



FIVE POINTS BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES  
September 5, 2018

Meeting Held: Wednesday, September 5, 2018 at 2:30 pm at the office of the Five Points Business District, 2444 Washington 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 and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Paul Books, President  
John Pirkopf, 2<sup>nd</sup> Vice President  
Nathan Beal, Treasurer  
Tracy Winchester, Secretary (non-voting)  
Maedella Stiger

Board Members Absent: Dr. Renee C. King, 1<sup>st</sup> Vice President

Staff: Tracy J. Winchester, Executive Director, Five Points Business District  
Nell Washington, Project Manager, Five Points Business District

BID Members: Ryan Cobbins, Coffee at The Point, Chairman, Advisory Council  
Jackie Logan, Neat Stuff at the Black Market

Guests: Daryl Oliver, Weichert Realtor Professionals  
Elizabeth Schwisow, Finance Manager, Palisade Partners  
Terry Gessner, DPD, District 6, Community Resource Officer  
Dan Davis, General Manager, CSG, LLC  
Linda Lengyel, Office Administration, CSG, LLC  
Robert Hardy, Operations, CSG, LLC

**CALL TO ORDER**

Meeting was called to order by Paul Books at 2:35 pm. Introductions were done around the boardroom.

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST**

There were no potential conflicts of interest concerning items on the agenda.

## **APPROVAL OF MEETING MINUTES**

Motion made by Maedella Stiger to approve the meeting minutes of August 1, 2018 board meeting. Seconded by John Pirkopf. Vote: Unanimous in favor, motion carried.

## **OPERATIONS REPORT**

CSG, Maintenance Contractor, General Manager – Dan Davis

Dan Davis, GM, and Linda Lengyel, Office Administration, gave the August 2018 monthly report for maintenance of the Welton Corridor from 20<sup>th</sup> Street/Welton to 30<sup>th</sup> and Downing. The report gave information on sum of trash picked up, graffiti removed, power washing done in areas, and number of sleepers throughout the corridor. Dan Davis also reported on the FPBID lighting audit done on August 22, 2018. Copies of the reports were given to everyone and he explained how report was tabulated. Dan stated that CSG will have comment cards with logo on back to pass around to the business owners soon.

Linda reported that she had conversation with Duncan at Cervantes about CSG's role and responsibilities on the Welton Corridor, and their role as a business owner. They discussed the 100 posters that were removed by CSG on the poles along Welton Street. Dan told the board that CSG will remove all posters that were not the District's marketing material. Dan also wanted the board to report any challenges to CSG that may occur along the Welton Corridor. Dan reported that his group of guys were very personable and does interact with the business and property owners while working.

## **TREASURER'S REPORT – NATHAN BEAL**

Nathan Beal went over the BID July 2018 Financial Report figures from last month. Ending balance on July 31, 2018 - \$302,563.57. Mill levy income was \$37,798.49 for July 2018. Expenses for the month were \$204.34. Outstanding loan balance to FPHD \$26,000.

Motion made by Maedella Stiger to approve the July Financial Report. Seconded by John Pirkopf. Vote: Unanimous in favor, motion carried.

Nathan gave the report for the BID August 2018 Financial Report. Ending balance on August 31, 2018 - \$310,001.05. Mill levy income was \$9,341.00. Expenses for the month were \$1,903.53. Outstanding loan balance to FPHD \$26,000.

Motion made by Maedella Stiger to approve the August Financial Report. Seconded by John Pirkopf. Vote: Unanimous in favor, motion carried.

## **OPERATIONS REPORT**

### **Draft of 2019 Budget – Tracy Winchester**

Tracy Winchester went over the draft of the 2019 Annual Budget for FPBID from January 1 – December 31, 2019. Same format as last two years and will require a public hearing. The last public hearing was Wednesday, November 9, 2017 and was published in the Denver Weekly News. Everyone received a copy of the draft and the 2019 allocations. A discussion was held on all line items to include estimated resources and estimated expenditures for current 2018 and proposed 2019 budget.

After discussion of Tracy's draft proposed budget for 2019, Paul Books stated that he would like to add a new category called Capital Expenditures to include trash receptacles \$24,000, tree purchases (13) \$15,600, bike racks \$10,000, website \$3,000, and maintenance on medallions \$3,000. Fix irrigation \$4000, and bond for Xcel banners \$1600.

Maintenance with CSG \$68,473 (7 days/week), plus winter watering, on & off irrigation, utilities, fertilizing and replacement of trees, snow removal.

Marketing & Branding approx. \$30,000 budget – Purchase holiday lights, installation and removal of holiday lights, banners for pedestrian light and Xcel and include installation and printing. Marketing, history, and public relations \$25,000. Banners could be priced lower not being artistic impressions

Administrative/Contingency \$30,000 - Insurance, bookkeeping, administrative functions – personnel part-time if not partnering will be run by 3<sup>rd</sup> party (minutes, budgeting, administrative), and legal.

Paul Books stated that he would take Tracy's format add Capital Expenditures and update the numbers and will have ready to review by early next week.

Tracy Winchester stated that the City of Denver's deadline for BID 2019 Annual Budget is September 30, 2018. Possibly set public hearing for November 15, 2018.

#### **Irrigation and Tree installation Update**

Nathan Beal stated that the free trees (Park Trees) are not of caliber as trees we budgeted for and would not compliment what we have now. Curtis Park received the free trees last year and half of them died. It was suggested to trim trees this fall and plant new trees budgeted (\$7200) next spring to include the additional trees budgeted (\$8400) for Deep Rock building (4). Deep Rock considering repairing the irrigation system in front of their building.

