



# TOWN OF ELIZABETH

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**TOWN OF ELIZABETH  
MAIN STREET BOARD OF DIRECTORS  
Monday, January 13, 2025 at 8:30 AM  
Town Hall, 151 S. Banner Street**

## **CALL TO ORDER**

## **ROLL CALL**

## **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 from the Regular Meeting of December 9, 2024

## **NEW BUSINESS**

2. Discussion and possible action on Main Street Board of Directors Resolution 25-01, a Resolution establishing a designated public place for the posting of meeting notes pursuant to C.R.S. § 24-6-401(2) (c)– Harmony Malakowski
3. Discussion and possible action regarding officer elections – Alex Cramer
4. Discussion regarding Main Street business Locable enrollment strategy – Alex Cramer

## **STAFF REPORT**

5. Staff Report

## **BOARD REPORTS**

6. Board Repots

## **ADJOURNMENT**



# TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS

## MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS

December 9, 2024

### CALL TO ORDER

The Regular Meeting of the Elizabeth Main Street Board of Directors was called to order on Monday, December 9, 2024, at 8:36 AM by Vice President Brandon Jeffress.

### ROLL CALL

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

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Permit Technician Dianna Hiatt, and Deputy Town Clerk Harmony Malakowski.

### PUBLIC COMMENT

There was no public comment.

### AGENDA CHANGES

No agenda changes from Staff.

Vice President Brandon Jeffress wanted to add an item to the end of the agenda for a presentation to Zach Higgins.

Agenda set.

### CONSENT AGENDA

1. Minutes of the Regular Meeting of July 8, 2024

Motion by Director Hussey, seconded by Director Wedel, to approve the Consent Agenda as presented.

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

### NEW BUSINESS

2. Discussion with DOLA Main Street via Zoom – Annual Visit



# TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS

Representatives from the DOLA Main Street program had their annual visit with the Main Street Board of Directors outlining services they offer and the successes of this past year.

3. Discussion and possible action regarding 2025 meeting schedule

Motion by Director Wedel, seconded by Director Prinslow, to accept the 2025 meeting schedule as presented.

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

4. Discussion and possible action regarding the 2025 Workplan and Budget

Motion by Director Hussey, seconded by Director Wedel, to accept the 2025 Workplan and Budget as presented.

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

5. Discussion regarding Main Street Mini Grant Funds

Motion by Director Wedel, seconded by Director Hussey, to move forward with using the grant funds towards a mural project to be placed on the Oddfellows building.

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

## STAFF REPORT

- Community Development Director Higgins provided updates regarding:
  - Streetscape
  - Gesin Lot RFP
  - 2024 Ornaments
  - Training and the upcoming conferences available for attendance
  - Historic Advisory Board historic district
  - This will be his last meeting with Main Street Board of Directors

## BOARD REPORTS

- Director Prinslow wanted an update regarding the next steps for the Main Street archway. Discussion followed.
- Vice President Jeffress made a presentation and provided a gift to Director Higgins regarding his service to the Main Street Board of Directors.

## ADJOURNMENT

Motion by Director Hussey, seconded by Director Prinslow, to adjourn the meeting at 10:45 AM. The vote of those Directors present was unanimously in favor. Motion carried.



# TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS

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President Linda Bulmer

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Deputy Town Clerk Harmony Malakowski



## TOWN OF ELIZABETH

HARMONY MALAKOWSKI/DEPUTY TOWN CLERK

**TO:** President, Vice President and Directors  
**FROM:** Harmony Malakowski, Deputy Town Clerk  
**DATE:** January 13, 2025  
**SUBJECT:** Main Street Board of Directors 25-01 – a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law

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It is required by the Colorado Open Meeting Law that at the first Board meeting of the year a Resolution is passed to designate a public posting place for meeting notices.

The Town's posting place is located on the outside of the Town Hall on the information board and on the Town's website.

Staff asks that the Board pass Resolution 24-01 designating the required posting place for meeting notices.

