

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room

September 5, 2012 at 7:00PM

Regular Meeting Minutes

A. CALL TO ORDER

B. ROLL CALL

Meeting was called to order by Vice Chair Pat Everson at 7 pm.

Members Present: Pat Everson, Katrina Harms, Donna Kirkpatrick, Mary Ann Rodak

Will Guercio arrived at 7:14 pm and Ron Mitchell arrived at 7:18 pm

Absent: Eva Forberger

Also present: Paul Turnburke, Executive Director

C. PUBLIC COMMENT – none.

D. CONSENT AGENDA

1. Approval of August 14, 2012 Regular Meeting Minutes

Motion by Katrina and seconded by Mary Ann, the minutes were approved unanimously.

2. Revision of Minutes motioned at 8:50pm by Ron Mitchell – seconded by Pat Everson.

Roll taken and minutes approved with revisions – 5 votes for and 1 Mary Ann abstained due to a temporary absence.

E. INFORMATIONAL ITEMS

- 1. Finance Task Report - Pat Everson**

Pat briefly discussed points to her written report and added that she found out other information today to report. In her notes regarding designing the website – Eva

Forberger suggested that the DDA may want to issue an RFP.

Addressing the DRCOG grant, Donna and Pat voiced concern that even though the IGA

was approved by the BOT on 7/17/12, it was not signed and submitted to the proper entities at CDOT until 9/4/12. Eva assured Pat on 9/5/12 that it was signed and sent by 9/4/12. Pat stated that there would be a 2-3 week lag time for CDOT approval and was concerned about acceptance of the IGA before proceeding with any work. There was a short discussion about the desire to be more proactive about checking on dates. There was consensus that clarification from Eva is needed. Discussion continued about the IGA with the town and the DDA. Pat inquired how we stand both financially and procedurally. Pat described the obstacles apparent in Phase 1 vs. Phase 2 of the sidewalk project. Mary Ann wanted to know how to deal with these last minute obstacles. Ron stated that he felt as though the DDA was doing the right thing with surveying. Regarding the IGA with the town, Paul stated he would get clarification from Alisha Reis, on the project manager's role, DDA's role, and the flow of money between both entities. Discussion was held about the Meeting Schedule for Budget Process and both Pat and Paul urged everyone to attend the 9/19/12 DDA Finance Task Force meeting as well as stressing the importance of the 10/3 DDA Workshop meeting to provide final input prior to the public hearing.

2. Executive Director Report - Paul Turnburke

In addition to his written report, Paul updated the Board on the final invoice amounts for outside vendors – both for web and print items. He submitted the “Metro-Vision” document that specifies DRCOG regional goals that Nederland agreed to and also indicated that he was conferencing with consultants for the Gateway Park plans. Paul offered to meet with Board members outside of the regularly scheduled meetings.

3. Ned Peds DAT Report - Pat Everson

Pat spoke to assure the Board that she couldn't ask for a better team and was very encouraged by the interview with Huitt-Zollars. She submitted a copy of their presentation in booklet form and a printout of their PowerPoint presentation. This company was selected unanimously by the selection committee. The selection committee advised a sustainability consultant be hired.

F. ACTION ITEMS

1. Consideration the hiring Sue Churches as Board Secretary, and approval of her job description

After introductions of each Board member were made, motion to approve hiring Sue was made by Pat, seconded by Katrina and approved unanimously. Job title was determined to be Secretary of the DDA Board. A motion to approve the secretarial job description with Pat's addition regarding archiving, was made by Pat and seconded by

Katrina, and also approved unanimously.

2. Consideration of changing the date and time for our regular meetings.

A motion to schedule the Nederland DDA regular meeting date to the 3rd Wednesday of every month at 6:30 pm in the Multi-Purpose room of the Nederland Community Center was made by Pat and seconded by Mary Ann and passed unanimously.

3. Consideration and authorization for investigating the leasing of office space

There was some debate as to whether to enter into a contract with the Cohen Law building that lies within the district or share the Senior's room adjacent to Paul's office in the Community Center. Donna wanted to move away from the Community Center, and Katrina wanted the Board to look at other options and not commit until the cost of the Senior space was determined. The first motion put forth by Pat and seconded by Donna Sue was to proceed with exploring renting space from Mark Cohen, with potential approval by the Board. After more discussion, Ron put forth another motion to work with Pat as a committee, authorized to look at options and proceed to seek a rental contract for office space within the district. Seconded by Pat, this revised motion passed unanimously.

