



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

November 10, 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, Crystal Sharp, Vicky Hales and Ron Vaughn</p>
	<p>Others Present: Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Len Austin and Jack Curtin; Front Range Services, Inc. Sara Randall; CBID Public Information Coordinator Dawn Schilling; Schilling & Co., Inc.</p>
10:00	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called to order at 10:00 a.m. Director Pachorek was 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 October 13, 2015 Board Meeting B. October 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>Upon a motion duly made by Director O’Connell, seconded by Director Loeffler, the Board approved the Consent Agenda. The motion passed unanimously.</p>
10:10	<p>Financial Items:</p> <ul style="list-style-type: none"> A. Intended Outcomes: <u>VOTE</u> to Approve the Financials CBID September 30, 2015 Financial Statements and Cash Position Report Ms. Schilling reviewed the September 30, 2015 Financial Statements with the Board, noting total assets of \$466,464. The majority of the funds sit in the liquid account. She noted that the budget to actuals is generally in line; the capital outlay has not been expended. The Fund balance is approximately \$475,000. Upon a motion made by Director Balafas, seconded by Director Vaughn and, upon a vote, unanimously carried, the Board accepted the September 30, 2015 Financial Statements and Cash Position Report. B. CBID Claims Totaling \$35,168.98 and EFT payments to CenturyLink and Xcel

	<p>Ms. Schilling reviewed the claims with the Board. 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 \$35,168.98 and the EFT payments to CenturyLink and Xcel.</p> <p>C. UCCF UMB Reconciliation Summary of October 31, 2015 - \$14,508.71 Ms. Schilling reviewed with the Board.</p>
10:25	<p>Community Director Report Intended Outcomes:</p> <p>A. Progress Update & Board Feedback: Mr. Locantore reviewed the report with the Board.</p> <p>B. Holiday Lights Budget Amendment: <u>VOTE</u> This was addressed with the claims.</p> <p>C. Colfax Collaborative Holiday Party at Abend Art Gallery - <u>VOTE</u> This party will be held on December 9th and would be a combined effort with Colfax on the Hill, Bluebird BID, and Walk Denver. The Board discussed funds for events and charities. Upon a motion duly made by Director Loeffler, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved to contribute \$500 for the event.</p>
10:40	<p>TOPIC 1: 2016 Budget Intended Outcome:</p> <p>A. Conduct Public Hearing to Consider Adoption of 2016 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolutions to Adopt 2016 Budget, Appropriate Expenditures and Set Mill Levy – <u>VOTE</u> Upon a motion duly made by Director O’Connell, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board opened the public hearing at 10:09 a.m. There were no public comments. Ms. Schilling reviewed the budget with the Board, and stated the only thing that has changed from the draft budget of last month is under capital outlay – two line items for streetscape – design and construction. The budget presented today combines these two line items to one, entitled master street design, at \$100,000. Discussion followed on the approach of this item in the budget. Director Loeffler stated that he preferred to break it out into two line items. Discussion followed regarding the streetscape RFP and safety issues. Mr. Locantore suggested a place holder amount for a potential pilot of resource ambassadors in 2016. Director Pachorek suggested putting an amount of \$50,000 in the budget. Ms. Schilling is estimating a \$317,000 carry over from 2015. The Board’s direction was to create a new line item for the pilot program at \$30,000. The Board also directed Ms. Schilling to separate the streetscape out into design and improvements, \$75,000 and \$25,000 respectively. Upon a motion duly made by Director Balafas, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board closed the public hearing at 10:56. Upon a motion duly made by Director Balafas, second by Director Sharp, and upon a vote, unanimously carried, the Board approved the Resolution to Adopt the 2016 Budget, Appropriate Expenditures and Certify the Mill Levy, with changes as discussed.</p> <p>B. Discuss including piloting “Resource Ambassadors”</p>

	This item was covered under budget discussion.
11:10	<p>TOPIC 2: Master Street Design RFP Intended Outcome: Feedback & potential vote Mr. Locantore opened the discussion on the streetscape RFP, stating that he did some reformatting of the prior draft, and better clarified the objective of the process. The Board members will review the RFP and provide feedback prior to the next Board meeting.</p>
11:30	<p>TOPIC 3: Audience Communication Strategy Intended Outcome: A. Presentation & feedback Potential <u>VOTE</u> Ms. Randall had provided in the Board packet a memorandum regarding a potential communication strategy. She has been in communication with a consultant in Los Angeles, who is willing to help start the conversation for a fee that covers her travel expenses. Discussion followed. The consensus was to bring Jess Schmidt out for a visit with CBID to get a rebranding / marketing plan started – a vision for the logo.</p>
11:45	<p>TOPIC 4: Neighborhood Meeting Intended Outcome: Feedback The Board reviewed the agenda that Mr. Locantore provided in the packet. The format of the meeting is going to be an “open house” style with a “presentation” at 7:00 p.m. Discussion followed regarding the breakout sessions and assignments. The meeting will be on the 17th at 6:00 p.m. at Brick.</p>
11:55	<p>Other Items, Announcements Discussion regarding new Board members after Directors Loeffler and Pachork leave. Mr. Locantore will consolidate applications and submit to the City. Mr. Curtin stated that there are extra light poles stored in their shop. He is of the opinion that these lights could be installed as the ballasts are generally what breaks, not the poles. The poles are also under warranty. There are also 23 banner brackets, but no arms. The Board consensus was to use the brackets to fill in the voids on the street. On the new lights on Colfax, there are 17 receptacles to plug in holiday lights are not working. Mr. Curtin will provide a list to Director Balafas, who will work with the City on getting them repaired.</p>
12:00	<p>Adjourn Upon a motion duly made by Director O’Connell, seconded by Director Loeffler, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:19 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting