



Visitor Center - 105 Hot Springs Blvd
Pagosa Springs, CO 81147

AGENDA

Main Street Advisory Board Meeting
Thursday, March 13, 2025 @ 4:00 PM

1. REMOTE PARTICIPATION

A Zoom link is available for virtual attendance. However, the Town of Pagosa Springs does not and cannot guarantee internet service or online broadcasting. Remote attendance is at the risk of the attendee as the public meeting will continue in person regardless of the Town's broadcast capability.

Join Zoom Meeting

<https://us02web.zoom.us/j/88911254195?pwd=xgVXCpLss8Pl1nailFolf86r6iW6lz.1>

Meeting ID: 889 1125 4195

Passcode: 866287

I. CALL MEETING TO ORDER

II. ROLL CALL

III. DISCLOSURES AND/OR CONFLICT OF INTEREST

IV. PUBLIC COMMENT

Please sign in to make public comment

V. APPROVAL OF MINUTES

1. Approval of the 13 Mar 2025 Meeting Minutes

[Main Street Advisory Board - 13 Feb 2025 - Minutes - Pdf](#)

VI. REPORTS TO BOARD

1. Main Street Coordinator Report

[Agenda Brief - Main Street Coordinator Report - Pdf](#)

VII. UNFINISHED BUSINESS

1. Strategic Plan Refresh

Motion to approve the Pagosa Springs Main Street 2025-2027 Strategic Plan as presented.

Motion to approve the Pagosa Springs Main Street 2025-2027 Strategic Plan with the updates as discussed.

[Agenda Brief - Pagosa Springs Main Street Strategic Plan Refresh - Pdf](#)

VIII. NEW BUSINESS

1. Oral History Project - Recording Devices

[Agenda Brief - Oral History Project - Recording Devices - Pdf](#)

IX. NEXT MEETINGS

Heritage & Culture Committee Meeting - March 20, 3:00 PM to 4:00 PM, Town Hall First Floor Conference Room

No March Cone Zone Update; April TBD

Main Street Advisory Board Monthly Meeting - April 10, 4:00 PM to 5:30 PM, Visitor Center Conference Room

X. ADJOURNMENT



Visitor Center - 105 Hot Springs Blvd
Pagosa Springs, CO 81147

MINUTES

Main Street Advisory Board Meeting
February 13, 2025 @ 4:00 PM

A regular meeting of the Main Street Advisory Board was called to order on February 13, 2025, at 4:00 PM in the Visitor Center - 105 Hot Springs Blvd.

BOARD PRESENT:

Board Chair Holter, Board Member Brown, Board Member Dufour, Board Member Martin, Mayor Pierce, Board Member Said, Board Member Swindlehurst, Jennifer Green, Tourism Director, and Board Member O'Canas

BOARD ABSENT:

Board Member Gantt and Board Member Garcia

1. REMOTE PARTICIPATION – A Zoom link is available for this meeting. However, the Town of Pagosa Springs does not and cannot guarantee internet service or online broadcasting. Remote attendance is at the risk of the attendee as the public meeting will continue in person regardless of the Town's broadcast capability.

Join Zoom Meeting <https://us02web.zoom.us/j/88911254195?pwd=xgVXCpLss8Pl1nailFolf86r6iW6lz.1>
Meeting ID: 889 1125 4195
Passcode: 866287

I. CALL MEETING TO ORDER

II. ROLL CALL

III. DISCLOSURES AND/OR CONFLICT OF INTEREST – There were no disclosures or conflicts of interest.

IV. PUBLIC COMMENT – *There were no public comments.*

V. APPROVAL OF MINUTES

1. Approval of the 13 Feb 2025 Meeting Minutes

Board Member Dufour moved Motion to approve the December 12, 2024 Main Street Advisory Board minutes. Board Member Martin seconded.

Carried.

VI. NEW BUSINESS

1. Strategic Plan Refresh Review - Melissa Antol, Coreflection Managing Partner

Melissa Antol, Managing Partner of Coreflection, presented the Strategic Plan Refresh initial results during the February 13 board meeting, outlining prioritized initiatives and projects for the next two years. The board reviewed the draft and made recommendations and edits for a revised draft.