Attachment

MSBOD Resolution 25-01

**MAIN STREET BOARD OF DIRECTORS  
RESOLUTION 25-01**

**A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR  
THE POSTING OF MEETING NOTICES PURSUANT TO C.R.S. § 24-6-  
402(2)(c)**

**WHEREAS**, C.R.S. § 24-6-402(2)(c) requires the Main Street Board of Directors to annually designate the public place for posting notices to comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* (the "Open Meetings Law");

**WHEREAS**, consistent with House Bill 19-1087, the Main Street Board of Directors hereby desires to post notice of the Main Street Board of Director's public meetings not only in physical locations, but also on the Town's website as the Main Street Board of Director's official online presence to the greatest extent practicable; and

**WHEREAS**, the notice must have specific agenda information, posted no less than twenty-four (24) hours prior to the meeting, must be accessible at no charge to the public, must be searchable by type of meeting, date of meeting, time of meeting and agenda contents, shall link to any social media accounts of the local public body, shall provide the address of the website to the Department of Local Affairs, and shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-hours (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online.

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

**Section 1.**     Designation. The Main Street Board of Directors of the Town of Elizabeth, in compliance with C.R.S. § 24-6-402(2)(c) of the Open Meetings Law, hereby designates the Town website at [www.townofelizabeth.org](http://www.townofelizabeth.org) as the official place for posting notices. The Main Street Board of Directors may additionally post notices at Town Hall, located at 151 South Banner Street, and any Town social media accounts. If there is a known power outage, known interruption of internet service, or an emergency meeting, the Main Street Board of Directors may post a physical notice at the public entrance of the Town Hall located at 151 South Banner Street.

PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025, by the Main Street Board of Directors of the Town of Elizabeth, Colorado, on first and final reading, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

\_\_\_\_\_  
President Linda Bulmer

ATTEST

\_\_\_\_\_  
Harmony Malakowski, Deputy Town Clerk



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Main Street Board of Directors  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** January 13, 2025  
**SUBJECT:** Officer Elections

### SUMMARY

Per the MSBOD Bylaws, officer elections are to be held the first meeting of each year. The President position shall run meetings. The Vice President shall run meetings in the absence of the President and shall assume the position of President in the instance that the President's seat is vacated or is removed.

### RECOMMENDATION

Staff recommends the Main Street Board nominate and elect a President and Vice President for 2025.

### ATTACHMENT(S)

N/A



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Main Street Board of Directors  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** January 13, 2025  
**SUBJECT:** Discussion regarding Main Street Business Locable Enrollment Strategy

### Summary

The current slow season on Main Street presents an opportunity to reach out to business owners who haven't yet joined Locable. We'd like to explore two potential approaches: visiting businesses directly to assist with signup, or hosting designated hours at Town Hall where owners can drop in to register. Our goal is to have all businesses enrolled by the end of February in preparation for the spring/summer busy season.

### Staff Recommendation

Staff recommends that the Main Street Board of Directors discuss and select the most effective method(s) to facilitate business owner signup on Locable.



**TO:** Main Street Board of Directors  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** January 13, 2025  
**SUBJECT:** Staff Report

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## **STAFF REPORT**

### **1. Streetscape Construction Update**

- a. Type I and Type II concrete has been poured for both sides of the street south of the Carriage Shoppes. The west side of Main Street has been poured up to Elm Street. Benches, bike racks, and trash receptacles have been mounted on the southern two blocks. Spruce Street asphalt has been completed. CORE Electric is in the process of undergrounding the electric so the overhead lines and poles can be removed. Work on the north end of Main Street will begin after January 1<sup>st</sup>, 2025.

