

HORIZON DRIVE BUSINESS IMPROVEMENT DISTRICT
BOARD MINUTES
January 9, 2008

Board Members Attending: Dale Reece, Clark Atkinson, Pat Duncan

Guests:

The meeting was called to order at 10:05 by Chairman Dale Reece.
The Minutes of the December meeting were read and approved.

Members of the board introduced themselves and gave a brief description of themselves and their professions.

Richard Tally gave the board an update of the 1-70 overpass: Carter/Burgess is to have Plans and make a presentation to the City on the 18th. The plan has several phases.

Teri Cavanagh presented a list of the district property owners, including the number of businesses, the number of people employed, etc... She indicated that there had been a 50% ownership change from 2006 to 2007. There are approximately 100 parcels in the district.

Discussion was held regarding the need to establish several sub committees of the board to work on various issues:

- Need to have tax base numbers to go to the city in order to know the amount of money being generated in the district.
- A mission statement needs to be adopted that will help define who we are and create consistency.
- An image and message for the district needs to be drafted.

Eileen indicated that there was uncertainty about funding of the district and that someone would need to meet with John Shaver, the city attorney. Doug could meet with John and have an answer prior to the February meeting.

Chuck suggested that someone should contact the city, possibly Bruce Hill and Laurie Kadrich, the new City Manager.

Impact Committee:

1. Legal, Financing Funding: Pat... Eileen....
2. Capital Improvements
3. Impact: Communication with City and County....

One, Three and Five year plans are needed as well as a Ten year master plan

Dale made a motion to nominate Clark Atkinson of Shaw Construction.
The motion was seconded by Merv, The motion passed.

Vote was taken to have Clark on the board, vote was unanimous.

Meeting adjourned at 12:10.

HORIZON DRIVE BUSINESS IMPROVEMENT DISTRICT
BOARD MINUTES
April 9, 2008

Board Members Attending: Dale Reece, Eileen Blanchard, Merv Heinecke, Pat Duncan, Richard Tally, Chuck Keller, Clark Atkinson

Guests: Teri Cavanagh, Janet Terry, Dan Thurlow

Location: Colorado Printing Office

The meeting was called to order at 10:05 by Chairman Dale Reece. The Minutes of the January 2008 will be approved at the next official board meeting in June.

Janet Terry was introduced as a consultant to the Board for the purpose of facilitating completion of the overpass at 1-70 and Horizon Drive. Discussion followed regarding specific duties for Janet. Eileen and Dale would be the specific points of contact for Janet, in terms of communication and updates to the board.

Dan Thurlow, owner of Colorado Printing was then introduced. Dan will be taking the board on a tour of the building after the meeting.

Then there was discussion about Colorado Printing, and other property owners in the area becoming members of the district. Some of the potential members are Poma, the Daily Sentinel, Hyatt Hotels and Oxford Development.

Eileen gave a financial report:.....

Eileen explained that the board might be faced with the need to have an election regarding the amount of taxes that the district had been collecting. The letters from the state have indicated that the district was subject to a 5.5% increase each year and their revenues had exceeded that percentage. At this point, there is not agreement between the state and the city as to whether or not the district is subject to this limitation. Eileen pointed out that it is imperative that a board receive a final opinion on this issue. Eileen would meet with Doug Riggs, the board's attorney, and request that he assist in getting a definitive answer on this question. The motion passed.

Teri circulation copies of the press calendar. There was further discussion about the website and how visible the district is or is not.

The meeting was adjourned at 12:15.

HORIZON DRIVE BUSINESS IMPROVEMENT DISTRICT
BOARD MINUTES
August 20, 2008

Board Members Attending: Dale Reece, Eileen Blanchard, Merv Heinecke, Pat Duncan, Chuck Keller, Clark Atkinson, Richard Tally

Guests: Doug Briggs, Teri Cavanagh,

Location: Crossroads Fitness

The meeting was called to order at 10:00 by Dale Reece. Seconded by Pat Duncan. The Minutes of the July 2008 were discussed by Merv Heinecke, all minutes to be approved on September 10th meeting.

