



Town of Elizabeth

Board of Trustees Regular Meeting **UPDATED**

Tuesday, March 24, 2026 at 7:00 PM
Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/83915733974?pwd=RMXzIHt8sg8OE48ZB1DZJRtSrCazLg.1>

Join via phone: 1 669 900 9128 Meeting ID: 839 1573 3974

Meeting Passcode: 047896

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 Regular Meeting of March 10, 2026

Presentations

2. Recognition of Sergeant Sean Bigler, 10 years of service – Chief Jeff Engel

New Business

3. Discussion and possible action on the re-appointment of Carrie Wedel to the Main Street Board of

Action may be taken on any and all items listed on the agenda.

Accommodations for disabilities may be made upon request.

Directors for a term of March 31, 2026, to March 31, 2029 – Alexandra Cramer

4. Board discussion and possible action on the appointment of Tony Atencio, or Deborah Kula to the open Trustee seat for Ward 3, with a term through November 3, 2026 – Michelle Oeser

Old Business

5. Discussion and possible action on Ordinance 26-07, an Ordinance amending Section 16-6-10 of the Town of Elizabeth Municipal Code regarding Off-Street Parking Requirements for Commercial Uses within the Downtown (DT) Zoning District – Alexandra Cramer
6. Second Reading of Ordinance 26-04, an Ordinance amending Chapter 18 of The Town of Elizabeth Municipal Code by the addition thereto of a New Article XVI adopting the Wildfire Resiliency Code – Kathryn Sellars

Public Hearing

7. Elizabeth Firefighters Community Foundation, First Responders Day / Chili Cookoff Special Event Liquor License application – Michelle Oeser

New Business

8. Discussion and possible action on approval of the Elizabeth Firefighters Community Foundation, First Responders Day / Chili Cookoff Special Event Liquor License application – Michelle Oeser
9. Elizabeth Firefighters Community Foundation First Responders Day / Chili Cookoff Sponsorship – Megan Gardner

Public Hearing

10. Pines and Plains Libraries Foundation, Elizabeth Brew Fest Special Event Liquor License application – Michelle Oeser

New Business

11. Discussion and possible action on approval of the Pines and Plains Libraries Foundation, Elizabeth Brew Fest Special Event Liquor License application – Michelle Oeser
12. Discussion and possible action on Hillside paving bids – James McErnie

Management Monitoring Reports

13. Management Monitoring Reports

Board of Trustees Report

14. Board Reports

Minutes

Action may be taken on any and all items listed on the agenda.
Accommodations for disabilities may be made upon request.

- 15. Minutes of the Historic Advisory Board Meeting of February 9, 2026
- 16. Minutes of the Main Street Board of Directors Meeting of February 9, 2026

Executive Session

- 17. To determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to C.R.S. § 24-6-402 (4)(e) and to hold a conference with the Town’s attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), concerning options related to Street Scape Project.

Adjournment

Action may be taken on any and all items listed on the agenda.
Accommodations for disabilities may be made upon request.

Meeting Protocol and Standards of Conduct

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular Board meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Elizabeth Municipal Code and Colorado Revised Statutes.

Action may be taken on any and all items listed on the agenda.
Accommodations for disabilities may be made upon request.



Board of Trustees Regular Meeting - Record of Proceedings

Tuesday, March 10, 2026 at 7:00 PM

Town Hall, 151 S. Banner Street

Call to Order

Roll Call

Present:

Mayor Angela Ternus
Mayor Pro Tem Tracy Hutchins
Trustee Loren Einspahr
Trustee Dave Conley
Trustee Michael Schroder
Trustee Steve Gaither

There was a quorum to do business.

Also in Attendance:

Interim Town Administrator Chris Lowe
Town Clerk Michelle Oeser
Planner/Project Manager Alexandra Cramer

Pledge of Allegiance

Mayor Ternus led the Board in the Pledge of Allegiance.

Public Comment

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Don Means — Elbert County Resident and Town Business Owner

Paul Schwarzkopf - Town of Elizabeth Resident

Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

Consent Agenda

1. Minutes of the Regular Meeting of February 24, 2026

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)

New Business

2. Discussion and possible action on the appointment of Jennifer Malley to the Planning Commission with a term through December 31, 2029 – Alexandra Cramer

Ms. Cramer provided a Staff report.

Ms. Malley introduced herself to the Board.

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve the appointment of Jennifer Malley to the Planning Commission with a term through December 31, 2029.

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 7:17 PM.

Public Hearing

3. Amending Lot Width requirements in R-2, R-TH, and R-3 Zoning Districts — Alexandra Cramer

Ms. Cramer provided a Staff report.

Mayor Ternus opened the Public Hearing for public comment.

Paul Schwarzkopf - Town of Elizabeth Resident

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 7:20 PM.

New Business

4. Discussion and possible action on Ordinance 26-06, an Ordinance amending Table 16-2 (Residential Dimensional Standards) of Section 16-1-40 of the Town of Elizabeth Municipal Code regarding Minimum Lot Width Requirements for the R-2, R-TH, and R-3 Zoning Districts – Alexandra Cramer

Motion by Trustee Conley, seconded by Trustee Einspahr, to approve Ordinance 26-06, an Ordinance amending Table 16-2 (Residential Dimensional Standards) of Section 16-1-40 of the Town of Elizabeth

Municipal Code regarding Minimum Lot Width Requirements for the R-2, R-TH, and R-3 Zoning Districts.
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 7:36 PM.

Public Hearing

5. Amending Off-Street Parking requirements for Downtown – Alexandra Cramer

Ms. Cramer provided a Staff report.

Mayor Ternus opened the Public Hearing for public comment.

David Cox — Elbert County Resident, Town Business Owner
Shelly Mango — Douglas County Resident
Linda Bulmer — Douglas County Resident, Town Business Owner
Paul Schwarzkopf — Town of Elizabeth Resident

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 8:02 PM.

New Business

6. Discussion and possible action on Ordinance 26-07, an Ordinance amending Section 16-6-10 of the Town of Elizabeth Municipal Code regarding Off-Street Parking Requirements for Commercial Uses within the Downtown (DT) Zoning District – Alexandra Cramer

Motion by Trustee Conley, seconded by Trustee Gaither, to approve Ordinance 26-07, an Ordinance amending Section 16-6-10 of the Town of Elizabeth Municipal Code regarding Off-Street Parking Requirements for Commercial Uses within the Downtown (DT) Zoning District.

Voting Yes: Trustee Einspahr, Trustee Conley, Trustee Gaither

Voting No: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Schroder

Motion Failed (3-3)

The Board directed Staff to bring an amended version of the proposed Ordinance to a future meeting.

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 8:52 PM.

Public Hearing

7. Discussion and possible action on Ordinance 26-08, an Ordinance amending Section 16-2-40 of the Elizabeth Municipal Code regarding Site Plan Approval Documentation and Stamping Procedures – Alexandra Cramer

Ms. Cramer provided a Staff report.

Mayor Ternus opened the Public Hearing for public comment.
There was no public comment.

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 8:55 PM.

New Business

8. Discussion and possible action on Ordinance 26-08, an Ordinance amending Section 16-2-40 of the Elizabeth Municipal Code regarding Site Plan Approval Documentation and Stamping Procedures – Alexandra Cramer

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve Ordinance 26-08, an Ordinance amending Section 16-2-40 of the Elizabeth Municipal Code regarding Site Plan Approval Documentation and Stamping Procedures.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: None

Motion Passed Unanimously (6-0)

Management Monitoring Reports

9. Management Monitoring Reports

- Interim Chris Lowe:
 - There will be an executive session scheduled soon.
 - Mayor Ternus discussed the fire in Gold Creek and Legacy Village.
- Town Clerk Michelle Oeser:
 - Mayor Ternus asked about Ms. Ritter finishing her 3rd year of Clerks Institute.
 - Mr. Reilly has started the process to get his Notary.
 - Discussion on working with the Town of Kiowa on upcoming events.

Board of Trustees Report

10. Board Reports

No board reports at this time.

Minutes

11. Minutes of the Planning Commission Meeting of October 7, 2025

Adjournment

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Conley, to adjourn the meeting at 9:10 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 OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

To: Honorable Mayor and Board of Trustees
From: Alexandra Cramer, AICP, Planner/Project Manager
Date: March 24th, 2026
Subject: MSBOD Appointment

Summary

The Town has received a letter of interest for one (1) Main Street Board of Director term that expires at the end of March 2026. Carrie Wedel has applied to be reinstated to the Main Street Board of Directors for a full three-year term. The term for the position would start from March 31st, 2026 through March 31st, 2029. The Main Street Board of Directors has seven (7) seats with three (3) year terms. The candidate has provided a letter of interest to remain on the board.

Staff Recommendation

Staff recommends that the Board of Trustees reinstate Carrie Wedel to the Main Street Board of Directors for a three-year term starting March 31st, 2026 through March 31st, 2029.

Attachments

Letter of Interest

From: [Carrie Wedel](#)
To: [Alexandra Cramer](#)
Subject: Main Street Board Appointment
Date: Tuesday, March 17, 2026 2:19:55 PM

Dear Mayor Ternus, Mayor Pro Tem Hutchins and Board of Trustees,

I am writing to formally express my interest in continuing my service on the Main Street Board and to request an extension of my term.

As a community member and someone who calls Elizabeth my home, I want to express my appreciation to you for allowing me to serve and hope that you will see my service as valuable.

During my time on the Main Street Board, we have worked to improve the support for Main Street businesses by supporting the streetscape project, creating a successful facade grant program, supporting community events on Main Street and promoting Main Street with a website to bring the community together. The Town is also proud winners of the award for Colorado Main Street of the Year!

Through it all, I feel more proud and more energized to continue to support the heart of Elizabeth - Main Street.

Thank you for your consideration.

Carrie Wedel



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: March 24, 2026
SUBJECT: Ward 3 Appointment

SUMMARY

Staff received two applications for the open Ward 3 Board seat. Both applicants reside within Ward 3 and meet all qualifications and requirements for appointments.

The Board has been provided with a list of standard interview questions and will conduct individual interviews with each candidate. The candidates must be asked the same set of questions. Following the interviews, the Board will discuss the applications and determine whether to appoint one of the candidates to fill the vacancy.

The appointed individual will serve in this role through the November 3, 2026, election until the newly elected Board member is officially seated.

STAFF RECOMMENDATION

Staff will not provide a recommendation on this appointment.

ATTACHMENTS(S)

Applications

Tony Atencio

Systems/Application/Data Analyst

Highly accomplished Systems, Application, and Data Analyst with over 24 years of experience in database administration, business intelligence, and software development. Adept at optimizing data processes, designing enterprise solutions, and enhancing system functionalities. Recognized for problem-solving, process improvement, and driving operational efficiency. Passionate about leveraging technology to streamline workflows and enhance business outcomes.

Core Competencies:

✓ *Business Intelligence & Analytics* | ✓ *SQL Query Optimization* | ✓ *Data Warehousing* | ✓ *ETL & SSIS Development* | ✓ *Systems Analysis & Design* | ✓ *HL7 & Healthcare IT Integration* | ✓ *Cache/IRIS ObjectScript Mumps* | ✓ *Reporting & Dashboard Development* | ✓ *Data Integrity & Process Automation* | ✓ *Midas Care Management Subject Matter Expert*

Professional Experience

Veterans EZ Infor, Inc. (VetsEZ) – Remote (02/2025 – Present)

Sr VistA MUMPS Developer SME

- Supporting the Department of Veterans Affairs (VA) Health Middleware and Data Management (HMDM) Development, Security, and Operations (DevSecOps) Support project.
- Writes, modifies, and maintains clean, scalable MUMPS code for the VistA system.
- Implement new functionalities based on user requirements and propose system enhancements.
- Maintain system performance and address security vulnerabilities.
- Address defects, produce bug fixes, and remediate POA&M's.
- Integrates VistA with other healthcare systems, ensuring seamless data exchange using HL7 and other protocols.
- Design, develop, and manage databases within the VistA environment.
- Provides technical support, troubleshoots issues, and communicates system functionalities to users.
- Participates in code reviews, quality assurance activities, and enhances the M-Unit framework with the VistA-Kernel module.
- Keep up to date with MUMPS programming and healthcare IT advancements.

Stanford Medicine Health Care – Remote (03/2022 – 01/2025)

Lead Clinical Systems Analyst

- Successfully transformed Midas Care Management and Statit from single-facility applications to enterprise-level systems, increasing the number of users from 1,000 to over 2,200.
- Implemented MS SQL Server with Visual Studio for automated ETL functions and data management.
- Promoted to Lead Clinical Systems Analyst in less than two years.
- Automated all flat file data loads into Midas using MS SQL Server and Visual Studio SSIS packages.
- Developed an automated ETL process for Midas data, supporting SHC and SMP Patient Safety Tableau dashboards.
- Conducted an aesthetic overhaul of all SAFE reporting forms for all facilities as part of a beautification project.
- Led and successfully implemented a Midas archive server, Midas staging area, and server upgrades for Midas and Statit, collaborating closely with Infrastructure, Integration, Reporting, and Help Desk teams.
- Implemented the Epic link to SAFE functionality for streamlined reporting of patient safety events, resulting in a 6% increase in SAFE submissions within the first month of use.
- Manages and oversees the Midas/Statit System Administrator functions for the facility by facilitating biweekly status meetings and providing education.

Continued...

Tony Atencio

- Assists in developing a training program for the Inpatient Clinical Applications team by designing and implementing a training record-keeping system for cross-training, utilizing Excel VBA.
- Implemented an automated weekly ETL process for provider data across all facilities, enhancing data accuracy and reliability.
- Established documentation standards for Knowledge Base articles by creating new processes and updating existing articles.
- Provides tier-3 support for Midas and Statit applications.
- Responsible for all Midas HL7 and Flat File interfaces, which includes maintaining, troubleshooting, modifying, and leading the implementation of all related projects.
- Continuously identifies opportunities for functional and stability improvements in Midas and Statit, and creates documentation for all new and modified processes, including projects.

University of Maryland Medical System – Remote (10/2021 – 03/2022) **Systems Application Analyst IV**

- Served as the Midas Subject Matter Expert for all projects related to integration with the system. Designed file load specifications for flat file interfaces from Epic into Midas dictionaries, focus studies, and patient data loads.
- Led complex analysis, design, development, testing, and support services for Midas Care Management, Statit, and Datavision.
- Within the first month of employment, several Opportunities for Improvement (OFI) were identified, including interface data integrity issues and unknown interface codes. Led a cross-team collaboration effort to resolve these issues.
- Managed three Midas Care Management servers and six Statit servers, including monthly validation of Windows patching, application version upgrades, and quarterly Midas software patching.
- Provided tier-2 support for application incidents reported through the help desk, including 24/7 on-call coverage as required.
- Authored several process documents for Midas System Administrators, detailing training, troubleshooting, and system information.
- Developed testing scripts and performed validation for quarterly updates of Midas Datavision Core Measures.
- Prepared change management application requests per company and vendor policies and specifications.
- Developed automated ETL processes using SSIS and MS SQL Server to synchronize data across multiple environments.
- Created an MS Excel dashboard for meeting minutes archiving and dashboarding, utilizing VBA.

Christus Health - Irving, TX (08/2019 – 07/2021) **Senior Database Administrator**

- Managed and maintained the MidasPlus relational database and application.
- Improved the ETL (Extract, Transform, Load) and data reporting processes by incorporating automation and data cleanup.
- Designed and implemented report automation using SQL Server Integration Services (SSIS) and Microsoft SQL Server stored procedures to generate flat files for dashboard and data lake usage.
- Developed complex SQL queries in Intersystems Cache SQL (CSQL) and Knowledge-Based Systems SQL (KBSQL) for data reporting, integrating with Python, used in automation for Core Measures, including Perinatal and Sepsis metrics.
- Created and implemented several Cache Objectscript routines for data maintenance and reporting within the MidasPlus relational database.
- Developed an Excel workbook for web scraping using VBA to assist with provider data maintenance and cleanup.
- Wrote and maintained HL7 and flat file inbound and outbound interfaces.
- Managed four MidasPlus servers integrated with Meditech, Epic, NaviHealth, Statit, and Optum.
- Designed and developed a flat file interface for Wellcentive integration using Cache Objectscript.

Tony Atencio

Conduent – Tucson, AZ (10/2011 – 08/2019) **Software Engineer II, Sr Systems Analyst**

Software Engineer II (01/2018 – 08/2019)

- ****Lead Midas Integration and Midas Systems Engineer for Hospital Corporation of America (HCA)****
- Integrated Meditech, Epic, and Cerner EMR systems with the Midasplus Care Management application.
- Designed and implemented customized Cache ObjectScript enhancements and revisions for alerts, emails, and data maintenance.
- Analyzed and rewrote numerous client SQL queries and report definitions, improving efficiency and accuracy by 90%.
- Developed several tools for gathering statistics, including report definition usage, error capturing, completion time, and scheduling using Cache ObjectScript.
- Delivered solutions in a timely manner, in accordance with HCA standard operating procedures and standards, completing system preparation for upgrades one week ahead of schedule.
- Served as the key engineer for the system upgrade to the latest version of Midasplus Care Management, logging all custom routines and rewriting several for compatibility.
- Worked on-site with HCA every other week as a client-facing liaison and dedicated engineer.

Senior Systems Analyst (10/2011 – 12/2017)

- Served as a Subject Matter Expert (SME) for indicator and reporting tools, offering comprehensive support, analysis, and training.
- Troubleshoot, analyzed, and resolved hardware and software issues for all Midas+ products, including Windows servers and workstations.
- Developed and implemented data-finding tools and utilities that improved troubleshooting time by 50%, streamlined the resolution process, and increased client and end-user satisfaction.
- Provided clients with dynamic analytical and statistical support through problem-solving, education, and the development of solutions to minimize production impact.
- Created an intersystem integration troubleshooting and repair program using Cache ObjectScript, which provided support personnel with common issues and solutions, reducing ticket resolution time by 65%.

Technical Proficiencies

Platforms:	Windows 11,10; Server 2019
Data Analysis:	Intersystems Cache/IRIS ObjectScript, MUMPS, MS SQL, HTML, KSQL, Cache SQL, Advanced Excel Functions, VBA, System Administration, SSIS Packages, Python, Problem Solving and Troubleshooting
Data Management:	Database Design and Management, Data Analysis, Data Quality Assessment, Data Warehousing, Tech Support, Data Mining, Data QA, Relational Databases, HL7/Flat File Interfaces, Dashboards
Applications:	Intersystems Cache/IRIS, Excel, Visual Studio, MS SQL Server Management Studio, SSIS, Midasplus Care Management, DBEaver

Professional Development and Credentials

Master of Science in Management 4.0 GPA, Graduated with Distinction, 2009
Embry-Riddle Aeronautical University

Bachelor of Science in Management of Technical Operations, magna cum laude, 2004
Embry-Riddle Aeronautical University

Tony Atencio

Park University

Numerous classes taken in Computer Science
Relevant Courses: Java, C++, R, SQL, Python

US Air Force Veteran

1997 – 2003 (Active-Duty US Air Force)
2014 - 2017 (Arizona Air National Guard)
Security Clearance: Secret (USAF, ANG), Public Trust II

Midas Certified System Manager

Stanford Medicine Inpatient Systems & Services Employee of the Month – July '23, December '24

Google Data Analytics Professional Certificate

Developing with InterSystems Objects and SQL Training Certificate

**APPLICATION FOR APPOINTMENT TO THE TOWN OF ELIZABETH
BOARD OF TRUSTEES**

Name: _____

Physical Address: _____, Elizabeth, Colorado 80107*

Mailing Address: _____ (if different than physical address)

Telephone Number: _____

Email Address: _____

Preferred Method of Contact: Email _____ Telephone _____ Other _____

Years of Residency in the Town of Elizabeth: _____

Are you registered to vote in Elbert County, Colorado? Yes _____ No _____

Number of Board of Trustee Meetings Attended in Last Six (6) Months? _____

Number of Public Meetings (any type) Attended in Last Six (6) Months? _____

Place of Employment: _____ (For conflicts of interest only).

Did you vote in the Town's most recent election? Yes _____ 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 an elected office? If so, please provide the location, length of service, and any positions held:

2. Past and Present memberships on a Board, Committee, or Task Force in the public sector (business, civic, community, religious, political, professional, recreational or social). Please provide the name of the organization, role/title/position, and dates of service.

3. Please list all other volunteer experiences.

4. What do you consider the two (2) most important challenges facing the Town of Elizabeth in the next few years? What do you think should be done?

5. What is something you would like to change about the operations of the Town of Elizabeth, and how would you change that item?

6. Please list any skills or expertise, if selected, you would bring to the Board of Trustees?

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

8. Why do you want to serve on the Board of Trustees for the Town of Elizabeth?

9. If you are appointed to the Board of Trustees, are you willing to run for the position again? Why or why not?

10. Do you have any experience in accounting, reviewing budgets, bookkeeping or related fields? Please explain.

11. An appointment to the Board of Trustees requires several orientation meetings with Department Heads and the Town Administration, preparing for bi-monthly Board Meetings, attendance at bi-monthly Board meetings, meeting with residents and citizens, occasional Saturday workshops, attendance at Town Events, and other official duties. Are you able and willing to devote the necessary time to the position?

12. 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.


13. Are you aware of any conflicts of interest – perceived or actual – that would require you to recuse yourself from participating in certain actions by the Board of Trustees?

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.

DEBORAH KULA, P.E.

Elizabeth, CO



Michelle,

MARCH 2, 2026

As a resident of Ward 3 for the last 18 months, I am writing to express my interest in the Ward 3 vacancy on the Town of Elizabeth Board of Trustees. As a project manager for Douglas County Government, I oversee a \$4.5 million budget and regularly participate in public meetings, working with diverse stakeholders to deliver fiscally responsible and community-focused outcomes.

Michelle Oessler
Town of Elizabeth
123 Banner St
Elizabeth, CO 80107

Elizabeth is experiencing meaningful growth, and I am committed to ensuring that growth is managed thoughtfully and sustainably. My experience leading cross-functional teams and delivering cost-effective projects would allow me to contribute practical, results-oriented leadership to the Board.

I care deeply about supporting Elizabeth as a strong, economically sound community—both for current residents and for future generations. I would welcome the opportunity to further discuss how I can serve Ward 3 and contribute to the Town's continued success.

Sincerely,



Deborah Kula

Deborah Kula, P.E.

PROFESSIONAL SUMMARY

Public sector leader with 30+ years of experience in infrastructure planning, regulatory oversight, and fiscal management. Currently manage a \$4.5 million public budget and lead cross-functional teams serving Douglas County residents. Experienced in presenting to elected officials and engaging diverse stakeholders. Committed to responsible growth, transparency, and long-term community sustainability.

PROFESSIONAL EXPERIENCE

Special Projects Engineer

Douglas County Government | 2022–Present

- Lead development of the County’s stormwater asset management program to strengthen long-term infrastructure planning.
- Manage a \$4.5 million annual budget and supervise a team of four staff members.
- Prepare contracts, oversee project execution, and coordinate across departments and community stakeholders.
- Present technical and policy-related information in public meetings and support informed decision-making.

Development Review Engineer

Douglas County Government | 2014–2022

- Reviewed and evaluated complex development proposals for compliance with County standards.
- Prepared variances and delivered presentations to leadership and the Board of County Commissioners.
- Collaborated with regional agencies to align standards and improve consistency across jurisdictions.
- Contributed to process improvements that enhanced efficiency and transparency.

Erosion Control Inspection Supervisor

City of Aurora | 2009–2014

- Co-led the comprehensive rewrite of the City’s erosion control manual to align with updated state regulations.

- Provided training to contractors, staff, and industry groups to ensure consistent implementation and compliance.
- Strengthened program oversight and accountability through updated procedures and education.

Project Engineer

LB Engineering, Inc., Bend, OR | 2007–2009

- Prepared planning and engineering documents for private development projects.
 - Developed project budgets and participated in public hearings as needed.
-

COMMUNITY INVOLVEMENT

- Aurora Highline Canal Clean-Up
 - Aurora Water Festival
 - Foster Home & Volunteer Driver, Pet Adoption Network
 - Bend Schools – Read to Children Program
 - Denver Jaycees
-

CORE LEADERSHIP STRENGTHS

Fiscal Oversight | Strategic Planning | Public Engagement
Collaborative Leadership | Regulatory Governance | Problem-Solving

**APPLICATION FOR APPOINTMENT TO THE TOWN OF ELIZABETH
BOARD OF TRUSTEES**

Name: _____

Physical Address: _____, Elizabeth, Colorado 80107*

Mailing Address: _____ (if different than physical address)

Telephone Number: _____

Email Address: _____

Preferred Method of Contact: Email _____ Telephone _____ Other _____

Years of Residency in the Town of Elizabeth: _____

Are you registered to vote in Elbert County, Colorado? Yes _____ No _____

Number of Board of Trustee Meetings Attended in Last Six (6) Months? _____

Number of Public Meetings (any type) Attended in Last Six (6) Months? _____

Place of Employment: _____ (For conflicts of interest only).

Did you vote in the Town's most recent election? Yes _____ 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 an elected office? If so, please provide the location, length of service, and any positions held:

2. Past and Present memberships on a Board, Committee, or Task Force in the public sector (business, civic, community, religious, political, professional, recreational or social). Please provide the name of the organization, role/title/position, and dates of service.

3. Please list all other volunteer experiences.

4. What do you consider the two (2) most important challenges facing the Town of Elizabeth in the next few years? What do you think should be done?

5. What is something you would like to change about the operations of the Town of Elizabeth, and how would you change that item?