Coordinator McFadden and Melissa Antol will make the appropriate revisions and present to the board during the next meeting on March 13.

VII. REPORTS TO BOARD

1. Main Street Coordinator Report

Main Street Advisory Board
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Cone Zone Care Committee: Cone Zone is ramping up for the launch of the CDOT Highway 160 Reconstruction Project. Coordinator McFadden participated in a meeting with the CDOT PIOs Tracy Trulove and Meredith Greene on February 5 to discuss the rollout. The Pre-Construction Planning Meeting is scheduled for Feb 25; a meeting with Emergency Services and Utilities is scheduled for Feb 26; and a Tier 1 Communication Partners meeting is scheduled for Feb 27, during which time the PIOs will share the construction schedule and phasing. Cone Zone will provide a public update of all this information at 6:00 PM on Feb 27 at Motel SOCO. On Monday, March 3, CDOT will host a public open house at the Fair Grounds starting at 6:00 PM. The reconstruction project is scheduled to begin on March 17.

CDOT Rendering: We are working through PSCDC channels to create a rendering for the CDOT reconstruction project. Ayers Associates is creating a 3D model and animation fly-through of the Historic 400 block plus a full hand-drawn aerial plan of the whole project area. This visual will showcase the future vision for downtown, helping businesses, residents, and visitors see the long-term benefits of a revitalized, pedestrian-friendly Pagosa Main Street.

Strategic Plan Refresh: Melissa Antol, Managing Partner of Coreflection facilitated a two-day strategic plan refresh with the board. Melissa facilitated the original strategic planning with the board back in 2022. Melissa will facilitate a review with the board on February 13. The primary outcome of these work sessions was to prioritize initiatives and projects for the next two years during the reconstruction project.

Business Assistance Program: Main Street continues working with PSCDC and Region 9 to offer a Business Assistance Program for those businesses affected by the reconstruction project. The program will provide a low-cost loan offering to ease the repayment burden. However, businesses have been very forthcoming in expressing that they do not want loans; they need grants. We are actively seeking grant funding to develop a more flexible program that combines loans with grant money or potentially offers standalone grants to better meet the needs of our local businesses.

MET Task Force: The task force met on January 13 to discuss updates on downtown parking alternatives during the reconstruction project, including a draft communications plan and a Downtown Public Parking handout with map to direct people to alternative parking areas. Tourism has offered to pay for the printing and Main Street will handle the logistics of distributing the map to the community. Kat submitted the map and plan to David Harris for review and input before submitting it to Town Council for approval. The next MET meeting is scheduled on March 10 at 3 PM (after the CDOT Pre-Planning Meeting at the end of March).

Middle School Revitalization Project: We finalized and submitted the T-Mobile Hometown Grant proposal for the renovation of the middle school greenhouse, with results expected in **February**. The goal of the grant program is to support the development of stronger, more prosperous small towns and rural communities, offering up to 100 grants annually, with each grant up to \$50K and no required match. Our proposal includes the renovation of the middle school greenhouse in partnership with Growing Spaces, and the installation of a Wi-Fi hotspot in collaboration with Echo IT Consulting. The detailed budget is \$28.6K, which is within the funding range.

Main Street Advisory Board
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Renovating the greenhouse is a key part of our broader effort to revitalize the middle school's exterior and surrounding area to improve the aesthetic appeal of our downtown corridor. The project also supports the school's ongoing commitment to health and wellness, as it has been recognized twice as a Healthy School Champion and received the Governor's Award for being the healthiest school in Colorado. A functioning greenhouse will not only enhance these values but also provide an invaluable educational resource for students.

By improving the school's appearance at such a critical location on Main Street, this project will have a positive ripple effect throughout the entire downtown area, strengthening the connection between local businesses and educational institutions.

