

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
April 16, 2014 @ 6:30pm  
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 March 19, 2014 minutes
2. Approval of Warrants - Eva Forberger - NDDA Treasurer

E. INFORMATIONAL ITEMS

1. Treasurer's Report – Eva Forberger- NDDA Treasurer
2. Tax Incremental Funding (TIF) Explanation – Eva Forberger – NDDA Treasurer
3. Town Administrator's Report – Alisha Reis – Town Administrator
4. Update on EV Charger Station Grant Application – Alexander Armani-Munn – Town Intern
5. Nedped's Update – Project Status Update and Schedule – Conor Merrigan- Project Manager
6. Update on beautification of planter program - Karina Luscher

F. ACTION ITEMS

1. Cancellation of the planned May 7, 2014 workshop and setting of new date- Pat Everson
2. Consideration of the NDDA becoming a working partner with Art at the Center for First Fridays including budgeting of \$1200 to help promote and advertise the event.- Katrina Harms

G. DISCUSSION ITEMS

1. Discussion of the resignation of Renee MacCauley as NDDA Secretary and plans for future Hiring of secretary – Pat Everson
2. Discussion of the Sustainability Action Plan (SAP) and the role of the Nederland Downtown Development Authority (NDDA). - Consultant Conor Merrigan of C2 Sustainability will guide board members through the SAP and specifically the role of the NDDA in that Plan.

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING: May 21, 2014

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.neddda.org](http://www.neddda.org). Copies of the agendas and meeting packet are available at no cost via email from [patricia.everson@gmail.com](mailto:patricia.everson@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

## MINUTES

**\*\*Unapproved Minutes for April 16, 2014 meeting packet\*\***

**Wednesday, March 19, 2014 ~ 6:30 pm**

Nederland Community Center

Multi-Purpose Room

750 Highway 72 North

Nederland, Colorado 80466

### **A. Call to Order**

Vice Chairman Jeffrey Green called the meeting to order at 6:30 p.m., in the physical absence of Chairman Pat Everson.

### **B. Roll Call**

Present: Chairman Patricia Everson (via FaceTime), Vice Chairman Jeffrey Green, and Directors Mandy Kneer, Katrina Harms, and Susan Schneider.

Also present: Town Treasurer Eva Forberger, and Town Intern Alexander Armani-Munn.

Absent: Directors Karina Luscher and Chris Perret. Chris Perret had submitted his resignation letter, which is attached.

### **C. Public Comment**

There was no public comment.

### **D. Consent Agenda**

#### **1. Approval of February 19, 2014 Minutes**

It was noted that the name “Katrina Harms” should be changed to “Karina Luscher” (Item #2 of the minutes). A motion to approve the minutes as amended was made by Jeffrey and seconded by Katrina, with all present in favor.

#### **2. Approval of Warrants – Treasurer Eva Forberger**

Warrants were approved unanimously by a roll call vote.

### **E. Informational Items**

#### **1. Town Administrators Report on Items from the Board of Trustees Affecting the NDDA District**

Alisha had submitted a written report, which was included in the packet;

regarding flood repair updates, FEMA determination processes, and the path forward. Eva explained salient points from Alisha's report.

Eva reported that flood damage has caused inflow and infiltration issues within the sewer system, causing misalignment in sewer lines. Extraneous drainage water going through sewer lines has caused the overworking of sewer plant facilities. Public Works has an order from FEMA to start repairs on the system, during which process an improved technology will be put in place. These repairs will require water to be shut off in the areas of 1st Street and Stinky Gulch, and in certain locations along the highway. During repairs the affected areas will be without water for 8 hours; 48-hour notice will be given before work begins. Work will be done from 12:00 a.m. to 7:00 a.m. in order to lessen impact on affected businesses. The NDDA has no decision-making authority through the repair process. Most repairs will be implemented in April, before major run-off begins in May, and will occur during the day for residential areas. Town staff determined the repair schedule.

Coordination of the Community Center repairs is in process with FEMA, but it is unclear how this may develop. A tourist grant for towns affected by the flood may or may not be received. The grant acronym was not known at this time, and Eva will provide the grant name for tourist development.

