

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF SANTA FE BUSINESS IMPROVEMENT DISTRICT

HELD: Tuesday, June 16, 2015 at 3:00 pm at 901 W. 10th Ave., Unit 2A, Denver, Colorado.

ATTENDANCE:

A regular meeting of the Board of Directors of Santa Fe 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:

Board Members and Advisors Present:

Jack Pappalardo
Debbie Stoner
Andrea Barela
Howard Snyder
Macy Dorf

Board Members and Advisors Absent

Lindi Sinton
Rusty Brown
Mark Raeburn
Cheryl Spector

Members of the Public

Ian Fletcher on behalf of Lindi Sinton

CALL TO ORDER:

On behalf of the Board the meeting was called to order at 3:10 pm.

APPROVAL OF MAY 2015 MINUTES:

The board reviewed and approved the meeting minutes from the prior board meeting that took place on May 26, 2015. A motion to approve the minutes was called and approved by all.

PRESIDENT'S REPORT:

Bump outs - George Lim has presented a design plan and plant recommendation for the bump outs. At the end of June Cheryl got in touch with The Denver Permaculture Guild. The Guild expressed an interest in helping with the design and planting of the bump outs. According to an email from Cheryl dated June 16th the plan with the Guild was to, "develop concepts George provided and then move into next steps. Goal is to finalize design- send out via email to Board, and purchase and install by end of month / prior to July First Friday."

Light poles - Three light poles are slated to be placed. Per May's discussion the 5-bulb pole on 13th Avenue will be moved to 8th. The 9th Ave pole in front of Aztlan and the 1200 block pole in front of VOA will be erected in July.

Gas Meters - In an email dated June 11th to Andrea, Karen Good from Denver Public Works Department stated the following;

Andrea – Based on the information I have been able to gather, it sounds like the potential gas meter relocations would not fall under the City’s franchise agreement in the BID. However, City staff could work with Xcel to determine the cost of relocations through our relationship with Xcel if you would like for us to try to estimate what it would cost property owners or the BID. If so, would you be able to provide a set of plans to review noting the current locations of the meters and the proposed site relocation so that they can give us a cost estimate? The plan set would need to include the legal addresses, number of meters to be relocated, relocation site & whether it would be relocated on right of way or private property. Please let me know if you have any questions. Best, Karen

After receiving the email Andrea circulated it to board members. The general feedback was displeasure and questions regarding the initial decision making on behalf of Xcel Energy to locate the gas meters to the facades. Debbie recalled a letter she received from Xcel Energy several years ago that stated the move of the meters was going to happen and for fire safety reasons. No one recalls a time when the property owners or businesses were engaged in a discussion by Xcel. It was agreed that further engagement with Karen and Xcel Energy would need to take place.

Decorative Tree Lights - Andrea reported on a discussion with Radiant Lighting regarding an inquiry of the placement of annual tree lights. Curtis at Radiant stated that year round tree lighting would require special permitting by the City. Decorative lights are typically seasonal. There was further discussion from the board about looking into alternative lighting options such as solar or increasing the number of or access to electrical outlets. The idea is to make the lights look uniform and not oddly stringed from the tops of poles and buildings.

BUDGET REVIEW:

Andrea presented and reviewed a year to date budget, see appendix 1. The board recommended that budget reviews take place quarterly. Andrea requested that NEWSED be paid ½ of its administration fee in June and the remainder at the end of the year which the board agreed. It was also pointed out that a power washing and degumming of the east side of the 900 block is being coordinated.

BYLAW REVIEW:

Per May’s meeting the board request that a template for bylaws be acquired from another active BID. Andrea spoke with attorney Rick Kron. Rick recommended instead of bylaws that we utilize the Colorado BID Board Member Manuel. [CLICK HERE](#) to download the manual. Rick also recommended that we do not use Roberts Rules of Order since much of that system is far too complicated and not quite applicable to BIDs. Jack committed to giving a review and his opinion of the manual at July’s meeting.

AUGUST 1st FRIDAY STREET CLOSURE:

On behalf of the BID Andrea will apply for a street closure for August 7th for 1st Friday activities. Andrea will also have to contract security for the closure.

VOA BUILDING DEDICATION EVENT:

Ian Fletcher who attended on behalf of Lindi announced that the VOA is hosting a building dedication event on August 14th at 11:30 am. All are welcome.

PRIORITY LIST:

It was recommended that the original focus group of Rusty, Mark, Cheryl and Andrea reconvene to assemble the priority list now that we have more clarification from the city on their expectations and sample priority lists.

ADJOURNED:

The meeting was adjourned at 5:00 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 Santa Fe Business Improvement District.

NEXT MEETING:

The next meeting of the Santa Fe BID Board of Directors will take place on Tuesday, July 21, 2015, 3:00 pm at the office of NEWSSED CDC, 901 W 10th Avenue Suite 2A.

