

Town of Nederland  
Nederland Downtown Development Authority  
Minutes to the Meeting  
July 10, 2012 at 7:00 pm  
held in the Multi-purpose Room of the Community Center

- A. Call to order
- B. Roll call of members present: Mary Ann Rodak, Katrina Harms, Annette Croughwell, Pat Everson, Donna Kirkpatrick  
Also present were: Paul Turnburke, Eva Forberger, Alsiha Reyes  
Absent: Ron Mitchell and Will Guercio
- C. Public Comment: Pat Everson congratulated our 2 new 4 years appointees, Mary Ann and Katrina.
- D. Consent Agenda
  - 1. Minutes from June 26 were approved
  - 2. Treasurer's Report was given and discussed. Eva also informed us regarding the new Recycle and Trash containers that are coming to town. They are bear proof and will be recycled by Green Girl recyclers
  - 3. Motion was made and all approved of the Treasurer's report
- E. Informational items
  - 1. Executive Directors Report given by Paul Turnburke  
Discussion was held as to exactly what Paul's commitments were in regard to his attending the many meetings he does. He said he had done so as the representative of the DDA. He was requested to serve on the Comprehensive Plan update because of his DDA attachment. However Annette Croughwell is also part of this and could be the point person for the DDA.
  - 2. DAT Report given by Pat Everson.
  - 3. Paul reported that Ron Mitchell will be attending the DCI training in Denver on the 11<sup>th</sup>. There will be a conference in Golden in September that we might want to attend.
- F. Action Items
  - 1. Consideration of new direction for organizational duties of the NDDA. S. Discussion was held regarding what interests each of the DDA members have and forming tasks forces for the various interests to achieve more direction and involvement from the community. Mary Ann said she felt she is still learning and doesn't see a clear project at this time. Katrina is interested in the community process and working with information dissemination to the public via the website and Facebook primarily. Annette stated she is already serving on the Comp Plan update and wanted to stress that the DDA needs to make everything public via the new NPP process. Donna stated she is interested in the adopt a planter and park program and would like to coordinate.

2. Alsiha stated we should set a joint session with the BOT so all is in alignment with how we proceed. She will set the request for a joint meeting as soon as possible. Annette stressed how we need to maintain a good relationship with the BOT citing the turning point in the past was the joint meeting with them at the Best Western.  
A motion was made that the NDDA should organize around the idea of task forces. Because the issue is so complicated Alisha suggested we bring this back as an action item specifically stating the task forces to be created and whom would head them up in the next meeting. The item was tabled until a slate of tasks could be put together and resubmitted.
3. Consideration of a new job description for the NDDA Executive Director. Eva feels we need to remove the designated hours breakdown out of the description. This could possibly change as projects are initiated and then completed. A motion was made to approve the job description of Executive Director with a part time salaried position with a 40/60 salary split by Annette and seconded by Pat. The motion passed by all.
4. Consideration of a selection committee to hire a clerical staff for the board. Discussion was held and Eva explained that the position would be a part time 6 month position who would receive a 1099. They would be expected to have their own computer as we have none. We could however authorize the purchase of equipment for their use. The position would be approximately 7-10 hours per week. Katrina asked is this position could possibly share a space with the chamber. Paul offered his office space for a the clerical position. Could we achieve are data and materials with the Town's in the Community Center? Who would do the actual hiring? There was discussion that the job should be an hourly position rather than an Independent Contractor, as the hours needed to be stated and we could not comply with the Independent Status rules. Mary Ann stated that the Executive Director should do the hiring and it was decided that Paul and Katrina would be the selection committee to hire the staff. Mary Ann made a motion to set up the selection committee of Paul and Katrina to hire an hourly employee as Secretary for the NDDA Board. The motion was seconded by Pat Everson and passed
5. .Consideration of a Communications Task Force. Mary Ann made a motion to create a Task force for Communications with Katrina Harms, Pat Everson and Paul Turnburke. The motion passed.
6. Consideration of determining the NDDA representative on the RFP selection committee. Paul discussed the process and stated the bulk of the time spent would be in August. Donna made a motion for Ron Mitchell, Pat Everson, Katrina Harms, Alisha Reyes and two BOT member to be involved, the Mayor and Mayor Pro Temp. Pat seconded the motion. Motion passed.
7. We moved ahead to item #7 considering hiring Flagstaff Surveying to perform the work related to NEDPEDS. The work does not reference the CHARN markers as that will be done later. A motion was made to move forward to hire Flagstaff pending the approval of the IGA by the BOT on

July 17<sup>th</sup>. The survey is to cost \$5900 per the estimate. The motion was seconded and passed.

8. Consideration of renting the Multi-purpose room for the NDDA meetings. We do not have to pay the Community Center, but they are in dire need of income to continue their operations. Since we would effectively be blocking them from potential earnings it was agreed that we should pay for the use of the space. They only charge \$25 per hour with the addition of set up and break down fees should we request that. Katrina stated that we need to have consistency and provide an adequate space for the community should they choose to attend. A motion was made to pay the 2 hour fees plus the set up and break down costs of approximately \$62 dollars a month for our meetings in the community center multi purpose room. The motion passed.

Annette Croughwell made the motion to adjourn at 8:48PM.