

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
May 18, 2016
APPROVED MEETING MINUTES

A. CALL TO ORDER

Meeting called to order at 6:33 pm

B. ROLL CALL

Present: Charles Wood, Jeffrey Green, Katrina Harms, Susan Schneider, Amanda Kneer
Absent: Peter Tregaskis and Peter Marshall

Brent Tregaskiks and Peter Marshall had excused absences

C. PUBLIC COMMENT

There were no public comments

D. CONSENT AGENDA

1. Approval of the April 20th, 2016 meeting minutes - Cindy Downing-Secretary

Motion to approve the April 20, 2016 meeting minutes made by Susan Schneider seconded by Katrina Harms. Motion approved unanimously.

2. Approval of warrants

Motion to approve the warrants made by Amanda Kneer seconded by Susan Schneider.
Roll call was taken and motion was approved unanimously.

Charles Wood abstained since he is the newly appointed BOT liasion for the NDDA Board and this is his first meeting.

E. INFORMATIONAL ITEMS

1. Treasurer's Report - Mandy Kneer

Amanda Kneer said she put together a rough budget vs an actual. She said they are still waiting for the Town to get caught up on accounting, and reconciling bank statements so the income numbers and the year to date total are only through February.

Alisha Reis said the NDDA is the priority for 2016 reconciliation and they are about halfway through so they should have solid reconciliations for financial reporting soon.

Alisha said that they are going to apply the administrative and finance funding starting July 1st but

they will do it on a quarterly basis which has what has been done previously.

2. NedPeds Report - Alisha Reis

Alisha said a report from F & D International has been included in the packet. Alisha said there have been challenges with alligning the scope of the project with the requirements for CDOT. She said the project manager from F & D and the CDOT suerpindentant are writing what is called "special specs" to align those things to the CDOT method. They anticipate in the next 3 week period that things will be kicked off in earnest. They should be getting a project schedule in the next few days and that will be posted couple of weeks before the work starts. Materials will be starting to arrive arrive in the neighborhood of the project and photos will be taken and put on social media. She said the project manaager has been on top of keeping costs down. The project has been surveyed and ready to kick off shortly.

Alisha said the next step is finalizing the loan documents for pulling the accumulated TIF funds out of the pot and into the project fund. She said they will do that just like they did every time that they borrowed on the 2012 debt authorization. Alisha said in the packet there is a status report that indicates where we are with the loan authorization. She said this is the final amount on the \$913,589 that was the base amount in the previous debt authorization and then there was an allowance for interest. This will be borrowed from the water fund as has been done in the past. Alisha apologized for the confusion at the last meeting, as she was not able to attend. She said they were looking at the market to see if there was an opportunity to go to the street and offer private finanacing to local community financiers for this, but given the financial reporting conditions for the last half of 2015, they were not confident they could provide those documents that would satisfy an outside bank. They were able to determine through a review of the cash flow that they could in fact borrow from the water fund quite easily. That is what they were looking at previously but she didn't feel confident that they were able to do that because they had additional Capital Improvement programming that they were also going to be funding this year. In the budget, which is available online, the Capital Improvement program is available for review. There were three large projects which were hitting the water fund at the same time; One being a portion of the Town shop project that was budgeted, a small portion that was then amplified for the Town shop project but already budgeted in the water fund that was added to that for the supplemental funding, as well as the Big Springs pumphouse project. She has looked through all of the cash flow documents and given that the DDA has already accumulated roughly 60% of the dollars needed for this particular loan, that wont be any kind of hardship for the water loan for repayment. She will be placing the resolution for the loan before the BOT at the June 7 meeting when they receive the update from the representative from F & D on the project.

3. Board Terms Expiring – Open Board Seats

Katrina Harms said that her and Susan Schneider's terms expire on June 31 and they are both re-applying for their seats. The DDA will be taking applications for the next month and at the June 15 meeting they will review applications and vote for the people that they want to put forward to the BOT since the BOT has to do the official appointment. Applications are available on the Town website and at Town Hall.

