

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
1/17/18 at 6:30 pm
AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA

1. Approval of warrants
2. Approval of the meeting minutes from the November 15, 2017 meeting

E. INFORMATIONAL ITEMS

1. Presentation from the Butterfly Pavilion about a possible partnership for the Riverwalk Project- Brenda Kaser-Burger, Chief Operating Officer, Butterfly Pavilion
2. Treasurers report-Amanda Kneer
3. Report on TARP financials and past workshops-Katrina Harms

F. ACTION ITEMS

1. Consideration for the DDA to secure a line of credit to access for future projects.
2. Approval of the job description for the NDDA executive director

G. DISCUSSION ITEMS

1. Discussion of repairs and upgrades to the Visitors Center-Monica LaSalle-Public Works
2. Discussion of TARP and upcoming workshops-Katrina Harms
3. Discussion of upcoming vacant NDDA seat

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING: February 21, 2018 @ 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, www.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.

Nederland Downtown Development Authority
Warrant Report

Invoice Number	Date	Vendor	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	Budget Remaining	Warrants presented at:
10312017-3	10/31/2017	Beyond the Mountain Design	\$ 16.15	\$ 16.15	70-75-5770	Printing/Copying	16.15		1/17/18 meeting
	11/3/2017	Cash	\$ 200.00	\$ 200.00	70-1003	Petty Cash for election food	200.00	-	1/17/18 meeting
110217-02	11/2/2017	Cathy Steirs	\$ 100.00	\$ 100.00	70-75-5175	Election	100.00		1/17/18 meeting
11302017	11/30/2017	Cindy Downing	\$ 232.00	\$ 232.00	70-75-5129	DDA Secretary Services	232.00		1/17/18 meeting
		Cindy Downing	\$ 160.00	\$ 160.00	70-75-6000	TARP grant expenses	160.00		1/17/18 meeting
10312017-2	10/31/2017	Collins Cockrel & Cole	\$ 10,563.00	\$ 10,563.00	70-75-5175	Election	10,563.00		1/17/18 meeting
110217-01	11/2/2017	Katrina Harms	\$ 27.05	\$ 27.05	70-75-5175	Election	27.05		1/17/18 meeting
110217-4	11/2/2017	Margaret Freeman	\$ 100.00	\$ 100.00	70-75-5175	Election	100.00		1/17/18 meeting
110217-03	11/2/2017	Ronald Steirs	\$ 100.00	\$ 100.00	70-75-5175	Election	100.00		1/17/18 meeting
110317	11/3/2017	USPS	\$ 9.80	\$ 9.80	70-75-5710	Postage/Shipping	9.80		1/17/18 meeting
11302017-2	11/30/2017	Collins Cockrel & Cole	\$ 2,247.00	\$ 2,247.00	70-75-5175	Election	2,247.00		1/17/18 meeting
11272017	11/27/2017	Elizabeth Allen	\$ 1,000.00	\$ 1,000.00	70-75-5270	Downtown Area/DDA	1,000.00		1/17/18 meeting
12072017	12/7/2017	John Scarffe	\$ 300.00	\$ 300.00	70-75-5790	Miscellaneous	300.00		1/17/18 meeting
11292017	11/29/2017	Nederland Community Center	\$ 80.00	\$ 80.00	70-75-6000	TARP grant expenses	80.00		1/17/18 meeting
11302017-3	11/30/2017	The Deli at 8236	\$ 200.00	\$ 200.00	70-75-6000	TARP grant expenses	200.00		1/17/18 meeting
2017-262	12/31/2017	ASK Accounting Inc	\$ 600.00	\$ 600.00	70-75-5125	Accounting	600.00		1/17/18 meeting
		ASK Accounting Inc	\$ 8.00	\$ 8.00	70-75-5410	Office Supplies	8.00		1/17/18 meeting
12312017	12/31/2017	Cindy Downing	\$ 117.00	\$ 117.00	70-75-5830	TARP grant expenses	117.00		1/17/18 meeting
12312017-2	12/31/2017	Cindy Downing	\$ 200.00	\$ 200.00	70-75-5129	DDA Secretary Services	200.00		1/17/18 meeting
230762	11/14/2017	Beyond the Mountain Design	\$ 0.90	\$ 0.90	70-75-5770	Printing/Copying	0.90		1/17/18 meeting
230834	11/15/2017	Beyond the Mountain Design	\$ 5.94	\$ 5.94	70-75-5410	Office Supplies	5.94		1/17/18 meeting
		Beyond the Mountain Design	\$ 8.40	\$ 8.40	70-75-5770	Printing/Copying	8.40		1/17/18 meeting
231082	11/24/2017	Beyond the Mountain Design	\$ 419.44	\$ 419.44	70-75-6000	TARP grant expenses	419.44		1/17/18 meeting
231180	11/27/2017	Beyond the Mountain Design	\$ 17.00	\$ 17.00	70-75-6000	TARP grant expenses	17.00		1/17/18 meeting
231227	11/28/2017	Beyond the Mountain Design	\$ 2.25	\$ 2.25	70-75-6000	TARP grant expenses	2.25		1/17/18 meeting
231295	11/30/2017	Beyond the Mountain Design	\$ 6.75	\$ 6.75	70-75-6000	TARP grant expenses	6.75		1/17/18 meeting
231708	12/9/2017	Beyond the Mountain Design	\$ 3.95	\$ 3.95	70-75-5770	Printing/Copying	3.95		1/17/18 meeting

