



**COLFAX BUSINESS IMPROVEMENT DISTRICT
AND UPPER COLFAX COMMUNITY FOUNDATION**

May 10, 2016 Regular Board Meeting Minutes

10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

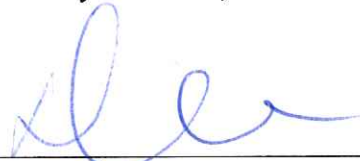
Denver, CO 80218

	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales, Ron Vaughn, Crystal Sharp, Julia Grother and Gardiner Hammond</p>
	<p>Others Present: Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; CBID Public Information Coordinator Jeffrey Linger; Front Range Services Dawn Schilling; Schilling & Co. Colin Mallet; Sassafra Darby Donhue; Holiday Chalet</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 10:04 a.m. Upon a motion duly made by Director Hales, seconded by Director Grother, and upon a vote, unanimously carried, the Board approved the Agenda. Director Balafas requested everyone in the room introduce themselves as the two guest were present</p>
	<p>Consent Agenda Intended Outcome: A. Minutes from April 12, 2016 Regular Board Meeting as amended (enclosed) – <u>VOTE</u> B. April 2016 Maintenance Report, Front Range Services (enclosed) – <u>VOTE</u> Upon a motion duly made by Director O’Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved items of the Consent Agenda.</p>
	<p>Financial Items: Intended Outcomes: <u>VOTE</u> to Approve the Financials A. CBID March 31, 2016 Financial Statements and Cash Position Report (enclosed)</p> <p>Ms. Schilling reviewed with the Board. She noted there should be a property tax installment paid in June. She reviewed the budget to actual spreadsheet, stating that outside of pre-paid, the expenditures are running in line as anticipated. Upon a motion duly made by Director</p>

	<p>Sharp, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the March 31, 2016 Financial Statements and Cash Position.</p> <p>B. CBID April 2016 Claims totaling \$34,677.11 and EFT payments to CenturyLink and Xcel Energy (enclosed)</p> <p>Upon a motion duly made by Director Balafas, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the April 2016 claims totaling \$34,677.11 represented by check numbers 2743 through 2759..</p>
	<p>Community Director Report Intended Outcome: Progress Update & Board Feedback</p> <p>A. Safety Program (attachment)</p> <p>Mr. Locantore stated that over the last month he has been working with the City on some possible funding options. The packet included information that was presented to Councilmember New for \$188,000 to be used for foot/bike patrols in 2017. This would be two off duty police, six hours a day, for 52 weeks. This takes into consideration the \$30,000 that CBID has budgeted. He also met with the CEO and Office o Marijuana that he still needs to meet with the safety committee and interview the private security companies.</p> <p>B. Capital Improvements (“2017 and Future Budget Priorities” attachment) the Board referred to the memo in the packet.</p> <p>Ms. Randall noted that the RFP for the website is out and they are getting good response on the utility box street art project. They are waiting on one more application. The office move is going slowly, but the copier was sold for \$500. Ms. Randall is also working with someone to translate press releases into Spanish.</p> <p>Mr. Locantore talked about meeting the Director of Real Estate, Jeff Steinberg, regarding the process for developing the property at 701 E. Colfax (DPD 6 – across from Argonaut). There was discussion as to whether it is essential to have a full police station there (\$25,000,000). This would be a 2020 project. Other concepts were discussed.</p> <p>Mr. Locantore discussed the concept of an “eclectic” subarea, that may be a transition zone for food trucks moving into small restaurant spaces. For example, some blocks have 7-9 doors in the block that may have once been 7-9 different businesses. The “eclectic” subarea could be populated by small niche businesses that are starting up, or that are transitioning from food trucks to “bricks and mortar” establishments that may be ideal for this concept. StudioINSITE will organize a focus group in June and community input in July on this another topics related to the streetscape and vision.</p>
	<p>TOPIC 1: Streetscape Design Intended Outcome:</p> <p>A. General Timeline of Activities (“Timeline” attachment) B. Intended outcomes (“Excerpt...”attachment”)</p>

	<p>C. Discuss how to optimize board member involvement and feedback studioINSITE has been engaged. They will be coming to the next board member.</p>
	<p>TOPIC 2: August Retreat Intended Outcome:</p> <ul style="list-style-type: none"> A. Set date B. Discuss goals and draft some agenda items C. Include the role that studioINSITE and their team can play <p>Director Balafas stated we will target a date in August. The board will discuss 2017 goals. Discussion followed regarding the budget process; the board was informed that the final approved budget needs to go to the City by September 30th. Ms. Schilling will provide the board with a draft budget in July, and hold the budget hearing in September. The Board retreat will be August 3, 2016 from 10:00 a.m. – 2:00 p.m.</p>
	<p>Other Items, Announcements: Mr. Locantore reminded the board that the name is now “Colfax Ave” for branding purposes.</p>
	<p>Adjourn There being no other business before the Board, upon a motion duly made by Director Balafas, seconded by Director Grother, and upon a vote, unanimously carried, the Board adjourned the meeting at 10:58 a.m.</p>

Respectfully Submitted,



Secretary of the Meeting