed within the Town.

Infrastructure within the Subdivision. As is the case with any proposed development with the Town, the developer would be required to pay for all (100%) of the construction costs and infrastructure to allow the wastewater to be accepted by the Town. In addition, the developer would be required to provide any lift station or other infrastructure required to move the raw wastewater to the treatment facility. The Town would likely accept ownership of the lift station and the infrastructure downstream from the lift station as part of Town operations.

Wastewater Tap Fees. The current wastewater tap fee for an Equivalent Residential Unit (EQR) is $13,426.38 per unit. As these fees may be semi-custom to custom homes, the EQR *may* be increased to address additional amenities such as additional bathrooms, pools, etc. However, the minimum per unit fee would be at least $13,426.38. Multiplying this by a total of 186 homes provides a minimum wastewater tap fee of $2,497,306.60. Additionally, per the Town Code and the Town's Financial Policies, these funds would be combined with other wastewater tap fees for long-term repair and maintenance of the wastewater system.

Monthly Wastewater Base Charge. As the Board is aware, wastewater rates are dependent upon the average amount of water used by a residence as measured during December, January, and February of the year. The minimum base rate charged by the Town is $47.47 per residence. In addition, under Resolution 16R27, unless set forth by separate agreement, wastewater accepted from outside the jurisdictional boundaries of the Town of Elizabeth is subject to a rate of twice the in-jurisdiction rate. At a minimum, considering a doubled base rate, the amount of annual revenue would be approximately $211,906.08 per year.

Renewable Water Fee. The Town also imposes a renewable water fee generally associated with the water enterprise. However, it is reasonable to also consider the imposition of the renewable water fee for this development as it would likely allow for the first phase of the renewable water plan to be implemented by the Town. Assuming the Board and the developer were to agree to this fee, the rate is $7,108.08 per single family residence. Multiplying this amount by a total of 186 homes would provide a renewable water fee of $1,322,102.80. As is the case with other tap fees, these funds would be combined within the existing Renewable Water Fee fund for creation, repair, and maintenance of a renewable water resource system.

Stabilization of Wastewater Rates. Wastewater rates are set to reflect the direct costs of operating a wastewater facility (base rate) combined with additional sums imposed for long-term maintenance (consumption rate). The Town has not increased wastewater rates since 2016 due to the additional homes constructed in Gold Creek, Legacy, and other developments. This occurs because the direct costs of operating the wastewater facility are spread across more consumers as the population increases. In this instance, increasing the total number of customers for the wastewater plant should increase overall revenue within this enterprise fund, increasing the annual revenue, and delaying any rate increases to either the base or consumption rates.

Recapture of Lost Funds by the Town. The estimated losses for tap fees alone were over $20M as a result of development outside of the Town of Elizabeth. Arguably, while the overall number of houses dropped from 623 to 186, there are still substantial impacts to the Town in terms of services that will need to be provided. By recapturing a portion of the lost tap fees, the Town can partially make up for the prior losses with nominal impact to overall Town operations. The combined revenue from wastewater taps fees, renewable tap fees, and ten (10) years of established sewer rates is approximately $5,938,470.20.

STAFF RECOMMENDATION

Staff recommend that the Board consider entering into negotiations for the acceptance of wastewater, combined with the associated revenue streams.

BUDGET CONSIDERATIONS

None at this time.

WASTEWATER DISCUSSION FOR THE PROPOSED PINE RIDGE METRO DISTRICT

JUNE 10, 2025

BACKGROUND INFORMATION

- This project was previously known as “Elizabeth West”.
- Based on known water and Town design standards, a maximum of 623 homes was planned for the subdivision.
- Per referendum, the development plans were terminated, and the voters determined the property should remain agriculture zoning.
- The developer obtained a Court Order for de-annexation from the Town of Elizabeth, for development within Elbert County.
- At that time, the estimated loss of tap fees was approximately $20M and the loss in tax revenue over 20 years was estimated at approximately $120M.

BACKGROUND INFO - CONTINUED

- The project is proceeding within Elbert County Development Code.
- Housing units are currently proposed at 186 single family homes on lots of 1 to 3 acres in size.
- Home prices are anticipated to be in the $1.0M to $1.4M price range.

- There are three (3) ways for the developer to dispose of wastewater:

1. Individual septic systems per unit.
2. Self contained sewage system (package plant).
3. Negotiate with the Town of Elizabeth to accept wastewater.

SHOULD THE TOWN ACCEPT THE WASTE?

Wastewater Tap Fee Calculation:

Wastewater tap fees are calculated on an Equivalent Residential Unit (EQR) for most single-family residences. These homes may meet that standard or could be slightly above in their calculations.

Current wastewater tap fee is $13,426.38 per unit. Assuming 186 EQR the total tap fees to be paid to the Town would be $2,497,306.60.

These funds would then be held for long-term repairs and maintenance for wastewater. By Town Code they are prohibited from being used for either operations or the General Fund.

SHOULD THE TOWN ACCEPT THE WASTE?

Monthly Wastewater Base Charge:

The in-town base rate is a minimum of $47.47/residence per month. Resolution 16R27 authorizes an out-of-town rate of twice the base rate. In this instance the base charge would be $94.94/residence per month.

SHOULD THE TOWN ACCEPT THE WASTE?

Monthly Wastewater Base Charge:

Assuming 186 homes within the Pine Ridge Metro District, and a base rate of $94.94/residence per month, the revenue stream should be about $17,658.84/month or $211,906.08 annually.

Long-term, upon build-out, the Town would need an additional Staff member to assist in operations. However, the revenue stream more than supports the addition of Staff.

SHOULD THE TOWN ACCEPT THE WASTE?

Economies of Scale:

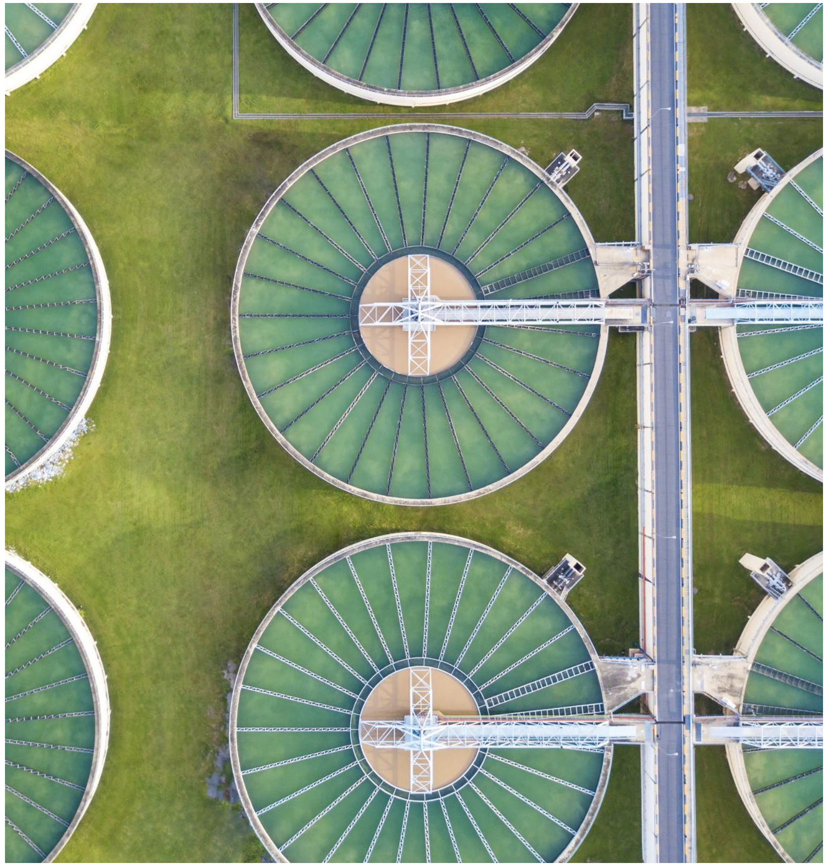
The Town's wastewater plant operates far below capacity. Recall that the plant would not have needed to be expanded if Elizabeth West's 623 homes were incorporated into the system. Obviously, accepting 186 homes into the system will have a lesser impact.

Overall, the increase in the number of customers would continue to keep sewer rates low, even with the additional overhead. The day-to-day operational costs are simply spread over more customers.

SHOULD THE TOWN ACCEPT THE WASTE?

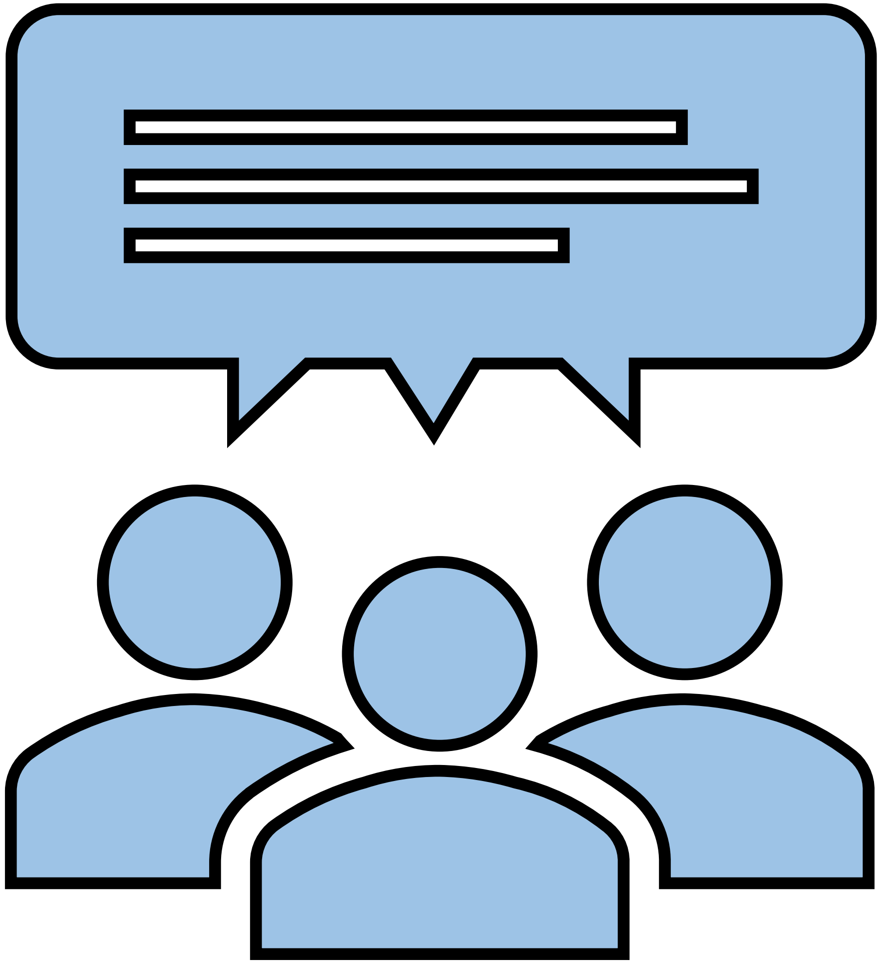
Unknown – Renewable Water Fee

- The Town imposes a renewable water fee on all new construction, but this fee is tied directly to water consumption and not wastewater.
- However, in the past, the developer was willing to assist the Town in its water reuse (recirculation) plan. It appears that this would still be the case.
- The renewable water fee is currently $7,108.08 per residential unit. This would be approximately $1,322,102.80 for 186 homes.



Conclusion

Questions, Discussion, Direction?



TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: May 22, 2025
SUBJECT: Potential Land Transaction – 601 Pine Ridge and Abraham Property

BRIEF SYNOPSIS
The owners of the "Abraham Lot" seek to enter into negotiations to exchange 601 South Pine Ridge for yet to be determined acreage at the "Abraham Lot". Such land swap would be with the understanding that discussions would still need to occur regarding the construction of a portion of Beverly Street, and that the 601 South Pine Ridge would ultimately be subject to later development.

BACKGROUND
Starting in the Summer of 2021, citizens within the Town of Elizabeth have sought a "permanent" home for the community's seniors to have a place of their own. In reviewing the properties in the Summer and Fall of 2021, it became readily apparent that while properties might be available, the costs of upgrading existing buildings would be price prohibitive. In reaching this conclusion, Interim Director Lowe considered the costs of upgrading water, sewer, and electrical for a commercial kitchen; the need for full ADA access [volunteer, employee, and patron]; and parking requirements which include accessibility for ADA parking, ice and snow buildup, and the overall number of spaces available for existing buildings.

Beginning in January 2022, the Board of Trustees provided directions to proceed with the design, funding, and ultimate development of a Community and Senior Activity Center for the Town of Elizabeth. To date, the following steps have been completed:

- The necessary studies have been completed to meet all grant funding requirements
- Public input has been sought and obtained through a series of meetings, surveys, and comment opportunities
- A total of four (4) architectural plans have been completed by UC Denver Students
- The public selected what is known as Plan/Scheme D for engineering of the Center
- The Board of Trustees confirmed the selection of Plan/Scheme D for engineering of the Center
- The Board of Trustees considered three (3) different land options for the location of the Center
- The Board authorized the acquisition of 601 South Pine Ridge for engineering design.

On September 19, 2024, the Town of Elizabeth closed on the property at 601 South Pine Ridge allowing for the initiation of an RFP for engineering design work for the project. On November 11, 2024, the Board of Trustees approved and adopted the 2025 Town Budget authorizing the matching of a $200,000 DOLA grant for the engineering design. On December 3, 2024, the Board of Trustees was provided a memorandum stating the need for action as the grant was time sensitive, and that site selection should be completed or the grant funds returned. No response was provided to the memorandum. On January 14, 2025, the Board of Trustees instructed Staff to return the grant funds to DOLA. On January 17, 2025, Staff confirmed the return of DOLA funds to the State of Colorado; identified the release of funds from 31-80-3450 for potential other projects and confirmed the cessation of work on the project.

On March 8, 2025, the Elizabeth Board of Trustees conducted a Strategic Planning Session for the 2025 calendar year. In creating a five-year strategic initiative, the second item identified to be completed is "Land Acquisition and Engineering Drawings for a Multi-Purpose Community/Senior Center." On May 3, 2025, the 2025 Strategic Planning Report was presented to Town Staff for action and follow-up.

ANALYSIS

General Factors Used in Site Selection. In discussing locations for the proposed Community and Senior Activity Center, Staff and the Board of Trustees focused on the cost savings that could arise from preparing any site location to include a combination Elizabeth Town Hall/Police Department adjacent to the Center. It was believed that this could reduce overall construction costs for the projects by incorporating a combined parking lot; a combined water/wastewater system; combined staffing potential; reduced maintenance costs from building proximity combined with building age; the ability to secure appropriate access for both facilities; and shared electrical and gas utilities. Consequently, Staff was instructed to acquire between 5 and 6 acres for a combined facility.[1]

Properties Reviewed by the Board of Trustees. A total of three (3) properties were identified to meet the basic requirements: (1) yet to be subdivided acreage at the "Abraham Lot"; (2) 601 South Pine Ridge; (3) open land adjacent to Running Creek Elementary School. Ultimately, the Board selected 601 South Pine Ridge due to the central location of the property within the Town; the ability to quickly acquire the property to meet the grant requirements; ease of access and redundancy of access to the property; thwarting the anticipated build-out of apartments at that location; size of the property; and the ability to maintain/retain trees to the North, South, and East to act as a barrier or cushion from the adjacent residences.

Rejection of the Abraham Lot. Ideally, Staff's preferred location was immediately West of the Pines and the Plains Library, within the Abraham Lot. Per Board direction, discussions were undertaken regarding the possible construction, transfer, or partnering with Abraham to build-

[1] Other consideration included controlled access in route to the proposed Center, ready access to amenities, ease of access, traffic flow, street width/sidewalk, access to the trail system, access to park land, and options for future development and improvements.

out Beverly Street in exchange or in conjunction with the acquisition of 5-6 acres for the development of the Center and the joint Town Hall/PD. Difficulties arose at the time, largely centered on the time delays by Abraham in moving forward with the necessary plat filings required to create parcels for transfer. At a minimum, any plat would need to identify the specific location of Beverly Street, a dedication of easements along Beverly Street for utilities, and the lot to ultimately be transferred to the Town of Elizabeth. Due to time constraints and a perceived inability to move forward with the transaction, the Board of Trustees sought to acquire the 601 South Pine Ridge property.

<u>Development of Abraham Lot</u>. A concern with the development of the Community and Senior Center at this location is the overall time constraints in the platting process. Assuming that an agreement can be reached for the land swap, the Abraham Lot will still require platting at a minimum for Beverly and for the Town's lot. This will likely take 9 months or more to proceed. Additionally, while some level of design/engineering work can be addressed for the Center during this time period, until Beverly Street is completed, construction on the Abraham Lot will be delayed.

<u>Development of 601 South Pine Ridge</u>. In order for the transaction to be productive for the Abrahams, they must also have the ability to develop the 601 South Pine Ridge property. From a financial perspective, the highest and best use for the property is likely the development of apartments or subdivision into single family residential units. The Town should be prepared to place no restrictions on the land being transferred to the Abrahams in this transaction, otherwise it will substantially diminish the overall attractiveness of the transaction.

STAFF RECOMMENDATION
Staff are looking for direction on how the Board wishes to proceed. At this time, the Town does own property that is available for development for the Center. It was acquired by the prior Board of Trustees for this purpose. While the Abraham Lot was considered an ideal location, time delays have existed in completing the transaction and will for some time into the future.

BUDGET CONSIDERATIONS
To be determined based on the direction provided by the Board of Trustees.

ATTACHMENTS
None

PROPOSED LAND TRANSACTION 601 SOUTH PINE RIDGE FOR EQUIVALENT ACREAGE WITHIN THE "ABRAHAM PARCEL" A/K/A ELIZABETH 44

JUNE 10, 2025

PROPERTIES BEING DISCUSSED

PROPERTIES BEING DISCUSSED

REVIEW OF 601 SOUTH PINE RIDGE

- 1951 “Raised Ranch” 2 bedroom, 2 bath home, main floor 985 sq. ft.
- Average condition with noted remodel in 1968
- 2 wood fireplaces, natural gas furnace, no AC, dated electrical service

- 1985 detached 2 car garage, 624 sq. ft.
- 1985 utility shed, 264 sq. ft. (unserviceable)
- 1993 steel shed, 360 sq. ft.
- 1998 pole barn, concrete floor, 1400 sq. ft.

VIEW TO THE EAST

FINANCIAL ASPECTS OF 601 TRANSACTION

- Approximately 5.4 acre property listed at $950,000.00
- Negotiated purchase price of $895,000.00
- Final ALTA Settlement Statement Amount is $895,399.50
- Final Purchase Price is $163,365.25/acre (no value given to improvements in the calculation)

COMPARABLE SALES and LISTINGS

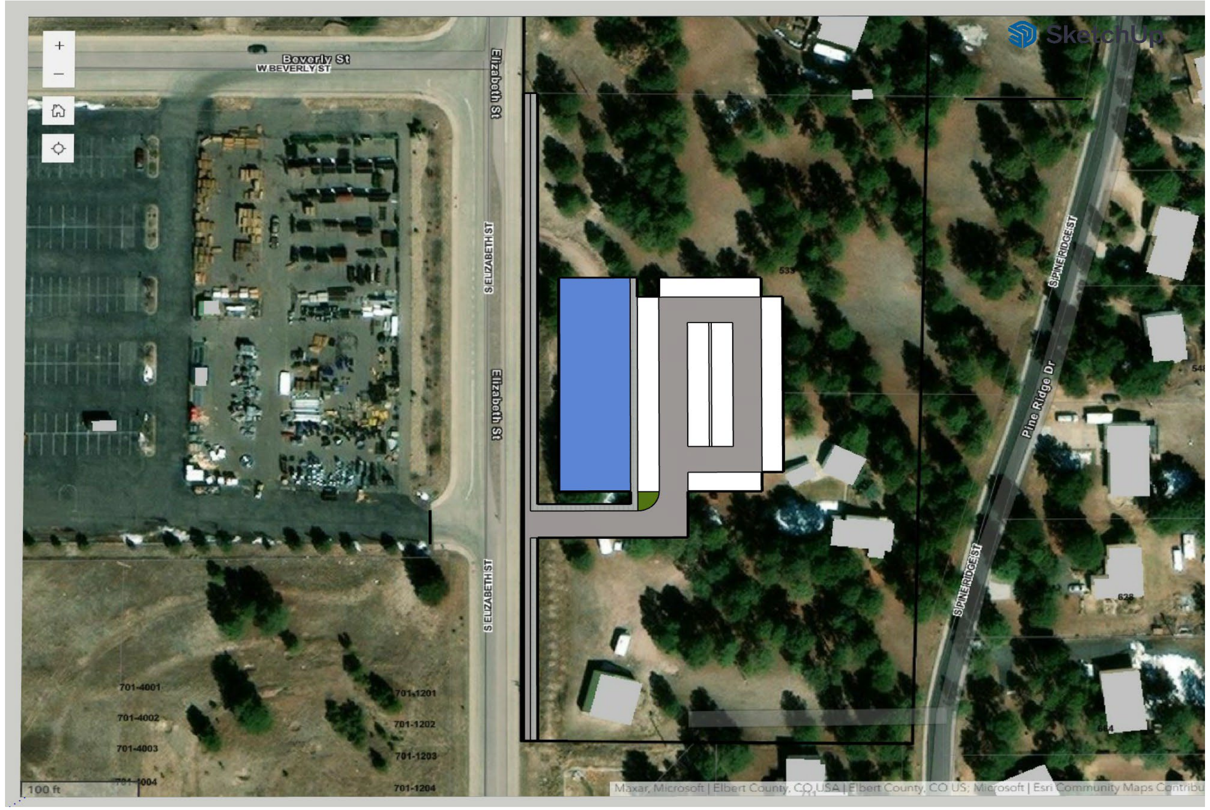
889 South Pine Ridge acquired in 2023 for $500,000/acre (no value assigned to buildings or improvements).

