

**Manitou Springs Chamber of Commerce, Visitors Bureau
& Office of Economic Development**

**Board of Directors
Meeting Minutes**

October 22, 2015

Present: Justin Armour, Karen Cullen, Rachelle Cully, Gwenn David, Ken Jaray, Farley McDonough, Marcy Morrison, Annie Schmitt, Julie Vance, Nicole Nicoletta

Absent: Tim Haas

Guests: Chief Joe Ribeiro

Staff: Leslie Lewis

A regular meeting of the Manitou Springs Chamber of Commerce, Visitors Bureau & Office of Economic Development Board of Directors was held on Thursday, October 22, 2015 in Council Chambers of Manitou Springs City Hall. The meeting was called to order at 8:38 a.m. by President Karen Cullen.

An Amended Agenda, adding WaterFest, had been emailed to board members.

A. Action Item: Approval of September Meeting Minutes

Ken Jaray made a motion to approve the minutes of the September board meeting as presented. Marcy Morrison seconded the motion and it was approved.

Concerns regarding emergency dispatch services had been raised in the September meeting. Chief Ribeiro asked for clarification of the concerns. Concerns raised in September were inconsistency in answering calls, response and wait times. The board asked if dispatch through El Paso County was by contract and if there was a set time for reviewing that contract. Chief Ribeiro explained the process when calls are received. If the non-emergency call number is used and dispatchers are busy, that call goes into a call tree and it can take a while to be answered. Calls made to 911 are answered first. Calls made from a cell phone go to Colorado Springs dispatch center first, are triaged, and then sent to El Paso County dispatch. El Paso County has 7 dispatchers, plus a supervisor, working at any time. When Manitou Springs had a dispatch center, there was one person working. El Paso County is a nationally accredited center. Chief Ribeiro further explained that he does want to know if it takes a while for Manitou Springs to respond once a caller has spoken with a dispatcher and if so, it could be that Manitou Springs PD is busy at the time. One of the other benefits of using El Paso County dispatch is that if Manitou Springs PD is busy, the dispatcher will send El Paso County Sheriff's Officers to respond to the call. Councilwoman Nicoletta has heard from residents that while they recognize the cost savings to the City of having El Paso County dispatch but would prefer having someone in the station when they need something. Chief Ribeiro talked about the possibility of a records clerk being on duty however the process for an emergency would be the same as the clerk would not be a dispatcher. Chief Ribeiro stated a one seat dispatch center is dangerous.

B. Action Item: Approval of Board Retreat Minutes

Marcy made a motion to approve the minutes of the Board Retreat as presented. Gwenn David seconded the motion and it was approved.

C. Action Item: Approval of September Financial Statement

The forecast line for the manitousprings.org ads has been changed to \$0 as no advertising has been purchased for the web site. For the rest of the revenue items, the dues will fall a little short of the projection and the special events revenue will change following the coffin races. On the expenses, the special events may exceed the budget due to the additional transportation and parking costs that have been added for the coffin races this year. There will be a lot of marketing money spent for the holiday advertising expenses.

Ken asked why the checking account balance was so high and if that was the result of a large deposit or an accumulation. The balance is an accumulation. Some funds could be move into savings. Ken made a motion to approve the September financials.

D. Action Item: Approval of the New and Renewing Member Lists

The majority of members renewals are in September so the list was large. There are several new member applications. Farley McDonough made a motion to approve the New and Renewing Member lists. Justin Armour seconded the motion and it was approved.

E. Action Item: Approval of the 2016 Budget

The draft budget was approved in the Retreat with several changes. Tim Haas, Karen and Leslie met and determined the reserve amount, if we want to hold \$150,000, would give the board an additional \$35,000 that could be spent. If the board determined \$120,000 was enough for a reserve, there would be more funds available. Ken asked about risk of reduced income and if that had been determined. Karen pointed out there are things that are uncertain such as the lease on the building with the City's recent purchase of the Tajine Alami building. There have not been more discussions on the future of the Tajine Alami building with the closing set for January and new members on City Council. The proposed budget has a deficit of \$47,000 and if we don't receive the CTO grant the deficit would be \$72,000. The board discussed what the reserve amount is. Expenses are currently running at approximately \$25,000 per month. Karen and Leslie made the determination to withdraw the request for funds over the formula. Reasons behind the withdrawal were that the City had \$2,000,000 in unfunded requests by departments and there are people who believe the Chamber has a lot of money. Karen wants Council to see that we are reinvesting in town with not only the money that we are receiving but money we have earned as well. Ken didn't believe that the Tajine Alami building would be "on-line" for several years so should not be a concern. While the current Mayor has mentioned the possibility of the Chamber moving into the Tajine building, Marcy believes we could make a strong case to Council that we are in the ideal location for visibility and parking. The board discussed the need to have 6 months in operating expenses held for reserves. After additional discussion, the need to reduce the projected budget by \$12,000 was determined. It was recommended that we look at how to increase revenue and reduce expenses. Marcy made a motion to delay the final budget until the December meeting. Ken seconded the motion and it was improved.

