



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

Directors Present: Leonard Austin, Andy Baldyga, Jenny Neuhalphen, David Bentley, Christopher Bishop and Alex Barakos

Others Present:

Frank Locantore, Michelle Valeri, and Mitch Freund; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP (“CLA”)
Zak Boyle; Block by Block
Kaylee Bender, City Records Comics + Toys
Isabel Loos, Hello Lamp Post

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

Director Austin called the meeting to order at 9:03 a.m. and a quorum was confirmed.

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

1. PUBLIC COMMENT

Kaylee Bender with City Records attended the meeting and discussed the new business at 1331 East Colfax.

Following discussion, upon a motion duly made by Director Barakos, seconded by Director Bentley and, upon vote, unanimously carried, the Board approved to donate \$1,250 to City Records Comics + Toys to support their Colfax Cares summer series of community events, pursuant to legal and accounting approval.

2. 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. April 11, 2023 Regular Board Meeting Minutes
- b. April 2023 Debit Card Totaling \$2,043.49
- c. April 2023 Claims Totaling \$117,692.75 and EFT Payments to CenturyLink and Xcel
- d. Harmonic Media Power Box wraps



Upon a motion duly made by Director Barakos, seconded by Director Baldyga and, upon a vote, unanimously carried, the Board approved the Consent Agenda items as amended.

4. FINANCIAL ITEMS

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

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

3. ACTION ITEMS

a. Review & Consider Approving the Street Maintenance Contract with *Block By Block* for seven (7) months from June 1, 2023 to December 31, 2023 for an amount not-to-exceed \$173,267.88

Following review, upon a motion duly made by Director Barakos, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved the Street Maintenance Contract with *Block by Block* for seven (7) months from June 1, 2023 to December 31, 2023 for an amount not-to-exceed \$173,267.88, as presented.

b. Discuss & Consider Approving the Employee Handbook 2023 Update

Following discussion, it was determined to send this item back to committee by the end of this week for review and incorporation.

c. Discuss & Consider Approving the Hello Lamp Post proposal

Isabel Loos with Hello Lamp Post provided an overview of the program, which focuses on increasing community engagement through public realm interactions. Discussion with the Board ensued. Following discussion, upon a motion duly made by Director Bentley, seconded by Director Barakos and, upon vote, unanimously carried, the Board approved the Hello Lamp Post proposal, as presented.

d. Discuss & Consider Approving a donation to Colfax business owner, Sarah Tischler's GoFundMe for hospital bills

Following discussion, upon a motion duly made by Director Austin, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved to donate \$500 to the GoFundMe, pursuant to legal review and approval.



- e. **Discuss & Consider Approving a modification to the CBID Bylaws changing officer titles to “President” and “Vice President”**

Following discussion, upon a motion duly made by Director Bishop, seconded by Director Neuhalphen and, upon vote, unanimously carried, it was determined to change titles to President and Vice President.

6. COMMITTEE UPDATES

- a. Safety – DPD6 Update, 1400 Ogden Update + board guidance needed for most efficient safety design spending

Mr. Locantore provided an update to the Board. Discussion ensued.

- a. Communications & Programs

Ms. Valeri reported an update to the Board.

- b. Maintenance

Mr. Freund provided an update to the Board. Mr. Boyle also provided a *Block by Block* report to the Board.

- c. Streetscape

Mr. Locantore provided an update to the Board. The Board discussed the wayfinding kiosks and asked Mr. Locantore to bring back to the next meeting the discussion regarding the down payment to ADCON, and to provide an update on the Streetscape Master Plan and how the Kiosks, Bike Corrals, etc. fit into our near- and long-term objectives. .

- b. Organizational

This discussion was tabled.

- d. Other/Ad hoc

None.

4. OTHER

- a. June 13, 2023 Board Meeting

A quorum was confirmed for the June 13, 2023 Board meeting.



5. ADJOURN

There being no further business to come before the Board, upon a motion duly made by Director Austin, seconded by Director Neuhalfen and, upon vote, unanimously carried, the Board adjourned the meeting at 11:45 a.m.

Respectfully Submitted,

DocuSigned by:

Jennifer Neuhalfen

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Secretary of the Meeting