

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
July 20, 2016 - 6:30pm – 8:00pm  
AGENDA

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A. CALL TO ORDER

B. ROLL CALL

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

D. CONSENT AGENDA

1. Approval of the June 15, 2016 meeting minutes
2. Approval of warrants

E. INFORMATIONAL ITEMS

1. Treasurer's Report - Mandy Kneer
2. NedPeds Report - Alisha Reis

F. ACTION ITEMS

1. Election of Board Officers

G. DISCUSSION ITEMS

H. OTHER BUSINESS

J. ADJOURNMENT

**NEXT REGULAR MEETING: August 17, 2016**

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 meeting packets and agendas are prepared on Monday before the Wednesday meetings and are available on the NDDA website by noon on Tuesday, [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.

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT  
AUTHORITY  
REGULAR MEETING MINUTES  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
June 15, 2015 @ 6:30 PM  
DRAFT MEETING MINUTES

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A. CALL TO ORDER

Meeting called to order at 7:47 pm

B. ROLL CALL

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

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

Ron Mitchel, a property owner in Nederland, spoke regarding the Master Plan. He thinks it should have a statement that says the DDA is considering having an entertainment district.

D. CONSENT AGENDA

1. Approval of the Minutes from the May 18, 2016 meeting – Cindy Downing

Motion to approve the May 18, 2016 minutes made by Brent Tregaskis, seconded by Amanda Kneer. Motion passed unanimously.

2. Approval of Warrants –

Motion to approve the warrants made by Susan Schneider seconded by Amanda Kneer. Motion passed unanimously.

E. INFORMATIONAL ITEMS

1. Treasurer's report – Amanda Kneer

The DDA discussed the financial reports included in the packet. Amanda stressed that we have incomplete information from Town staff. As a result, the DDA is unable to make informed financial decisions. The DDA does not know if they have the money to pay for another election this year.

Alisha Reis said that we will have 2015 audited financial reports for the DDA July Board meeting, as well as up to date 2016 financial reports. Also worth noting: the Town has been paying for the DDA's operating expenses out of the Town general funds. The DDA owes the Town for all of 2015 plus 2016 to date. It was estimated this figure is between \$25,000 - \$35,000. The Town will let the DDA know these figures by our July meeting.

2. NedPeds Report-Alisha Reis

Alisha said NedPeds has started! The project must be completed by 7/15 because of CDOT. Alisha will send the construction schedule out to the Board.

## F. ACTION ITEMS

1. Recommendation for appointment/reappointment to fill open board seats.

The DDA forwarded their recommendation to the Board of Trustees to appoint Katrina Harms and Susan Schneider for the two open DDA Board positions with terms expiring June 30, 2020.

Motion to approve the the NDDA Board recommendations made by Jeffrey Green seconded by Peter Marshall. Motion passed unanimously.

## G. DISCUSSION ITEMS

1. 2016 Master Plan update schedule/work session review

The Board discussed the Master Plan Update and work session review. The DDA will align STAR and SAP to MPU. The DDA aims to have changes to the MPU done by the end of July. They will review and accept changes at the August DDA meeting. Revisions will go to the BOT in September and public for final approval.

2. Debt Authorization Election Schedule

The election will be the end of February or beginning of March. Boulder County will not run the election in November 2016 because of the national election and they don't have the personnel or bandwidth. The next time they do an election we

could add on to is November 2017 and it would cost us about \$3000 and doesn't include legal costs so total could be \$8000.

For Boulder County to run an election 'off-schedule' for us it could cost between \$10,000 and \$15,000 and does not include legal.

For the NDDA to run our own election it would cost between \$5,300 and \$7,800.

The DDA agreed to include a consideration of an entertainment district in the 2016 Master Plan. Ron Mitchell has acknowledged that he would pay for the creation of the entertainment district. He estimates that it will cost \$10,000-\$15,000 to set up. There needs to be 22,000 feet of contiguous square footage and 5 member board of directors.

## H. OTHER BUSINESS

## I. ADJOURNMENT

Motion to adjourn the meeting was made by Susan Schneider, seconded by Brent Tregaskis. Meeting adjourned at 8:34 pm.

**NEXT REGULAR BOARD MEETING: July 20, 2016 @ 6:30 pm Nederland Community Center Multi purpose room**

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**Downtown Development Fund:****341 F&D International, 5723 Arapahoe Ave. Ste 1B, Boulder, CO, 80303**

1798	06/07/16	NedPeds Owners Rep - May	07/07/16	\$4,379.00	\$4,379.00	70-75-6500 Infrastructure	\$0.00 (\$20,797.25)
1799	06/07/16	Survey Work	07/07/16	\$3,400.00	\$3,400.00	70-75-6500 Infrastructure \$7,779.00	\$0.00 (\$20,797.25)

**350 Katrina Harms, , , ,**

2016-06	06/17/16	Meal Reimbursement	06/30/16	\$102.99	\$102.99	70-75-5830 Meals \$102.99	\$1,000.00 \$897.01
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**Total Downtown Development Fund: \$7,881.99****401 Consolidated Resources, LLC, 418 N 9<sup>th</sup> Avenue, Greeley, CO 80631**

Pay App #1	07/06/16	NedPeds	08/06/16	\$105,575.12	\$105,575.12	70-75-6500 Infrastructure	\$0.00 (\$126,672.37)
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**Total Downtown Development Fund: \$105,575.12**



# AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: June 15, 2016  
Prepared By: Katrina Harms

Consent  Information  Action  Discussion

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## **ACTION ITEM:**

Take nominations for and elect a Chair, Vice Chair and Treasurer.

