

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
INTERQUEST NORTH BUSINESS IMPROVEMENT DISTRICT
(THE "DISTRICT")
HELD
NOVEMBER 13, 2023

A special meeting of the Board of Directors of the Interquest North Business Improvement District (referred to hereafter as the "Board") was convened on Monday, November 13, 2023, at 9:00 a.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Timothy Seibert, President
Christopher S. Jenkins, Vice President/Treasurer
David D. Jenkins, Secretary
Delroy Johnson, Assistant Secretary
Greg Barbuto, Assistant Secretary

Also, In Attendance Were:

Josh Miller, Carrie Bartow and Korben Heim; CliftonLarsonAllen LLP ("CLA")
Russ Dykstra, Esq.; Spencer Fane LLP
Robert Huls; Nor'Wood Development Group

ADMINISTRATIVE MATTERS

Call to Order and Agenda: Director Seibert called the meeting to order at 9:01 a.m.

Following review, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the agenda, as presented.

Disclosures of Potential Conflicts of Interest: Attorney Dykstra discussed the state law requirements for disclosure of potential conflicts of interest with the directors, noting that completed disclosure statements had been filed for each of the Directors with the Secretary of State at least three days prior to the meeting. In addition, Attorney Dykstra noted that each director is to verbally reveal his potential conflicts of interest to the Board prior to beginning the discussion in which a conflict may arise.

Quorum, Location of Meeting and Meeting Notices: A quorum of the Board was confirmed. The Board noted the meeting was noticed on the website as required.

Public Comment: None.

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September 6, 2023 Special Meeting Minutes: Upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the Minutes of September 6, 2023 special Meeting Minutes, as presented.

Resolution 2023-11-01 Regarding 2024 Annual Administrative Matters: Upon a motion duly made by Director Seibert, seconded by Director D. Jenkins and, upon vote, unanimously carried, the Board adopted Resolution 2023-11-01 Regarding 2024 Annual Administrative Matters.

FINANCIAL MATTERS

PIF Collection Actions for Non-Payment: Ms. Bartow reviewed the PIF collection actions with the Board. No action needed.

Public Hearing on Amendment to 2023 Budget: The amendment was discussed in the below agenda item.

Public Hearing on Proposed 2024 Budget and Resolution No. 2023-11-01 to Adopt 2024 Budget and Appropriate Sums of Money and Set Mill Levies: Director Seibert opened the public hearing to consider the proposed 2024 Budget and to discuss related issues at 9:06 a.m.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and Director Seibert closed the public hearing at 9:07 a.m.

Ms. Bartow reviewed the 2024 Budget and the 2023 Budget amendment to the General Fund with the Board. Following review, upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted the 2023 Budget, as amended.

Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted the 2024 Budget and Resolution 2023-11-01 to Adopt the 2024 Budget and Appropriate Sums of Money and Set Mill Levies.

District Accountant to Prepare DLG-70 Certification of Tax Levies Form for Certification to the Board of County Commissioners and other interested parties: Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board authorized the District accountant to prepare the DLG-70 Certification of Tax Levies form for

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certification to the Board of County Commissioners and other interested parties.

2022 Audit: Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board ratified approval of the 2022 Audit.

Engagement Letter with BiggsKofford P.C. to Prepare 2023 Audit: Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the engagement letter with BiggsKofford P.C. to prepare the 2023 Audit.

District Account to Prepare 2025 Budget: Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board appointed the District accountant to prepare the 2025 Budget.

LEGAL MATTERS

2024 Resolution No. 2023-11-02 of Workers Compensation Coverage Exclusion: Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the 2024 Resolution No. 2023-11-02 of Workers Compensation Coverage Exclusion.

MANAGER MATTERS

2024 Insurance Renewal: Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved 2024 insurance renewal.

CliftonLarsonAllen LLP Master Service Agreement and Related Statement(s) of Work: Upon motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the CLA MSA and related Statement of Work.

DIRECTOR MATTERS

None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, Director Seibert adjourned the meeting at 9:12 a.m.

Respectfully submitted,

DocuSigned by:
David Jenkins

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Secretary for the Meeting

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Envelope Sent	Hashed/Encrypted	4/11/2024 2:51:51 PM
Certified Delivered	Security Checked	4/11/2024 4:44:42 PM
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