

# INTERQUEST SOUTH BUSINESS IMPROVEMENT DISTRICT

121 S. TEJON ST., STE 1100  
COLORADO SPRINGS, CO 80903

Phone: 719-635-0330  
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## NOTICE OF SPECIAL MEETING AND AGENDA

**DATE:** November 13, 2025

**TIME:** 1:30 p.m.

**LOCATION:** Via Microsoft Teams

**ACCESS:** To attend via Microsoft Teams Videoconference, use the below link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmQ3MzU0MjgtZTg5ZS00NDZkLWFmZmItMGnkZTk2Mzg4NzE5%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmQ3MzU0MjgtZTg5ZS00NDZkLWFmZmItMGnkZTk2Mzg4NzE5%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d)

To attend via telephone, dial 720-547-5281 and enter Conference ID: 233 961 173#:

### **Board of Directors**

Stacie Tucker

Bethany Fitzgerald

Jerry Biggs

Gregory Tucker

Andrew Biggs

### **Office**

President

Secretary

Treasurer

Assistant Secretary

Assistant Secretary

### **Term Expires**

May, 2029

May, 2029

May, 2029

May, 2027

May, 2027

## **I. ADMINISTRATIVE MATTERS**

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notices.
- D. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- E. Review and consider approval of minutes from the September 23, 2025 special Board meeting (enclosure).

- F. Consider adoption of Resolution Regarding 2026 Annual Administrative Matters (enclosure).

**II. FINANCIAL MATTERS**

- A. Review and ratify approval of interim claims totaling \$62,053.68 (enclosure).
- B. Review and consider acceptance of September 30, 2025 Unaudited Financial Statements, Schedule of Cash Position, Schedule of Property Tax Collections (enclosure).
- C. Review and acknowledge Cash Access and Internal Controls Memorandum, from CLA (enclosure).
- D. Conduct Public Hearing to consider amendment of the 2025 Budget. If necessary, consider adoption of Resolution to Amend the 2025 Budget (enclosures).
- E. Conduct Public Hearing on the proposed 2026 Budget and consider adoption of Resolution to Adopt the 2026 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures).
- F. Authorize District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.
- G. Discuss statutory requirements for an Audit. Consider approval of Engagement Letter with BiggsKofford to prepare 2025 Audit - \$6,200 (enclosure).

**III. LEGAL MATTERS**

- A. Spencer Fane LLP Standard Terms and Conditions for Legal Services Engagement (enclosure).

**IV. MANAGER MATTERS**

- A. Discuss 2026 insurance requirements (public officials' liability, general liability, workers' compensation, comprehensive crime and authorize membership in the Special District Association for 2026 (enclosure).
- B. Consider Approval of CliftonLarsonAllen LLP 2026 Statement(s) of Work:
  - 1. Management Services (enclosure).
  - 2. Accounting & Advisory Services (enclosure).
  - 3. Public Improvement Fee (enclosure).
- C. Consider Approval of Agreement with Timberline Landscaping, LLC for Snow Removal Services

**V. DIRECTOR MATTERS**

**VI. OTHER BUSINESS**

**VII. ADJOURNMENT**