## **SUMMARY:**

The NDDA Board must elect officers for 1 year terms starting July 1 and ending June 30 per their bylaws. (see attached) The Board will take nominations from the board and elect a Chair, Vice-chair and Treasurer.

Current officers are:

Katrina Harms – Chair

Jeffrey Green – Vice-Chair

Mandy Kneer – Treasurer

## **ATTACHEMENTS:**

Bylaw sections governing officers and election of officers

violation of the public trust or affront of the dignity of the Board.

## ARTICLE 3.000

### OFFICERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

3.100 Board Chair. The Board Chair shall preside at all meetings of the Authority except as otherwise authorized by resolution of the Authority. The Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit such recommendations and information as deemed necessary for the proper administration of the business affairs and policies of the Authority.

3.110 Election. At the first regularly scheduled meeting of the Board in July of each year, a Chair shall be elected to preside at the meetings of the Authority with the full power to vote on any issue, except as otherwise provided herein. The Chair shall serve until election of a new Chair at the first regular meeting the following July, at which time the Chair may be renominated or a new Chair may be elected.

3.200 Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair and, in case of the resignation of the Chair, the Vice-Chair shall perform the duties of the Chair, until such time as the

Authority shall select a new Chair. The Vice-Chair shall be elected in the same manner and at the same time as the Chair. An Interim Vice-Chair may be elected to perform the duties of the Vice-Chair in the absence or incapacity of the Vice-Chair, if desired by the Board.

3.300 Treasurer. The Treasurer shall keep the financial records of the Authority and, together with the Director, or in lieu of no such director, the Chair, shall approve all vouchers for the expenditure of funds of the Authority. The Treasurer shall prepare and submit a monthly report stating the assets, liabilities and year-to-date and month-to-date expenditures of the Authority. The Treasurer shall submit the report to the Director or Chair and the Director or Chair shall report to the Board.

3.400 Secretary. The Secretary shall maintain custody of the official seal and of all records, documents, or other papers not required to be maintained by the Treasurer. The Secretary shall attend all meetings of the DDA Board and keep a record of all its proceedings, file minutes with the Town Clerk of all regular and special meetings and shall perform such other duties as required by law, agreement with the Town Board or as may be delegated to him/her by the Board. The Secretary shall have power to affix the Authority's seal to and attest all contracts and instruments to be executed by the Authority.

3.500 Director. Pursuant to the requirements of 31-25-815 C.R.S. 1973, the Downtown Development Authority shall employ a Director. In the absence or disability of



the Director, the DDA Board may designate a qualified person to perform the duties of the office of acting Director. The Nederland DDA shall appoint a director at the time it has sufficient funds to do so.

3.510 Appointment. The Board shall appoint a Director pursuant to the requirements as stated in Section 31-25-815 C.R.S. The Director is the DDA Board's employee and shall serve at the pleasure of the Board. The Board shall periodically review the Director's performance. The Director is and shall be an at-will employee. The compensation to be paid to the Director shall be established by the Board and budgeted accordingly.

3.520 Responsibility. The Director shall be the Chief Executive Officer of the Authority and shall have general supervision over and be responsible for the performance of the functions of the Authority. Subject to and in accordance with these bylaws and direction by the Board, the Director may expend funds in accordance with standard, generally accepted governmental accounting and fiscal management practices. The signature of the Director and the Treasurer shall be required on all vouchers for the payment of all expenses.

3.530 Staff. The Director shall be responsible for hiring and supervising a subordinate staff and for providing reports to the Board. A staffing report shall be submitted monthly, which report shall include but

not be limited to recommendations for staff hiring, separations, salaries and assigned duties of each staff member. Staff shall serve under the direction of the Director. The Director shall control employment activities in accordance with the Personnel Rules of the Town of Nederland as amended or otherwise established by the Board.

3.540 Bond. The Board may require a bond from the Director, or, by resolution, waive the bond requirement.

3.550 Budget. The Director, working with the Treasurer, shall annually prepare a budget and submit it to the Board for its approval, in accordance with applicable State Statutes and Financial Management Rules for the Town of Nederland. The budget shall indicate the amount of compensation to be paid staff and the amounts to be devoted to specific Authority projects. Until the time the Director is appointed, the Authority shall annually submit a budget to the Town of Nederland Board of Trustees for review and approval in accordance with the Town's annual budget schedule.

## ARTICLE 4.000

### MEETINGS

4.100 Regular Meetings. The regular meetings of the Board shall be at such time and place as determined by