



TOWN OF ELIZABETH

TOWN OF ELIZABETH
Main Street Board of Directors
Thursday, June 09, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street
Amended 6/8/22

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

MINUTES

- [1.](#) Regular Minutes of May 12, 2022

NEW BUSINESS

2. Discussion regarding Prickly Pear Antiques located at 341 Main Street - Grace Erickson
3. Discussion regarding Main Street Streetscape and June 30th meeting
4. Discussion regarding Networking event with Main Street Businesses and Organization
5. Discussion regarding Quarterly reporting to the Board of Trustees

REPORTS

- [6.](#) Staff Report
- [7.](#) Board Reports

ADJOURNMENT

**Work Session regarding the Main Street Streetscape
to follow the Regular Business meeting.**



TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS MAY 12, 2022

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, May 12, 2022, at 8:33 AM by President Tedd Lipka.

ROLL CALL

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

Also present were Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Pat Gonzales.

AGENDA CHANGES

No agenda changes by staff or Board.

MINUTES

Regular Minutes of April 21, 2022

Motion by Mr. Hussey, seconded by Vice President Bulmer, to approve the minutes from April 21, 2022.

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

NEW BUSINESS

Discussion regarding Main Street Streetscape

Mr. Higgins presented a preliminary survey and preliminary design plans to the Board.

Discussion regarding 2022 Ornaments

Ms. Gonzales provided an update regarding the 2022 Town Ornaments to the Board.



TOWN OF ELIZABETH

Discussion regarding Networking event with Main Street Businesses and Organizations

The Board discussed holding a networking event with Main Street Businesses and residents. The event is tentatively scheduled for July 28, 2022, at 5:30 PM to be hosted at The Nest.

Discussion regarding Main Street Board of Directors growth and organization within the Town

Mr. Higgins provided an update to the Board regarding the increase of Board membership.

STAFF REPORTS

- Mr. Higgins provided the Board with updates regarding the Main Street Now Conference.
- Main Street Direction sign has been placed by CDOT.
- Ms. Gonzales provided an update regarding the Main Street flowers.

BOARD REPORTS

- Vice President Bulmer provided an update regarding the Gesin Lot development.
- Discussion regarding post office delivery on Main Street and throughout Town.

ADJOURNMENT

Motion by Mr. Struthers, seconded by Vice President Bulmer, to adjourn meeting at 9:38 AM. The vote of those Board Members present was unanimously in favor. Motion carried.

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: June 09, 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.*
- d. *Two new candidates have been appointed. The MSBOD available seats has grown from 5 to 7 members. The MSBOD has been fully brought into the Town Municipal Code.*

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 certified 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. *Second Public Meeting has been tentatively set for June 30th at 6:00pm.*
- e. *A second certified letter has been distributed to property owners to notify regarding the second public meeting on June 7th.*

3. Training Update/Reminder



- a. None at this time.
- 4. **First quarter stats have been submitted to DOLA.**
- 5. **Dutch Heritage Gardens**
 - a. Flowers have been purchased for Main Street and installed.



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;	



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 Accomodations	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