America 250/Colorado 150: Kat attended the America 250/Colorado 150 kick-off meeting on January 9, where the Southwest Colorado Local Operating Committee outlined plans for the Colorado 150th anniversary of statehood and America's 250th anniversary. The committee is focusing on four key initiatives:

1. **Passport to Southwest Colorado:** A project aimed at engaging youth by creating an interactive passport that encourages exploration of the region's historical and cultural sites.
2. **Power of Place:** A collaborative initiative to explore how the region's geography, climate, and culture shape its community and future through educational programs and exhibits.
3. **Sing Colorado!:** A celebration of Colorado's musical heritage, involving both adult and youth choirs across the region, with concerts and musical events to reflect the state's rich traditions.
4. **Oral Histories:** A collection of oral histories that captures the lived experiences of individuals who have witnessed or participated in events that have shaped Southwest Colorado.

Several of our Main Street projects align well with these four key initiatives, providing an opportunity to integrate into the America 250/Colorado 150 celebrations. The next Heritage & Culture Committee meeting is Feb 20 at 4:00 PM, during which we will prioritize and align our 2025-2026 projects accordingly.

Main Street America Accreditation: Coordinator McFadden submitted the extensive application to MSA for re-accreditation and renewed the yearly membership.

Free Digital Training for Main Street Businesses: As part of our Main Street America national accreditation and membership, we continue to offer free access to MSA's Small Business Digital Trainers program. This program provides virtual and on-demand training to help small businesses enhance their digital presence and e-commerce capabilities to increase sales and customer reach through tools and platforms including website optimization, search engine optimization, social media marketing, online advertising, analytic tools, and ecommerce services.

Main Street Website: Coordinator McFadden has been working closely with OMG to develop the new website and things are progressing well. We're finalizing content updates to highlight our projects and downtown businesses, optimizing mobile navigation, and ensuring the Cone Zone banner is prominently displayed during the reconstruction project. Ultimately the site will serve as a dynamic hub for promoting downtown businesses and supporting Main Street initiatives. A key feature is a comprehensive business directory designed to enhance the visibility of downtown businesses. The site will also spotlight business stories, events, and special promotions, driving traffic to the downtown area.

Main Street Advisory Board
February 13, 2025

In addition to promoting businesses, the website will provide updates on Main Street projects, volunteer opportunities, and community events, ensuring a centralized source of information for all stakeholders. Final adjustments are underway to optimize the user experience and finalize technical details with the developer.

- VIII.** NEXT MEETINGS – Main Street Heritage & Culture Committee Monthly Work Session - February 20, 2025, 3:00 PM to 4:00 PM, Town Hall Conference Room
Cone Zone Update - February 27, 2025, 6:00 PM to 7:00 PM, Motel SOCO
Main Street Monthly Board Meeting - March 13, 2025, 4:00 PM to 5:30 PM, Pagosa Springs Visitor Center

- IX. ADJOURNMENT**



AGENDA BRIEF

MEETING: Main Street Advisory Board - 13 Mar 2025

FROM: Kathleen McFadden

PROJECT: Main Street Coordinator Report

ACTION: Board Information

PURPOSE/BACKGROUND:

Cone Zone Care Committee: The Cone Zone Care Committee hosted a well-attended Cone Zone Update at Motel SOCO on February 27. Business owners voiced strong concerns about the original March 17 start date for the Highway 160 Reconstruction Project, as this week coincides with spring break for many schools and universities, which is the busiest period before the summer season. For many businesses, this revenue sustains them until the high season begins in June. Representatives from CDOT, the contractor WW Clyde, and several Main Street Board Members attended the meeting. In response to business owners' concerns, WW Clyde worked quickly to verify contractor schedules and, in a show of good faith, was able to delay the project start date to March 24. This adjustment demonstrates the value of open communication and collaboration and how Cone Zone has positioned itself as an effective liaison between CDOT and the business community.

