



**FIVE POINTS BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES  
November 1, 2017**

**Meeting Held:** Wednesday, November 4th, 2017 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, 1<sup>st</sup> Vice President  
John Pirkopf, 2<sup>nd</sup> Vice President  
Nathan Beal, Treasurer  
Tracy Winchester, Secretary (non-voting)  
Maedella Stiger

**Vacancy:** No vacancies – Maedella Stiger is an official Board Member of the Five Points Business Improvement District effective immediately per Michael B Hancock, Mayor of the City and County of Denver.

**Staff:** Tracy J. Winchester, Five Points Business District  
Nell Washington, Five Points Business District

**BID Members:** Darrell Nulan, Thomas Bean Foundation,  
Ryan Cobbins, Coffee at the Point  
Max Speth, Four Winds Interactive

**Guests:** Raymond Rountree, ACI Plumbing & Heating,  
Josh Wehr, Factory Sales Representative, Acuity Brands  
Cha Ka M-Zee

**CALL TO ORDER**

Meeting was called to order by Paul Books at 2:40 pm and introductions were done around the boardroom.

## **OLD BUSINESS – PEDESTRIAN LIGHTS**

Josh Wehr, Factory Sales Representative, of Acuity Brands, gave presentation and bought a sample of the light fixture for the pedestrian lights in the former Maintenance District (27<sup>th</sup> & 28<sup>th</sup> Street & Welton). The board had approved the light fixture at the last meeting and the price was within our budget. The fixture was made of glass instead of acrylic which was previously approved by the board. Due to the weight of the glass, the fixture will need stronger poles causing the price point to rise approximately \$22,000 above budgeted price. Josh was very apologetic about the mistake of not realizing that the weight of the glass would cause us to change the type of pole which resulted in a higher price point.

Tracy Winchester presented photo of another light fixture with our Five Points logo displayed on a medallion with a goose neck light fixture attached and banner pole. Josh stated that this light fixture of European style was popular in Summit County and other ski areas. He stated that they could not do the goose neck with logo medallion as shown.

Renee C. King suggested that we should be good stewards of our money because we have more items to purchase along the Welton Corridor and suggested having a subcommittee to investigate other light fixtures and present to the board. Another suggestion was made to involve the design review committee for approval of type of light fixture according to design review guidelines.

A motion was made by Renee Cousins King to table the vote on light fixtures until we receive more information on various light fixtures presented today. Seconded by Maedella Stiger. Vote: Unanimous in favor, motion carried.

## **DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST**

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

## **APPROVAL OF MEETING MINUTES**

A motion was made by Nathan Beal to approve the meeting minutes of October 4, 2017. Seconded by Renee C. King. Vote: Unanimous in favor, motion carried.

## **PUBLIC COMMENTS**

There were no public comments from anyone.

## **ADVISORY COUNCIL REPORT**

Ryan Cobbins, Chairman of the Advisory Council, gave us an update on the last meeting. He reported that they were working on list of names for block captains from 20<sup>th</sup> – 30<sup>th</sup> Street & Welton. He wanted an update on the pedestrian lights and will report back to the committee that the board tabled the vote for now to get more information. Ryan asked the board to let

the Advisory Council know if their assistance is needed for anything. Ryan will follow-up on the updated lights study report from Det. Torres.

### **FPBID 2018 PROPOSED BUDGET – TRACY WINCHESTER**

Tracy Winchester gave report on the Proposed 2018 FBBID Budget. The total estimated resources were \$292,905. She explained each line item amount under the estimated resources and expenditures for the proposed budget plan for January 1 -December 31, 2018.

Tracy also discussed another program sponsored by the City of Denver, through the Human Services Department, called Bayaud Enterprises. This program hires homeless people as day laborers to do maintenance on various project sites. The BID will be able to participate in this program in 2018. Tracy discussed how the program is working for 2017 but will be meeting with the program director and have more details for 2018 by next BID board meeting.

There were various discussions on security and plans to alleviate some of the loitering around the Uptown Market, 2nds Consignment Store, Spark Policy Institute, The Rolling Pin Bake Shop, and My Wine and Spirits Shoppe. Once the block captains are in place, hopefully, we will not have to hire extra security. Ryan Cobbins stated that if we can encourage the business and property owners to report crime when happening to the DPD non-emergency dispatch line it would help to eliminate some of the loitering as well. Ryan also has plans to reach out to Commander Calo for extra security measures. The \$30,000 budget allocated for Security will only be used if necessary.

