

**OLDE TOWN ARVADA BUSINESS IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
DRAFT Meeting Minutes**

**Held:** August 10, 2016 – 2:00 PM  
HOTA/BID Office - 7307 Grandview Ave, Arvada, CO 80002

**Board Members Present:**

Karen Miller, Treasurer  
Lori Drienka, Secretary  
Mary Fedje  
Marty Hester  
Mike Huggins

**Excused Absent:**

Scott Spears

**Also in Attendance:**

Kim Blosser, BIT/HOTA Admin.  
Nancy Ford, City of Arvada  
Jessica Prosser, City of Arvada  
Jane Schnabel, Resident/Active Volunteer  
Katherine Correll, Executive Advisor

**Call to order:**

As Interim Board President; Karen Miller called the meeting to order at 1:58 PM.  
Quorum was deemed present and the meeting ensued.

**Disclosure of potential conflicts of interest:** None at this time.

**Approval of the Agenda:**

Upon motion, second and unanimous agreement, the Board approved the Agenda for the meeting.

**Approval of Minutes:**

Minutes were approved via motion, second and unanimous agreement for the following meeting dates; December 16, 2015, March 2, 2016 and June 22, 2016.

**President's Report:**

**Treasures Report:**

The Profit and Loss report as well as Balance Sheet were presented for review and discussion from January 2016 through July 2016. 2017, budget amendments needed as well a draft created by Sept City meeting date, City and Public review needed prior to finalizing/adopting budget.

**Events:**

Call for Volunteers, August 13, last SS of the summer.

TOTS – Karen recommends cancellation of formal TOTS event due to Gline opening may be in the same weekend. Mary Fedje posed the motion, a second was offered and by majority vote the event was cancelled. Talk of redirecting events to early October Festival of Scarecrows, Merchants can still offer candy that weekend, offer notice and redirection to other trick or treat events in Arvada.

August 17, BID and Prall will host an informational meeting to discuss current Gline information.

**Board Applications:**

A discussion was held noting each of the applicants. Debbie Hansen was selected as the applicant the BID Board will recommend to the City. Karen will put together notice to the City of the Board applicants and BID's recommendation.

The Board acknowledged Laura Tobey in her term as President of the BID Board prior to her passing in July 2016, Laura did a great job, offered new perspective and a positive overview, she will be missed.

**Board Member Titles: Each of the below was nominated, seconded and accepted.**

President – Karen Miller  
Vice President – Mike Huggins  
Treasurer – Mike Huggins  
Secretary – Lori Drienka  
Officer – Mary Fedje  
Officer – Scott Spears  
Officer – Marty Hester

**Contracts:**

**Snow:** A review of Brighview's snow removal proposal left the board feeling that it was too great a financial commitment at this time. \*\*Mary Fedje to reach out to the contractor that is performing snow removal for the Silvi's lot. The City requires snow removal within 24 hours after a snow event. The City will take care of snow removal on the south side of Grandview for the train area. RTD will have their areas plowed by 5:00am. Karen suggests putting out to Merchants, Is this a good use of BID \$\$.

**Power Washing:** Jessica updated that the City will power wash all of the BID area walkways once or twice prior to the Gline opening. The City will start and the BID will take over for ongoing maintenance of the walks. The City will put a plan/scope of work in place with regard to storm water requirements, pavers, brick areas, etc.... The current thought is that 5 am – 10 am is a preferred time of day to perform the work.

**Shed:**

The shed has been approved by the City to be placed behind the Chamber – HOTA will foot the bill, as this is mainly a storage facility for event equipment and supplies. Jessica will forward information on Burke builders as a potential contractor. If necessary, permit fees would be waived.

**Safety:**

Topic added to Aug. 24, 2016 meeting for further discussion. Please consider for discussion; areas of placement, monitoring rates, possible contractor price breaks if multiple businesses would like to engage.

**Shuttle News:**

The shuttle program contract is nearing a close, what makes the most sense to continue the program? Use during events? Hotel to OT shuttle? Please consider, offer a plan idea to enact, how much to budget, should we add graphics, upcoming events, sponsorships?

**Executive advisors report:**

Katherine offered a status update on her contract, currently in the 11th month of a 12-month contract. Katherine offered her loss in direction with Laura's passing, she and Laura were working

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hand in hand on many projects that are incomplete. September will be host to a visioning session with the Board. Current assessment is that there is a communication and coordination bottleneck at the Presidents role, recommends, sharing more with Merchants to build member relationships and keep information flowing.

**Marketing: Prall present at August 24, 2016 meeting in lieu of 8/10/16.**

**Unfinished or Pending Business:** None at this time.

**Survey Results:** None at this time

**Meeting Adjourned:**

Karen Miller, adjourned the meeting at 3:19 PM

**\*\*** = Action items.