



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Main Street Board of Directors
Thursday, February 10, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

MINUTES

- [1.](#) Regular Minutes of January 13, 2022

NEW BUSINESS

2. Discussion and possible action on 2022 Farmers' Market Agreement to be recommended to the Board of Trustees
- [3.](#) Discussion regarding Work Plan Item - Artist Design of Streetscape items

REPORTS

- [4.](#) Staff Report
5. Board Reports

ADJOURNMENT



TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS JANUARY 13, 2022

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, January 13, 2022, at 8:32 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka, Vice President Linda Bulmer, and Board Members Jeff Struthers and Michael Hussey. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins and Deputy Town Clerk Harmony Malakowski.

AGENDA CHANGES

There were no changes to the agenda as presented.

MINUTES

Regular Minutes of December 09, 2021

Motion by Mr. Hussey, seconded by Mr. Struthers, to approve the minutes from December 09, 2021.

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

NEW BUSINESS

Discussion and possible action on Main Street Board of Directors Resolution 22-01, a Resolution establishing a designated public place for the posting of meeting notices pursuant to C.R.S. 24-6-402(2)(c)

Motion by Mr. Hussey, seconded by Mr. Struthers, to approve Main Street Board of Directors Resolution 22-01, a Resolution establishing a designated public place for the posting of meeting notices pursuant to C.R.S. 24-6-402(2)(c).

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



TOWN OF ELIZABETH

Discussion and possible action on approval of 2022 Elizabeth Main Street Program Workplan
Motion by Mr. Hussey, seconded by Mr. Struthers, to approve the 2022 Elizabeth Main Street Program Workplan.

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

Discussion on Main Street Board of Directors Quarterly Report to the Board of Trustees
Ms. Bulmer will present the quarterly report to the Board of Trustees on January 25th, 2022.

Discussion on possible action on recommendation to Board of Trustees Approval of Revitalizing Main Street Grant Application

Motion by Mr. Hussey, seconded by Mr. Struthers, to recommend to the Board of Trustees approval of Revitalizing Main Street Grant application.

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

Discussion on agreement for 2022 Elizabeth Farmers' Market

The Board provided direction and guidance for the agreement regarding the Elizabeth Farmers' Market.

STAFF REPORTS

- Discussion regarding the Board vacancy process.
- Discussion regarding the Streetscape project.
- Discussion regarding upcoming training opportunities and registration.
- Discussion regarding the Holiday ornaments surveys.
- Discussion regarding the Hwy 86 Main Street directional sign and CDOT recommendation.

BOARD REPORTS

No reports from the Main Street Board of Directors.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Struthers, to adjourn meeting at 9:39 AM.

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

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Training	Attend two of the four quarterly trainings provided by DOLA	Quarterly	Quarterly	Staff send training opportunities to MS BOD	\$4,000: DOLA Scholarship; MS BOD; DOLA technical assistance	Organization
	Main Street Manager's Summit	November	November	Pending DOLA		Organization
	Main Street NOW Conference	May	May	Register and make reservations for Board and Staff in January		Organization
	Downtown Colorado Inc. In the Game Conference	April	April	Register and make reservations for Board and Staff		Organization
	Main Street Communities Field Trip	April	TBD	Schedule with DOLA		Organization
Planning	Maintain a multi-year strategic plan	Ongoing	Ongoing	-	N/A	Organization
	Annual budget preparation and submission to BOT	August	December	-	N/A	Organization
	Submit annual workplan to DOLA and BOT	December	December	Send in December after adoption by MS BOD	N/A	Organization
Move up to Graduate Status	Have a succession/transition plan for your staff, board, and volunteers as applicable	TBD	TBD	-	N/A	Organization
	Update your building/property inventory of your Main Street district (including ownerships patterns, building conditions, vacancies, building square footage, use, average rents, and more)	TBD	TBD	-	TBD	Organization
	Solidify your volunteer management program and develop a volunteer recognition/award program	TBD	TBD	-	\$1,000: Main Street Board of Directors	Organization
	Update your business inventory of your Main Street district (including business types, contact information, number of employees, and more)	TBD	TBD	-	N/A	Organization
Operational/Administrative	Quarterly reporting to BOT	January, April, July, October	January, April, July, October	-	N/A	Organization
	Election of officers	December	December	December meeting agenda	N/A	Organization
	Designated meeting posting place	1st meeting in January	January	January meeting agenda	N/A	Organization
	Submit annual mini-grant application	As needed	As needed	-	N/A	Organization
	Redeem annual scholarship from DOLA system	As needed	As needed	-	N/A	Organization
	Redeem annual mini grant from DOLA system	As needed	As needed	-	N/A	Organization
	Host DOLA site visit	November	November	Schedule work session pending DOLA	N/A	Organization
	Report quarterly business stats to Main Street Board	Quarterly	Quarterly	-	N/A	Organization
	Submit quarterly reports to DOLA	January 15th, April 15th, July 15th, October 15th	January, April, July, October	-	N/A	Organization
	Submit annual report to BOT	January	February	-	N/A	Organization; Promotion
	Retain membership of National Main Street Center	January	February	-	\$375; MS BOD	Organization
	Storymap	April	October	Pending DOLA	N/A	Organization; Promotion
	Webpage/ social media maintenance	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local stakeholders (SBDC, Parks and Recreation, ENG, ECC, EACC, Elizabeth area business owners and residents)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local, state, and federal agencies (BOT, ToE advisory boards, Elbert County, CTO, DOLA)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Maintain business inventory	Ongoing	Ongoing	-	N/A	Organization
	Maintain property inventory	Ongoing	Ongoing	-	N/A	Organization
Networking event/ meeting with EMMA	February	May	Book Thursday evening, 1st or 2nd week of May, at EBC; Book Legion to cater	\$500: MS BOD	Organization; Promotion	