After further discussion of proposed budget line items (utilities and utility service fees, city fees) and possibly of adding another line item for next year (administrative fees), modifications were suggested by Paul Books to increase the contingency fund and to lower the ending fund balance. Renee Cousins King suggested separating the legal funds and contingency funds expenditures line item. John Pirkopf suggested putting more money in Marketing/Branding expenditures. Nathan Beal wanted to know if we could modify budget later if needed. Tracy Winchester stated that we could increase budget up to 10% without Denver City Council approval. Renee C. King inquired that all BID members be notified of the 2018 Budget when finalized. Tracy Winchester assured her that a mailing would be sent out to all BID members.

Paul Books opened the meeting for public comments about the FPBID 2018 proposed budget. There were no comments from the public about the proposed 2018 budget.

A motion was made by John Pirkopf to make the following modifications to the FPBID 2018 Proposed Budget: Add \$5,000 to Marketing/Branding and separate Legal Funds/Contingency Funds. The motion was seconded by Renee Cousins King. Vote: Unanimous in favor, motion carried. See proposed changes below:

<b>Description</b>	<b>Proposed Budget Year 2018</b>
<b>Marketing/Branding</b>	<b>\$20,000</b>
<b>Legal Funds</b>	<b>\$5,000</b>
<b>Contingency Funds</b>	<b>\$20,000</b>

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

Nathan Beal gave the financials for the month of October 2017. The ending balance for October 2017 was \$196,613.00. Payments were made to Xcel Energy and Cityscapes for repair of two (2) back flows and evaluation of irrigation system. Two deposits were made totaling \$12,759.07 (Denver City Mill levies and DURA).

Motion made by Maedella Stiger to accept the Treasurer's report. Seconded by Renee C. King. Vote: Unanimous in favor, motion carried.

#### **NEW BUSINESS**

##### **Holiday Lights – Tracy Winchester**

The non-profit board (FPBD) has paid for the holiday lights in the past. We are looking to get the holiday lights done for 2017 and an estimate of the cost (attached) has been submitted by Howard Lornes. David Hicks, Board Member, FPBD and I walked the 3-block area for an assessment of area to be decorated. The electrical grid is in bad shape, as we know, and there are four (4) trees around Coffee at The Point where outlets are not working.

Tracy Winchester explained the complaints from community about the extension cords running along the street and the high cost (bids from \$25,000-\$30,000) for professionals to do the job after sending out RFP's. In the past, Perry Ayers and his crew has spear-headed the decoration of the Welton Corridor, and presently, Perry is not physically able to do so. Howard Lornes is now taking the lead this year. Last year, the cost for materials and labor was approximately \$6500. Most of the materials from the previous years are damaged from weather and vandalism so the budget this year is estimated at about \$9700 for materials and labor.

The Five Points Business District (FPBD) is asking the Five Points BID to split the cost for the holiday light this year. Suggestions of the FPBD board are to include the holiday lighting in the FPBD fundraising efforts next year and for both boards to work together. John Pirkopf thought helping to fund the holiday lighting for the Welton Corridor would be an appropriate expenditure for the FPBD. Renee Cousins inquired about liability insurance for accidents that may occur from labor. Tracy Winchester affirmed that the FPBD has general liability insurance.

Motion made by Renee C. King for the Five Points Business Improvement District (FPBID) to contribute 50% of the cost for the holiday lights to the Five Points Business District (FPBD) and for Tracy Winchester to try to lower the cost as much as possible to meet last year's budget of \$6500. Seconded by John Pirkopf. Vote: Unanimous

### **2017 and 2018 BID Potential Capital Expenditures**

Paul Books summarized the potential 2017 and 2018 BID Capital Expenditures report from the 'proposed' and 'for discussion' items list. A discussion was held about some of the proposed capital expenditures such as banners for Xcel light poles, renting billboards in the area, replacing dead trees, and maintenance on sidewalk medallions. Renee C. King suggested negotiating deals to put our information on billboards in other areas of the city. John Pirkopf liked the idea of gaining some control over billboards here in Five Points. Paul Books stated that the board will spend sometime next month on items for discussion and getting bids on some of the proposed items discussed.

### **PARKING AREA MANAGEMENT PLAN**

Tracy Winchester lead discussion on how the City of Denver has identified our neighborhood as the next area for developing a Parking Area Management Plan to address current on-street parking restrictions which may affect the existing levels of demand. The purpose of the study is to drive several outcomes that will improve on-street parking for all users which include residents, employees, and customers.

The City staff needs our input as a critical stakeholder to the process. We have designated two days in November for you to come as a group to voice your concerns and recommendations to the City staff working on this AMP.

Both meetings will be held at 2444 Washington St., lower level conference room. You may choose to come either day. The meeting will last for one hour. The dates are as follows: Wednesday, November 8<sup>th</sup> – 2:30pm – 3:30 pm and Tuesday, November 14<sup>th</sup> – 6:00 pm – 7:00 pm.

### **ADJOURNMENT**

Meeting was adjourned at 4:40 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 J. Winchester  
Secretary, Five Points BID