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
November 15, 2017 6:30 pm
DRAFT MEETING MINUTES

A. CALL TO ORDER

Meeting called to order at 6:34 pm

B. ROLL CALL

Present: Claudia Schauffler, Susan Schneider, Katrina Harms, Amanda Kneer, Peter Marshall
Absent: Brent Tregaskis and Alan Apt had an excused absence

C. PUBLIC COMMENT

Gary Pekarek 83 East 4th Street, Nederland. Gary said he is in favor of an entertainment district. He said this will provide more parking and make all of the businesses more successful, as the entertainment district Ron Mitchell is suggesting would provide 100 new parking spaces. He said currently, there is not enough parking in front of his shop, and the spaces are always occupied. Also, an entertainment district would lure in tourists and business. Gary added that he is in favor of Ron's plan of adding affordable housing, since his employees are having a hard time finding an affordable place to live in Nederland.

Ron Mitchell, owner of several properties in Nederland. Ron would like the entertainment district and the riverwalk proposals to be on the agenda for the next DDA meeting. Ron said the Board of Trustees will not put the entertainment district on their agenda until it is endorsed by the DDA.

Owner Renaissance Woman in Nederland. Is in favor of an entertainment district. She saw her hometown of Tombstone, Arizona grow and prosper from a small town to a thriving town and would like to see Nederland do the same. She said Nederland is dying and she can see it reflected in her books and her business. She added that there needs to be improvements and changes to the downtown so it will improve the vitality of the business and tourism in Nederland.

Mark Stringfellow 60 Barker road. Mark would like to see the rive walk, as well as fireworks for next year on the agenda for next month.

Steve Watts, Executive Director of the Boulder Mountain Bike Alliance. Steve would like to bring economic vitality to Nederland through the development of the West Magnolia trail project. They have received a construction grant for \$425,0000 and plan to develop a section of trail defined as Zone 1. They are looking at partnering with the community, and feel like this is a project that will improve the vitality of the community. He would like a letter of support from the DDA. Susan Schneider said she would like more information from him and will be in communication.

David Walter, owner of Roasted Toad BBQ in Nederland. David is in favor of the West Magnolia Boulder bike trail and also monitoring of that area. He would also like to see tourism addressed by the DDA and and how it is important to the local economy.

Kathleen Chippi owner of Magnolia Star Roots in Nederland. Kathleen is against hiring an executive director. She would to the see the entertainment district on the agenda as well as the riverwalk. She thinks that any project the DDA does should have a project manager.

D. CONSENT AGENDA

1. Approval of the July 12, 2017 meeting minutes-Katrina Harms

Motion to approve the July 12, 2017 meeting minutes made by Katrina Harms seconded by Amanda Kneer. Motion approved unanimously.

2. Approval of the August 16, 2017 meeting minutes-Katrina Harms

Motion to approve the August 16, 2017 meeting minutes made by Amanda Kneer, seconded by Peter Marshall. Motion was unanimously approved.

3. Approval of the September 20, 2017 meeting minutes-Cindy Downing

Motion to approve the September 20, 2017 meeting minutes made by Katrina Harms, seconded by Peter Marshall. Motion was unanimously approved with the exception of Amanda Kneer who abstained since she did not attend the meeting.

4. Approval of the October 18, 2017 meeting minutes-Cindy Downing

Approval of the October 18, 2017 meeting minutes made by Claudia Schaufler, seconded by Katrina Harms. Motion was unanimously approved with the exception of Amanda Kneer who abstained since she did not attend the meeting.

5. Approval of warrants

Motion to approve the warrants made by Katrina Harms, seconded by Claudia Schaufler. A roll call was taken and motion was unanimously approved.

E. INFORMATIONAL ITEMS

1. Financial Reports

Amanda Kneer reported the October financial indicate there is \$151,000 in the TIF fund and \$162,000 in the operating account. The operating account was supposed to be \$22,000 so she is still researching, but feels there is money in the account that wasn't needed for projects, thus the surplus. If so, then they will have to do a reverse loan on the money and re-borrow it for a project. The Town treasurer was on vacation so she couldn't get final numbers, but once she gets the final numbers for 2016, she will have some answers.

F. ACTION ITEMS

1. Approval of changes to the NDDA bank account.

Amanda Kneer reported that the DDA currently only has one account, which is a money market account. The money market account only allows for 6 transactions a month, so this is not convenient the banking. Amanda proposed opening a money market account for TIF funds, and a separate checking account for operating funds. Also, since they currently have several checks left from the

current money market account, she would like to change that account type to a checking account for the operating funds, and open up a new money market account for the TIF funds. She also requested permission to get an operating account debit card for the DDA Treasurer, and also a debit card for an executive director, so it is available if the DDA decides to hire one in the future. Amanda also requested that they change the current signers on the account to Susan Schneider, Claudia Schauffler, and Peter Marshall.

Motion to make the proposed changes to the bank accounts, bank accounts signers, and approve the ordering of debit cards for the treasurer and the potential hired executive director made by Amanda Kneer, seconded by Claudia Schauffler.

A roll call was taken and motion was unanimously approved with the exception of Susan Schneider who recused herself since she is the manager of the bank the DDA holds accounts with.