4. Consideration of returning the money given to the Adopt-A-Planter program

Paul began the discussion with his understanding of the \$300 contribution by Michael McBurnie to the Adopt-A-Planter program. The Board members discussed whether to return the funds or to acknowledge them in some public manner. There was some concern expressed by Donna Sue over lack of communication and called for Paul to step down as Executive Director. It was her understanding that she had signed up to head the program next year. Ron stated that although many things have been somewhat neglected – his goal was to look ahead to solutions on how to handle donations next year. Both Pat and Mary Ann wanted to know what the expectation for next year's acceptance of funds would be due to the donor's tax deduction requirement. There was also another donation by an anonymous donor in the amount of \$100 – and Paul offered to find out who the second donor was. A motion was put forth by Ron that a letter of thanks and acknowledgement of receipt of funds be drafted by Paul with the offer to refund this year's donation or put the monies donated towards next year's program was seconded by Mary Ann. Another motion was put forth by Ron to personally deliver a letter of thanks to both Michael McBurnie and the \$100 Donor, acknowledging their donation and giving them the choice of a refund or waiting until next year with a program in place commitment by Donna Sue. This motion was seconded by Pat and a roll call vote was taken. All votes approved passage.

5. Consideration of obtaining a cell phone so the NDDA can have a telephone number

Pat initiated discussion regarding the need for a primary phone line for the Nederland DDA. Will Guerico advised that an 800# with a message service would meet the Boards needs and he offered to research the specifics of obtaining the 800# and message service by the next meeting of the DDA. (9/19) Pat put forth the motion, seconded by Mary Ann, and the motion passed unanimously.

G. DISCUSSION ITEMS

1. Discussion of hiring a Sustainability Consultant to advise the NDDA board on Sustainability portions of the projects and specifically the Ned Peds project.

Pat introduced this as a discussion item and that members of the Nederland Board of Trustees have asked the DDA to hire a sustainability consultant and to introduce an RFP. She asked the DDA Board for direction based on the information provided by the RFP prepared by Mayor Pro Tem Kevin Mueller. Pat remained unsure whether this consultant would be on call or available to work on other projects. Ron agreed with Pat that there were lots of variables, and wanted to stress the importance of an Executive Session to talk with each Board member providing a mechanism in the negotiations as how to allocate funds for this consultant. Pat wanted to clarify funding and Mary Ann and Will both felt that the town should provide half the cost of the consultant, and Katrina agreed with the added need for a scope of work with costs identified. The Board discussed that if the DDA handles the RFP, that perhaps the town might consider sharing the cost. After a bit more discussion, a motion by Ron included the need to turn this from a Discussion Item to an Action Item, contingent on 1/ finishing Exhibits A and B in the RFP, 2/ determining a scope of work and the associated costs, 3/ submitting an attachment for legal review by the town attorney, 4/ subject to approval by the Nederland Board of Trustees and 5/ with consideration of responses only if achievable within the budget. Seconded by Mary Ann, this revised motion passed unanimously.

H. OTHER BUSINESS (NEW)

1. Web Items

Katrina had other business related to the DDA website. Both the domain name and hosting are due to expire the 20th of September. Katrina motioned to allow moving the platform for ease of editing, that she register the domain and hosting through Planet

Mind (a local company) at a cost that will not exceed \$150, and that she submit a proposal for acceptance of time reimbursement. This motion was seconded by Mary Ann, and Paul offered to locate the RFP submitted for the town's website. A roll call vote was taken and unanimous votes approved passage.

2. Executive Session

Ron requested an Executive Session be held after the next regular meeting (9/19/12). He stated that the subjects of the meeting would include legal matters, contractor negotiations and personnel issues. Pat offered to send Sue a form regarding Executive Sessions.

G. ADJOURNMENT

Motion to adjourn was made by Mary Ann seconded by all and approved unanimously. The meeting was adjourned at 8:59pm.