6. Please list any skills or expertise, if selected, you would bring to the Board of Trustees?

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

8. Why do you want to serve on the Board of Trustees for the Town of Elizabeth?

9. If you are appointed to the Board of Trustees, are you willing to run for the position again? Why or why not?

10. Do you have any experience in accounting, reviewing budgets, bookkeeping or related fields? Please explain.

11. An appointment to the Board of Trustees requires several orientation meetings with Department Heads and the Town Administration, preparing for bi-monthly Board Meetings, attendance at bi-monthly Board meetings, meeting with residents and citizens, occasional Saturday workshops, attendance at Town Events, and other official duties. Are you able and willing to devote the necessary time to the position?

12. 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.

13. Are you aware of any conflicts of interest – perceived or actual – that would require you to recuse yourself from participating in certain actions by the Board of Trustees?

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.



TO: Board of Trustees
FROM: Alexandra Cramer, Planner/Project Manager
DATE: March 24th, 2026
SUBJECT: Ordinance 26-07 – Off-Street Parking Requirements, Downtown (DT) Zoning District

EXECUTIVE SUMMARY

This memo accompanies a revised version of Ordinance 26-07, which returns to the Board following the March 10, 2026 meeting. The original staff memo, which contains the full background, analysis, and proposed amendment detail, is attached for reference.

SUMMARY OF REVISION

One amendment has been made to the ordinance at the direction of the Board following the March 10 meeting. No other changes were requested or made. The Town Attorney has been consulted on the revised language.

The amendment is reflected in Section 2 of the ordinance and adds a mandatory review provision. Upon adoption, the Town Administrator or designee is directed to monitor the application of the Downtown parking provisions and provide the Board with a structured opportunity to evaluate the impact of the ordinance no sooner than two years and no later than five years from the effective date.

An earlier review may be initiated if monitoring data indicates that parking utilization in the Downtown District is approaching or exceeding sustainable thresholds — meaning the public supply is no longer adequately serving the district. In that circumstance the Board would convene a review before the five year mark. Regardless of whether an earlier review is triggered, the Board will conduct a full evaluation no later than five years from the effective date, at which point it would assess whether the ordinance should remain as adopted or whether adjustments to the parking framework are warranted.

This provision does not alter the substance of what the ordinance accomplishes. What it does is pair a meaningful policy reform with a structured accountability mechanism — one that ensures outcomes are measured, reported, and acted upon if warranted. Staff believes the ordinance is stronger for it.

STAFF RECOMMENDATION

Staff recommends the Board of Trustees approve Ordinance 26-07.

ATTACHMENTS

1. Ordinance 26-07
2. Original Staff Memo dated March 10, 2026.

ORDINANCE 26-07

AN ORDINANCE AMENDING SECTION 16-6-10 OF THE TOWN OF ELIZABETH MUNICIPAL CODE REGARDING OFF-STREET PARKING REQUIREMENTS FOR COMMERCIAL USES WITHIN THE DOWNTOWN (DT) ZONING DISTRICT

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Subsection (c) of Section 16-6-10 of the Town of Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

- (c) Downtown (DT) Zoning District — Commercial Parking Requirements.
 - (1) Minimum off-street parking space requirements under subsection (b) of this Section shall not apply to nonresidential land uses within the Downtown (DT) zoning district. No fee in lieu for parking shall be required as a condition of certificate of occupancy issuance for nonresidential land uses within the Downtown (DT) zoning district.
 - (2) Accessible parking spaces shall be provided in accordance with subsection (f) of this Section and all applicable state and federal law
 - (3) Parking Management Plan. All proposed new commercial buildings within the Downtown (DT) zoning district exceeding seven thousand five hundred (7,500) square feet of usable floor area shall submit a Parking Management Plan, prepared by a qualified traffic or transportation engineering firm, as part of the site plan application. The plan shall be subject to the review and approval of the Town's Traffic Engineer prior to site plan approval. The cost of preparation shall be borne by the applicant. This requirement applies to new construction only, and shall not be triggered by changes of use, tenant improvements, or additions to existing buildings. For the avoidance of doubt, demolition of an existing structure and construction of a new building on the same lot shall be considered new construction for purposes of this subsection.
 - (4) Parking Management Plan Contents. A Parking Management Plan shall be prepared by a licensed professional engineer or certified transportation planner with demonstrated experience in parking and traffic analysis. The plan shall be subject to the review and written approval of the Town's Traffic Engineer and shall include the following:
 - a. An assessment of anticipated parking demand based on the proposed use, hours of operation, and expected patronage;

b. A description of how parking demand will be addressed, including any on-site parking provided and the proximity and availability of public parking facilities;

c. Identification of applicable transportation demand management strategies, such as bicycle parking, pedestrian access improvements, or transit connections; and

d. A commitment to monitor parking conditions and implement adjustments if parking-related issues are identified following occupancy.

(5) **Monitoring.** Staff shall conduct parking utilization counts within the Downtown (DT) zoning district on a bi-annual basis for the first two (2) years following the effective date of this ordinance and shall provide an annual report to the Planning Commission and the Board of Trustees summarizing utilization data and any identified concerns. A comprehensive programmatic review shall be conducted at the conclusion of the two-year monitoring period, at which time staff shall recommend to the Board of Trustees whether to continue, modify, or expand the provisions of this subsection.

(6) **Reservation of Authority.** Nothing in this subsection shall limit the authority of the Board of Trustees to adopt additional parking management measures within the Downtown (DT) zoning district, including but not limited to on-street time restrictions, residential permit parking programs, or enhanced parking management plan requirements, should monitoring data indicate the need for such measures.

Section 2. The Board of Trustees directs that the Town Administrator or the Town Administrator's designee monitor the application of Subsection (c) of Section 16-6-10 as set forth above, and provide the Board with the opportunity to review the impact of the changes herein no sooner than two (2) years and no later than five (5) years from the effective date of this Ordinance when conditions within said Downtown (DT) zoning district warrant such review.

Section 3. Severability. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 4. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 5. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2026.

Passed by a vote of _____ for and _____ against and ordered published.

Angela Ternus, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



TO: Board of Trustees
FROM: Alexandra Cramer, Planner/Project Manager
DATE: March 10th, 2026
SUBJECT: Ordinance 26-07 – Off-Street Parking Requirements, Downtown (DT) Zoning District

EXECUTIVE SUMMARY

Ordinance 26-07 amends Section 16-6-10 of the Elizabeth Municipal Code to eliminate minimum off-street parking requirements and the associated fee-in-lieu for commercial uses in the Downtown (DT) zoning district. The Planning Commission voted 4-0 to recommend approval at their March 3, 2026 meeting.

This ordinance comes before the Board at a consequential moment for Main Street. The Town has invested over \$3 million in streetscape improvements, built a 100+ space public parking lot, earned recognition as 2024 Colorado Main Street Community of the Year, and utilized professional analysis confirming that parking supply is adequate for existing conditions and the anticipated build-out of the district. The infrastructure exists. The market demand exists. The public investment has been made. What has not followed is the commercial activity that investment was intended to attract — and four years of data leave little room for ambiguity about why.

Since the Board adopted Ordinance 22-01 in January 2022, the fee-in-lieu has collected no revenue. No business has utilized the parking reduction option. No new commercial development has occurred on Main Street. One of the most prominent buildings in the district sits vacant. Vacant lots remain undeveloped. Property owners seeking to convert and retrofit existing structures for commercial use have found the regulatory path forward cost-prohibitive. The Town's most development-ready Downtown parcel went to RFP in October 2024 and received zero responses. The Board is not being asked to take a leap of faith. It is being asked to look at four years of consistent, documented outcomes and draw a straightforward conclusion.

The instinct to preserve a parking requirement is understandable — it feels like protection against spillover, against developers cutting corners, against the Town absorbing costs that private investment should bear. But that instinct assumes the requirement is doing something. In the Downtown district, it is not. It is not generating parking. It is not generating fees. It is not generating development. It *is* generating vacancies. Eliminating the minimum does not mean eliminating parking. Developers, lenders, and tenants all have direct financial stakes in getting parking right that far exceed the Town's regulatory interest. What the

private market cannot absorb is a mandatory fee obligation that makes a project unfinanceable before a single decision about parking has been made. Removing the minimum returns that decision to the people with the most to lose if they get it wrong.

The current requirements impose costs that serve no remaining public purpose. For owners of existing buildings, the upgrade trigger converts routine reinvestment — a patio, an accessibility improvement, a modest expansion — into a parking compliance obligation their century-old lots cannot physically meet. For prospective new development, fee obligations render projects unfinanceable before construction begins. The public parking lot the fee-in-lieu was created to fund has been built. The standard it enforces has no basis in the actual supply and demand conditions of the Downtown district. What remains is a regulation that costs the Town the very investment it has spent years and millions of dollars trying to attract — the definition of government getting in its own way.

Ordinance 26-07 removes those barriers while retaining ADA-accessible parking requirements and establishing a Parking Management Plan requirement for new commercial buildings exceeding 7,500 square feet of usable floor area, subject to review and approval by the Town's Traffic Engineer as part of the site plan process. A bi-annual monitoring program with a two-year programmatic review provides the Board with tools to respond if conditions warrant. The Town's Traffic Engineer has been consulted throughout the development of this proposal and, should the ordinance be approved, has indicated willingness to work with staff to prepare both a Parking Management Plan template for applicants to reference as part of the site plan process and a monitoring framework to guide staff in conducting the bi-annual utilization counts.

Staff recommends approval of Ordinance 26-07.

BACKGROUND

In January 2022, the Board of Trustees adopted Ordinance 22-01, reducing Downtown commercial parking requirements by 20 percent and establishing a \$5,000 per-space fee-in-lieu. The intent was to generate capital for public parking construction. In the four years since, the fee has collected no revenue, no businesses have used the option, and no new commercial development has occurred on Main Street.

Meanwhile, the Town completed the investments the fee was meant to fund: the 116-space Main Street Depot lot and a \$3 million streetscape project adding 95-plus on-street spaces, for a combined addition of more than 211 publicly available spaces. The 2022–2023 Olde Town Circulation Study validated that parking supply would be adequate for expected development — that conclusion was the professional basis for authorizing both projects.

THE BURDEN ON EXISTING BUILDINGS AND BUSINESSES

The more consequential problem is what the current requirements do to the buildings and businesses that already define Main Street. Most commercial properties along Main Street were constructed in the late

1800s and early 1900s, well before Elizabeth adopted a zoning code. These properties are legally non-conforming — built lawfully under the rules of their era, but not compliant with current dimensional standards, including parking. Under Colorado zoning law, certain improvements to a legal non-conforming property trigger a requirement to bring the property into compliance with current code.

In practice, this means a property owner who wants to add a patio, an ADA-accessible restroom, or a few hundred square feet of retail space may trigger the parking standard. The lot has no room for parking — these are century-old buildings on small old-town lots with no surplus land. The only path forward is the fee-in-lieu. For many owners, that fee makes the project unviable. The improvement does not happen, maintenance is deferred, and buildings the Town most wants to preserve as active commercial properties become harder to sustain.

This is not a hypothetical. It is the lived experience of Downtown property owners today. The current code functions as a penalty on reinvestment in the Town's oldest and most irreplaceable commercial buildings — the very properties that give Main Street its character and draw people there in the first place.

Elimination of the parking requirement resolves this directly. Without a mandatory parking standard, improvements to legal non-conforming properties will no longer trigger fee obligations, and property owners can invest in their buildings without incurring regulatory costs that bear no relationship to actual parking supply or demand.

WHY MAIN STREET IS DIFFERENT

It is worth addressing directly why the Downtown district warrants a different regulatory approach than other commercial areas in Town. The answer is function. Main Street operates as a park-once district: customers arrive, leave their car, and move between businesses on foot. Research on multi-stop shopping behavior consistently bears this out — studies find that nearly three-quarters of all non-grocery shopping trips involve more than one destination, and walkable, clustered commercial environments amplify that effect because proximity makes the additional stop easy.

A customer who says they will not park and walk to a business on Main Street is probably not describing their actual behavior. The walk from the Carriages Shoppes to The Nest is roughly 350 feet — the same distance as a typical space in the middle of the Walmart parking lot to Walmart's front door. People make that walk without thinking about it. The difference is that on Main Street, those 350 feet pass storefronts.

The businesses that belong in a park-once district are not the ones the current code accommodates. Auto-oriented uses — service stations, drive-throughs, car washes — generate their own parking because land consumption is built into their model. They can absorb a parking requirement. The businesses that want to locate on Main Street — cafes, shops, small services — depend on pedestrian activity and shared parking. The parking code, as written, accommodates one category and is hostile to the other. That is the predictable result of applying a suburban commercial standard to a pre-automobile historic street.

WHY THE CURRENT REQUIREMENTS DON'T WORK FOR NEW DEVELOPMENT EITHER

The parking requirement does not just burden existing buildings — it stops new development before it starts. Development projects are financed, not funded out of pocket. Before a bank will commit to a commercial loan, it requires a feasible proforma — projected revenue must support projected cost at a margin lenders will accept. A regulatory fee obligation that adds six figures to a project's cost before a single customer walks through the door does not get financed. It gets abandoned.

This is not a theoretical concern. The Ayres Associates Redevelopment Roadmap estimated that the Gesin Lot — the Town's most development-ready Downtown parcel — carried a parking fee obligation of between \$290,000 and \$440,000. That figure was layered onto a project already facing a \$700,000 funding gap even with the Town hypothetically contributing the land at no cost. No lender finances a project with that structure. The Town issued an RFP for the property in October 2024 and received zero responses.

The market itself has not rejected Downtown Elizabeth. Professional analysis documents strong demographics and a Market Potential Index of 115 for premium dining within a 15-minute drive — well above the national benchmark. Private developers and their lenders are not unwilling to invest in Main Street. They are unwilling to absorb regulatory costs that serve no functional purpose and that the Town's own infrastructure investment has already made redundant. The Town cannot regulate its way to a vibrant Main Street, but it can remove the conditions that are preventing one from forming.

THE FISCAL CASE

There is a reasonable instinct that requiring developers to contribute to parking infrastructure protects the public from bearing that cost, and a natural follow-up that the solution might be to simply reduce the fee-in-lieu rather than eliminate it entirely. Neither approach holds up against the math.

The fee-in-lieu is a one-time payment collected at certificate of occupancy — if it is ever collected at all. At \$5,000 per space, a 2,000-square-foot restaurant carrying an estimated 26-space requirement would owe approximately \$130,000 once. A reduced fee of, say, \$2,500 per space would owe \$65,000 once. In either case, the Town collects that amount one time and the transaction is complete. The businesses most likely to locate on Main Street are not institutional developers with the ability to absorb large regulatory costs. They are small business owners for whom a six-figure fee obligation before opening day is simply the end of the conversation. The code, as written, is most punishing to exactly the people most likely to say yes to Main Street. The more important problem is that even a reduced fee keeps projects financially infeasible. Development that does not happen generates no fee revenue and no tax revenue. A lower barrier is still a barrier if it stops the project.

Compare that to what a functioning Main Street business actually produces. Sales tax revenue from a viable commercial tenant recurs every year the business is open, grows if the business grows, and is joined by property tax increases from an improved building. A one-time fee-in-lieu payment, collected once at certificate of occupancy, competes with none of that. The math holds at any fee amount and any sales

volume — recurring annual revenue from an operating business will always outperform a single payment on a long enough horizon. And that horizon only starts if the project gets built.

There is also the question of what the fee was for. The fee-in-lieu existed to fund public parking construction. That parking has been built. Continuing to collect a fee for infrastructure that already exists is not a parking policy — it is a revenue mechanism with no corresponding purpose, applied to the one commercial district in Town where the Town has already demonstrated, through \$3 million in public investment, that it believes parking supply is adequate.

PROPOSED AMENDMENT

Ordinance 26-07 eliminates minimum off-street parking requirements and the fee-in-lieu for commercial uses in the Downtown district. The following requirements are retained: ADA-accessible parking requirements remain in effect in accordance with subsection (f) of Section 16-6-10 and applicable state and federal law. Residential parking requirements and all other zoning districts are unaffected.

All new commercial buildings exceeding 7,500 square feet of usable floor area within the Downtown district are required to submit a Parking Management Plan as part of the site plan application, prepared by a qualified independent traffic or transportation engineering firm and subject to approval by the Town's Traffic Engineer prior to site plan approval. The cost of preparation is borne by the applicant.

The 7,500 square foot threshold reflects the scale at which a formal parking demand analysis is both warranted and proportionate to the cost of preparing it. Below that threshold, the nature of uses typical to a historic downtown commercial district — and the availability of existing public parking — make a mandatory independent study an unnecessary barrier to the kind of small-scale investment the ordinance is intended to encourage. The Town's Traffic Engineer retains discretion to require a plan for smaller projects where the proposed use is expected to generate unusual parking or traffic demand.

The requirement applies to new construction only. Changes of use, tenant improvements, additions to or expansions of existing buildings, and improvements to legally non-conforming properties do not trigger the plan requirement. Demolition of an existing structure and construction of a new building on the same lot is considered new construction for purposes of this requirement, regardless of the prior building's conforming or non-conforming status.

Staff will conduct bi-annual parking utilization counts for the first two years following adoption and report annually to the Planning Commission and Board of Trustees, with a full programmatic review at the two-year mark. The Board of Trustees retains full authority to implement additional parking management measures — on-street time limits, residential permit parking, enhanced plan requirements — if monitoring data indicates the need.

STAFF RECOMMENDATION

Staff recommends the Board of Trustees approve Ordinance 26-07.

ATTACHMENTS

1. Ordinance 26-07
2. Current Code Language – Section 16-6-10
3. 2022–2023 Olde Town Circulation Study (Excerpts)
4. Ayres Associates Redevelopment Roadmap (Excerpts)

ORDINANCE 26-07

AN ORDINANCE AMENDING SECTION 16-6-10 OF THE TOWN OF ELIZABETH MUNICIPAL CODE REGARDING OFF-STREET PARKING REQUIREMENTS FOR COMMERCIAL USES WITHIN THE DOWNTOWN (DT) ZONING DISTRICT

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Subsection (c) of Section 16-6-10 of the Town of Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

- (c) Downtown (DT) Zoning District — Commercial Parking Requirements.
 - (1) Minimum off-street parking space requirements under subsection (b) of this Section shall not apply to nonresidential land uses within the Downtown (DT) zoning district. No fee in lieu for parking shall be required as a condition of certificate of occupancy issuance for nonresidential land uses within the Downtown (DT) zoning district.
 - (2) Accessible parking spaces shall be provided in accordance with subsection (f) of this Section and all applicable state and federal law
 - (3) Parking Management Plan. All proposed new commercial buildings within the Downtown (DT) zoning district exceeding seven thousand five hundred (7,500) square feet of usable floor area shall submit a Parking Management Plan, prepared by a qualified traffic or transportation engineering firm, as part of the site plan application. The plan shall be subject to the review and approval of the Town's Traffic Engineer prior to site plan approval. The cost of preparation shall be borne by the applicant. This requirement applies to new construction only, and shall not be triggered by changes of use, tenant improvements, or additions to existing buildings. For the avoidance of doubt, demolition of an existing structure and construction of a new building on the same lot shall be considered new construction for purposes of this subsection.
 - (4) Parking Management Plan Contents. A Parking Management Plan shall be prepared by a licensed professional engineer or certified transportation planner with demonstrated experience in parking and traffic analysis. The plan shall be subject to the review and written approval of the Town's Traffic Engineer and shall include the following:
 - a. An assessment of anticipated parking demand based on the proposed use, hours of operation, and expected patronage;

b. A description of how parking demand will be addressed, including any on-site parking provided and the proximity and availability of public parking facilities;

c. Identification of applicable transportation demand management strategies, such as bicycle parking, pedestrian access improvements, or transit connections; and

d. A commitment to monitor parking conditions and implement adjustments if parking-related issues are identified following occupancy.

(5) **Monitoring.** Staff shall conduct parking utilization counts within the Downtown (DT) zoning district on a bi-annual basis for the first two (2) years following the effective date of this ordinance and shall provide an annual report to the Planning Commission and the Board of Trustees summarizing utilization data and any identified concerns. A comprehensive programmatic review shall be conducted at the conclusion of the two-year monitoring period, at which time staff shall recommend to the Board of Trustees whether to continue, modify, or expand the provisions of this subsection.

(6) **Reservation of Authority.** Nothing in this subsection shall limit the authority of the Board of Trustees to adopt additional parking management measures within the Downtown (DT) zoning district, including but not limited to on-street time restrictions, residential permit parking programs, or enhanced parking management plan requirements, should monitoring data indicate the need for such measures.

Section 2. Severability. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 3. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2026.

Passed by a vote of _____ for and _____ against and ordered published.

Angela Ternus, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

ARTICLE VI - Parking Space Requirements

Sec. 16-6-10. - Parking space requirements.

(a) Definitions.

Hard-surfaced means concrete, asphalt or other similar material approved by the Town's Traffic Engineer or Community Development Director.

Useable floor area means that area of a building which contains a specific use and is normally occupied by that use. Areas such as bathrooms, closets and hallways are not considered useable space.

(b) The listed uses shall be subject to the following parking space requirements. Each type of use shall be applied independently to individual areas within the building (i.e., a restaurant would have a dining area, office space and other spaces such as a kitchen).

- (1) Residential: Two (2) off-street parking spaces shall be provided for each new single-family dwelling unit;
- (2) Retail: One (1) parking space for each two hundred (200) square feet of usable floor area;
- (3) Assembly halls: For auditoriums, arenas, gymnasiums, exhibition halls, theaters, convention centers, and other similar public gathering places, at least one (1) parking space for every four (4) seats, or one (1) parking space for each one hundred (100) square feet of usable floor area, whichever is greater. When individual seats are not provided, twenty-two (22) inches of undivided seating shall constitute one (1) seat;
- (4) Churches: At least one (1) parking space for every four (4) fixed seats, or one (1) parking space for each one hundred (100) square feet of usable floor area, whichever is greater. When individual seats are not provided, twenty-two (22) inches of undivided seating shall constitute one (1) seat;
- (5) Lodging places: One (1) parking space shall be provided for each guest unit;
- (6) Offices: One (1) parking space shall be provided for each two hundred (200) square feet of usable floor area;
- (7) Eating and drinking places: At least one (1) parking space for every four (4) seats, or one (1) parking space for each fifty (50) square feet of usable floor area, whichever is greater;
- (8) Schools: For high schools, nine (9) parking spaces shall be provided for each classroom, and for all other schools one and one-half (1½) parking spaces shall be provided for each classroom;
- (9) Warehouses: One (1) parking space shall be provided for each five hundred (500) square feet of usable floor area;

- (10) Hospitals and clinics: One (1) parking space shall be provided for each patient bed; and
- (11) Assisted living services:
- a. 0.5 spaces per unit plus one (1) space per employee on the shift at which the highest number of employees are regularly present on the premises; and
 - b. Such use shall also provide one (1) dedicated loading space plus one (1) additional area for dedicated ambulance access.
- (12) All other uses not specifically mentioned: One (1) parking space shall be provided for each five hundred (500) square feet of usable floor area.
- (c) Minimum parking space requirements may be reduced for properties within the Downtown (DT) zoning district by twenty percent (20%), or as substantiated by a parking study approved by the Town of Elizabeth. No parking space reductions shall be taken for residential land uses. Any person who, after the effective date of the adopting ordinance codified herein, applies for a certificate of occupancy for a nonresidential land use within the Downtown (DT) zoning district shall pay a parking fee to the extent parking is not provided on-site in the amount of Five Thousand Dollars (\$5,000.00) per parking space. Such parking fee shall be paid and utilized as follows:
- (1) The feepayer shall pay the parking fee to the Town prior to the issuance of a certificate of occupancy.
 - (2) All funds collected pursuant to this Section shall be properly identified by the Town and promptly deposited into the Parking Fee Fund for the Downtown (DT) zoning district to be held in separate account as established in this Section 16-6-10 below.
 - (3) There is hereby established one (1) Parking Fee Fund for the Downtown (DT) zoning district.
 - (4) Any parking fee paid shall be utilized to provide parking for the benefit of the Downtown (DT) zoning district. Parking fees shall be used for the purpose of expansion of and improvement to parking facilities, including land acquisition, capital improvements, planning and design, street construction, street improvements, ancillary buildings, architectural fees and costs, legal fees and costs, surveying, site improvements, and buildings and equipment with an average useful life of at least seven (7) years. Funds shall be expended in the order in which they are collected.
- (d) For the purpose of these parking space regulations, the term parking space shall be defined as an off-street, hard surfaced, dust-free space designed and intended to be occupied by a parked automobile. The length and width of the required parking spaces, and the width of the aisle within a parking area shall be as indicated in the table below, Minimum Parking Standards.

Minimum Parking Standards

<i>Parking Angle</i>	<i>Stall Width</i>	<i>Stall Length</i>	<i>Aisle Width</i>
90	9' 0"	18' 0"	24' 0" (2-way)
Parallel	9' 0"	21' 0"*	15' 0" (1-way) 20' 0" (2-way)
45	9' 0"	19' 0"	16' 0" (1-way) 20' 0" (2-way)
60	9' 0"	20' 0"	15' 0" (1-way) 20' 0" (2-way)

*Measured longitudinally

(e) The stall width shall be measured perpendicular to the direction of the stall length. Stall length shall be measured perpendicular to the aisle, except parallel parking stall length which shall be measured longitudinally along the stall. Where there is common driveway aisle, the lessee will be required to lease and contract one-half (½) of the aisle. Where parking would be abutting sidewalks, the parking is to be designed as not to protrude over any sidewalks.

(f) Accessible parking spaces.

