



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

October 13, 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, Vicky Hales (left at 11:50 a.m.) and Ron Vaughn</p>
	<p>Others Present: Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Len Austin; Front Range Services, Inc. Hilleary Waters; Hilleary Waters & Associates Sara Randall; CBID Public Information Coordinator</p>
10:00	<p>Call to Order; Declaration of Quorum; Certification of Agenda – Director Balafas called to order at 10:00 a.m. Motion made by Director Loeffler and seconded by Director Vaughn to approve the consent agenda. The motion passed unanimously. Directors Pachorek 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 September 9, 2015 Board Meeting B. September 2015 Maintenance Report, Front Range Services (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>Discussion took place regarding holiday lights. The Board considered authorizing Mr. Locantore to spend an amount not to exceed \$4000 to have Front Range purchase and install holiday lights. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, the Board approved Mr. Locantore to spend a not to exceed amount of \$4,000 to have Front Range purchase and install holiday lights.</p> <p>A motion made by Director Balafas, and seconded by Director Vaughn to approve the consent agenda. The motion passed unanimously.</p>

10:10	<p>Financial Items:</p> <p>A. Intended Outcomes: <u>VOTE</u> to Approve the Financials CBID September 2015 Financial Statements and Cash Position Report (enclosed) Ms. Denslow reviewed the September 30, 2015 Financial Statements with the Board. Discussion followed regarding the budgeted line item for the replacement of sodium lights to LED. The budget also shows an offset of a grant for this purpose. Mr. Locantore is to follow up on the grant. Upon a motion made by Director Loeffler, seconded by Director O'Connell and, upon a vote, unanimously carried, the Board accepted the September 30, 2015 Financial Statements and Cash Position Report.</p> <p>B. CBID Claims Totaling \$28,304.72 and EFT payments to CenturyLink and Xcel Ms. Denslow reviewed the claims with the Board. She apprised the Board on the additional Front Range costs, including pedestrian light storage. Mr. Austin of Front Range, agreed to reduce the monthly storage fee. However, the Board would like to continue to explore other options for storage. Discussion followed regarding the office space situation. Upon a motion duly made by Director Loeffler, second by Director Balafas, and upon a vote, unanimously carried, the Board approved the current claims totaling \$28,304.72 and the EFT payments to CenturyLink and Xcel.</p>
10:25	<p>Community Director Report</p> <p>Intended Outcomes:</p> <p>A. Progress Update & Board Feedback (enclosed): Mr. Locantore reviewed the report with the Board. Discussion followed regarding safety.</p> <p>B. IDA Membership: <u>VOTE</u> (BIDs with Budgets between \$300,001 - \$600,000 the annual dues are \$710). Mr. Locantore discussed his attendance at the annual conference in San Francisco. He suggested that membership with IDA would be very valuable to the District, and asked the Board to authorize approval for registration. Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the District to become a member of International Downtown Association.</p> <p>C. Op Plan "Build out" Review and Feedback. Mr. Locantore stated that he has expanded the plan to seven buckets versus four. Safety used to be embedded in placemaking and now has its own place in the plan. Discussion followed regarding the possibility of "refreshing" the 501 3(c) for grant application purposes.</p>
10:45	<p>TOPIC 1: Facade Criteria & Application</p> <p>Intended Outcomes:</p> <p>A. <u>VOTE</u> to approve. Discussion followed regarding the budget for each submittal and the need for the applicant to provide information regarding in kind contribution and participation. The application will also be modified to include a request for a photograph. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the façade criteria and application. It was noted</p>

	<p>that Director Hales expressed support prior to her departure.</p> <p>B. Identify 3 blocks for CBID to directly approach owners to apply. Recommendations: 1) Emilio's - Sassafra; 2) The Great Wall - Nob Hill; 3) City Grille - Fork & Spoon</p>
11:00	<p>TOPIC 2: Master Streetscape Design Plan RFP process</p> <p>Intended Outcome: Determine the components and parameters to include in the RFP. Mr. Locantore asked the Board to review the enclosed RFP and provide feedback. He walked them through some of the changes he is suggesting in the red lined version he provided at the meeting.</p>
11:15	<p>TOPIC 3: 2016 Draft Budget</p> <p>Intended Outcome: Suggest and make revisions to budget based on the Op Plan</p> <p>A. Does the budget reflect the organizational priorities? B. Does each "bucket" of the Op Plan have associated budget lines? C. Does the amount allocated seem accurate? D. Do we want to be "spending out" all our budget by the end of 2016, or do we want to create reserves that can benefit us in the future?</p> <p>Director Loeffler introduced the proposed 2016 Budget to the Board. Discussion followed regarding rebranding of the District, as well as the Banner Program. The Board agreed to redo the website. However, "rebranding" is still a point of discussion. Director Balafas asked the Board if they feel CBID needs to be rebranded? Director Vaughn suggested getting concepts, and then decide. Director Loeffler stated that the Board didn't need to make the decision today; there is money allocated for different studies in the draft 2016 Budget. The Board determined that they will increase the miscellaneous line item up to \$10,000, and this could include efforts to rebrand. Other discussion took place regarding specific line items. Ms. Denslow noted that the public hearing will take place at the November meeting, and the Board will consider adoption of the budget resolution and mill levy certification.</p>
11:50	<p>TOPIC 4: WalkDenver Proposal</p> <p>Intended Outcome: Defer Proposal A decision to be part of Master Streetscaping Design in 2016.</p>
11:55	<p>Other Items, Announcements</p> <p>Barventure - "Promotion books" that can be a revenue stream for CBID. Each book that includes "2 for 1" drink coupons can have a code where CBID gets \$10 for every \$20 book sold. "Barventure is a neighborhood drinking booklet organized by neighborhood maps. 81 bars and restaurants all offering buy-one-get-one free drinks. The purpose is to encourage travelers and new movers to explore our neighborhoods and support local businesses. A community program allowing folks to explore businesses and their associated neighborhoods in a fun and easy fashion. www.barventure.com. This item was discussed and deferred. Mr. Locantore will explore options tied to the map brochure.</p>
12:00	<p>Adjourn</p>

	Motion by Director Balafas, seconded by Director Vaughn to adjourn the meeting at 12:36 p.m. The motion passed unanimously.
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Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "D. Balafas", written in black ink.

Secretary of the Meeting