The NedWEB (Nederland Winter Economic Boost) program will be implemented again for 2014. Local residents who produce \$100 in receipts from town businesses qualify to receive a discount voucher to spend at any Good Neighbor Business listed on the town Website. Participation is April through May, and October through November 2014. NedWEB is made possible by a Boulder County economic grant to encourage local shopping by Nederland residents, with NedWEB as an avenue to disperse this grant money. Flyers will go out to businesses explaining the voucher process. The impact of broadening the program to Gilpin County should be considered. The receipt/voucher system allows the tracking of spending and the origin of the shoppers. Receipts saved cannot total over \$50 from any one local business. Katrina has last year's report on receipts, including who used receipts the most frequently. Boulder County would like the town to fund the program next year in order to allow that year's grant money to be used for another project.

## **2. NedPed Report - Conor Merrigan, Project Manager, and Alisha Reis, Town Administrator**

Conor Merrigan was unavailable by phone to answer questions during the March 19 meeting, but had submitted a written report for the packet. Alisha Reis was absent.

## **3. Letter of Intent Concerning Reappointment – Patricia Everson, Chairperson**

Pat had submitted a letter saying she would not seek reappointment. Colorado

State statutes require a 90-day notification concerning reappointment. A replacement candidate is required to be a property owner in the Nederland Downtown Development Authority district. Pat has procured a list of such owners from the Boulder County Assessor, and will begin a solicitation for eligible community members. Renee will assist with the preparation of a list of property owners. Board members were encouraged to solicit possible candidates as well.

## **F. Action Items**

### **1. Consideration of Approval to Appoint Renee McCauley as Secretary to the Nederland Downtown Development Authority Board**

Eva Forberger and Katrina Harms had met with Renee McCauley a few weeks ago, and found her experience to be in alignment with the responsibilities of the Secretary position. An offer was made, which Renee accepted. A motion to approve Renee McCauley as the NDDA Secretary was made by Susan Schneider and seconded by Amanda Kneer; 5 were in favor and none opposed.

### **2. Approval of the Charge Ahead Colorado Grant Application with \$2,500 in Additional Funding from Reserve Funds – Alexander Armani-Munn, Town Intern**

Alexander reported that the distributor has given a fair price on a unit that is higher quality, and is easy to upgrade and manage settings and network systems. The available touch screen can display advertisements that can be uploaded, possibly cutting down on the cost of printed signage. A concern is the high demand for parking near and around the Visitors Center. The Presbyterian Church was mentioned as a possible alternative for parking space. Accessibility for the handicapped, and the regulation of the parking spaces, have been noted and discussed as possible issues. The two proposed parking spaces to house the charging unit are located behind the Visitors Center, and have the availability of electrical outlets and building meters to which the station must connect. Alexander was encouraged to obtain a map of the parking lot area on which to show more accurately the placement of the proposed unit. It was emphasized that the unit should not compromise the existing handicapped accessibility. At this time Alexander has had only one estimate on the installation.

Directional signage to the unit, as well as icon placement on HWY 72 maps, was discussed, as well as possible partnerships for marketing and advertising. It was suggested that Alexander speak with the police chief for input/advice on how to set up enforceability of charging and parking, and that Public Works may be the appropriate entity to handle the responsibility of the program and units upon their completion. Pat commended Alexander for his work on the charging station grant application. Alexander plans to bring the Charge Ahead proposal to the BOT on April 15, 2014.

Katrina Harms made a motion for an additional \$2,500 from the reserve fund for

the Charge Ahead grant application for 2014 and to forward the grant to the Nederland Board of Trustees for consideration. Amanda seconded the motion; 5 were in favor, with none opposed, and the additional funding was approved.

### **3. Consideration of Possible Dates and Agenda for a Board Workshop for Short-Term Planning and Review of Long-Term Goals – Pat Everson**

Pat mentioned that she has accrued much beneficial information for the coming workshop from various board members, and noted that it is important to set NDDA goals that are in line with the goals of the BOT as they move forward for 2014. It was decided that 5:30 p.m., May 7, 2014 would be the best date for all to attend. Pat mentioned that she can handle the agenda, which must be published. The agenda should include discussion of short-term goals and long-term planning. One option is to use a past packet to model an agenda. There will be another meeting before the workshop, at which time the agenda items may be determined. Susan has notes from the last workshop, which she will share. It is customary to provide refreshments for the workshop, and the board agreed to provide them. It was decided that Renee also should attend.

## **G. Discussion Items**

### **1. Planters, Plant Program, Beautification**

Karina was absent, and will be reporting on the Adopt A Planter topic at the next meeting.

### **2. First Fridays, Business Participation**

It was commented that the NDDA should spearhead the promotion of shopping locally, and that the First Friday events should be open to the entire business district. Businesses do not need to be art-oriented in order to participate. Each business should plan to do something special to promote First Fridays. A structured process to participate would be helpful for businesses. A discussion of ideas included: a theme schedule for each Friday, advertising on a web page or insert in a map to promote the event, and a procedure to pull information together regarding the event. Music was considered as a possible attraction. Copyright/legal/ASCAP permission and permits from the town may be required for music, and need to be researched in advance. Katrina agreed that investigation should be done on permit issues. An action item will be needed for this discussion.

## **H. Other Business**

There was no other business.

## **I. Adjournment**

A motion to adjourn was made by Katrina Harms, seconded by Susan Schneider, and unanimously approved at 8:12 p.m.

The next regular meeting is scheduled for April 16, 2014, at 6:30 p.m., at the Nederland

Community Center, in the Multi-Purpose Room.

**Submitted by:** Renee McCauley, NDDA Secretary and edited by Pam North

**TOWN OF NEDERLAND**

**WARRANTS**

**WARRANTS FOR April 16, 2014**

<b>Date</b>	<b>Number</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
18-Mar	28381	Pam North	\$ 250.00	minutes for DDA meeting

**Total** \$ 250.00



# MEMORANDUM

To: Nederland DDA  
From: Eva Forberger, Treasurer  
Date: April 15, 2014  
Re: Treasurer's Report

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Attached is the new financial report for the Nederland Downtown Development Authority. For the most part, revenue and expenses are in line with budget. However, sidewalk maintenance has only 2.57% remaining due to the large amount of snow we received this year. It is anticipated another \$1,000 may be needed (depending on the second half (Oct-Dec), to get through the year.

**Attachments:**

*DDA Financial Report*



**Town of Nederland**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For Downtown Development Fund (70)**  
**For the Fiscal Period 2014-3 Ending March 31, 2014**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Downtown Development Authority Revenues</b>					
<b>Taxes and Fees Revenues</b>					
70-75-4000 Property Taxes	\$ 2,057.75	\$ 4,471.91	\$ 24,693.00	\$ 5,866.49	76.24%
70-75-4002 Specific Ownership Taxes	125.00	107.52	1,500.00	316.52	78.90%
<b>Total Taxes and Fees Revenues</b>	<b>2,182.75</b>	<b>4,579.43</b>	<b>26,193.00</b>	<b>6,183.01</b>	<b>76.39%</b>
<b>Misc Revenues</b>					
70-75-4900 Interest	41.67	17.04	500.00	57.30	88.54%
70-75-4910 Misc	41.67	0.00	500.00	0.00	100.00%
70-75-4915 Donations	83.33	0.00	1,000.00	0.00	100.00%
<b>Total Misc Revenues</b>	<b>166.67</b>	<b>17.04</b>	<b>2,000.00</b>	<b>57.30</b>	<b>97.14%</b>
<b>Grant Activity Revenues</b>					
70-75-8405 CDOT	35,500.00	0.00	426,000.00	0.00	100.00%
<b>Total Grant Activity Revenues</b>	<b>35,500.00</b>	<b>0.00</b>	<b>426,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Other Revenues</b>					
70-75-4990 Proceeds from Debt	29,708.33	0.00	356,500.00	0.00	100.00%
70-75-4998 Fund Reserve - Transfer In	0.00	0.00	29,728.00	0.00	100.00%
<b>Total Other Revenues</b>	<b>29,708.33</b>	<b>0.00</b>	<b>386,228.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Downtown Development Authority Revenues</b>	<b>67,557.75</b>	<b>4,596.47</b>	<b>840,421.00</b>	<b>6,240.31</b>	<b>99.26%</b>
<b>Total Downtown Development Fund Revenues</b>	<b>\$ 67,557.75</b>	<b>\$ 4,596.47</b>	<b>\$ 840,421.00</b>	<b>\$ 6,240.31</b>	<b>99.26%</b>

**Expenditures****Downtown Development Authority Expenditures****Professional Services Expenditures**

70-75-5100 Legal	\$ 62.50	\$ 0.00	\$ 750.00	\$ 0.00	100.00%
70-75-5115 Website	12.50	0.00	150.00	0.00	100.00%
70-75-5129 DDA Secretary Services	1,083.33	500.00	13,000.00	500.00	96.15%
<b>Total Professional Services Expenditures</b>	<b>1,158.33</b>	<b>500.00</b>	<b>13,900.00</b>	<b>500.00</b>	<b>96.40%</b>

**Building Expenses Expenditures**

70-75-5200 Rent	41.67	126.00	500.00	126.00	74.80%
<b>Total Building Expenses Expenditures</b>	<b>41.67</b>	<b>126.00</b>	<b>500.00</b>	<b>126.00</b>	<b>74.80%</b>

**Department Specific Supplies Expenditures**

70-75-5216 Trails/Sidewalks Maintenance	250.00	2,736.29	3,000.00	2,922.91	2.57%
70-75-5270 Downtown Area (DDA)	250.00	0.00	3,000.00	0.00	100.00%
<b>Total Department Specific Supplies Expenditures</b>	<b>500.00</b>	<b>2,736.29</b>	<b>6,000.00</b>	<b>2,922.91</b>	<b>51.28%</b>

**Office Expenses Expenditures**

70-75-5410 Office Supplies	41.67	0.00	500.00	0.00	100.00%
<b>Total Office Expenses Expenditures</b>	<b>41.67</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>100.00%</b>

**Town of Nederland**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For Downtown Development Fund (70)*  
*For the Fiscal Period 2014-3 Ending March 31, 2014*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Training, Travel, Meals Expenditures</b>					
70-75-5810 Conference/Training	25.00	0.00	300.00	0.00	100.00%
70-75-5830 Meals	83.33	0.00	1,000.00	0.00	100.00%
<b>Total Training, Travel, Meals Expenditures</b>	<b>108.33</b>	<b>0.00</b>	<b>1,300.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Other Expenses Expenditures</b>					
70-75-5710 Postage/Shipping	8.33	0.00	100.00	0.00	100.00%
70-75-5735 Boulder County Tax Collection	25.83	67.08	310.00	88.00	71.61%
70-75-5740 Bank Fees	4.17	0.00	50.00	0.00	100.00%
70-75-5750 Advertising	41.67	0.00	500.00	0.00	100.00%
70-75-5770 Printing/Copying	25.00	0.00	300.00	0.00	100.00%
70-75-5790 MISC	0.00	0.00	43,000.00	0.00	100.00%
70-75-5999 Admin & Finance Allocation	541.67	1,625.00	6,500.00	1,625.00	75.00%
<b>Total Other Expenses Expenditures</b>	<b>646.67</b>	<b>1,692.08</b>	<b>50,760.00</b>	<b>1,713.00</b>	<b>96.63%</b>
<b>Capital Expenditures</b>					
70-75-6400 Equipment	0.00	0.00	2,000.00	0.00	100.00%
70-75-6500 Infrastructure	63,788.42	0.00	765,461.00	734.04	99.90%
<b>Total Capital Expenditures</b>	<b>63,788.42</b>	<b>0.00</b>	<b>767,461.00</b>	<b>734.04</b>	<b>99.90%</b>
<b>Total Downtown Development Authority Expenditures</b>	<b>66,285.09</b>	<b>5,054.37</b>	<b>840,421.00</b>	<b>5,995.95</b>	<b>99.29%</b>
<b>Total Downtown Development Fund Expenditures</b>	<b>\$ 66,285.09</b>	<b>\$ 5,054.37</b>	<b>\$ 840,421.00</b>	<b>\$ 5,995.95</b>	<b>99.29%</b>
<b>Downtown Development Fund Excess of Revenues Over Ex</b>	<b>\$ 1,272.66</b>	<b>\$ (457.90)</b>	<b>\$ 0.00</b>	<b>\$ 244.36</b>	<b>0.00%</b>

**Town of Nederland**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For DDA TIF Revenue Fund (80)*  
*For the Fiscal Period 2014-3 Ending March 31, 2014*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Downtown Development Authority Revenues</b>					
<b>Taxes and Fees Revenues</b>					
80-75-4005 TIF Taxes	\$ 11,916.67	\$ 34,713.61	\$ 143,000.00	\$ 45,539.09	68.15%
<b>Total Taxes and Fees Revenues</b>	<b>11,916.67</b>	<b>34,713.61</b>	<b>143,000.00</b>	<b>45,539.09</b>	<b>68.15%</b>
<b>Other Revenues</b>					
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	78,295.00	0.00	100.00%
<b>Total Other Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>78,295.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Downtown Development Authority Revenues</b>	<b>11,916.67</b>	<b>34,713.61</b>	<b>221,295.00</b>	<b>45,539.09</b>	<b>79.42%</b>
<b>Total DDA TIF Revenue Fund Revenues</b>	<b>\$ 11,916.67</b>	<b>\$ 34,713.61</b>	<b>\$ 221,295.00</b>	<b>\$ 45,539.09</b>	<b>79.42%</b>
<b>Expenditures</b>					
<b>Downtown Development Authority Expenditures</b>					
<b>Other Expenses Expenditures</b>					
80-75-5735 Boulder County Tax Collection	\$ 140.83	\$ 520.70	\$ 1,690.00	\$ 683.07	59.58%
<b>Total Other Expenses Expenditures</b>	<b>140.83</b>	<b>520.70</b>	<b>1,690.00</b>	<b>683.07</b>	<b>59.58%</b>
<b>Debt Service Expenditures</b>					
80-75-7100 Loan Principal	17,184.08	7,535.34	206,209.00	22,414.35	89.13%
80-75-7200 Loan Interest	708.33	602.92	8,500.00	2,000.44	76.47%
80-75-7400 Capital Lease Principal	408.00	408.12	4,896.00	1,224.36	74.99%
<b>Total Debt Service Expenditures</b>	<b>18,300.41</b>	<b>8,546.38</b>	<b>219,605.00</b>	<b>25,639.15</b>	<b>88.32%</b>
<b>Total Downtown Development Authority Expenditures</b>	<b>18,441.24</b>	<b>9,067.08</b>	<b>221,295.00</b>	<b>26,322.22</b>	<b>88.11%</b>
<b>Total DDA TIF Revenue Fund Expenditures</b>	<b>\$ 18,441.24</b>	<b>\$ 9,067.08</b>	<b>\$ 221,295.00</b>	<b>\$ 26,322.22</b>	<b>88.11%</b>
<b>DDA TIF Revenue Fund Excess of Revenues Over Expendit</b>	<b>\$ (6,524.57)</b>	<b>\$ 25,646.53</b>	<b>\$ 0.00</b>	<b>\$ 19,216.87</b>	<b>0.00%</b>

**Town of Nederland**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2014-3 Ending March 31, 2014*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 79,474.42	\$ 39,310.08	\$ 1,061,716.00	\$ 51,779.40	95.12%
Total Expenditures	\$ 84,726.33	\$ 14,121.45	\$ 1,061,716.00	\$ 32,318.17	96.96%
Total Excess of Revenues Over Expenditures	\$ (5,251.91)	\$ 25,188.63	\$ 0.00	\$ 19,461.23	0.00%



**AGENDA INFORMATION  
MEMORANDUM  
NEDERLAND  
Downtown Development Authority**

**Meeting Date: April 16, 2014**

**Initiated By: /Eva Forberger**

**Dept: Administration**

**Consent  Information  Discussion**

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**AGENDA ITEM:**

Understanding of TIF Proceeds and how it affects the ability to take on Debt.

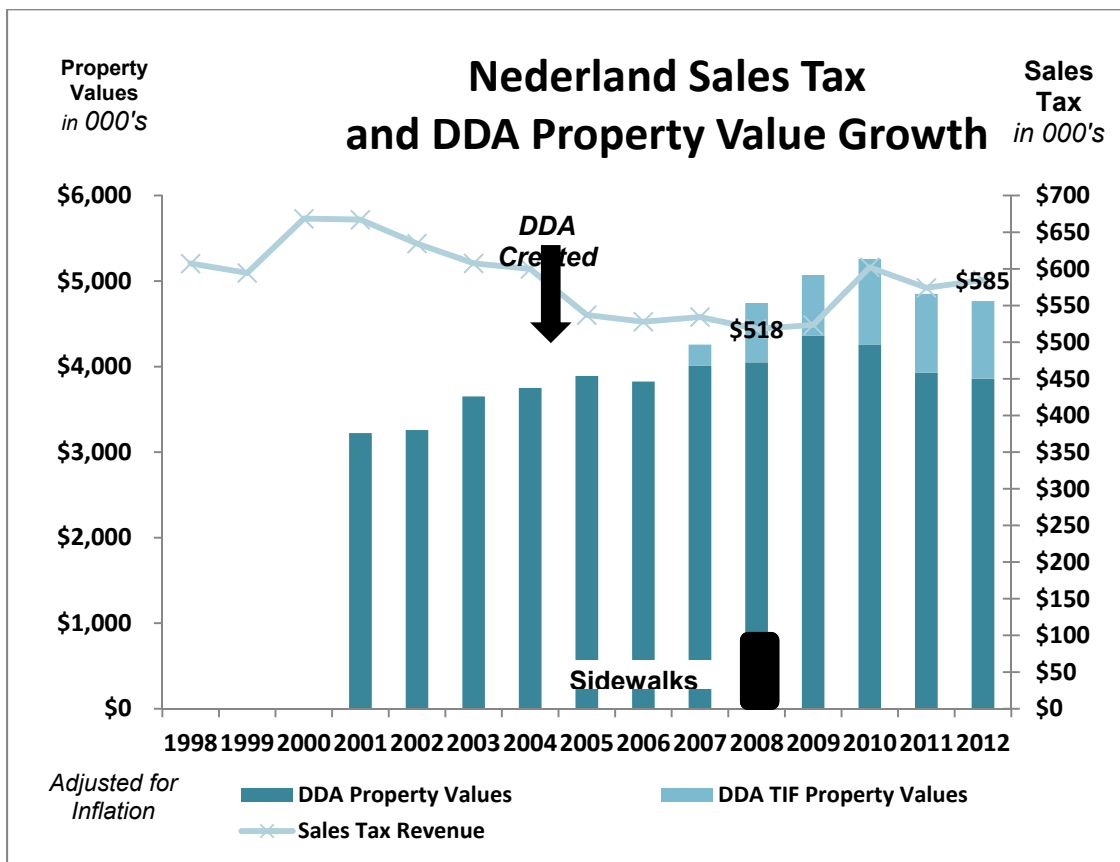
**SUMMARY:**

See attached

The Nederland Downtown Development Authority (NDDA) receives revenue from property tax related Tax Increment Financing (TIF). TIF money is generated from the incremental growth in property taxes (incremental from the NDDA's year of formation). The NDDA receives 100% of all property taxing districts incremental growth. Incremental growth can come in two forms: 1) increase in value through higher valuations and new construction and 2) increase in mill levies and new taxing districts (i.e. ECOPASS).

The following is chart of the incremental growth in property taxes since the NDDA's formation.

No	Year	TIF Proceeds	% increase/-decrease
1	2006		
2	2007		
3	2008	\$22,018	
4	2009	\$67,811	208%
5	2010	\$83,921	24%
6	2011	\$104,413	24%
7	2012	\$101,929	-2%
8	2013	\$99,915	-2%
9	2014	\$134,333	34%



The TIF can last up to 30 years. The TIF forecast is based on assumptions for incremental growth and based on new developments in Town, incremental growth can change considerably. However staying conservative, the following forecast was put together based on future TIF proceeds and assumptions of new development in NDDA district.

	<b>Forecast TIF</b>	<b>Principal Borrowed</b>	<b>Principal &amp; Interest</b>
<i>Current Debt Authorization</i>			
2006 – 2018	\$1,216,061	\$913,589	\$1,143,640
<i>Future Debt Authorizations</i>			
2019 – 2035	\$3,057,537	\$2,400,000	\$3,129,959
<b>Total Borrowing Ability</b>	<b>\$4,273,598</b>	<b>\$3,313,589</b>	<b>\$4,273,599</b>

The debt authorization from 2012 of \$913,589 should be paid off by 2020. The NDDA may start borrowing before the first debt authorization is paid off as long as there are TIF funds available. However, before any additional borrowing may take place another debt authorization must go to the voters for approval.