Motion was made by Maedella Stiger to get the six (6) trees replaced that we budgeted for and the budgeted additional trees assuming Deep Rock repairs the irrigation system in front of their building. Seconded by Nathan Beal. Vote: Unanimous in favor, motion carried.

#### **Light and Banner install status**

Tracy reported that there is one light fixture that needs repair. Banners have not been printed.

#### **Protocol for Monthly Check to CSG**

Tracy Winchester asked the board to review the Financial Procedures Manual approved by the FPBD Board of Directors on 10-20-2014. Copies were distributed. She stated there is more information in the manual than just check writing that could be valuable to the BID. A discussion was held on protocol for writing monthly check to CSG being that two signatures would be needed due to check being over \$1,000.

A motion was made by Nathan Beal giving the President, Paul Books permission to be an authorized signer on checks going forward. Seconded by Maedella Stiger. Vote: Unanimous in favor, motion carried.

### **BID Authority**

Tracy Winchester stated that BID has no authority over special events. No one has to pay fees nor need special signature from BID to have an event on the Welton Corridor. Tracy spoke to the City Attorney's office and Special Events Office to confirm information. Copies of links to the Public Works website as well as the Office of Special Events website for related information were distributed.

Maedella Stiger will report at our next board meeting information shared from Colfax BID about BIDs and their authority over special events.

Public Works will allow scooters on the sidewalks and will send written letters to BIDs for private vendors to come in and build benches.

### **BID Financial Reports on Website**

Tracy Winchester spoke with Special Districts about putting monthly financials on website. After researching, she was told that very few BIDs have monthly financials on their websites. DDP has their Annual Report listed, RINO has minutes, and Santa Fe has MTD Budget/Operations listed on their website. Paul Books wanted to know if there was any specific reason why other BIDs did not post financials on their websites. No reason was given by Special Districts.

### **OLD BUSINESS**

#### **Executed CSG Contract**

The CSG Maintenance Contract was approved via email by the FPBID Board of Directors.

#### **Medallions**

Nathan Beal stated the new quote for maintenance on the medallions was \$600 per intersection totaling \$3000 for 5 intersections. A motion was made by Maedella Stiger to have Gen 3 Construction re-grout and pressure wash the medallions. Seconded by Nathan Beal. Vote: Unanimous in favor, motion carried.

#### **Bike Racks**

Nathan Beal presented drawings of 3 designs for bike racks by Site Pieces. 1) **Standard design** - bike rack – all aluminum - \$325/each 2) **Five Points design** - \$425/each 3) **Piano keys design** - \$425/each – prices do not include installation. Each design has various color pallets. Drawings were passed around for review.

Paul Books stated that Bike Denver could facilitate the permit process and oversee project for \$1,000 and rate is negotiable. Nathan will check into cost to add logo.

### **Trash Cans**

Nathan Beal presented drawings of different designs of trash cans by Site Pieces. One design showed two-sided trash cans with one side for trash and other for recycling, made of metal with logo on front. Also had drawings of various planters.

### **Property Taxes**

Paul Books discussed the taxing entity spreadsheet that was included in our packets today. Listed were different categories of mill levy in dollars per thousand of assessed value of property. The total levy is 87.13400 mills. The FPBID was listed at 10 mills and there are 77 other mills which are listed by taxing entity. The state sets commercial property taxes. There are waivers for property tax relief options through the City of Denver.

### **Drainage Construction Project (Washington St up to 27<sup>th</sup> & Welton**

Tracy Winchester has been working with Lisa Zoeller, City of Denver, Public Works Dept on the drain construction project for Welton Street. Lisa Zoeller wants to form Stakeholders Committee to oversee the project while under construction. Tracy has asked some of our BID business and property owners to volunteer for the committee. The first meeting is Thursday, September 13<sup>th</sup> at 1:00 pm at Nocturne Jazz and Supper Club, 1330 – 27<sup>th</sup> Street, Denver, CO 80205.

### **ADVISORY COUNCIL COMMENTS**

Ryan Cobbins presented notes from his last Advisory Council meeting which was held August 27<sup>th</sup>. He asked everyone to review the notes and to send suggestions/advice/comments to him throughout the next few weeks. The meeting was focused on marketing, history, and public relations for the FPBID. (Notes are attached.)

### **NEW BUSINESS**

No new business was presented.

### **PUBLIC COMMENT**

Daryl Oliver announced his upcoming event, Cakes & Jazz presenting Wake Up The Rossonian, on Sunday, September 30<sup>th</sup>, 4 pm – 7 pm, at the historical Rossonian, 2560 Welton Street. Presented by Oliver's Gourmet Baked Goods, Cakes & Jazz, LLC, and Colorado Conservatory for the Jazz Arts. Tickets \$35 and available at [www.jazzarts.org](http://www.jazzarts.org). A portion of the proceeds goes youth music education in Denver. He invited everyone to this event and asked for their support.

### **ADJOURNMENT**

There being no further business to come before the Board and upon motion duly made by Maedella Stiger. Seconded by Nathan Beal and unanimously carried, the meeting was adjourned at 5:02 pm.

The foregoing minutes constitutes a true and correct copy of the minutes of the above-referenced meeting and was approved by the Board of Directors of the Five Points Business Improvement District.

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Tracy Winchester, Secretary