

## **Central Manitou Springs Business Improvement District**

### **Board of Directors Meeting Minutes**

**February 5, 2015**

**Present:** Jessie Cormaney, Neal Cully, Chuck Englund, Tim Haas

**Absent:** Bud Ford

A regular meeting of the Central Manitou Springs Business Improvement District was held on Thursday, February 5, 2015 in Manitou Springs City Hall, City Council Chambers. The meeting was called to order at 8:37 a.m.

The agenda was rearranged to allow Joseph Hendrickson, Code Enforcement Officer, time to speak with the Board. Joseph expressed frustration with businesses still having sandbags on the sidewalks. Many of the sandbags are deteriorating, leaving the mess of sand on the sidewalks, and he has sent letters requesting businesses move them so they are out of sight and not blocking the sidewalks. He sent a certified letter to one business but has now been requested to try to get the community involved and have a fun clean-up day. Flood mitigation was discussed.

A letter will be drafted for Board approval to go to all businesses in the district that will request businesses clean-up any broken sandbags and will include that they are not allowed on public sidewalks blocking access. The letter will also let businesses know that there are current openings on the BID Board. Tim suggested the timeline on the mitigation also be included in the letter. The draft will be sent to the Board for approval prior to going to the members of the district.

Tim Haas mentioned that a "Spring Clean-up" had been held previously with large dumpsters. He asked if that should be done again. The clean-up and dumpster information will also be included in the letter to the businesses. Staff will get a quote for the dumpsters and an email will be sent to Randy Hodges, chairman of the Metro Parking District, requesting permission to place a dumpster in the Wichita lot.

#### **A. Approval of December Meeting Minutes**

Jessie Cormaney made a motion to approve the December meeting minutes as presented. Neal Cully seconded the motion and it passed.

#### **B. Approval of December and January Financials**

Staff reported the major expenses in December were the holiday advertising expense and the annual administrative fee being paid. The holiday gift wrapping and Santa in downtown every weekend were discussed. The Santas were very busy and worked very well. The gift wrapping was never that busy. We have learned that many of the jewelry stores provide gift wrapping but several of the other stores did suggest their customers bring purchases to the area for the service. As a first time event, it might be busier and more utilized if it is done again. Chuck

Englund was very generous and donated the space so the location will have to be determined for December of 2015. No funds were spent from the Capital Improvement campaign so those funds will be saved for future needs. In January, the liability insurance was paid. Chuck made a motion to approve the December and January financials as presented. Jessie seconded the motion and it was approved.

**C. Approval of Letter of Engagement Hoelting & Company, Inc**

Hoelting and Company is the accounting office that prepares the Exemption from Audit. The price will be \$650.00 this year. The Board discussed the cost of the exemption. After discussion, it was suggested that we look at other companies for a price comparison prior to next year but agreed to have Hoelting & Company, Inc prepare the document this year. Tim Haas signed the Letter of Engagement and it will be mailed.

**D. Discussion: Maintenance Fill-In**

The Board discussed several options for maintaining the downtown cleanliness while Hawk is out of commission. Staff has approached several people to let them know we are looking for someone to keep the sidewalks clean. After discussion, businesses will be asked to clean in front of their own shops while the Board looks for a permanent solution. Staff will investigate several suggested solutions further.

Jessie asked about giving some compensation to Hawk to assist while he is out. Neal suggested a "one time stipend" and asked about regular compensation. After discussion, Neal made a motion to give Hawk \$1,000.00 to assist with groceries and medication and to forgive the remaining \$100.00 of the loan he had received in December. Jessie seconded the motion and it was approved.

**E. 2015 Meeting Schedule**

The Board recommended a meeting in April with the downtown walk-thru with the City and not meeting during the summer. Staff will set up the meeting with the City and let everyone know.

**F. Downtown Update**

Chuck announced that Jon and Terry Tschannen have decided to retire and will be closing the Manitou Kitchen Shop. They will be out by the end of March. Chuck has hired Mike Casey to lease his open store and will include this shop in the contract.

Rachel Buller will be moving Manitou Springs Real Estate into the 727 Manitou Avenue location. Chuck has been to The Kitchen, at the west end of Manitou Springs. He reported they seem to be doing well and the food is really good. Chuck filled the board in on other businesses in Colorado Springs that Chuck Murphy is working on. He reported that there is a signed lease for the space in the Spa building. He thinks they are still working on the kitchen but will have the new business in soon. The Stagecoach, European Café and PJ's Bistro were all discussed. There is concern over the number of vacancies Manitou Springs may have going into spring. Tim suggested the Chamber maintain a running list of vacancies and contacts for inquiries.

Having no additional business before the board, the meeting adjourned at 9:53 a.m.