4. MPU Public Comment

Ron Mitchell, a property owner in Nederland said he has been through all of the documents. He said he was one of the individuals who was influential in having the recent DDA debt authorization defeated. He said he was one of the original members of the DDA who help to set it up, and that he contributed \$5,000 of the \$25,000 needed for the study to set it up. Ron said he has not been happy with the DDA's performance. He is concerned and has talked to 3 different engineers. The engineers concern is that there is no utility renewal of any nature underneath this brand new street so if and when water lines break or gas lines break, then they will be damaging the delicate infrastructure under the street and on the street. Ron also said said work force housing is in the introductory letter but it is not in the rest of the plan and he thinks the DDA should support work force housing. He said he has had architects, engineers, the public give him input on the property he owns and he would like to give the DDA a copy of that and see if it fits into the MPU. He said the DDA should also offer partnership, but he is not sure who would be involved. He said the DDA has committed to a parking study and he said he agrees with that but the ones that have been done have been flawed. He recommends they do a matrix for local partners and not just external partners.

Katrina harms said they would have been happy to review his plans in February but he canceled the meeting.

Ron responded that they had budgeted an hour and he didn't feel an hour was enough.

Kevin Mueller suggested Ron get his mark ups on the plan scanned in electronically and then submit them to the DDA.

Alisha Reis said Ron can bring them to Town Hall and they will scan them in and pass them on to the DDA.

Susan Schneider said she would be happy to get updates for the Master Plan. She thinks that would be great but she doesn't think they need to sit down with architects and engineers. She said Ron should just pull up suggestions from what he has already done and give them to the DDA.

Katrina Harms said the BOT wants to have a workshop on June 14 so comments need to be turned in soon.

Kevin Mueller, former BOT/DDA liaison is going to email his comments out to the Board. He said the map should be as a separate appendix and also provide a history of the map provided.

Alisha said they can incorporate all of the changes via GIS to the map and layer them to show the history of how the map was developed and the ordinances involved.

Kevin also recommends providing data back to the 90's so people can see the change in the economy of Nederland. He also recommended that the windfall the municipality has experienced be represented. He said the introduction letter should also be rewritten; For example, include how the DDA was established, explain the TIF funding and how it is increased, and also how property values are stabilized or increased. He thinks they should just keep it to property tax values at this point. Kevin said to also discuss the incremental value over 2005, perhaps comparing population to sales tax. He also said not to divide up communities and leave everything open for discussion. Kevin would like to see a guide to identify projects, and to identify the process. He said the DDA needs to develop a needs statement for each project, develop measurable goals, and then an implementation process. He also said the MPU should state how long the DDA should exist, as it seems unclear. He said we should also be clear that we want the town to be sustainable and a

sustainable town is not growing or reducing...but staying sustainable.

Jeffrey Green noted that the population is going to grow, and he thinks the town is trying to play catch up.

Charles Wood agreed and says we need to stay ahead of what is going to happen.

F. ACTION ITEMS

1. Approval of making Amanda Kneer a signer on the NDDA bank account.

Motion to make Amanda Kneer a signer on the NDDA bank account made by Susan Schneider seconded by Jeffrey Green. Roll call taken and motion was approved unanimously.

G. DISCUSSION ITEMS

There were no discussion items

H. OTHER BUSINESS

BOT work session: They would like to meet on June 14 so Katrina asked the Board when they would like to meet to discuss the MPU before the BOT joint worksession. It was decided to have a worksession on June 8th to discuss the MPU at 5:30. Location will be decided and information will be sent to the Board.

Katrina said to look at the DCI schedule since there are many good meetings coming up.

I. ADJOURNMENT

Motion to adjourn made by Amanda Kneer seconded by Susan Schneider. Meeting adjourned at 8:48 pm

NEXT REGULAR MEETING:

June 15 6:30 pm at the Nederland Community Center multi-purpose room

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation. The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights. The NDDA Board of Trustees meeting packets and agendas are prepared on Friday before the Wednesday meetings and are available on the NDDA website, nederlanddowntown.org. Copies of the agendas and meeting packet are available at no cost via email from cindydowning0@gmail.com. The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.