

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT  
AUTHORITY

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

October 21, 2015 @ 6:30pm

APPROVED MEETING MINUTES

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A. CALL TO ORDER

Meeting called to order at 6:35

B. ROLL CALL

Present: Jeffrey Green, Katrina Harms, Amanda Kneer, Susan Schneider

Absent: Kevin Muller and Peter Marshall

C. PUBLIC COMMENT ON NON-AGENDA ITEMS (Speakers limited to 3 minutes)

Ron Mitchell from Nederland informed the DDA Board that the Entertainment District Petition will be brought forward to the Board of Trustees at the November 17 meeting.

D. CONSENT AGENDA

1. Approval of the meeting minutes from the September 16, 2015 meeting-Cindy Downing NDDA Secretary

It was decided to wait to approve the minutes until the November 19 meeting so more information about the 2016 budget could be added.

2. Approval of warrants

It was decided to move the warrants to the next meeting due to missing information.

Alisha Reis noted that the Town has contracted a new treasurer who will be transitioning in the 3<sup>rd</sup> week of November.

E. INFORMATIONAL ITEMS

1. Treasurers report

Amanda Kneer said she distributed the Treasurers report in a spreadsheet. It looks like the DDA will have some fund balance to carry over into next year. Kneer also noted that we are under budget for the secretary so those funds

can be used next year. There is also remaining \$10,000 to spend on the Master Plan Update.

Alexander Armani-Munn said that Kathy Weiss at Town Hall needs verification of what the DDA has expended so she can submit forms for the DOLA grant.

Alisha Reis noted that Amanda Kneer could get on the system at Town Hall so she can access financial information for the DDA when she needs it.

## 2. Update on NedPeds-Alisha Reis

Alisha Reis said that the bidder for NedPeds project is Consolidated Resources out of Greeley. The owners representative will come to the next meeting. He and Chris Pelletier (Nederland Public Works Manager), and Alisha Reis have been working with them to negotiate the contract since the Board of Trustees approved an award to one bidder on October 13, which allows the Mayor to sign the contract when it is ready. They are also working on contract time lines and as soon as that is solid that will be sent to the BOT and the NDDA. The plans include various options, and the optimal option is that everything will be completed by the end of the year. If weather doesn't permit, there are several different ways to complete the project by June 1, 2016 with all of the paperwork completed so they can get final reimbursements from CDOT. CDOT did come in alignment with the remaining budget for the construction which is roughly \$876,000. Reis said there is a little bit of fluff with that number because they are leaving some funds available, as they are not sure what they will find when they dig into 2<sup>nd</sup> street. Four firms have come out to do the mandatory pre-bid. Reis included the budget and the 2012 debt authorization status. Jeff Mallard is looking at numbers to put together to get loans through the water fund and they may need to do a street loan as well.

## 3. Update on the DCI conference-Katrina Harms

Katrina Harms postponed this until the November 18 meeting since she didn't have time to prepare a presentation from her notes

## 4. 2016 Budget update

Alisha Reis said they would like to coordinate with the DDA so they can get the budget nailed down for November 18. This would be optimal so the DDA can adopt their budget before it is sent to the BOT for approval December 1<sup>st</sup>.

Alisha Reis said the last time they did the debt authorization in 2012 they did a B budget. Between November and January they will be putting together option B and what the DDA wants to put together for their question with the help of the Bond Counsel, Amanda Kneer, and the Town Treasurer. If the DDA gets the award in April, the budget can be re-decided.

Reis is going to send out the TIF analysis so the DDA knows what they still have available for their term. The DDA does not need to put together a new budget for next year if they feel like they are not going to expend funds. If they are going to expend

funds, they can do a supplementary budget without having to do a whole new budget. The supplement would have to be approved with the BOT so it can be filed with the state. The Bond Counsel will help with what can be expended in the next few years and explain advantages and disadvantages

Katrina Harms said in the next session of the DCI they will be talking about incorporating some of the ideas from the Master Plan and which ones will qualify for additional grants.

