



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: October 7, 2024

SUBJECT: Discussion and Possible Action Regarding Historic Walk and Talk Thank You Gifts

SUMMARY

The recent Historic Walk and Talk Tour was a success thanks to the collaborative efforts of many contributors, including members of the Historic Advisory Board. As part of our appreciation efforts, staff proposes presenting special thank you gifts to Jeff Lehman and Joe Martell for their particular roles in the event. We are seeking the Historic Advisory Board's input on gift options and approval for fund reallocation.

For Jeff Lehman, we are considering:

1. A framed photograph of Main Street from Jeff Struthers' photography collection
2. A framed photograph of Jeff leading the Walk and Talk Tour
3. Other ideas within a \$500 budget limit

For Joe Martell, we propose sponsoring the Elbert County Museum and Historical Society:

1. \$100 tier sponsorship
2. \$200 tier sponsorship

Staff is requesting the reallocation of up to \$700 from the oral history collection budget to cover these thank you gifts.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide input on the proposed thank you gift options for Jeff Lehman and Joe Martell. We also seek approval for the reallocation of up to \$700 from the oral history collection budget to cover these gifts. Additionally, we request that the Board select a preferred sponsorship tier for the Elbert County Museum and Historical Society in recognition of Joe Martell's contributions.

ATTACHMENTS

2024 Work Plan and Budget

2024 HAB Proposed Budget										
Category	Category	Task	Start Date	Completion Date	Status	HAB Volunteer(s)	Grant Awards	Expenditures	Remaining Budget	Allocated
Training	Training	Saving Places Conference	Feb-24	Feb-24	Completed	All	\$ 1,000.00	\$ 877.90	\$ 2,922.10	\$ 3,800.00
		CLG Training	Ongoing	Ongoing		All				\$ 200.00
		Town Visit (Revisit for 2025)	TBD	TBD		TBD				\$ -
	Planning	Annual work plan and budget planning	Oct-24	Dec-24		All				\$ 2,000.00
		Maintain a Historic Preservation Plan for program	Ongoing	Ongoing						
Operational/Administrative	Operational/Administrative	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing		Staff				\$ 1,000.00
		Election of Chair and Vice Chair	Jan-24	Jan-24	Completed	All				
		Establish designated meeting posting place	Jan-24	Jan-24	Completed	All				
		CLG Annual Report	Oct-24	Nov-24		Staff				
		CLG Audit (every 5 years)	Jan-28	Dec-28		Staff				
		Submit meeting minutes to History Colorado	Ongoing	Ongoing		Staff				
		Quarterly reports to the Board of Trustees	Ongoing	Ongoing		All				
		Maintain promotional materials on program	TBD	TBD		Lynn				\$ 1,800.00
		Main Street and HAB Networking Event	May-24	May-24						
		Flyers	TBD	TBD		Lynn		\$ 1,973.99	\$ 26.01	\$ 2,000.00
		Projects	Projects	Building Plaques/Storyboards	Dec-23	Feb-24		Staff		
Serve as consultant for Section 106 reviews	Ongoing			Ongoing		Aimee				
Review and recommendation of historic alterations/designations	Ongoing			Ongoing		All				
Historic Preservation Education/Media Articles	Ongoing			Ongoing		John, Bob				\$ 200.00
Local Historic Registered Properties - Consultation	Ongoing			Ongoing		Aimee,				\$ 1,500.00
Historic Preservation Design Guidelines Update	Feb-24			Dec-24		Aimee, Dennis				
Historic District Creation	Feb-24			Dec-24		John, Dennis				
Oral History Collection	Nov-23			Ongoing		Bob, Lynn		\$ 588.00	\$ 4,512.00	\$ 5,100.00
Property Title Research	Ongoing			Ongoing		Bob, Lynn, Jacque				\$ 400.00
Audio and Visual Self Guided Tour	TBD			TBD						-
Intensive Surveys	TBD			TBD						-
Events	Events	Historic Walk & Talk	July-24	Sept-24		Bob, Jacque, Audra		\$ 4,402.98	\$ 597.02	\$ 5,000.00
		Misc. Commemoration								\$ 3,000.00
		TOTALS						\$ 3,439.89		\$ 18,000.00