

**COLFAX BUSINESS IMPROVEMENT DISTRICT
SPECIAL BOARD MEETING MINUTES**

DATE: April 14, 2015
TIME: 10:00 a.m.
PLACE: UMB Bank
1635 E. Colfax Avenue
Denver, Colorado 80218

Directors Present:

Jimmy Balafas
Sean O'Connell
Anthony Loeffler
Crystal Sharp
Vicky Hales

Others Present:

Denise Denslow; CliftonLarsonAllen LLP (CLA)
Jack Curtin; Front Range Services, Inc.
Hilleary Waters; Life on Capitol Hill
Dawn Schilling; Schilling & Co., Inc.
Frank Locantore; Community Director

1. Call to Order, Declaration of Quorum, Certification of Agenda:
At 10:05 a.m. Director Balafas called the meeting to order and a quorum was declared present. Upon a motion duly made by Director O'Connell, seconded by Director Balafas, and upon a vote, unanimously carried, the agenda was approved as submitted and the absence of Directors Pachorek and Vaughn were excused.

Director Balafas introduced Frank Locantore to the Board. Mr. Locantore greeted the Board and stated that he is excited to be here.

2. Consent Agenda

Upon a motion duly made by Director Loeffler, seconded by Director Sharp, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:

- A. Minutes from March 10, 2015 Special Board Meeting
- B. March 2015 Maintenance Report, Front Range Services

3. Discuss Recommended Locations for Re-facing Grants/Dead Zone Abatement –
Directors Balafas and O'Connell

Director Balafas introduced this item to the Board. He and Director O'Connell drove and walked the District last month to identify areas in need. Director O'Connell stated that he also used Google Maps to identify areas, block to block. He stated that they were looking for buildings and facades that need specific attention. Director O'Connell went through the list of candidates that they identified. Director O'Connell inquired to

the rest of the Board as to how this process will work. He also suggested maybe a mural be painted on the wall of the District 6 building. Discussion followed. The Board directed Mr. Locantore to come back to the Board with the next steps and a suggested protocol, and stated that they would like to see some quick success stories. The Board asked that this topic be on the agenda moving forward.

Director O'Connell also discussed with the Board the proposed Homeless Bill of Rights. He stated that this could be impactful to businesses. The Board asked Ms. Waters to craft a letter in opposition of the bill on behalf of the District. Director O'Connell also discussed public bathroom issue. Mr. Locantore to report back to the Board on this issue.

4. Financial Items

A. February 28, 2015 Financial Statements and Cash Position

Ms. Schilling reviewed with the Board. She reported total assets at the end of February were \$623,741, and property taxes in the amount of \$82,574 were received. Ms. Schilling reviewed the budget to actual report in the General Fund.

Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board accepted the February 28, 2015 Financial Statements and Cash Position.

B. Review and Consider Approval of the April 2015 Claims Totaling \$21,823.11 and EFT Payments to Century Link and Xcel Energy

Ms. Schilling reviewed the April check detail with the Board. There was one additional manual check for the posters in the amount of \$645.75 represented by check number 2330. This brings the new total for the claims to \$21,823.11.

Upon a motion duly made by Director Sharp, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board approved the April 2015 claims and EFT payments as amended.

5. 2015 Goals, Updates, Discussion & Possible Action Items

A. Reports/Updates – Frank Locantore, Community Director

i. Ratify Approval of Contract

Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board ratified approval of the contract with Frank Locantore.

ii. Work Plan Review and Approval

Mr. Locantore distributed his report and reviewed with the Board. He spent approximately 50% on clean and safe, 30% on administration and 20% on community organizing. He briefed the Board on his upcoming activities and

meetings that he has scheduled. Director Balafas stated that he and Mr. Locantore meet weekly at 9:00 a.m. at St. Marks to review his upcoming week.

iii. Media Protocol and PR Specialist?

Director Balafas briefed the Board stating that a process and protocol needs to be established to handle media requests. Mr. Locantore distributed a proposal from Hilleary Waters & Associates to handle media requests and press releases.

Upon a motion duly made by Director Loeffler, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the proposal and first announcement. The Board asked that the minutes reflect that Mr. Locantore's title moving forward, is Community Director, versus Safety Manager. This change was made to emphasize Mr. Locantore's focus on community organization with safety as an ancillary benefit from his efforts.

iv. Other

None.

B. Streetscapes – Director Vaughn

Director Vaughn was not in attendance. Front Range Services provided a report in the packet. Mr. Curtin briefed the Board on this month's activities. He asked the Board to consider how to address tree replacement and installation. Mr. Curtin also asked for direction regarding the banners. Mr. Locantore will come back to the Board with some thoughts on the banners.

C. Marketing – Director to be Assigned

i. Map

a. Map Brochure Discussion

Discussion regarding the map brochure ensued. The Board's consensus was to move forward with this and use contingency funds in the budget for this. Upon a motion duly made by Director Balafas, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the proposal to implement the map brochure project.

6. Other

A. Transition Plan – Director Balafas

Director Balafas briefed the Board on the transition plan. He has provided Mr. Locantore with a list of additional duties that CLA has provided. He will get back to Director Balafas on what he can provide; CLA will then review the contract.

CBID
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i. Operations Matrix

Mr. Locantore will be taking over this function.

B. Office Space Update – Director Pachorek

Deferred.

C. 2015 Denver PrideFest

Deferred.

D. Phase 2 Streetlight Update

Deferred.

E. New Business

Mr. Locantore inquired about the Board retreat. It was determined that the May meeting would be focused on the Community Director goals and objectives.

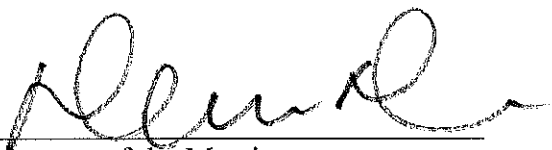
7. Other Public Comments

None.

9. Adjournment

Upon a motion duly made by Director Sharp, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:08 p.m.

Respectfully Submitted,



Secretary of the Meeting