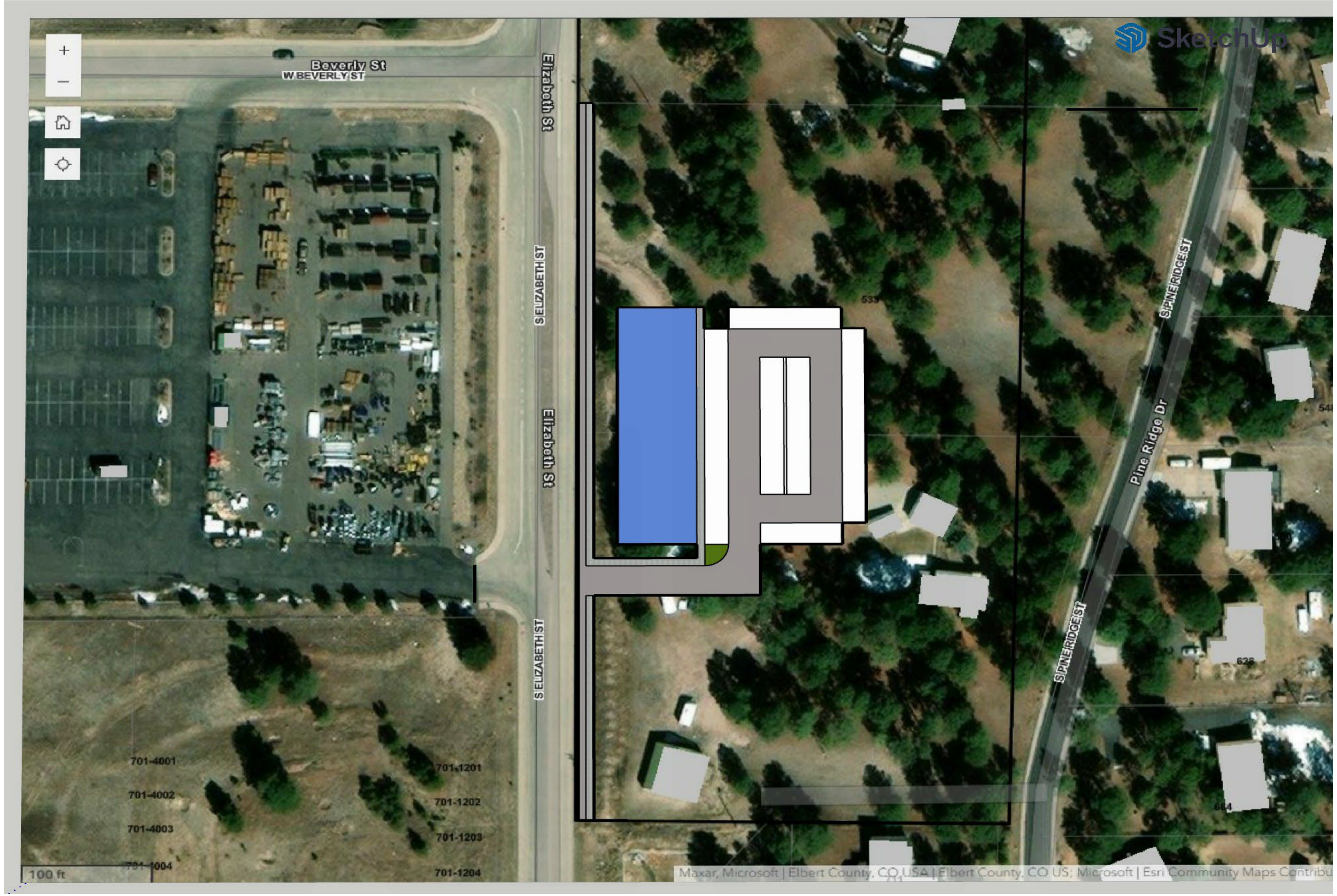
Gold Creek Park (by waste treatment plant) listed at $348,457.42/acre (unimproved land).

34075 CR 13 (immediately North of Shell Station) listed at $752,000/acre (county jurisdiction, no utilities, no improvements).

Wild Pointe Ranch Marketplace (Walmart area) listed at between $12-$18/sq. ft. for 53,678-217,800 sq. ft. lots. Equivalent of $644,136 per acre.

Possible Sketch of Development





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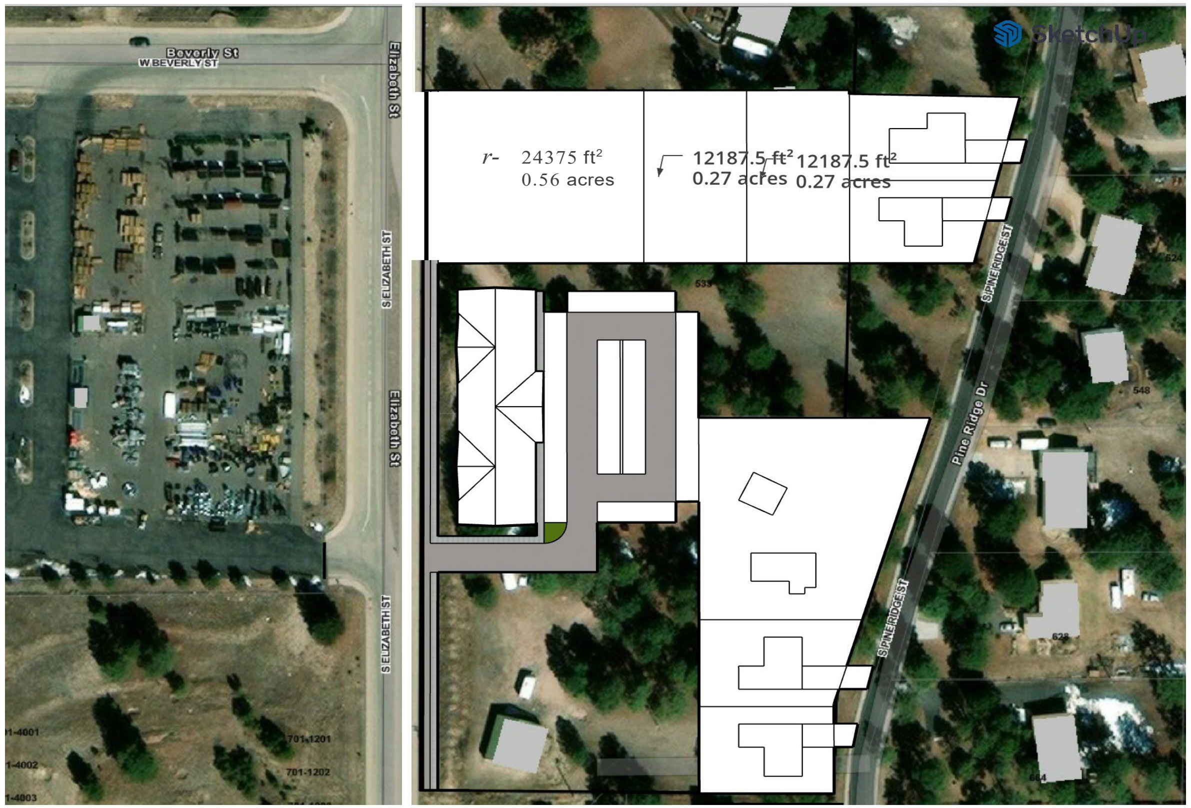
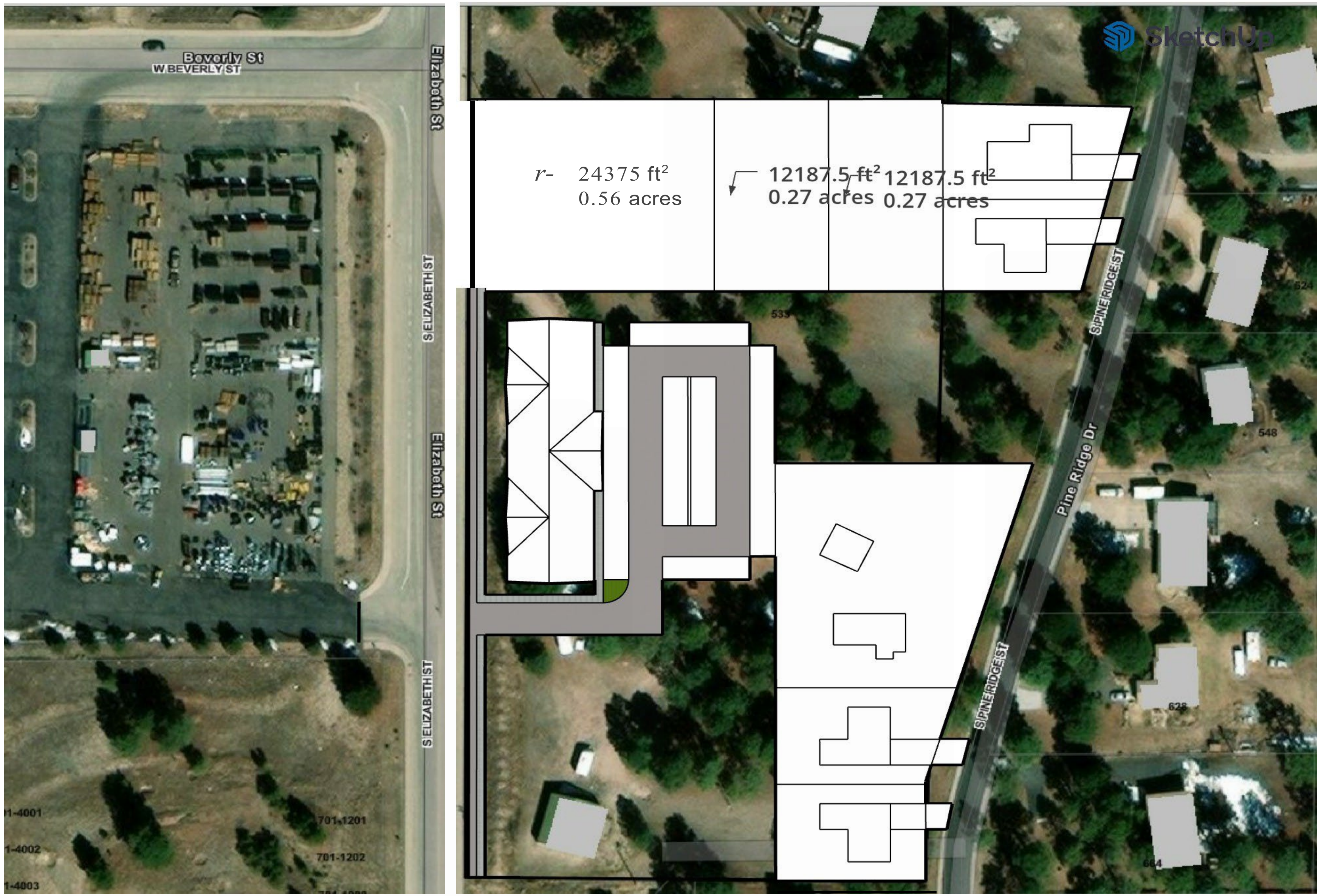
100 ft
Maxar, Microsoft | Elbert County, CO USA | Elbert County, CO US; Microsoft | Esri Community Maps Contribu

