



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

August 3, 2016 Special Board Meeting Minutes

Annual Retreat

10:00 a.m.

Holiday Chalet, 1820 E. Colfax Avenue

Denver, CO 80218


	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Vicky Hales, Ron Vaughn, Julia Grother, Crystal Sharp</p>
	<p>Others Present: Mathew Mendisco; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; CBID Public Information Coordinator Will Fenton, Councilwoman Kniech’s office Cheney Bostic & Jim Leggit, studioINSITE Jill Locantore; WalkDenver Marty Gregg & Zach Kotel; ArtHouse Jamie Licko & Alye Sharp; Centro</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda & Welcome Intended Outcome: Set Expectations for retreat results</p> <ul style="list-style-type: none"> A. Grounding in the streetscape planning process and expected results B. Provide framework for 2017 priorities and a supporting budget <p>Director Balafas called the meeting to order at 10:00 a.m. Upon a motion duly made by Director Balafas, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the agenda.</p> <p>Mr. Locantore reviewed the agenda and gave an overview of the topics for the day and the goals that the Board was trying to achieve which was setting priorities based on the presentations for the day as well as sticking to the CBID theme of safe and clean.</p>
	<p>TOPIC 1: Public Restrooms Intended Outcome: Share information and experiences</p> <ul style="list-style-type: none"> A. Update: Will Fenton, Councilwoman Kniech’s office <p>Mr. Fenton spoke briefly about several issues surrounding the public bathroom initiative as well as some of the upcoming priorities the Denver City Council was considering including the upcoming bond issue in 2017.</p>

	<p>B. Q&A + Feedback</p> <p>Director O’Connell stated that he had not had a great experience with the public bathroom initiative because it had created a place that was not policed and attracted a lot of loitering of people near the area. Mr. Fenton acknowledged this and stated that they were working on a new model that the parks and recreation department use and hopefully that will help out the situation.</p>
	<p>Topic 2: Streetscape design review</p> <p>Intended Outcomes: Understand progress and direction of the streetscape design; provide feedback on the designs, community feedback</p> <p>A. Summary of progress to date: Cheney Bostic, studioINSITE</p> <p>Mr. Bostic gave the presentation to the Board laying out the agenda and the path that had been taken to get to this point and noted that they were through the first two phases of the project.</p> <p>B. Pedestrian analysis: Jill Locantore, WalkDenver</p> <p>1. Analysis presentation</p> <p>Ms. Locantore handed out her presentation and reviewed the results with the Board. She noted several statistics along the CBID coordinator and including accidents and walking trends along CBID such as the high traffic areas, etc.</p> <p>2. Q&A</p> <p>The Board asked about the sidewalk issues on CBID and increasing the landscape with the issues on sidewalks, etc. Mr. Locatore stated that they would be addressed later in the meeting.</p> <p>C. Design: Landscape, Cheney Bostic & Jim Leggit, studioINSITE</p> <p>1. Presentation of design alternative</p> <p>Mr. Cheney & Mr. Leggit gave their presentation to the Board and stated that they were through Phase 2 of the 4. They presented several ideas pertaining to streetscape improvements and signage ideas based on Board feedback. The Board talked through various ideas that were presented and agreed that the next steps would present a more concise understanding.</p> <p>2. Q&A</p> <p>No questions were addressed..</p> <p>D. Design: Identity (gateways, wayfinding, branding): Marty Gregg, Zach Kotel; Arthouse</p> <p>1. Analysis Presentation</p> <p>Mr. Gregg and Kotel presented signage ideas to the Board. The Board discussed the various models and agreed that the signage needed to fit within the scope of what would be achieved through the other beautification processes. Mr. Locantore commented that they would address those with the next presentation.</p> <p>2. Q&A</p> <p>No questions were addressed.</p> <p>E. Financing: How much money do we need and where can it come from? Jamie Licko, Aye Sharp, Centro</p> <p>1. Options</p> <p>Ms. Licko and Sharp presented the financial analysis to the Board. The ideas that were surfaced were reflective of the upcoming City and County of Denver Bond issue and possibilities of mill levy increases with using different mechanisms including a GID or maybe a special District. The Board discussed the various ideas and agreed to have Ms. Licko come back with some realistic numbers that were more reflective of the political will</p>

	<p>of getting some sort of an election passed for a property tax increase and exactly what type of financial impact that would have on the businesses.</p> <p>2. Q&A</p> <p>The Board asked Ms. Licko several questions regarding the formation of a GID and the other options that had been presented. The Board instructed Ms. Licko to come back with the final part of the presentation at the next regular meeting.</p> <p>F. Wrap up</p> <p>No discussion.</p>
	<p>Lunch</p> <p>Intended Outcome: Nourishment and brain relation</p> <p>A. Check messages, if needed</p> <p>B. Eat and chatter about</p>
	<p>TOPIC 3: Review of past year</p> <p>Intended Outcome: Understand how well we work organizationally</p> <p>A. Progress</p> <p>Mr. Locantore handed out his report and reviewed it with the Board on various accomplishments and shortfalls for 2016.</p> <p>B. Obstacles & Challenges</p> <p>Ms. Randall reviewed the public outreach and social media tasks that had been achieved and noted that the Facebook page was the most utilized communication piece that CBID was currently using.</p> <p>C. Feedback, Q&A</p> <p>None discussed.</p>
	<p>TOPIC 4: 2017 Priorities</p> <p>Intended Outcome:</p> <p>A. Discuss & set organization priorities</p> <p>The Board discussed the various ideas that had been presented and focused mainly on the financial components that it would take to move forward with some of the priorities that had been presented. Director Balafas noted that it would be difficult to convince some of the property owners to pass additional mill levy because the taxes in the area were already tough to manage. However, if the public education was such that the public could understand the ultimate benefit, he was in favor of investigating it further. The Board agreed and asked what the cost would be to get the full election process, and Mr. Mendisco stated that without full analysis, the average election and public education process of this type would probably cost about \$60-\$80K.</p> <p>B. Match budget to priorities</p> <p>No discussion.</p> <p>C. Determine next steps</p> <p>The Board continued the meeting to August 23, 2016 at 2:00 p.m. at UMB Bank. Mr. Locantore asked that the Board think about their priorities with the understanding of matching the goals of CBID which was clean and safe.</p>
	<p>TOPIC 5: Next Steps</p> <p>Intended Outcome: Understand the timeline and needs for these items</p> <p>A. Budget</p> <p>B. Design</p> <p>Previously discussed.</p>

	Announcements No announcements were given.
	Adjourn There being no other business before the Board, upon a motion duly made by Director Balafas, the Board continued the meeting to August 23, 2015 at 2:00 p.m. at UMB Bank..

Respectfully Submitted,


Secretary of the Meeting