2. Approval of the 2018 budget.

Motion to approve the 2018 budget and forward to the Board of Trustees with changes discussed made by Katrina Harms, seconded by Claudia Schauffler. A roll call was taken and motion was unanimously approved.

3. Approval of the 2017 supplemental budget

Motion to approve the proposed 2017 supplemental budget, pending the confirmation of the loan from the Town made by Amanda Kneer seconded by Katrina Harms. A roll call taken and motion was unanimously approved.

4. Approval of canceling the December meeting

It was decided by the Board to have a planning session on Monday, December 11th at 5:30 rather than a regular board meeting. Motion to cancel the regular scheduled board meeting on December 20 and have a planning session on December 11 made by Katrina Harms seconded by Amanda Kneer. Motion was unanimously approved.

G. DISCUSSION ITEMS

1. Discussion of an Executive Director Position

This was tabled and moved to the planning session on December 11

2. Discussion and planning and next steps

This discussion was tabled and moved to the planning session on December 11 but Susan Schneider informed attendees of the main projects at the top of the list:

- Wayfinding and signage
- Beautification
- Possibility of taking over the Nederland Visitors Center
- An entertainment district and the possibility and feasibility of that
- A river walk
- Parking improvements
- Traffic on Big Springs and Lakeview
- Code review and ordinances in the NDDA district
- Reviewing bylaws, mission, code of conduct, and rules of procedure of the DDA

H. OTHER BUSINESS

Susan Schneider said there is an opening coming up for a position on the NDDA Board in January and it needs to be posted and advertised.

I. ADJOURNMENT

Motion to adjourn made by Amanda Kneer, seconded by Susan Schneider. Motion was unanimously approved and meeting adjourned at 8:04pm.

NEXT REGULAR MEETING:

There will be a planning session on December 11, 2017 @ 5:30 pm. Location to be determined.

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 by the Tuesday before the Wednesday meetings and are available on the NDDA website, www.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.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION: ACTION: OR DISCUSSION:
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AGENDA ITEM:

Presentation from the Butterfly Pavilion about a possible partnership for the Riverwalk Project-Brenda Kaser-Burger, Chief Operating Officer, Butterfly Pavilion

SUMMARY:

The possibility of a partnership between the Butterfly Pavilion and the Nederland Downtown Development Authority for the installation of a riverwalk in Nederland.

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

To be determined after the presentation at the meeting

ATTACHMENTS:

Outline from the Butterfly Pavilion

Riverwalk programming - possible Nederland partnership

a. Garden design and consultation for public landscaped areas

Spending time in a garden promotes exercise, fresh air and confidence, which means higher quality of life for residents and visitors to a community. Gardens also provide valuable habitat for wildlife, such as songbirds and butterflies, especially in urban and suburban settings. However, these gardens require commitment to their care, as well as the expertise in their design and installation. Many communities are interested in adding habitat gardens to their landscape, but hesitate due to this lack of expertise and commitment. Butterfly Pavilion has the skills and expertise to support these community needs.

- Garden Consultation - The basic package is a site assessment of the property, which includes examining the soil, access to irrigation, exposure and surrounding vegetation and landscape. Our horticulture staff also looks at how the property is/ will be used, since habitat gardens must accommodate the human habitat. From this site assessment and interview with the stakeholder(s), Butterfly Pavilion will submit a report including recommendations about what steps are needed to improve habitat and how to take care of it.

Site assessment includes a general description of the site: representation of water and light availability, soil type, exposure and current conditions, current wildlife use and diversity, landscape maintenance, social benefits and opportunities for community engagement. The end product is a report which includes recommendations for next steps.

- Garden Design - Once a site assessment report has been submitted to the client, the client may request a garden design. Design will be suited to the site and client's style, providing colorful 4-season interest and high value for beneficial wildlife. Garden designs focus on the use of plant species native to the area, although well-adapted, non-aggressive and sustainable nonnatives may be included according to the client's request.
- Content for interpretive signs/ programs – Butterfly Pavilion has unparalleled expertise in educating the public about the natural systems all around us. Thoroughly vetted information about the invertebrate wildlife and habitats found in the area can be presented in an engaging format to further involve residents in the project.

Garden designs include:

- Layout and planting plan, including plant list, photos and sources
- Irrigation specifications and recommendations
- Soil amendment and mulch specifications and recommendations
- Landscape materials specification and recommendations
- List of pollinators and other wildlife expected in the garden
- Maintenance recommendations
- Information on certification options

b. Restoration for natural areas

By restoring landscapes to a greater degree of biodiversity, land managers can include “planned complexity” in urban and suburban landscapes. Even with over half of the human population now living

in cities and towns, a habitat network of open spaces, parks and private properties can add significant resources, especially for beneficial wildlife such as pollinators. Successful models of habitat restoration include soil and water testing, management of noxious weeds, planting native plants, erosion management and biomonitoring (tracking diversity, abundance and activity of plants, animals and other living things), all tailored to the demands of each life zone at each site.

In order to ensure that the habitat restoration proceeds according to best practices and recommended specifications, Butterfly Pavilion would expand the scope of this product to include soil amendment and preparation, weed management and revegetation as required by the restoration plan.

- **Site Assessment - Butterfly Pavilion will provide site assessments for areas in need of restoration. The site assessment will include examining the soil, topographical layout, presence of water, and existing vegetation and surrounding landscape conditions. This assessment is then used to establish restoration priorities for each site. Site assessments will take place in March/April or September/October.**

Site assessments include:

- [Soil testing](#)
 - [Identifying and mapping vegetation communities](#)
 - [Identifying and mapping wildlife presence and usage](#)
 - [Compare with existing geospatial, conceptual and predictive models](#)
 - [Identify restoration priorities](#)
- [Scope of Work – A customized work plan will be identified for each site. This will outline the needs of the restoration, timeline, actions, best practices, evaluation plan and metrics, etc. Each restoration site will begin with a three \(3\) year restoration plan with consistent six \(6\) month evaluations/assessments and work as needed after the initial restoration work has been completed. When scope of work is approved, Butterfly Pavilion will require access to the site to complete work.](#)

Scopes of work include:

- [State management goals and objectives along with proposed timelines](#)
 - [Weed management strategies for each vegetation community zone](#)
 - [Create revegetation strategy/ plant stock lists for each vegetation community zone](#)
 - [Develop risk management strategies](#)
 - [Create evaluation plan according to agreed-upon objectives](#)
- [Volunteering and Community Engagement – Butterfly Pavilion currently collaborates with other municipalities to restore public open spaces in the Urban Prairies Project. This collaboration mobilizes local residents to become Restoration Master Volunteers. These volunteers then assist with leading weeding and revegetation projects, monitor progress and wildlife use and educate the community about the importance of healthy natural areas. In return, volunteers report feeling that their skills are being put to use to make a real difference in their communities.](#)

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION: ACTION: OR DISCUSSION:
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AGENDA ITEM:

Treasurers report-Amanda Kneer

SUMMARY:

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

Financials are included in the packet

Nederland Downtown Development Authority

Balance Sheet

December 31, 2017

ASSETS

Current Assets

Checking/Savings

70-1001 - Pooled Cash	0.00
70-1002 - DDA Cash Accounts	153,576.37
70-1003 - Petty Cash	200.00
70-1999 - Interfund	0.00
Total Checking/Savings	153,776.37

Accounts Receivable

70-1100 - Taxes Receivable	1,509.63
70-1300 - Other Receivable	56.44
Total Accounts Receivable	1,566.07

Total Current Assets 155,342.44

TOTAL ASSETS 155,342.44

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

70-2000 - Accounts Payable	1,346.42
Total Accounts Payable	1,346.42

Total Current Liabilities 1,346.42

Total Liabilities 1,346.42

Equity

Prior Years' Excess for Rev over Exp	91,973.18
70-3010 - Unrestricted Fund Balance	14,951.47
70-3100 - Restricted Fund Balance	37,751.00
Excess of Revenue Over Expenditures	9,320.37
Total Equity	153,996.02

TOTAL LIABILITIES & EQUITY 155,342.44

Nederland Downtown Development Authority

Balance Sheet

December 31, 2017

ASSETS

Current Assets

Checking/Savings

80-1001 · Pooled Cash (TIF)	0.00
80-1002 · DDA Cash Accounts (TIF)	144,928.56
80-1999 · Interfund (TIF)	0.00

Total Checking/Savings	144,928.56
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Accounts Receivable

80-1100 · Taxes Receivable (TIF)	11,297.17
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Total Accounts Receivable	11,297.17
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Total Current Assets	156,225.73
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TOTAL ASSETS	156,225.73
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

80-2000 · Accounts Payable (TIF)	56.44
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Total Accounts Payable	56.44
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Total Current Liabilities	56.44
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Total Liabilities	56.44
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Equity

Prior Years' Excess for Rev over Exp	43,949.43
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80-3010 · Unrestricted Fund Balance (TIF)	5,067.91
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80-3100 · Restricted Fund Balance (TIF)	113,295.00
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Excess of Revenue Over Expenditures	-6,143.05
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Total Equity	156,169.29
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TOTAL LIABILITIES & EQUITY	156,225.73
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	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017
DDA (70):							
Revenues							
70-75-4000 Property Taxes	4,095.42	5,978.18	2,368.39	2,107.64	1,461.40	3,517.21	461.78
70-75-4002 Specific Ownership Taxes	126.05	140.68	135.40	140.98	126.11	133.18	152.04
70-75-4900 Interest	49.43	49.72	64.51	67.78	74.07	74.14	76.05
70-75-4910 Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-4915 Donations	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-8402 TARP	0.00	0.00	0.00	0.00	5,500.00	0.00	0.00
70-XX-XXXX Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-8405 CDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	11,270.90	6,168.58	2,568.30	2,316.40	7,161.58	3,724.53	689.87
Expenditures							
70-75-5100 Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5110 IT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5115 Website	0.00	0.00	0.00	120.00	0.00	0.00	0.00
70-75-5125 Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5129 DDA Secretary Services	256.00	256.00	456.00	320.00	328.00	176.00	200.00
70-75-5175 Elections	0.00	0.00	0.00	0.00	0.00	0.00	1,177.50
70-75-5216 Trails/Sidewalks Maintenance	250.00	250.00	250.00	250.00	250.00	250.00	250.00
70-75-5270 Downtown Area (DDA)	0.00	0.00	0.00	1,433.00	1,768.00	3,833.00	720.00
70-75-5410 Office Supplies	55.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5710 Postage/Shipping	0.00	0.00	0.00	9.80	0.00	0.00	0.00
70-75-5735 Boulder County Tax Collection	61.43	89.67	35.53	31.61	21.92	52.76	8.54
70-75-5740 Bank Fees	0.00	0.00	0.00	15.00	0.00	0.00	0.00
70-75-5750 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	79.97
70-75-5770 Printing/Copying	0.00	0.00	0.00	0.00	2.04	0.00	137.00
70-75-5790 MISC	0.00	0.00	0.00	0.00	500.00	0.00	0.00
70-75-5810 Conference/Training	0.00	0.00	1,400.00	20.00	85.96	0.00	0.00
70-75-5830 Meals	0.00	0.00	13.00	0.00	12.27	0.00	0.00
70-75-5850 Annual Membership/Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5999 Admin & Finance Allocation	100.00	100.00	100.00	100.00	100.00	100.00	100.00
70-75-6000 TARP grant expenses	0.00	0.00	0.00	0.00	0.00	80.00	48.00
70-75-6500 Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-6550 Infrastructure Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-75-9405 CDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	372.43	695.67	2,254.53	2,299.41	3,068.19	4,491.76	2,721.01
Net Income	10,898.47	5,472.91	313.77	16.99	4,093.39	(767.23)	(2,031.14)

t Authority

August 2017	September 2017	October 2017	November 2017	December 2017	YTD Actual	2017 Suppl Budget	Actual vs. Budget
770.39	352.62	89.87	0.00	1,376.28	22,579.18	22,500.00	79.18
143.81	164.71	166.41	178.78	154.00	1,762.15	1,500.00	262.15
73.28	74.04	71.54	63.37	56.44	794.37	800.00	(5.63)
0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	(7,000.00)
0.00	0.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
5,500.00	0.00	0.00	0.00	0.00	11,000.00	11,000.00	0.00
0.00	0.00	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	505,000.00	(505,000.00)
6,487.48	591.37	327.82	242.15	8,586.72	50,135.70	554,800.00	(504,664.30)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	120.00	300.00	(180.00)
0.00	0.00	0.00	0.00	600.00	600.00	600.00	0.00
72.00	512.00	88.00	232.00	200.00	3,096.00	3,600.00	(504.00)
672.00	2,106.22	10,563.00	2,574.05	0.00	17,092.77	17,500.00	(407.23)
250.00	250.00	250.00	250.00	250.00	3,000.00	3,000.00	0.00
0.00	600.00	0.00	1,000.00	0.00	9,354.00	8,354.00	1,000.00
0.00	0.00	0.00	5.94	8.00	68.94	100.00	(31.06)
0.00	0.00	0.00	9.80	0.00	19.60	50.00	(30.40)
11.57	5.29	1.34	0.00	20.65	340.31	350.00	(9.69)
0.00	0.00	60.00	135.00	0.00	210.00	75.00	135.00
0.00	160.00	0.00	0.00	0.00	239.97	500.00	(260.03)
24.83	7.82	16.15	9.30	3.95	201.09	500.00	(298.91)
0.00	0.00	0.00	0.00	300.00	800.00	500.00	300.00
0.00	0.00	0.00	0.00	0.00	1,505.96	1,510.00	(4.04)
0.00	66.00	0.00	0.00	100.00	191.27	150.00	41.27
0.00	0.00	600.00	0.00	0.00	600.00	600.00	0.00
100.00	100.00	100.00	100.00	100.00	1,200.00	1,200.00	0.00
1,016.19	72.00	0.00	887.23	72.00	2,175.42	11,000.00	(8,824.58)
0.00	0.00	0.00	0.00	0.00	0.00	241,956.00	(241,956.00)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	505,000.00	(505,000.00)
2,146.59	3,879.33	11,678.49	5,203.32	1,654.60	40,815.33	796,845.00	(756,029.67)
4,340.89	(3,287.96)	(11,350.67)	(4,961.17)	6,932.12	9,320.37	(242,045.00)	251,365.37

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017
DDA TIF (80):					
Revenues					
80-75-4005 TIF Taxes	37,542.04	54,800.35	21,710.79	19,318.48	13,394.78
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	0.00	0.00	0.00
	<u>37,542.04</u>	<u>54,800.35</u>	<u>21,710.79</u>	<u>19,318.48</u>	<u>13,394.78</u>
Expenditures					
80-75-5710 Postage/Shipping	0.00	0.00	0.00	0.00	0.00
80-75-5735 Boulder County Tax Collection	563.10	822.00	325.66	289.78	200.93
80-75-7050 Payment to Escrow Agent	0.00	0.00	0.00	0.00	0.00
80-75-7100 Loan Principal	19,487.65	19,536.37	19,585.21	19,634.17	19,683.26
80-75-7200 Loan Interest	512.35	463.63	414.79	365.83	316.74
80-75-7400 Capital Lease Principal	0.00	0.00	0.00	0.00	0.00
80-75-7500 Capital Lease Interest	0.00	0.00	0.00	0.00	0.00
	<u>20,563.10</u>	<u>20,822.00</u>	<u>20,325.66</u>	<u>20,289.78</u>	<u>20,200.93</u>
Net Income	<u><u>16,978.94</u></u>	<u><u>33,978.35</u></u>	<u><u>1,385.13</u></u>	<u><u>(971.30)</u></u>	<u><u>(6,806.15)</u></u>

Nederland Downtown Development Authority

June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	YTD Actual
31,968.87	4,106.29	6,710.61	3,023.60	760.55	0.00	11,469.21	204,805.57
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31,968.87	4,106.29	6,710.61	3,023.60	760.55	0.00	11,469.21	204,805.57
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
479.54	61.63	100.64	45.35	11.41	0.00	172.04	3,072.08
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19,732.47	19,781.80	19,831.25	19,880.83	19,930.53	7,856.90	0.00	204,940.44
267.53	218.20	168.75	119.17	69.47	19.64	0.00	2,936.10
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20,479.54	20,061.63	20,100.64	20,045.35	20,011.41	7,876.54	172.04	210,948.62
11,489.33	(15,955.34)	(13,390.03)	(17,021.75)	(19,250.86)	(7,876.54)	11,297.17	(6,143.05)

2017 Suppl

Budget	Actual vs. Budget
165,000.00	39,805.57
0.00	0.00
<hr/> 165,000.00	<hr/> 39,805.57
0.00	0.00
0.00	3,072.08
2,400.00	(2,400.00)
204,941.00	(0.56)
2,936.10	0.00
0.00	0.00
0.00	0.00
<hr/> 210,277.10	<hr/> 671.52
<hr/> <hr/> (45,277.10)	<hr/> <hr/> 39,134.05

DOWNTOWN DEVELOPMENT AUTHORITY					adopted 11/18/17	FINAL PROPOSED	
	2017 Budget	2017 actuals as of 10/31/17	Variance	2017 Supplemental Budget	2017 Supplemental Budget	2017 Actual	
NON TIF FUNDING (FUND 70)							
TAXES	22,500	21,368	(1,132)	22,500	22580	22,579.18	
SPECIFIC OWNERSHIP TAXES	1,500	1,263	(237)	1,500	1765	1,762.15	
INTERGOVERNMENTAL (CDOT grants)	-	-	-	-	0	-	
PROCEEDS FROM DEBT (BORROWED FOR TIF PROJ)	-	-	-	-	0	-	
BOT/Borrow from Town	-	-	-	7,000	7000	7,000.00	
TARP Grant	-	11,000	11,000	11,000	11000	11,000.00	
Restricted Donation	-	7,000	7,000	7,000	7000	7,000.00	
INTEREST	500	674	174	800	795	794.37	
TOTAL REVENUE	24,500	41,305	16,805	49,800	50,140	50,135.70	
PERSONNEL (SECRETARY SERVICES)	3,600	2,664	(936)	3,600	3100	3,096.00	
WEBSITE	700	120	(580)	300	120	120.00	
TAX COLLECTION	350	318	(32)	350	340	340.31	
ACCOUNTING	1,200	-	(1,200)	600	600	600.00	
Legal	3,500	-	(3,500)	-	0	-	
Election	4,250	14,421	10,171	17,500	17100	17,092.77	
OFFICE - RENT	-	-	-	-	0	-	
OFFICE - SUPPLIES	100	55	(45)	100	70	68.94	
OFFICE - POSTAGE	50	10	(40)	50	20	19.60	
OFFICE - BANK FEES	50	75	25	75	210	210.00	
OFFICE - PRINT/COPY	250	958	708	500	205	201.09	
ADVERTISING	500	240	(260)	500	240	239.97	
PROF DEV - CONF & TRAINING	1,500	1,506	6	1,510	1510	1,505.96	
PROF DEV - MEMBERSHIP DUES	250	600	350	600	600	600.00	
LODGING	-	-	-	-	0	-	
MEALS - FOOD FOR MEETINGS	500	91	(409)	150	195	191.27	
MEALS - DISTRICT ENT	-	-	-	-	0	-	
SIDEWALK MAINTENANCE	3,000	2,500	(500)	3,000	3000	3,000.00	
DOWNTOWN BEAUTIFICATION	3,000	8,354	5,354	8,354	9354	9,354.00	
GOODWILL (Fireworks)	-	-	-	-	0	-	
OTHER (Master plan update)	-	-	-	-	0	-	
MISC (Prior studies, e.g. Biologist, Election,etc)	-	500	500	500	800	800.00	
ADMINISTRATION/FINANCE ALLOCATION	1,200	1,000	(200)	1,200	1200	1,200.00	
IT	250	-	(250)	-	-	-	
TARP GRANT	-	544	544	11,000	2175	2,175.42	
CDOT	-	-	-	-	-	-	
TIF PROJECTS	-	-	-	-	-	-	
TOTAL EXPENDITURES	24,250	33,956	9,706	49,889	40,839	40,815.33	
REVENUE MINUS EXPENDITURES (CHANGE IN FUND)	250	7,349	7,099	(89)	9,301	9,320	
					\$8,824.58 TARP grant funds remaining for 2018		

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION: ACTION: OR DISCUSSION:
=====

AGENDA ITEM:

Report on TARP financials and past workshops-Katrina Harms

SUMMARY:

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

Report from Katrina Harms

1:53 PM

01/05/18

Accrual Basis

Nederland Downtown Development Authority
Transaction Detail By Account
 January through December 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
70-6000 - TARP grant expenses							
Bill	06/30/2017	06302017-2	Cindy Downing	5 hours TARP	70-2000 - Accounts Payable	80.00	80.00
Bill	07/31/2017	07312017	Cindy Downing	3 hours TARP	70-2000 - Accounts Payable	48.00	128.00
Bill	08/31/2017	08312017	Cindy Downing	TARP 21.5 hours	70-2000 - Accounts Payable	344.00	472.00
Bill	08/31/2017	08312017-3	Beyond the Mountain Design, Inc		70-2000 - Accounts Payable	672.19	1,144.19
Bill	09/30/2017	09302017	Cindy Downing	4.5 hours TARP	70-2000 - Accounts Payable	72.00	1,216.19
Bill	11/24/2017	231082	Beyond the Mountain Design, Inc		70-2000 - Accounts Payable	419.44	1,635.63
Bill	11/27/2017	231180	Beyond the Mountain Design, Inc	11/30 event	70-2000 - Accounts Payable	17.00	1,652.63
Bill	11/28/2017	231227	Beyond the Mountain Design, Inc	11/30 event	70-2000 - Accounts Payable	2.25	1,654.88
Bill	11/29/2017	11292017	Nederland Community Center	11/30 event	70-2000 - Accounts Payable	80.00	1,734.88
Bill	11/30/2017	11302017	Cindy Downing	10 hours TARP	70-2000 - Accounts Payable	160.00	1,894.88
Bill	11/30/2017	11302017-3	The Deli at 8236	11/30 event	70-2000 - Accounts Payable	200.00	2,094.88
Bill	11/30/2017	231295	Beyond the Mountain Design, Inc	11/30 event	70-2000 - Accounts Payable	6.75	2,101.63
Bill	11/30/2017	0014	B&F Mountain Market	11/30 event	70-2000 - Accounts Payable	1.79	2,103.42
Bill	12/31/2017	12312017	Cindy Downing	4.5 hours TARP	70-2000 - Accounts Payable	72.00	2,175.42
Total 70-6000 - TARP grant expenses						2,175.42	2,175.42
TOTAL						2,175.42	2,175.42

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION:___ ACTION: OR DISCUSSION:___
=====

AGENDA ITEM:

Consideration for the DDA to secure a line of credit to access for future projects.

SUMMARY:

Securing a line of credit would make funds easier to access for future projects

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

To be presented at the meeting

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION:____ ACTION: OR DISCUSSION:____
=====

AGENDA ITEM:

Approval of the job description for the NDDA executive director

SUMMARY:

The hiring team for the NDDA executive director position collaborated on a job description for the Executive Director position.

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

Included in the packet

DRAFT JOB DESCRIPTION EXECUTIVE DIRECTOR NDDA

*“Nederland, Colorado is a town like no other. Tucked in the Rocky Mountains just west of Boulder, Nederland has a history rich in mining and music and a future as the hub of the Peak to Peak Community. With our unique shops, amazing outdoor beauty, friendly locals, and vibrant music scene, Nederland is definitely not your average small town. Whether you live here, work here, or play here, we’re sure that you’ll discover that **life’s better up here!**”*

The mission of the Nederland Downtown Development Authority (NDDA) is to provide a sustainable small urban environment for the well-being of our citizens by: planning for and managing our physical development in an environmentally friendly manner; by fostering an economy to support our public and private infrastructure; by nurturing our unique historical, geographical and cultural history; and to enhance the quality of life we enjoy here.

Job Summary

The Nederland Downtown Development Authority Director is responsible for the development, execution, implementation and documentation of Nederland Downtown Development Authority (NDDA) activities in the Town of Nederland.

The Director enthusiastically and consistently promotes downtown development through various public relations initiatives and events; works cooperatively and effectively with businesses and property owners and prospective developers; identifies and secures grant funding; and performs all administrative functions associated with NDDA activities as identified by the NDDA. This includes responsibility for project oversight and administration.

Major Duties

The Director is responsible for coordinating all NDDA project activities while working with the NDDA board and maintaining dialogue with the Nederland Town Administrator and any other Nederland staff member as needed. The Director may assist the NDDA board chairperson to make periodic presentations to the Board of Trustees

The Director will act as expert staff for the NDDA Board, assisting in the preparation of short and long range development plans and strategies, and the scope and timing of specific projects pertaining to downtown revitalization.

The Director will become familiar with all persons, institutions and regulations directly or indirectly involved in the downtown commercial district and develop strategies for maximizing the community’s human and economic resources.

Additionally, the Director will identify local, regional, state and federal economic development resources and program while fostering and maintaining a cooperative working relationship with existing business owners, prospective developers, absentee landlords, residents and governmental agencies.

Job Requirements

The Executive Director should have education (preferably a Bachelor Degree) and/or at least 3 years of experience in one or more of the following areas: urban planning, business or public administration, marketing/public relations, grant writing, non-profit administration, or related field. Past experience working with a Downtown Development Authority is highly desirable.

The Executive Director must understand the issues confronting downtown business people, property owners, public agencies, and community organizations.

The director must be entrepreneurial, energetic, innovative, well organized and capable of functioning effectively in an independent environment.

The director must professionally represent the NDDA and serve as liaison between the NDDA, local government, and other public, private or nonprofit groups and associations interested in downtown development.

The director must be skillful in maintaining effective working relations with co-workers, merchants, property owners, public officials and the general public.

The director must be proficient with word processing, spreadsheets, data-base and presentation software, and other programs that are determined to be essential to the efficient and effective performance of the job. The director must have a working knowledge of social media, web site maintenance and online marketing.

Ability to deal effectively with stress and deadlines

PAY & BENEFITS: This is a part time position of at least 20 hours per week without benefits. Hourly rate range is \$17-24 depending on qualifications. Director is expected to be available some evenings and weekends depending on schedules of meetings and downtown related activities.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION:___ ACTION:___ OR DISCUSSION:___x___
=====

AGENDA ITEM:

Discussion of repairs and upgrades to the Visitors Center-Monica LaSalle-Public Works

SUMMARY:

With the possibility of the NDDA taking over the Visitors Center, the Town of Nederland Public Works would like to discuss future repairs and upgrades

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

A summary is included in the packet

Information Public works will be reporting on at the 1/17 meeting

We met with AJK Construction this morning to go over our ideas at the VC and get a quote. Basically, we would like to get the sidewalks along the back and sides of the VC building repaired and enhanced to meet ADA compliance. We got a soft quote but we are hoping to have more firm numbers by the meeting. We would also like to replace the carpet, front door, and paint trim. Since the VC building is the face of Nederland and the first thing they see when they get to town, we feel the repairs/upgrades could greatly benefit business in town.

Thank you,

Monica LaSalle

Town of Nederland

Public Works Streets Supervisor

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION:___ ACTION:___ OR DISCUSSION:___x___
=====

AGENDA ITEM:

Discussion of TARP and upcoming workshops-Katrina Harms

SUMMARY:

Board will discuss past and upcoming workshops that will utilize the TARP grant

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

A report is included in the packet

TARP 2017 - End of Year Report

January 7, 2018

The goal of the TARP program in 2017 was to bring training and information on technology, financial best practices, and social media to business owners and their employees through networking and training events. These events will give small and home-based businesses - including artists, craftspeople, and non-profits - an opportunity to learn about and support each other.

On August 17th we co-hosted an event at Hub Ned with the Small Business Development Center that was attended by a little over 20 people. About ten people filled out a survey and 2-3 people contacted the SBDC for more information. The event also publicized the availability of State Flood Recovery money from the 2013 flood and the SBDC was able to follow up with a few businesses on how to apply for those funds.

On November 30th, a little over 40 people attended a presentation by the Colorado Tourism Office that gave information about what the CTO is doing for tourism in Colorado and the ways businesses can partner with the CTO to help their business and towns. Part of the presentation covered the Scenic Byway program and CDOT was there as the manager of that program to answer questions and help with ideas around the traffic and issues of being on the Peak to Peak. Attendees ranged from interested residents to businesses from Nederland to Peaceful Valley and we received about 20 surveys.

Before the August event, we drove the Peak to Peak from Nederland to Allenspark, stopping to talk to businesses about how they were doing and what they would like to see from this type of program. The consensus was that they would be open to training and networking, but it needed to be accessible, affordable, and Nederland was not considered that close. We did not see anyone from past Peaceful Valley at either of our events even though we visited Jamestown, Allenspark, and Ward.

In January a more thorough and physical attempt at identifying businesses and speaking with owners will be made, with at least one event to take place in Allenspark. In February, March, and April we will be bringing SBDC training to Nederland and continue to try and get other organizations to recommend and help get trainers to bring their classes and workshops to mountains.

The first week of April we will be doing a full day Small Business Conference in Nederland, with the goal of 6-9 sessions, covering the topics that our survey results showed would be of value to the region's businesses. Downtown Colorado Inc. will supply speakers from their Downtown Institute program. We hope that SBDC will also cover some of the sessions. Registration will open the end of February. We hope to bring up a few other organizations and use the information from January's physical survey of the Peak to Peak region to attract those companies outside of Nederland and to start connecting them to resources and other businesses.

Currently we have created partnerships with Downtown Colorado Inc., SBDC and OEDIT, and Hub Ned.

Survey Results (a check all that apply survey question)

Topic of interest	# Survey
Cash Flow Basics	14
Developing Marketing and Advertising strategies	13
Funding Options	9
Social Media Marketing	9
Creating an Online Store	8
Business Tax Basics	8
Start up essentials	7
Non-Profits	6
Human Resources	6
Non Profits	6
Intermediate Word, Excel, PPT	5
Quickbooks, Accounting Software	5
Beginning Word, Excel, PPT	4
Time Management and Productivity	3
Accounting Basics	3
Business for Arts	3
Basic Computer Skills	2
Partnerships	2
Total	113

Financials

	expenses	income
08/17/2017 event, mkt, adv	\$750.19	
11/30/2017 event, mkt, adv	\$846.79	
2017 admin/research	\$578.44	
sub total	\$2,175.42	
Budgetted for 2018		
training	\$1,750.00	
research	\$1,574.58	
conference	\$6,500.00	
subtotal	\$9,824.58	
attendee income		\$1,000.00
Grant Total	\$11,000.00	
Total Expenditures	\$12,000.00	

The most significant challenge was the difficulty in identifying and communicating with businesses along the Peak to Peak. Direct mail is expensive and needs to be done a lot before people begin to notice. There isn't one publication that they read and many are not on Facebook as businesses. It will take some effort and time to collect enough information to get the attention of, and communicate with, the people in this region. The January research project should help identify not only the businesses but means by which will be able to engage with them going forward.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY:

INFORMATION:___ ACTION:___ OR DISCUSSION:___x___
=====

AGENDA ITEM:

Discussion of upcoming vacant NDDA seat

SUMMARY:

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

A report is included in the packet