



Main Street Board of Directors Regular Meeting
Monday, December 8, 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 of the October 13, 2025, Meeting

New Business

2. Discussion and possible action on the 2026 Meeting Schedule
3. Discussion and possible action on the 2026 Workplan and Budget

Staff Report

4. Staff Report

Board Reports

Adjournment

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



Main Street Board of Directors Regular Meeting

Monday, October 13, 2025 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, October 13, 2025, at 8:35 AM by President Carrie Wedel.

Roll Call

Present:

President Carrie Wedel

Vice President Brandon Jeffress

Director Linda Bulmer - Joined the meeting at 8:38 AM

Director Michael Hussey

Director David Cox

Director David Colleran

Absent:

Director Jeff Struthers

There was a quorum to do business.

Also in Attendance:

Planner/Project Manager Alexandra Cramer

Planning Technician Dianna Hiatt

Deputy Town Clerk Harmony Malakowski

Public Comment

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There was no Public Comment.

Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

Consent Agenda

1. Minutes of the July 14, 2025 Meeting

Motion by Director Hussey, seconded by Vice President Jeffress, to approve the Minutes of the July 14, 2025 Meeting.

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

Voting No: None

Motion Passed Unanimously (5-0)

Director Linda Bulmer joined the Meeting at 8:38 AM.

New Business

2. Discussion and Possible Action regarding a Musician for BooBash

Ms. Cramer provided a Staff Report.

Motion by Director Hussey, seconded by Director Colleran, to approve the \$400 Main Street Board of Directors' budget allocation for a Musician at the BooBash event.

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

Voting No: None

Motion Passed Unanimously (6-0)

3. Discussion on the Main Street Managers' Summit Takeaways

Ms. Cramer provided a Staff report.

Discussion followed.

4. Discussion on the 5K & Family Color Run Recap and Future Event Planning

Ms. Cramer provided a Staff report.

Discussion followed.

Staff Report

5. Staff Report

- Planner/Project Manager Alexandra Cramer:
 - Ornaments should be here by the next meeting.
 - Facade Grant will be funded for 2026.
 - Depot Parking Lot bathrooms should be installed in the Spring of 2026.

Board Reports

- Director Linda Bulmer:
 - Had a question regarding parking in lieu. Discussion followed.

Adjournment

Motion by Director Hussey, seconded by Vice President Jeffress, to adjourn the Meeting.

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

Voting No: None

Motion Passed Unanimously (6-0)

Deputy Town Clerk Harmony Malakowski

President Carrie Wedel



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

To: Main Street Board of Directors
From: Alex Cramer, AICP, Planner/Project Manager
Date: December 8th, 2025
Subject: Discussion and Possible Action Regarding 2026 Meeting Schedule

Summary

Please review the proposed Main Street Board of Directors 2026 Meeting Schedule. All meetings are to take place on Mondays at 8:30am in the Town Hall board room.

January 12th, 2026

February 9th, 2026

March 9th, 2026

April 13th, 2026

May 11th, 2026

June 8th, 2026

July 13th, 2026

August 10th, 2026

September 14th, 2026

October 12th, 2026

November 9th, 2026

December 14th, 2026

Staff Recommendation

Staff recommends that the Main Street Board of Directors approve or approve with revisions the Main Street Board of Directors 2026 Meeting Schedule.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Alexandra Cramer, AICP, Planner/Project Manager
DATE: December 8th, 2025
SUBJECT: Discussion and Possible Action Regarding 2026 Work Plan

SUMMARY

Based on discussions from the November workshop, staff has prepared the 2026 Workplan and Budget for the Main Street Board's review and consideration.

STAFF RECOMMENDATION

Staff recommends that the Main Street Board of Directors provide action on the 2026 Workplan and Budget.