(1) Accessible parking space shall be provided as follows:

<i>Number of Parking Spaces Provided</i>	<i>Number of Accessible Spaces Provided</i>
1—25	1

26—50	2
51—75	3
76—100	4
101—150	5
151—200	6
201—300	7
301—400	8
401—500	9
501—1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1,000

(2) For every six (6) or fraction of six (6) accessible parking spaces, at least one (1) shall be a van parking space. Accessible spaces shall be eight (8) feet wide minimum and van parking spaces shall be eleven (11) feet wide minimum, shall be marked to define the width, and shall have an adjacent access aisle. Parking space access aisles shall be five (5) feet wide minimum. Van parking spaces shall be permitted to be eight (8) feet wide minimum where the access aisle is eight (8) feet wide minimum.

(Ord. 99-10 §1; Ord. No. 22-01, § 1, 1-11-2022; Ord. No. 25-08, § 3, 5-27-2025)

Sec. 16-6-20. - General provisions.

(a) Responsibility. The duty to provide and maintain off-street parking areas shall be the joint and several responsibility of the operator and owner of land use(s) and the land for which the off-street parking areas are required to be provided and maintained. All parking areas should be hard surfaced and maintained free of holes.

(b)

New structure uses. For structures and/or uses established or placed into operation after the effective date of the ordinance codified herein, there shall be provided the number of off-street parking spaces set forth in Section 16-6-10 above.

(Ord. 99-10 §1)

Olde Town Circulation Study

December 2023



5690 DTC Boulevard, Suite 330W
Greenwood Village, CO 80111
phone:303-221-2330 • fax: 303-221-2331
www.stolfusandassociates.com

Contents

Executive Summary.....	1
Traffic (and Circulation) Analysis.....	2
Main Street One-Way Conversion.....	2
Kiowa Ave (CO-86) Access.....	4
Parking Analysis.....	5
Main Street Parking Configuration.....	5
Parking Demands in Olde Town	7
Summary	9
Appendix	

Executive Summary

As Olde Town and the surrounding area continues to (re)develop, it is increasingly important that the Town of Elizabeth consider how changes in land use influence vehicle and pedestrian circulation in the area. The purpose of the Town of Elizabeth Olde Town Circulation Study is to assess the effect that planned development will have on area traffic volumes and circulation patterns, and what modifications to the existing transportation network may be required to integrate this development into the community with minimal disruption. The Circulation Study also considers how access to Kiowa Ave (CO-86) may change over time, and whether converting a portion of Main St from two-way to one-way traffic flow would benefit overall circulation.

The Olde Town Circulation Study focuses on the area bounded by Main St on the east, CO-86 (Kiowa Ave) on the north, Maple St on the south, and Elbert St on the west. This area includes several potential (re)development and parking areas, including the former Frontier High School, Main Street Station, the Carriage Shops, Gesin's, Elizabeth 44, and other planned and potential developments.

The study outlines a plan for the Olde Town area that considers how development and parking influences the future of the area. Specific objectives included evaluating one-way versus two-way Main Street, where it makes the most sense to locate a future traffic signal to serve the area and identifying the pros and cons for parallel and angle parking configurations along Main Street. The results of the study are intended to help guide the town as changes occur within Olde Town.

The study resulted in the following recommendations:

- Retain two-way traffic flow along the length of Main Street.
- Install a traffic signal at the intersection of Kiowa Ave & Banner St when volumes warrant.
- Provide a combination of parallel and angled parking along Main Street, as well as planned parking areas on cross streets, and a proposed surface parking lot located northeast of the Main Street and Spruce Street intersection.
- When Frontier High School site redevelops, provide sufficient parking within a two-minute walk to accommodate their expected demand.

Traffic (and Circulation) Analysis

Main Street One-Way Conversion

The possibility of converting Main Street to a southbound one-way has been an on-again, off-again topic for many years. Some of the reasons cited by persons in support of a one-way include that it would make it easier to park in front of businesses along the east side of Main Street, it would eliminate the frequent U-turns occurring along the street and reduce congestion at the Main Street / CO-86 intersection. Others are opposed to a one-way because of concerns regarding the impact that the additional traffic may have on neighboring streets or are simply of the opinion that the existing situation is fine as-is.

The Main Street One-Way Conversion evaluation considered the following alternatives:

- One-way (southbound) CO-86 to Spruce St,
- One-way (southbound) CO-86 to Elm St,
- Do nothing (two-way Main St)

Converting Main Street to a southbound one-way will change traffic patterns in Olde Town. Generally, traffic leaving the most densely developed portion of Main St (the first two blocks) is expected to travel west along Broadway or Elm to Banner and take Banner to CO-86. Based on recent traffic counts, there were 17 northbound vehicles in the AM Peak Hour and 34 northbound vehicles during the PM Peak Hour that would re-route to Broadway, Elm, and Banner. These streets currently experience 10 or fewer trips during peak hours. The additional traffic will result in a minor increase in delay (approx. 3 seconds per vehicle) at the Banner / CO-86 intersection during the PM Peak Hour. Redevelopment of the former Gesin's property, when it occurs, will increase traffic demands on Main, Broadway, and Banner regardless of whether Main St is converted to a one-way street.

As development occurs further south along Main Street, such as at the Carriage Shops or Main Street Station, Spruce St, Poplar St and Chestnut St will experience additional traffic with a one-way Main Street. If the one-way extends just the first two blocks of Main St, Elm St would likely see a larger increase, as traffic leaving the area heads north on Main (avoiding the all-way stops along Banner) to the start of the one-way section before turning west along Elm and north on Banner. Ultimately, if Main St is converted to one-way traffic, signalization of the Banner St / CO-86 intersection or the Elbert St / CO-86 intersection will be necessary in the future to accommodate the increase in traffic resulting from planned developments.

Broadway, Banner, Spruce, Poplar, and Chestnut are all Local streets in the Town's Transportation Plan. Main, Elm and Elbert are all Collector streets. Converting Main St to a one-way will result in some traffic diverting from Collector to Local streets.

Although only one travel lane is required for traffic in a one-way configuration, the possibility of stalled vehicles, wide loads, or emergency vehicles requires that if only one lane is provided that

it be wider than a normal lane. Typical travel lanes are 12-ft wide; however, a single lane street should be at least 16-ft wide. The additional width could be striped as a bicycle lane or shoulder as appropriate. A two-lane roadway (20-ft minimum width) would better allow traffic to keep moving during parking maneuvers and is more in keeping with Main Street’s Collector status.

Table 1 provides a summary of the pros and cons of the Main Street circulation alternatives gathered through analysis as well as public feedback:

Table 1: Pros and Cons of Main Street Circulation Alternatives

One-way CO-86 To Spruce	One-way CO-86 To Elm	Do Nothing
<p>Pros:</p> <ul style="list-style-type: none"> ✓ Reduces congestion at Main / CO-86 ✓ Convenient access to parking either side of Main St ✓ Narrower Main St is possible (16-ft) 	<p>Pros:</p> <ul style="list-style-type: none"> ✓ Reduces congestion at Main / CO-86 ✓ Convenient access to parking either side of Main St ✓ Encourages use of Elm (A Collector) ✓ Narrower Main St is possible (16-ft) 	<p>Pros:</p> <ul style="list-style-type: none"> ✓ Little opportunity for confusion ✓ More flexible in cases of emergency ✓ Keeps traffic on Main St (a Collector) ✓ Popular with those that completed the survey
<p>Cons:</p> <ul style="list-style-type: none"> × Increases congestion at Banner / CO-86 × Increases traffic on Broadway, Spruce and Banner × Wrong-way entry is possible × Increases reliance on CO-86 to access Main St × Unpopular with those that completed the survey 	<p>Cons:</p> <ul style="list-style-type: none"> × Increases congestion at Banner / CO-86 × Increases traffic on Broadway and Banner × Wrong-way entry is possible × Increases reliance on CO-86 to access Main St × Unpopular with those that completed the survey 	<p>Cons:</p> <ul style="list-style-type: none"> × Parking circulation may be more difficult × Congestion at Main / CO-86 × Wider Main St is required (20-ft) × U-turns may continue

The study also included several opportunities for members of the community to provide feedback on the one-way concept for Main St. The project web site (<https://arcg.is/n44qT>) included an online survey, paper copies of the survey were also distributed at the public meeting held on January 19, 2023, and a handful of comment cards or emails were also received. Approximately 40 people provided feedback on the Main St One-Way Conversion.

The following themes were extracted from the survey results and comments:

- Seventy-five percent (75%) of the people responding to the survey are highly familiar with Main Street, typically visiting the area at least once per week.
- People responding to the survey were four to five times more likely to be opposed to a one-way Main St than to be in favor. Sixty-five percent (65%) of persons responding to the survey reported being opposed while twelve percent (13%) were in favor. Just under 20% of those responding to the survey were neutral.

In summary, ***it is recommended that Main St be allowed to remain two-way*** for the following reasons:

1. To minimize the amount of traffic using local streets to circulate within Olde Town.
2. To avoid confusion, the potential for wrong-way traffic, and to minimize out-of-direction travel, particularly for those unfamiliar with the area.
3. To maintain freedom of movement and flexibility in the event of an emergency
4. To enable traffic within Olde Town to continue to access Main Street without using CO-86

[Kiowa Ave \(CO-86\) Access](#)

As Olde Town and the surrounding area continues to (re)develop, it is increasingly important that the Town of Elizabeth consider how changes in land use influence vehicle and pedestrian circulation in the area. CDOT has jurisdiction over Kiowa Ave (CO-86) which provides primary access to Olde Town. The Town, CDOT, Kiowa, and Elbert County have adopted an Access Control Plan (ACP) for CO-86, which will help preserve corridor mobility over the long term but limits the flexibility of the Town to implement access or signalization improvements unless they comply with the ACP.

Currently, the ACP permits signalized access at either Banner St or Elbert St. The Town's Transportation Plan differs slightly and shows future signalized access at Elbert St or Main St. Several options were therefore evaluated before arriving at a recommendation:

- Right-In, Right-Out only access at Kiowa Ave & Main St
- Three-quarter (left-in, right-in, right-out only) access at Kiowa Ave & Main St
- Traffic signal at Main St
- Traffic signal at Banner St
- Traffic signal at Elbert St

An evaluation matrix was developed to allow the various access options to be compared across a range of criteria, including safety, operations, and impacts. Each criterion was scored either a 1 (unfavorable), 2 (neutral), or 3 (favorable) based upon how well the alternative fared. The results of the evaluation, and criteria scoring criteria are summarized in **Tables 2 and 3**.

Table 2: Evaluation of Kiowa Ave (CO-86) Access Alternatives

Alternative	Safety	Operations	Convenience	Impacts	Multimodal	Feedback	Maintenance	Total
Main RIRO	3	3	1	2	2	1	2	17
Main ¾	3	3	1	2	2	2	2	18
Main Signal	1	3	2	1	3	3	1	15
Banner Signal	1	3	2	1	3	2	1	14
Ellbert Signal	1	3	2	2	3	2	1	15
Weighting Factor	2	1	1	1	1	1	1	

Table 3: Criteria Scoring Summary

Criteria	Scoring
Safety	Is the alternative expected to decrease the frequency or severity of crashes
Operations	Does the alternative result in improved Level-of-Service
Convenience	Does the alternative require out-of-direction travel
Impacts	Are there significant challenges with implementation of this alternative
Multimodal	Does the alternative enhance multimodal opportunities
Feedback	What do the public and staff think of the alternative
Maintenance	The level of effort it takes to keep the intersection functioning

The access configuration for Main Street that scored the highest was the three-quarter access option. This would permit left and right-turns from Kiowa Ave to Main Street, as well as right-turns out from Main Street to Kiowa Ave.

The results of the traffic and circulation analysis determined that signalized access to Kiowa Ave will be required in the future in order to accommodate the expected traffic demands resulting from development within Olde Town. Based on the results of the evaluation, ***it is recommended that Banner St be the location of a future traffic signal serving Olde Town.*** Concerns with the grade of Kiowa Ave at Elbert St, and the distance from the Main St corridor were some of the factors that resulted in Banner St being the recommended location. Improvements to the intersection of Banner St and Kiowa Ave are anticipated to better accommodate a future traffic signal at that location.

Parking Analysis

Main Street Parking Configuration

The Town’s recent streetscape project developed two alternative concepts for Main Street parking, one that included angled parking, the other parallel parking. A 3rd option was subsequently developed that included a combination of angled and parallel parking with an off-street parking lot located at the northwest corner of Main Street and Spruce Street. For the

Olde Town Circulation Study, we reviewed these concepts from a parking needs perspective. Other perspectives, including right-of-way, cost, amenity space, were considered during the streetscape project and not revisited in the current study.

Main Street parking alternatives:

- Angled parking both sides,
- Parallel parking both sides
- A combination of angled (1st block of Main Street only) parking and parallel parking

As summarized in **Table 4**, preliminary estimates of the number of parking spaces for each option, as well as the number of existing spaces were estimated for the Main St corridor:

Table 4: Parking Spaces by Main Street Scenario

Parking Scenario	Approx. Number of On-Street Parking Spaces	Change in Number of On-Street Parking Spaces
Do Nothing	57	-
Parallel	71	+14
Angled	107	+50
Combination*	88	+31

*Includes some additional on-street parking located along Broadway, Elm and Spruce Streets

It is worth noting that the gain in parking spaces (+14) associated with the parallel parking alternative generally occur south of Elm St. North of Elm St the parallel parking scenario results in a loss of two parking spaces when compared to the number of existing spaces.

Table 5 provides a summary of the pros and cons of the parking alternatives (combination alternative has attributes of both):

Table 5: Pros / Cons of Parking Alternatives

Angled Parking	Parallel Parking
Pros: ✓ Maximizes parking ✓ Easier to enter spaces ✓ Parking maneuver takes less time	Pros: ✓ Takes up less room ✓ Easier to exit parking ✓ May have lower crash occurrence
Cons: × May have higher crash occurrence × Harder to exit parking × Takes up more room	Cons: × Door swings into traffic × Parking maneuver takes more time × Minimizes parking × Harder to enter parking

Several studies comparing angled to parallel parking have determined that parallel parking is more desirable if you can provide enough parking spaces to meet the demand with that configuration. Parallel parking requires less street width and typically has a better safety record. Angled parking enables more spaces to be provided, which accommodates a higher level of parking activity which also typically results in a greater number of crashes. Parking-related crashes tend to be minor property damage only crashes (i.e., fender benders).

As discussed in the following section, as Main Street and the Olde Town area continues to (re)develop, the parking demand is expected to exceed the amount of on-street parking that can be provided using parallel parking alone. For this reason, a ***combination of angled and parallel parking is recommended along Main Street, with additional on-street parking along Broadway, Elm and Spruce streets.*** In addition, ***an off-street parking lot northeast of Main Street and Spruce Street*** will provide additional close-in parking for Main Street businesses. Maximizing parking in the area will accommodate the parking demand for existing and future businesses along the corridor while minimizing disruption to neighboring areas.

Parking Demands in Olde Town

As a part of the study, an online survey was conducted that revealed the following:

- Over 80% of respondents reported being able to find a parking space near their Main St destination.
- Nearly 40 percent of respondents were willing to walk 2 minutes (or less) from a parking space to their destination while an additional 38% were willing to walk up to 5 minutes.

Presently, there are approximately 120 on-street parking spaces within a 2-minute walk (360-ft or so) of Main St. This generally includes the area from east of Banner St to and including Main St.

An ordinance was recently adopted that provides a 20% relief to the Municipal Code required number of parking spaces in the Downtown District. However, there are several existing businesses that do not currently meet the required number of off-street parking spaces. These businesses predate the Code, have been grandfathered, and rely on on-street parking to accommodate the balance of their parking needs.

All told, existing businesses along Main St, plus the planned developments at Gesin's, Carriage Shops, and Main St Station require approximately 270 parking spaces. It is estimated that existing and planned developments accommodate approximately 90 of these parking spaces off-street.

The following summarizes the Olde Town parking supply and demand estimates:

Parking supply within 2-minute walk (on-street):	120 spaces
Main St parking supply (off-street):	<u>90 spaces</u>
Total parking supply:	210 spaces
Parking demand:	<u>270 spaces</u>
Current parking deficit:	(60 spaces)
Additional parking spaces (Combination Alternative):	31 spaces
<u>Additional off-street parking (Main St at Spruce St):</u>	<u>63 spaces</u>
Parking surplus:	34 spaces

The analysis reveals that the Combination Alternative including additional side-street parking along Broadway, Elm and Spruce; and an off-street parking lot near Main St and Spruce Street will provide sufficient on-street and off-street parking within a 2-minute walk of Main St to accommodate expected demand..

Not addressed in the parking analysis is the redevelopment of Frontier High School or the Walnut Grove Townhomes. As a 100% residential development, Walnut Groves will be required to provide the necessary parking spaces off-site. With respect to Frontier High School, the parking demand for this development was not included in the analysis as the nature and timing of the development are largely unknown, and the extent to which the development will provide off-street parking is also unknown. It is assumed that all the residential parking demand will be provided off-street, and that any commercial development parking will be accommodated on-site, on an adjacent parcel, or on-street in the immediate vicinity. The Frontier High School site is more than a 2-minute walk from Main St and therefore should not rely on Main St parking supply to address their parking demand. Once the development specifics are known, ***it is***

recommended that sufficient parking to accommodate Frontier High School be provided within a two-minute walk of the development.

Summary

The study outlines a plan for the Olde Town area that considers how development and parking influences the future of the area. Specific objectives included evaluating one-way versus two-way Main Street, where it makes the most sense to locate a future traffic signal to serve the area and identifying the pros and cons for parallel and angle parking configurations along Main Street. The results of the study are intended to help guide the town as changes occur within Olde Town.

The study resulted in the following recommendations:

- Retain two-way traffic flow along the length of Main Street.
- Install a traffic signal at the intersection of Kiowa Ave & Banner St when volumes warrant.
- Provide a combination of angled and parallel parking along Main Street, including additional on-street parking along Broadway, Elm, and Spruce Streets
- Provide an off-street parking lot near the intersection of Main Street at Spruce St.
- When Frontier High School site redevelops, provide sufficient parking within a two-minute walk to accommodate their expected demand.



ELIZABETH Main Street

REDEVELOPMENT ROADMAP



COLORADO
Department of Local Affairs
Division of Local Government



Prepared for Elizabeth Main Street with support from the Colorado Main Street Program, a division of the Colorado Department of Local Affairs.



Completed by Ayres Associates
April 2025

Table of Contents

Statement of Purpose	1
Background.....	1
Project Summary – Gesin Lot – Development Project.....	2
Community Vision.....	2
Existing Conditions.....	3
Redevelopment Analysis	7
Market Analysis.....	10
Financial Analysis	12
Recommendations and Next Steps.....	20
Glossary of Terms	23

Statement of Purpose

The **Redevelopment Roadmap** is a **strategic plan** designed to guide the revitalization of a Main Street property. It serves as a **framework for decision-making** by the Main Street board about public investment, and community engagement, aligning short-term actions with long-term goals for economic vitality, placemaking, and preservation.

At the core of this report is **Colorado Main Street's** commitment to helping partner communities build local capacity to take on complex rehabilitation projects. The **Redevelopment Roadmap** includes a real estate analysis and preliminary cost estimates to support decision-making and identify potential financing strategies and grant opportunities. Ultimately, the work is intended to support Elizabeth's broader goals of activating Main Street, preserving key historic assets, and encouraging development that contributes to a vibrant and economically resilient downtown.

Background

This Redevelopment Roadmap focuses on the Gesin Lot, located at the corner of Highway 86 (Kiowa Avenue) and Broadway Street, the gateway to Elizabeth's historic district. To support the goal, a financial analysis is provided in an Excel spreadsheet, offering a clear breakdown of cost estimates and anticipated funding gaps. Additionally, we've included a glossary of common financial terms, along with detailed recommendations to help guide the next steps and inform decision-making.

To encourage redevelopment, the town issued a Request for Proposals (RFP) seeking a private developer to partner on a real estate project that aligns with the district's historic character while adding new retail, commercial, and housing options. No proposals were received and the project stalled. The RFP listed the minimum asking price at \$645,000. The value was based on comparable land sales.

In coordination with Main Street staff, we conducted a site walk to visually assess the Lot and its surroundings. This first-hand observation provided insight into the layout, constraints, and redevelopment potential, offering valuable context for shaping future development scenarios.

Project Summary – Gesin Lot – Development Project

The following provides a quick overview of the information:

SITE	Gesin Lot, 28,314 SF at the gateway to downtown Elizabeth; town-owned; currently used for events and overflow parking.
VISION	Mixed-use with retail and restaurant on ground floor; residential units above; destination-style development.
ZONING	Downtown (DT) zoning allows mixed uses, and zero front setbacks; it requires flexibility in height and parking.
PARKING	Code requires 2 res. spaces/unit + 1/200 SF commercial; only ~28 spaces feasible onsite; recommends reductions. The Town also offers a fee-in-lieu of \$5,000 per required parking space for non-residential uses
BUILDING HEIGHT	The height limit is 30'; allows only tight 2 stories; recommends up to 45' with setbacks for 3-story development.
MARKET POTENTIAL	Strong 5-, 10-, and 15-min drive time demographics; MPI of 115 for premium dining; strong potential for retail & fitness.
DEVELOPMENT PROGRAM	6 commercial units (~12,000 SF); 8-16 residential units (~8,500–10,000 SF); 18–20 parking spaces.
COST ESTIMATE	Estimated TDC: \$7.5M; hard costs at \$170/SF; soft costs ~23%; includes 15% contingency.
REVENUE ESTIMATE	Commercial rent at \$21.88/SF NNN; residential units at \$1,975–\$2,228/mo; NOI: ~\$556,063; residual: ~\$111,213.
FINANCING	Supports ~\$5.1M debt (7% interest); Town contributes land and fee waivers; developer contributes 10% equity.
GAP	An estimated funding gap of ~\$700,000 remains after contributions and incentives.
KEY RECOMMENDATIONS	Engage developers directly, ease code limits, create General Improvement District for parking, define a clear vision, and refine the financial model.

Community Vision

Town and Main Street staff expressed strong interest in a development that adds vibrancy and nightlife to downtown Elizabeth. Ideally, the project would be mixed-use, featuring residential units above ground-floor retail and commercial spaces. Both the town and the Main Street district seek a family-friendly destination in Elbert County that complements the area’s historic character and catalyzes future investment.

Existing Conditions

The Gesin Lot is a 28,314-square-foot parcel owned by the Town of Elizabeth, located at the northern entrance to the Main Street District. The town is currently making substantial infrastructure investments along the Main Street streetscape to support and encourage future private development. Improvements include new sidewalks, curb and gutter, lighting, landscaping, ADA improvements and pedestrian crossings. Overall, the site is largely flat, though there is a slight elevation in the southwestern corner of the lot.

A significant mixed-use project — including both retail and residential components — is planned just a few blocks south, further signaling momentum in the district. There is also another large project planned west of the district along Kiowa Avenue. These developments are significant and will greatly influence development interest and bank financing opportunities should they go forward.

The Gesin Lot was previously the site of a grocery store and gas station, both of which have been removed. Environmental clearances for the site are available through the town. Today, the lot serves as overflow parking and a venue for community events such as the summer farmers market.



Jac's Restaurant is located immediately adjacent to the property along Kiowa Avenue. The neighboring parcel to the east, along Broadway Street, is mostly vacant aside from a few small structures and a trailer. While this adjacent property could potentially be incorporated into a larger development footprint, town staff noted that the property owner has not expressed interest in discussions at this time. Redevelopment Analysis

ZONING ANALYSIS

As outlined in the RFP, the proposed development project is consistent with the standards outlined in the town's Comprehensive Plan and is located in the Downtown Zone (DT) district. The DT district allows for a range of uses, from retail to residential to promote pedestrian activity and encourage a "live-work-play lifestyle." There is no maximum lot coverage requirements, no setback requirements for the front of the building and a 5 foot setback requirement for the rear of the building.

While the district provides greater flexibility in use, the parking and height restrictions are discussed in more detail and should be reviewed as part of the developer recruitment process.

Parking Requirements

The parking requirements for the DT district are as follows:

- **Residential:** Two parking spaces for every residential dwelling.
- **Retail:** One space for every 200 square feet of usable floor area.
- **Office/Commercial:** Once space for every 200 square feet of usable floor area.
- **Restaurants/Bars:** One space for every four seats, or one space for every 500 square feet of usable floor area, whichever is greater.

The town offers a 20% reduction for any project in the Downtown Zone for non-residential land use with a \$5,000 per space fee. The revenue is then dedicated to shared parking facilities in the downtown area.

Assuming a Floor Area Ratio (FAR) of 70% and a requirement to dedicate 5% of the site to vegetation, approximately 7,078 square feet ($28,314 \times 0.25$) remain available for on-site parking. Based on a standard layout with a 20-foot two-way drive aisle and 90-degree parking, this would accommodate roughly 28 parking stalls.

At a maximum 70% FAR, the building **footprint** could be up to 19,819 square feet. Assuming an 85% efficiency rate, that translates to about 16,846 square feet of usable space for retail or commercial purposes on the first floor. This amount of commercial area would require approximately 56 to 84 parking spaces, depending on use type and local code requirements.

If the building includes a second-floor residential component, as envisioned by the community, an additional 15 to 16 housing units could be added. This would further increase the total parking demand to between 86 and 116 stalls—well beyond what can be accommodated on-site under current constraints.

The town should consider reducing parking requirements to encourage more efficient use of developable space. In most downtown core areas, typical standards range from 0.75 to 1 space per bedroom for residential use and 1 to 3 spaces per 1,000 square feet for commercial uses. For commercial spaces, requirements can often be reduced or waived when on-street parking is available or through fee-in-lieu arrangements.

Staff has noted that there is flexibility within the existing parking standards, and the town is also exploring the possibility of expanding public parking.

