



Board of Directors

Meeting Minutes for January 10, 2018
Approved by the Board March 14, 2018

CALL TO ORDER | OPEN FORUM | PRESENTATIONS

Call to Order:

Eric Buchanan, Board Chair, called the meeting to order at 8:02 a.m.

Members present: Eric Buchanan, Roy Kline, Marshall Miranda, Karrie Fletcher, Katie Friedland, Calley McCue, Brett Pearson

Members absent: Chris Manley, Lynda Campbell, John Conway and Jan Lucas

Staff present: Julie Underdahl, Jenny Starkey, Susan Fry and Brian Phetteplace

Guests present: Thuy Dam, Matthew Urkoski & Anna Jones – Clifton Larson Allen, Raylene Decatur - Decatur & Company

Public Comment:

- Emzy Veazy III

MONTHLY BUSINESS

Approval of Meeting Minutes: Motion by Roy Kline to approve the meeting minutes of December 13, 2017. Second by Marshall Miranda. Vote: Unanimous in favor (8-0, Lynda Campbell, Chris Manley, John Conway and Jan Lucas not present), motion carries.

Chair Report: Eric Buchanan reported this is the final board meeting in this location; the next meeting will be held in the new office at 2401 E. 2nd Avenue, Denver, Colorado.

President & CEO Report: Julie Underdahl provided updates in the following areas:

- Reviewed the 2018 BID Operating Plan that was approved at the December board meeting.
- Introduced the idea of developing an Action Plan (inspired by the Washington DC BID Action Plan) and circulated an example for the board to review.
- Reported on the 2017 Community Workshops held in the following categories:
 - Big Ideas & Innovation
 - City Permitting
 - Parking and Transportation
 - Consumer perceptions (Strengthening CCN brand, increase visitor awareness, etc.,)
- Discussed ideas regarding best ways to keep community workshop participants active and engaged in 2018.
- Discussed a letter to Mayor Hancock regarding gun incidents in CCN, highlighting the letter enclosed in the packet. Susan Fry provided specifics on recent steps taken to increase police patrol presence in the BID, as well as coordination with DPD. Additional discussion surrounding the 2018 plan of action as well as recent incidents in the BID took place.



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Communications and Outreach Report:

Jenny Starkey reviewed the 2018 comprehensive communications and outreach plan and action plan, highlighting the following:

- Media outreach – goal is to promote positive and proactive outreach (beyond special events)
- Project development map is being produced to illustrate where new projects are underway and those planned to be distributed throughout the District.
- Providing ground floor businesses with information to be “ambassadors” for constituent communications regarding tenant changes, parking issues, development and other topics as needed.

Office Move:

Brian Phetteplace reviewed the BID office move plan, noting that the current office will close on 1/31 and the new office will be open on 2/5. Staff will work remotely during the intervening week. The next board meeting (3/14/18) will be in the new office.

General Discussion Items:

Katie Friedland asked about initiating business block captains to disseminate info re BID activities.

Streetscape Standards for Contractors:

Chris Dunn presented “*Streetscape Task Force Standards for Contractors – Prior and During Construction*”, guidelines for contractors and subs for projects under construction in CCN.

- BID will review standards with contractors prior to construction
- Contractor compliance will be voluntary but strongly encouraged
- Developed in order to maintain a livable, vibrant community during construction, and specifically to:
 1. Minimize construction impacts – especially to ground floor businesses
 2. Minimize impacts on the hardscape and landscape
 3. Ensure pedestrian safety
- Board discussion regarding the document with suggestions to add language to address common concerns: holiday/weekend construction activities, noise, dust, etc., Document will be revised and sent to board.

Motion to approve document made contingent upon changes discussed. Motion by Marshall Miranda, second, Roy Kline. (8-0, Lynda Campbell, Chris Manley, John Conway and Jan Lucas not present), motion carries.

First and Steele Intersection Updates:

Refer to letters included in the board packet: BID Letter to Acting Director of Public Works, Public Works Response to BID Letter

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Julie Underdahl indicated the City's plans eliminates northbound traffic on Steele, which will have adverse impacts on area businesses; and that the 1st and Steele crosswalk (eliminated under current plan) needs to be maintained; CCN BID has scheduled a meeting with the Mayor to discuss.

Visit Denver & IPW Event:

Jenny Starkey discussed the IPW event, which will bring 6,000 travel planners to Denver on May 19-23, 2018. This provides national visibility and opportunities to showcase CCN to delegates from around the country.

Adjourn: Motion by Eric Buchanan to adjourn the Board meeting. Second by Roy Kline. Vote: Unanimous in favor (8-0, Lynda Campbell, Chris Manley, John Conway and Jan Lucas not present), motion carries.

The meeting was adjourned at 9:18 a.m.