

**COLFAX BUSINESS IMPROVEMENT DISTRICT
SPECIAL BOARD MEETING AGENDA**

<u>Board of Directors</u>	<u>Position</u>	<u>Term Expires</u>
Leonard Austin	Chair	December 2013
April Sedillos	Vice-Chair	December 2013
Randy Swan	Treasurer	December 2012
Cleve Wortham	Director	December 2011
Tina Pachorek	Director	December 2011
Matthew Holberton	Director	December 2011
Jimmy Balafas	Secretary	December 2012

DATE: December 13, 2011

TIME: 10:00 a.m.

PLACE: The Irish Snug, 1201 E. Colfax Avenue
Denver, Colorado

1. Call to Order

2. Declaration of Quorum

3. Certification of Agenda

4. Review and Approve Minutes of November 8, 2011 Board Meeting (enclosed)

Colfax Business Improvement District Agenda
December 13, 2011

5. Public Comments

6. Financials and Items From Manager

A. Review and Approve November 2011 Claims (enclosed)

B. Review and Accept Cash Position as of December 12, 2011 (to be distributed)

C. Preferred Maintenance Report Updates (enclosed)

7. Board Member Items

8. Other Business

9. Adjournment

The next regular meeting of the Board will be on Tuesday, January 10, 2012 at 10:00 a.m. 2011 at Colfax Business Improvement Districts Offices, 1490 Lafayette, Suite 108, Denver, Colorado.

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLFAX BUSINESS IMPROVEMENT DISTRICT HELD NOVEMBER 8, 2011

A regular meeting of the Board of Directors of the Colfax Business Improvement District was held on Tuesday, November 8, 2011, at 1490 Lafayette, Suite 108, Denver, Colorado 80218.

Attendance:

In Attendance were Directors:

Leonard Austin
April Sedillos
Randy Swan
Jimmy Balafas

Absent and excused were Directors Pachorek and Holberton

Also in attendance were:

Denise Denslow; Clifton Gunderson LLP
Stephanie Salazar; Economic Development
Christina Brinkley; C5 Communications
Dawn Schilling; Schilling & Company

Call to Order

The meeting was called to order at 10:24 a.m. by Director Sedillos.

Certification of
Agenda

Ms. Salazar presented the Salazar and Associates engagement letter for 2012 Economic Development Agreement and three support letters for 3 Saints Brewery to be added to the agenda.

Upon a motion duly made by Director Sedillos, seconded by Director Swan, and upon a vote, unanimously carried, the Board approved the agenda as amended.

Administrative
Items

Review and Approve Minutes of October 11, 2011 Regular Board Meeting

RECORD OF PROCEEDINGS

Upon a motion duly made by Director Sedillos, seconded by Director Swan, and upon a vote, unanimously carried, the Board approved the October 11, 2011 regular Board meeting minutes as submitted.

Public Comment

None.

Economic Development Director's Report

A. Victorian Holiday Home Tour

Ms. Salazar briefed the Board on the tour and Ms. Brickley stated she is working on marketing the event and including a brochure. It was also noted that a bed and breakfast owner have been very involved. Ms. Salazar stated that Life on Capitol Hill did an article and signs are being posted around the District.

B. Marketing and PR: VISIT DENVER Update

1. Media Coverage

Ms. Brickley noted that the media has been promoting the Victorian Holiday Home Tour. Ms. Salazar showed MusicFest materials, "Colfax Root 40 MusicFest". She inquired if she could contribute \$2,000 to Combo Colorado Music Business Association to help promote "Colfax Root 40 MusicFest".

C. Website and Communications

1. Web/Facebook/Twitter
2. Website Phase 2 Development

D. GreenFAX

It was noted that Mile High Business Alliance has four businesses that have signed up for GreenFAX.

E. Consider and Approve Salazar and Associates 2012 Engagement Letter for Economic Development.

Upon a motion duly made by Director Austin, seconded by Director Sedillos, and upon a vote, unanimously carried, the Board approved the Salazar and Associates 2012 engagement letter for economic development. It was noted the fee is the same as 2011. Ms. Salazar also

RECORD OF PROCEEDINGS

noted that Charlie Woolie has applied for Director Holberton's seat, and Brian McDermott for Director Wortham's seat. The Board discussed the possibility of forming an Advisory Board to the District.

F. Consider and Approve Letter of Support for 3 Saints Brewery

Upon a motion duly made by Director Sedillos, seconded by Director Balafas, and upon a vote, unanimously carried, the Board approved the letter of support for 3 Saints Brewery.

