



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
**October 10, 2023 Regular Board Meeting Minutes**  
9:00 a.m.

**Directors Present:** Andy Baldyga, Christopher Bishop, Jenny Neuhalphen, Alex Barakos, Denon Moore

Directors David Bentley & Leonard Austin were absent and excused.

**Others Present:**

Frank Locantore, Michelle Valeri and Mitch Freund; Colfax Ave BID  
Anna Jones; CliftonLarsonAllen LLP (“CLA”)  
Chris Hinds; Councilmember, District 10  
Officers Knabe and Lieberman; DPD District 6 Community Officers

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

Director Baldyga 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 Barakos and, upon vote, unanimously carried, the Board approved the agenda, as presented and excused the absence of Director Austin.

**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. September 12, 2023 Regular Board Meeting Minutes
- b. September 2023 Debit Card Totaling \$5,419.94
- c. September 2023 Claims Totaling \$81,472.93 and EFT Payments to CenturyLink and Xcel

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



#### 4. FINANCIAL ITEMS

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

Director Bishop reviewed with the Board. Following review and discussion, upon a motion duly made by Director Bishop, seconded by Director Barakos and, upon vote, unanimously carried, the Board accepted the August 31, 2023 Unaudited Financial Statements and Cash Position Report.

#### 5. ACTION ITEMS

- a. Discuss & Consider Approving Progressive Urban Management Associates (“P.U.M.A.”) Agreement

Following discussion, upon a motion duly made by Director Moore, seconded by Director Neuhaufen and, upon vote, unanimously carried, the Board approved the P.U.M.A. Agreement.

- b. Discuss & Consider Approving Divvy/Bill Rewards Card

Following discussion, upon a motion duly made by Director Barakos, seconded by Director Moore and, upon vote, unanimously carried, the Board approved the Divvy/Bill Rewards Card as presented.

- c. Discuss & Consider Approving Safety Committee Recommendations for Matching Grants

Mr. Locantore provided background regarding the applicants and specific applications. Councilman Hinds and Officer Knabe also provided feedback regarding the grant applicants.

Following discussion, upon a motion duly made by Director Bishop, seconded by Director Barakos and, upon vote, unanimously carried, the Board approved all the safety grant applicants with the exception of The Gathering Place.

The Board determined that the funding for The Gathering Place will be reallocated to the other applicants based upon their initial recommended award amount. The District will work with DPD 6 and Councilman Hinds to determine the best road ahead to provide appropriate support to The Gathering Place, as staff is permitted to allocate up to its \$5,000 limit to address this issue.

Councilman Hinds also mentioned the \$2,500 grants from his office are available as well.

- d. Discuss & Consider Approving *House1000* Support Letter.



Following discussion, upon a motion duly made by Director Bishop, seconded by Director Neuhalphen and, upon vote, unanimously carried, the Board approved the *House1000* Support Letter.

- e. Discuss & Consider Approving donation for Kids Halloween Party DPD6

Following discussion, upon a motion duly made by Director Neuhalphen, seconded by Director Barakos and, upon vote, unanimously carried, the Board approved a \$500 donation for the Kids Halloween Party as presented.

## 7. COMMITTEE UPDATES

- a. Communications, Programs and New Business Welcome Kit

Ms. Valeri provided an update to the Board and asked the Board for feedback on the New Business Welcome Kit. Director Neuhalphen suggested we incorporate a way to gather ratepayer information.

- b. Safety

Officers Knabe and Liebersen provided an update to the Board. They stated that DPD District 6 is providing turkeys for families in need and referred to the Board for ideas of where and when it would be best to distribute them.

- c. Maintenance

Mr. Freund provided updates to the Board and noted that a new committee member has joined the Maintenance Committee.

- d. Streetscape

Director Baldyga and Mr. Locantore provided updates to the Board noting that a new committee member has joined the Streetscape Committee.

- e. Organizational

Director Bishop and staff shared insights gained from attending the International Downtown Association's conference. A full report will be shared at the November Board meeting.

- f. Other/Ad Hoc – None.

## 9. OTHER

- a. November 14, 2023 Board Meeting

A quorum was confirmed for the November 14, 2023 Board meeting.



b. Other – None.

**10. ADJOURN**

There being no further business to come before the Board, upon a motion duly made by Director Neuhaufen, seconded by Director Bishop and, upon vote, unanimously carried, the Board adjourned the meeting at 11:00 a.m.

Respectfully Submitted,

A blue ink signature of Jennifer Neuhaufen, written in a cursive script.

DocuSign  
4A60DCC725F7481...

*Secretary of the Meeting*