Project Timeline & Initial Work: Beginning on March 24, CDOT will implement the following traffic changes and construction activities:

- Westbound lanes will be closed, and traffic will shift to a single lane in each direction on the eastbound side of the highway.
- Concrete barriers will be installed along Pagosa/Main Street.
- Initial work will include removal of existing striping, excavation of the westbound roadway surface, and demolition of sidewalks, curbs, and gutters.
- Utility work will commence between 2nd Street and 8th Street, including replacement and upgrades to water, sewer, gas, geothermal, communications, electrical conduit, and storm drainage systems.

Traffic & Business Impacts

- Two-way traffic will be maintained, though motorists should expect delays.
- The south side of downtown will carry two-lane traffic in 2025 while work is performed on the north side; this will be reversed in 2026.
- Periodic closures and temporary traffic stops will occur to allow for equipment movement.
- Inclement weather may impact scheduling and work continuity.
- Night work may be scheduled to reduce daytime congestion.
- Parking will not be permitted within the downtown work zone along US 160.

Coordinator McFadden continues to participate in the Tier 1 Communications Meetings with area stakeholders to stay informed and engaged. While CDOT's Public Information Officers (PIOs) manage official messaging, Main Street will help disseminate updates through all our communications channels.

Cone Zone Care & Chamber Collaboration: Cone Zone is working together with the Pagosa Springs Chamber of Commerce to gather input from businesses through a survey, which will help identify creative, actionable ways to support them beyond financial assistance. A copy of the survey is attached. The goal is to use the survey feedback to shape two structured work sessions where businesses can collaborate on solutions that we can implement quickly. The work sessions are scheduled for:

- **Monday, March 31 | 5:30 – 7:00 PM**
- **Tuesday, April 1 | 11:30 AM – 1:00 PM**

The work session format will be structured to ensure we conclude with at least three actionable ideas, along with assigned responsibilities and timelines for implementation. This partnership with the Chamber strengthens our ability to provide meaningful support to businesses.

CDOT Rendering: We are working through PSCDC channels to create a rendering for the CDOT reconstruction project. Ayers Associates is developing a 3D model and animation fly-through of the Historic 400 block, along with a full hand-drawn aerial plan of the entire project area. This visual will highlight the long-term benefits of a revitalized, pedestrian-friendly Main Street, helping businesses, residents, and visitors envision the future of downtown. Once completed by the end of May, we plan to maximize its impact by displaying the video at key locations, including the Visitor Center and other prominent spots throughout the Main Street District and community. We will also feature the video on digital platforms to ensure widespread visibility and engagement.

Business Assistance Program: Coordinator McFadden continues working with PSCDC and Region 9 to offer a Business Assistance Program for those businesses affected by the reconstruction project. The County has earmarked \$100,000 to support the program, and Coordinator McFadden is working with Brian Rose at Region 9 to integrate the grant specifications, requirements, and application into the existing loan process. This program will provide a combination of low-cost loans, grants, and hybrid options to better support businesses impacted by the reconstruction project. Archuleta County and the PSCDC board will conduct a review and provide final approval before publishing the program details and opening up for applications.

MET Task Force: Last week, Coordinator McFadden met with Town Manager David Harris to review the Downtown Public Parking Map. After incorporating feedback, Coordinator McFadden submitted the final version for approval and volunteered to facilitate the approval process with the County. Tourism has offered to pay for the printing of the map, and Main Street will handle the logistics of distributing it to the community. **A special thank you goes to Board Member Rosanna Dufour, whose exemplary leadership as task force chair and exceptional GIS expertise were instrumental in creating this valuable map resource.**

With the completion of its directive, the MET Task Force has officially concluded its work. During the joint meeting with the Board of County Commissioners and Town Council, both entities acknowledged and appreciated the task force's efforts in identifying downtown parking alternatives and developing a clear communications plan. With these objectives successfully met, the task force has been dissolved. Moving forward, we will continue working with the Town and County to ensure that parking resources are effectively communicated to the community.

