



**COLFAX BUSINESS IMPROVEMENT DISTRICT
AND UPPER COLFAX COMMUNITY FOUNDATION**
September 12, 2023 Regular Board Meeting Minutes
9:00 a.m.

Directors Present: Leonard Austin, Andy Baldyga, Jenny Neuhalfen, Christopher Bishop, David Bentley and Denon Moore

Director Alex Barakos was absent and excused.

Others Present:

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID
Anna Jones; CliftonLarsonAllen LLP (“CLA”)
Dawn Schilling; Schilling & Company, Inc.
Zak Boyle; Block by Block
Sam Alexander; Councilmember Hinds District 10 Aide
Edwin Velis; Neighborhood Resident

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

Director Austin called the meeting to order at 9:05 a.m. and a quorum was confirmed.

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

2. PUBLIC COMMENT

There were no public comments.

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. August 8, 2023 Regular Board Meeting Minutes
- b. August 2023 Debit Card Totaling \$3,278.99
- c. August 2023 Claims Totaling \$97,920.02 and EFT Payments to CenturyLink and Xcel

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



4. FINANCIAL ITEMS

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

Director Bishop reviewed with the Board. Following review and discussion, , the Board accepted the July 31, 2023 Unaudited Financial Statements and Cash Position Report.

5. ACTION ITEMS

- a. Discuss & Consider Approving a Strategic & New Revenue Plan

Mr. Locantore provided a background and overview to the Board, and the Board discussed reasons for a strategic plan.

Following discussion, upon a motion duly made by Director Austin, seconded by Director Bishop and, upon vote, unanimously carried, the Board approved a not to exceed (NTE) amount of \$90,0000 to include a consultancy from Progressive Urban Management Associates (P.U.M.A.), Strae and CliftonLarsonAllen LLP (CLA).

6. BUDGET HEARING

- a. Conduct Public Hearing to Consider Amendment of 2023 Budget; Consider Adoption of Resolution to Amend 2023 Budget, if necessary

No action taken as it was determined no amendment to the 2023 Budget was required.

- b. 2024 Draft Budget

Ms. Schilling reviewed the 2024 draft budget with the Board. The Board discussed the draft budget in detail.

- c. Conduct Public Hearing to Consider Adoption of 2024 Budget, Appropriate Expenditures and Set Mill Levies; Consider Adoption of Resolution 2023-09-01 to Adopt 2024 Budget, Appropriate Expenditures and to Set Mill Levies

Upon a motion duly made by Director Austin, seconded by Director Bishop and, upon a vote, unanimously carried, the Board opened the public hearing at 10:18 a.m.



Upon a motion duly made by Director Austin, seconded by Director Bishop and, upon a vote, unanimously carried, the Board closed the public hearing at 10:18 a.m.

Upon a motion duly made by Director Neuhalfen, seconded by Director Austin and, upon a vote, unanimously carried, the Board adopted the 2024 Budget, Appropriated Expenditures and Set Mill Levies, and Adopted Resolution 2023-09-01 to Adopt 2024 Budget, Appropriate Expenditures and to Set Mill Levies, as presented.

7. COMMITTEE UPDATES

Mr. Alexander, District 10 Council Aide provided updates on several of the efforts underway in District 10.

a. Communications & Programs

Ms. Valeri reviewed the New Business Welcome Kit with the Board and requested feedback. She indicated the pub crawl last weekend was a success.

b. Safety

Mr. Locantore provided an update regarding recent conversations he has had with DPD District 6.

c. Maintenance

Mr. Freund provided updates to the Board.

d. Streetscape

Mr. Locantore provided updates to the Board.

e. Organizational

Mr. Locantore provided an update regarding the excellent work his staff is doing.

f. Other/Ad Hoc

It was noted that the Employee Handbook will be ready for approval at the October Board meeting.

9. OTHER

a. October 10, 2023 Board Meeting



A quorum was confirmed for the October 10, 2023 Board meeting with the absence of Director Austin not being able to attend.

b. Other – None.

10. 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 11:17 a.m.

Respectfully Submitted,

DocuSigned by:

Jennifer Neuhalfen

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Secretary of the Meeting