As a reminder, the First Debt Authorization is allocated as follows:

Sidewalk Phase 1	\$300,000
Sidewalk Phase 1	80,000
Tractor	19,589
NEdPeds	37,000
NEdPeds	117,000
NEdPeds	310,000
Best and Brightest	7,000
<i>Other (to be identified)</i>	43,000
<b>Total</b>	<b>\$913,589</b>

It is recommended that the NDDA plan a debt authorization vote in April 2016 for several reasons:

- 1) Gives the NDDA time to then shop around for the best debt instrument to meet their needs after the vote
- 2) Once the NDDA receives debt proceeds, the NDDA can start their new project with loan payments beginning in 2017 or 2018 depending on the structure and timing of the debt instrument
- 3) The NDDA can then proceed with a planned large project in 2017 or 2018 depending on the timing of 1) and 2) above
- 4) If the April 2016 vote does not pass, they can try again in April 2018. The April election time is recommended since it is primarily a Town election vs. being run by the County.



# MEMORANDUM

To: DDA Board of Directors

From: Alisha Reis, Town Administrator

Date: April 10, 2014

Re: Administrator's Report to DDA

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As the Board knows, a new Board of Trustees was elected on April 1. Mayor Joe Gierlach was re-elected, as was Mayor Pro Tem Kevin Mueller. New members to the Board are Kris Larsen (former Planning Commission Chairman and Trustee) and Charles Wood (Library Board member). A vacancy created via the resignation of former Trustee Annette Croughwell is scheduled for appointment at the Board's next meeting of April 15.

The Board of Trustees is also scheduled to appoint Board liaisons to its various advisory boards. Given that former Trustee Chris Perret ended his term with the election, a new liaison will be appointed to the DDA.

On Tuesday, April 29, Town Attorney Carmen Beery will present a work session related to sunshine laws and other legal considerations for members of the Board of Trustees and all advisory boards. All members are encouraged to attend and ask plenty of questions. An invitation will go out soon for this dinner and work session.

The Board also is requesting a joint session with the DDA on Tuesday, May 27 from 6 to 8 p.m. This work session is meant to discuss the upcoming deadline for DRCOG funding inclusion for the next 5-year cycle.

The Board will later meet to create its goals for this two-year term (2014-2016, when the next election takes place). This is anticipated in late June. The Board then will meet with each of its advisory boards to discuss goals and alignment of direction with all of them.



**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: April 16, 2014**

INITIATED BY: Conor Merrigan – Project Manager

INFORMATION: X ACTION: OR DISCUSSION:

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**AGENDA ITEM:** Update on the Nedpeds Project

**SUMMARY:**

The redesign was finished last (this) week, and remaining clearance requests have been submitted to CDOT. After their approval at the regional office, they will need to submit to Headquarters for approval and then the project can go out to bid.

We anticipate a 3 week bid period and then will need the funds to be fully encumbered and the winning bid approved by CDOT before commencing construction.

We anticipate roughly July 1 breaking ground date and a 45-60 day construction window, and it may be sooner depending on CDOT. The Town will be releasing a concurrent RFP for a construction supervisor/owner's representative contingent on an acceptable bid.

The redesign will be up for approval at the May 6th Board of Trustees meeting, but otherwise we are moving forward and expecting to receive bids and get to work!

**RECOMMENDATIONS:**

AGENDA INFORMATION MEMORANDUM  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING DATE: April 16, 2014

INITIATED BY: Patricia Everson

INFORMATION: ACTION: X OR DISCUSSION:

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**AGENDA ITEM:** Cancellation of the May 7, 2014 workshop and setting a new date.

**SUMMARY:** Due to the inability of Alisha and several board members to attend, as well as the resignation of our secretary, we will need to reschedule the May 7 Workshop.

**RECOMMENDATIONS:** In light of the fact that presently we do not have a secretary and the Mayor has asked for a joint workshop with the Board of Trustees, and we need to have a liaison appointed by the new BoT, it is my suggestion that we schedule a workshop sometime before our June 18 meeting.

At that time, we will know what money will be available in Grants from DRCOG, as well as some of the ideas of the new Board of Trustees.

**FINANCIAL CONSIDERATIONS:** None

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: April 16, 2014**

INITIATED BY: Katrina Harms

INFORMATION:    ACTION: X    OR    DISCUSSION:

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**AGENDA ITEM:** Consideration for the Nederland DDA to become a working partner with Art at the Center of Nederland First Fridays including budgeting up to \$1200 to help promote and advertise the event.

**SUMMARY:**

Last summer Art and the Center teamed up with Katrina Harms to do First Friday Art Tours. They ran May through September and then another one was done the first Friday in December. Businesses were encouraged to have local art and artists featured in their stores for a month. Feedback and response was very positive with the events drawing people from around town, the region and some from down below.

It became clear that more businesses wanted to participate, even though they didn't have Art to display, they wanted to stay open and participate in and take advantage of the people moving around town. This proposal would be to take off Art Tour and make it just First Friday. The DDA would partner with Art at the Center who be 'sponsors' of the art part of the event and they would find a way to highlight the Art at the Center Display at the Community Center. The DDA could be the business 'sponsor' encouraging people to visit businesses. Businesses would be encouraged to create First Friday specials and/or have art and art activities.

The proposed budget is for May, June, August and September First Fridays. (July's first Friday falls on July 4 and the town is planning a town-wide event) \$1200 allows for advertising each month, updating the "magic of the mountains" sign for town entrance and, using work already done last year, a map that would be used for these events. This summer there will be one map, an insert will list businesses with 'events'. Detailed descriptions would be on the website. Currently the domain nederlandfirstfriday.com forwards to a page on the Community Center Website. This page could become its own Website, stay on the CC site, or move to the DDA site. Or all 3.

There still could be 'sponsors' of the map. If there are any businesses that want to have their logo on the map we could generate some income from that to help offset printing, otherwise there would be no charge to participate.

Currently there is one major sponsor of the September First Friday. Mutual of Omaha would like to "sponsor" September First Friday and have planned a small band, food and decorations to create a buzz. They've already talked to a few businesses in that area

and it would be an opportunity to highlight that part of the street/section of town and would be a lot of fun.

The DDA First Friday committee would help mostly with initial outreach to make sure businesses were aware of the event, identify sponsors, and follow up after each event for feedback. There could be some initial work with Town Hall to make sure that signage and music issues are addressed and within code.

**RECOMMENDATIONS:**

Form a First Friday Committee who would be responsible for working with Art at the Center, and businesses and commit up to \$1200 to help promote the event.

**FINANCIAL CONSIDERATIONS:**

Budget up to \$1200 for printing and marketing/advertising Nederland First Friday.

Added notes from Eva Forberger – NDDA Treasurer

We ended 2013 w/\$10k in reserves.

The DDA put aside \$2k for the EV charges  
Most likely the DDA will need another \$1k at least for snow removal,  
That would leave \$7k- the board can choose to take it out of this remaining Reserves.  
I should also mention that due to the delay in hiring a secretary there are Saving there. Probably around \$3k for the year, so it could come out of this

**ATTACHMENT:** 2013 First Friday Art Tour budget from the Art at the Center committee.

**First Friday Income/Expense 2013**

	Budget	Actual Cost	Income Generated
<b>December</b>			
Ad in Boulder Weekly	302	302	
High Peaks Holiday Art Fair ad	155	155	
Brochure Design	150		
Brochure Printing	75	53.25	
Poster/passport Printing	100	100	
Sign at Town Entrance	100	100	
Cost of cancelled check			15
			\$710.25 (175 from businesses, 175 NAS, 360.25 Town)
Total		725.25	

**May**

Printing

8.63

Printing

15.15

Total

23.78 \$75 (3 businesses)

**June**

Printing

24.75

Printing

1.05

Total

25.8

**July**

Printing

Total

**August**

Printing

30

Printing

17

Total

47 \$175 (7 businesses)

**End of Year**

821.83

960.25

\$138.42 carryover to 2014

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: April 16, 2014**

INITIATED BY: Conor Merrigan – Sustainability Consultant to the  
Town of Nederland

INFORMATION:    ACTION:    OR X    DISCUSSION:

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**AGENDA ITEM:** The Sustainability Action Plan (SAP) and the role of the Nederland Downtown Development Authority(NDDA). Consultant Conor Merrigan of C2 Sustainability will guide board members through the SAP and specifically the role of the NDDA in that Plan.

**SUMMARY:** Specific Actions that the NDDA is listed as either leading or supporting will be presented and fleshed out by board members. The discussion will hinge on whether the items are appropriate, whether there are any additional actions the board has committed to in 2014 that should be added, and whether there are specific individuals that should be listed as the primary "champion" for an action. Information on follow-up and next steps will be presented and if it is appropriate the item may move to an action of approving the inclusion of the actions in the SAP.

**ATTACHMENTS:** Please refer to the Sustainability Action Plan at the following link: <http://nederlandco.org/2014/04/sustainability-action-plan-revised-version/>