



**TOWN OF NEDERLAND
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

**NEDERLAND COMMUNITY CENTER
750 Hwy 72 Nederland, CO 80466
November 14, 2018, 6:00 p.m.**

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA

- Approval of Warrants - Amanda Kneer/Treasurer
- Approval of the October 10, 2018 Meeting Minutes – Josiah Masingale/Executive Director
- Approval of October 31, 2018 CDOT Meeting Minutes – Josiah Masingale/Executive Director

E. INFORMATIONAL ITEMS

- Treasurers Report - Amanda Kneer/Treasurer
- Town of Nederland Administrator Report - Karen Gerrity/Town Administrator
- Chair Report – Susan Schneider/Chair
- Executive Director Report - Josiah Masingale/Executive Director

F. ACTION ITEMS

- DDA Board Member to attend regular PROSAB Meetings

G. DISCUSSION ITEMS

- Public Art Project Call for Artists and Call for Property Owners

H. OTHER BUSINESS – N/A

I. ADJOURNMENT

NEXT REGULAR MEETING: December 12, 2018 6:00 pm at the Nederland Community Center Multi Purpose

The NDDA Board encourages citizen participation. Public Comment period allows 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.

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Nederland Downtown Development Authority
Warrant Report

Invoice Number	Date	Vendor	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	Budget Remaini	Warrants presented at:
2018-39	10/30/2018	Ooh La La Catering	\$ 204.00	\$ 204.00	70-75-6000	2018/2019 TARP Grant Expenses	11,475.00	11,062.12	11/14/18 meeting
2018-40	10/31/2018	Paul C. Beneditti	\$ 750.00	\$ 750.00	70-75-5100	Legal			11/14/18 meeting
2018-41	10/31/2018	Eileen Purdy	\$ 17.00	\$ 17.00	70-75-6000	2018/2019 TARP Grant Expenses	11,475.00	11,045.12	11/14/18 meeting
2018-42	11/8/2018	Ooh La La Catering	\$ 255.00	\$ 255.00	70-75-6000	2018/2019 TARP Grant Expenses	11,475.00	10,790.12	11/14/18 meeting
	10/31/2018	Town of Nederland	\$ 1,117.78	\$ 1,117.78	70-75-5129	DDA Secretary & Personnel	12,600.00	3,351.55	11/14/18 meeting
	10/31/2018	Town of Nederland	\$ 314.44	\$ 314.44	70-75-6000	2018/2019 TARP Grant Expenses	11,475.00	10,475.68	11/14/18 meeting

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
October 10, 2018 @ 6:00 pm
DRAFT MEETING MINUTES

A. CALL TO ORDER

Vice-Chair Brent Tregaskis called the meeting to order at 6:02 pm

B. ROLL CALL

Board Present: Steve Karowe, Dallas Masters, Rea Orthner, Mark Stringfellow, and Brent Tregaskis

Quorum: 5 of 8 board members in attendance

Staff Present: Josiah Masingale (Executive Director)

Guests Present: Karen Gerrity, Town of Nederland Administrator; Chris Pelletier, Town of Nederland Public Works

C. PUBLIC COMMENT

There were no public comments.

D. CONSENT AGENDA

1. Approval of Warrants – Josiah Masingale/Executive Director

Motion to approve the September Warrants; 2nd. Motion was approved unanimously.

2. Approval of the September 12, 2018 Meeting Minutes – Josiah Masingale/Executive Director

Motion to approve the September 12, 2018 Meeting Minutes; 2nd. Motion was approved unanimously.

E. INFORMATIONAL ITEMS

1. Treasurers Report – Amanda Kneer/Treasurer

There was no Treasurers Report presented in Treasurers absence.

2. Town of Nederland Administrator Report-Karen Gerrity/ Town Administrator

A report was included in the packet.

There were questions on the Short Term Rental issue. Town is currently having discussions on definitions, clarifying usage, and aligning with the Town's housing strategy.

3. Chair Report-Susan Schneider/Chair

There was no Chair report presented in Chairs absence.

4. Executive Director Report-Josiah Masingale/Executive Director

TARP Update: Four workshops being coordinated for October-December. There was a question regarding when TARP 2018 Funds expire which will be followed up upon by staff.

CDOT Meeting: The DDA will be having a special board meeting on October 31st for a meeting with CDOT Director Mike Lewis. Main discussion will be around how the DDA/Town can partner with CDOT on traffic flow and infrastructure improvements on CO-72/119 in Town.

RiverWalk Preliminary Planning: DDA received a response from the Mountain Peoples Co-Op informing of their stance that the RiverWalk project should not move forward and no development should happen in that corridor. There was a board discussion on next steps, including possibly continuing to work with the Co-Op board to gain support for the project. There was a question regarding possibly using easements to make a RiverWalk continuous on the north-side of the Middle Boulder Creek east of CO-72/119 which will be followed up upon by staff.

Attorney services: Working on the mill levy ballot language for a possible 2019 spring election.

F. ACTION ITEMS

1. NDDA Board Committee List

Updated NDDA Board Committee List with descriptions was reviewed.

Motion to approve the NDDA Board Committee List; 2nd. Motion was approved unanimously.

2. Town Request for Matching Funds for Barker Meadow Park GOCO Grant

The Town on behalf of PROSAB presented a request for \$4,000 from the DDA to provide required matching funds for a GOCO grant application of \$350,000 for the Barker Meadow project which has an application deadline of November 2nd. The proposed design aligns with the PROSAB Master Plan, and the application already has \$35,000 from the Town and \$7,000 from Teens, Inc in proposed matching funds.

There were questions as to why the proposed design does not contain an amphitheater as previously discussed and to why the bike track was added. Chris Pelletier/Public Works, whom presented on behalf of PROSAB, outlined recent plan re-designs through PROSAB with the bike track being added.

Dallas Masters commented that he does not support the plan, nor the \$4,000 from the DDA, stating that the proposed design is different from the original design and suggesting that the DDA table the request.

Motion to not approve (Dallas Masters). Amendment offered that the DDA would be supportive after public process. Mark Stringfellow commented that the DDA should support the plan because it is PROSAB. Dallas Masters responded that the proposed design may have been voted on recently by PROSAB but there was no public process outside of that. Brent Tregaskis mentioned that it would have been good if the DDA had been presented prior to asking for funds. Town staff reiterated the process to date taken by PROSAB to create the proposed design and encouraged DDA Board to attend PROSAB meetings.

Motion with amendment 2nd; Vote: Dallas Masters – Yes, Steve Karowe – Yes, Brent Tregaskis – Yes, Mark Stringfellow – No, Rea Orthner – No. Motion to not approve request passed 3 to 2.

3. Town Request for Funds for Landscaping, and for Electrical Permit and Meter for Guercio Field

The Town is requesting \$5,000 for landscaping and \$10,000 for electrical permitting for Guercio Field from the DDA. The Town noted that this is Town staff following up on previous requests from DDA Board Members.

Motion to changed to a discussion item following DDA Budget Action Item; 2nd. Motion unanimously approved.

4. 2019 DDA Budget

The draft 2019 DDA Budget was presented. There was no discussion on the proposed Mill Levy revenue and expenses budget. There was discussions around the proposed TIF revenue and expenses budget, with general consensus being that the Welcome Sign item be removed due to little board discussion to date on the project. The amended TIF revenue and expenses budget was changed to include Beautification (\$12,000), Ned Peds Fix (\$10,000), Parking Study (\$40,000) and Public Art (\$2,500) totaling \$64,500.

The Town noted that there was no need for the Administration line-item in the Mill Levy budget, and board supported removing it from the budget.

Motion to approve the DDA 2019 Budget as amended for submission to the Town for Board of Trustees consideration; 2nd. Motion unanimously approved.

G. DISCUSSION ITEMS

1. Parking, Pedestrian, and Traffic Study and Comprehensive Plan Request for Proposals

An updated Parking, Pedestrian and Traffic Study and Comprehensive Plan RFP was presented to the Board. There was discussion on if any budget should be highlighted, with consensus being it should not since no formal budget has been approved to date. There was discussion about possibly shortening the timeline of the project, with ultimate consensus being that due the key bottleneck events and times, the entire timeline will likely be needed. The board determined that the RFP should include language suggesting that the Study and Plan should commence by January 1, 2019 if possible.

2. Public Art Project Call for Artists and Call for Property Owners

The Board was provided with an update on the results of the Public Art Project Call for Artists and Call for Property Owners, noting that only one artist responded and only two property owners formally responded. The Board suggested that the Arts and Culture Committee work with the responsive artist and property owners to come up with a preliminary plan, and that the Call for Artists be re-released with the deadline of October 31st.

3. Visitors Center

There was a discussion on the status of the Visitors Center, with Town noting it would be better suited under another entities administration. There was a discussion regarding how the DDA can be supportive in finding another entity to administer the Visitors Center.

H. OTHER BUSINESS

No other business

I. ADJOURNMENT

Motion to adjourn; 2nd. Meeting adjourned at 8:28 pm.

NEXT REGULAR MEETING: Wednesday November 14, 2018 at 6:00pm at the Nederland Community Center Multi Purpose Room

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Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
CityWide Banks - 26 CO 119, Nederland, CO 80466
Conference Room
October 31, 2018 @ 11:30 am
CDOT MEETING MINUTES

A. CALL TO ORDER

Chair Susan Schneider called the meeting to order at 11:30 am

B. ROLL CALL

Board Present: Steve Karowe, Susan Schneider, Mark Stringfellow, and Brent Tregaskis

Quorum: 4 of 8 board members in attendance

Staff Present: Josiah Masingale (Executive Director)

Guests Present: Mike Lewis, CDOT Executive Director; Johnny Olson, CDOT Region 4 Transportation Director; Dan Marcucci, CDOT Resident Engineer; Karen Gerrity, Town of Nederland Administrator

C. PUBLIC COMMENT

There were no public comments.

D. CONSENT AGENDA – N/A

E. INFORMATIONAL ITEMS – N/A

F. ACTION ITEMS – N/A

G. DISCUSSION ITEMS – N/A

H. OTHER BUSINESS

The DDA Executive Director welcomed CDOT Executive Director Mike Lewis, Region 4 Transportation Director Johnny Olson, and CDOT Resident Engineer Dan Marcucci, and thanked CDOT and it's staff for its excellent work in the area noting that transportation is the lifeline of Nederland and the surrounding communities.

CDOT staff thanked the DDA for the invitation to meet and provided an overview of CDOT structure and how different projects are supported through different resources and processes.

The DDA provided an overview of the major areas that the DDA is considering implementing strategies around (Lakeview Drive and 119/72 intersection, a possible pedestrian crossing under 119/72, town traffic circle). The DDA also outlined the recently released Parking, Pedestrian, and Traffic Study and Plan RFP which will hopefully address the above areas as well as a possible 2nd creek crossing in town.

CDOT noted that any plan should include a system feasibility study, which the DDA believes is incorporated in the current RFP. CDOT also committed to providing all appropriate traffic studies recently conducted, and to work with the DDA on ensuring the RFP meets the needs of the Town.

There was a discussion on next steps, with CDOT staff committing to assist the DDA with RFP next steps, including a possible follow-up meeting towards the end of November.

I. ADJOURNMENT

Meeting adjourned at 12:25 pm.

NEXT REGULAR MEETING: Wednesday November 14, 2018 at 6:00pm at the Nederland Community Center Multi Purpose Room

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Nederland Downtown Development Authority
Balance Sheet
As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
70-1002 · DDA Cash Accounts	288,507.10
80-1002 · DDA Cash Accounts (TIF)	330,138.99
Total Checking/Savings	618,646.09
Accounts Receivable	
70-1100 · Taxes Receivable	210.83
80-1100 · Taxes Receivable (TIF)	310.14
Total Accounts Receivable	520.97
Total Current Assets	619,167.06
TOTAL ASSETS	619,167.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
70-2000 · Accounts Payable	763.04
Total Accounts Payable	763.04
Other Current Liabilities	
Payable to Town	3,050.16
70-2100 · Accrued Payables	259,467.81
Total Other Current Liabilities	262,517.97
Total Current Liabilities	263,281.01
Total Liabilities	263,281.01
Equity	355,886.05
TOTAL LIABILITIES & EQUITY	619,167.06

	Jan 2018	Feb 2018	Mar 2018	Apr-18	May-18	Jun-18
DDA (70):						
Revenues						
70-75-4000 Property Taxes	5,043.58	5,263.41	1,441.11	6,298.91	2,623.27	3,407.05
70-75-4002 Specfic Ownership Taxes	152.85	173.59	154.37	175.53	159.07	170.08
70-75-4900 Interest	132.15	149.05	210.58	256.03	279.78	297.64
70-75-4915 Donations	0.00	0.00	0.00	0.00	0.00	0.00
70-75-4916 In-Kind Donations	0.00	0.00	0.00	124.99	18.46	0.00
70-75-XXXX Loan Proceeds	0.00	0.00	0.00	0.00	0.00	40,000.00
70-75-8402 TARP	0.00	0.00	0.00	525.00	0.00	0.00
	5,328.58	5,586.05	1,806.06	7,380.46	3,080.58	43,874.77
Expenditures						
Downtown Area/Beautification	0.00	0.00	150.00	23.88	3,268.00	2,360.00
Office Rent	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5100 Legal	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
70-75-5115 Website	0.00	0.00	0.00	0.00	0.00	110.00
70-75-5125 Accounting	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5129 Personnel	104.00	144.00	144.00	1,569.00	1,626.31	955.24
70-75-5175 Elections	0.00	7,050.00	0.00	(7,050.00)	0.00	0.00
70-75-5410 Office Supplies	30.00	0.00	0.00	124.99	18.46	0.00
70-75-5710 Postage/Shipping	0.00	0.00	10.00	0.00	0.00	0.00
70-75-5735 Boulder County Tax Collection	75.65	78.95	21.62	94.49	39.34	51.10
70-75-5740 Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5750 Advertising	14.99	125.00	0.00	0.00	250.00	50.00
70-75-5770 Printing/Copying	0.00	2.50	10.27	4.95	0.00	0.00
70-75-5810 Conference/Training	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5830 Meals	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5850 Annual Membership/Dues	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5999 Admin & Finance Allocation	0.00	0.00	0.00	0.00	0.00	0.00
70-75-6000 TARP grant expenses	996.87	3,399.64	1,538.13	3,595.94	5.97	58.98
70-75-6500 Infrastructure	0.00	0.00	135.65	10,854.38	10,075.00	3,383.39
	1,221.51	10,800.09	2,009.67	9,217.63	15,283.08	6,968.71
Net Income	4,107.07	(5,214.04)	(203.61)	(1,837.17)	(12,202.50)	36,906.06

Authority

	Jul-18	Aug-18	Sep-18	Oct-18	YTD Actual	2018 Budget
DDA (70):						
Revenues						
70-75-4000 Property Taxes	255.96	2,038.11	109.84	33.90	26,515.14	28,673.00
70-75-4002 Specific Ownership Taxes	159.29	183.40	173.12	177.44	1,678.74	1,600.00
70-75-4900 Interest	397.04	444.83	398.80	434.04	2,999.94	600.00
70-75-4915 Donations	600.00	0.00	0.00	0.00	600.00	0.00
70-75-4916 In-Kind Donations	0.00	0.00	0.00	0.00	143.45	0.00
70-75-XXXX Loan Proceeds	0.00	0.00	7,955.65	0.00	47,955.65	0.00
70-75-8402 TARP	0.00	0.00	11,475.00	0.00	12,000.00	0.00
	<u>1,412.29</u>	<u>2,666.34</u>	<u>20,112.41</u>	<u>645.38</u>	<u>91,892.92</u>	<u>30,873.00</u>
Expenditures						
Downtown Area/Beautification	0.00	(880.00)	0.00	0.00	4,921.88	10,000.00
Office Rent	0.00	0.00	0.00	0.00	0.00	600.00
70-75-5100 Legal	0.00	0.00	1,080.00	750.00	1,830.00	0.00
70-75-5110 IT	0.00	0.00	0.00	0.00	0.00	250.00
70-75-5115 Website	0.00	0.00	0.00	0.00	110.00	1,200.00
70-75-5125 Accounting	0.00	0.00	0.00	0.00	0.00	600.00
70-75-5129 Personnel	1,690.18	1,648.69	874.62	379.16	9,135.20	12,600.00
70-75-5175 Elections	0.00	0.00	0.00	0.00	0.00	10,000.00
70-75-5410 Office Supplies	0.00	0.00	0.00	0.00	173.45	100.00
70-75-5710 Postage/Shipping	10.00	0.00	0.00	0.00	20.00	100.00
70-75-5735 Boulder County Tax Collection	3.84	30.57	1.65	0.51	397.72	450.00
70-75-5740 Bank Fees	0.00	0.00	10.00	0.00	10.00	50.00
70-75-5750 Advertising	0.00	0.00	0.00	0.00	439.99	500.00
70-75-5770 Printing/Copying	0.00	0.00	0.00	0.00	17.72	250.00
70-75-5810 Conference/Training	0.00	0.00	0.00	0.00	0.00	2,000.00
70-75-5830 Meals	0.00	0.00	0.00	0.00	0.00	500.00
70-75-5850 Annual Membership/Dues	0.00	0.00	0.00	0.00	0.00	300.00
70-75-5999 Admin & Finance Allocation	0.00	0.00	0.00	0.00	0.00	1,200.00
70-75-6000 TARP grant expenses	46.76	145.04	104.88	453.38	10,345.59	8,547.71
70-75-6500 Infrastructure	2,196.99	928.53	48.00	0.00	27,621.94	0.00
	<u>3,947.77</u>	<u>1,872.83</u>	<u>2,119.15</u>	<u>1,583.05</u>	<u>55,023.49</u>	<u>38,647.71</u>
Net Income	<u>(2,535.48)</u>	<u>793.51</u>	<u>17,993.26</u>	<u>(937.67)</u>	<u>36,869.43</u>	<u>(7,774.71)</u>

Actual vs. Budget

DDA (70):		
Revenues		
70-75-4000	Property Taxes	(2,157.86)
70-75-4002	Specific Ownership Taxes	78.74
70-75-4900	Interest	2,399.94
70-75-4915	Donations	600.00
70-75-4916	In-Kind Donations	143.45
70-75-XXXX	Loan Proceeds	47,955.65
70-75-8402	TARP	12,000.00
		<hr/>
		61,019.92
Expenditures		
	Downtown Area/Beautification	(5,078.12)
	Office Rent	(600.00)
70-75-5100	Legal	1,830.00
70-75-5110	IT	(250.00)
70-75-5115	Website	(1,090.00)
70-75-5125	Accounting	(600.00)
70-75-5129	Personnel	(3,464.80)
70-75-5175	Elections	(10,000.00)
70-75-5410	Office Supplies	73.45
70-75-5710	Postage/Shipping	(80.00)
70-75-5735	Boulder County Tax Collection	(52.28)
70-75-5740	Bank Fees	(40.00)
70-75-5750	Advertising	(60.01)
70-75-5770	Printing/Copying	(232.28)
70-75-5810	Conference/Training	(2,000.00)
70-75-5830	Meals	(500.00)
70-75-5850	Annual Membership/Dues	(300.00)
70-75-5999	Admin & Finance Allocation	(1,200.00)
70-75-6000	TARP grant expenses	1,797.88
70-75-6500	Infrastructure	27,621.94
		16,375.78
		<hr/>
Net Income		<u><u>44,644.14</u></u>

	Jan 2018	Feb 2018	Mar 2018	Apr-18	May-18
DDA TIF (80):					
Revenues					
80-75-4005 TIF Taxes	48,104.52	50,201.16	13,744.30	59,965.41	24,937.01
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	0.00	0.00	0.00
	<u>48,104.52</u>	<u>50,201.16</u>	<u>13,744.30</u>	<u>59,965.41</u>	<u>24,937.01</u>
Expenditures					
80-75-5735 Boulder County Tax Collection	721.59	753.00	206.16	899.48	374.06
80-75-7100 Loan Principal	0.00	0.00	0.00	7,000.00	0.00
80-75-7200 Loan Interest	0.00	0.00	0.00	50.00	0.00
	<u>721.59</u>	<u>753.00</u>	<u>206.16</u>	<u>7,949.48</u>	<u>374.06</u>
Net Income	<u><u>47,382.93</u></u>	<u><u>49,448.16</u></u>	<u><u>13,538.14</u></u>	<u><u>52,015.93</u></u>	<u><u>24,562.95</u></u>

Development Authority

	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
DDA TIF (80):					
Revenues					
80-75-4005 TIF Taxes	32,487.78	2,338.99	18,400.62	987.02	314.86
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	0.00	0.00	0.00
	<u>32,487.78</u>	<u>2,338.99</u>	<u>18,400.62</u>	<u>987.02</u>	<u>314.86</u>
Expenditures					
80-75-5735 Boulder County Tax Collection	487.30	35.07	276.01	14.82	4.72
80-75-7100 Loan Principal	0.00	0.00	0.00	47,955.65	0.00
80-75-7200 Loan Interest	0.00	0.00	0.00	150.00	0.00
	<u>487.30</u>	<u>35.07</u>	<u>276.01</u>	<u>48,120.47</u>	<u>4.72</u>
Net Income	<u><u>32,000.48</u></u>	<u><u>2,303.92</u></u>	<u><u>18,124.61</u></u>	<u><u>(47,133.45)</u></u>	<u><u>310.14</u></u>

	YTD Actual	2018 Budget	Actual vs. Budget
DDA TIF (80):			
Revenues			
80-75-4005 TIF Taxes	251,481.67	190,000.00	61,481.67
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	0.00
	<u>251,481.67</u>	<u>190,000.00</u>	<u>61,481.67</u>
Expenditures			
80-75-5735 Boulder County Tax Collection	3,772.21	2,900.00	872.21
80-75-7100 Loan Principal	54,955.65	0.00	54,955.65
80-75-7200 Loan Interest	200.00	0.00	200.00
	<u>58,927.86</u>	<u>2,900.00</u>	<u>56,027.86</u>
Net Income	<u><u>192,553.81</u></u>	<u><u>187,100.00</u></u>	<u><u>5,453.81</u></u>

	<u>Exec Director</u>	<u>Secretary</u>
Jan		104.00
Feb		144.00
Mar		144.00
Apr	1409	160.00
May	1546.31	80.00
June	955.24	
July	1570.18	120.00
August	1504.69	144.00
September	738.62	136.00
October	379.16	-
	8,103.20	1,032.00
Budget	9,000.00	3,600.00
Remaining	896.80	2,568.00
to Spend		

Type	Date	Num	Name	Memo	Amount
General Journal	04/30/2018		Josiah Masingale	2018/2019 TARP - 5.50 hours April 2018	131.34
General Journal	05/31/2018		Josiah Masingale	2018/2019 TARP - .25 hours May 2018	5.97
Bill	06/11/2018	3110	The Mountain-Ear	2018/2019 women's conference	25.00
Bill	06/28/2018	2018-31	Eileen Purdy	2018/2019 women's conference	33.98
Bill	07/26/2018	2018-32	Eileen Purdy	2018/2019 - July women's entrepreneur meeting	22.88
General Journal	07/31/2018		Town of Nederland	1 hour Josiah Masingale July 2018	23.88
Bill	08/01/2018	1647	Wideawake Media	2018/2019 women's entrepreneur meeting advertisement	70.00
Bill	08/27/2018	2018-35	Eileen Purdy		10.32
General Journal	08/31/2018		Town of Nederland	2.75 hours Josiah Masingale August 2018	64.72
Bill	09/30/2018	2018-37	Eileen Purdy		22.82
General Journal	09/30/2018		Town of Nederland	3.5 hours Josiah Masingale September 2018	82.06
Bill	10/30/2018	2018-39	Ooh La La Catering	energy efficient workshop breakfast	204.00
Bill	10/31/2018	2018-41	Eileen Purdy	women's october business meeting	17.00
General Journal	10/31/2018		Town of Nederland	10 hours Josiah Masingale October 2018	232.38
Bill	11/08/2018	2018-42	Ooh La La Catering	instagram workshop lunch	255.00
					1,201.35



AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: November 14, 2018

Prepared By: Karen Gerrity, Town Administrator

Dept: Admin

Consent Information Action Discussion

STAFF REPORT FROM TOWN ADMINISTRATOR

2019 BUDGET

The Board of Trustees held two work sessions with Town Staff to discuss and build the 2019 budget. These work sessions were publicly noticed and open to the public. The DRAFT 2019 Budget was posted on the Town website on October 15 and public input was encouraged. The first public hearing for the DRAFT 2019 Budget was held on November 5 in the Community Center. The second public hearing will take place during the November 20 Board of Trustees meeting at the Community Center. The Final 2019 Budget will be considered for adoption at the December 4 Board of Trustee meeting.

GREAT OUTDOOR COLORADO (GOCO) GRANT APPLICATION

At their October 16 meeting, the Board of Trustees approved a resolution in support of the Parks and Recreation Open Space Advisory Board's (PROSAB) application for GOCO grant funds to support a \$350,000 Barker Meadow Park improvement project. The Town will provide a \$35,000 cash match. The remainder of the required matching funds will be provided by the City of Boulder who has agreed to fund a new restroom facility in the park. PROSAB members stressed that the plans are only conceptual at this time and can change prior to the start of the project. They agreed to form a Design Advisory Committee and include more public input as they work to solidify the final design.

ACCESSORY DWELLING UNITS

At their November 5 meeting, the Board of Trustees adopted an ordinance which imposed a temporary moratorium on the submission, acceptance, processing, and approval of Accessory Dwelling Units.

Ordinance Number 785 was adopted on May 17, 2018, which established a new section 16-98 within Chapter 16 (Zoning) of the Nederland Municipal Code

permitting and regulating Accessory Dwelling Units (ADUs). Ordinance 785 is set to go into effect six months after adoption, specifically on November 17, 2018.

The Board of Trustees met with the Planning Commission in a joint work session on August 22, 2018 to discuss ADUs and short term rentals and directed staff to make certain changes to section 16-98 of the zoning code, as well as to enact regulations concerning short term rentals, which has been discussed by the Town board and worked on by staff for years.

The Board of Trustees has been listening to public input and thoroughly considering amendments to the ADU ordinance, as well as the draft short term rental regulation ordinance in recent months.

The Board of Trustees has decided that it makes the most sense from a policy perspective, as well as for clarity to homeowners, to look at both the ADU and STR regulations concurrently. This means they need a little more time before the upcoming November 17th implementation of the ADU ordinance.

Therefore, a moratorium on the submission, acceptance, processing and approval of applications for ADUs was necessary to allow Town Staff and Town Board to collectively develop and implement consistent regulations concerning ADUs and STRs. Additionally, this ordinance is considered an “emergency” and will be effective upon adoption, as authorized by Colorado Revised Statutes 31-16-105. If this ordinance was not considered an emergency, it would go into effect on December 5th, after the November 17, 2018 date of Ordinance 785 adoption.

IN HOME CHILD CARE

At their November 5 meeting, the Board of Trustees adopted an ordinance which permits in-home child care as a use by special review in residential zones as well as Neighborhood Commercial and General Commercial zones. Previously, the Town code did not include this type of use in Section 16-6. This newly recognized use in code would pertain only to in-home child care businesses that are licensed by the state. The state allows in-home child care businesses to operate without a license when 4 or less children are served or when providing occasional care. Those businesses can continue to operate without going through the special review process.

BIOSOLIDS PROJECT

Fischer Construction has begun construction work at the Waste Water Treatment Facility for the BioSolids Project. Last week they worked on sludge processing and removal and began building a cofferdam which is a watertight enclosure pumped dry to permit construction work below the waterline.



AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: November 14, 2018

Prepared By: Josiah Masingale, Executive Director

Consent Information Action Discussion

AGENDA ITEM: Executive Director's Report for November 2018

SUMMARY:

- Staffing Report: Staff costs under budget, will be ramping up staff time and effort on the TARP Grant next 45 days.
- TARP 2018 Update: Currently coordinating two workshops (Selling through a Story; Instagram Analytics) for November and December and working on some other potential workshops. Finalized business needs survey (<https://www.surveymonkey.com/r/6Y8L3BJ>) that will be distributed during upcoming visits to businesses along Peak to Peak Highway.
- CDOT Meeting on Wednesday October 31st at 11:30am at CityWide Banks. Meeting went well. CDOT has committed to partnering with the DDA on prioritized projects, including how to ensure the Parking, Pedestrian and Traffic Study and Plan meets the DDA's needs.
- Attorney Services: DRAFT Mill Levy Expiration Updated Ballot to be shared at next meeting. Need to determine process for handling the election.

RECOMMENDATIONS: N/A

FINANCIAL CONSIDERATIONS: N/A

ATTACHMENTS: N/A



AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: November 14, 2018

Prepared By: Josiah Masingale, Executive Director

Consent Information Action Discussion

AGENDA ITEM: DDA Board Member to attend regular PROSAB meetings.

SUMMARY:

It was suggested that the DDA should identify a board member to regularly attend Town PROSAB Meetings to ensure coordination between projects and activities. PROSAB Meetings occur monthly on the 3rd Thursday of the month from 7-9pm at the Community Center.

RECOMMENDATIONS:

Identify a DDA Board Member to attend PROSAB or provide additional guidance.

FINANCIAL CONSIDERATIONS: N/A

ATTACHMENTS: N/A



AGENDA INFORMATION MEMORANDUM DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Date: November 14, 2018

Prepared By: Josiah Masingale, Executive Director

Consent Information Action Discussion

AGENDA ITEM: Public Art Project Call for Artists and Call for Property Owners

SUMMARY:

The NDDA Board of Directors requested and received approval from the Town Board of Trustees a TIF Loan of \$2,500.00 to conduct a Public Art Project. At the August 2018 NDDA Board of Directors Meeting it was determined that a Call for Artists and a Call for Property Owners should be conducted to choose two site locations and two artists/conceptions to move forward with under the project. Separate agreements between the DDA/Artists and the DDA/Property Owners have been drafted and reviewed by the DDA attorney, with Town review finding no need for Town Attorney review.

The Call for Artists and Call for Property Owners was released in September and again in October, and outlined the scope of the project for each perspective party, along with submission requirements, and information on the selection process. The deadline for submissions was September 30, 2018 and then October 31, 2018 for the re-release, and both Call for Artist and Call for Property Owners was released on the DDA and Town Website, Social Media, and through physical flyers being distributed. The Arts and Culture Committee reviewed submissions with a goal of two locations being chosen; and two artists being chosen and asked to provide final project proposals which will consist of: information about design and installation of the mural, including wall preparation, painting supplies, scaffolding, labor, insurance, a budget outline, and a timeline for completion. The DDA received one artist proposal, and three property owner proposals which included a myriad of options for mural locations in September 2018, and did not receive any additional responses resulting from the October 2018 re-release.

The DDA Arts and Culture Committee is requesting DDA Board discussion around next steps.

RECOMMENDATIONS:

Board Provide Guidance on Next Steps.

FINANCIAL CONSIDERATIONS:

There is \$2,500.00 in TIF funds approved for this project, which includes both murals along with some funds for possible maintenance.

ATTACHMENTS: N/A