Financials/Items
From Manager

A. Review and Approve October 2011 Claims

Ms. Salazar brought additional invoices to present to the Board; Mile High Business Allocation invoice number 1552 in the amount of \$2,210 for business outreach in support of Denver Small Business Energy Program. Also, Ms. Salazar wished to donate to the Combo Colorado Music Business Association for promoting Colfax Root 40 MusicFest. Director Austin discussed that he met with Margaret Krowe regarding the MusicFest. He stated he has some good contacts for classes during the event. He also inquired about poinsettias during the holidays. Director Austin stated he priced the poinsettias at \$3.90 for each 4 inch plant that will have a happy holidays card from CBID on it. It was also suggested buying gift cards from businesses and distributing to other businesses. Director Swan suggested having the marketing committee take on the holiday gift project.

Upon a motion duly made by Director Swan, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved to use \$280 for the holiday project.

After review and discussion, and upon a motion duly made by Director Swan seconded by Director Austin and upon vote, unanimously carried, the Board approved the October 2011 claims as amended.

B. Review and Accept Cash Position Report as of November 7, 2011

Director Swan reviewed the Cash Position Report noting that the liquid asset account earning is .3% and is holding the majority of cash bonds. He reviewed the year to date numbers stating that revenue is under budget, but should come in close, and expenditures are currently under budget.

RECORD OF PROCEEDINGS

Following review, and upon a motion duly made by Director Swan, seconded by Director Sedillos and upon vote, unanimously carried, the Board accepted the Cash Position Report as of November 7, 2011 as presented.

C. Preferred Maintenance Report Updates

The report was included in the packet for review.

D. Conduct Public Hearing to Consider Amending the 2011 Budget;
Consider Adoption of Resolution to Amend 2011 Budget

Amendment of 2011 Budget is not needed.

E. Conduct Public Hearing to Consider Adoption of 2012 Budget,
Appropriate Expenditures and Set Mill Levy; Consider Adoption
of Resolution to Adopt 2012 Budget, Appropriate Expenditures
and Set Mill Levy

Inclusive of Colfax Root 40 MusicFest budget.

Upon a motion duly made by Director Austin, seconded by Director Sedillos, and upon a vote, unanimously carried, the Board opened the public hearing at 11:04 a.m.

Upon a motion duly made by Director Austin, seconded by Director Sedillos, and upon a vote, unanimously carried, the Board closed the public hearing at 11:05 a.m.

Upon a motion duly made by Director Swan, seconded by Director Sedillos, and upon a vote, unanimously carried, the Board approved to adopt the 2012 budget, appropriate expenditures and set mill levy.

F. Review and Consider 2012 Engagement Letter with Schilling &
Company, Inc.

Ms. Schilling stated that there is a 5% increase in hourly fee after holding rates for the past two years.

RECORD OF PROCEEDINGS

After discussion, and upon a motion duly made by Director Swan, seconded by Director Austin, and upon a vote, unanimously carried, the Board approved the 2012 engagement letter with Schilling & Company, Inc.

Board Member Items

Director Balafas discussed the Dinche Tacos and other development activity. Director Austin informed the Board that Preferred Maintenance is requesting a 2 ½% fee increase in their rates effective January 1, 2012.

Upon a motion duly made by Director Swan, seconded by Director Sedillos, and upon a vote, unanimously carried, the Board approved the 2 ½% fee increase to Preferred Maintenance for the 2012 services.

Other Business

Director Sedillos inquired about streetlights. Ms. Salazar stated there are no updates and she will invite Jeanne Robb and Mr. Cabarillas to the next meeting.

Adjournment

Upon a motion duly made by Director Swan, the meeting was adjourned at 11:32 a.m.

Respectfully submitted,

Secretary for the Meeting

9:58 AM
12/08/11

**Colfax Business Improvement District
Check Detail**

December 1 - 13, 2011

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Check	1796	12/13/2011	Alta Court Offices, LLC	1006 · First Bank - Checking	
				5054 · Rent	-160.86
TOTAL					<u>-160.86</u>
Check	1797	12/13/2011	Century Link	1006 · First Bank - Checking	
				5055 · Telephone	-291.18
TOTAL					<u>-291.18</u>
Check	1798	12/13/2011	Clifton Gunderson, LLP	1006 · First Bank - Checking	
				5006 · District management	-2,753.55
				5050 · Postage and Delivery	-36.80
TOTAL					<u>-2,790.35</u>
Check	1799	12/13/2011	Denver Water Dept.	1006 · First Bank - Checking	
				5250 · Utilities	-8.00
TOTAL					<u>-8.00</u>
Check	1800	12/13/2011	Preferred Maintenance Services, LLC	1008 · First Bank - Checking	
				5241 · Trash/maintenance services	-8,017.00
				5242 · Graffiti removal	-840.00
				5215 · General landscape maintenance	-500.00
				5215 · General landscape maintenance	-32.00
				5215 · General landscape maintenance	-120.00
				5241 · Trash/maintenance services	-75.00
TOTAL					<u>-7,584.00</u>
Check	1801	12/13/2011	Ricoh Americas Corporation	1006 · First Bank - Checking	
				5646 · Copier Lease	-300.84
				5646 · Copier Lease	-31.85
TOTAL					<u>-332.69</u>
Check	1802	12/13/2011	Schilling & Company, inc.	1006 · First Bank - Checking	
				5038 · Accounting	-360.00
TOTAL					<u>-360.00</u>
Check	1803	12/13/2011	Xcel Energy	1006 · First Bank - Checking	
				5250 · Utilities	-360.83
TOTAL					<u>-360.83</u>
Check	1804	12/13/2011	10 TII 2	1006 · First Bank - Checking	
				5080 · Miscellaneous	-803.75
TOTAL					<u>-803.75</u>
Check	1805	12/13/2011	Planet Media	1006 · First Bank - Checking	
				5302 · Website maintenance	-1,125.00

