

# COLFAX AVE

## COLFAX BUSINESS IMPROVEMENT DISTRICT AND UPPER COLFAX COMMUNITY FOUNDATION

November 14, 2017 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p><b>Directors Present:</b> Sean O’Connell, Ron Vaughn, Vicky Hales, Jimmy Balafas, and Andy Baldyga</p>
	<p><b>Others Present:</b> Patrick Shannon; CliftonLarsonAllen LLP Frank Locantore; CBID Director Michelle Valeri ;CBID Public Information Coordinator Len Austin &amp; Jack Curtin; Front Range Services Dawn Schilling; Schilling &amp; Company Curt Upton; Denver Community Planning and Development</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> The meeting was called to order at 9:00 a.m. by Director O’Connell and the absences of Directors Grother and Hammond were excused. Upon a motion duly made by Director Vaughn, seconded by Director Hales and upon a vote, unanimously carried, the Board approved the Agenda as amended to move Topic 2 in front of Topic 1.</p>
	<p><b>Consent Agenda</b></p> <p>A. Minutes from October 10, 2017 Regular Board Meeting</p> <p>Upon a motion duly made by Director Vaughn, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the minutes.</p> <p>B. October 2017 Maintenance Report, Front Range Services</p> <p>Upon a motion duly made by Director Vaughn, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board accepted the October 2017 Maintenance Report.</p>

**Financial Items:**

Intended Outcomes: VOTE to approve the financials

A. CBID September 30, 2017 Financial Statements and Cash Position Report

Ms. Schilling reviewed with the Board. Upon a motion duly made by Director Hales, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the September 30, 2017 Financial Statements and Cash Position Report

B. CBID Current Claims Totaling \$37,629.31 and EFT Payments to CenturyLink and Xcel

Ms. Schilling reviewed with the Board noting that an additional check has been issued to Arthouse Design for \$1,474, bringing the total to \$39,103.31. Ms. Schilling also noted that \$1,214.36 is the debit card total. Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the current total claims amount of \$39,103.31 and debit card total of \$1,214.36.

C. Review and Approve 2018 Engagement with Schilling & Co., Inc. for 2018 Accounting Services

Ms. Schilling presented the engagement letter noting an increase from \$100 per hour to \$105 per hour. Upon a motion duly made by Director Vaughn, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved the 2018 engagement letter with Schilling & Co., Inc. for accounting services.

Ms. Schilling suggested a 2017 Audit in 2018 in anticipation of bonds. The Board directed Ms. Schilling to acquire bids.

**Staff Report**

Intended Outcomes: Progress update & Board feedback

Ms. Schilling noted that GoDaddy reported malware on Route 40 website. Mr. Locantore offered to take over Route 40. It was noted that the websites expire in January. This will be further discussed at the December meeting.

Mr. Locantore noted the following:

- The vote was won
- Vision Zero Art Project is still progress, working with East High students

Ms. Valeri noted the following:

- Seven businesses are participating in Life on Capitol Hill ad
- Annual meeting is on Tuesday, December 5<sup>th</sup> from 6:00 – 8:00 p.m.
- Small Business Saturday – six businesses signed up to offer deal on that day
- Found new writer for characters of Colfax, first blog will be posted in December

	<p><b>TOPIC 1: Mill Levy Vote Follow UP</b>  Intended Outcome: Determine Process for New 2018 Budget</p> <p>A. Update on the status of support, elector designation, etc.</p> <p>The Board discussed the plan moving forward with option to increase mill levy. Ms. Schilling presented revenue projects for 2018 with different mill levy scenarios. The Board discussed fund balance target. The Board discussed whether to raise the mill levy. The Board discussed spending expectations for 2018. The Board will decide whether to increase the mill levy by vote at the December Board meeting.</p>
	<p><b>TOPIC 2: Community Planning &amp; Development Exercise</b>  Intended Outcome: Participate in exercise related to Colfax</p> <p>A. Understanding the center-running idea  B. Q&amp;A  C. Position/Statement on BRT and center-running idea?</p> <p>Mr. Upton discussed the East Central Area Plan. The Board and consultants participated in exercise highlighting likes, dislikes and big ideas for the area surrounding Colfax.</p>
	<p><b>TOPIC 3: Intersection Improvement Priority</b>  Intended Outcome: Agree on Priorities for Public Works Intersection Improvements</p> <p>Mr. Locantore reviewed with the Board.</p>
	<p><b>TOPIC 4: Protecting Art On Colfax</b>  Intended Outcome: Can we support \$500 to shield a public art mural on Colfax? (Budget surplus in "Safety Patrol" line</p> <p>The art program is putting up mural, and requesting a shield to prevent graffiti in the amount of \$500. Upon a motion duly made by Director O'Connell, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved to allocate \$500 for the art mural.</p>
	<p><b>Other Items: Announcements</b></p> <p>A. Mr. Locantore reported the Public Restrooms meeting for November 14<sup>th</sup> from 6:00-7:00 p.m. at Natural Grocers is meeting tonight.  B. Rising Tides: OED Support – Mr. Locantore reported this meeting is scheduled for Wednesday, November 29<sup>th</sup> from 5:00-7:00 p.m.</p>
	<p><b>Adjourn</b></p> <p>There being no other business before the Board, upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon vote, unanimously carried, the Board adjourned the meeting at 11:28 a.m.</p>

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be 'R. K.', written over a horizontal line.

Secretary of the Meeting