Middle School Revitalization Project: Main Street Kids finalized and submitted the T-Mobile Hometown Grant proposal for the renovation of the middle school greenhouse. T-Mobile received an overwhelming number of applications, and although our application was strong, we received notice that we were not awarded the grant. Despite this setback, we remain dedicated to seeking alternative grant opportunities to support our initiative. Renovating the greenhouse continues to be a vital part of our effort to improve the aesthetic appeal of Main Street and bolster the middle school's commitment to education, health, and wellness.

Heritage & Culture Committee: The Heritage & Culture Committee was unable to meet last month. We will reconvene on March 20 to move forward with the Oral History project and finalize plans for celebrating National Historical Preservation Month in May, as well as to prioritize and align our 2025-2026 projects with America 250/Colorado 150.

Free Digital Training for Main Street Businesses: As part of our Main Street America national accreditation and membership, we continue to offer free access to MSA's Small Business Digital Trainers program. This program provides virtual and on-demand training to help small businesses enhance their digital presence and e-commerce capabilities to increase sales and customer reach through tools and platforms including website optimization, search engine optimization, social media marketing, online advertising, analytic tools, and ecommerce services.

Main Street Website: Due to recent high-priority initiatives, including Cone Zone Care, we need to focus efforts on a final push with OMG to get the website live by March 31. Tasks include finalizing content updates to showcase our projects and downtown businesses, optimizing layout/navigation, and ensuring that the Cone Zone Care banner is prominently displayed on the site during the reconstruction project. The site is being designed as a dynamic hub to promote downtown businesses and support Main Street initiatives. Key features include:

- A comprehensive business directory to enhance local business visibility.
- Sections highlighting business stories, events, and special promotions that drive traffic downtown.
- Regular updates on Main Street projects, volunteer opportunities, and community events, providing a centralized source of information for all stakeholders.

Final adjustments are underway to optimize the user experience and complete the technical details with our developer. We remain committed to delivering a robust, user-friendly platform that truly benefits our community.

ATTACHMENTS:

[Business Survey for Creative Support Ideas_Final](#)

We Want Your Input: Help Us Collaborate to Support Downtown Businesses During Reconstruction -- PLEASE RESPOND BY END OF DAY ON MARCH 26

The Cone Zone Care Program and the Pagosa Springs Chamber of Commerce are eager to collaborate with you to identify creative ways we can support local businesses during the upcoming CDOT US Highway 160 Reconstruction Project. We understand that this project may present challenges, but together, we can generate fun, innovative solutions to help maintain business activity and keep our community strong.

While some solutions may require minimal expenses, we're particularly looking for creative, actionable ideas that focus on collaboration and resourcefulness, rather than direct financial support.

To generate ideas, we're asking for your input through a brief survey. After gathering your feedback, we will host two structured work sessions to discuss the responses and explore additional solutions together. These sessions will be held:

- **Monday, March 31, 5:30 PM – 7:00 PM**
- **Tuesday, April 1, 11:30 AM – 1:00 PM**

You can choose the session that best fits your schedule. Please RSVP by clicking the link below so we can ensure we have enough space for everyone.

[Insert RSVP Link]

Survey Questions

PLEASE RESPOND BY END OF DAY ON MARCH 26:

1. What types of collaborative projects or initiatives would be most helpful to your business during the reconstruction? (We are focusing on creative ways to work together rather than financial support such as grants or low-cost loans.)
2. Would you be interested in participating in joint promotions, events, or activities (e.g., scavenger hunts, extended hours, loyalty programs)? If so, what types of initiatives would work best for your business?
3. What types of events or experiences could attract customers downtown during construction (e.g., pop-up markets, art/wine walks, live music)?
4. What other creative ideas or thoughts do you have to support businesses and drive traffic to downtown during the reconstruction?

Thank you for your time and input. We look forward to collaborating with you to ensure that our downtown businesses remain vibrant and successful throughout this process.



AGENDA BRIEF

MEETING: Main Street Advisory Board - 13 Mar 2025

FROM: Kathleen McFadden

PROJECT: Pagosa Springs Main Street Strategic Plan Refresh

ACTION: Final Review & Approval

PURPOSE/BACKGROUND:

Pagosa Springs Main Street Strategic Plan Refresh

Melissa Antol, Managing Partner of Coreflection, facilitated a two-day Strategic Plan refresh with the board in January, building on the original planning process from 2022. She presented the results during the February 13 board meeting, outlining prioritized initiatives and projects for the next two years. This revised version reflects those discussions, along with additional edits to refine objectives and ensure alignment with our mission. The board will discuss the latest version during the March 13 meeting, and Coordinator McFadden will make final content and format adjustments before completion.

Next Steps:

- Board members review the revised Strategic Plan before the meeting.
- Discuss any final adjustments needed for approval.
- Upon approval, implement the updated plan to guide initiatives and decision-making.

ATTACHMENTS:

[Pagosa Springs Main Street Program Strategic Plan 2025-2027 Draft 3.11.2025](#)

RECOMMENDATIONS:

Motion to approve the Pagosa Springs Main Street 2025-2027 Strategic Plan as presented.

Motion to approve the Pagosa Springs Main Street 2025-2027 Strategic Plan with the updates as discussed.



Pagosa Springs Main Street Program 2025–2027 Strategic Plan

The Pagosa Springs Main Street Program Strategic Plan 2025–2027 is a two-year road map developed by the Board of Directors for the Pagosa Springs Main Street Program, a grassroots organization created through the Town of Pagosa Springs. Our volunteer Board includes local community members, business owners and tenants, and civic-minded professionals whose partnerships serve as a catalyst for enhancing the vitality of our downtown district.

The 2025–2027 Strategic Plan documents the Main Street program's mission and vision for the future, defines principles to guide how we work, and provides program focus by defining three strategic priorities. We will advance these three priorities by completing specific projects in our downtown Main Street district through partnership, collaboration and volunteer support.



Vision

A welcoming Main Street that connects community, commerce, heritage, and the nature that surrounds us.

Mission

To ignite a Main Street spirit in Pagosa Springs by being a catalyst for:

- *Movement on foot, on wheels, or simply by chance*
- *Connection of people and places with our diverse heritage*
- *Creation of memorable experiences for folks who work, live, and play here*
- *A vibrant downtown culture that supports businesses*

Guiding Principles

Activate the Main Street Experience

The Main Street program brings our vibrant downtown to life by uplifting locally owned businesses and honoring our rich heritage and culture. We cultivate a dynamic hub where unique shops, historic charm, and cultural treasures come together to create unforgettable experiences. By forging strong partnerships with local government, businesses, volunteers, and residents, we fuel economic growth and ensure that Main Street remains the beating heart of our community—celebrating the past while paving the way for a thriving future.

Generate “Layers of Fun”

We envision downtown Pagosa Springs as a playground of discovery and delight, offering a diverse mix of activities and cultural experiences. From lively festivals to spontaneous street performances, we sprinkle joy and whimsy throughout the heart of town, inviting people of all ages and backgrounds to connect, celebrate, and make lasting memories. Our mission is to create an atmosphere where fun is layered into every corner, inspiring curiosity and a sense of belonging.

Move and Connect People

We make downtown Pagosa Springs a place where people naturally come together—on foot, by bike, or simply by chance. We advocate for thoughtful design and infrastructure improvements that enhance safety, accessibility, and the overall flow of our downtown spaces. We work to improve how people navigate Main Street and strengthen the connections between neighbors, visitors, and the natural beauty that surrounds us. By making downtown easy to explore and welcoming to all, we help foster a vibrant, inclusive community full of pride and possibility.



COLORADO
Department of Local Affairs
Division of Local Government



The Pagosa Springs Main Street Strategic Priorities define our program's focus and align with the Colorado Main Street Program Four Point Approach for Community Transformation. The Board of Directors oversees three Working Groups dedicated to advancing our Strategic Priorities:

- Cone Zone Care Committee
- Heritage & Culture Committee
- Marketing, Events & Communications Committee

Strategic Priorities

1. Get the word out and collect business, resident, and visitor feedback on CDOT's US Highway 160 Reconstruction Project.
2. Tell the story of Pagosa Springs' multicultural history and celebrate our local culture.
3. Raise the profile of the Pagosa Springs Main Street district by strengthening our presence on digital platforms and at local events.