F. Discussion of Ballot Issues

After attending the Pikes Peak County Attractions Board meeting, Leslie sent an email to the Board asking for a vote on issues facing Colorado Springs voters. Marcy had suggested that the Board discuss issues facing Manitou Springs voters and determine if a position should be taken and shared with the membership. Marcy asked Farley to briefly discuss the School Board Mill Levy increase. Farley is serving on the mill levy campaign committee (3B). The mill levy increase will contribute to the operating expenses. The previous bond issues were discussed as well as the impact difference for commercial properties vs. residential properties. Marcy suggested if anyone had questions about the proposed

Charter changes, they speak with Nicole. Staff asked Nicole to talk about the Statute in Colorado law that allows non-resident property owners to vote. Mike Graham brought the issue to Council members. Property owners can bring a petition to Council. When Mike brought it up, it was too late to get to Council to get on the ballot. After a brief discussion, no position was taken on any items.

G. WaterFest

Ken met a woman from the Balneology Association of North America which is a group that gets together to promote the safe use and understanding of mineral water. Ken suggested they have their next annual meeting in Manitou Springs. She is coming in next week and will be meeting with the Peak Living Project who will be organizing the meeting. They have received commitments of \$2,500 from SunWater Spa, Mineral Springs Foundation, Peak Living Project and the Balneology Association of North America. The school is also interested in participating. Ken asked if the Chamber would be interested in participating. The event is still in early planning stages but is foreseen as a multiday event and probably held in October. They will be hiring an event management company to put on WaterFest. Ken suggested that the \$2,500 be taken from the Economic Development budget in 2015. Marcy made a motion to commit \$2,500 to WaterFest and that we request more information be provided to the Board as it becomes available. She believes it is a good opportunity for the Board to learn how to find and attract other small groups to Manitou Springs for conferences during the shoulder seasons. Annie Schmitt seconded the motion. The motion was approved.

H. Scheduling the Review for Leslie Lewis

Karen noted last year board members filled out the review and sent it to the Executive Committee. The form will be sent to the Board and asked that they be returned to her so she, Tim and Gwenn can get together and go through the review with Leslie. The form will be sent to the Board next week.

I. Board Openings

There is one board opening currently with the position vacated by Christina. Terms expiring would be Karen Cullen's, Ken Jaray's, Gwenn David's, and Julie Vance has given notice that she will be leaving. Marcy Morrison's term as past president is also expiring. Karen, Ken, and Gwenn are eligible for an additional term. Karen could also choose not to serve another term but serve one more year as past president. Ken does not want to serve another term. Gwenn is willing to serve another term. The Board openings will be published in the November newsletter. Emerald Fields, Maggie's Farm and Creekside Cuisine were discussed. None of those businesses are members yet. Board members were encouraged to recruit business owners that they know and believe would be good for the openings.

J. City Update

Council had a budget retreat on Saturday. While the retreat was all day, they only got through operational costs. Council did not discuss unmet needs or flood mitigation projects. The flood mitigation projects will be discussed on Tuesday evening. Ken asked if there had been community input in the flood mitigation projects. Shelly Cobau is the flood recovery manager and is very open to meeting with community members. Nicole believes Shelly will be looking for input in the upcoming phases of the Williams Canyon projects.

Shelly is working to resolve issues that have come up on some of the previously completed FEMA projects.

Nicole was asked about the security company and for an update. What Nicole has heard about them has been positive. She has explained to some people who wondered why they were hired that they are supplementing Manitou Springs law enforcement. She talks with the security officers on a regular basis and believes there may be a lack of communication between them and our police officers or between the

head officer for SAS and Chief Ribeiro. When they were hired, it was thought their hours would vary but they have been set and the people hanging out on the street are aware of those hours. The security company is on the unmet needs list so it has not been discussed for the 2016 budget. Everyone agreed that the larger conversation has to do with the police department, the need for more officers and the need for officers to be walking downtown as well.

Nicole said no action was taken on parking in the last Council meeting but direction was given to staff to implement the winter hours which begin November 2. The winter hour parking will be 7 am – 5 pm with 3 hours free parking available on Monday – Thursday. There was discussion about eliminating parking on Ruxton but Council instead increased fees to \$5 per hour in spaces between Osage and Winter Street and \$10 per day in Barr Lot. If you are going to Barr Camp or the summit, hikers can take their parking receipt for validation at Barr Camp and have that fee reduced to \$5. The increased charge is to discourage Incline hikers from taking all of the spaces in the Barr Lot. There was also a recommendation to limit the hours of Barr Lot to 7 am – 8 pm daily but Council did not move forward on any changes to the hours yet. They will be having a work session with the Parking Authority Board to further discuss changes in hours and the Incline. Nicole will be having a meeting about implementing the IGA in place for the Incline and improving upon the IGA. The Cog and Iron Springs Chateau also allow parking for Incline hikers. The businesses in the 100 block of Ruxton Avenue have signed a petition requesting that parking in the spaces in that block be limited to no more than 2 hours with no extension allowed.

Nicole was thanked for getting sales tax breakouts.

Nicole was going to meet with Spencer Wren who is going to help her with a truck to haul off 50 – 60 bags of trash that were cleaned up in the homeless camps. Nicole talked about some of the members of the homeless community helping on that clean-up.

K. Coffin Races

There are 71 teams registered but we only have one fire department. That fire department will race against Memorial ICU. Woodshed Red will be playing in the pavilion at Soda Springs Park following the race. There has been a glitch with PJ's Stagecoach over the location of where they wanted to put a food trailer during the event. Staff has spoken with the owner and he seems to understand. We will follow-up with the manager at a later date. The weather forecast is good for the races.

Having no other business before the board, the meeting adjourned at 10:13 a.m.