Building Height

Under current code, building height is limited to 30 feet, measured from the average finished grade to the highest point on the roof surface. This restriction effectively limits development on the site to two-story buildings.

For a two-story mixed-use building, typical ground floor commercial space requires 12 to 15 feet of vertical clearance, depending on the specific use. In particular, restaurants require a minimum of 12 feet, with 14 to 18 feet being standard to accommodate ductwork, acoustics, and lighting. Upper-floor residential units typically require 9 to 12 feet, depending on unit quality and design.

While it's theoretically possible to fit three stories within the 30-foot height limit, the resulting space would be cramped and unlikely to support the type of destination-quality development the community envisioned.

Floor to Floor Height v. Clear Ceiling:

Floor to Floor height refers to the total height from the top of one finished floor to the top of the next floor above it. This includes the structure, ductwork, drop ceilings and all the space that you don't see. This is more commonly used by architects and builders when stacking floors.

Clear Ceiling refers to the height from the floor to the bottom of the ceiling. This is more important for the tenants and users because it impacts how spacious the room feels, lighting and acoustics.

USE	FLOOR TO FLOOR HEIGHT	NOTES
RETAIL – GENERAL	12 – 14 FEET	Allows for better lighting, transom windows, signage, ductwork, and storage. Higher ceilings help create an open, inviting atmosphere for customers.
RETAIL – RESTAURANTS	14 – 18 FEET	Accommodates extensive ductwork, lighting, and acoustic needs. While casual restaurants may use lower ceilings, most developers prefer a minimum of 14 feet for leasing flexibility.
COMMERCIAL – OFFICE	12 – 14 FEET	Older buildings often have 10-foot ceilings, but modern office construction typically ranges from 12 feet, with Class A office space reaching 13–15 feet for enhanced daylighting and duct routing.
RESIDENTIAL	9 – 12 FEET	Market-rate residential units generally target 10 feet or more. Affordable housing may be below 10 feet to increase unit density and reduce construction costs.

To support vibrant, pedestrian-oriented development, the town should consider height allowances for buildings with upper-floor stepbacks. This approach allows for additional building height while preserving the street-level character and walkability that define successful historic downtowns. Such allowances are commonly used in other communities to maintain local charm while giving developers the flexibility needed to deliver high-quality mixed-use projects.

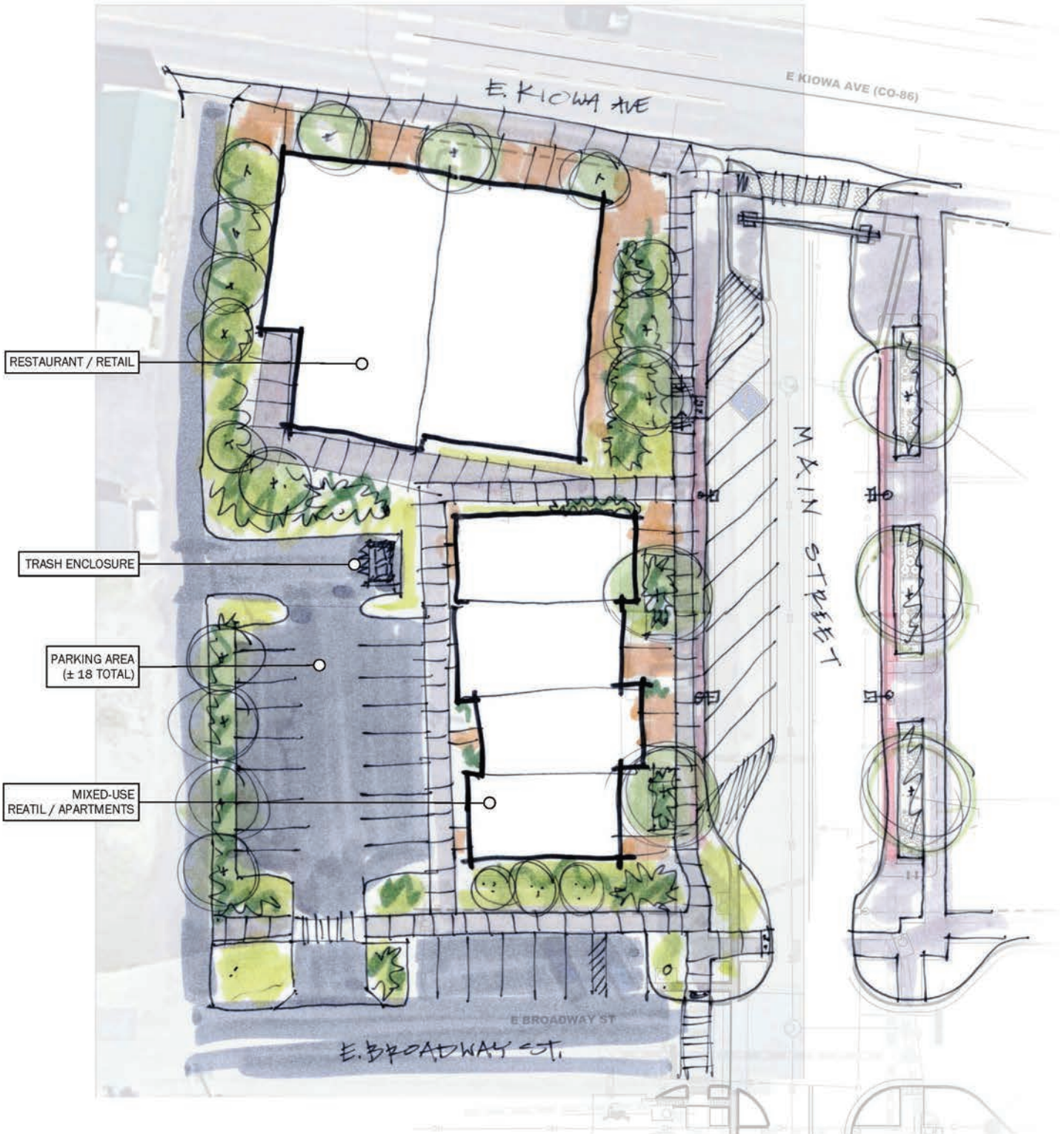
Redevelopment Analysis

The site offers a significant opportunity to transform the Town of Elizabeth. However, a ground-up development of this scale requires a long-term, patient approach.

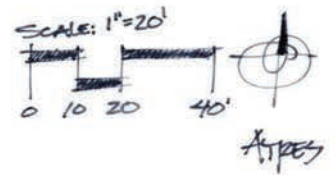
Projects of this size and complexity typically take at least two years to plan and to approve a development agreement. Permitting and construction can add another year, and potential delays or shifts in market conditions could further extend the timeline. As such, the town should conservatively plan for a five-year horizon to accommodate marketing, visioning, negotiation, permitting, and construction.

To support the redevelopment analysis, we have prepared a concept plan that aligns with the town's overall goals while addressing the site's opportunities and constraints. The plan proposes retail frontage along Kiowa Avenue (HWY 86), including two commercial units, one of which is intended for a restaurant.





CONCEPT SITE PLAN 165 MAIN STREET
ELIZABETH, CO



The rough program is outlined here:

USE	UNITS	~SQ/FT	NOTES
COMMERCIAL	6	~12,000	Units fronting Kiowa Avenue provide the highest visibility and exposure. These would be the intended for restaurant space.
RESIDENTIAL	8 – 16	8,500 – 10,000	The concept includes a second floor with residential units in the building fronting Main Street. A partial second floor is also envisioned for the building along Kiowa Avenue.
PARKING	18 – 20	5,775	The concept plan envisions a small parking lot with access through the alley. The parking lot also contemplates a trash enclosure for tenant use.
LANDSCAPING	15% OF SITE	5,665	Landscaping is included to meet requirements.

The commercial units along Main Street are intentionally designed at a smaller scale to create a smooth transition into the historic commercial core. Their size makes them well-suited for boutique retail, coffee shops or an ice cream store, a small bar, or professional office space.

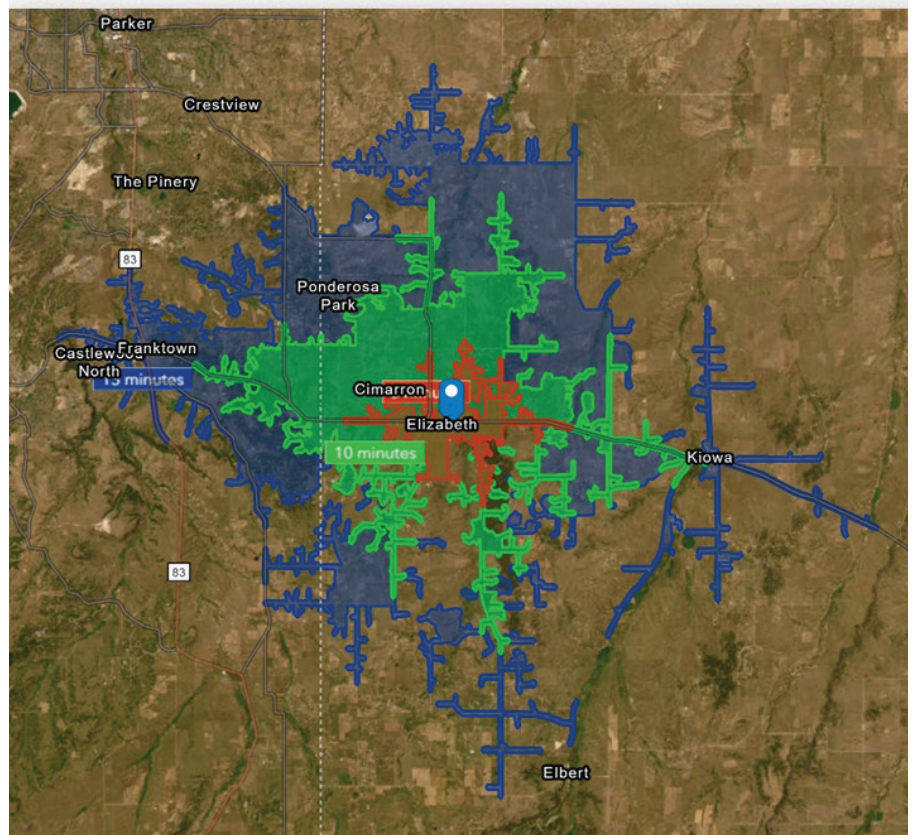
To accommodate a functional restaurant layout, the building is designed with an 80-foot depth. This provides adequate space for back-of-house operations, cold storage, trash removal, and rear customer access. Prominent visibility along Kiowa Avenue will also be an important factor in supporting the restaurant’s success.



Market Analysis

For the market analysis, the report explores the potential within 5–10–15-minute drive time of the Gesin Lot. Drive times provide a much better analysis of the market conditions and is more likely to be used by private developers to assess market potential.

Elizabeth presents a strong local market, supported by strong population growth projected over the next five years. Additionally, median household income exceeds the state average, signaling significant potential for discretionary spending.



DRIVE TIME	2024 POPULATION	2029 POPULATION	GROWTH (2024–2029)	2024 HOUSEHOLDS	2029 HOUSEHOLDS	MEDIAN HH INCOME (2024)
5 Minutes	2,807	2,994	+6.7%	1,019	1,111	\$119,850
10 Minutes	7,543	7,727	+2.4%	2,744	2,866	\$126,376
15 Minutes	16,630	17,676	+6.3%	6,061	6,526	\$130,402

According to ESRI data, 24% of the population dines out at least four times per month, indicating a strong dining culture and a preference for premium experiences. This is further supported by an ESRI Market Potential Index (MPI) of 115 for individuals spending \$201 or more per restaurant visit.

Based on this data, the site is well-suited for a **mid-scale or high-end sit-down restaurant**. Given the market's preference for quality over convenience, coffee shops or boutique eateries are also an opportunity. This demonstrates a strong possibility for attracting an anchor restaurant tenant for the space facing Kiowa Avenue.

The outlook for non-restaurant retail is more nuanced. While overall consumer spending is high, online retailers currently capture a large share of the market. That said, there are clear opportunities for brick-and-mortar growth in women's apparel, home goods and furnishings, and pet care. In addition, the area shows a strong demand for fitness and recreation services, suggesting potential for a yoga studio, boutique fitness center, or small gym, which could fill out the smaller commercial units along Main Street.

LIMITING FACTORS

While Elizabeth is considered an attractive community for investment, a mixed-use project of this nature has not yet been

completed. As a result, developers, investors, and lenders may be cautious about whether the market can support both the residential and commercial components.

In many cases, developers prefer to follow proven models rather than be the first to test a market. The success of the nearby development further along Main Street will likely serve as a key reference point. Stakeholders will closely watch how quickly the units lease and at what rates, using that information to gauge future feasibility.

It's also important to note that the Town of Elizabeth has limited experience managing a project of this scale and complexity. A capable developer will evaluate the town's political will and its ability to navigate challenges that may arise during the development process. Given the project's multi-year timeline, building a strong, trust-based relationship with a private sector partner will be essential to its success.

CONTRIBUTING FACTORS

In addition to strong market conditions, the town's control of the property and ongoing infrastructure improvements demonstrate a clear commitment to the project. These investments send a strong signal to developers that the town is serious about supporting downtown redevelopment.

Market Potential Index (MPI):

ESRI calculates the MPI by comparing the local consumption rate (the expected number of consumers for a product or service in a given area divided by the total population of that area) to the national consumption rate for that same product or service.

An MPI of 100 represents the national average, while values greater than 100 indicate higher demand and values less than 100 indicate lower demand in that specific area.

MPI is used by developers to identify areas with higher demand for a new location.

Financial Analysis

Please note that the concept plan and financial analysis are intended to support decision-making, guide developer negotiations, and help identify potential funding gaps. This information is not intended to serve as financial advice regarding debt issuance, bonds, or any other form of public securities. As in any construction project, cost estimates need to be refined through the design development phase and with the assistance of licensed architects and engineers.

The following information is provided:

- Preliminary financial analysis and operating statement
- Preliminary estimate of development cost and project revenue
- Opportunities and approach to redeveloping the building

The concept encompasses two buildings of roughly 12,000 square feet and 10,000 square feet along with additional site improvements for landscaping, parking and stormwater utilities.

PRELIMINARY ESTIMATE OF COST

The town listed the property for sale at \$650,000, or approximately \$22.96 per square foot. Given its unique location and access to existing infrastructure, the price is considered reasonable for the market. The town may also choose to leverage this equity to support a development project that aligns with its goals.

Given the recent rise in construction costs, the estimates for the total development cost range from **\$5.9 million** at \$125 sq/ft to **\$10.2 million** at \$250 sq/ft. For this exercise, the analysis uses \$170 sq/ft which is a reasonable starting point for a low-rise mixed-use building in the middle range of quality and finish.

Please note that this estimate is based on basic construction to a **vanilla core and shell** standard. Additional investment will be required by commercial tenants to complete interior buildouts tailored to their specific use. Tenant finish costs are expected to range from **\$50 to \$400 per square foot**, depending on the type and quality of the retail space.

Vanilla Shell: A vanilla shell, sometimes referred to as a white box, refers to a commercial space that has been partially finished to a basic condition that allows the tenant to finish for their specific use. Generally, this includes:


- Finished walls painted white.
- Basic lighting
- Concrete floor
- HVAC system
- Electrical and plumbing connections
- Restrooms may or may not be completed.

As an example, a yoga studio or a clothing store with simple flooring, modest lighting and a reception area would likely cost around \$50 to \$100 per square foot. Conversely, a restaurant with a full commercial kitchen with specialty plumbing, and higher end flooring and lighting, would likely range from \$300 to \$400 per square foot.

As a courtesy, the formatted spreadsheet will be provided to the town staff. The spreadsheet can be used as a tool to track any ongoing project costs and assist with developer negotiations.

Hard Costs

In recent years, inflation has caused the price of construction materials and equipment to increase substantially. For that reason, the hard cost is estimated at \$170 sq/ft, covering each of the two buildings. Additional allowances are added to cover the cost of the shared parking, landscaping, utilities and drainage.

 Space Use/Square Foot Hard Costs Worksheet						
				Sq/Ft	Cost/Sq Ft	Extension
Acquisition Cost				28,314	\$ 22.96	\$ 650,000
Site Work - Allowances						
Utilities				28,314	\$ 6.00	\$ 169,884
Drainage				28,314	\$ 5.00	\$ 141,570
Parking				5,773	\$ 15.00	\$ 86,595
Landscaping				5,665	\$ 25.00	\$ 141,625
Other				-	\$ -	\$ -
Building Construction						
Building #1 (Kiowa Avenue)				12,000	\$ 170.00	\$ 2,040,000
Building #2 (Main Street)				10,000	\$ 170.00	\$ 1,700,000
						\$ -
TOTAL						\$ 4,279,674
Total						\$ 4,929,674

Soft Costs:

Soft costs typically range from 15% to 30% of a project's total cost. In this estimate, soft costs include contractor fees, permits, insurance, and general overhead and profit. A developer fee of 7% has been included, which may also be used to meet local match requirements for state housing grants—should the town and Developer choose to designate the residential units as affordable.

A 15% contingency has been applied, which is higher than usual but appropriate given the project's extended timeline. Since construction may not begin for another 2 to 3 years, the larger contingency serves as a buffer against potential cost escalations. With further design details from licensed professionals, this contingency could be reduced to around 5%.

Overall, soft costs represent approximately 23.2% of the total project cost, which falls within industry norms. Including the contingency, the Total Development Cost is estimated at approximately \$7.5 million.

What is a “developer fee” and how can it be used as a local match: A developer fee is compensation paid to the developer for the time and risk involved in a real estate development project. This includes cost of project management, securing financing, and pre-development costs. Developer fee can range from 5% to 15% depending on the nature of the project and is included as a project cost when obtaining financing or securing investments.

In public projects, or affordable housing projects, typically the funders set a cap on the developer fee and allow a portion to be credited back. In the financial analysis, the developer is taking a 7.5% developer fee, or \$320,9706. (see *Total Development Cost Worksheet – Soft Costs*)

50% of the fee is credited back to the project, or \$160,488 by the developer. (see *Sources and Uses Worksheet – Equity Contributions*)

The \$160,488 is considered a “local match” for grant and funding purposes.



Total Development Cost Budget Worksheet

Acquisition			\$ 650,000
	Land	\$ -	
	Building	\$ -	
	Title Insurance	\$ -	
	Closing & Recording Costs	\$ -	
Hard Costs			\$ 5,071,414
	Hard Costs (Cost Worksheet)	\$ 4,279,674	
	Subcontractor's Costs		
8.0%	General Contractor - General Conditions	\$ 342,374	
10.0%	General Contractor - Overhead and Profit	\$ 427,967	
0.5%	Local Permitting	\$ 21,398	
Soft Costs			\$ 1,732,005
	Professional Fees	\$ 432,247	
7.0%	Architectural & Engineering Fees	\$ 299,577	
0.5%	Surveyor	\$ 21,398	
0.0%	Environmental Consultant	\$ -	
1.0%	Attorney	\$ 42,797	
0.5%	Accountant	\$ 21,398	
0.1%	Appraiser	\$ 4,280	
1.0%	Marketing Research	\$ 42,797	
	Developer Fees	\$ 320,976	
7.5%	Developer Fee	\$ 320,976	
0.0%	Owner's Representative/Project Manager	\$ -	
	Financing Fees	\$ 65,928	
0.1%	Title Insurance	\$ 5,071	
0.1%	Loan Origination & Bank Fees	\$ 5,071	
0.1%	Closing & Recording Fees	\$ 5,071	
0.5%	Real Estate Taxes	\$ 25,357	
0.5%	Interest Expense	\$ 25,357	
	Other Fees (Enter Direct Cost)	\$ 152,142	
1.0%	Broker	\$ 50,714	
1.0%	Lease-Up	\$ 50,714	
1.0%	Marketing	\$ 50,714	
	Contingency	\$ 760,712	
15.0%	Contingency	\$ 760,712	
Total Development Costs (TDCs)			\$ 7,453,419

OPERATING STATEMENT:

The Operating Statement summarizes the revenues and expenses for the three commercial units. It is used to assess the property's financial performance and profitability.

Commercial units are projected to lease at **\$21.88 per square foot** (NNN). Residential rents are estimated at **\$1,975 per month** for one-bedroom units and **\$2,228 per month** for two-bedroom units.

The commercial rent estimate is based on market data from CoStar (www.costar.com), a leading source for current commercial real estate information. Residential lease rates are derived from publicly available data on Zillow, Trulia, and similar platforms. If the residential units are designated as affordable, lease rates would be adjusted downward based on the targeted income levels.

Using the lease rates above, the project yields a Net Operating (NOI) of \$556,063 and a residual income of \$111,213. The NOI is used for debt service and the residual income is used to pay equity investors or secondary debt.

In real estate, “NNN” stands for Triple Net Lease. For this type of lease agreement, the tenant not only pays the base rent but three additional expenses:

- Property Tax
- Insurance
- Maintenance

The “Nets” as they are sometimes referred to can add an additional \$7 - \$20 per sq/ft to the base rent.



Proforma Operating Statement

Income/Lease Revenue

Gross Rents - Commercial	Square Feet	Rent - Square Foot	Extension
Unit #1 (KIOWA)	3,600	\$ 21.88	78,768
Unit #2 (KIOWA)	3,600	\$ 21.88	78,768
Unit #3 (Main)	1,250	\$ 21.88	27,350
Unit #4 (Main)	1,250	\$ 21.88	27,350
Unit #5 (Main)	1,250	\$ 21.88	27,350
Unit #6 (Main)	1,250	\$ 21.88	27,350

Gross Rents - Residential	# of Units	Monthly Rent	Extension
Kiowa (1-bed)	4	\$ 1,975	94,800
Kiowa (2-bed)	2	\$ 2,228	53,472
Main (1-bed)	6	\$ 1,975	142,200
Main (2-bed)	4	\$ 2,228	106,944

Gross Rents - Annual		\$ 664,352
Vacancy Loss	7%	\$ (46,505)

Effective Grosse Income (EGI - Net Rents) \$ 617,847

Operating Expenses

Fixed Expenses	2%	\$ 12,357
Variable Expenses	3%	\$ 18,535
Operating Reserves	5%	\$ 30,892
Total Operating Expenses	10%	\$ 61,785

Net Operating Income \$ 556,063

Debt Coverage Ratio (DCR)	\$ 1.25
Revenue Available for Debt Service	\$ 444,850

Total Debt Service \$ 444,850

Debt Service (1st Mortgage)	444,850
Debt Service (2nd)	0
Debt Service (3rd)	0

Residual Income (Developer Profit) \$ 111,213

Sources and Uses Statement

The Sources and Uses Statement outlines how the project will be financed (sources) and how those funds will be allocated (uses). This statement is a critical tool for evaluating the project's financial structure and overall feasibility.

Based on projected income, the development is expected to support approximately \$5.1 million in debt at a 7% interest rate. This estimate assumes the town contributes the land as equity, the developer credits a portion of their fee back into the project and also contributes at least 10% in equity.

When evaluating a development partner, it is important to verify their financial commitment. A qualified developer should have meaningful "skin in the game", typically no less than 10% of total project costs.

While the town may be hesitant to contribute the land upfront, there are alternative structures that preserve long-term value. For example, the town could enter into a development agreement that defers compensation until a future sale, allowing the town to receive a share of sale proceeds under defined terms and conditions in exchange for the land contribution. For the purposes of this analysis, the value of the land is credited back as equity to the project.

Even with the land contribution and approximately \$21,298 in fee waivers, the project currently shows a **funding gap of about \$700,000**. For a project of this size, an experienced developer should be able to identify additional cost savings. However, tenant improvements (TI) for the commercial spaces will still need to be addressed. In some cases, these costs can be amortized into lease agreements; in others, developers may need to cover TI costs out of pocket to attract high-quality tenants.



Sources & Uses of Funds Worksheet

Costs - Uses of Funds

Acquisition		\$	650,000
Hard Costs		\$	5,071,414
Soft Costs		\$	1,732,005
Total Uses of Funds		\$	7,453,419

Financing - Sources of Funds

Equity Contributions

State Housing Grant		\$	-	\$	-
Land/Building Equity		\$	650,000	\$	650,000
Developer Fee	50%	\$	160,488	\$	160,488
Developer Equity	10%	\$	745,342	\$	745,342
Fee Waiver		\$	21,398	\$	21,398
Other		\$	-	\$	-
Other		\$	-	\$	-
Other		\$	-	\$	-
Total Equity Contributions		\$	1,577,228	\$	1,577,228

Debt Financing

First Mortgage	Bank Loan			\$	5,184,098
	Interest Rate	Term	Constant Annual Pymt		
	7.00%	25	0.0858	\$	444,850
	Total Debt Service & Debt			\$	444,850
				\$	5,184,098

Total Sources of Funds **\$** **6,761,326**

Project Financial Gap **\$** **692,093**

PROJECT FUNDING GAP (RED)

PROJECT FINANCIAL VIABILITY (GREEN)

Recommendations and Next Steps

The following recommendations are intended to guide the Town of Elizabeth and Elizabeth Main Street in taking the next steps to support the successful infill development project. The recommendations outline key actions to address existing challenges, strengthen partnerships, and position the project for a development partner. Together, these steps will help advance a shared vision for a vibrant, economically resilient Main Street.

1. INCORPORATE FLEXIBILITY INTO BUILDING HEIGHT AND PARKING REGULATIONS.

Why: As noted in the analysis, the current height and parking requirements significantly restrict the site's development potential. Ideally, the code would allow building heights up to 45 feet to accommodate three stories, but even an increase to 36 feet would enable well-designed two-story buildings. Additionally, residential parking requirements should be reduced to reflect the site's urban setting, and the code should clearly state that on-street parking is permitted as part of the requirement. The town should also continue to pursue additional public parking options to support the commercial users.

