

DOWNTOWN GRAND JUNCTION BUSINESS IMPROVEMENT DISTRICT
BOARD MINUTES
SPECIAL MEETING
THURSDAY, SEPTEMBER 22, 2016
437 COLORADO AVENUE
7:30 A.M.

PRESENT: Kirk Granum (Chair), Duncan Rowley (Vice-Chair), Shane Allerheiligen, Marty Chazen, Jodi Coleman-Niernberg, Jason Farrington, Tom LaCroix, Dan Meyer

ABSENT: Vance Wagner

STAFF: Vonda Bauer, Allison Blevins, Robin Brown, Kathy Portner, Brandon Stam

GUESTS: John Shaver (City Attorney), Greg Caton (City Manager), Tim Moore (Deputy City Manager), Mike Wiggins (The Daily Sentinel Reporter), Debbie Kovalik (VCB Director), Stuart Taylor (Two Rivers Convention Center Manager), Bennett Boeschstein (City Councilmember), Dustin Anzures (Revolution Investments, LLC) via phone

CALL TO ORDER: Kirk called the meeting to order at 7:32 a.m.

APPROVAL OF MINUTES:

Meeting of September 8, 2016

Shane made a motion to approve the minutes of the September 8, 2016 meeting; Duncan seconded the motion. The minutes were approved unanimously.

STATUS OF BID MANAGEMENT:

Kirk explained that at the last meeting, the Board was informed of Robin's resignation. At that meeting, the consensus of the Board was to have Allison as the sole Director for the BID instead of having two Co-Directors. An Event Coordinator will be hired to manage the events. City Attorney John Shaver also recommended that before the Board makes the final decision, there needs to be discussion about the 2017 Operating Plan and Budget and then a formal motion could be made from the Board.

Duncan stated in July 2015 there was a motion made to separate the BID and DDA and adopt the proposal that was presented on June 25th by Robin and Allison which included two Co-Director positions for the BID.

Duncan recommendation was to have the DDA Director oversee the management for both organizations. There would be no budget impact, just managerial structure. This would be beneficial because there would only be one point of contact for the Board. Duncan stated a strategic plan needs to be prepared and implemented by the BID.

Marty stated that he would like the structure to remain the same. He indicated that the BID and DDA are two completely separate organizations with different goals and objections. He commented that Robin and Allison have done a good job focusing on the BID issues which include the quality of events, the satisfaction of the BID constituents, and increasing BID revenues by petitioning more businesses into

the BID. Marty stated that at this point there is no benefit in combining the management. If there are managerial problems in the future, they could be addressed at that time.

Jason stated that the policy change to separate the two entities was implemented in order to have more focus on the BID as well as knowing what the impact would be with the BID standing on its own as a separate organization. Jason stated that it seems to be going in a positive direction.

After discussion, the consensus of the Board was that Allison would be the sole Director for the BID.

BUDGET 2017 BUDGET AND OPERATING REPORT APPROVAL (attachments):

The 2016 Annual Report and 2017 Operating Plan & Budget were previously sent out to the Board for review. The report shows the adopted 2016 budget indicates a projected net loss of \$4,484 and a projected fund balance of \$6,551. The projections for the 2017 budget indicate a projected Net Revenue gain of \$9,934 and a projected fund balance of \$19,059.

Allison stated that the projection for 2016 shows a loss, although, there will perhaps be an \$8,000 gain. Sponsorships were successful this year.

Marty asked if the PILT funds from the City have been verified yet and if the Ambassador Program and police security was included in the budget. Allison replied that the request for the PILT had been sent to the City, however, she has not received a response. Allison indicated that she did run the calculations on what the Business Improvement Assessment would be on all city properties within the BID boundaries which was approximately \$15,500. The Ambassador Program and police security were not included in the budget. The total cost for the proposed Ambassador Program is approximately \$25,000.

Jason stated there was no information in the Operating Plan regarding the liquor license for the Downtown Music Festival and asked if this had been addressed for the upcoming season. Allison replied that she is waiting for a response from the City. City Manager Greg Caton replied that he had issued a letter, however, he will send an electronic version to Allison.

Allison indicated that the 2017 budgeted amount for the Event Coordinator position reflects 30 hours per week, however, the plan is to begin at 25 hours per week with the option of expanding to 30 hours per week. The total cost at 30 hours per week is approximately \$48,700 including benefits.

Allison explained that the Operating Plan presented did not include information regarding the management structure of the BID. The Board would need to approve the operating plan with the inclusion of the information on the management structure.

The BID 2017 Operating Plan and Budget are due to the City Clerk's office by September 30, 2016.

Tom made a motion to approve the 2017 Budget and Operating Plan with the revision to add the structure of the BID management in the Operating Plan. Shane seconded the motion. The motion was approved unanimously.

ADJOURN:

Marty made a motion to adjourn; Duncan seconded the motion. The meeting adjourned at 8:00 a.m.