Amanda Kneer said she would like to get together with Katrina Harms to talk about the Visitors Center being part of the proposed budget.

In regards to the DDA, Alisha Reis said they received the grant application for Boulder County Economic Development Funds and that is usually a \$6,000 a year award, which would help to offset the cost of personnel and other things. Kathy Weiss is submitting the application so if the Board has any questions, they can contact her.

Amanda Kneer would like to further discuss the budget at the next meeting.

## F. ACTION ITEMS

### 1. Holiday Lights Program

Katrina Harms said there was a request to provide more lights. Harms suggested we ask the Public Works Director what he would recommend for the lights on the concrete bridge. It was also suggested that the lights be redone on the pedestrian bridge.

Amanda Kneer said the Girls Scouts will be at the lighting ceremony.

Alisha Reis suggested we print off song sheets.

Katrina Harms suggested getting David Hardy to sing. She also suggested getting the Nederland High School choir to sing.

Alisha Reis said the Town will provide snacks and cider.

Katrina Harms said she would also try to get businesses to participate in Black Friday.

It was decided to do the lighting ceremony on Friday 12/4 at 5:30

It was suggested to advertise in the Mountain Ear

Motion to spend up to \$300 on additional lights and refreshments for the holiday lights and lighting ceremony made by Amanda Kneer seconded by Jeffrey Green. Motion approved unanimously.

### 2. Discussion of open NDDA board member position

Katrina Harms said there are currently no applications for the open Board member position so we need need to make a new deadline for this. Harms suggested to make the Deadline November 13 so there will be potential candidates for the next meeting. This will need to be put on the next agenda.

Motion to re-post the Board member deadline of November 13 made by Katrina Harms seconded by Amanda Kneer. Motion approved unanimously

It was suggested by Amanda Kneer to have a December meeting since the DDA has many items to discuss. It was decided to have the NDDA meeting on December 9 at 6:30.

Alexander Armani-Munn noted that he was going to bring forward the Master Plan Update in December since he will be completed with it by then and his position with the Town ends December.

## G. DISCUSSION ITEMS

### 1. Ballot initiative –

Alisha Reis will start the process with Carmine Beery and she has informed her that DDA will want a draft to review at the November 18 meeting. Reis said they will be prioritizing the Master Plan Update and looking at projects we want to accomplish and how much money we are going for. They will then engage the Bond Counsel to get started on those conversations since they will be the most important component of getting the question right. Then we will have to have our question referred by the BOT sometime in mid January. Thus, the DDA should meet with the Bond Counsel in December. Alisha said they are going to use Kim Crawford again since she has done the last two and is familiar with us. Once we establish that, then it is referral of the ballot question. Reis said to remember that all Board members are advocates on behalf of the ballot question but she does not think they can use Town resources to fund those things. Alisha will confirm with Carmine Beery if the DDA can use funds to support making copies, etc for this.

Katrina Harms will send out ballot initiative language. Alisha Reis said to keep in mind that the Town Clerk will need help with the voter list to make sure it is correct.

## H. OTHER BUSINESS

Katrina Harms said Boulder County is looking to do a trail from the West Magnolia trail system to the Jenny Creek trail with through access of the continental divide that will allow mountain bikes. They are going for a grant and are looking for support. Harms would like to know if the DDA would like to add their name in support. PROSAB said Nederland would be a gateway for people using this trail. After design is complete the trail completion will take 3-6 years. The Board agreed to support this.

Katrina would like to put on the next agenda to appoint Amanda as the official

treasurer and also appoint the next Vice Chair

## I. ADJOURNMENT

Motion to adjourn made by Susan Schneider seconded by Amanda Kneer. Meeting adjourned at 7:50 pm.

**NEXT REGULAR MEETING: November 18, 2016 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 isrepost 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, [www.nederlanddowntown.org](http://www.nederlanddowntown.org). Copies of the agendas and meeting packet are available at no cost via email from [cindydowning0@gmail.com](mailto: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.