ATTACHMENTS

Proposed 2026 MSBOD Workplan and Budget



Proposed 2026 MSBOD Work Plan

FOUR POINTS CATEGORY	STRATEGIC PRIORITY	PROJECT	ACTIVITIES TO START	Timing (Q1-Q4)	Lead, Support
Organization	Planning, Operations & Administration	Training	Attend two of the four quarterly trainings provided by DOLA	Quarterly	Staff, Board
			Main Street Manager's Summit	November	Staff
			Main Street NOW Conference	April	Staff, Board
			Downtown Colorado Inc. In the Game Conference	May	Staff, Board
			Main Street Communities Field Trip	Ongoing	Staff, Board
		Annual Main Street Program Planning	Review multi-year strategic plan	Ongoing	Staff, Board
			Annual budget preparation and submission to BOT	August	Staff, Board
			Submit annual workplan to DOLA and BOT	December	Staff, Board
			Quarterly reporting to BOT	Quarterly	Staff, Board
			Election of officers	December	Staff, Board
			Designated meeting posting place	1st meeting in January	Staff, Board
			Submit annual mini-grant application	As needed	Staff
			Redeem annual scholarship from DOLA system	As needed	Staff
			Redeem annual mini grant from DOLA system	As needed	Staff
			Host DOLA site visit	November	Staff
		Operations/Administration	Report quarterly business stats to Main Street Board	Quarterly	Staff
			Submit quarterly reports to DOLA	Quarterly on the 15th	Staff
			Submit annual report to BOT	January	Staff, Board
			Retain membership of National Main Street Center	January	Staff, Board
			Story map	Ongoing	Staff, Board
			Webpage/ social media maintenance	Ongoing	Staff, Board
			Coordination with local stakeholders (SBDC, Parks and Recreation, ENG, ECC, EACC, Elizabeth area business owners and residents)	Ongoing	Staff, Board
			Coordination with local, state, and federal agencies (BOT, ToE advisory boards, Elbert County, CTO, DOLA)	Ongoing	Staff, Board
Maintain business inventory	Ongoing		Staff		
Maintain property inventory	Ongoing		Staff		
Main Street Networking Event	February, September		Staff, Board		
Meet with Chamber quarterly	Ongoing		Staff, Board		
Shop Local Campaign - 80107 Campaign	Ongoing		Linda		
Create comprehensive guide for small business owners	Q1 - 2026		Staff, Board		
Update website with comprehensive information	Q1 - 2026		Staff		
Committee member to provide feedback on the proram post award decision being made.	Ongoing		Committee Member		
Promotion to eligible properties	2nd and 4th Quarter		Staff, Board		
Promotion community wide (newspaper, etc)	2nd and 4th Quarter		Alex, Dianna		
Potential for "Closed" exclusive networking event at EBC for partners					
Attend other organization's Board Meetings (Discuss further with					
Potential for joint trip to another CO Main Street, Staff could coordinate with the Main Street Manager for a tour (Windsor, Wellington, Brush; HUGO for a quick trip)					
Promotion	Create 80107 awareness of Main Street and promotion to residents.	Support/Lead Community Events	Spring Car Show	May	David, Carrie, Staff
			Fall Car Show	September	David, Carrie, Staff
			Main Street Feed Lot	Ongoing	Linda, Staff
			SK/Family Fun Run:	March-September	Staff, Board
		Leverage area events as an opportunity to attract people to Main Street.	Stampede/Elizabash	June	Staff, Board
			Meet-in	May	Staff, Board
			Friday Night Market	June-August	Staff, Board
		Continue to develop the Main Street Program website and provide a community calendar of events, promotions and activities along Main Street.	Community Partners to sign up	Ongoing	Staff, Board
			Photography/Promotions	Ongoing	Staff, Jeff
		Collaboate with School District	Maintain and update website	Ongoing	Staff, David
			Promote and interview a summer intern (EHS)	April	Staff
		Main Street Ornament Program	Implement a Senior Walk of Fame along Main Street	May	Staff, Board
			Recap	January	Staff
Choose Design	April-May		Board		
Design, Economic Vitality	Encourage Infill and Reinvestment along Main Street	Promotion of creative streetscape improvements	Install an art sculpture along Main Street	Q1-Q2	Staff, Board
			Partner with school on temporary student art installation	Q1-Q2	Staff, Board
		Gesin lot development	Promote the Gesin Lot Redevelopment Roadmap	Ongoing	Staff, Board
			Meet with BOT semi-annually to discuss plans	Q1 & Q3	Staff, Board
		Depot Parking Lot	Continue to promote location of parking lot to the public	Ongoing	Staff, Board

ELIZABETH MAIN STREET PROGRAM BUDGET 2026			
2026 MSBOD BUDGET TOTALS (\$13,000 BUDGETED)			
	ALLOCATED	REMAINING TO BE SPENT	YTD
TRAINING	\$ 3,000.00	\$ -	\$ -
ANNUAL MEMBERSHIP	\$ 500.00	\$ -	\$ -
NETWORKING EVENT	\$ 200.00	\$ -	\$ -
MAPS AND MATERIALS	\$ 1,000.00	\$ -	\$ -
ORNAMENT PROGRAM	\$ 2,000.00	\$ -	\$ -
SOCIAL MEDIA ADVERTISING	\$ 300.00	\$ -	\$ -
ART INSTALLATIONS	\$ 3,000.00	\$ -	\$ -
LOCABLE	\$ 2,000.00	\$ -	\$ -
SWAG	\$ 1,000.00	\$ -	\$ -
TOTAL	\$ 13,000.00	\$ -	\$ -



TO: Main Street Board of Directors
FROM: Alexandra Cramer, Planner/Project Manager
DATE: December 8th, 2025
SUBJECT: Staff Report

STAFF REPORT

1. Streetscape Construction Update

- a. Construction is complete. Final punch list items are being addressed.
- b. Pre-con meeting with CORE Electric taking place on December 9th.

2. Ornaments

- a. 160 ornaments have been sold.

3. 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 2026 will be held in Tulsa, Oklahoma on April 13-15. Please let staff know if you would like to attend.

4. HAB Update.

- a. The HAB held their 11th Annual Historic Walk and Talk on September 27th.
- b. The board is considering ideas for grant funding. This may incorporate Main Street board involvement.

5. Town of Elizabeth - Façade Grant

- a. The Façade Grant Program is proposed to be funded for 2026.

6. Locable

- a. Staff continues to update business pages on Locable and encourage business participation.

7. Main Street Parking Lot

- a. Construction has been completed.
- b. Bathrooms and signage will be installed in the spring.

8. Elizabeth Chamber of Commerce Collaboration

- a. MSBOD should plan to meet with Chamber on Elizabash in Q1 2026.
- b. Staff will work with Chamber to collaborate on Wine Walk for Q1 2026.