



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, December 04, 2023 at 4:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

NEW BUSINESS

- [1.](#) Minutes of the regular meeting of November 6, 2023
- [2.](#) Minutes of the special meeting of November 20, 2023

NEW BUSINESS

- [3.](#) Discussion and Possible Action Regarding 2024 Meeting Schedule—Alex Cramer, Planner/Project Manager
- [4.](#) Discussion and Possible Action Regarding 2024 Proposed Budget and Workplan—Alex Cramer, Planner/Project
- [5.](#) Discussion Regarding Oral History Collection Website—Alex Cramer, Planner/Project

STAFF REPORT

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

BOARD REPORTS

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
NOVEMBER 6, 2023**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, November 6, 2023, at 4:31 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, Members Audra Kirk, and Dennis Rodriguez. Member Jaqueline Hallett was absent. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner / Project Manager Alexandra Cramer, Town Clerk Michelle Oeser, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

CONSENT AGENDA

1. Regular Minutes of October 2, 2023

Minutes were approved as written.

NEW BUSINESS

2. Discussion Regarding Historic Advisory Board Candidate

Ms. Cramer provided a Staff report.

Lynn Mitchell introduced herself to the Board.



3. Discussion Regarding the Draft Guidelines of the 2024 Town of Elizabeth Façade Grant Program

Ms. Cramer provided a Staff report. Discussion followed.

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

4. Discussion and Possible Action Regarding Plaques

Ms. Cramer provided a Staff report. Discussion followed.

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to allocate \$6,000 in funds for parties interested in the plaque program.

5. Discussion and Possible Action Regarding Promotional Swag Items

Ms. Cramer provided a Staff report on purchasing promotional swag. Discussion followed.

Motion by Historian Rasmussen, seconded by Member Kirk, to allocate \$2,500 in funds to purchase promotional t-shirts and mugs.

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

6. Discussion and Possible Action Regarding 2024 Meeting Schedule

Ms. Cramer provided a Staff report.

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to approve the proposed 2024 meeting dates for the Historic Advisory Board.

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

7. Discussion and Possible Action Regarding 2024 Proposed Budget and Workplan

Ms. Cramer provided a Staff report. Discussion followed.

STAFF REPORTS

- Planner / Project Manager Alexandra Cramer went through the written Staff report that was provided in the meeting packet.

BOARD REPORTS



TOWN OF ELIZABETH

- Historian Bob Rasmussen discussed the steps involved in the Oral History project.
- Chair John Quest told the Board that the Daughters of the American Revolution (DAR) will be laying wreathes at the Elizabeth cemetery on December 16th.
- Chair Quest stated that DAR is interested in supporting preservation projects in Town.

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Member Rodriguez, to adjourn the meeting at 5:36 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD SPECIAL MEETING
Monday, November 20, 2023, at 4:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

The Special Meeting of the Historic Advisory Board was called to order on Monday, November 20, 2023, at 4:33 PM by Vice Chair Aimee Woodall.

ROLL CALL

Present were Vice Chair Aimee Woodall, Historian Bob Rasmussen, Members Audra Kirk, Dennis Rodriguez and Lynn Mitchell. Chair John Quest and Member Jaqueline Hallett were absent. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner / Project Manager Alexandra Cramer, Town Clerk Michelle Oeser, and Community Development Administrative Assistant Dianna Hiatt.

NEW BUSINESS

1. Discussion and Possible Action Regarding the Allocation of Funds for the Land Records for the Local Historic Register—Zach Higgins, AICP Community Development Director

Motion by Historian Rasmussen, seconded by Member Rodriguez, to allocate \$6,000 of Historical Advisory Board funds to purchase Land Records.

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

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Member Kirk, to adjourn the meeting at 4:48 PM. The vote of those Board Members present was unanimously in favor. Chair Quest was absent Motion carried.

Chair John Quest

Town Clerk Michelle Oeser



TO: Historic Advisory Board

FROM: Zach Higgins, AICP Community Development Director
Alexandra Cramer, Planner/Project Manager

DATE: December 4th, 2023

SUBJECT: Discussion and Possible Action Regarding 2024 Meeting Schedule

SUMMARY

Please review the proposed Historic Advisory Board 2024 Meeting Schedule. All meetings are to take place on Mondays at 4:30pm in the Town Hall board room.

January 8 th , 2024	July 1 st , 2024
February 5 th , 2024	August 5 th , 2024
March 4 th , 2024	September 9 th , 2024
April 1 st , 2024	October 7 th , 2024
May 6 th , 2024	November 4 th , 2024
June 3 rd , 2024	December 2 nd , 2024

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board approve or approve with revisions the Historic Advisory Board 2024 Meeting Schedule.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

FROM: Zach Higgins, AICP Community Development Director
Alexandra Cramer, Planner/Project Manager

DATE: December 4th, 2023

SUBJECT: Discussion and Possible Action Regarding 2024 Proposed Budget and Work Plan

SUMMARY

Staff has provided an updated proposed budget spreadsheet for FY 2024. The Board of Trustees have decided on a preliminary budget of \$18,000 for the HAB. The concerns of the HAB from the previous meeting were discussed at the Board of Trustees November 14th meeting. The HAB must consider the proposed workplan and the allocated funds for each item.

The highlighted right column is a proposed budget from staff. This spreadsheet is intended to be utilized as a template for this discussion.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide action on the 2024 budget and workplan.

ATTACHMENTS

2024 Proposed HAB Workplan and Budget

Category	Task	Year to Date Actuals	Budget	18,000 (Proposed)
Training	Saving Places Conference		\$ 4,200.00	\$ 4,200.00
	CLG Training		\$ 200.00	\$ 200.00
	Town Visit (Revisit for 2025)		\$ -	
Operational/Administrative	Historic Context Studies and Inventory Reports		\$ 1,000.00	\$ 1,000.00
	Promotional Materials		\$ 1,800.00	\$ 1,800.00
	Main Street and HAB Networking Event		\$ 500.00	\$ 500.00
	Flyers		\$ 3,500.00	\$ 1,500.00
Projects	Building Plaques		\$ 1,800.00	
	Historic Preservation Education/Media Articles		\$ 200.00	\$ 200.00
	Local Historic Registered Properties - Consultation		\$ 1,500.00	\$ 1,500.00
	Oral History Collection		\$ 10,000.00	\$ 7,100.00
	Audio and Visual Self Guided Tour		\$ 12,000.00	
	Intensive Surveys		\$ 6,000.00	
Events	Historic Walk & Talk		\$ 5,000.00	
	Misc. Commemoration		\$ 3,000.00	
TOTALS		\$ -	\$ 50,700.00	\$ 18,000.00



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

FROM: Zach Higgins, AICP Community Development Director
Alexandra Cramer, Planner/Project Manager

DATE: December 4th, 2023

SUBJECT: Discussion Regarding Oral History Collection Website

SUMMARY

Staff have explored software companies to create a website for the oral history collection. After some research into other municipality's platforms, Granicus appears to offer the most capable platform and tools. Granicus is a well-known company that specializes in building online services and websites for government agencies. Staff met with one of their representatives and explained the goals for the oral history collection website and they were confident they could provide us with an engaging platform.

Attached is a quote for a one-time installation fee and annual fee.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide direction on whether to pursue creating a website for the oral history collection.

ATTACHMENTS

Installation and Annual Fee Quote

Granicus Proposal for Elizabeth, CO

ORDER DETAILS

Prepared By: Vanessa Melgarejo
Phone:
Email: vanessa.melgarejo@granicus.com
Order #: Q-317616
Prepared On: 28 Nov 2023
Expires On: 27 Jan 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
EHQ Standard Implementation	Up Front	1 Each	\$2,500.00
EHQ Online Training Sessions	Up Front	1 Each	\$0.00
SUBTOTAL:			\$2,500.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
EHQ Unlimited	Annual	1 Each	\$6,000.00
SUBTOTAL:			\$6,000.00

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
EHQ Unlimited	\$6,420.00	\$6,869.40
SUBTOTAL:	\$6,420.00	\$6,869.40

PRODUCT DESCRIPTIONS

Solution	Description
EHQ Unlimited	Unlimited engagement package for teams; <ul style="list-style-type: none"> • Annual subscription • Unlimited engagement projects per year • Three Site Administrators • Unlimited Project Administrators • Access to all standard tools including embeddable Surveys/polls, Forums, Guestbook, Stories, Q&A, Ideas, Places and Newsfeed • Customizable registration form and Participant Relationship Manager (PRM) • Appearance editor for homepage management, branding and styling • Access to reporting and analysis tools including Survey Analysis, Text Analysis with sentiment, tool and project dashboards, customizable PDF survey reports and downloadable excel reports • Newsletters for project updates and project communication • 24/7 independent moderation, in-app chat and email support, access to Helpdesk and Granicus Community.
EHQ Standard Implementation	EHQ Standard Implementation for training and onboarding; <ul style="list-style-type: none"> • Site delivery and onboarding details • Scheduled kick-off call to discuss goals and implementation process • Site Admin training on EHQ platform • Site review and quality assurance checks prior to launch
EHQ Online Training Sessions	Two 90 minute online training sessions for EHQ.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-317616 dated 28 Nov 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Elizabeth, CO to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-317616 dated 28 Nov 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Elizabeth, CO	
Signature:	
Name:	
Title:	
Date:	



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: December 4th, 2023
SUBJECT: Staff Report

STAFF REPORT

- 1. Training:**
 - a. Additional Trainings for HAB?
- 2. Discuss Work Plan**
 - a. The HAB has volunteered for assignments within the Work Plan.
 - b. Funding opportunities for property owners to make historic façade improvements
 - c. Additional items the HAB would like to modify/add
- 3. Discuss the Chapter 6 Design Standards and Guidelines**
 - a. The revisions and comments from the HAB were implemented into the design standards and guidelines.
 - b. Staff forwarded the document over to the Town’s legal counsel for review.
 - c. Staff and some members of the HAB visited the City of Brighton on November 30th to gain insight into their historic district and design standards and guidelines.
- 4. Oral History Collection**
 - a. The HAB’s oral history collection is underway. Contact Bob if you have individuals interested in being interviewed.
- 5. Promotional Swag Items**
 - a. The mugs and t-shirts to commemorate the 10th Annual Historic Walk and Talk are being ordered.
- 6. Local Historical Register**
 - a. The title searches for the eight (8) properties on the local historical register and the two (2) historic properties are underway with Elbert County Abstract.
- 7. Local Historical Register Plaques**
 - a. Confirmation has been received from all eight (8) properties on the local historic register to move forward with getting a plaque made for their property. The plaques are to be ordered with Award & Sign.
- 8. Saving Places Conference**
 - a. This year’s Saving Places Conferences will be held in Boulder on January 31st, February 1st, and February 2nd. Please let staff know before the end of the year if you plan on attending. We will be utilizing this year’s funds to pay for the registration fees.