Action: Engage the community in a discussion about allowing **reasonable height variances** for the Gesin Lot. While building heights may be a sensitive issue, the town should present the facts objectively using **construction standards and development constraints** to explain why greater flexibility is needed.

Action: Explore the creation of a **General Improvement District (GID)** in the downtown area to support shared parking solutions. A GID can generate dedicated revenue for acquiring parking spaces and covering ongoing maintenance costs such as snow removal. This initiative could be paired with a reduction in on-site parking requirements for downtown properties, offering a balanced trade-off in exchange for the additional mill levy.

2. EXPLORE ALTERNATIVE APPROACHES TO MARKETING THE PROPERTY BEYOND THE TRADITIONAL MUNICIPAL REQUEST FOR PROPOSALS (RFP) PROCESS.

Why: High-quality developers rarely respond to standard municipal RFPs. These developers are typically in demand, have active project pipelines, and are unlikely to engage in lengthy, **bureaucratic selection processes**. While RFPs have a place—particularly when required by statute—they are often counterproductive in the context of a large-scale public-private partnership, where flexibility, negotiation, and relationship-building are essential to success.

Action: Before issuing an RFP, research comparable development projects along the Front Range—especially those that reflect the quality and character the community envisions for the Gesin Lot. Identify the developers behind those projects and reach out to schedule in-person meetings at their offices. Use these meetings to introduce your project, gather feedback, and gauge interest. Come prepared with **reliable market data** and a clear vision of what the town is seeking, including what you are willing to contribute to make the project feasible. **Let the developer share their vision**. In many cases, allowing space for open dialogue can lead them to self-identify as a strong partner for the project.

Action: After holding initial conversations and confirming mutual interest with potential developers, consider issuing a streamlined **Request for Qualifications (RFQ)**. This can be as simple as requesting a letter of interest rather than a full proposal. Keep the process **focused and efficient**. Remember, developers will also be evaluating the town's responsiveness. If they're expected to take on the risk of a project like this, they'll want to know they can count on a consistent and reliable municipal partner.



3. DEFINE A CLEAR VISION, OUTLINE A TRANSPARENT PROCESS FOR EVALUATING DEVELOPERS, AND SPECIFY WHAT THE TOWN IS PREPARED TO CONTRIBUTE TO THE PROJECT

Why: A **clear vision** is essential, remember - investment follows vision. Developers can't respond effectively if the community doesn't know what it wants. They also need to trust that the town will be a reliable partner, especially as they take on the risk of navigating local political dynamics. Being decisive, transparent, and prepared to articulate what the town is willing to contribute—and what it expects in return—is key to building that trust. Uncertainty and delays are costly, and nothing frustrates a developer more than indecision.

Action: Develop a **clear vision** for the project that considers future tenants and residential needs. At this stage, the vision should remain broad, focusing on how the project will meet overall community needs and contribute to the vitality of the downtown district. Avoid getting bogged down in minor design details, such as façade colors, and allow for flexibility that offer room for **developer creativity** and market realities.

Action: Prior to engaging in negotiations, agree to an **“Exclusive Right to Negotiate”** (ERN) with the developer. The ERN should include clear timelines with the expectation that it will result in a long-term development agreement.

4. REFINE THE FINANCIAL MODEL WITH MULTIPLE SCENARIOS

Why: The current financial analysis serves as a baseline, offering a single estimate based on current conditions and assumptions. As more detailed design and site information becomes available, the model should be updated to reflect changing variables. A flexible model allows the board to evaluate multiple options and make more informed decisions.

Action: Use the provided Excel model as a dynamic tool—updating it regularly as new data is gathered. Explore phased development options and test different design scenarios. The model should support negotiations with developers by clearly identifying project gaps, financial feasibility, and the justification for any additional public investment.

Glossary of Terms

As-Built Plans: As-built plans provide a precise record of the building as it was constructed, including any modifications made during construction. This is crucial for future reference, maintenance, renovations, and repairs.

Cash Flow: The net balance of cash moving into and out of a business at a specific point in time.

Debt Coverage Ratio: A measurement of a firm's available cash flow to pay current debt obligations.

Effective Gross Income: The potential gross rental income plus other income minus vacancy and credit costs of an investment property.

Fixed Expenses: Cost that do not vary based on occupancy. This may include insurance and property taxes.

Hard costs are generally defined as those items associated with construction, including materials, labor, and equipment. Hard cost also includes contractor overhead and profit.

Net Operation Income: All revenue from the property, minus all responsibility necessary operating expenses

Operating Reserves: Cash reserve set aside for planned replacement not covered under insurance. This may include roof replacement, HVAC systems or other mechanical system.

Soft Costs refer to costs associated with the architecture and design fees, sales commissions, legal fees, and other expenses not directly related to building materials and labor.

Total Operating Expenses: Total expenses that are incurred over a given period of time as a result of normal business activities.

Variable Expenses: Costs that vary with occupancy. This can include repairs, trash removal, utilities, and property management fees.

ORDINANCE 26-04

AN ORDINANCE AMENDING CHAPTER 18 OF THE TOWN OF ELIZABETH MUNICIPAL CODE BY THE ADDITION THERETO OF A NEW ARTICLE XVI ADOPTING THE WILDFIRE RESILIENCY CODE

WHEREAS, the Colorado Legislature passed SB23-166 and SB25-142 mandating the adoption of a model wildfire resiliency code by local governments including the Town; and

WHEREAS, the Town hereby adopts the wildfire resiliency code as drafted and adopted by the Wildfire Resiliency Code Board.

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Chapter 18 of the Town of Elizabeth Municipal Code is amended by the addition thereto of a new Article XVI to read as follows:

ARTICLE XVI – WILDFIRE RESILIENCY CODE

Sec. 18-16-10. – Adoption.

There is hereby adopted for the purpose of establishing minimum regulations for the safeguarding of life and for property protection intended to mitigate the risk to life and structures from the intrusion of fire from wildland fire exposures and fire exposures from adjacent structures and to mitigate structure fires from spreading to wildland fuels in the Town, the 2025 Colorado Wildfire Resiliency Code, published by the Colorado Division of Fire Prevention & Control. All Appendices to the 2025 Colorado Wildfire Resiliency Code are hereby adopted.

Sec. 18-16-20. – Copy on file.

One (1) copy of such Code is on file in the office of the Town Clerk and may be inspected during regular business hours.

Sec. 18-16-30. – Amendments.

The Code adopted herein is hereby modified by the following amendments:

(a) Section 101 Scope and General Requirements is amended to read as follows:

101.1 Title. These regulations shall be known as the Colorado Wildfire Resiliency Code as adopted by the Town of Elizabeth, hereinafter referred to as "this Code".

(b) Section 103.1 Creation of agency is amended to read as follows:

103.1 Creation of agency. The Town Building Department is the official in charge thereof and shall be known as the Code official. The function of the agency shall

be the implementation, administration, and enforcement of the provisions of this Code.

(c) Section C101.3.4 Compliance with orders and notices is amended to read as follows:

C101.3.4 Citations. Persons operating or maintaining an occupancy or premises subject to this Code who allow a hazard to exist or fail to take immediate action to abate a hazard on such occupancy, premises, or vehicle when ordered or notified to do so by the Code official shall be subject to penalties as set forth in Article IV of Chapter 1 of the Town of Elizabeth Municipal Code. Such violation is also deemed a nuisance and may be abated as such.

(d) Section C101.3.7 Violation penalties is amended in part to read as follows:

All violations shall be subject to the penalties in Article IV of Chapter 1 of the Town of Elizabeth Municipal Code.

Sec. 18-16-40. - Penalty.

Failure to comply with the terms of the *Wildfire Resiliency Code* or with this Article shall constitute a civil infraction. Any person who is found guilty of, or pleads guilty or nolo contendere to the commission of the civil infraction shall be subject to a civil penalty as set forth in this Code. For each day, or portion thereof during which any violation continues, a person may be cited for a separate civil infraction.

Section 2. The Wildfire Resiliency Code - Fire Intensity Classifications contained in the Colorado Wildfire Resiliency State Code Map, developed by the Division of Fire Prevention and Control (DFPC) and the Colorado State Forest Service (CSFS) and within the municipal boundaries of the Town are hereby adopted as the wildland-urban interface areas with the corresponding fire intensity classifications. Town staff is directed to ensure such map is available for public inspection through an accessible online platform and at the office of the Town Clerk.

Section 3. Severability. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 4. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 5. This Ordinance shall become effective 30 days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this ____ day of _____, 2026.

Passed by a vote of _____ for and _____ against and ordered published.

Angela Ternus, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: March 24, 2026
SUBJECT: First Responders Day / Chili Cookoff

SUMMARY

On March 3, 2026, the Elizabeth Firefighters Community Foundation applied for a Special Event Liquor Permit and a Special Event Permit for the Annual First Responders Day / Chili Cookoff event. The Special Event at Running Creek Park will be held under Don Means. The use of Running Creek Park was approved by Town Clerk Michelle Oeser.

All necessary fees, paperwork and posting have been completed and turned in as required. The applicant has already paid for the use of Running Creek Park.

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

The applicant will work with the Elbert County Health Department for food vendor paperwork. This will ensure safeguards are in place.

STAFF RECOMMENDATION

Staff recommend approval of the Elizabeth Firefighters Community Foundations First Responders Day / Chili Cookoff Special Event License application.

ATTACHMENTS(S)

Special Event Liquor Permit Application



Application for a Special Events Permit

Departmental Use Only

Received
MAR 03 2026
Town of Elizabeth

TOWN OF ELIZABETH

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- Social Athletic Philanthropic Institution
- Fraternal Chartered Branch, Lodge or Chapter Political Candidate
- Patriotic National Organization or Society Municipality Owned Arts Facilities
- Political Religious Institution Chamber of Commerce

Type of Special Event Applicant is Applying for:

- 2110 Malt, Vinous And Spirituous Liquor \$100.00 Per Day
- 2170 Fermented Malt Beverage \$100.00 Per Day

Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)

ELIZABETH FIREFIGHTERS COMMUNITY FOUNDATION	
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Mailing Address of Organization or Political Candidate

PO Box 441

City	State	ZIP Code
ELIZABETH	CO	80107

Address of Place to Have Special Event

500 E KIOWA AVE

City	State	ZIP Code
ELIZABETH	CO	80107

Authorized Representative of Qualifying Organization or Political Candidate

Brenden Regan

Date of Birth (MM/DD/YY)	Phone Number
[REDACTED]	[REDACTED]

Authorized Representative's Mailing Address (if different than address above)

City	State	ZIP Code

Event Manager

Don McEwan

Date of Birth (MM/DD/YY)

[Redacted]

Phone Number

[Redacted]

Event Manager Home Address

[Redacted]

City

Elizabeth

State

CO

ZIP Code

80107

Email Address of Event Manager

[Redacted]

1. Is the place to have the Special Event located on State-owned property?

Yes No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No Yes, How many days?

[Redacted]

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No Yes, License Number

[Redacted]

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

Yes No

6. For Chambers of Commerce - Please list all members participating in the SEP.

[Redacted]

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date		Date	
9/12/2026			

From:	To:	From:	To:
2:00 Pm	6:00 Pm		

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

BOARD PRESIDENT

Signature

[Handwritten Signature]

Date (MM/DD/YY)

2-28-26

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

City County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

-750 (999)

Total

.00

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
 - Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
 - Copy of deed, lease, or written permission of owner for use of the premises.
 - Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
 - If not incorporated, a NONPROFIT charter; **or**
 - If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.
-
- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
 - Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
 - State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
 - Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Elizabeth Firefighters Community Foundation, Inc.

is a

Nonprofit Corporation

formed or registered on 04/08/2005 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20051147317 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/03/2026 that have been posted, and by documents delivered to this office electronically through 03/04/2026 @ 14:48:58 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/04/2026 @ 14:48:58 in accordance with applicable law. This certificate is assigned Confirmation Number 18280378 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****
Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/04/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Donald Means(0727B91) 166 S Main St Elizabeth CO 80107-7565	CONTACT NAME:														
	PHONE (A/C, NO, EXT): 303-646-9701	FAX (A/C, NO): 303-646-9716													
	E-MAIL ADDRESS: dmeans@farmersagent.com														
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Truck Insurance Exchange</td> <td>21709</td> </tr> <tr> <td>INSURER B: Farmers Insurance Exchange</td> <td>21652</td> </tr> <tr> <td>INSURER C: Mid Century Insurance Company</td> <td>21687</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Truck Insurance Exchange	21709	INSURER B: Farmers Insurance Exchange	21652	INSURER C: Mid Century Insurance Company	21687	INSURER D:		INSURER E:		INSURER F:
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INSURER F:															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	N	045889275	10/01/2025	10/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			045889275	10/01/2025	10/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
166 S MAIN ST, ELIZABETH, CO 80107

CERTIFICATE HOLDER	CANCELLATION
TOWN OF ELIZABETH 151 S BANNER ST ELIZABETH CO 80107	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Donald E Means</i>

Dear Community Partner,

We are excited to announce the **9th Annual First Responders Day**, taking place **Saturday, September 12, 2026, at Running Creek Park in Elizabeth.**

This event has become a cherished community tradition dedicated to honoring the men and women who serve and protect our community every day.

On behalf of **The Means Agency, the Elizabeth Firefighters Community Foundation, and our local first responder agencies**, we would like to thank our generous sponsors and supporters who helped make last year's event our biggest yet. Together, we raised **over \$22,000** to support our local departments and welcomed **more than 1,000 community members** to celebrate our local heroes.

First Responders Day was founded over eight years ago by **The Means Agency**, originally known as the Protectors of Elizabeth event. The goal has always been simple: bring our community together to recognize the dedication, sacrifice, and service of our first responders while building stronger relationships between emergency services and the residents they serve.

Each year we proudly honor the four agencies that protect our community:

Elizabeth Fire Rescue
Elizabeth Police Department
Elbert County Sheriff's Office
Colorado State Patrol

This year we are also excited to continue partnering with the **Elizabeth Firefighters Community Foundation** for their **5th Annual Chili Cook-Off and Roasting**, which raises additional funds to support these agencies.

The event includes **complimentary food, drinks, live music, family activities, and community fundraising efforts**, making it a fun and meaningful day for everyone who attends.

As the event continues to grow, the support of local businesses like yours is essential. Your sponsorship allows us to continue honoring our first responders while creating a memorable community event.

Please review the **attached sponsorship opportunities**, which outline the benefits and recognition your business will receive.

If you would like to become a sponsor or learn more, please contact **Megan at The Means Agency at 303-646-9701**. To assist with event planning and logistics, we kindly ask that sponsorship commitments be confirmed by **Friday, May 29, 2026**.

Thank you for supporting our first responders and helping make this meaningful community event possible.



SPONSORSHIP PACKAGES

\$ 500

RESERVE

- Logo posted on our Facebook
- Logo on the event banner
- Recognition at the event
- Include marketing items in the “goodie bags” for the Chili Cookoff participants

\$ 1000

OFFICER

- Benefits of Reserve Tier
- Logo on the event posters (hung at local businesses)
- Logo on the event postcards (mailed to 80107 zip code & distributed at prior events)

\$ 1500

LIEUTENANT

- Benefits of Reserve & Officer Tiers
- Logo on the Elizabeth Firefighters Community Foundation website (year-round)
- Hang up your own banner at the event

\$ 2500

CAPTAIN

- Benefits of Reserve, Officer & Lieutenant Tiers
- Company name on the Elizabeth Park & Rec sign
- Logo on the reusable cups

\$ 5000

CHIEF

- Benefits of Reserve, Officer, Lieutenant & Captain Tiers
- Logo in the “Our Community” Magazine



The Means Agency

FARMERS
INSURANCE

303-646-9701



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: March 24, 2026
SUBJECT: Elizabeth Brewfest

SUMMARY

On March 4, 2026, the Pines and Plains Libraries Foundation applied for a Special Event Liquor Permit and a Special Event Permit for the first Elizabeth Brewfest. The Special Event at Running Creek Park will be held under Susan Bryne's name. The use of Running Creek Park was approved by Town Clerk Michelle Oeser.

All necessary fees, paperwork and posting have been completed and turned in as required. The applicant has already paid for the use of Running Creek Park.

All partner agencies and Town departments have reviewed the application and are working with the applicant to make sure the event runs smoothly.

The applicant will work with the Elbert County Health Department for food vendor paperwork. This will ensure safeguards are in place.

STAFF RECOMMENDATION

Staff recommend approval of the Pines and Plains Libraries Foundation Elizabeth Brewfest Special Event License application.

ATTACHMENTS(S)

Special Event Liquor Permit Application



Application for a Special Events Permit

Departmental Use Only

TOWN OF ELIZABETH

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- Social Athletic Philanthropic Institution
- Fraternal Chartered Branch, Lodge or Chapter Political Candidate
- Patriotic National Organization or Society Municipality Owned Arts Facilities
- Political Religious Institution Chamber of Commerce

Type of Special Event Applicant is Applying for:

- 2110 Malt, Vinous And Spirituous Liquor \$100.00 Per Day
- 2170 Fermented Malt Beverage \$100.00 Per Day

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Pines and Plains Libraries Foundation

TBD

Mailing Address of Organization or Political Candidate

651 Beverly Street

City

State

ZIP Code

Elizabeth

CO

80107

Address of Place to Have Special Event

Running Creek Park, 500 Kiowa

City

State

ZIP Code

Elizabeth

CO

80107

Authorized Representative of Qualifying Organization or Political Candidate

Susan Byrne

Date of Birth (MM/DD/YY)

Phone Number

[Redacted]

303-646-3792

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

City

State

ZIP Code

Elizabeth

CO

80107

Event Manager

Cathy Ruppel

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State ZIP Code

CO 80117

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?

Yes No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

Yes No

6. For Chambers of Commerce - Please list all members participating in the SEP.

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Date
Saturday, August 22, 2026	

From:	To:	From:	To:
12:00	4:00 pm		

Date	Date

From:	To:	From:	To:

Date	Date

From:	To:	From:	To:

Date	Date

From:	To:	From:	To:

Date	Date

From:	To:	From:	To:

Date	Date

From:	To:	From:	To:

Date	Date

From:	To:	From:	To:

Date	Date

From:	To:	From:	To:

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

Library Director

Signature

[Handwritten Signature]

Date (MM/DD/YY)

03/04/2026

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

City County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999)

\$

.00

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- If not incorporated, a NONPROFIT charter; **or**
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

-
- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
 - Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
 - State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
 - Check payable to the ~~Colorado Department Of Revenue~~ *Town of Elizabeth*

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.



RUNNING CREEK PARK
ELIZABETH, COLORADO

- RED - PARK BORDER
- ORANGE - FOOD TRUCKS
- GREEN - BEER TENTS
- BLACK - STAGE LOCATION
- BLUE - WATER SHED AREA



Colorado Secretary of State
 Date and Time: 11/04/2014 02:43 PM
 ID Number: 20091161355

Document must be filed electronically.
 Paper documents are not accepted.
 Fees & forms are subject to change.
 For more information or to print copies
 of filed documents, visit www.sos.state.co.us.

Document number: 20141679300
 Amount Paid: \$25.00

ABOVE SPACE FOR OFFICE USE ONLY

Articles of Amendment

filed pursuant to §7-90-301, et seq. and §7-130-105 of the Colorado Revised Statutes (C.R.S.)

ID number 20091161355

1. Entity name Elbert County Libraries Foundation
(If changing the name of the corporation, indicate name before the name change)

2. New Entity name (if applicable) Pines and Plains Libraries Foundation

3. *(If the following statement applies, adopt the statement by marking the box and include an attachment.)*
 Other amendments are attached.

4. If the nonprofit corporation's period of duration as amended is less than perpetual, state the date on which the period of duration expires _____
(mm/dd/yyyy)

or

If the nonprofit corporation's period of duration as amended is perpetual, mark this box

5. *(Optional)* Delayed effective date _____
(mm/dd/yyyy)

6. Additional information may be included pursuant to other organic statutes such as title 12, C.R.S. If applicable, mark this box and include an attachment stating the additional information.

Notice:

Causing this document to be delivered to the secretary of state for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the secretary of state, whether or not such individual is named in the document as one who has caused it to be delivered.

7. Name(s) and address(es) of the individual(s) causing the document to be delivered for filing

May Kari _____
(Last) (First) (Middle) (Suffix)
651 W Beverly Street
(Street name and number or Post Office Box information)

**ARTICLE VIII
DISSOLUTION**

The dissolution of the Corporation shall be approved in the manner prescribed in the Corporation's Bylaws.

**ARTICLE IX
BYLAWS**

The initial Bylaws of the Corporation shall be as adopted by the Board of Directors and approved by the Elbert County Library District Board of Trustees. The Board of Directors shall have the power to alter, amend or repeal the Bylaws from time to time in force and adopt new Bylaws, subject to the approval of the Elbert County Library District Board of Trustees. Such Bylaws may contain any provisions for the regulation or management of the affairs of the Corporation which are consistent with the law or these Articles of Incorporation, as the same may be amended from time to time. However, no Bylaw at any time in effect, and no amendment to these Articles of Incorporation, shall have the effect of giving any director or officer of this Corporation any proprietary interest in its property or assets, whether during the term of its existence or incident to its dissolution.

**ARTICLE X
REGISTERED OFFICE AND AGENT**

10.01 REGISTERED OFFICE. The registered office of the Corporation is c/o of Elbert County Library District, 239 Main Street, P.O. Box 219, Elizabeth, CO 80107.

10.02 REGISTERED AGENT. The initial registered agent shall be Ms. Kari Baumann at the above address.

**ARTICLE XI
INCORPORATOR**

The name and address of the incorporator is:

Fred Beisser
796 Tioga Trail
Parker, Colorado 80138

**ARTICLE IV
BOARD OF DIRECTORS**

4.01 GENERAL POWERS. Except as otherwise provided in these Articles of Incorporation, the Bylaws or by the Act, the control and management of the affairs of this Corporation and the disposition of its funds and property shall be solely vested in the Board of Directors.

4.02 INITIAL BOARD OF DIRECTORS. The following individuals constitute the initial Board of Directors and shall continue in office until their successors have been selected:

- (a) Kari Baumann, District Director, Elbert County Library District, 239 Main Street, P.O. Box 219, Elizabeth, CO 80107
- (b) Kirsten King, 26550 County Rd 21, Elbert, CO 80106
- (c) Fred Beisser, Consultant & CPA, 796 Tioga Trail, Parker, CO 80138

4.03 NUMBER, TENURE, AND QUALIFICATIONS. The number of directors, their classifications, if any, their terms of office and the manner of their election or appointment shall be determined according to the Bylaws of the Corporation from time to time in force.

4.04 DIRECTOR INDEMNIFICATION AND LIABILITY. The personal liability of a director to this Corporation or to its members for monetary damages for breach of fiduciary duty as a director is limited to the fullest extent permitted by the Act as it exists or may hereafter be amended.

(a) Indemnification in General. The Corporation may indemnify its directors, officers, employees and agents for liabilities incurred in their capacities acting for the Corporation as provided in these Articles of Incorporation and the Bylaws of the Corporation.

(b) Limitation on Director Liability for Monetary Damages. A director shall not be personally liable to the Corporation or to its members, if any, for monetary damages for breach of fiduciary duty as a director, except that the foregoing shall not eliminate or limit the liability of a director to the Corporation or to its members, if any, for:

- (1) Any breach of the director's duty of loyalty to the Corporation or to its members;
- (2) Acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law;

(d) To solicit, receive, and administer funds or other property, whether real, personal, or mixed, or any interest therein, within the scope of the above-stated purposes and exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Code; and, to that end, to invest, reinvest, hold, manage, administer, expend, and apply such funds and property, or deal with the principal or the income in such manner as, in the judgment of the directors, will best promote the purposes of this Corporation without limitation, except such limitations, if any, as may be contained in the instrument under which property is received, these Articles of Incorporation, the Bylaws of this Corporation, or any applicable laws; and to do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of its directors or officers; and

(e) To conduct any or all lawful affairs, not required to be specifically stated in the Articles of Incorporation, for which nonprofit corporations may be incorporated under the laws of the State of Colorado, but exclusively limited to those activities that are within the scope of permissible activities under Section 501(c)(3) of the Code.

3.02 POWERS. In furtherance of the foregoing purposes and objectives and subject to the restrictions and limitations contained in these Articles of Incorporation, this Corporation shall have and may exercise all such powers as are expressly or impliedly conferred upon nonprofit corporations organized under the laws of the State of Colorado provided the same are not inconsistent with the laws under Section 501(c)(3) of the Code.

3.03 RESTRICTIONS ON POWERS.

(a) This Corporation is empowered to finance all of its operations through all lawful means. However, it is forbidden to engage, except to an insubstantial extent of its activities, in any activity which is not permitted to be carried on by a corporation exempt from federal income tax under Section 501(a) and Section 501(c)(3) of the Code or by a corporation, contributions to which are deductible under Section 170(c)(2), Section 2055 or Section 2522 of the Code. During any period of time in which the Corporation is a "private foundation" as defined in Section 509(a) of the Code:

(1) The Corporation shall not engage in any act of "self-dealing," as defined in Section 4941(d) of the Code, so as to give rise to any liability for the tax imposed by Section 4941 of the Code;

(2) The Corporation shall make distributions for each taxable year at such time and in such manner so as not to become subject to the tax imposed by Section 4942 of the Code;

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing are

Beisser	Frederick	G	
<i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>	<i>(Suffix)</i>
796 Tioga Trail			
<i>(Street number and name or Post Office Box information)</i>			
<hr/>			
Parker	CO	80138	
<i>(City)</i>	<i>(State)</i>	<i>(ZIP/Postal Code)</i>	
	United States		
<i>(Province – if applicable)</i>	<i>(Country)</i>		

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

- This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).



