

Nederland Downtown Development District - Minutes to the Meeting  
August 14, 2012

- A. Call to Order - meeting called to order at 6:59PM
- B. Members present: Ron Mitchell, Pat Everson, Katrina Harms, Donna Kirkpatrick, Mary Ann Rodak. Members absent: Annette Croughwell and Will Guercio  
Also present: Paul Turnburke, Eva Forberger
- C. Public Comment – none
- D. Consent Agenda:
  - 1. meeting minutes approved as corrected on #4
  - 2. Treasurer's report. Discussion was held regarding how the warrants are written and when and then how they are approved. Eva brings them forward to us when they are not a budgeted item. Pat inquired as to how the contingency fund worked, and she explained it was our fund set aside for unexpected items to be covered with. She also said there is an invoice from Loris and Associates that will come forward at the next meeting. Eva also explained that the payment on the tractor for town resulted in a \$5K increase in our non TIF funds for the year, due to a calculation error. She explained how we get monthly accounting of funds for TIF. The loan from the town was structured and completed whereby we paid off the Mutual of Omaha bank loan that was set as a balloon payment note and was looming in the near future. All is now resolved and we will save some monies by borrowing from the Town of Nederland.
  - 3. Approval of Warrants - Pat made the motion to accept and pay the warrants. All approved, and motion passed.
- E. Informational items
  - 1. Ron Mitchell made a brief report on the DCI conference that he attended. He intends to write up a report in the future to share what he learned. Putting in simply terms however Ron said if you operate the DDA openly and honestly you should be able to do anything you want within the DDA statute.
  - 2. Executive Director Report – Paul reported that the TOPO and boundary survey on 2<sup>nd</sup> Street would be done soon. They will mark everything with paint and will answer questions by the residents as they come up. They will also be doing the elevations as best as possible. A spot elevation will indicate those that are below street level. The RFP's for phase 2 are due on Friday at 4PM. Paul feels we may not have gotten a good response as we do not know where or who advertise the RFP. It should have gone out on the Epurchasing website but was apparently not done by the town. Paul said that CDOT was willing to give us an extension should we need one. He said the town advertised the way they knew best. Paul said he and Alisha reviewed 30-40 possible prospects and Paul created a list of 25-30 that direct invites were sent to.
  - 3. Gift Certificate drawing was made and 3 winners selected. Paul will contact the winners as soon as possible.

4. DAT report – Pat gave her report. She said we received a memo from the mayor that we should not anticipate any more money from DRCOG for the design phase of the project. We currently will only have the original \$78K. She wants to send out a memo to the DAT that we must move forward with sustainability and go as far as we can with that money. We made an effort but did not meet the 8/15 deadline that was firm to have the engineering schematic of our project in process.

#### F. Action Items

1. Consideration of rescheduling of meeting dates - A brief discussion was held as to the possible dates we can reschedule our regular meetings to. It was decided to try for the first Wednesday of the month.
  2. Consideration of Board member participation in the Comprehensive Plan Update – Is this something that the board members want to participate in? We could form small focus groups in the DDA district and meet with small groups of people and ask questions of them as to what they would want to see come out of the Town's Comp Plan update. Four board members expressed an interest in helping out in the process: Pat, Ron, Katrina and Donna. Mary Ann feels she has no time for this other than attending the once a month meeting.
  3. Consideration of the Adopt a Planter/flower Task Force – Donna explained that she was following up on procedure to make the appointment formal for her to head up this Task Force. Pat made a motion to form a Adopt and planter/flower task force to be headed up by Donna Kirkpatrick and including Eva Forberger and other members of the board and community. Ron seconded and the motion passed unanimously.
  4. Consideration of Communications Task Force responsibilities and strategies – and 5. Consideration of the Communications Task Force writing a column for the mtn. ear newspaper – these two were basically the same and discussed together. Per Katrina the Communications Task Force will create a strategy that lays out the framework for website, social media and the newspaper. It will provide to the public who they can connect with. The clerical staff will post the meeting minutes and project updates for the community to access for information.
- Pat stated that Katrina has volunteered to be the board member in charge of this. She wants to get to the point where someone else can do these tasks. They will also write a once a month new column for the DDA. We do not know what this will mean for Jennifer who currently does the website posting, but this can be decided later. A motion was made for the board to approve the proposal of the Communications Task Force to create and implement a communications strategy on behalf of the board. The motion was seconded and passed unanimously.

5. September 5, 2012 will be our next meeting. Meeting adjourned at 8:20 PM