

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

Nederland Town Hall, 45 West First Street, Nederland, Colorado 80466
Annex

October 30, 2013 at 6:30pm

Special Meeting Minutes

A. CALL TO ORDER

Meeting was called to order by Chairperson Pat Everson at 6:32 pm.

B. ROLL CALL

Members Present: Pat Everson, Jeffrey Green, Katrina Harms, Chris Parret
Karina Luscher, (tardy: 6:37pm)

Also present: Susan Schnieder and Amanda Kneer.

C. PUBLIC COMMENT – No public comment.

D. INFORMATIONAL ITEMS

1. Resignation letter from Sue Churches. – Pat Everson

Katrina Harms acknowledged Sue's roll in getting the board through the transition, and that her steady-ness and consistency was helpful. Pat Everson thanked her for her guidance and professionalism through a very difficult time.

2. Public Hearing Notice for the November 20, 2013 combined meeting of the DDA and the Planning Commission for the Town of Nederland Pedestrian Enhancement Design and Nederland Pedestrian and Storm Water Management Improvement Project. – Pat Everson

Pat Everson stated that in talking to Alisha Reis, Town Administrator, that the NedPed plans have gone to CDOT, that Conor Merrigan said they were doing an FOR (walkthrough) on November 12, and would know by 11/13 due to a public notice deadline of the 13th if the hearing remains on the 20th. She referenced a copy of the letter, and asked if the secretary could send a logo / letterhead to Alisha for possibly sending the letter to all who had voted in the district. Katrina reiterated the letter would help with communication, but is not a requirement. Also, Pat stated that this would be the first joint meeting of the Planning Commission and the DDA, and that she will be working out the logistics.

F. ACTION ITEM

1. Consideration of recommending 2 new members to the Nederland Board of Trustees at their next meeting November 5, 2013, replacing two members who have resigned. – Pat Everson

Pat Everson introduced the two applicants present for membership and called for questions by the applicants and the Board to ask questions or answer any concerns. After the Board introduced themselves, gave brief backgrounds and asked questions of Susan Schneider and Amanda Kneer, Pat reiterated that both applicants came as representatives of businesses that own property within the district, to meet the state requirement. Katrina mentioned improving the businesses and opportunities for change and interested in their opportunities. Amanda explained her background and what experiences she brings to the Board, including her background in accounting. Susan also provided her background, wants to see more consensus in town, and answered questions. Chris Perret made a motion to recommend to the BOT at their 11/5/13 meeting Amanda Kneer to serve on the DDA board until June 30, 2014 (Donna Sue's replacement) and Susan Schneider to serve until June 30, 2016 (Mary Ann's replacement). Katrina Harms seconded the motion and it passed with a unanimous vote.

H. DISCUSSION ITEMS

1. Discussion of options of replacing NDDA board Secretary

Pat Everson discussed the short history of the Secretarial position on the board, and the need arose out of the fact that the former Executive Director claimed he didn't have the skills to perform the secretarial duties. Pat also stated that the previous finance committee suggested that an independent contract person be hired as Secretary. There wasn't a DDA office or equipment, and they turned it into an employee status position. She suggested an interim Secretary until someone could be appointed, and on the advise of Eva Forberger, treasurer and Alisha Reis, Town Administrator that it be an independent contractor position. Pat asked for the Board to consider the options for employment, and if anyone wanted the interim position. Katrina pointed out the November 20th meeting would be staffed by a town employee, but Pat said that they would not be taking the DDA's minutes. Karina Luscher asked a reason for not considering an Executive Director, Pat offered that there wasn't enough money and Katrina followed this up with payment to the ED came out of the mill levy, and would not cover an ED's salary, but by putting them in charge of a specific project would allow payment out of the TIFF funds as well. Katrina added that an ED might be a goal of but without another large project might want to wait. Pat stated that the total budget for next year would be only \$28,000 for this, with Katrina adding that it still would be possible to allocate more money if the person would work on additional projects. Pat Everson also stated about budget / repayment Katrina added that in 2014 moving in the direction of

allocating funds for this, and her experience at the Downtown Conference. She also mentioned the hiring of the “Best and Brightest” intern and possibly using them as an Executive Director. As for the Secretary position, motion to move the Replacement of the Secretary from a discussion item to an Action Item was made by Katrina Harms and seconded by Jeffrey Green. The vote was opposed by Chris Perret, but passed by a vote of 4 to 1. There was a short discussion regarding the change in the budget for next year’s Secretarial position, and since it has not been approved to get the correct numbers within the budget. Pat Everson offered to take over the Agenda until further notice. Karina had some questions about the AIMS and the Boards input in a timely fashion, and transparency issues and processes within the Board. Sue suggested submitting a “Draft Agenda” to all of the Board members (not just the chair) for input and opportunities for participation prior to the final packet. After some more discussion, Katrina Harms made a motion make the Secretary a Contract Employee position at the \$16.00 hr. rate and to hire a temporary person for the 11/20 meeting for the not to exceed sum of \$250. This was seconded by Jeffrey Green and the motion passed unanimously.

G. OTHER BUSINESS

Karina Luscher did an inventory count of existing lights for the Holiday Lighting Project and gave an update regarding possible placement, securing in the wind, and that they were well under budget. Katrina Harms added an update for her First Friday collaboration with public works, choir, music and the Library’s participation. There was some discussion about the opportunity of the DDA to participate, being partners in the process and donations and recognition. Karina added that she will pass on the procedures and schedule of people / places for future reference.

I. ADJOURNMENT

At 8:00 pm a motion to adjourn was made by Chris Perret, seconded by Jeffrey Green and approved unanimously.