Colorado Secretary of State
 Date and Time: 03/19/2009 11:52 AM
 ID Number: 20091161355

Document must be filed electronically.
 Paper documents will not be accepted.

Document processing fee
 Fees & forms/cover sheets
 are subject to change.

\$50.00

Document number: 20091161355
 Amount Paid: \$50.00

To access other information or print
 copies of filed documents,
 visit www.sos.state.co.us and
 select Business Center.

ABOVE SPACE FOR OFFICE USE ONLY

Articles of Incorporation for a Nonprofit Corporation
 filed pursuant to § 7-122-101 and § 7-122-102 of the Colorado Revised Statutes (C.R.S.)

1. The domestic entity name for the nonprofit corporation is

Elbert County Libraries Foundation

(Caution: The use of certain terms or abbreviations are restricted by law. Read instructions for more information.)

2. The principal office address of the nonprofit corporation's initial principal office is

Street address

239 Main Street

(Street number and name)

Elizabeth

(City)

CO 80107

(State)

(ZIP/Postal Code)

United States

(Province - if applicable)

(Country)

Mailing address

(leave blank if same as street address)

P. O. Box 219

(Street number and name or Post Office Box information)

Elizabeth

(City)

CO 80107

(State)

(ZIP/Postal Code)

United States

(Province - if applicable)

(Country)

3. The registered agent name and registered agent address of the nonprofit corporation's initial registered agent are

Name

(if an individual)

Baumann

(Last)

Kari

(First)

(Middle)

(Suffix)

OR

(if an entity)

(Caution: Do not provide both an individual and an entity name.)

Street address

239 Main Street

(Street number and name)

Elizabeth

(City)

CO 80107

(State)

(ZIP Code)

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Pines and Plains Libraries Foundation

is a

Nonprofit Corporation

formed or registered on 03/19/2009 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20091161355 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/03/2026 that have been posted, and by documents delivered to this office electronically through 03/04/2026 @ 09:27:11 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/04/2026 @ 09:27:11 in accordance with applicable law. This certificate is assigned Confirmation Number 18277943 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



ADMINISTRATOR REPORT

- As you know, I've been spending some time with developers on possible projects as many Trustees have as well. Those meetings are not dwindling as the Gold Creek reps would like to chat informally with each of you. Their representative, David Bourne, will be in town on April 8 and 9, so if you have availability on those dates, please let me know and we'll make sure they are at Town Hall to meet.
- Working on issues related to the Main Street Streetscape. Will provide an update in executive, but please feel free to call me if you want details prior to Tuesday.
- Talked with Gold Creek Valley HOA President about issues with the fire and vegetation around some detention ponds. Will talk with Mike on this when he is back on duty.
- We are soliciting informal bids from recruiters on a possible search. Michelle is coordinating that, but our due date is end of March, so we'll let you know about responses soon.
- We have had difficulty figuring out the methodology for how previous staff were administering the Resolution that provides for biannual Tap Fee adjustments. To provide clarity, I determined that we should be using the CPI-U measure of inflation to make that adjustment. In that memorandum, I expressed that it is the intent of the Town to check that number at the 6-month mark of the year to determine whether an adjustment should be made during the budget year. If the percentage change is less than 4% at mid-year, no adjustment will be made and we will adjust using the CPI-U measure for that year at the end of the year. That Memo is included in your packet for reference.
- Finally, the Black Hills Yellow Jacket's men's basketball team won the South Central NCAA Division II Regional, beating the #1, 2 and #7 seeds and conquering the #14 and #15 teams in the nation, one on their own home floor. They advance to the Elite 8 in Pittsburgh on Wednesday, March 25. The regional tournament MVP was some kid named Cam Lowe, apparently he's pretty good.
- On a related Elizabeth note, a former Elizabeth High hooper, Tristan Smith, will be carrying the Elizabeth flag into battle for the Northern Iowa Panthers in the NCAA Div I tourney this week. They face off against the mighty St. John's Redhawks coached by Rick Pitino. If they win, they could face my beloved Jayhawks.



MEMORANDUM

To: Mayor and Board of Trustees

From: Chris Lowe, Interim Town Administrator

Cc: Hannah Bruce

Date: March 3, 2026

Re: Biannual Water Tap Fee Adjustments Pursuant to Resolution 16R27

As you know, the Resolution listed above authorizes a biannual adjustment to Water Tap Fees consistent with the CPI-U. This is the measure that the utility needs to monitor to ensure that our costs are adjusted along with inflation. We should not be measuring that percentage based on the C-CPI-U, as this Chained CPI measurement accounts for substitution of products by consumers to ameliorate actual CPI. Since our utility does not have the freedom of substituting products in most cases, the CPI-U is the best measure to capture increasing (or decreasing) costs to the utility based on inflationary pressures.

CPI fluctuates throughout the year and because of this if we adjust the CPI at the 6-month mark of the year, we may not capture all of the increase in percentage in a calendar year. The Resolution calls for a review at the 6-month period to determine if an adjustment is warranted. If the CPI has increased more than 4%, this would warrant an adjustment mid-year. At the end of the year, that CPI number should be reviewed once again and if the CPI continued to increase over and above the adjustment at the midyear mark, we would adjust the fee again based on the difference of the 6-month mark and where it ended up for the calendar year.

Now, if the CPI at the 6-month mark is less than 4%, it makes sense to simply make one adjustment at the end of the year to set the new tap fee for the next calendar year. This allows us to true up the needed percentage increase annually. So, standard practice is to monitor the CPI-U at 6 months of the calendar year and determine whether an increase is warranted. If the CPI has not jumped considerably, no action should be taken and the utility will capture that year's inflationary increase at the end of the year for the full calendar year prior.

This is merely guidance for what we believe to be the most efficient method for calculating increased costs to keep our fee consistent with increasing costs for goods and services.



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026



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 **03/01/2026 at 12:01 a.m. to 03/14/2026 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



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

Total Calls for Service:

283

Traffic Stops:

Total Stops:

Penalty Assessments
Issued:

Warnings Issued:

62

25

37

Other Calls for Service:

Call Type:	Number of Calls:
911 Landline	20
911 Rapid SOS	4
Alarm-Bank	2
Alarm-Business Burglary	2
Animal Complaint	4
Assault	1
Assist Fire	3
Assist to Other Agency	6



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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

Business Check	24
Citizen Assist	17
Citizen Contact	12
Crime Prevention	3
Dead Animal	1
Disorderly Conduct	1
Disturbance	3
Domestic Violence-Physical	1
Drug Offense	1
Flock	2
Follow Up	30
Harassment	4
Increase Patrol	21
Informational Report	1
Medical Assist	6
Motorcycle Complaint	1
Motorist Assist	4
Municipal Ordinance Violation	4
Motor Vehicle Crash with Property Damage	2



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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

Park Check	1
Parking Complaint	2
Report Every Drunk Driver Immediately (REDDI)	4
Returned Runaway	1
School Education	1
Sex Assault on a Child	1
Sex Offense	1
Suicidal subject	2
Suspicious Circumstance	4
Suspicious Vehicle	4
Traffic Complaint	2
Traffic Hazard	4
Traffic Stop	62
Unwanted Subject	1
VIN Verify	4
Welfare check	3



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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
25-6683	Fraud	Investigation into theft and fraud of a local business.
25-7891	Shoplifting	Investigation involving shoplifting at a local business.
26-0673	Assault	Investigation into an Assault involving an at-risk person.
26-0862	School Incident	Investigation into an incident that occurred at a local school.
26-1417	Fraud	Fraud reported at a local business.



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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
26-0605	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-0830	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-1544	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-1447	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-1446	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-1305	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-1480	Municipal Ordinance Violation	Investigation into code violations at a property within Town.



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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

**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:
26-1265	Child Abuse	Child Abuse reported at a school in Elizabeth. Case was forwarded to proper Jurisdiction for investigation.
26-1273	Fraud	Fraud was reported by a citizen of the town. After investigation there was no crime found.
26-1005	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-1387	Motor Vehicle Crash Injury	Motor Vehicle Crash at a local school. Crash was investigated on scene.
26-1187	Suspicious Circumstance	A Suspicious Circumstance was reported at a School in Town. After investigation there was no crime found.
26-1294	Child Abuse	Child Abuse investigated at a residence in Town. After investigation charges were filed with the District Attorney's Office.
26-1476	Warrant Arrest	Traffic Stop resulting in a warrant arrest. Person was booked into jail.
26-1475	Domestic Violence	Domestic Violence was investigated. After Investigation there were no charges filed.



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TOWN OF ELIZABETH POLICE DEPARTMENT

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ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

26-1332	Harassment	A harassment was reported. After investigation there was no crime found.
26-1412	Motor Vehicle Crash	Officers responded to a crash in Town. After investigation a ticket was issued.
26-1392	Warrant Arrest	Traffic stop resulting in the driver having a warrant. Driver was transported to the jail.
26-1277	Medical Assist	Medical personnel responded to a local school. There was no crime associated with the investigation.
26-1272	Domestic Violence	Domestic Violence was reported. There was not sufficient evidence to file charges.
26-1252	Sex Offense	A Sex Offense was reported. After investigation there was not sufficient evidence.
26-0910	Drug Violation	Citizen turned found drugs into the Elizabeth Police Department. There were no charges filed.
26-1191	Arson	An Arson was investigated. After the investigation concluded a suspect was charged.
26-1196	Disturbance	Officers responded to a disturbance at a residence. There was no crime found.



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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

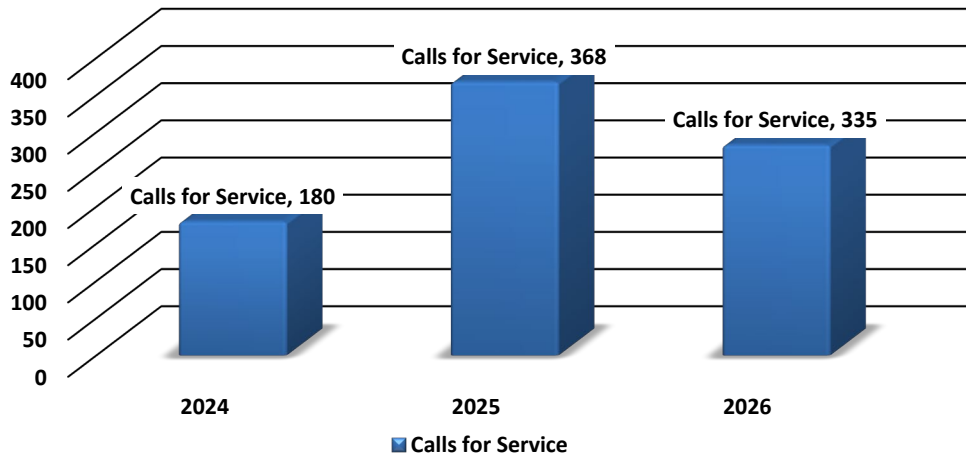
ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

26-1172	Child Abuse	Officers responded to a child abuse in Town. After investigation there was not sufficient evidence to file charges.
---------	-------------	---

Historical Data:

Calls for Service For Same Period:



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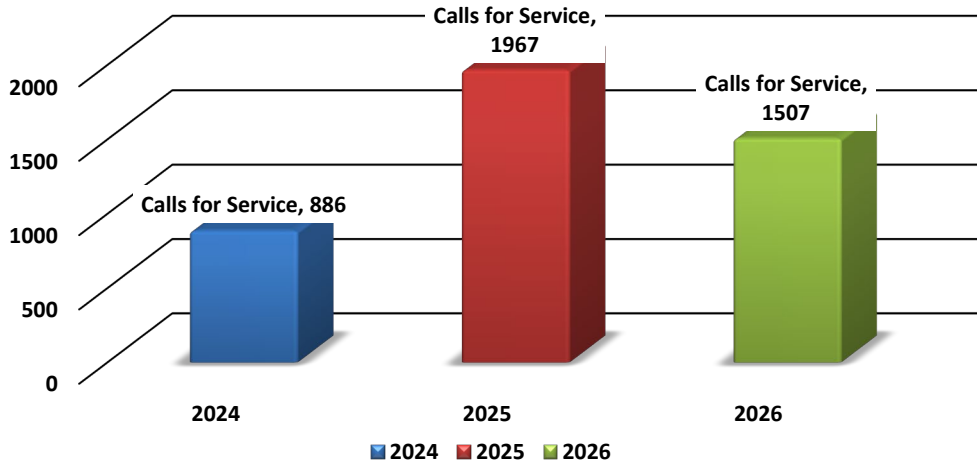
TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

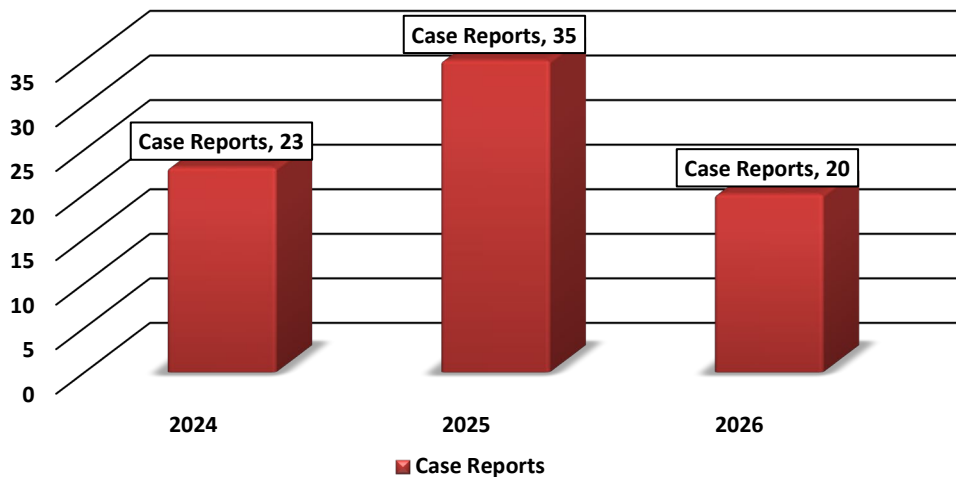
ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

Total Calls for Service Year to Date



Case Reports Pulled For Same Period:



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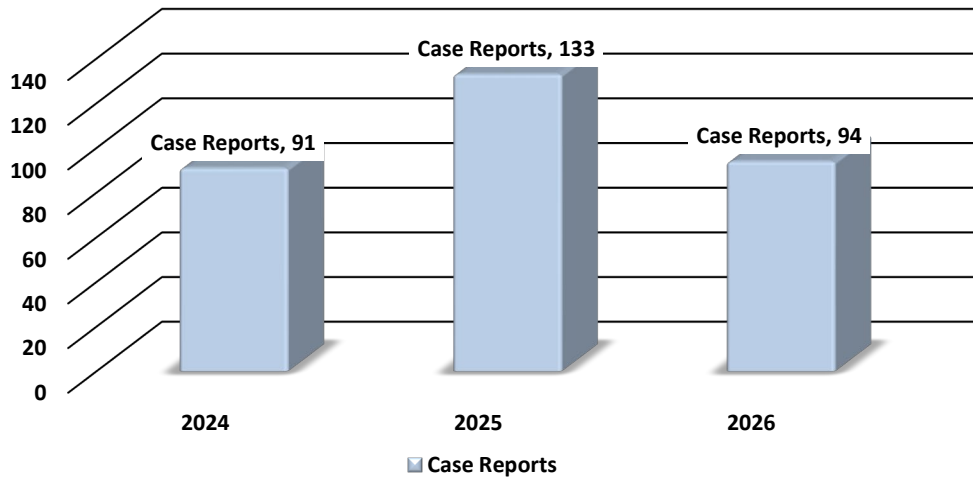
TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 03/01/2026 to 03/14/2026

Total Case Reports Pulled Year to Date:



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TOWN OF ELIZABETH POLICE DEPARTMENT

ACCOUNTABILITY•INTEGRITY•RESPECT•TEAMWORK•EXCELLENCE

Town of Elizabeth Police Department Monitoring Report

March 24, 2026

Departmental Updates:

- We are winding down Vector Solutions training. The training has been a challenge, learning new software, completing the “homework” assigned, designing modules, and developing creative ways to maximize the technology. As with any new technology, there will be a learning curve. However, we fully anticipate this will aid the police department with scheduling, training, professional development, inventories, and make the department more efficient.
- The Virtual Private Network (VPN) has been installed and is fully operational. Installation of the VPN provides enhanced security, safe public Wi-Fi use, enhances our internet connection by avoiding ISP throttling, and provides full remote access.

Training Updates:

- Sgt. Sean Bigler attended a Colorado POST-approved firearms instructor course. The free course allows Sgt. Bigler to instruct firearms not only at the departmental level, but also at the police academy level.
- The Elizabeth Police Department in conjunction with the Elbert County Sheriff’s Office and the Colorado State Patrol, hosted a drug interdiction training. This course equips officers with the knowledge and skills in criminal patrol and interdiction techniques, concealment methods, and case preparation. Officers from multiple jurisdictions, including the Simla Police Department, Parker Police Department, Lincoln County Sheriff’s Office, and the Douglas County Sheriff’s Office, were in attendance. We would like to especially thank the Elbert County Sheriff’s Office and the Colorado State Patrol for their collaboration and commitment in making this course come to fruition.



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Elizabeth Police Department

Special Report

FOR INTERNAL USE ONLY

Report Date	Report Time	Date Occurred	Time Occurred	Primary Jurisdiction	Case Number
03/04/26	2258	03/04/25	1443	Elizabeth PD	26-1294

Location of Occurrence	Elizabeth, CO 80107
------------------------	----------------------------

Major Criminal Event	Transportation Incident	X	Notable Incident/Arrest
Inmate Injury	Police Vehicle Accident		General Information Item
Death Investigation	Discharge of Police Weapon		Other

After Action Report Completed (required for all incidents involving natural or man-made disasters, pandemics, civil disturbances, mass arrests, credible bomb threats, hostage or barricaded person situations, acts of terrorism, and other unusual incidents)
--

On Wednesday March 4, 2026, at 1443 hours EPD was dispatched to _____ in the Town of Elizabeth on a reported Medical Assist.

Dispatch advised that a four (4) year old _____ had a laceration to the leg. Officers responded to the address and located the juvenile _____ on the couch with a large laceration to the front of _____ right leg below the knee. Elizabeth fire responded and rendered aid. The juvenile was transported to Children's Hospital

Inside the home I observed two bedrooms in the front of the home with a large amount of debris, soiled diapers, human fecal matter smeared on the bedroom walls. Inside the bedrooms there were no beds. In the course of the investigation there were three (3) Juveniles

_____ suffered the laceration from stepping inside a debris and feces filled air duct in the bedroom. The investigation uncovered that _____ sleeps in a car seat in the debris filled room while _____ sleeps on the floor of the debris filled bedroom. _____ sleeps in the other debris filled bedroom on the floor or chair.

Due to the unsafe state of the home, feces and trash in the home I contacted the Department of Human Services to respond to the home. The children were removed from the home

Deputy/Supervisor Name & Number Alex Allen 1903	Page 1 of 2
---	-------------

There was medical records and Serious Bodily Injury form signed.

stated today she placed in the room and closed the door while she went to sleep. was secured in the infant car seat and placed in the room and was in the room where the feces were smeared on the wall. heard crying and saw with severe laceration. The feces were dried on the wall and appeared to have been on the wall for quite some time. No kids at the time of call had any feces on their hands that would indicate it happening today.

Charges for

- CRS 18-6-401(7)(a)(III) Child Abuse – Knowingly causing Serious bodily Injury (C3F)
- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)
- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)

Charges for

- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)
- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)
- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)

Charges for

- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)
- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)
- CRS 18-6-401(7)(b)(I) Child Abuse – Knowingly (C5F)

This case requires further investigation, and charges will be filed with the DA's Office.

Nothing further to report.



Elizabeth Police Department

Special Report

FOR INTERNAL USE ONLY

Report Date	Report Time	Date Occurred	Time Occurred	Primary Jurisdiction	Case Number
03/13/2026	0138	03/12/2026	2341	Elizabeth Police Department	26-1458

Location of Occurrence	S. Mobile St.
------------------------	----------------------

Major Criminal Event	Transportation Incident	X	Notable Incident/Arrest
Inmate Injury	Police Vehicle Accident		General Information Item
Death Investigation	Discharge of Police Weapon		Other

After Action Report Completed (required for all incidents involving natural or man-made disasters, pandemics, civil disturbances, mass arrests, credible bomb threats, hostage or barricaded person situations, acts of terrorism, and other unusual incidents)
--

On Thursday, 03/12/2026, I Sergeant Sean Bigler, while in full uniform and in a marked patrol vehicle with the Elizabeth Police Department (EPD), responded to S. Mobile St., within the Town of Elizabeth, County of Elbert, and State of Colorado, on report of a vehicle fire.

While En Route, dispatch informed me that the reporting party (RP), observed the fire and called 911.

When I arrived on scene, I observed a large plume of smoke and flames to my west. As I turned on to S. Mobile St., I observed a white Ford F-350, fully engulfed in flames in the driveway of S. Mobile St. The flames were extremely high and were beginning to light the overhanging trees on fire. The residents of S. Mobile St.

stated they were sleeping when the fire started, and were awoken with a loud "bang". They did not know how the fire started, however they thought it may have been something to do with the vehicle warmer for the diesel truck.

Elizabeth Fire Rescue (EFR) arrived on scene and extinguished the fire. There were no injuries. There was no damage to the residence or adjacent houses.

There was a total of three (3) vehicles damaged by the fire.

Nothing further to report.

Deputy/Supervisor Name & Number	Page 1 of 1
Sergeant Sean R. Bigler #1504	



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

March 24, 2026

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

Justin

- I've been learning a lot since the last report.
- In addition to my utility's responsibilities, I have also learned how to manage sign permits, handle business license renewals, and have had more practice with pet licensing. I also completed the notary training, as well as the notary the exam.
- My application is submitted, and I am patiently waiting for their response. Then on to passports!

Allison

- I have started training Justin on Passports. I think he will do well with these. He practiced taking photos and did a great job!
- I have begun working on transferring water account documents into Laserfiche. So far, I still have over 300 electronic documents to transfer. After that is complete, I plan to move on to the paper files. I am also looking at going to the Laserfiche conference this year to further my understanding of the program and its capabilities.

Michelle

- This month's Senior Luncheon welcomed 25 attendees. Chief Engel and Sheriff Norton gave an informative presentation on scams and artificial intelligence and took time to answer questions from the public. Free hearing screenings were also available. Several attendees shared how much they enjoyed both the luncheon and the valuable information provided.
- April's luncheon will feature a fun spring planting activity, where participants will receive take-home plants and a goodie bag.
- Next Thursday we are hosting a Staff pancake breakfast at Town Hall. It is a first and I think it will be a great way to start our day!
- On March 15, I celebrated 20 years in municipal government. I began my career at the front desk, and what a journey it has been to get where I am today. I'm incredibly grateful for the opportunities I've been given along the way, and for the many outstanding people I've had the privilege to work with—both in the past and today.

Report Criteria:

Report type: Summary

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

Payee	Check Number	Amount
Grand Totals:		<u>.00</u>

TOWN OF ELIZABETH
COMBINED CASH INVESTMENT
JANUARY 31, 2026

DRAFT

COMBINED CASH ACCOUNTS

99-104201	COLOTRUST INVESTMENT ACCOUNT	18,964,432.36
99-104202	CORE ARPA ACCOUNT	78,542.94
99-104203	CORE INVESTMENT ACCOUNT	5,546,186.50
99-104204	COLOTRUST VEHICLE DEPRECIATION	244,830.35
99-104205	COLOTRUST POLICE IMPACT FEES	87,030.35
99-104206	COLOTRUST BUILDINGS IMPACT FEE	89,101.14
99-104207	COLOTRUST PARKS IMPACT FEES	66,176.31
99-104208	COLOTRUST PW IMPACT FEES	155,828.22
99-105200	CBOC (WATER SEWER)	498,138.73
		<hr/>
	TOTAL COMBINED CASH	25,730,266.90
99-100001	CASH ALLOCATED TO OTHER FUNDS	(25,730,266.90)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/> <hr/>

This report is reconciled but we are updating journal entries for audit and this report will change as the audit moves forward.

