



FIVE POINTS BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
August 14, 2019
MINUTES

Meeting Held: Wednesday, August 14, 2019 at 2:30 PM, Craft Coworking, 2590 Welton Street, Suite 200 Welton Street, Denver, Colorado

Attendance: The meeting of the Board of Directors of the Five Points Business Improvement District, City and County of Denver, Colorado was called and held as shown above in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Paul Books, President
Dr. Renee C. King, 1st Vice President
Nathan Beal, Treasurer
Maedella Stiger

Board member absent, excused: John Pirkopf

Also in Attendance: Councilwoman Candi CdeBaca, District 9
Lisa Calderon, Chief of Staff, District 9
Kerrie Joy, District 9

BID Staff: Beth Moyski, Downtown Denver Partnership
Vincent Martinez, Downtown Denver Partnership
Olivia Omega Wallace, Wallace Marketing Group

The meeting was called to order by Board President, Paul Books at 2:31 PM.

No potential conflicts related to Agenda items were reported by FPBID Board Members.

Approval of Board Minutes – May 1, 2019 and June 5, 2019

Dr. King noted typos and misspellings in both the May and June minutes and passed the corrections to BID staff to address. Dr. King made a motion to accept the May minutes as corrected, Ms. Stiger seconded. Vote: unanimous in favor. Dr. King then motioned to accept the June minutes as corrected, Ms. Stiger seconded. Vote: unanimous in favor, motion passed.

Dr King also asked that the meeting notes provided by Ms. Moyski of the July Community Meeting be posted to the BID's website as representative of the meeting itself.

Treasurers report – April, May, June and July 2019

Mr. Beal then presented the financial reports for the months of April, May, June and July. After reviewing the expenditures, Mr. Books noted that much of the budgeted expenditures for 2019 have not been spent yet as organizational branding and marketing efforts were being established.

Now that some initial steps have been completed, such as the new logo and brand development, the organization can move forward with developing and purchasing a number of items that will help complete many initial branding and amenity improvement goals. Dr. King remarked that it does seem the organization is collecting funds to build organizational coffers and wanted to encourage the board and staff achieve budget goals for this year on time. Dr. King then moved to accept the Treasurer's Report and Ms. Stiger seconded. Vote: Unanimous in favor, motion passed.

New Business

A. Community Meeting Recap

Mr. Books began the discussion by noting the event was well attended and that it was good to hear the concerns and issues important from all who attended. The board noted common themes from the discussion which included:

- The use of Welton Street for events and the impact on local businesses
- Marketing of events that help Five Points Businesses
- Desire for an event that celebrates the FPBID's current business and cultural assets produced by the BID

The notes provided by Ms. Moyski will be listed on the FPBID website in the Board Meeting Minutes section, as a representation of the meeting and comments made.

As the discussion turned to focus on the BID's budget and operating plan for 2019, the overall budget process was called into question. Ms. Moyski explained that annually the BID is required to submit a preliminary budget and operating plan to the City and County of Denver by September 30th. The Board is then required to hold a public hearing in October to discuss the preliminary budget and operating plan. The Board selected October 9th at 6 PM for a special Board meeting and public hearing for the 2020 budget and operating plan.

B. CSG contract extension discussion

The current contract with CSG for custodial and maintenance services in the BID is due to expire at the end of August. Mr. Books noted that CSG has offered to continue services for 12 more months at the same rate for the same Scope of Work.

Mr. Beal noted that according to this year's work plan, the BID will be adding approximately 24 new trash receptacles, and this may require some adjustment to cost to the contract.

Ms. Stiger noted that despite some recent turn over in staffing, she has been pleased with CSG's overall performance. Dr. King noted that her interactions with CSG have been favorable and she is also satisfied with CSG's overall performance. Ms. Stiger motioned to renew the annual agreement with Consolidated Services Group II, LLC for another 12-month term. Dr. King seconded the motion. Vote: unanimous in favor, motion passed.

Old Business

A. Marketing and Communication Update

Olivia Omega Wallace provided a handout showing the progress of work in each of the areas of the Scope of Work of the MarComm agreement with the FPBID. While the focus continues to be on digital marketing, Ms. Wallace has identified a demand among BID businesses for connections to workshops and online training in a variety of subjects including basic marketing.

Ms. Wallace noted the need to continue to build her relationships with business owners to help tell the story of businesses and cultural attractions in the BID. A brief group discussion which provided connections to a City led initiative to catalog cultural and historical stories of Denver's neighborhoods and the need to modernize the existing publicly accessible cultural amenities along Welton Street, led to the development of a working group to discuss and prioritize the implementation of the Board's branding efforts. Mr. Beal agreed to serve as the board representative. Ms. Wallace will serve as the staff lead. A sign-up sheet was passed to meeting attendees to volunteer to serve on the working group. Ms. Wallace will coordinate an initial meeting with those who sign up.

Agenda items 7.a.i, 7.b.i and 7.b.ii were tabled for discussion by the newly formed working group on branding and marketing.

B. Bylaws discussion

Ms. Moyski reported for the group that has been working on developing the bylaws, which are required by state statute. The FPBID is going a bit deeper than the state minimal requirements in order to make the bylaws unique to the issues in the BID area. Board members shared notes and comments with staff. Ms. Moyski will incorporate the Board's comments and provide an updated copy for a vote at a future Board meeting.

C. Board expansion process update

At this time the second term for Board members who were up for a first renewal have all been approved by the Mayor's office. The ordinance establishing the expansion of the Board to seven members is currently in draft process with the City Attorney's office. An explanation of eligibility requirements established by State Statutes and City Ordinance was then provided for the benefit of the general public in attendance.

D. Irrigation repairs update

Tabled for September after discussion of Operating Plan earlier.

E. Five Point Intersection caulk update

Repairs are on schedule for the week of August 19th.

F. 27th Street Interceptor Project update

A letter in response to FPBID Resolution 19-02 from Eulois Cleckley, Executive Director, Department of Public Works, was shared with Board Members. Mr. Cleckley explains in the letter that while preliminary designs have been made, the necessary funding was not included in the current 2016-2021 Wastewater Capital Improvement Plan. Mr. Cleckley however, did offer the contact information for stormwater planning team Supervisor, Bruce Uhernik to understand the process in advocating for projects to include in the next six-year cycle. Planning for that cycle begins in 2020.

Mr. Martinez will contact Mr. Uhernik in the near future with questions relevant to both the Downtown Denver BID and the FPBID.

G. District Maintenance Update (written report)

H. Public Comment

A brief discussion was started by the public in attendance regarding safety and security in the BID and any planning related to the issue by the BID Board. A variety of community policing and homeless outreach examples were discussed. Because of the interest in the topic the Board agreed to table the current discussion and add the item to the September Board Meeting to explore the need for the development of a working group/standing committee.

With no further business, Dr King moved for adjournment, Mr. Beal Seconded. On unanimous vote to adjourn, the meeting was called to a close.

The forgoing minutes constitutes a true and correct copy of the Five Points Business Improvement District. Approved this 4th day of September 2019.



FPBID Board President

Attest:


