

Nederland Downtown Development Authority Minutes for February 18, 2010

Board members present: Bunny Spangler, Director Paul Turnburke, Marci Wheelock, (representing Betty Porter for the Town), Steve Culver, Teresa Warren and Ron Mitchell.

Absent: Ken Adler and Will Guercio.

Also present: Mark Stringfellow, Tim Underwood and Mike Massa.

Meeting called to order at 8:10 A.M.

1. Mark Stringfellow submitted to the NDDA an invoice for the additional costs to the sidewalk construction in front of the Kathmandu Plaza. Mark said the total costs were increased from his earlier estimate due to the delays in the approval process and getting a later start and having to deal with frost problems. The final invoice amount is \$8291.00. Mark said the invoice represents bare bones direct costs. The NDDA Board will discuss the bill later during approval of bills.

2. Teresa Warren reported that she and Marci Wheelock from the Nederland BOT attended the DCI Conference in Denver a couple of weeks ago. Marci Wheelock reported that it was a great conference with lots of valuable information for small towns. Teresa said that in addition to the DCI folks there were also representatives from Colorado Preservation Inc. in attendance.

Marci gave her report on the classes she attended. She talked about creating a "Strategic Event Matrix", as a way to coordinate various events being planned in Nederland through different groups. Marci said she also picked up information from Granby, Colorado that shows an information packet they hand out to potential new businesses to let them know what they need to do in opening a new business in town. Teresa said that we should go over that information in a future NDDA meeting.

Teresa Warren talked about some of the classes and meetings she attended. One idea that she thought we could implement would be to track progress of the businesses in town on a quarterly basis. Some areas to track would be new employees hired, sales increases, etc. Teresa also picked up information on how to promote a town. Teresa talked about the "Main Street Program", which consisted of four areas; Economic Re-structuring, Design, Organization and Promotion. Teresa said these are ideas we could

adopt in our NDDA Action Plan, working together with the Town, Nederland Chamber of Commerce and other groups.

Teresa also picked up information on preserving old buildings vs. replacing them with new "Green" buildings. She was told it takes 35 to 50 years to recoup the energy costs associated with building a new structure. Teresa said the NDDA should work with the Town to update the design standards for new buildings. She said historic buildings are sustainable and that more emphasis should be put on preserving and conserving the historic buildings that we have instead of thinking that we need to replace them with new, energy efficient buildings. Teresa said there was a lot of emphasis on Historical Preservation.

3. Mike Massa updated us on the NDDA financial situation. He said he is reworking the financial reports to blend the sidewalk project into the 2010 financials. He submitted two bills for approval, one for Loris & Assoc. for \$843.30 and another to Marci Wheelock for \$25.00.

Teresa Warren asked Mike where additional funds might come from in our budget for increased costs, such as those for the Kathmandu sidewalks. Mike said we have money budgeted in a contingency fund for such expenses.

4. Tim Underwood talked about maintenance on the new sidewalks. He said he is very excited to be working on this. Tim wanted to know about the money the NDDA is putting into the maintenance of the sidewalks, what percentages of this commitment would go to labor and equipment. Tim said labor expenses are a moving target.

Tim said he has been doing research on what type of equipment might work best for cleaning and maintaining the sidewalks. He said smaller minimal equipment would do the job, but they would be inefficient with increased labor costs. Larger equipment would be faster, but unable to maneuver in tight spaces. There are tradeoffs. He gave us prices on different types of equipment, both new and used. He said we need to be careful about buying something and then trying to modify it to do something more than it was originally designed to do.

After a roundtable discussion on what may be the best option, the NDDA Board decided that Tim should look into more equipment, even though it may be more expensive than we had originally planned. He might also consider two pieces of equipment instead of one if that would be more efficient for different conditions. The NDDA Board came up with list for Tim to work from when researching more equipment, an "Equipment Matrix".