Possible Sketch with Alternate Development




Beverly St
W.BEVERLY ST
Elizabeth St
S ELIZABETH ST
Elizabeth St
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SketchUp
24375 ft²
0.56 acres
12187.5 ft²
0.27 acres
12187.5 ft²
0.27 acres
S PINE RIDGE ST
Pine Ridge Dr
S PINE RIDGE ST

ABRAHAM PROPERTY ANALYSIS

REVIEW OF ABRAHAM PROPERTY

- Second largest undeveloped property within the Town of Elizabeth (44 acres).
- Currently zoned “Commercial Mixed Use”.
- Will require the establishment of an extension for Beverly Street.
- Likely would allow for expansion of water/sewer/drainage along Beverly Street for purposes of system redundancy.
- Prior Boards have provided general direction for the northern half of the property to be commercial, and the southern half for residences.

PRIOR PURCHASE DISCUSSIONS

- Previously discussions have occurred regarding the Town completing construction of Beverly Street, with improvements, in exchange for acreage of an equivalent value.

- During those discussions Beverly Street with improvements was estimated at between $950,000 and $1.2M

- Abrahams have completed the engineering design for the roadway.

- Property still has not been platted as part of development.

NEWEST PROPOSAL

Town transfers 601 South Pine Ridge to Abrahams, without special restrictions to the use of the property (adhere to current Town Code).

The Town receives an equivalent sized lot within Elizabeth 44.

The lot would likely be either immediately behind the library (north side of Beverly extension) or immediately behind Big R (south side of the Beverly extension).

Financial responsibility for the Beverly Street extension has not been discussed.

The costs of survey, plats, and other expenses associated with development have not been addressed.

HOW TO PROCEED?

Staff is looking for direction on how to proceed:

1. Executive Session to provide instruction to negotiators?

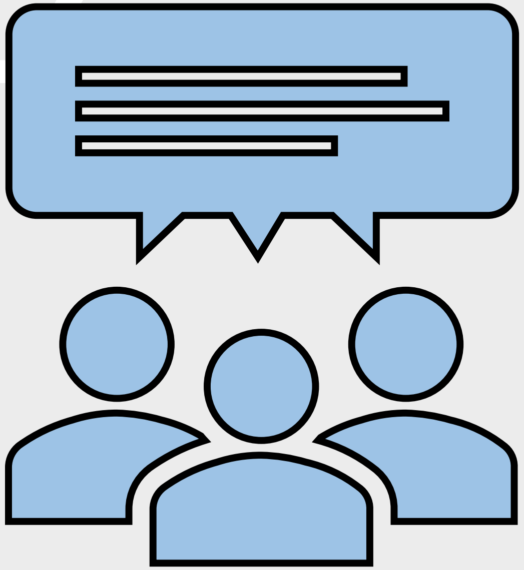
2. Obtain appraisals for both properties?

3. Request Abrahams begin the platting process for the lot(s)?

4. Proceed with alternative locations for Community and Senior Center and/or proceed with alternative locations for a joint Town Hall/Police Department?

Conclusion

Questions,
Discussion,
Direction?



TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: June 3, 2025
SUBJECT: Background and Update on Gold Creek Commons

BACKGROUND

Gold Creek Commons Planned Development is a 56.53-acre development which was approved by the Board of Trustees in 2007. The property is located immediately North of HWY86 and generally across from the Legacy Subdivision. The western boundary to the property is the Cimarron Subdivision. The eastern boundary is largely unimproved agricultural property located within the County. The Town of Elizabeth owns the northern boundary.

The Board of Trustees approved the following documents related to this development: Annexation Agreement Approved 7-2-2007; Planned Development Approved 7-2-2007; Water Rights Assigned to the Town of Elizabeth 7-12-2007; Amendment to Annexation Agreement Approved 5-27-2009.

At the time of approval, the Development envisioned a maximum total of 134 dwelling units, with a combination of single family detached units and duplex/paired homes. The setbacks, construction materials, and other developmental aspects are consistent with other new homes in Elizabeth. The Development calls for a metro district to fund infrastructure, wherein the Town accepts ownership of the improvements. Water and sewer services are to be provided by the Town of Elizabeth subject to any required tap and renewable water fees.

The progress on Gold Creek Commons has been dormant until recently when a new party purchased the property with the intention of proceeding with the development. These preliminary discussions have triggered a series of social media posts, many providing substantial misinformation, which will ultimately need to be addressed by the Developer.

ANALYSIS

<u>ACCESS TO THE SUBDIVISION.</u> The Development, as approved, anticipated access from HWY86 by means of a roundabout, combined with access through the Cimmaron Subdivision. ***<u>It is clear that these access proposals are not possible today.</u>*** More specifically, the plans called for the following:

1. Access to and from HWY86 anticipated a roundabout to be constructed on HWY 86 with associated acceleration and deceleration lanes.

2. A widening of HWY86 for approximately 2,000 feet to allow for two (2) through travel lanes for HWY86 in both directions.

3. The Development anticipated an extension of both Pinto Trail and Palomino Trail from the Cimarron Subdivision, through Gold Creek Commons, with connection points on CR13.

The current CDOT control plan does not anticipate this modification to HWY86. More specifically, CDOT is working with the developer of Legacy to establish a 4-way signal light-controlled intersection at HWY86/Hinds with anticipated access into Gold Creek Commons. Consequently, the mandated roundabout at HWY86 becomes moot as it is both impractical and impossible to complete.

<u>EXPANSION IN THE NUMBER OF SINGLE-FAMILY RESIDENCES</u>. Because the prior Developer did not complete the platting process, the specific number of lots has not been established. While the original plans call for a 134 residential unit maximum, it is still subject to amendment. The newest owner of Gold Creek Commons is evaluating whether it is possible to expand the overall number of residential units. Any expansion in the number of residential units increases traffic concerns.

<u>EMERGENCY ACCESS.</u> The Elizabeth Fire Department has expressed concerns with access into the subdivision, even assuming the establishment of the traffic light at HWY86/Hinds. They will require a secondary access through the subdivision, which likely must be separate from any access through the Cimarron Subdivision. This is likely an updated requirement whether the residential unit maximum remains at 134 or is increased in the future.

<u>ACCESS TO CR13</u>. Town Staff have proposed the reconfiguration of the road through Gold Creek Commons, to allow for Palamino to be developed from its current “Dead End” in the Cimmaron Subdivision to continue through to CR13. The reason for this recommendation includes the following:

1. It provides a secondary access into the subdivision to meet the Elizabeth Fire Department and other emergency service needs.

2. The completion of Palamino Trail through Gold Creek Commons to CR13 provides a parallel East/West roadway for purposes or relieving traffic congestion on HWY86; a secondary means of reaching the Elizabeth High School; and consistency with the proposed Town of Elizabeth Emergency Evacuation Plan.

3. The completion of Palamino Trail to the East should reduce the amount of traffic that might be encountered by those residing within the Cimmaron Subdivision.

The Developer cites the following valid concerns in response to the suggestion of the expansion of Palamino Trail through to CR13:

1. The build-out of Palamino Trail is disproportionate both in expense and need in relation to the overall impact that Gold Creek Commons has to general traffic in the area.

2. If the development of Palamino Trail is required, the Town should bear a portion of the financial responsibility for such imposition, or in the alternative, should be willing to adjust impact and other fees to offset the costs.

3. Those residents of the Cimarron Subdivision are afforded additional traffic opportunities both within their own subdivision, and access to the necessary school facilities, at the expense of the Gold Creek Commons Plan of Development.

STAFF RECOMMENDATION
This background and update is largely provided for informational purposes. However, Town Staff will need direction regarding the possible access points into Gold Creek Commons and the furtherance of a potential extension from Palamino to CR13.

BUDGET CONSIDERATIONS
None at this time.

ATTACHMENTS
Elbert County Map Depicting Location of Gold Creek Commons
Photo Depicting Location of Gold Creek Commons, and Palamino Trail

UPDATE ON GOLD CREEK COMMONS PLANNED UNIT DEVELOPMENT (PUD)

JUNE 10, 2025

Gold Creek Commons Planned Development

- Total area is 56.53 acres **approved in 2007.**
- Total density capacity of 134 dwelling units.
- Combination of single family and duplex/paired homes.
- Includes adult care homes, group care homes, and childcare centers.
- Construction standards for similar homes.
- Town accepts responsibility for streets and maintenance of the same.
- Water rights transferred to the Town of Elizabeth and the Town supplies water and wastewater services.
- Authorizes the use of a Metro District for the development.

Board of Trustees Acceptance

- Annexation Agreement approved by BOT on 7-2-2007.
- Planned Development approved by BOT on 7-2-2007.
- Water Rights Assigned to Town on 7-12-2007.
- Amendment to Annexation Agreement Approved by BOT on 5-27-2009.

Operative Language Within the Documents:

The approval of this PD [Planned Development] document and its supporting information shall create a vested property right pursuant to Article 68 of Title 24, Colorado Revised Statutes, as revised.

Access to the Subdivision

1. Access to and from HWY 86 anticipated a roundabout to be constructed on HWY 86 with associated acceleration and deceleration lanes.

1. A widening of HWY86 for approximately 2,000 feet was also required to allow for two (2) through travel lanes for HWY 86 in both directions.

2. The Development anticipated an extension of both Pinto Trail and Palomino Trail from the Cimarron Subdivision, through Gold Creek Commons, with connection points on CR13.

Other Concerns Being Reviewed

TOWN STAFF PROPOSAL OF PALAMINO EXTENSION TO CR13:

1. It provides a secondary access into the subdivision to meet the Elizabeth Fire Department and other emergency service needs.

2. The completion of Palamino Trail through Gold Creek Commons to CR13 provides a parallel East/West roadway for purposes or relieving traffic congestion on HWY86; a secondary means of reaching the Elizabeth High School; and consistency with the proposed Town of Elizabeth Emergency Evacuation Plan.