9:58 AM
12/08/11

**Colfax Business Improvement District
Check Detail**

December 1 - 13, 2011

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
TOTAL						-1,125.00
	Check	1806	12/13/2011	Calamity Carriages	1008 · First Bank - Checking	
					5305 · Marketing-Misc	-1,200.00
TOTAL						<u>-1,200.00</u>
	Check	1807	12/13/2011	Salazar & Associates	1006 · First Bank - Checking	
					5048 · Office Supplies	-16.84
TOTAL						<u>-16.84</u>
	Check	1808	12/13/2011	Edgelworks	1006 · First Bank - Checking	
					5052 · Pnnting and Reproduction	-1,400.00
TOTAL						<u>-1,400.00</u>
	Check	1809	12/13/2011	Salazar & Associates	1006 · First Bank - Checking	
					5091 · EDD Contract	-7,875.00
TOTAL						<u>-7,875.00</u>
	Check	1810	12/13/2011	C5 Communications	1006 · First Bank - Checking	
					5310 · Mkt Staff Support	-1,100.00
TOTAL						<u>-1,100.00</u>
	Check	1811	12/13/2011	Capitol Publications	1006 · First Bank - Checking	
					5300 · Advertising	-505.00
TOTAL						<u>-505.00</u>
	Check	1812	12/13/2011	Clifton Gunderson, LLP	1006 · First Bank - Checking	
					5008 · District management	-2,761.65
					5050 · Postage and Delivery	-16.30
TOTAL						<u>-2,777.95</u>
					Total Disbursements	<u>\$ 28,789.45</u>

December 3, 2011

Preferred Maintenance Services
November 2011 Work Report
Prepared for Colfax Business Improvement District

Daily cleaning and emptying trash receptacles:	\$6,017.00
Graffiti Removal:	\$ 840.00
Tree Watering:	\$ 500.00
Additional Tree Watering:	\$ 32.00
Emergency Clean-up: RTD bus bench crushed at Colfax and Clarkson	\$ 120.00
Emergency Clean-up:	\$ 75.00

On November 17th the bus bench at Colfax and Clarkson RTD stop was crushed. It was removed and disposed of on November 18th.

On November 24th a man was pinned under an RTD bus at the Colfax and High bus stop at about 6:15 p.m. Was able to get in and wash the blood residue from the curb area and bus stop area at 9:30 p.m.

The Colfax businesses seem to have had a busy November. I am sure thanks to the good weather. The site of the old Salvation Army building has been busy. The two fast food stores, Naked Pizza and the sub shop, are generating a lot of trash. With East High being so close and having approximately 2,300 students, a perfect place for these two businesses. There is also a Noodles in the building that brings customers as well as a T Mobile store.

**COLFAX BUSINESS IMPROVEMENT DISTRICT
ANNUAL NEIGHBORHOOD MEETING AGENDA**

<u>Board of Directors</u>	<u>Position</u>	<u>Term Expires</u>
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April Sedillos	Vice-Chair	December 2013
Randy Swan	Treasurer	December 2012
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DATE: **December 13, 2011**

TIME: **11:00 a.m.**

PLACE: The Irish Snug, 1201 E. Colfax Avenue
 Denver, Colorado

1. Call to Order

2. Declaration of Quorum

3. Certification of Agenda

4. Public Comments

Colfax Business Improvement District Agenda
December 13, 2011

5. 2011 In Review

A. Financial

B. Guest From City for Update

C. Marketing and Media Coverage

D. Business Development and Investment Attraction in Upper Colfax

E. Website and Communications

F. Gateway Project

G. Streetlights

Colfax Business Improvement District Agenda
December 13, 2011

H. Clean and Safe

I. Upper Colfax

6. Other Business

7. Adjournment

The next regular meeting of the Board will be on Tuesday, January 10, 2012 at 10:00 a.m. 2011 at Colfax Business Improvement Districts Offices, 1490 Lafayette, Suite 108, Denver, Colorado.