

**Greater Downtown Colorado Springs Business Improvement District
Board of Directors Meeting
8 a.m., Sept. 20, 2016
111 S. Tejon Street, Suite 400, Colorado Springs, Colorado**

Board Attendees: Ryan Blanchard, Dave Bunkers, Wylene Carol, Randy Case, Gary Feffer, Jessica Modeer, and Craig Ralston

Staff: Susan Edmondson, Heather Whitworth and Margo Baker

Guests: Ann Eckman, LT Environmental, Inc.

Welcome / Call to Order

Jessica Modeer called the meeting to order at 8:05 am.

Minutes

Craig Ralston moved to approve the July 19, 2016, and August 31, 2016 minutes, seconded by Randy Case and approved unanimously.

Financials

Board members reviewed financials dated August 31, 2016. Dave Bunkers reported that tax revenue receivable is higher than a year ago and noted that collections are slower this year. The Profit & Loss statement continues to show high expenses for snow removal but no other extraordinary issues.

Governance

Susan Edmondson provided a reminder of the proposed changes to the bylaws. As discussed at the July board meeting, the bylaws add a year-round resident position on the Board (replacing a general real estate seat) and make a few housekeeping changes which eliminates the specificity on meeting times and how often meetings are held, and removes the word "office" for Board members who are building owners of 50,000 sq feet or larger. Gary Feffer moved to approve changes to the bylaws, seconded by Wylene Carol and approved unanimously. Bylaws revisions attached and made part of these minutes.

Public Space Management

Baseline Services Agreement: The baseline services agreement has now been reviewed by numerous city departments. It makes clear duties and obligations for maintenance and those within the public realm. The snow removal section has been changed to reflect what is legally obligated by the BID but no more. Jessica requested that the agreement be emailed out to Downtown businesses because it's so clear about designated responsibilities. Randy moved to approve the baseline services agreement, seconded by Wylene and approved unanimously. Agreement attached and made part of these minutes.

Event Impact Fee: Susan shared a draft of the proposed Downtown event impact fee application form, which would be submitted by event applicants as an addition to the lengthy application for special events that is submitted to the City Parks and Recreation Department.

The form contains a matrix of fee categories based on event attendance, impacted blockfaces, food permits, etc. The largest impact on Downtown is how many people attend an event. Discussion included making a refundable deposit to pay in advance and then send an invoice for the remaining balance. Board expressed general agreement with the application form in concept and instructed Susan to make minor changes as noted. On a motion by Craig, seconded by Randy, board unanimously the Downtown Event Impact Application with minor additions and edits to be completed by Susan.

Experience Downtown Plan of Development and Master Plan

Susan reminded the board that the Downtown Development Authority approved the Experience Downtown Plan of Development and Master Plan on September 1, 2016, and the plan is now going through reviews and votes at various city committees and boards. BID board members have been sent copies of the plan. Wylene moved to endorse the Experience Downtown Plan of Development and Master Plan, seconded by Dave, and approved unanimously.

New Business

There was general discussion about the possibility of expanding the BID boundary two blocks south as new commercial activity is occurring there. Near that area will be new apartments, commercial occupants on Tejon, and Coquette's new building. Board agreed that one advantage is the consistency of the Downtown streetscape look and feel. The uneven contrast is quite obvious when one side of a street looks nice and the other not so nice. Conversation ensued about parking, where meters are located, and the need for parking turnover so that one person does not park in a space all day. Board gave approval to move forward with scheduling one-on-one meetings with property owners in the proposed area, with Jessica and Randy agreeing to participate.

Adjournment

The meeting adjourned at 9:15 a.m.