

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-purpose Room

July 10, 2012 at 7:00 pm

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA

1. Approval of June 26, 2012 Regular Meeting Minutes
2. Approval of Treasurer's Regular Meeting report for July 10, 2012 and Accounts payable

E. INFORMATIONAL ITEMS

1. Executive Director report - Paul Turnburke
2. DAT report - Pat Everson/Ron Mitchell

F. ACTION ITEMS

1. Consideration of a new direction for organizational duties of the NDDA Board
2. Consideration of a new job description for NDDA Executive Director
3. Consideration of a selection committee to hire clerical staff to help the NDDA Board
4. Consideration of selection of a Communications Task Force
5. Consideration of determining the NDDA representative for the RFP selection Board
6. Consideration of renting the Multi-purpose room for NDDA Board meetings.
7. Consideration of hiring Flagstaff Surveying to perform survey work related to Ned Ped

G. DISCUSSION ITEMS

H. OTHER BUSINESS (NEW)

G. ADJOURNMENT

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 by Friday before the Tuesday meetings and are available on the NDDA website, www.neddda.org. Copies of the agendas and meeting packet are available at no cost via email from Paul@turnburkeassociates.com. The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Conference Room

June 26, 2012 at 6:00PM

Minutes to the meeting

A. CALL TO ORDER

B. ROLL CALL: Ron Mitchell, Pat Everson, Mary Ann Rodak, Annette Croughwell, Donna Kirkpatrick, members present.

Also present: Paul Turnburke and Alisha Reyes

C. PUBLIC COMMENT – none present

D. CONSENT AGENDA

1. Approval of June 12, 2012 Regular Meeting Minutes

Roll taken and minutes approved

2. Approval of Treasurer's Regular Meeting report for June 26, 2012 and Accounts payable
Eva Forberger was absent due to fires. No report given

E. INFORMATIONAL ITEMS

1. Executive Director report - Paul Turnburke

Paul reported on the Downtown Colorado Convention coming up. Ron stated that he intended to attend the meeting on his own. Others might attend given the location being in Golden.

2. DAT report - Pat Everson/Ron Mitchell

The EPA is proposing assistance to the Town of Nederland on Biomimickery. A workshop will be held in August of this year with the assistance of an Intern. This will assure that we are meeting the EPA stormwater conditions and guidelines on NEDPEDS. Ron felt we needed to add a conceptual statement in the RFP regarding the biomimickery as Kevin Mueller wants us to utilized this and the help of the EPA as we progress forward.

F. ACTION ITEMS

1. Approval of Resolution for \$80,000 for Phase I Sidewalks

A motion was made to approve and a roll call vote was taken and all approved passage. Motion passed

2. Approval of Resolution for \$300,000 for refinancing of loan with Mutual of Omaha

A motion was made to approve the loan refinancing and a roll call vote was taken. All votes approved passage. The motion carried.

3. Approval of Resolution for \$18,000 for Nedpeds.

Discussion was held to increase the request to the required \$37309 needed to hire a Project Manager for the NEDPEDS project. Pat made a motion the increase resolution 2012-24 to \$37309. This amount will reflect all possible scenarios where additional money from DRCOG might impact. The motion was seconded and a roll call vote was taken. All approved, and the motion carried.

4. Approval of Amended POD for Nedpeds

The amendment is to include the use of principles regarding biomimicry to our POD for NEDPEDS. Pat made the motion to amend the pod and a second was made. A voice vote was taken and the motion passed.

5. Approval of RFP for Nedpeds

The draft RFP is going to CDOT for their approval. We should have this to the BOT for their July 3 meeting. The changes we discussed making were the responsibilities that would work with the design team (DAT) and but not limited to the workshop provided by the EPA on Biomimicry.

Ron wants the survey of properties and the TOPO done separately from the RFP requirements. It would be in our best interest to continue with Lee Stadle from Flagstaff Surveying. He would like to see the requirement for the survey removed from the RFP. Pat asked Alisha about the technicalities of removing the language and what would that mean.

Alisha said generally we would be making them adhere to the town's following of surveying procedures.

Pat made the motion to amend the motion. A vote was taken and defeated.

Ron requested that the rewording of the RFP be made to notify the respondents that they are to use any and all surveys provided by the town.

He made the motion and it was seconded. Motion passed. Pat made the motion to amend the RFP with biomimicry and EPA workshop attendance requirements. Motion seconded and passed.

6. Clarification of status of \$200 offer for Chris Smith for insurance as an increase to his bid

Discussion was held regarding just what we had voted to promise Mr. Smith. We were to help him by paying the initial insurance bill of approximately \$750, and we would deduct that from his final payment. Pat stated that this was all contingent on his providing a bill which he had yet to do. Do we want to provide him with \$200 towards his insurance bill? He did finally produce a certificate, just not the bill for such. We will table the discussion until later when Paul will get the bills and proofs of purchase. When we receive the bill detail then we can make it an action item. Mr. Smith has requested payment on his work and it was agreed that Eva could pay him as soon as he provides a bill for services and plantings done.

G. DISCUSSION ITEMS

The discussion items were tabled by Ron Mitchell until a later meeting.

They will be presented in the future.

1. Discussion of a new direction for organizational duties of the NDDA Board
2. Discussion of a new job description for NDDA Executive Director
3. Discussion of the need to hire clerical staff to help the NDDA Board and the DAT team

H. OTHER BUSINESS (NEW)a

We have yet to set a permant meeting schedule so we held a disucussion to see how the members felt. It was decided that we must follow a more professional approach and the timing needed to be when the greatest number of citizens could participate. This was decided to be in the evening at the same time as all other town boards, which is 7PM.