Projects to Advance Priorities

The Working Groups advance our priorities by leading and supporting catalytic projects that rely on the energy and commitment of the Town of Pagosa Springs, local businesses, community organizations, and our volunteers who take pride in our community.

Get the word out and collect business, resident, and visitor feedback on the CDOT US Highway 160 Reconstruction Project.

Projects

- Develop a Communications Plan that aligns with the CDOT US Highway 160 Reconstruction Project.
- Spotlight the future! Focus on benefits after the CDOT US Highway 160 Reconstruction Project is complete.
- Explore the potential for a temporary/pop-up physical Main Street space downtown to get out information and to help spotlight businesses.
- Promote grant and loan opportunities for businesses to make improvements to their properties, including utility connections, façade improvements, and activation of alleyways.
- Generate creative ideas for engaging the community and our businesses.
- Be a catalyst for the revitalization of the Pagosa Middle School frontage to enhance the connectivity, safety, and aesthetics of the Main Street district.



Tell the story of Pagosa Springs' multicultural history and celebrate our local culture.

Projects

- Align with and participate in the America 250/Colorado 150 regional event celebration.
- Collect Oral Histories from Pagosa Springs community members.
- Advocate for and support the Town's re-activation of the Historic Preservation Commission into a Heritage Commission
- Work with the Town and relevant community organizations and partners to identify various places, projects, and mediums for sharing the story of Pagosa Springs.



Raise the profile of Pagosa Main Street district by strengthening our presence on digital platforms and at local events.

Projects

- Continue building and updating the Pagosa Main Street website and promote a downtown business directory.
- Serve as the liaison that funnels communications about the CDOT US Highway 160 Reconstruction Project between the CDOT Public Information Officers, key stakeholders, and the community.





AGENDA BRIEF

MEETING: Main Street Advisory Board - 13 Feb 2025

FROM: Kathleen McFadden

PROJECT: Oral History Project - Recording Devices

ACTION: Board Information & Action

PURPOSE/BACKGROUND:

Oral History Project – Recording Devices

To ensure the success of our Oral History Project, we need to equip interviewers with reliable recording devices. Best practice dictates that each interviewer should have both a primary and a backup recording device to prevent the loss of valuable historical accounts due to technical failures. Based on our current scope, the Heritage & Culture Committee recommends purchasing four recording devices, each with a carrying case and memory card with adaptor.

Heritage & Culture Committee volunteer Kelli Ford recommended the Sony ICD-UX570 Digital Voice Recorder (ICDUX570BLK) as a high-quality and user-friendly option. The AGPTEK EVA Zipper Carrying Case will provide protection and portability, and SanDisk 64GB Ultra microSDHC UHS-I Memory Cards will offer ample storage for high-quality recordings.

Cost Breakdown (for 4 sets):

- Sony ICD-UX570 Digital Voice Recorder – \$80.00 each × 4 = \$320.00
- AGPTEK Carrying Case – \$9.00 each × 4 = \$36.00
- SanDisk 64GB Ultra microSDHC Memory Card with Adapter – \$12.00 each × 4 = \$48.00
- Subtotal: \$404.00
- Estimated Tax & Shipping: \$35.00 (approximate)
- Total Estimated Cost: \$439.00

Next Steps:

- Board approval for purchasing four recording devices, carrying cases, and memory cards.
- Procurement and distribution to designated interviewers.
- Training on proper use and best practices for archival-quality recordings.

FISCAL IMPACT:

Up to \$475

RECOMMENDATIONS:

Motion to approve the purchase of four Sony ICD-UX570 Digital Voice Recorders, four AGPTEK EVA Zipper Carrying Cases, and four SanDisk 64GB Ultra microSDHC Memory Cards with Adapters for the Oral History Project, at a total cost not to exceed \$475, including tax and shipping.