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2026

GENERAL FUND

ASSETS

10-10001	CASH IN COMBINED CASH FUND	4,419,321.51	
10-10100	PETTY CASH	200.00	
10-10110	PETTY CASH- POLICE DEPT	100.00	
10-11000	PROPERTY TAXES RECEIVABLE	(26,172.37)	
10-11500	ACCOUNTS RECEIVABLE	352,114.62	
	TOTAL ASSETS		4,745,563.76

LIABILITIES AND EQUITYLIABILITIES

10-20100	ACCRUED SALARIES PAYABLE	(2,212.50)	
10-20200	ACCOUNTS PAYABLE	2,317.50	
10-20220	RESTITUTION PAYABLE--MUNI. CT.	1,907.25	
10-202202	OJW/WARRANT FEE DUE TO DMV	21.66	
10-202203	PERFORMANCE BONDS PAYABLE	12,370.99	
10-202204	DEVELOPER FUNDS IN LIEU OF LOC	140,677.71	
10-202300	AP TO ELBERT CO.--BLGUTX SHARE	52,965.83	
10-217100	FPPA CONTRIBUTIONS PAYABLE	(3,635.67)	
10-217200	SOC SEC TAXES PAYABLE	(2,362.60)	
10-217201	MEDICARE TAXES PAYABLE	(75.27)	
10-217300	FED'L WITHHOLDING TAXES PAYABL	88.66	
10-217400	STATE WITHHOLDING TAXES PAYABL	8,805.00	
10-217500	HEALTH INSURANCE PAYABLE	(29,301.49)	
10-217501	PRETAX SUPPLEMENTAL INSURANCE	(148.16)	
10-217502	AFTER TAX SUPPLEMENTAL INS	56.19	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	389.39	
10-217601	HEALTH SAVINGS PAYABLE	(1,896.95)	
10-217603	WORKERS' COMP. INS. PAYABLE	49,135.27	
10-219000	457 CONTRIBUTIONS PAYABLE	(14.07)	
10-219200	SALES TAX PAYABLE	513.39	
10-222000	DEFERRED REVENUE	(40,428.00)	
10-222001	DEFERRED REVENUE - ARPA	44,549.82	
10-222002	SENIOR OUTREACH	4,281.00	
10-222003	POLICE OFFICER'S FOUNDATION	7,418.91	
10-250018	WINCHESTER ESTATES	(869.30)	
10-250041	MAIN STREET STATION	1,093.80	
10-250051	HENDERSON REPLAT	461.05	
10-250060	PINE RIDGE CROSSING (NEW)	(2,203.00)	
10-250061	LENNAR AT LEGACY VILLAGE	(500.03)	
10-250062	ELIZABETH STREET PLAZA	(1,644.40)	
10-250063	WALNUT GROVE	(3,308.06)	
10-250064	MBP ENTERPRISES INC.	(3,031.69)	
10-250073	889 S ELIZABETH STREET	7,375.36	
10-250074	BANNER STREET - GENE GREGORY	2,671.04	
10-250075	E86 PUD AMENDMENT	(249.48)	
10-250077	SINGH LIQUOR STORE	(2,056.00)	
10-250078	GOLD CREEK COMMONS PUD	12,618.61	
10-250079	AMERICAN LEGION POST 82	3,000.00	
	TOTAL LIABILITIES		258,781.76

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2026

GENERAL FUND

<u>FUND EQUITY</u>			
10-280000	FUND BALANCE	4,486,436.28	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>345.72</u>	
	BALANCE - CURRENT DATE	<u>345.72</u>	
	TOTAL FUND EQUITY		<u>4,486,782.00</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>4,745,563.76</u></u>

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT	
<u>TAX</u>						
10-31-1000	CURRENT PROPERTY TAXES	5,182.48	5,182.48	868,263.00	863,080.52	.6
10-31-2000	SPECIFIC OWNERSHIP TAX	9,176.80	9,176.80	110,000.00	100,823.20	8.3
10-31-3100	1% NON-TABOR SALES TAX	74,550.94	74,550.94	1,090,000.00	1,015,449.06	6.8
	TOTAL TAX	88,910.22	88,910.22	2,068,263.00	1,979,352.78	4.3
<u>LICENSES & PERMITS</u>						
10-32-1000	FRANCHISE TAX	22,011.53	22,011.53	160,000.00	137,988.47	13.8
10-32-2000	BUILDING PERMIT	1,274.06	1,274.06	70,000.00	68,725.94	1.8
10-32-2100	PASSPORT EXECUTION FEES	980.00	980.00	12,000.00	11,020.00	8.2
10-32-2200	PASSPORT PHOTO FEES	216.00	216.00	2,000.00	1,784.00	10.8
10-32-2300	BAG FEES	2,369.82	2,369.82	8,500.00	6,130.18	27.9
10-32-3000	OTHER LICENSES, FEES AND CHG	565.00	565.00	25,000.00	24,435.00	2.3
	TOTAL LICENSES & PERMITS	27,416.41	27,416.41	277,500.00	250,083.59	9.9
<u>INTERGOVERNMENTAL</u>						
10-33-2000	CIGARETTE TAX	434.84	434.84	4,500.00	4,065.16	9.7
10-33-3000	CONSERVATION TRUST FUND	.00	.00	10,000.00	10,000.00	.0
	TOTAL INTERGOVERNMENTAL	434.84	434.84	14,500.00	14,065.16	3.0
<u>EARMARKED FUNDS / MISCELLANEOU</u>						
10-36-1000	INTEREST	16,625.75	16,625.75	210,000.00	193,374.25	7.9
10-36-3100	FINES AND FOREFEITURES	17,872.70	17,872.70	125,000.00	107,127.30	14.3
10-36-4000	PUBLIC IMPROVEMENT FEE	65,092.19	65,092.19	773,887.00	708,794.81	8.4
10-36-7000	POLICE REVENUE	2,086.60	2,086.60	15,000.00	12,913.40	13.9
10-36-7100	POLICE IMPACT FEE REVENUE	.00	.00	7,312.00	7,312.00	.0
10-36-7200	PUBLIC BLDG IMPACT FEE REVENUE	.00	.00	3,196.00	3,196.00	.0
10-36-7300	PARKS IMPACT FEE REVENUE	.00	.00	2,595.00	2,595.00	.0
10-36-7400	PUBLIC WORKS IMPACT FEE REVENUE	.00	.00	13,092.00	13,092.00	.0
10-36-9000	OTHER REVENUE	1,200.00	1,200.00	20,000.00	18,800.00	6.0
	TOTAL EARMARKED FUNDS / MISCELLANEOU	102,877.24	102,877.24	1,170,082.00	1,067,204.76	8.8
<u>OTHER FUNDS</u>						
10-39-7000	TRANSFER FROM WATER FUND	20,833.33	20,833.33	250,000.00	229,166.67	8.3
10-39-7003	TRANSFER FROM CAP IMP FUND	14,583.33	14,583.33	175,000.00	160,416.67	8.3
10-39-7004	TRANSFER FROM STREET CAP FUND	14,583.33	14,583.33	175,000.00	160,416.67	8.3
	TOTAL OTHER FUNDS	49,999.99	49,999.99	600,000.00	550,000.01	8.3

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>OVER/UNDER BU</u>	<u>PCNT</u>
TOTAL FUND REVENUE	269,638.70	269,638.70	4,130,345.00	3,860,706.30	6.5

TOWN OF ELIZABETH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	26,145.38	26,145.38	364,187.00	338,041.62	7.2
10-41-1300 OVERTIME	.00	.00	1,111.00	1,111.00	.0
10-41-1400 WORKERS' COMPENSATION	26.14	26.14	402.00	375.86	6.5
10-41-1500 HEALTH INSURANCE	6,022.24	6,022.24	99,892.00	93,869.76	6.0
10-41-1550 RETIREMENT	963.57	963.57	18,265.00	17,301.43	5.3
10-41-1600 FICA	1,953.87	1,953.87	27,945.00	25,991.13	7.0
10-41-1700 COLO UNEMPLOYMENT	52.29	52.29	731.00	678.71	7.2
10-41-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	2,000.00	2,000.00	.0
10-41-1850 TRAINING, TRAVEL AND LODGING	1,308.46	1,308.46	9,000.00	7,691.54	14.5
10-41-2500 AUDIT	.00	.00	29,000.00	29,000.00	.0
10-41-3010 COMMUNITY & PUBLIC RELATIONS	.00	.00	6,000.00	6,000.00	.0
10-41-3020 MAYOR'S TREE LIGHTING	.00	.00	16,000.00	16,000.00	.0
10-41-3030 BIRTHDAY BASH	.00	.00	5,500.00	5,500.00	.0
10-41-3040 SENIOR ENGAGEMENT	.00	.00	5,000.00	5,000.00	.0
10-41-3200 CONTRACTED SERVICES	.00	.00	1,200.00	1,200.00	.0
10-41-3350 COUNTY TREASURER & OTHER FEES	103.65	103.65	23,000.00	22,896.35	.5
10-41-3355 MERCHANT / BANK FEES	844.73	844.73	5,500.00	4,655.27	15.4
10-41-3400 LEGAL PUBLICATIONS	204.34	204.34	3,000.00	2,795.66	6.8
10-41-3450 ELECTIONS	.00	.00	5,000.00	5,000.00	.0
10-41-4000 BLDG MAINT AND REPAIRS	783.69	783.69	2,500.00	1,716.31	31.4
10-41-4400 EQUIPMENT AND MAINT	73.53	73.53	7,000.00	6,926.47	1.1
10-41-4600 OFFICE SUPPLIES	64.82	64.82	11,330.00	11,265.18	.6
10-41-4700 POSTAGE	1,429.45	1,429.45	9,300.00	7,870.55	15.4
10-41-4800 TELEPHONE AND INTERNET	1,914.09	1,914.09	17,300.00	15,385.91	11.1
10-41-4900 UTILITIES	171.78	171.78	9,140.00	8,968.22	1.9
10-41-5250 IT - CONTRACTED	1,815.95	1,815.95	12,000.00	10,184.05	15.1
10-41-5300 IT - HARDWARE	.00	.00	1,500.00	1,500.00	.0
10-41-5325 IT - SOFTWARE PURCHASES	.00	.00	150.00	150.00	.0
10-41-5390 RECORDS MANAGEMENT	.00	.00	1,000.00	1,000.00	.0
10-41-5400 INSURANCE	9,286.36	9,286.36	40,000.00	30,713.64	23.2
10-41-5500 LEGAL - CONTRACTED	.00	.00	40,000.00	40,000.00	.0
10-41-5600 MEMBERSHIPS - TOWN	2,328.00	2,328.00	15,000.00	12,672.00	15.5
10-41-5605 ECCOG DUES	1,503.00	1,503.00	6,100.00	4,597.00	24.6
10-41-5800 TOWN HALL EVENTS	.00	.00	8,500.00	8,500.00	.0
10-41-5850 EMPLOYEE RECOGNITION	.00	.00	2,000.00	2,000.00	.0
10-41-9000 OTHER	.00	.00	500.00	500.00	.0
TOTAL TOWN CLERK	56,995.34	56,995.34	806,053.00	749,057.66	7.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	755.00	755.00	14,400.00	13,645.00	5.2
10-42-1300 SALARIES & WAGES- ASST JUDGE	.00	.00	4,316.00	4,316.00	.0
10-42-1400 STATE COMP	.76	.76	21.00	20.24	3.6
10-42-1600 FICA	57.76	57.76	1,432.00	1,374.24	4.0
10-42-1700 COLO UNEMPLOYMENT	1.51	1.51	37.00	35.49	4.1
10-42-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	120.00	120.00	.0
10-42-1850 TRAINING, TRAVEL AND LODGING	.00	.00	2,000.00	2,000.00	.0
10-42-3200 COURT PROSECUTOR - CONTRACTED	(1,050.00)	(1,050.00)	17,000.00	18,050.00	(6.2)
10-42-9000 OTHER	.00	.00	250.00	250.00	.0
TOTAL JUDICIAL	(234.97)	(234.97)	39,576.00	39,810.97	(.6)
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	.00	.00	14,400.00	14,400.00	.0
10-43-1200 PC - COMPENSATION	.00	.00	4,200.00	4,200.00	.0
10-43-1400 BOT - WORKERS' COMPENSATION	.00	.00	16.00	16.00	.0
10-43-1450 PC - WORKERS' COMPENSATION	.00	.00	5.00	5.00	.0
10-43-1600 BOT - FICA	.00	.00	1,102.00	1,102.00	.0
10-43-1650 PC - FICA	.00	.00	321.00	321.00	.0
10-43-1700 BOT - COLO UNEMPLOYMENT	.00	.00	29.00	29.00	.0
10-43-1750 PC - COLO UNEMPLOYMENT	.00	.00	8.00	8.00	.0
10-43-3700 PC - TRAIN, TRVL, LODG	.00	.00	1,500.00	1,500.00	.0
10-43-3705 BOT RETREAT	.00	.00	3,000.00	3,000.00	.0
10-43-3710 STARS PROGRAM	.00	.00	500.00	500.00	.0
10-43-3715 CHAMBER OF COMMERCE	.00	.00	325.00	325.00	.0
10-43-3720 PROTECTORS EVENT	.00	.00	750.00	750.00	.0
10-43-3730 ASPIRE PROGRAM	.00	.00	300.00	300.00	.0
10-43-3740 FRIDAY NIGHT MARKET	20,000.00	20,000.00	20,000.00	.00	100.0
10-43-3745 WREATHS ACROSS AMERICA	.00	.00	350.00	350.00	.0
10-43-3750 EHS ART SCHOOL	.00	.00	250.00	250.00	.0
10-43-3755 1776 / 1876	.00	.00	10,000.00	10,000.00	.0
10-43-4400 BOT - EQUIPMENT	.00	.00	250.00	250.00	.0
10-43-4450 PC - EQUIPMENT	.00	.00	250.00	250.00	.0
10-43-5250 IT - CONTRACTED	1,141.20	1,141.20	12,300.00	11,158.80	9.3
10-43-5800 BOT - AWARDS/RECOGNITION	.00	.00	1,000.00	1,000.00	.0
10-43-5900 PC - AWARDS/RECOGNITION	.00	.00	500.00	500.00	.0
10-43-9000 BOT- OTHER	.00	.00	250.00	250.00	.0
TOTAL LEGISLATURE	21,141.20	21,141.20	71,606.00	50,464.80	29.5

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	87,553.35	87,553.35	1,257,256.00	1,169,702.65	7.0
10-46-1230 HVE GRANT OVERTIME	.00	.00	6,000.00	6,000.00	.0
10-46-1240 CONTRACTED OVERTIME	.00	.00	1,000.00	1,000.00	.0
10-46-1300 OVERTIME	413.17	413.17	33,070.00	32,656.83	1.3
10-46-1400 WORKERS' COMPENSATION	1,851.86	1,851.86	28,275.00	26,423.14	6.6
10-46-1500 HEALTH INSURANCE	16,501.27	16,501.27	289,998.00	273,496.73	5.7
10-46-1550 RETIREMENT	1,025.12	1,025.12	21,927.00	20,901.88	4.7
10-46-1600 FICA	1,809.85	1,809.85	24,043.00	22,233.15	7.5
10-46-1605 FPPA	10,363.74	10,363.74	180,018.00	169,654.26	5.8
10-46-1700 COLO UNEMPLOYMENT	164.87	164.87	2,581.00	2,416.13	6.4
10-46-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	1,500.00	1,500.00	.0
10-46-1850 TRAINING, TRAVEL AND LODGING	28.56	28.56	12,500.00	12,471.44	.2
10-46-3000 COMMUNITY OUTREACH	.00	.00	2,000.00	2,000.00	.0
10-46-3005 STUDENT ACADEMY	.00	.00	3,500.00	3,500.00	.0
10-46-3200 CONTRACTED SERVICES	850.00	850.00	15,000.00	14,150.00	5.7
10-46-3205 VICTIMS ADVOCATE	1,250.00	1,250.00	15,000.00	13,750.00	8.3
10-46-3210 ECCA MAINTENANCE	.00	.00	19,500.00	19,500.00	.0
10-46-3500 INVESTIGATIVE SERVICES	.00	.00	1,000.00	1,000.00	.0
10-46-3505 INVESTIGATIVE & PROPERTY EQUIP	107.69	107.69	1,000.00	892.31	10.8
10-46-3515 LEXIPOL	.00	.00	5,000.00	5,000.00	.0
10-46-3520 ACTIVE 911 / SWAT	.00	.00	500.00	500.00	.0
10-46-3525 SOTAR	.00	.00	1,800.00	1,800.00	.0
10-46-3600 MOBILE DATA LAPTOPS	.00	.00	5,000.00	5,000.00	.0
10-46-3650 WEAPONS - LESS LETHAL	.00	.00	5,000.00	5,000.00	.0
10-46-3655 BODY CAMS CONTRACT	.00	.00	16,500.00	16,500.00	.0
10-46-3660 TASERS CONTRACT	.00	.00	5,200.00	5,200.00	.0
10-46-3665 FLOCK CAMERAS	.00	.00	12,000.00	12,000.00	.0
10-46-3675 OTHER EQUIPMENT	.00	.00	6,000.00	6,000.00	.0
10-46-4000 BLDG MAINT & REPAIRS	135.70	135.70	.00	(135.70)	.0
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	.00	.00	750.00	750.00	.0
10-46-4400 EQUIPMENT AND MAINTENANCE	130.42	130.42	5,670.00	5,539.58	2.3
10-46-4650 OFFICE SUPPLIES	102.81	102.81	7,500.00	7,397.19	1.4
10-46-4700 POSTAGE	.00	.00	650.00	650.00	.0
10-46-4800 TELEPHONE & INTERNET	1,893.84	1,893.84	17,000.00	15,106.16	11.1
10-46-4900 UTILITIES	162.52	162.52	7,350.00	7,187.48	2.2
10-46-5250 IT - CONTRACTED	3,276.60	3,276.60	43,000.00	39,723.40	7.6
10-46-5305 IT - HARDWARE	.00	.00	1,500.00	1,500.00	.0
10-46-5400 INSURANCE	32,512.27	32,512.27	130,000.00	97,487.73	25.0
10-46-6400 TRAINING AND AMMUNITION	.00	.00	4,000.00	4,000.00	.0
10-46-6600 UNIFORMS	.00	.00	7,500.00	7,500.00	.0
10-46-8050 VEHICLE MAINT & REPAIRS	1,831.67	1,831.67	15,000.00	13,168.33	12.2
10-46-8075 FUEL	.00	.00	24,000.00	24,000.00	.0
TOTAL POLICE	161,965.31	161,965.31	2,236,088.00	2,074,122.69	7.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>					
10-49-1100 SALARIES & WAGES	9,875.66	9,875.66	153,832.00	143,956.34	6.4
10-49-1300 OVERTIME	.00	.00	2,302.00	2,302.00	.0
10-49-1400 WORKERS' COMPENSATION	253.30	253.30	3,263.00	3,009.70	7.8
10-49-1500 HEALTH INSURANCE	2,153.81	2,153.81	35,956.00	33,802.19	6.0
10-49-1550 RETIREMENT	175.35	175.35	7,807.00	7,631.65	2.3
10-49-1600 FICA	738.36	738.36	11,944.00	11,205.64	6.2
10-49-1700 COLO UNEMPLOYMENT	19.77	19.77	312.00	292.23	6.3
10-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	300.00	300.00	.0
10-49-4000 BLDG MAINT & REPAIRS	1,202.49	1,202.49	5,000.00	3,797.51	24.1
10-49-4100 EQUIPMENT MAINT & REPAIRS	.00	.00	5,150.00	5,150.00	.0
10-49-4800 TELEPHONE AND CELLPHONES	444.54	444.54	5,500.00	5,055.46	8.1
10-49-4900 UTILITIES	(251.65)	(251.65)	10,500.00	10,751.65	(2.4)
10-49-5250 IT - CONTRACTED	134.55	134.55	3,000.00	2,865.45	4.5
10-49-5400 INSURANCE	1,375.19	1,375.19	5,000.00	3,624.81	27.5
10-49-6100 PARKS MAINTENANCE	(1,536.60)	(1,536.60)	20,000.00	21,536.60	(7.7)
10-49-6500 TREE CITY USA	.00	.00	2,500.00	2,500.00	.0
10-49-6600 UNIFORMS	.00	.00	750.00	750.00	.0
10-49-8050 VEHICLE MAINT & REPAIRS	.00	.00	6,500.00	6,500.00	.0
10-49-8075 FUEL	.00	.00	5,500.00	5,500.00	.0
10-49-8080 DIESEL	.00	.00	2,000.00	2,000.00	.0
10-49-9000 OTHER	.00	.00	250.00	250.00	.0
TOTAL PUBLIC WORKS/PARKS/BUILDINGS	14,584.77	14,584.77	287,366.00	272,781.23	5.1
<u>TWN ADMINSTR</u>					
10-52-1100 SALARIES & WAGES	.00	.00	192,192.00	192,192.00	.0
10-52-1400 WORKERS' COMPENSATION	.00	.00	211.00	211.00	.0
10-52-1500 HEALTH INSURANCE	.00	.00	31,735.00	31,735.00	.0
10-52-1550 RETIREMENT	.00	.00	9,610.00	9,610.00	.0
10-52-1600 FICA	.00	.00	14,703.00	14,703.00	.0
10-52-1700 COLO UNEMPLOYMENT	.00	.00	384.00	384.00	.0
10-52-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	750.00	750.00	.0
10-52-1850 TRAINING, TRAVEL AND LODGING	.00	.00	500.00	500.00	.0
10-52-3900 CELL PHONES	.00	.00	1,200.00	1,200.00	.0
10-52-5250 IT - CONTRACTED	.00	.00	1,800.00	1,800.00	.0
TOTAL TWN ADMINSTR	.00	.00	253,085.00	253,085.00	.0

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	10,687.99	10,687.99	164,154.00	153,466.01	6.5
10-53-1300 OVERTIME COMMUNITY DEVELOPMENT	.00	.00	495.00	495.00	.0
10-53-1400 WORKERS' COMPENSATION	10.68	10.68	181.00	170.32	5.9
10-53-1500 HEALTH INSURANCE	1,951.11	1,951.11	41,279.00	39,327.89	4.7
10-53-1550 RETIREMENT	480.24	480.24	8,232.00	7,751.76	5.8
10-53-1600 FICA	805.68	805.68	12,596.00	11,790.32	6.4
10-53-1700 COLO UNEMPLOYMENT	21.38	21.38	329.00	307.62	6.5
10-53-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	750.00	750.00	.0
10-53-1850 TRAINING, TRAVEL AND LODGING	.00	.00	8,500.00	8,500.00	.0
10-53-2500 COMMUNITY EVENTS	290.01	290.01	2,000.00	1,709.99	14.5
10-53-3000 BUILDING PERMITS PASS THROUGH	.00	.00	100,000.00	100,000.00	.0
10-53-3200 CONTRACTED SERVICES	.00	.00	25,000.00	25,000.00	.0
10-53-3425 ELIZABETH MAIN STREET	.00	.00	13,000.00	13,000.00	.0
10-53-3435 5K & FAMILY COLOR RUN	.00	.00	7,000.00	7,000.00	.0
10-53-3450 HISTORIC ADVISORY BOARD	.00	.00	7,000.00	7,000.00	.0
10-53-3455 HISTORIC WALK & TALK	.00	.00	4,000.00	4,000.00	.0
10-53-3475 MARKETING MATERIALS & PUBL	.00	.00	2,000.00	2,000.00	.0
10-53-3900 CELL PHONE	44.64	44.64	1,500.00	1,455.36	3.0
10-53-4400 EQUIPMENT AND MAINTENANCE	.00	.00	520.00	520.00	.0
10-53-4500 FURNITURE	.00	.00	500.00	500.00	.0
10-53-4600 OFFICE SUPPLIES	.00	.00	780.00	780.00	.0
10-53-4700 POSTAGE	.00	.00	110.00	110.00	.0
10-53-5250 IT - CONTRACTED	549.60	549.60	7,200.00	6,650.40	7.6
10-53-9000 OTHER	.00	.00	250.00	250.00	.0
TOTAL COMM DEV	14,841.33	14,841.33	407,376.00	392,534.67	3.6
TOTAL FUND EXPENDITURES	269,292.98	269,292.98	4,101,150.00	3,831,857.02	6.6
NET REVENUE OVER EXPENDITURES	345.72	345.72	29,195.00	28,849.28	1.2

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2026

STREET FUND

ASSETS

21-100001	CASH IN COMBINED CASH FUND	1,503,681.98	
21-115000	ACCOUNTS RECEIVABLE	43,340.94	
21-140000	PREPAID EXPENSES	.00	
	TOTAL ASSETS		<u>.00</u>

LIABILITIES AND EQUITY

LIABILITIES

21-201000	ACCRUED SALARIES PAYABLE	(337.50)	
21-202000	ACCOUNTS PAYABLE	(190.70)	
21-203000	GUARDRAIL MAINTENANCE	10,000.00	
	TOTAL LIABILITIES		.00

FUND EQUITY

21-280000	FUND BALANCE	1,527,157.94	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>10,393.18</u>	
	BALANCE - CURRENT DATE	<u>10,393.18</u>	
	TOTAL FUND EQUITY		<u>42,026.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>42,026.00</u>

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAXES</u>						
21-31-3000	GENERAL SALES TAX	11,182.64	11,182.64	163,500.00	152,317.36	6.8
21-31-4000	USE TAX	1,990.12	1,990.12	12,500.00	10,509.88	15.9
	TOTAL TAXES	13,172.76	13,172.76	176,000.00	162,827.24	7.5
<u>INTERGOVERNMENT</u>						
21-33-1000	HIGHWAY USERS TAX	7,503.36	7,503.36	70,000.00	62,496.64	10.7
21-33-1050	ROAD & BRIDGE	.00	.00	200,000.00	200,000.00	.0
21-33-6100	M.V. REGISTRATION (\$1.50)	270.21	270.21	3,500.00	3,229.79	7.7
21-33-6200	M.V. REGISTRATION (\$2.50)	724.66	724.66	6,000.00	5,275.34	12.1
	TOTAL INTERGOVERNMENT	8,498.23	8,498.23	279,500.00	271,001.77	3.0
<u>OTHER SOURCES OF REVENUE</u>						
21-36-1000	INVESTMENT INCOME	4,478.90	4,478.90	40,000.00	35,521.10	11.2
21-36-4000	PUBLIC IMPROVEMENT FEE	1,944.05	1,944.05	23,113.00	21,168.95	8.4
	TOTAL OTHER SOURCES OF REVENUE	6,422.95	6,422.95	63,113.00	56,690.05	10.2
	TOTAL FUND REVENUE	28,093.94	28,093.94	518,613.00	490,519.06	5.4

TOWN OF ELIZABETH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	12,345.14	12,345.14	191,719.00	179,373.86	6.4
21-49-1300 OVERTIME	.00	.00	3,942.00	3,942.00	.0
21-49-1400 WORKERS' COMPENSATION	315.95	315.95	2,830.00	2,514.05	11.2
21-49-1500 HEALTH INSURANCE	2,468.64	2,468.64	41,734.00	39,265.36	5.9
21-49-1550 RETIREMENT	298.82	298.82	9,783.00	9,484.18	3.1
21-49-1600 FICA	926.10	926.10	14,968.00	14,041.90	6.2
21-49-1700 COLO UNEMPLOYMENT	24.68	24.68	391.00	366.32	6.3
21-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	500.00	500.00	.0
21-49-3200 CONTRACTED SERVICES	.00	.00	25,000.00	25,000.00	.0
21-49-3500 DE-ICING SUPPLIES	.00	.00	8,000.00	8,000.00	.0
21-49-3650 LIGHTS AND SIGNALS	(371.31)	(371.31)	22,000.00	22,371.31	(1.7)
21-49-4000 MAINTENANCE AND REPAIRS	(295.59)	(295.59)	50,000.00	50,295.59	(.6)
21-49-4100 EQUIPMENT MAINT & REPAIRS	.00	.00	22,000.00	22,000.00	.0
21-49-4800 PHONES	60.26	60.26	2,520.00	2,459.74	2.4
21-49-5250 IT - CONTRACTED	138.15	138.15	2,500.00	2,361.85	5.5
21-49-5405 INSURANCE	1,789.92	1,789.92	5,500.00	3,710.08	32.5
21-49-5800 ROW MAINTENANCE	.00	.00	45,000.00	45,000.00	.0
21-49-6100 SIGNS	.00	.00	10,000.00	10,000.00	.0
21-49-6600 UNIFORMS	.00	.00	1,500.00	1,500.00	.0
21-49-8050 VEHICLE MAINT & REPAIRS	.00	.00	10,000.00	10,000.00	.0
21-49-8075 FUEL	.00	.00	4,000.00	4,000.00	.0
21-49-8080 DIESEL	.00	.00	2,500.00	2,500.00	.0
21-49-9000 OTHER	.00	.00	200.00	200.00	.0
TOTAL STREETS	17,700.76	17,700.76	476,587.00	458,886.24	3.7
TOTAL FUND EXPENDITURES	17,700.76	17,700.76	476,587.00	458,886.24	3.7
NET REVENUE OVER EXPENDITURES	10,393.18	10,393.18	42,026.00	31,632.82	24.7

TOWN OF ELIZABETH
 BALANCE SHEET
 JANUARY 31, 2026

CAPITAL IMPROVEMENT FUND

ASSETS

31-100001	CASH IN COMBINED CASH FUND	12,234,697.66	
31-115000	ACCOUNTS RECEIVABLE	304,035.26	
31-140000	PREPAID EXPENSES	.00	
		<u> </u>	
	TOTAL ASSETS		<u> </u> .00

LIABILITIES AND EQUITY

FUND EQUITY

31-280000	FUND BALANCE	12,406,821.21	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	131,911.71	
		<u> </u>	
	BALANCE - CURRENT DATE		<u> </u> 131,911.71
	TOTAL FUND EQUITY		<u> </u> (794,620.00)
	TOTAL LIABILITIES AND EQUITY		<u> </u> (794,620.00)

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

CAPITAL IMPROVEMENT FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>OVER/UNDER BU</u>	<u>PCNT</u>
	<u>TAX</u>					
31-31-3000	SALES TAX	111,826.41	111,826.41	1,635,000.00	1,523,173.59	6.8
31-31-4000	USE TAX	19,901.19	19,901.19	125,000.00	105,098.81	15.9
	TOTAL TAX	131,727.60	131,727.60	1,760,000.00	1,628,272.40	7.5
	<u>OTHER FINANCING SOURCES</u>					
31-36-1000	INVESTMENT INCOME	37,903.46	37,903.46	225,000.00	187,096.54	16.9
	TOTAL OTHER FINANCING SOURCES	37,903.46	37,903.46	225,000.00	187,096.54	16.9
	TOTAL FUND REVENUE	169,631.06	169,631.06	1,985,000.00	1,815,368.94	8.6

TOWN OF ELIZABETH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT	
<u>CAPITAL IMPROVEMENT MISC</u>						
31-80-0600	RUNNING CREEK PARK	.00	.00	35,000.00	35,000.00	.0
31-80-3400	FACILITIES MASTER PLAN	.00	.00	50,000.00	50,000.00	.0
31-80-4045	WAYFINDING SIGNS	.00	.00	5,000.00	5,000.00	.0
31-80-5500	TOWN HALL BLDG IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
31-80-6520	ADA TECHNOLOGY UPGRADE	1,925.00	1,925.00	3,500.00	1,575.00	55.0
31-80-6530	THE DEPOT PARKING	.00	.00	300,000.00	300,000.00	.0
31-80-6540	FAÇADE GRANT	.00	.00	10,000.00	10,000.00	.0
31-80-6545	WADE PARK IMPROVEMENTS	.00	.00	340,000.00	340,000.00	.0
31-80-6555	SOFTWARE	21,211.02	21,211.02	120,000.00	98,788.98	17.7
31-80-6560	POLICE RADIO UPGRADE	.00	.00	28,000.00	28,000.00	.0
31-80-6565	POLICE RADIO ENCRYPTION	.00	.00	28,000.00	28,000.00	.0
31-80-6570	PD CRADLE POINTS	.00	.00	11,000.00	11,000.00	.0
31-80-6575	PD VEHICLE UPFIT	.00	.00	17,000.00	17,000.00	.0
31-80-6580	HILLSIDE STREET REPAIR	.00	.00	1,422,120.00	1,422,120.00	.0
31-80-6585	DESIGN/ENGINEERING WATER REUSE	.00	.00	50,000.00	50,000.00	.0
31-80-6590	PRECOMP PLAN EDUCATION/OUTREACH	.00	.00	25,000.00	25,000.00	.0
31-80-6595	AMEND COMP PLAN	.00	.00	125,000.00	125,000.00	.0
31-80-6600	NUISANCE ABATEMENT FUND	.00	.00	25,000.00	25,000.00	.0
31-80-9901	TRANSFER TO GENERAL FUND	14,583.33	14,583.33	175,000.00	160,416.67	8.3
	TOTAL CAPITAL IMPROVEMENT MISC	37,719.35	37,719.35	2,779,620.00	2,741,900.65	1.4
	TOTAL FUND EXPENDITURES	37,719.35	37,719.35	2,779,620.00	2,741,900.65	1.4
	NET REVENUE OVER EXPENDITURES	131,911.71	131,911.71	(794,620.00)	(926,531.71)	16.6

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2026

STREET CAPITAL IMPROVEMENT FND

ASSETS

32-100001	CASH IN COMBINED CASH FUND	4,427,144.31	
32-104400	STREET BOND RESERVE CD ACCOUNT	302,281.17	
32-115000	ACCOUNTS RECEIVABLE	273,631.74	
32-140000	PREPAID EXPENSES	.00	
		<u> </u>	
	TOTAL ASSETS		<u> </u> <u> </u> .00

LIABILITIES AND EQUITY

LIABILITIES

32-222000	DEFERRED REVENUE	11,500.00	
		<u> </u>	
	TOTAL LIABILITIES		.00

FUND EQUITY

32-280000	FUND BALANCE	2,909,968.68	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>2,081,588.54</u>	
	BALANCE - CURRENT DATE	<u>2,081,588.54</u>	
	TOTAL FUND EQUITY		<u>(2,010,025.00)</u>
	TOTAL LIABILITIES AND EQUITY		<u>(2,010,025.00)</u> <u> </u>

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
32-31-3000 GENERAL SALES TAX	100,643.78	100,643.78	1,471,500.00	1,370,856.22	6.8
32-31-4000 USE TAX	17,911.08	17,911.08	112,500.00	94,588.92	15.9
TOTAL TAX	118,554.86	118,554.86	1,584,000.00	1,465,445.14	7.5
<u>OTHER FINANCING SOURCES</u>					
32-36-1000 INVESTMENT INCOME	14,636.96	14,636.96	90,000.00	75,363.04	16.3
TOTAL OTHER FINANCING SOURCES	14,636.96	14,636.96	90,000.00	75,363.04	16.3
TOTAL FUND REVENUE	133,191.82	133,191.82	1,674,000.00	1,540,808.18	8.0

TOWN OF ELIZABETH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
32-49-1000 DRAINAGE IMPROVEMENTS	.00	.00	50,000.00	50,000.00	.0
32-49-6600 RIGHT OF WAY EASEMENTS	.00	.00	25,000.00	25,000.00	.0
32-49-6605 UPDATE TOWN 2040 TRANS. PLAN	.00	.00	50,000.00	50,000.00	.0
32-49-8000 STREET PAVING	.00	.00	50,000.00	50,000.00	.0
32-49-8005 HILLSIDE STREET REPAIR	.00	.00	2,641,080.00	2,641,080.00	.0
32-49-9000 CONCRETE STREET REPAIRS	.00	.00	25,000.00	25,000.00	.0
32-49-9120 MAIN STREET STREETScape	(1,962,980.05)	(1,962,980.05)	.00	1,962,980.05	.0
32-49-9125 THE DEPOT PARKING	.00	.00	100,000.00	100,000.00	.0
32-49-9200 NEW CURB & GUTTER WORK	.00	.00	20,000.00	20,000.00	.0
32-49-9300 NEW SIDEWALK CONSTRUCTION	.00	.00	40,000.00	40,000.00	.0
32-49-9310 TRANSFER TO GENERAL FUND	14,583.33	14,583.33	175,000.00	160,416.67	8.3
TOTAL CAPITAL OUTLAY	(1,948,396.72)	(1,948,396.72)	3,176,080.00	5,124,476.72	(61.4)
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	.00	.00	300.00	300.00	.0
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	.00	480,000.00	480,000.00	.0
32-59-9850 2015 REFUNDING BOND INTEREST	.00	.00	27,645.00	27,645.00	.0
TOTAL DEBT SVC	.00	.00	507,945.00	507,945.00	.0
TOTAL FUND EXPENDITURES	(1,948,396.72)	(1,948,396.72)	3,684,025.00	5,632,421.72	(52.9)
NET REVENUE OVER EXPENDITURES	2,081,588.54	2,081,588.54	(2,010,025.00)	(4,091,613.54)	103.6

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2026

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	3,145,421.44	
52-101000	PETTY CASH	100.00	
52-101200	COLOTRUST WATER TAP FEE ACCT	3,389,677.08	
52-101300	COLOTRUST SEWER TAP FEE ACCT	3,262,605.99	
52-101400	COLOTRUST RENEWABLE WATER ACCT	1,133,558.93	
52-110000	ACCOUNTS RECEIVABLE: UB	173,554.28	
52-115000	ACCOUNTS RECEIVABLE: OTHER	16,134.94	
52-140000	PREPAID EXPENSES	.00	
52-160100	LAND: WATER	171,737.60	
52-160200	LAND: SEWER	143,729.50	
52-161100	EASEMENTS: WATER	10,890.77	
52-161200	EASEMENTS: SEWER	32,271.26	
52-162100	PLANT & EQUIPMENT: WATER	5,979,180.11	
52-162200	PLANT & EQUIPMENT: SEWER	6,013,924.47	
52-163100	WATER IMPROVEMENTS	3,104,877.77	
52-163200	SEWER IMPROVEMENTS	2,727,573.38	
52-165200	CONSTRUCTION IN PROGRESS: SWR	933,950.21	
52-169100	ACCUMULATED DEP: WATER	(3,615,746.48)	
52-169200	ACCUMULATED DEP: SEWER	(4,975,866.34)	
	TOTAL ASSETS		.00

LIABILITIES AND EQUITY

LIABILITIES

52-201000	ACCRUED SALARIES PAYABLE	(675.00)	
52-215200	ACCRUED INT PAY: SEWER	888.42	
52-218000	COMPENSATED ABSENCES PAYABLE	27,015.20	
52-218100	COMP ABSENCES- CURRENT PAYABLE	2,701.52	
52-220000	CUSTOMER METER DEPOSITS	75,248.22	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	69,753.58	
52-239402	2007 CWRPDA NOTE PAYABLE	73,440.68	
	TOTAL LIABILITIES		.00

FUND EQUITY

52-280000	RETAINED EARNINGS	21,151,344.95	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	247,857.34	
	BALANCE - CURRENT DATE	247,857.34	
	TOTAL FUND EQUITY	(21,798.00)	
	TOTAL LIABILITIES AND EQUITY	(21,798.00)	

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100 WATER SALES	63,960.11	63,960.11	790,000.00	726,039.89	8.1
52-34-4200 SEWER SALES	78,414.72	78,414.72	805,000.00	726,585.28	9.7
52-34-8100 WATER TAP FEES	.00	.00	75,080.00	75,080.00	.0
52-34-8120 RENEWABLE WATER FEE	.00	.00	33,408.00	33,408.00	.0
52-34-8200 SEWER TAP FEES	.00	.00	58,776.00	58,776.00	.0
TOTAL CHARGE FOR SERVICES / TAP FEES	142,374.83	142,374.83	1,762,264.00	1,619,889.17	8.1
<u>MISCELLANEOUS</u>					
52-36-1000 INVESTMENT INCOME	35,327.11	35,327.11	100,000.00	64,672.89	35.3
52-36-9000 OTHER REVENUE	3,454.05	3,454.05	40,000.00	36,545.95	8.6
TOTAL MISCELLANEOUS	38,781.16	38,781.16	140,000.00	101,218.84	27.7
TOTAL FUND REVENUE	181,155.99	181,155.99	1,902,264.00	1,721,108.01	9.5

TOWN OF ELIZABETH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2026

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	11,104.29	11,104.29	170,487.00	159,382.71	6.5
52-57-1300 OVERTIME	792.00	792.00	3,644.00	2,852.00	21.7
52-57-1400 WORKERS' COMPENSATION	245.10	245.10	4,040.00	3,794.90	6.1
52-57-1500 HEALTH INSURANCE	3,146.64	3,146.64	52,858.00	49,711.36	6.0
52-57-1550 RETIREMENT	555.21	555.21	8,707.00	8,151.79	6.4
52-57-1600 FICA	874.37	874.37	13,321.00	12,446.63	6.6
52-57-1700 COLO UNEMPLOYMENT	23.82	23.82	348.00	324.18	6.8
52-57-1825 MEMBERSHIPS - EMPLOYEE	160.00	160.00	500.00	340.00	32.0
52-57-1850 TRAINING, TRAVEL AND LODGING	.00	.00	750.00	750.00	.0
52-57-3200 CONTRACTED SERVICES	(1,293.64)	(1,293.64)	80,000.00	81,293.64	(1.6)
52-57-4800 TELEPHONE AND CELLPHONES	775.47	775.47	9,500.00	8,724.53	8.2
52-57-4900 UTILITIES	2,844.56	2,844.56	120,000.00	117,155.44	2.4
52-57-5250 IT - CONTRACTED	436.65	436.65	5,000.00	4,563.35	8.7
52-57-5400 INSURANCE	4,818.61	4,818.61	15,000.00	10,181.39	32.1
52-57-6000 MAINTENANCE AND REPAIRS	(10,992.79)	(10,992.79)	100,000.00	110,992.79	(11.0)
52-57-6100 EQUIPMENT MAINT & REPAIRS	.00	.00	10,300.00	10,300.00	.0
52-57-6600 UNIFORMS	.00	.00	1,500.00	1,500.00	.0
52-57-7500 CHEMICAL SUPPLIES	4,886.00	4,886.00	20,000.00	15,114.00	24.4
52-57-7550 WATER SUPPLIES	(300.00)	(300.00)	12,000.00	12,300.00	(2.5)
52-57-8050 VEHICLE MAINT & REPAIRS	.00	.00	7,500.00	7,500.00	.0
52-57-8075 FUEL	.00	.00	6,500.00	6,500.00	.0
52-57-8080 DIESEL	.00	.00	2,500.00	2,500.00	.0
52-57-9000 OTHER	.00	.00	500.00	500.00	.0
52-57-9700 WATER TANK IMPROVEMENTS	.00	.00	100,000.00	100,000.00	.0
52-57-9705 WATER / SEWER MASTER PLAN	.00	.00	37,500.00	37,500.00	.0
52-57-9900 WATER LINE UPGRADE	(122,800.00)	(122,800.00)	120,000.00	242,800.00	(102.3)
TOTAL WATER	(104,723.71)	(104,723.71)	902,455.00	1,007,178.71	(11.6)

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2026

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>SEWER</u>					
52-58-1100 -SALARIES & WAGES- SEWER	11,104.29	11,104.29	170,487.00	159,382.71	6.5
52-58-1300 OVERTIME	792.00	792.00	3,644.00	2,852.00	21.7
52-58-1400 WORKERS' COMPENSATION	245.06	245.06	2,455.00	2,209.94	10.0
52-58-1500 HEALTH INSURANCE	4,278.03	4,278.03	52,858.00	48,579.97	8.1
52-58-1550 RETIREMENT	555.22	555.22	8,707.00	8,151.78	6.4
52-58-1600 FICA	874.32	874.32	13,321.00	12,446.68	6.6
52-58-1700 COLO UNEMPLOYMENT	34.83	34.83	348.00	313.17	10.0
52-58-1825 MEMBERSHIPS - EMPLOYEE	160.00	160.00	500.00	340.00	32.0
52-58-1850 TRAINING, TRAVEL AND LODGING	.00	.00	750.00	750.00	.0
52-58-3200 CONTRACTED SERVICES	(1,528.29)	(1,528.29)	100,000.00	101,528.29	(1.5)
52-58-4800 TELEPHONE AND CELLPHONES	880.33	880.33	9,600.00	8,719.67	9.2
52-58-4900 UTILITIES	(2,904.78)	(2,904.78)	73,500.00	76,404.78	(4.0)
52-58-5250 IT - CONTRACTED	436.65	436.65	5,000.00	4,563.35	8.7
52-58-5400 INSURANCE	2,253.66	2,253.66	15,000.00	12,746.34	15.0
52-58-6000 MAINTENANCE AND REPAIRS	7.71	7.71	80,000.00	79,992.29	.0
52-58-6610 UNIFORMS	.00	.00	1,500.00	1,500.00	.0
52-58-7500 SEWER SUPPLIES	.00	.00	5,000.00	5,000.00	.0
52-58-8050 VEHICLE MAINT & REPAIRS	.00	.00	7,500.00	7,500.00	.0
52-58-8075 FUEL	.00	.00	6,500.00	6,500.00	.0
52-58-8080 DIESEL	.00	.00	2,500.00	2,500.00	.0
52-58-9000 OTHER	.00	.00	500.00	500.00	.0
52-58-9305 WATER / SEWER MASTER PLAN	.00	.00	37,500.00	37,500.00	.0
52-58-9400 WTP UPGRADES	.00	.00	100,000.00	100,000.00	.0
TOTAL SEWER	17,189.03	17,189.03	697,170.00	679,980.97	2.5
<u>2007 CWRPDA</u>					
52-63-6300 2007 CWRPDA PYMT- PRINCIPAL	.00	.00	69,754.00	69,754.00	.0
52-63-6400 2007 CWRPDA- INTEREST	.00	.00	4,683.00	4,683.00	.0
TOTAL 2007 CWRPDA	.00	.00	74,437.00	74,437.00	.0
<u>DEPARTMENT 65</u>					
52-65-9900 TRANSFER TO GENERAL FUND	20,833.33	20,833.33	250,000.00	229,166.67	8.3
TOTAL DEPARTMENT 65	20,833.33	20,833.33	250,000.00	229,166.67	8.3
TOTAL FUND EXPENDITURES	(66,701.35)	(66,701.35)	1,924,062.00	1,990,763.35	(3.5)
NET REVENUE OVER EXPENDITURES	247,857.34	247,857.34	(21,798.00)	(269,655.34)	1137.1



Historic Advisory Board Regular Meeting

Monday, February 9, 2026 at 4:30 PM

Town Hall, 151 S. Banner Street

Call to Order

The Regular Meeting of the Elizabeth Historic Advisory Board was called to order on Monday, February 9, 2026, at 4:36 pm by Vice Chair Jacque Hallett.

Roll Call

Present:

Vice Chair Jacque Hallett

Member Lynn Mitchell

Member Jeff Lehman

Member Gayle Gardner

Absent:

Chair Dennis Rodriguez

There was a quorum to do business.

Also in Attendance:

Planner/Project Manager Alexandra Cramer

Planning Technician Dianna Hiatt

Town Clerk Michelle Oeser

Public Comment

This is a meeting of the Historic Advisory Board held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 3 minutes. The Historic Advisory Board may not respond to your comments during this meeting. Rather, they may 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 Chair will direct Staff to have a response at the next regularly scheduled Board meeting.

There was no Public Comment.

Agenda Changes

Consent Agenda

1. Minutes of the December 8, 2025, Meeting

Motion by Member Mitchell, seconded by Member Gardner, to approve the Minutes of the December 8, 2025, Meeting.

Voting Yes: Vice Chair Hallett, Member Mitchell, Member Lehman, Member Gardner
Voting No: None

Motion Passed Unanimously (4-0)

New Business

2. Discussion and possible action on election of 2026 Chair, Vice Chair and Historian

Motion by Vice Chair Hallett, seconded by Member Lehman, to elect Lynn Mitchell as Chair, Gayle Gardner as Vice Chair, and Jacque as Historian.

Voting Yes: Vice Chair Hallett, Member Mitchell, Member Lehman, Member Gardner
Voting No: None

Motion Passed Unanimously (4-0)

3. Discussion and possible action on Resolution 26R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c) – Michelle Oeser

Ms. Oeser provided a Staff report.

Motion by Member Gardner, seconded by Member Lehman, to approve Resolution 26R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c).

Voting Yes: Vice Chair Hallett, Member Mitchell, Member Lehman, Member Gardner
Voting No: None

Motion Passed Unanimously (4-0)

Staff Report

4. Staff Report

- Planner/Project Manager, Alexandra Cramer:
 - Discussed the Saving Places Conference.
 - Provided an update on the Education Book.
 - Update on preservation.
 - Discussion on meeting with Singing Hills and Running Creek Elementary students.

Board Reports

- Member Lynn Mitchell:
 - Discussed Hubert M. Huchinson, first person to be buried at the Elizabeth Cemetery.
- Member Gayle Gardner:
 - Introduced Dan Kelly to the Board.

Adjournment

Motion by Member Mitchell, seconded by Vice Chair Hallett, to adjourn the meeting at 5:49 pm.

Voting Yes: Vice Chair Hallett, Member Mitchell, Member Lehman, Member Gardner
Voting No: None

Motion Passed Unanimously (4-0)

Allison Ritter

~~Town Clerk Michelle Oeser~~

Deputy Town Clerk Allison Ritter

Lynn T. Mitchell

Chair Lynn Mitchell





Town of Elizabeth

Main Street Board of Directors Regular Meeting

Monday, February 9, 2026 at 8:30 AM

Town Hall, 151 S. Banner Street

Call to Order

The Regular Meeting of the Elizabeth Main Street Board of Directors was called to order on Monday, February 9, 2026, at 8:32 am by President Carrie Wedel.

Roll Call

Present:

President Carrie Wedel

Vice President Brandon Jeffress

Director Linda Bulmer

Director Michael Hussey

Director Jeff Struthers

Director David Cox

Director David Colleran

Absent:

There was a quorum to do business.

Also in Attendance:

Planner/Project Manager Alexandra Cramer

Planning Technician Dianna Hiatt

Town Clerk Michelle M. Oeser

Public Comment

This is a meeting of the Main Street Board of Directors held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 3 minutes. The Main Street Board of Directors may not respond to your comments during this meeting. Rather, they may 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 President will direct Staff to have a response at the next regularly scheduled Board meeting.

Agenda Changes

Consent Agenda

1. Minutes of the January 12, 2026 Meeting

Motion by Director Hussey, seconded by Director Colleran, to approve the Consent Agenda.

Voting Yes: President Wedel, Vice President Jeffress, Director Bulmer, Director Hussey, Director Struthers, Director Cox, Director Colleran

Voting No: None

Motion Passed Unanimously (7-0)

New Business

2. Discussion and possible action on elections of President and Vice President

Motion by Director Hussey, seconded by Director Colleran, to approve the appointment of Carrie Wedel as President and Brandon Jeffress as Vice President.

Voting Yes: President Wedel, Vice President Jeffress, Director Bulmer, Director Hussey, Director Struthers, Director Cox, Director Colleran

Voting No: None

Motion Passed Unanimously (7-0)

3. Elbert County Chamber of Commerce Visit

Continued to March 9, 2026.

Staff Report

4. Staff Report

- **Planner/Project Manager, Alexandra Cramer:**

- The Historic Advisory Board will hold the 2nd Annual Coloring Contest.
- The Annual Walk and Talk will be on September 26th.
- 2nd period Facade Grant applications are due in June. Grants will be awarded in August.
- This year's 5k and Color Run will be pairing with the Town's 250/150 Celebration.
- The Main Street Board should think of ways to bring foot traffic to Main Street during the 250/150 Celebration.
- Staff requested direction for this year's Car Show(s).
- Volunteers will be needed for events on Main Street.
- Car Show dates were set for May 29th and August 21st.
- Discussion on 5k registration costs.
- Discussion on code updates for downtown parking.
- Discussion on Feed Lot events.
- Discussion on building height code.

Board Reports

Adjournment

Motion by Director Hussey, seconded by Vice President Jeffress, to adjourn the meeting at 9:33 am.

Voting Yes: President Wedel, Vice President Jeffress, Director Bulmer, Director Hussey, Director Struthers, Director Cox, Director Colleran

Voting No: None

Motion Passed Unanimously (7-0)

Allison Ritter
Deputy Town Clerk Allison Ritter



B. Jeffress
President Carrie Wedel
VICE PRESIDENT - BRAUNON Jeffress