Eileen discussed finances.

- Anticipated expenses of 2009.
- 2008 revenues are not known at this time. We should have these by Aug. 23.
- Carter Burges not be included.
- Payment to City on September 3rd.
- Website and advances
- Regarding Legal Fees; Janet will offer services.
- Chuck asked about liability insurance, and Eileen said that it has been budgeted for and taken care of.

Richard Tally discussed the payment to the city for the 57K.

Dale Reece said that the money for finishing Horizon Drive from the city is in final financing.

Eileen passed out the financials, but they were incorrect and were passed back.

Terri questioned our staffing needs.

Pat questions the financing to be less than last year and Eileen states that if we are held to cost then the 90K – 100K would be less than last year. Our current balance is 500K, though 100K is to the city.

Regarding Carter Burgess, a little of the money went there. Terri discussed redirecting fees to Carter.

Doug discusses the need to figure budget on the 23rd, then get professional help there after.

Pat Duncan says that we may have 90-200K, how do you budget or project for 2009? We need a director that works full time.

Terri says that a part time director would be fine at 30-50K.

Dale: wants to focus on Goal Setting.

Clark: Says that we are moving forward on with the state of Colorado, (per city and John Shaver) Let's move forward with the budget!

Eileen states on record not to move forward with a person until everything is resolved with the state.

Dale: Says that committee is having a table conversation on this, but needs a proposed budget by the next meeting.

Clark: Questions what we need in reserves for a year in order to have staff. And Eileen states that we really don't have to give back funds, but it reduces our future assets.

Eileen makes a motion to have bookkeeping for a proposed \$100 a month. Chuck seconds the motion and the vote carries.

- RFP for audit
- Talk about money at the next board meeting
- Consolidating records; will have centralized file cabinet

Richard makes motion to hold records. And it is seconded by Clark, Motion passed.

Terri discussed that the city wants to get into the city CIP Budget this year. Not the final phase just the next phase. Clark says that we need to have the city make final plans so that we can then cost it. Richard states that the 1st time we paid 20% of the project.

Janet and Dale discuss the ribbon cutting, it is to be held on Sept. 10th. City will have all the shrubs and grass done.

Janet says that we need to work with the city and communicate what we want to see in the future. Clark would like to see them reseed with wild flower seeds like Shaws new building front. Dale says to ask the city if they will trim the green areas and fix the dead areas? Though he says the color does look great. Janet wants the city to clean up as much as possible with possible sign changes. Terri, regarding the signs, says that they need painted signed, new color, with different look and design. 2" thick letters and logo would be good. If we could get final approval they could be done by the 10th.

Clark made motion to Teri and James to meet with the city to get feed back on signage, regarding color and design. James said the cost would be covered by the city aprox. 12K. Clark makes new motion for two bids for signage, and get city's approval and if possible have it by Sept. 10, meeting.

Eileen Seconds the motion, the motion then passes.

Clark makes second motion to Terri, to prepare graphics on the signage. Richard seconds the motion and the motion passes.

Dale, says to move onto ribbon cutting.

Terri says the press will be there at 10, not 11:30.

Ribbon Options

1. Clark, thinks we should move it to October so that it can be done right.
2. Chuck, agrees so that we can get more people interested and involved.
3. Dale, wants to do the horseshoe gifts to the city.

Clark, lets budget \$5,000 for opening. And motions for such. Clark seconds motion and it passes

Regarding the date we can vote via email.

Dale: Regarding extending terms:

Motion to extend Merv and Chuck to a four year term. Seconded by Clark and motion passed

We will still have the board meeting on 10-7-08

Doug: Armantrout wants to be excluded from the board, we will hold a hearing.

Arguments, there is no benefit

Merv: Asks if we can we get money from Doug on how much he paid on taxes?

Total over 4 years \$8,207.00.