Santa Fe Business Improvement District
2015 Proposed Budget

Appendix 1

REVENUE	2015
Maintenance District A Reserve	\$ 19,000.00
Maintenance District B Reserve	\$ 32,542.14
Special Assessment	\$ 100,000.00
Insurance Claims	\$ 5,564.63
Interest/Other income	
Total Revenue	\$ 157,106.77

EXPENSE

Maintenance	budget	year to date	Balance	
Trash removal, Graffiti paint over, sidewalk & curb sweep	\$ 13,200.00	\$ 3,300.00	\$ 9,900.00	Front Range Services
Recycling Dumpsters	\$ 2,650.00	\$ 1,138.33	\$ 1,511.67	Alpine
Extra Labor for trash/graffiti removal a misc duties	\$ 3,600.00	\$ 885.00	\$ 2,715.00	Denny Thompson
Clean out and Mulching of 13 Bump Outs	\$ 715.00	\$ -	\$ 715.00	Front Range Services
Planting of grasses and/or bushes in bumb outs	\$ 2,600.00	\$ -	\$ 2,600.00	Front Range Services
Tree Trimming 600 to 900 Blocks	\$ 3,510.00	\$ -	\$ 3,510.00	Front Range Services
Tree Removal and/or Planting of new trees (up to 6)	\$ 5,000.00	\$ -	\$ 5,000.00	Swingle
4 x per year bed & boarder weed control program w/ pre & post emergent	\$ 506.00	\$ -	\$ 506.00	Swingle
Emerald Ash Borer - Soil Injection - Late Sum/Fall All Ash trees on Santa Fe from 10th Ave to 6th Ave W & E side of street (42 trees 237" total DBH)	\$ 669.00	\$ -	\$ 669.00	Swingle
Watering Service	\$ 6,118.00	\$ 647.00	\$ 5,471.00	Swingle
Raise Back Flow Preventers and Cage	\$ 6,900.00	\$ 5,687.30	\$ 1,212.70	Backflow Tech
Blow out and winterize irrigation system	\$ 250.00		\$ 250.00	Tom Higgins
Start up and inspect irrigation system	\$ 250.00	\$ 130.00	\$ 120.00	Tom Higgins
Irrigation repair contingency	\$ 1,000.00	\$ -	\$ 1,000.00	Tom Higgins
Power Washing & Sidewalk Degumming	\$ 5,000.00	\$ -	\$ 5,000.00	
Utilities – electrical and water	\$ 4,800.00	\$ 1,583.00	\$ 3,217.00	Xcel/Denver Water
Light Pole Maintenance	\$ 3,000.00	\$ 824.57	\$ 2,175.43	Radiant Lighting
Light Pole Replacement and Ballast Repair 600 - 900	\$ 17,000.00	\$ 6,139.00	\$ 10,861.00	Radiant Lighting
Decorative Light Removal	\$ 1,222.00	\$ 1,014.00	\$ 208.00	Front Range Services
Decorative Light Placement	\$ 6,120.00	\$ -	\$ 6,120.00	TBD
Decorative Light Purchase	\$ 1,000.00	\$ -	\$ 1,000.00	TBD
Concrete Repair & Bollard Replacement	\$ 2,000.00	\$ 401.00	\$ 1,599.00	TBD
Misc Contingency	\$ 5,000.00	\$ 401.34	\$ 4,598.66	TBD
Total Maintenance	\$ 92,110.00			

Physical Public Improvements

Improvements TBD	\$ 20,000.00	\$ -	\$ 20,000.00	TBD
Total Physical Improvements	\$ 20,000.00	\$ -	\$ 20,000.00	

Economic Development

Economic Development TBD	\$ 15,000.00	\$ -	\$ 15,000.00	TBD
Total Economic Development	\$ 15,000.00	\$ -	\$ 15,000.00	

Safety

Safety TBD	\$ 3,720.00	\$ -	\$ 3,720.00	TBD
Total Safety	\$ 3,270.00	\$ -	\$ 3,270.00	

Other Costs

Legal	\$ 7,000.00	\$ 7,400.00	\$ (400.00)	Spencer Fane Britt & Browne LLP Attorneys & Counselors at Law Norman F. (Rick) Kron
Administration	\$ 10,000.00	\$ -	\$ 10,000.00	NEWSSED
Insurance	\$ 2,000.00	\$ 2,255.16	\$ (255.16)	Colo Liability Pool
Assessment contractor	\$ 3,620.00	\$ 2,985.20	\$ 634.80	Lynda Seele
Total Other Costs	\$ 22,620.00		\$ 22,620.00	

TOTAL EXPENSE	\$ 153,000.00	\$ 34,790.90	\$ 118,209.10	
NET/LOSS	\$ 4,106.77			