3. The completion of Palamino Trail to the East should reduce the amount of traffic that might be encountered by those residing within the Cimmaron Subdivision.

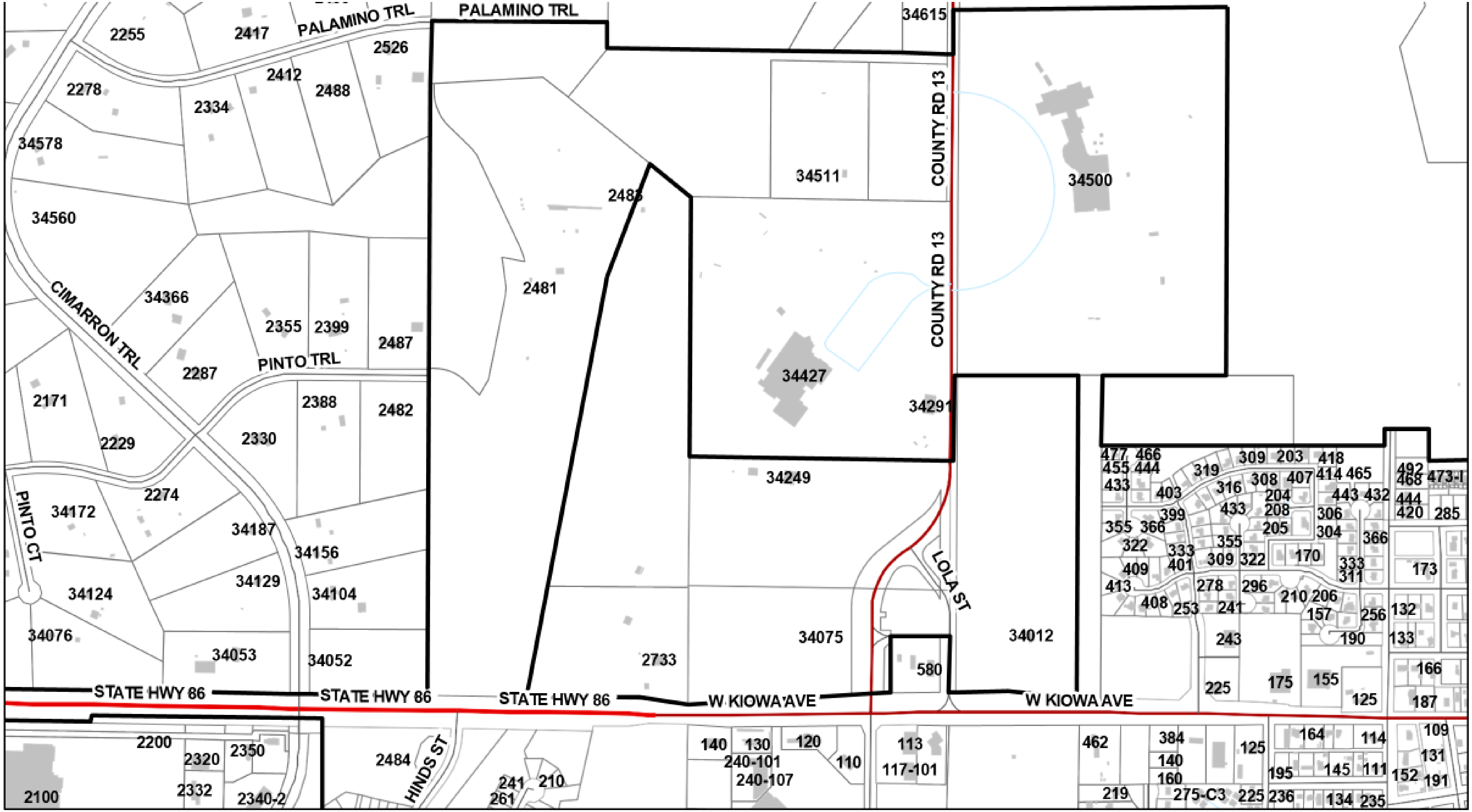
Other Concerns Being Reviewed

DEVELOPER’S CONCERNS WITH PROPOSAL OF PALAMINO EXTENSION

1. The build-out of Palamino Trail is disproportionate both in expense and need in relation to the overall impact that Gold Creek Commons has to general traffic in the area.

2. If the development of Palamino Trail is required, the Town should bear a portion of the financial responsibility for such imposition, or in the alternative, should be willing to adjust impact and other fees to offset the costs.

3. Those residents of the Cimarron Subdivision are afforded additional traffic opportunities both within their own subdivision, and access to the necessary school facilities, at the expense of the Gold Creek Commons Plan of Development.



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County Boundary | Building Footprints | Arterial | Service

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CIMARRON TRL
Cimarron Trl
PINTO TRL
Pinto Trl
PINTO CT
Gold Creek
Running Creek
COUNTY RD 13
County Road 13
13
Elizabeth School District
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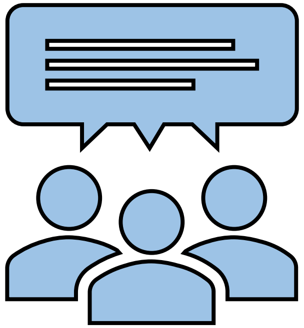

Conclusion

Questions, Discussion, Direction?

ELIZABETH
COLORADO

TOWN OF ELIZABETH
PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor Ternus and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: June 3, 2025
SUBJECT: Proposed RFP for Facility Master Plan Study – Town of Elizabeth

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BACKGROUND

On March 8, 2025, the Board of Trustees participated in a Strategic Planning Workshop. A report was issued on March 25, 2025, reiterating the desire to "Develop a Comprehensive Infrastructure List and Integrated CIP" and to "Develop a Facilities Master Plan and Condition Assessment". For purposes of analysis, these combined goals intertwined with other initiatives of the Board, including future operational plans, as well as capital and operating plans for future development.

On May 3, 2025, the Board of Trustees conducted a follow-up Workshop with Staff to discuss the goals and objectives arising from the Strategic Planning Workshop. The members in attendance reaffirmed the need for an Integrated CIP Plan to work in cooperation with a Facilities Master Plan and a Condition Assessment.

Attached is the proposed RFP for the project. In addition, a draft of the Agreement for Professional Services is provided in advance, for review and comment by the Board of Trustees. It is anticipated that once a consultant is selected to complete the Study, the parties would execute the attached Agreement for Professional Services.

ANALYSIS

The attached RFP proposes a Facilities Master Plan Study to be initiated on a responsible timeline in relation to other goals of the Board of Trustees. Specifically, the RFP would be issued on June 27, 2025, with responses due by August 27, 2025. The final report would be due approximately January 7, 2026. Consequently, the final report would be reviewed, amended (if necessary) and adopted by the Board of Trustees prior to starting the 2027 budget process in June 2026.

STAFF RECOMMENDATION

Staff recommend that a Facilities Master Plan Study be completed in 2025 for its consideration within the 2026 calendar year.

BUDGET CONSIDERATIONS

None at this time. The issuance of the RFP merely requires Staff time for completion. Assuming proposals are received on or before the August 27, 2025, deadline, a budget amendment *may* be required to ensure funding is available for the project or may readily be included within the 2026 budget proposal for Board acceptance in November 2025.

ATTACHMENTS

DRAFT – Request for Proposals – Facilities Master Plan
DRAFT – Proposed Agreement for Professional Services

REQUEST FOR PROPOSALS
Facilities Master Plan for the Town of Elizabeth

Issued: June 27, 2025

DEADLINE FOR PROPOSALS:
August 27, 2025
4:00 P.M. Local Time

Request for Proposals
Town of Elizabeth
Facilities Master Plan

TABLE OF CONTENTS

Request for Proposals
Town of Elizabeth
Facilities Master Plan

SECTION I: GENERAL INFORMATION FOR THE REQUEST FOR PROPOSAL

1.1 Invitation

The Town of Elizabeth, Colorado is seeking qualified Consultants to submit responses to this Request for Proposals (RFP) for a Public Facilities Master Plan. The Public Facilities Master Plan will include a detailed analysis of current and future needs, recommendations to meet these needs, and conceptual designs and cost estimates for the recommended improvements. The deadline for submission of proposals is August 27, 2025. A copy of the complete Request for Proposals is available on the Town's website at: http://www.townofelizabeth.org.

1.2 Background

The Town of Elizabeth, incorporated in 1890, is a Colorado Statutory Town operating under a Council-Manager form of government. With a population of approximately 3,300, Elizabeth is the largest incorporated municipality in Elbert County. The Town continues to see residential and commercial growth, with an anticipated population of over 5,000 by 2028.

The Town provides the following services: police, municipal court, code enforcement, public works, planning, and zoning, building services, general governmental services, parks management, water, and wastewater. The Town currently employs twenty-eight (28) staff members and is currently considered "fully staffed". Additional positions in public safety and public works are anticipated over the next several years.

The Town is strongly influenced by large residential subdivisions located within unincorporated Elbert County as well as the nearby communities of Castle Rock, Parker, Aurora, Centennial, and the Denver Tech Center. The Town of Elizabeth is the focus of commerce within Elbert County, having restaurants, shopping, a Safeway, and a Walmart within proximity to the Town. However, Elizabeth also serves largely as a "bedroom" community for those working in nearby jurisdictions. The last five (5) years have fundamentally changed Elizabeth by increasing the size of the community, and with it, corresponding impacts on the Town's infrastructure and operations.

1.3 Project Goal

Elizabeth desires a sound, actionable, and fiscally responsible facilities plan that supports the entire city government organization by providing safe and inviting work environments that meet the varying operational needs of all Town departments.

The Town's intent is to retain a consulting firm with the qualifications and staff resources necessary to perform city governmental facility planning services including, but not limited to, conditional assessment, space and programming needs assessment, and development of a long-term facilities master plan. The facilities master plan should focus on the preservation and potential redevelopment and/or readapting of current facilities as well as the identification of and/or planning for new facilities to establish a framework for the anticipated Town facility needs for the next twenty (20) years.

1.4 Schedule of Events

Request for Proposals (RFP) Released:	June 27, 2025
Deadline for Written Questions to the RFP:	July 10, 2025
Deadline for Town's Response to Written Questions:	July 14, 2025
Proposals due:	August 27, 2025
Consultant interviews (if held):	September 3, 2025
Notice of Intent to Award:	September 5, 2025
Board of Trustees Action on Award:	September 9, 2025
Contract starts:	September 10, 2025
Desired Project Completion:	January 7, 2026

SECTION II: SCOPE OF WORK TO BE PERFORMED BY CONSULTANT

2.1 Scope of Work

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented based upon the experience of the firm, as necessary to complete the project:

Space and Programming Needs Assessment

A. The Consultant shall conduct interviews with designated Town representatives to elicit individual perspectives of problems needing solutions and observations of past, current, and expected future operational and facility needs and deficiencies.

B. For each building, the Consultant shall provide building programming to:

1. Identify the nature of work performed in or function of each workspace.

2. Identify on an inter-departmental basis and on an intra-and inter-divisional basis what working relationships exist and the level of intensity of those working relationships.

3. Identify the physical proximity needs of the aforesaid interdepartmental and inter-and intra-divisional working relationships.

4. Assess whether the proximity of work performed in one space and interrelated with work performed in another space promotes or inhibits the effectiveness and efficiency of the overall work performed in the two or more spaces.

5. Identify the number of employees using each space.

6. Identify ancillary and accessory programming requirements, such as, but not limited to, data and communications, conference/meeting rooms, printer/copier areas, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways, and similar space allocations.

7. Identify security issues, concerns, and ways they can be addressed.

8. Assess whether the space is currently adequate given the nature of the work performed therein or the function thereof, to include available information technology infrastructure.

9. Assess whether the space will be adequate in the foreseeable future (5, 10, 15, and 20 years out) given the nature of the work performed therein or function thereof and the possible expansion of the work or the number of employees performing such work.

10. Assess each facility's exterior features that support the facility on its site, including public and entry access, on-site storage, and vehicle accommodation.

11. Assess parking capacity for public and staff needs including parking for bicycles.

12. Asses public accessibility to public meeting spaces and departmental services

13. Desired image of the organization and desired outward image of current and future facilities.

14. Provide the Town with information about adopted Level of Service standards from similar sized cities with similar budget constraints within Colorado.

15. Develop a list of existing deficiencies based on the recommended level of service standards for each of the Town's services and a reasonable list of projects and cost estimates to either cure the existing deficiencies including, but not limited to the upgrading, updating, improving, expanding, or replacing of such facilities to meet existing needs and usage.

Facilities Conditional Assessment

A. The assessment shall be performed by individuals trained and licensed and/or certified in construction, engineering, or architecture for the specific building systems they are assessing.

B. The assessment shall be conducted in accordance with well-established industry standards.

C. The Consultant shall obtain from the Town, where available, existing drawings and plans and review those drawings and plans for each facility prior to its on-site assessment. It should be noted that in some cases complete records for a particular building may not be available.

D. The Consultant shall perform a non-destructive visual inspection of each facility to identify system-level deficiencies and life-cycle conditions.

E. The Consultant shall review, document, and photograph physical condition deficiencies.

F. The Consultant, in coordination with the Town's Public Works staff, shall provide a facilities conditional assessment document which shall include, but shall not be limited to the following for each facility:

1. A narrative summary of the facility and building system shall be documented in addition to the standard quantitative information.

2. Categorization of immediate, short-term, and long-term capital repair and replacement requirements with project timelines to include:

   a. Assessment of current structural conditions of Town owned/operated building.
   b. Assessment of each building's compliance with all applicable building codes
   c. Estimated life expectancy of the building.
   d. Identification of major repairs which require immediate undertaking (present-5 years out).
   e. Estimate of likely cost of necessary immediate repairs.
   f. Identification of major repairs which will likely be necessary in the foreseeable future (5, 10, 15, and 20 years out).
   g. Estimate of likely costs of the long-term repairs.
   h. Assessment of current mechanical systems and components thereof.
   i. Assessment of the functioning condition of each system and the components thereof.
   j. Estimation of life expectancy of each system and/or components thereof.
   k. Estimation of the likely cost of repairing each system and/or components thereof.

City Government-Wide Facilities Master Plan

A. Facilitate a process to gain consensus among Town departments on a preferred master plan strategy or group of strategies.

B. Using information gathered, provide a master plan which takes into consideration the Town's anticipated future needs for space and the organizational use of such space, including development or use of space or property owned or not currently owned, operated or used by the

Town, if such additional space is deemed necessary to the cost effective and efficient operation of Town government. This exercise should seek to compare the existing building conditions and costs with a comparative future new structure(s) or facility(ies).

C. Develop a short-term (1-4 years), mid-term (5-15 years) and long term (15- 20 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.

D. Thoroughly review all possible funding sources for the proposed City facility improvements and develop a funding mechanism for the proposed improvements.

1. Review all funds available and the status of capital improvements, operations, and maintenance funds for public facilities.
2. Identify different funding sources including State, Federal, and private sources.
3. Include a discussion of potential incentive programs for energy efficient projects.

E. Final documents shall include, but are not limited to:

1. Master Plan Strategies;
2. Preliminary project budgets;
3. Preliminary project schedules meeting the Town's desired timeline in Section 2.2; and
4. Other Relevant/Diagrammatic information.

F. Consultant will participate in a final report to the Elizabeth Board of Trustees for final review, approval, and adoption

2.2 Schedule of Work

The Town expects the Proposer to be selected for award of contract to start work after September 10, 2025. The Town anticipates work to be completed by or before January 7, 2026.

SECTION III: PROPOSAL REQUIREMENTS

3.1 Proposal Instructions

Proposals shall be limited to 10 pages, not including a cover page. Proposals shall be submitted electronically in PDF format to the following email address: hbruce@townofelizabeth.org no later than August 27, 2025, at 4:00 p.m. local time. Proposals received after this deadline will not be considered. Please title the email RFP for Facilities Master Plan and your company name.

Note that proposers responding to the RFP do so solely at their expense, and the Town is not responsible for any proposer expenses associated with the RFP.

Proposals shall include the following:

A. Cover Letter: A Cover Letter by Consultant, if a sole proprietor, or a Principal of the Firm.

B. Executive Summary: Provide a brief statement of the consultant's or firm's history, legal structure, and why you believe the consultant or firm is the best choice for the Town of Elizabeth. Provide information on your philosophy of service, volume of work, financial stability and construction management experience, techniques, and methods.

C. Project Approach: Describe your approach to providing the services outlined in Section 2 – Scope of Work. Discuss how you would provide leadership to facilitate teamwork and communication. Describe the scheduling techniques you will use, and the software employed to produce an effective schedule. Describe how you will identify activities and their duration and how you propose to ensure contractors mobilize, perform, and complete their work according to the schedule you develop.

D. Project Team: Provide information for you or the firm and current resumes for the personnel to whom responsibility for the Town of Elizabeth's projects will be assigned. Provide the title, roles, and responsibilities for each team member and their experience in performing these responsibilities. Provide an organization chart clearly illustrating proposed staffing.

E. Relevant Experience: Briefly describe specific projects that were similar in scope to the Town of Elizabeth project and provide reference contacts.

F. A budget for the project consistent with the project approach and schedule in item 3 above.

3.2 Questions

The City's Project Manager for this effort is:

Patrick Davidson, Town Administrator
Town of Elizabeth
151 South Banner Street

P.O. Box 159
Elizabeth, CO 80107
pdavidson@townofelizabeth.org.

Questions on this RFP should be directed to the Project Manager. Questions can be submitted via email to pdavidson@townofelizabeth.org. Deadline for Questions is 3:00 P.M. July 10, 2025.

If the City's Project Manager believes a question may be relevant to other consultants, the question and answer will be posted on the Town's website (http://www.townofelizabeth.gov/) and provided to all prospective applicants. The identity of the person and firm asking the original question will not be disclosed.

3.3 Consultant Selection Process

The Town of Elizabeth encourages Minority/Women/Emerging Small Business ("MWESB") firms to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered pursuant to this advertisement. The Town will enter contract negotiations with the highest ranked consultant. If these negotiations are unsuccessful the Town will select the consultant with the second highest ranked result.

Evaluation and Selection -Each proposal will be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project. Evaluation criteria will be as follows:

Contents

• Introductory Letter	Maximum of 5 points possible
• Firm's Capabilities/Project Team	Maximum of 30 points possible
• Project Understanding	Maximum of 30 points possible
• Project Schedule	Maximum of 15 points possible
• Support Information	Maximum of 10 points possible
• Consultants Estimated Total Costs	Maximum of 10 points possible
TOTAL	**Maximum of 100 points possible in evaluation**

Attachment 4.1 Sample of Professional Services Agreement

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this ______ day of ___________ 2025, by and between the Town of Elizabeth, State of Colorado (hereinafter referred to as the "Town") and ______________________, of _______________________________ (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. The Consultant shall not disclose project information 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. The Town authorizes consultants 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 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 breakdowns for all personnel and other charges. The parties may enter into additional agreements as they may deem necessary for purposes of setting maximum fees for specific projects. In such event, 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 monthly 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. Except as may be changed in writing by the Town, the Project shall be complete, and Consultant shall furnish the Town with 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 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 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

A. INDEMNIFICATION – GENERAL: The Town cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the Town, its Board members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, under this Agreement; provided, however, that the Consultant need not indemnify or save harmless the Town, its Board members, its officers, agents and employees from damages resulting from the negligence of the Board members, officials, officers, directors, agents and employees.

B. INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE: The Consultant shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the Town, its Board members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys’ fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, in the performance of professional services under this Agreement. The Consultant is not obligated under this subparagraph IX.B. to indemnify the Town for the negligent acts of the Town, its Board members, or any of its officials, officers, directors, agents, and employees.

C. INDEMNIFICATION – COSTS: Consultant shall, to the fullest extent permitted by law, defend, investigate, handle, respond to, and 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. Consultants shall, to the fullest extent permitted by law, defend and 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 Board members, officials, officers, directors, agents and employees, the Town shall reimburse Consultant for the portion of the judgment attributable to such act, omission or other fault of the Town, its Board members, officials, officers, directors, agents and employees.

D. To the extent this Agreement is subject to C.R.S. § 13-50.5-102(8), Contractor's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to defend, indemnify and hold harmless the Town may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

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 one million dollars ($1,000,000) each occurrence and two million dollars ($2,000,000) 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 one million dollars ($1,000,000) each claim and two million dollars ($2,000,000) 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 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. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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: ______________________________
____
____

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

TOWN OF ELIZABETH, COLORADO

By: ______________________________________
Angela Ternus, Mayor

ATTEST:

____
Michelle M. Oeser, Town Clerk

CONSULTANT

By: ______________________________________

____
Title Date

ATTEST:

____

____
Title Date

From: Patrick Davidson
To: Angela Ternus; Tracy Hutchins; Michael Schroder; Loren Einspahr; Dave Conley; Steve Gaither
Cc: Patrick Davidson
Subject: Weekly Update 5-30-2025
Date: Friday, May 30, 2025 2:23:00 PM
Attachments: image001.png
image002.png
image003.png
image004.png

Good afternoon, Mayor, Mayor Pro Tem, and Members of the Board of Trustees. Here is your newest update:

Hillside Subdivision. Survey crews are working in the Hillside Subdivision to start to plan the street reconstruction in the neighborhood. Notices will be provided via social media, as well as mailers to each individual resident in the subdivision. The survey crew got ahead of us on this one, but we are providing notice as quickly as possible.