Doug: Asks that we verify money on skyline building, City council of chambers forwarded his complaints

Clark: Meet at 9, on Sept. 10th for the city chambers

Dale: Goal Settings: excuse Janet, Terri and Doug,

Dale motions that the Meeting be adjourned and it's seconded by Chuck

The meeting was adjourned at 12:15.

Goals: Tuesday the 2nd 11-1 at Shaw

HORIZON DRIVE BUSINESS IMPROVEMENT DISTRICT

BOARD MEETING MINUTES

December 3, 2008 - 11:00 am
HUB International

A meeting of the Board of Directors (the "**Board**") of Horizon Drive BID, was held on Wednesday, December 3, 2008 at the offices of HUB International.

Board Members Present

Dale Reece - Eileen Blanchard - Pat Duncan - Clark Atkinson - Chuck Keller - Richard Tally

Also Present Were

Diane Hatfield

Board Members Absent

Merv Heinecke

Closed Session

The Board discussed a number of topics. Questions were asked and answered.

Call to Order

Dale R. Reece, President called the meeting to order at 11:30 am, and Diane Hatfield recorded the minutes. A quorum of board members was present, and the meeting, having been duly convened, was ready to proceed with business.

Legal Counsel

Discussion was held regarding the legal counsel of Horizon Drive BID. The motion was made by Clark Atkinson, seconded by Eileen Blanchard, and unanimously passed that the services of Doug Briggs be terminated, and the services of Dave Young be acquired as legal counsel. Dale Reece is appointed to give written notice to Doug Briggs, requesting that all records associated with Horizon Drive BID be forwarded to Hoskin, Farina & Kampf. Eileen Blanchard is to inform Dave Young of the intent to hire him as legal counsel.

Meeting Recorder

Consideration to seek the services of Diane Hatfield was discussed. The motion was made by Pat Duncan, seconded by Clark Atkinson, and unanimously passed to acquire the services of Diane Hatfield as a contract laborer. Her responsibilities are to post meeting times and dates, attend quarterly board meetings and workshops through the first quarter of 2009, as well as reporting the minutes of those meetings within a reasonable time.

Meeting Time

The establishment of regular meeting dates, time and locations was discussed. The motion was made by Clark Atkinson, seconded by Richard Tally, and unanimously passed that "Official Board Meetings" are to be held on the 2nd Wednesday of each quarter (January, April, July & October) from 10:00 am – 12:00 noon at HUB International. Workshops will be held on the 2nd Wednesday of the months of February, March, May, June, August, September, November and December from 10:00 am – 12:00 noon, and will alternate between Crossroads Fitness and Shaw Construction, or a field trip site.

Board Members and Officers

Two of the seven Horizon Drive BID board members have indicated that they will no longer be able to serve, and two replacement board members are being considered. The motion was made by Dale Reece, seconded by Chuck Atkinson, and unanimously passed to accept the written resignations of board members Merve Heinke and Pat Duncan. Communication will be initiated with Jan Rohr and Bill Milius as replacement board members. Officers for 2009 will be voted upon after replacement board members are in place.

Marketing

The motion was made by Clark Atkinson, seconded by Eileen Blanchard, and unanimously passed that Horizon Drive BID will continue its marketing relationship with Cobb & Associates. Teri Cavenagh will be invited to the February workshop to discuss plans for 2009, with a budget to be approved at the April Board Meeting.

January's Agenda

Interim Director – 1 hour

Discussion was held regarding the position of part time Interim Director. It was decided that all board members will submit 2-4 thoughts on job description requirements to Eileen Blanchard and Clark Atkinson. Items to be considered are salary, office space, and storage. Eileen and Clark will include these recommendations in a proposed job description for consideration at the January 14th meeting. This motion was made, seconded and unanimously passed.

Sub-Committees – 1 hour

Sub committees to the Horizon Drive BID were established earlier this year. It is desired that we start moving in the direction of getting those sub-committees up and going, with periodic updates made to the board.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 7:10 pm,

Respectfully submitted,

Chuck Keller, Acting Recording Secretary