



FIVE POINTS BUSINESS IMPROVEMENT DISTRICT
BOARD MEETING MINUTES
November 7, 2018

Meeting Held: Wednesday, November 7, 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
Dr. Renee C. King, 1st Vice President
John Pirkopf, 2nd Vice President
Nathan Beal, Treasurer
Tracy Winchester, Secretary (non-voting)
Maedella Stiger

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 of Advisory Council
Jay Barry, Barry & Associates, Inc. Real Estate
Darrell Nulan, Staff, Thomas Bean Foundation

Guests: Raymond Rountree, ACI Plumbing & Heating, Inc.
Elizabeth Schwisow, Finance Manager, Palisade Partners

CALL TO ORDER

Meeting was called to order by Paul Books at 2:30 pm.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

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

APPROVAL OF MEETING MINUTES

There was one correction to the minutes of October 3, 2018. On page 2, under agenda item – Operations Report, para 2 – correction made to spell out the acronym DDP to Downtown Denver Partnership (DDP).

Motion made by Dr. Renee C. King to approve the meeting minutes of October 3, 2018 board meeting with above correction being made. Seconded by John Pirkopf. Vote: Unanimous in favor, motion carried.

TREASURER'S REPORT – NATHAN BEAL

Nathan Beal went over the FPBID 2018 October Financial October figures from last month. Ending balance on October 31, 2018 - \$295,452.04. Mill levy income received was \$1,292.28 for October 2018. Expenses for the month totaled \$6,307.39. Outstanding loan balance to FPHD \$31,000. Total Assets \$326,452.04.

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

OPERATIONS REPORT

CSG Report – Tracy Winchester

Tracy Winchester went over CSG's Weekly Maintenance Report and the Lighting Audit through October 31, 2018. A discussion was held about the trash receptacles future placement plan and maintenance work to be done (reports distributed). The liners need to be replaced inside of the standard trash receptacles and the 18 green receptacles will be painted black. Also need to replace the black trash receptacles at a cost of \$1,000/can. Nathan will get a quote from Victor Stanley for the liners. Lighting Audit showed that a total of 24 lights were out along the Welton Corridor and calls will be made to RTD about the number of cap lights out especially on 29th Street. The Xcel pole lights are off due to electrical problems and they are working on repairing the system.

Trash Cans – Nathan Beal

Nathan gave us a quote from Victor Stanley for 24 new trash receptacles of \$32,800 including freight cost. There is an upcharge for same green color of \$64/can at \$1536. The cost for purchasing plaques (bronze option) for receptacles is \$200/receptacle.

Medallions – Tracy Winchester

Tracy stated that there were 5 granite medallion areas on Welton Street and inspection was done on Monday of each area (400-500 linear feet per medallion). Some of the areas are cracked or deteriorated and need to replace the grout lines and some re-caulking to be done. The caulking is about 2" thick and is the area where the sidewalk meets the medallion. Tracy says CSG can do the work and will get a quote from them. The \$4,000 has not been paid. We can get the grouting done now and replace the caulking in the spring but will get quote on both.

2019 BID Budget – Tracy Winchester

The 2019 Budget has been submitted to Denver City Council and the review of the budget is next Tuesday, November 13th at City Hall. We need to send a representative from the BID Board to the City Council meeting just in case they have questions about the budget. Tracy will be away on business travel Tuesday and Nathan Beal has volunteered to attend.

Light Install Status – Tracy Winchester

Tracy stated that install is complete and waiting on invoice for banner arms installation. CSG will start holiday lights decoration after Thanksgiving along the Welton Corridor. There are electrical outlets at top of each pedestrian light pole. Tracy discussed replacing portrait banners with new holiday banners after the Thanksgiving holiday as well. The price is minimum at \$740 total for all 19 poles plus \$425 installation fee. If we decide now, we can have the holiday banners by December 3rd. Tracy passed around 4 different samples of holiday banners. The board members decided upon the French Horn banner.

Dr. King lead discussion about what we can do to acknowledge and involve other Welton property and business owners outside of the former maintenance district area. Suggestions included using the Xcel light poles to hang banners from 20th St – 30th & Downing which would be most impactful. There are approximately 4 to 5 per block and we could at least decorate 2 per block to keep cost down. Paul Books decided we should get a quote on large banners for Xcel light poles, banner arm and banner installations from CSG.

A motion was made by Dr. Renee C. King to purchase holiday banners for the pedestrian light poles and to select the French Horn banner design. Seconded by John Pirkopf. Vote: Unanimous in favor, motion carried.

OLD BUSINESS

Paul Books discussed the outcome of the Five Points Organizational/Funding Strategy Session held Friday, October 12, 2018 between the Five Points Business District (FPBD) and the Five Points Business Improvement District (FPBID) Boards of Directors. Since that meeting, Jamie Giellis, Centro has decided to run for Mayor of the City of Denver. It was decided by both boards that the decision made by Jamie may be a conflict of interest for our organization so she was asked to invoice us for services rendered thus far. A suggestion was made by the FPBD board to have the non-profit, Five Points Historic District, Inc. (FPBD) go into hibernation January 1, 2019 until further notice in order to get a better understanding of its direction for the future. It was also suggested to have the FPBD, Inc. (non-profit) placed under the BID but not functioning as an organization and research what is needed to keep the organization legal. The plan is to work towards a relaunch of the organization once both organizations are all on the same page. An agenda of the FPBD Next Steps and BID revamp from the Five Points Organizational/Funding Strategy Session was passed around for all to view.

Paul Books stated that he would like to schedule a meeting with Tracy Winchester/Nell Washington along with Elizabeth Schwisow, Finance Manager, Palisade Partners to start the transition of the office administration. Elizabeth will be the interim administrator until a third- party administrator is hired. He would also like a meeting with Dr. Renee C. King and Elizabeth Schwisow prior to meeting the FPBD staff. Paul will work on meeting dates after the Thanksgiving holiday starting week of November 26th, 2018.

If the BID becomes the holder of the FPHD, Inc. (non-profit), Paul Books stated that the by-laws of the non-profit would need to be changed and we need to investigate the legality of such changes.

A discussion was held about the criteria for the letter to Denver City Council regarding the BID's request to object to the issuance of permits for special public events along Welton Street in the Historic and Cultural District known as Five Points. A decision was made to revamp the letter with more specific criteria for what we want from event planners before we approve or disapprove such events. The two criteria that would be used to evaluate proposed events were as follows:

- 1) Is the event in alignment with our mission statement?
- 2) Is the event in the short or long-term best interests of businesses along the corridor?

A motion was made by Maedella Stiger to approve the letter to the Denver City Council with the minor modifications listed above. Seconded by Dr. Renee C. King. Vote: Unanimous in favor, motion carried.

NEW BUSINESS

Tracy Winchester congratulated Dr. Renee C. King on the induction of her father (Charles R. Cousins) and her grandfather (Charles L. Cousins) into the 2019 Colorado Business Hall of Fame. The event will be held Thursday, January 31, 2019 at the Hyatt Regency Denver at Colorado Convention Center. Dr. Renee C. King is buying a table for her extended family members and is willing to offer seats to the BID board if there are seats available. Tracy asked the board to look into a sponsorship opportunity. Tracy also thought purchasing an ad would be appropriate to acknowledge this opportunity as well.

PUBLIC COMMENT

No public comments.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made by Dr. Renee C. King. Seconded by Maedella Stiger and unanimously carried, the meeting was adjourned.

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.

Tracy Winchester, Secretary