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

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

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



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

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

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



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: February 10, 2022
SUBJECT: Staff Report

STAFF REPORT

1. MSBOD Appointment Process

- a. *Appointments: New candidates seeking appointment shall complete an application for the position. Existing members seeking reappointment shall submit a letter of intent to the Board of Directors. The Board of Directors shall review and choose to either recommend or not recommend the appointment to the Board of Trustees. The Board of Trustees shall approve or deny the appointment. Vacancies: Any vacancy occurring on the Board of Directors shall be filled no more than 60 days after the vacancy. Three (3) months prior to the expiration of a member's term, the position shall be made open to the public. One month prior to the expiration of the member's term, the Board of Directors shall vote on recommending an appointment to the Board of Trustees for approval. A member appointed to fill a vacancy shall fulfill the unexpired term of his or her predecessor in office.*
- b. *The MSBOD vacancy will be posted January 18th and close February 18th. Posting will occur on the Town's website as well as the newsletter and Town water bills distributed to all residents.*
- c. *All candidates that apply should attend the MSBOD meeting when appointment is reviewed and recommended as well as the BOT meeting when the appointment is voted on.*

2. Streetscape Design Update

- a. The Board of Trustees unanimously approved the PSA with CORE Engineering for the Streetscape Design on 01/11/2022.
- b. The letter was distributed to property owners and business owners on 01/14/2022.
- c. The Revitalizing Main Street Grant application was completed and sent to CDOT on 02/04/2022 before the deadline.
- d. Reminder: Public Kickoff meeting for the Mainstreet Streetscape Design is March 10th, 2022 at 6:00pm.

3. Parking Ordinance Update

- a. The Parking Ordinance 22-01 was approved at the 01/11/2022 Board of Trustees meeting. The Planning Commission had already given their recommendation of approval.

4. Training Update/Reminder



- a. Main Street Now – Conference Dates are May 16 – May 18. Tedd and Linda have been working with Pat to register and book travel arrangements.
- b. DCI In The Game – Conference Dates are April 12 – 15. Early Bird sales have ended, and full ticket sales are open through April 12. Event held in Colorado Springs, CO.

5. Ornament Program Surveys

- a. Staff is expecting to have results from the survey before the March MSBOD meeting. The survey is meant to get feedback and help plan for the upcoming holiday season (per workplan).

6. SH 86 Main Street Directional Sign

- a. Staff has spoken with Town of Elizabeth Public Works and subsequently Colorado Department of Transportation regarding the removed sign on Kiowa Ave/SH 86. Mike DeVol removed the sign at request of the installation team from CDOT when the crosswalk was installed to the West of Main Street on SH 86. After reaching out to CDOT they said it was removed due to sight distancing issues with the new crosswalk. CDOT has offered a new location.
- b. Staff is continuing to work with CDOT regarding the new location and will provide updates as they become available.

7. Historic Advisory Board

- a. The Historic Advisory Board is holding a public meeting at Town Hall on February 15th at 6:00pm. The meeting will focus on Historic Preservation and be the first meeting in a series to discuss the possibility of updating the Historic Preservation sections of the Town code.