



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
**March 14, 2023 Regular Board Meeting Minutes**  
9:00 a.m.

**Directors Present:** Andy Baldyga, Leonard Austin, Kathy Bettis and Jenny Neuhalfen

Directors Bentley, Barakos and Bishop were absent and excused.

**Others Present:**

Frank Locantore, Michelle Valeri, and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Dawn Schilling; Schilling & Co., Inc.  
Steve Dazzio; Dazzio & Associates PC

Noah Kaplan & Shannon Hoffman; Denver City Council District 10 Candidates  
Mike Johnston & Kelly Brough; Denver Mayoral Candidates  
Denver Police Department Officer; Kayla Knabe

**1. CALL TO ORDER; DECLARATION OF QUORUM, APPROVAL OF AGENDA**

Director Austin called the meeting to order at 9:04 a.m. and a quorum was confirmed.

Upon a motion duly made by Director Baldyga, seconded by Director Bettis and, upon vote, unanimously carried, the Board approved the agenda as presented.

**2. PUBLIC COMMENT**

Noah Kaplan and Shannon Hoffman (City Council Candidates, District 10) addressed the Board regarding their candidacy.

Mike Johnston and Kelly Brough (Denver Mayoral Candidates) addressed the Board regarding their candidacy.

Discussion ensued.

**3. CONSENT AGENDA**

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda at any time to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, seconded, and voted by the Board.

- a. February 14, 2023 Regular Board Meeting Minutes



- b. February 2023 Debit Card Totaling \$994.16
- c. February 2023 Claims Totaling \$104,915.91 and EFT Payments to CenturyLink and Xcel
- d. Ratify Lease Agreement for 1420 Ogden Operations Space
- e. Ratify LV Events Agreement

Following discussion, upon a motion duly made by Director Baldyga, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board approved the Consent Agenda as amended with revision (Item 3d) to the term of the 1420 lease in order to align with the calendar year.

#### **4. FINANCIAL ITEMS**

- a. January 31, 2023 Unaudited Financial Statements and Cash Position Report

Following review and discussion, upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board accepted the January 31, 2023 Unaudited Financial Statements and Cash Position Report.

- b. Draft 2022 Audit

Ms. Schilling and Mr. Dazzio reviewed the draft 2022 Audit with the Board and responded to the Board's questions. Mr. Dazzio provided CBID with a clean, unmodified, unqualified opinion.

- c. Dazzio & Associates, PC Management Representation Letter

Ms. Schilling and Mr. Dazzio reviewed the representation letter with the Board. Following review and discussion, upon a motion duly made by Director Austin, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board approved the Dazzio & Associates, PC Management Representation Letter as presented and authorized Mr. Locantore to sign the letter.

- d. Other

None.

#### **5. ACTION ITEMS**

- a. Discuss Street Maintenance Contract

Mr. Freund informed the Board of the upcoming contract renewal for street maintenance. The Board engaged in discussion of the current performance of Block by Block (BBB). It was determined that this item will be brought back at the April Board meeting for update and ratification.

Upon a motion duly made by Director Neuhalfen, seconded by Director Austin



and, upon vote, the Board approved the draft contract with BBB for the term of May 1, 2023 through Dec 31, 2023 and authorized staff to negotiate the final BBB contract within the scope of work and NTE, and with the support of the Maintenance Committee.

b. Consider Approval of Michael Baker International Proposal

Following review, upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, the Board approved the Michael Baker International Proposal as presented.

c. Consider Approval of Dig Studio Proposal

Following review, upon a motion duly made by Director Baldyga, seconded by Director Austin and, upon vote, the Board approved the Dig Studio Proposal as presented.

d. Consider Approval of City Park Farmers Market Sponsorship Proposal

Following review and discussion, upon a motion duly made by Director Baldyga, seconded by Director Neuhalfen and, upon vote, the Board approved the City Park Farmers Market Sponsorship Proposal as presented.

e. Other

None.

## 6. EMPLOYEE HANDBOOK UPDATE

This item was not discussed.

## 7. COMMITTEE UPDATES

a. Safety – DPD6 Updates

DPD Officer Knabe provided the Board with District 6 updates noting the crime statistics. The Board discussed options to financially contribute to the Car Safety Program. This item was tabled to the April Board meeting.

b. Communications & Programs

No discussion. .

c. Maintenance

Previously discussed during the BBB contract renewal discussion.

d. Streetscape



No discussion.

e. Organizational

No discussion.

f. Other/Ad hoc

None.

**8. OTHER**

a. April 11, 2023 Board Meeting

A quorum was confirmed for the April 11, 2023 Board meeting.

**9. ADJOURN**

There being no further business to come before the Board, upon a motion duly made by Director Bettis, seconded by Director Baldyga and, upon vote, unanimously carried, the Board adjourned the meeting at 12:02 p.m.

DocuSigned by: Respectfully Submitted,

*Jennifer Mulhally*

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*Secretary of the Meeting*