Our Needs:

Clearing & Cleaning Sidewalks
Handle heavy snow & ice
Be able to plow snow
Be able to move snow piles
Have a dump bed?
Haul water for planters
Be durable

Our Concerns:

Flexibility/Versatility
Power
Speed
Labor costs
Cost of equipment
A good brand/manufacturer
Durability
Warranty
Maintenance

Before leaving, Tim also said he would like to be able to move the large planters throughout town in the winter to help facilitate snow removal. He would return them to their proper locations in the spring.

5. Paul Turnburke said he had met with Jim Stevens and went over the NDDA Action Plan. Jim had suggested we might look into making the Phase II sidewalk project larger to include sidewalks from the traffic circle to the Post Office and to the Fire Station. He said it is sometimes easier to get a bigger grant than a smaller one. Jim told Paul the Town Attorney is looking into the requirements for snow removal on the new sidewalks. Jim suggested we pursue an easement with the Historical Society for the Riverwalk Project. They talked about seasonal banners on poles. Jim suggested the NDDA look into public/private partnerships and using NDDA money for tax credits to new businesses and developers as incentives to locate in Nederland.

Paul said he will be meeting next week with Joy Lujan from National Park Service Rivers & Trails Program to look over the Riverwalk project in more detail. Paul is working with a teacher to have his students work on plans for the Riverwalk as a class assignment. Paul said he is also trying to get in contact with the company that did the parking study to see what it would take to make some changes to the study.

6. Marci Wheelock gave us a report on the BOT meeting. She said there will be a budget workshop prior to the next BOT meeting at 5:30 on March 2nd. She said the Planning Commission requested the new Library plans be re-submitted to the architects for changes. The Nederland Chamber of Commerce is requesting funding from the Town for a couple of advertising campaigns. This request was tabled till their next meeting to see if they have any extra funds. The BOT approved the amended Nederland fee

schedules and they appointed an individual instead of a company as the building inspector.

7. Next up was the approval of bills.

Bunny Spangler made a motion:

To approve payment for two bills submitted to the NDDA. One for \$25.00 to Marci Wheelock for reimbursement of lunch at the DCI Conference and one for \$843.30 to Loris & Assoc. for the sidewalk project.

Ron Mitchell 2nd the motion. Motion was approved unanimously. #021810-1.

Next we discussed the invoice from EcoOne Inc., submitted by Mark Stringfellow at the beginning of our meeting for construction of the sidewalk next to Kathmandu Plaza for \$8,291.00. The NDDA approved a motion on July 16, 2009, #071609-1, to contribute \$6000.00 to the additional costs to complete the sidewalk next to Kathmandu Plaza to the same standards as the new sidewalks in town. The motion also stated that additional costs will need to be negotiated when they arise. The NDDA Board members were concerned about lack of documentation on the increased costs and that we were not notified before getting the invoice that there were increased costs. The NDDA intends to use the costs associated with this sidewalk as part of our matching funds for the total sidewalk project.

Ron Mitchell made a motion:

Move to pay the \$6000.00 to Nepal LLC after we receive documentation and detailed invoices from the subcontractors and material suppliers for the total costs of the sidewalk project construction for Kathmandu Plaza. We need the detailed information for using these costs in our matching funds for the town sidewalk project. Further, we need an inspection report from Loris & Associates that the sidewalks were constructed to the same standards as the other sidewalks being built in the town sidewalk project. The NDDA is willing to pay for the costs of this inspection.

Bunny Spangler 2nd the motion. Motion passed unanimously. #021810-2.

8. Agenda items to consider for future meetings.

a. Talk about how to get an easement for the Riverwalk Project. We will talk with Betty Porter about doing this through the Town.

b. Go over the information from the Town of Granby about their "New business information packet".

c. Working with the Town to update design standards and saving historical buildings.

Ken Adler will be out of town for our next NDDA meeting.

Steve Culver will be absent or need to leave very early from our March 4th NDDA meeting and will need someone to take the minutes.

Our next NDDA meeting will be on Thursday, March 4th. The meeting will take place at 8:00 AM at the Pioneer Inn, unless otherwise notified.

Teresa Warren adjourned the meeting at 10:30AM.

Submitted by Stephen Culver, Secretary.