



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

September 8, 2015 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, Anthony Loeffler, Tina Pachorek, Ron Vaughn</p>
	<p>Others Present: Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; Community Director Dawn Schilling; Schilling & Co. Troy Diack & Jack Curtin; Front Range Services, Inc. Gosia Kung & Jill Locantore; WalkDenver Hilleary Waters; Hilleary Waters & Associates Sara Randall; Public Information Coordinator Liz Adams; Denver City Council Seanne Dindinger-Martinez & Randy Russell; Star Telecommunications</p>
10:00	<p>Call to Order; Declaration of Quorum; Certification of Agenda – Director Balafas called to order at 10:04 a.m. Motion made by Director Vaughn, seconded by Director Loeffler to approve the agenda. The motion passed unanimously. Directors Hales and Sharp were absent, but excused.</p>
10:05	<p>Consent Agenda Intended Outcome: <u>VOTE</u> to accept</p> <ul style="list-style-type: none"> A. Minutes from July 14, 2015 Board Meeting B. Minutes from August 4, 2015 Annual Retreat Meeting C. September 2015 Maintenance Report, Front Range Services <p>(Any item in this section can be “pulled” for additional discussion, or the entire section may be approved with a single motion. All items have been reviewed by CBID’s consultants and are recommended for approval.)</p> <p>Motion made by Director Balafas and seconded by Director Loeffler to approve the Consent Agenda. The motion passed unanimously.</p>

10:10	<p>Financial Items: Intended Outcomes: <u>VOTE</u> to Approve the Financials</p> <p>A. CBID July 31, 2015 Financial Statements and Cash Position Report Ms. Schilling reviewed the financials with the Board. She reviewed the balance sheet for the General Fund with total assets of \$522,277. She stated that these funds are largely held in the liquid asset account, and approximately \$9,700 is still to be collected in property taxes. She reviewed the revenues and expenses with the Board, noting that line items are currently within budget. No capital outlay has been expended to date. Discussion followed regarding street lights. A motion made by Director O’Connell, seconded by Director Vaughn to accept the July 31, 2015 Financials. The motion passed unanimously.</p> <p>B. CBID Claims Totaling \$34,845.78 and EFT payments to CenturyLink and Xcel Ms. Schilling reviewed with the Board and noted that the claims were revised to include two additional checks. Motion by Director Loeffler, seconded by Director Balafas to approve checks number 2614-2628, plus EFT, totaling \$36,139.69. The motion passed unanimously. Discussion followed regarding banner repairs and replacements.</p> <p>C. Ratify CBID August Claims Totaling \$24,446.33 Motion by Director Loeffler, seconded by Director Vaughn to ratify the August claims totaling \$24,446.33. The motion passed unanimously.</p> <p>D. Other Ms. Schilling distributed a budget template to the board to prepare for budget discussions.</p>
11:25	<p>Community Director Report Intended Outcomes:</p> <p>A. Progress Update & Board Feedback Mr. Locantore gave an update to the Board on activities on the street, discussing hot spots in the area.</p> <p>B. Sara Randall Introduction Ms. Randall was introduced at the beginning of the meeting. She will be performing part time public information coordinator duties.</p> <p>C. CBID Map Brochure Although not on the agenda, Ms. Waters distributed the newly printed map brochure. She discussed her distribution efforts including meeting with the hotel concierge group. She has continued to deliver to DIA, and select destination locations. Ms. Waters is also working on banners for the holidays. Discussion followed the branding of CBID.</p> <p>D. Ratify August 17, 2015 Contractor Agreement between CBID and Sara Randall Motion by Director Balafas, seconded by Director Vaughn to ratify contractor agreement between CBID and Ms. Randall was approved. The motion passed unanimously.</p>
10:30	<p>TOPIC 1: 2016 Operating Plan Outline Intended Outcomes: <u>VOTE</u> on the Plan Outline</p> <p>A. Agreement on topic & issue focus</p> <p>B. Consensus on priorities</p> <p>C. Recommendations for the budget allocations</p>

	<p>Mr. Locantore reviewed the draft that was provided in the packet. He suggested that the four areas of focus for 2016 should be placemaking, streetscape, team building, and business services. The Board discussed and will provide feedback to Mr. Locantore, but the general consensus was that it is on topic. Director Loeffler felt that this will give him the framework needed for forming the budget. No vote necessary on this item.</p>
11:05	<p>TOPIC 2: WalkDenver Proposal Intended Outcome: Determine if and to what level CBID hires WalkDenver - <u>VOTE</u> Mr. Locantore introduced the Walk Denver proposal to the Board. The proposal provides for a “menu of options” ranging from a simple pedestrian count, to a full assessment. The initial scope is \$2,000, the art and wayfinding \$8,000, and the tactical assessment \$40,000. Director Pachorek stated that the issue that needs to be addressed is the current population on the street, which is causing pedestrian activity to be impeded and that signs will not help that. The pedestrian count was discussed as an introductory step. This will allow CBID to better understand pedestrian traffic patterns. This item was then tabled for further discussion at the October meeting.</p>
11:30	<p>TOPIC 3: Facade Grant Proposal Intended Outcome: <u>VOTE</u> to Support the Criteria and Application Director Balafas asked Mr. Locantore to distribute the application to the Board for comment. There was discussion regarding the criteria that was compiled. Discussion followed regarding properties that were, at some point, identified as potential historic properties. Mr. Locantore is going to contact the city for that information. This topic will be placed on the next agenda.</p>
11:40	<p>TOPIC 4: Denver Police District 6 Halloween Party For Kids: Motion by Director Balafas, seconded by Director Vaughn to donate \$1,000 to the District 6 Halloween Party for kids. The motion passed unanimously.</p>
11:45	<p>TOPIC 5: November Neighborhood Meeting Date Intended Outcome: Date chosen. Options include: Thurs 11/12, Tues 11/17, Wed 11/18, Thurs 11/19. Mr. Locantore to send out a doodle calendar.</p>
11:50	<p>TOPIC 6: Smart Deal For Denver - Presentation by Liz Adams Intended Outcome: Information sharing / potential vote to support Liz Adams commended the Board for their efforts. She is a recent Denver City Council candidate. Ballot issue 2c will extend the tax on rental cars and hotels; the ballot question, if passed, will direct those additional funds on redevelopment of the National Western Stockshow complex, the Colorado Convention Center and other tourism related items. Ms. Adams discussed the funding uses, including making the stockshow complex equipped with wireless technology.</p>
11:55	<p>TOPIC 7: Central Denver Recreation Center Naming Intended Outcome: Determine our position on the naming of the Rec Center. There are two proposals to the Parks & Rec Advisory Board: 1) The Carla Madison Rec Center, 2) The Ernestine McClain Smith Rec Center. And, it could be named something else and we don’t need to take a position. Mr. Locantore stated that the two names are still in discussion. He generally referred to the process that will be undertaken to solicit input.</p>

12:00	Other Items, Announcements Mr. Locantore stated that he would like to have a review. Ms. Denslow will help provide a form to use.
	Adjourn Motion by Director O'Connell, seconded by Director Pachorek to adjourn the meeting at 12:28 p.m. The motion passed unanimously.

Respectfully Submitted,


Secretary of the Meeting