Main Street Streetscape. As of the writing of this email, many the trees and bushes have been installed along Main Street. You will also see the streetlights being installed along the street, as well as the electrical boxes. Several sections of concrete are being completed, and in some instances, warranty work is being undertaken now to prevent further delays. We are still dealing with Century Link regarding the location of cable, and with that, CORE's electrical poles. Hopefully, that is resolved before Monday, but we will have to see. Town Staff have meet with Triple M to work on a few other revisions to the project to address stormwater concerns. The far southern boundary of Main Street has had some blade work completed to assist in overall drainage, however, as mentioned previously, the best way to address some of this issue is to finish the construction of Main Street for the final block.

Gold Creek Commons. There are various accounts on social media which are discussing Gold Creek Commons, and which are providing incorrect or misleading information. At this time, the documents are in review stages and have not been submitted for PC action. Should you have specific comments or concerns, please do not hesitate to reach out to Staff.

Beverly Street Plaza. This week Mike, Martin Mesker, and I have been working with the contractor and owner of the Beverly Street Plaza project regarding their retaining wall and drainage. I believe we have the issues resolved. Upon Martin's concurrence on Monday, we will plan to allow them to continue with construction.

Dog Licenses – ADA Compliance. As the Board likely knows, all dogs within the Town limits are to be licensed and provide a history of inoculations. We have had several people reach out lately claiming that ADA animals are not required to be licensed, are not required to show proof of vaccination, and cannot be counted for purposes of the total dog limit either with or without a kennel permit. Because you may be contacted, I wanted to provide you some additional information. Service animals are to be registered under the ADA if it is required of all dogs in the community (which it is). The ADA does not exempt service animals from local regulations. The Town cannot inquire about the type of certification, the need, etc. as that could be used to identify a particular concern under the ADA. As such, if someone states that they have a service dog, we make no further inquiries other than asking for registration and licenses. We have had several argue other federal law which is inapplicable or claim discrimination. We will continue to require licenses until the Board modifies or eliminates the requirements under the Code.

Have a great weekend!

Patrick

Patrick G. Davidson, Town Administrator
151 S. Banner Street
Elizabeth, CO 80107
(720) 351-4504
pdavidson@townofelizabeth.org

TOWN OF ELIZABETH

CHIEF OF POLICE JEFF ENGEL

TO: Mayor Angela Ternus, Mayor Pro Tem Tracy Hutchins, Board of Trustees

DATE: June 10, 2025

TITLE: Police Department Monitoring Report

Staffing Update:

Lateral SRO Position:

- To date, the police department has not received any qualified applicants for the lateral School Resource Officer (SRO) position.
- As stated during the May 27, 2025, board meeting, one application was received; however, the applicant does not meet the minimum qualifications for the SRO role.
- Given the current situation, the Elizabeth Police Department will move forward with an internal posting to fill the SRO position. This will result in another position within the department being left unstaffed.
- The Board of Trustees previously approved a posting for a lateral SRO. The police department now respectfully requests that the position be converted to a lateral police officer role. If approved, the job posting will be made within one week.
- Based on applicant interest and qualifications, the department may further transition the position from lateral to entry-level officer.

New Officer Update:

- Officer Braydon Campbell is progressing well through his field training.
- Officer Brett Cutler is on solo patrol.

Departmental Updates:

- Officer Cutler completed a three-day reflexive sight (red dot) instructor course at the Highlands Ranch Law Enforcement Training facility. The course was free through Colorado POST Greater Metro Training Region (GMTR).
  - The police department now has two "red dot" instructors.
- The police department has not received word to the awarding of the EIAF grant.
- The student academy graduation was held on Friday, May 30, 2025.
  - The public safety academy was successful.
  - The academy participants were remarkable.

  - Every student was engaged and participatory.
  - Every student learned at least one new skill and/or something they didn't know about public safety.
- The police department will be working with the Elizabeth Fire Department to fine tune the public safety academy to make next year's academy even more memorable.

Respectfully,

Jeffery R. Engel

Jeffery R. Engel

Chief of Police

TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 05/18/2025 to 05/31/2025

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 **05/18/2025 at 12:01 a.m. to 05/31/2025 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. **

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107
Phone: 303-646-4664 Fax: 303-646-0616
Email: Police@townofelizabeth.org
www.townofelizabeth.org

Colorado Association of Chiefs of Police

Total Calls for Service:

275

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:
45	18	26	1

Other Calls for Service:

Call Type:	Number of Calls:
911 Landline	4
911 Rapid SOS	11
Alarm-Business Burglary	10
Animal Impound	1
Assist to Fire Department	2
Assist to Other Agency	6
Attempt to Contact	6
Bar Check	1
Business Check	24
Child Abuse	2

Citizen Assist	9
Citizen Contact	11
Crime Prevention	9
Criminal Mischief	1
Domestic Violence-Physical	1
Fireworks	1
Flock	2
Follow Up	15
Found Property	2
Fraud	1
Harassment	2
Homeless Contact	1
Increased Patrol	29
Littering Complaint	1
Medical Assist	6
Missing Child	1
Motorist Assist	6
Municipal Ordinance Violation	7
Motor Vehicle Accident with Property Damage	2
Noise Complaint	2
Parking Complaint	3

Prowler	1
Report Every Drunk Driver Immediately (REDDI)	1
Repossession	2
Restraining Order Violation	1
School Education	1
Sex Assault on a Child	1
Shooting	1
Special Assignment	1
Suspicious Circumstance	6
Suspicious Person	3
Suspicious Vehicle	10
Traffic Complaint	2
Traffic Stop	45
Unwanted Subject	1
VIN Verify	4
Warrant Arrest	2
Welfare Check	12
Wildlife	1

Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
25-1079	Financial Crimes	Investigation into fraud at a local business.
25-1130	Financial Crimes	Investigation into fraud at a local business
25-1373	Extortion	Investigation into a citizen who was extorted.
25-1496	Vehicle Trespass/Burglary	Investigation into several vehicle trespasses.
25-2491	Death Investigation	Investigation into an unattended death.
25-2643	Theft	Investigation into a theft at a local store.
25-2708	Restraining Order Violation	Investigation into a ROV that occurred in Town.
25-3222	Sex Offense	Investigation on a sex offense involving a juvenile.
25-3258	Financial Crimes	Investigation into fraud on a resident.
25-3403	Assault	Investigation into a cold assault.

Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
25-2658	Municipal Ordinance Violation	Investigation into accumulation of debris on a property in Town
25-2868	Municipal Ordinance Violation	Investigation into accumulation of debris on a property in Town
25-2958	Municipal Ordinance Violation	Investigation into accumulation of debris on a property in Town
25-3360	Municipal Ordinance Violation	Investigation into accumulation of debris on a property in Town

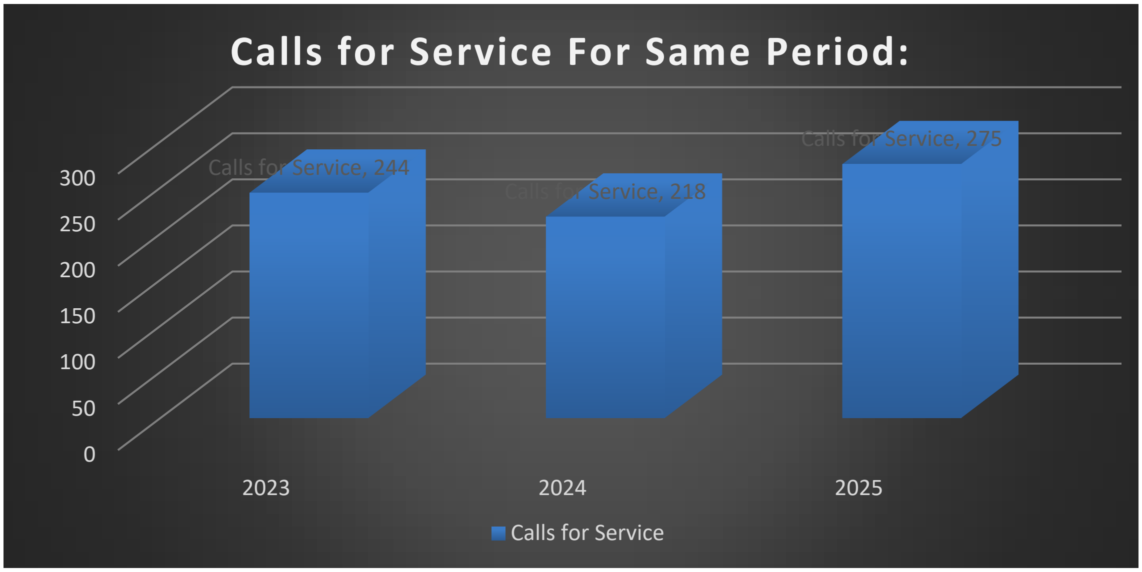
*Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations. **

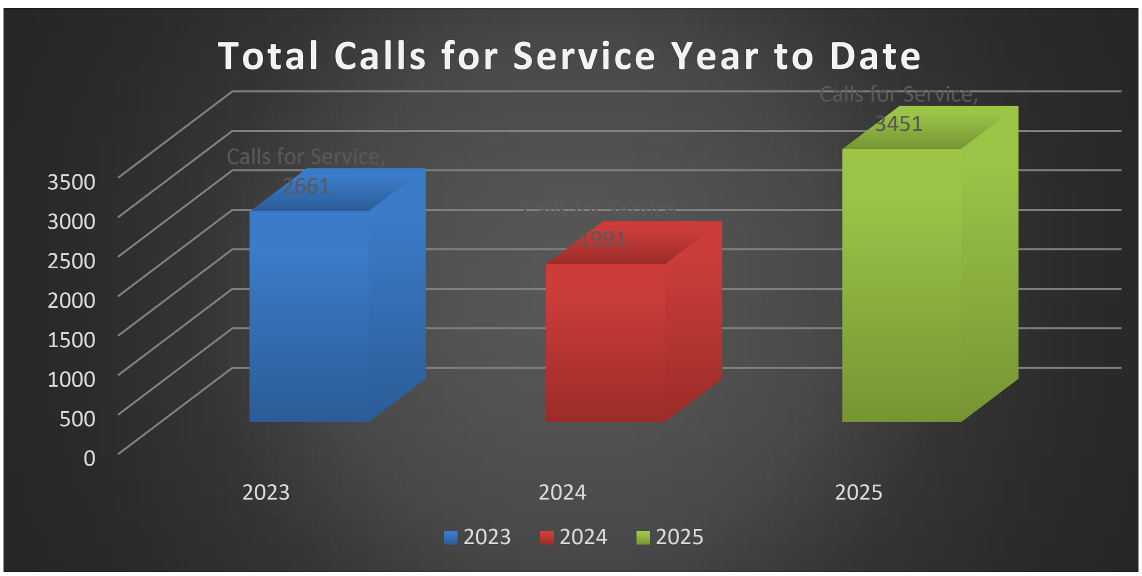
Closed Case/Incident Reports:

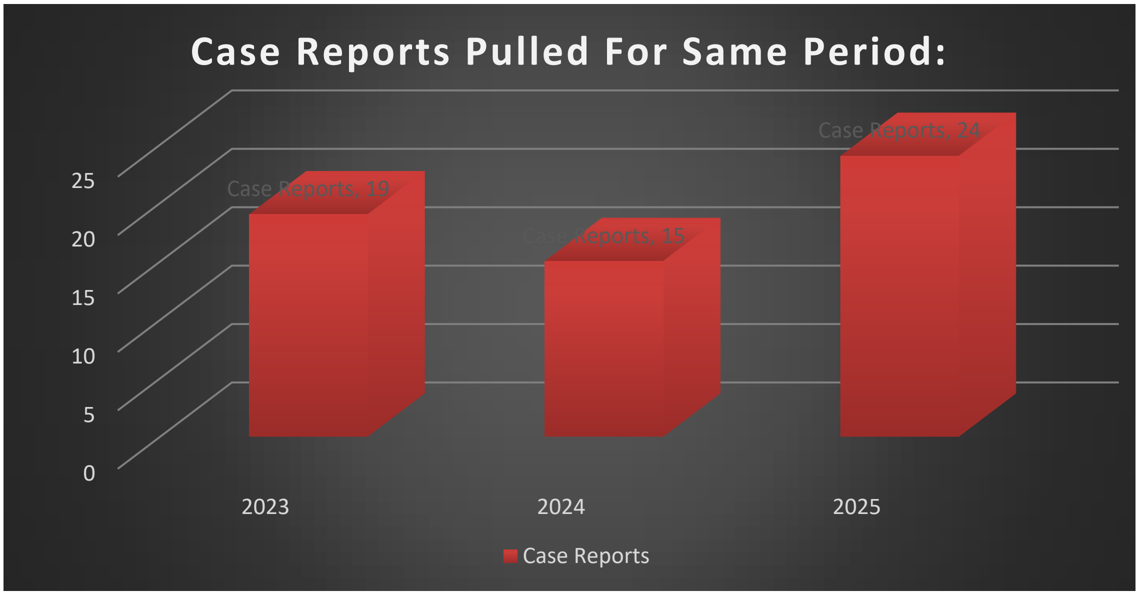
Case/Incident Number:	Call Type:	Details:
25-3139	Drug Offense	EPD responded to a drug offense at a local school. After investigation, multiple municipal summons were issued.
25-3202	Welfare Check	EPD responded to a report of a welfare check on a juvenile. After a brief preliminary investigation, it was determined the juvenile resided in Elbert County's jurisdiction. The case was turned over to them.
25-3216	Warrant Arrest	EPD contacted a party who had a warrant for their arrest. The suspect was arrested and booked into the Elbert County Jail without incident.
25-3201	Child Abuse	EPD concluded an investigation into alleged child abuse. There was insufficient probable cause to support criminal charges.

25-3206	Domestic Violence Felony Menacing	EPD responded to a residence on a report of physical domestic violence involving a firearm. The suspect fled the scene, and a warrant was sought for their arrest.
25-3273	Warrant ROV	EPD located a party known to have a felony warrant. The party was taken into custody with additional charges.
25-3287	Found Property	While doing an inspection of a patrol vehicle, an Officer located money on the hood of their patrol vehicle. As it was unknown who the money belonged to, it was booked into the property room.
25-3265	Animal Complaint	EPD located a dog that was loose in Town. As this was not the owner’s first offense, a Municipal Summons was issued.
25-3221	Suspicious Circumstance	EPD received a case regarding a suspicious circumstance. The alleged crime was found to have occurred in the Denver Police Department’s jurisdiction. The case was forwarded to them.
25-3243	Found Property	EPD had a key turned into them that was found at a local park. As the owner was unable to be identified, the key was booked into the property room.
25-3246	Municipal Ordinance Violation	EPD responded to a reported grass fire with Elizabeth Fire. It was discovered the fire was accidentally set by a juvenile who was being reckless. The juvenile was issued a municipal summons.
25-3340	Missing Child	EPD responded to a missing child. After searching, the child was located unharmed.

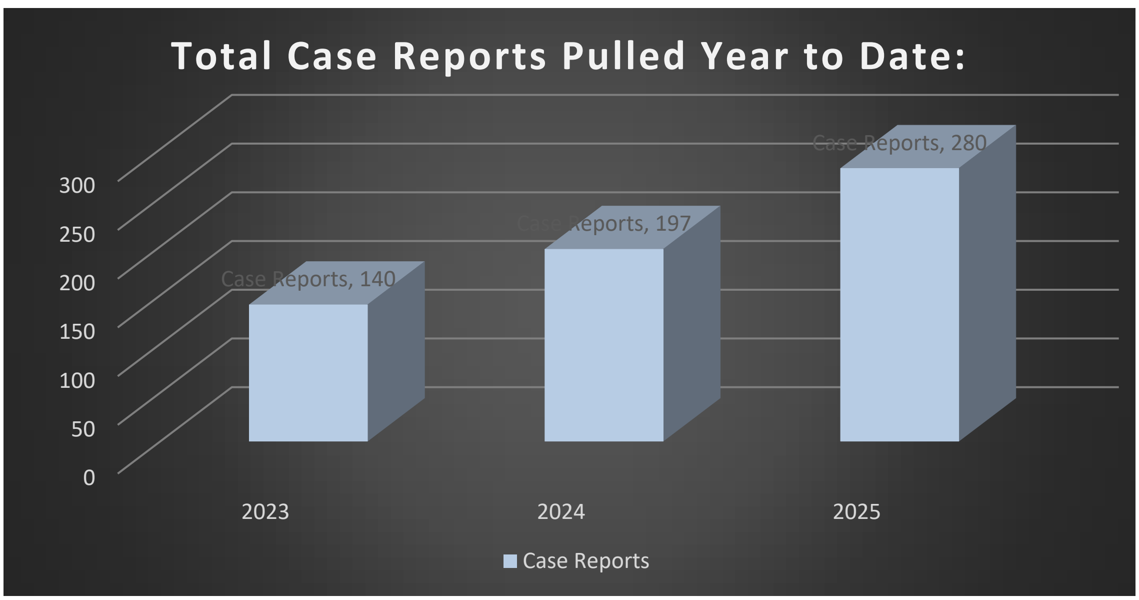
Historical Data:







Case Reports Pulled For Same Period:
25
20
15
10
5
0
Case Reports, 19
Case Reports, 15
Case Reports, 24
2023
2024
2025
Case Reports



Total Case Reports Pulled Year to Date:
300
250
200
150
100
50
0
Case Reports, 140
Case Reports, 197
Case Reports, 280
2023
2024
2025
Case Reports

TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

June 10, 2025

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

Hannah

- Hannah does not have a report this week, as she is off for a few days to work on the Stampede Rodeo. She is a big part of making this event possible.

Allison

- I attended a Liquor Basics and Beyond training in Burlington. It was quite the drive out and back, but Burlington is quite nice once you get there. The training was extremely informative. I filled my brain with numerous different kinds of liquor licenses and their requirements. I was also able to spend some time with the Town of Kiowa Clerk as we assisted each other to verify our understanding of the material. It was a wonderful day of learning!

Harmony

- Most of my time has been spent working on getting our new Agenda Management program and templates working correctly. With new software upgrades, there are always little tweaks and adjustments that have to be made.
- I enjoyed taking some time off to be with my visiting family for my daughter's graduation.

Michelle

- I have included a flyer for Back to the Badge. Having been given the opportunity to attend this event with the Elizabeth Police Department last year and gaining some insight into the event, I thought the Board may like to attend this year. We can reserve a table for 10. I would appreciate the board's feedback on this. Last year they did sell out of tables.
- CORE Electric has provided us with a donation to help purchase another car for the CORE Express Train. A passenger car has been ordered.
- As the saying goes, you can teach an old dog new tricks. Harmony and Allison are very patient with the old dog on learning the new Agenda Management Program.
- Please put the June 18th Workshop on your calendar. This workshop will discuss Abatement and the Community Senior Center. The workshop will start at 6:00 pm, dinner will be provided.

BACK THE BADGE

GET YOUR TICKETS TODAY!!

Elbert County Sheriff's Office Foundation
9th Annual Fundraiser Back the Badge Bash
Saturday, September 27th
4PM - 10PM live music and bar

The Elbert County Sheriff's Office Foundation is holding their 9th annual fundraising dinner for the brave men and women of the Sheriff's Office, in the event there is a tragedy - we are here to help!

MESSER EVENT CENTER
33955 COUNTY ROAD 37, KIOWA, COLORADO, 80117
$80 PER PERSON – TABLE OF 10 $800
FOR RESERVATIONS PLEASE CALL: 602-740-8090

Paypal - Paypal.me/backthebadge721

TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD

HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
May 5, 2025

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, May 5, 2025, at 4:33 PM by Chair Dennis Rodriguez.

ROLL CALL

Present were Chair Dennis Rodriguez, Vice Chair Jacque Hallet, Historian Bob Rasmussen, and Board Members John Quest (arrived 4:41), Lynn Mitchell, Gayle Gardner, and Jeff Lehman. There was a quorum for conducting business.

Also present were Planner/Project Manager Alexandra Cramer and Town Clerk Michelle Oeser.

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 February 3, 2025

Motion by Historian Rasmussen, seconded by Member 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 and Possible Action on Prize Selection for Historic Building Coloring Contest

Ms. Cramer provided a Staff report.
Motion by Member Mitchell, seconded by Vice Chair Hallet, to spend $250.00 on prizes for the Historic Building Coloring Contest.
Discussion was brought to the board.
Member Gardner moved to amend the motion to spend $500.00.
Motion to spend $500.00 on prizes for the Historic Coloring Contest.
The vote of those Board Members present was unanimously in favor. Motion carried.

TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

3. Discussion and Possible Action on Stampede Booth & Promotional Items

Ms. Cramer provided a Staff report. Board discussion followed.

STAFF REPORT

- Planner/Project Manager Cramer:
  - Discussion on the Historic Advisory Board summer event promotions.
  - Update on oral histories.
  - Discussion on the Historic Advisory Board's website.
  - Update on the PROST plan.
  - Discussion on the Historic Advisory Board's coloring contest.
  - Discussion on the upcoming Networking Event.
  - Discussion on a combined meeting with the Board of Trustees.

BOARD REPORTS

Member Quest discussed Member Gardner's research qualifications.

ADJOURNMENT

Motion by Ms. Mitchell, seconded by Vice Chair Hallett, to adjourn the meeting at 5:57 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair Dennis Rodriguez

Deputy Town Clerk ~~Michelle Oeser~~
Harmony Malakowski

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▪ Fax: (303) 646-9434 ▪ www.townofelizabeth.org