### **2. Gesin Lot**

- a. The Board of Trustees was presented with a proposal regarding the Gesin Lot by Gene Gregory. The Town is acquiring property valuation before continuing discussions with Mr. Gregory.
- b. The Board of Trustees is exploring additional options for the Gesin Lot before continuing conversations with Mr. Gregory.
- c. Mr. Gregory presented his latest proposal to the BOT on 02/28/2023. The Town is putting together a price for the property to be considered.
- d. The Board of Trustees has decided to not pursue Mr. Gregory's proposal further at this time.
- e. Staff will be seeking a site feasibility study for the Gesin Lot through DOLA.
- f. The monument sign/clock tower RFP has been distributed. The proposals will be reviewed on 05/11 at 2pm.
- g. DHM Design has been awarded the contract by DOLA. The Kick-Off meeting took place on 06/26 followed by the Design Charrette.
- h. DHM Design held their second meeting, to review and give feedback on three options on 08/14/2023 at Town Hall. The archway over Main Street was chosen by the group. DHM is working on additional design development before presenting to the BOT.
- i. The MSBOD made a design recommendation to the BOT. The BOT have moved forward with the MSBOD design recommendation at their 11/28/2023 BOT meeting.
- j. The Town will be seeking grant funding for this project through the T-Mobile Hometown Grant in the first quarter of 2024.



- k. The Town is starting the process of creating an RFP for the design and development of the Gesin Lot.
- l. DHM has presented the 60% design set to the Town for review of the Main Street Archway Sign.
- m. Gesin Lot RFP draft is being reviewed by the BOT on 06/11/2024. Planning for a RFP release of July.
- n. Gesin Lot RFP received zero bids. The Main Street Board and BOT may consider a different approach moving forward. It was discussed to court potential developers based on completed projects that are similar to what is desired. Could put out an RFQ in Spring/Summer 2025. Also could consider subdividing the lot to allow for smaller scale development from different entities that may better reflect scale and style of Main Street Elizabeth.

**3. Ornaments**

- a. Tom Pollard has provided pricing for this year's ornaments. The total will be \$2,195.00 which includes art and tooling, 200 ornaments, boxes with info sheet, and shipping.
- b. The Town has received this year's ornaments. Ornaments are available for purchase by the Main Street businesses.
- c. All 200 ornaments have been purchased from the Town for 2023.
- d. Michael Hussey has provided the MSBOD with a draft for the 2024 Ornament.
- e. Ornaments were ordered and arrived in September.
- f. Current sales are at 160 sold with 89 left in the Town's inventory.

**4. Training Update/Reminder**

- a. Alert Staff of any trainings you feel are relevant.
- b. DOLA Main Street Program provides monthly trainings online.
- c. Main Street NOW 2025 will be held April 7-9<sup>th</sup> in Philadelphia, PA. Please alert staff if you are interested in attending.

**5. WiFi on Main Street**

- a. The Town is working with Maverix to provide wireless internet service to Main Street and Running Creek Park. Maverix to met with the BOT on October 10<sup>th</sup>, 2023.
- b. BOT has approved Maverix contract and Maverix team is moving forward with infrastructure improvements.
- c. Fiber has been pulled and equipment is being installed and set up for deployment.

**6. 2024 Fourth quarter stats are being submitted to DOLA on 1/15/25.**

**7. HAB Update.**

- a. The HAB has tabled their efforts to establish a historic district.



- b. The HAB has recently completed a vision workshop and updated their workplan with more public relations and outreach efforts.

**8. Town of Elizabeth - Façade Grant**

- a. The first three applicants have completed their improvement projects.
- b. Six projects have been presented to the Historic Advisory Board for the January 2025 round.
- c. Yard signs have been made and received to promote completed projects.
- d. After this round of awards are given, Staff will send update to newspaper.

**9. Locable**

- a. Staff has purchased the Locable package as directed and is in the process of starting the website.
- b. Staff is compiling a list of businesses and partners to provide to Locable. Locable will hold a kickoff call and subsequent virtual community meeting.
- c. Locable has completed a draft of the website which will continue to be updated as Staff and the MSBOD provide feedback. The website will be ready for a “soft launch” at the MSBOD Networking Event.
- d. Need to discuss how to get more Main Street businesses set up.

**10. Main Street Mini Grant Funds (DOLA)**

- a. During the December 2024 meeting, the MSBOD decided to try and pursue a mural in order to spend the Main Street Mini Grant Funds (\$20,000). Upon direction from the board, Staff reached out to Some Girls and a Mural and received a quote and timeline. They stated their interest in the project and ability to complete it by June and to stay within the \$20,000 funding.