

Central Manitou Springs Business Improvement District (BID)

Board of Directors Meeting Minutes

January 29, 2016

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

Absent: Bud Ford

A regular meeting of the Central Manitou Springs Board of Directors was held on Friday, January 29, 2016 at the Manitou Springs Chamber of Commerce, Visitors Bureau & Office of Economic Development office. The meeting was called to order at 8:50 a.m. by Tim Haas.

A. Action Item: Approval of December Meeting Minutes

Chuck Englund made a motion to approve the minutes as presented. Jessie Cormaney seconded the motion and it was approved.

B. Action Item: Approval of December Financials

Tim Haas reviewed the Financials. He reported that it appears the group has about a 6 month reserve which seems prudent. There still needs to be a separate asset account for the Capital Reserve Fund. He hopes in 2016 that fund can be carried forward as an asset account. He asked why the square foot assessment had decreased. Leslie Lewis explained there had been an adjustment for someone being charged for some residential square footage. Leslie also explained that the maintenance is below budget because the last quarter maintenance charges for 2015 had not been paid to the Chamber. Leslie will adjust December by creating an accounts payable invoice.

Neal asked how the holidays went for everyone with the promotions. Leslie reported most of what she had heard was not very positive. There was discussion was that business was good for some and flat for others. The holiday promotions and entertainment were approved.

Jessie made a motion to approve the December Financials. Neal seconded the motion and it was approved.

C. Action Item: Approval of Letter of Engagement with Hoelting and Company

The Letter of Engagement with Hoelting and Company to prepare the Exemption from Audit was discussed. Tim made a motion to authorize Leslie Lewis to sign the Letter of Engagement for the Exemption from Audit. Neal seconded the motion and it was approved.

D. Discussion: Downtown Maintenance

Following the last meeting, Natosha, the female, had been arrested and because it was over a situation while she was working, Leslie terminated her employment. Leslie reported that because of concern that Brian is no longer doing the job that is expected, and neglected to shovel snow when needed this week, his employment is going to be terminated as well. Leslie spoke with a Manitou resident, Kurtis Ketchum, who has started a landscaping company. He has proposed to provide 2 four-wheelers with blades and 3 people shoveling in the event of

snow for \$125 per hour. With the forecast for a major snow coming and knowing one person can't shovel all of the sidewalks alone, the landscape company was a promising solution for snow removal but probably too expensive for general cleaning. Options for sweeping and trash pick-up were discussed. The Board approved hiring the landscape company and asked that Leslie get a copy of their insurance for the file.

E. Discussion: Water Department

Neal asked if Leslie could contact the Water Department and request that businesses be notified, in advance, of any planned shut-down to work on water lines. The restaurants need to have water available in order to be open. The Townhouse was told that they don't have to notify anyone in advance. Leslie will contact Greg Springman, Public Works Director, and Jason Wells, City Administrator on this issue.

F. Downtown Update

Gwenn David and Randy Hodges bought Whickerbill. They have signed a 5 year lease. Suzi Q's BBQ has closed and Paul (PJ's Bistro) has signed a lease for the space. It will be like PJ's Bistro was when it was in the Barker House. Leslie reported that they intend to open March 1. The Ford's are evicting the decal shop from their building. The status of Coffee Quest was discussed.

Paving on Manitou Avenue was discussed. The pot holes in the area of Manitou Avenue and Crystal Park Road. A representative of CDOT is being invited to a Manitou Springs Chamber of Commerce, Visitors Bureau & Office of Economic Development Board Meeting. The BID Board members will be invited to that meeting for an updated. Greg Springman, Public Works Director, has submitted his resignation.

An email will be sent to all businesses in downtown about openings on the BID Board. Leslie will submit information to the Bulletin for publication. There are two openings currently but Bud hasn't been at a meeting in a year and several members terms expire in May.

The Board discussed setting up a meeting for updates in March, on a Wednesday preferably. A walk through with public works will be scheduled for April.

Jessie asked about restriping crosswalks and parking spaces. Leslie had asked Greg Springman and was told it was scheduled for spring.

The Police Department will be using junior/senior level students in the Criminal Justice program this summer as interns to help patrol the downtown area and act as ambassadors for the community. They can assist with the kiosks and give directions and restaurant information.

Having no additional business before the board, the meeting adjourned at 9:51 a.m.