We decided to meet the first Tues after the first Tuesday meeting of the BOT. July 10th at 7PM in the community center in whatever room is available.

Pat reminded us that all agenda items for discussion will have to be made by AIM requests.

It was also agreed upon that the board members would try to make all meetings of the boards when topics regarding our projects were being discussed. There are two meetings coming up, the first one is the Planning Commission on June 27 at 7PM and the second one is the July 3rd BOT meeting.

Informational procedure was discussed and Paul is to get the amended documents to the Planning Commission and pass out prior to their discussion.

G. ADJOURNMENT

Motion made and passed to adjourn at 7:24PM.

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.

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MEMORANDUM

To: NDDA Board

From: Eva Forberger, Treasurer
Town of Nederland

cc: Alisha Reis, Town Administrator

Date: July 10, 2012

Re: Treasurer's Report

The Board of Trustees approved three loans to the DDA that are to be repaid with TIF funds.

\$248,500 for the pay-off of the existing Mutual of Omaha Loan

\$80,000 for the sidewalks phase 1 shortfall

\$37,000 for NedPeds

I received the pay-off statement for the current loan with Mutual of Omaha and it was \$635.15 more than the loan amount approved by the Board of Trustees. So along with a check from the Town, an additional check from the DDA's account was written to pay-off the difference.

The other two loans were booked as approved on July 5th, 2012.

TOWN OF NEDERLAND

WARRANTS

WARRANTS FOR 07/10/2012

Date	Number	VENDOR	AMOUNT	DESCRIPTION
5-Jul	1220	Mutual of Omaha	\$ 635.15	add'l principal due for Mutual of Omaha loan payout
9-Jul	26453	Chris Smith	\$ 2,131.00	Labor and Materials for flower plantings
9-Jul	26456	Grimshaw & Haring	\$ 263.91	legal fees for May

Total Non Payroll Warrants \$ 3,030.06

NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
DIRECTORS' REPORT
JULY 10, 2012

1. Update on Planter Project

Chris Smith submitted a partial bill for \$2131 with back-up receipts for materials and he has been paid. I have instructed Chris to wait until approximately the middle of July (what has, in the past, been approximately when the potential for hail damage is greatly reduced) and to go ahead and plant more flowers at that time using most of the remaining budget, keeping a little in reserve for replacements and maintenance. This should also allow a good savings by purchasing plants at the end of the flower season.

A breakout of cost between planters and the bridge & welcome sign was requested by the board. He has provided that breakout as follows:

Planters - \$1,293
Bridge & Welcome Sign - \$1,332

FYI, he provided this breakout to me and I had meant to include it in my report for our last meeting.

2. Time Reporting

The board requested that I provide an accounting of my time spent in fulfilling the duties of Executive Director and to provide a break down between time related to the NED PED project and basic administrative tasks. Since June 22 my time breakout is as follows (as of July 6):

NED PED time	16.5 hrs (59%)
<u>Administrative time</u>	<u>11.5 hrs (41%)</u>
Total time	28.0 hrs (100%)

3. Most of my time was directed towards the NED PED project. Some of the tasks I worked on, along with Pat, Ron, Alisha, and Eva, were:

Attending Planning Commission and BOT Meetings
Working with Pat on revising RFP per CDOT comments and Planning Commission packet
Working on the NDDA board packet
Renewing NDDA membership in DCI
Observing stormwater flow during and after 7/6 storm with Mark Wertz

The RFP is complete and has been forwarded to town staff. The BOT is anticipating approving the IGA with CDOT to formalize the TIP grant. They will also consider the RFP as an informational item and will consider the Plan of Development as an action item.

NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY

NEDPEDS DESIGN ADVISORY TEAM REPORT JULY 10, 2012

The DAT continues to grow. Since last meeting Sally Grahn, representing several properties on East Street, E 2nd St, and Snyder Street, has asked to be on our team.

We have also had requests from neighbors to be placed on an informational email blast list also, as they do not have the time to attend meetings, but still wish to stay informed.

The Library Board will also be represented, but until meetings are officially announced have not picked who that representative will be. They are added as informational only at this time.

The BoT at its July 3 meeting approved the Resolution allowing us to borrow \$37,000 for the design phase of the project. This represents the original matching grant of \$18,000 plus additional for anticipated increase in the grant in August from DRCOG and 6 months of project co-ordinator portion of the Executive Directors salary to allow him to work on the Nedpeds project.

Our Plan of Development was approved unanimously by the Planning Commission at their June 27, 2012 meeting. The presentation was made by Paul Turnburke, Ron Mitchell and Pat Everson. There were several members of the design team, Vera Schulte and David Stikes there for support as well as NDDA Board members, Donna Sue Kirkpatrick and Annette Coughwell. The presentation included emphasis on Sustainability and Biomimicry portions of the project, as directed by the NDDA board at their meeting the night before.

The RFP for the head of the design team is being finished by Paul and Pat and will be sent to Alisha, Town Administrator, by Friday for review and inclusion in the BoT agenda as an information item on July 17, 2012.

Also on the agenda for July 17, will be an action item for the consideration of the Plan of Development, as approved by the PC and the NDDA. The DAT team will make the same presentation as they did before the Planning Commission. So we hope for the same outcome.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: JULY 10, 2012

INITIATED BY: PAT EVERSON- Vice Chairman
INFORMATION: ACTION:X OR DISCUSSION:

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AGENDA ITEM: New Direction for the organization of the NDDA Board

BACKGROUND: When the NDDA was created in 2005 they had to determine the direction of the Authority. They did this by a Plan of Development, which was later developed into The Strategic Master Plan. During this time, they set the direction for the development of the district. They hired Turnburke and Associates to prepare the plan from information that had been gathered previously. At this point, they did not have projects and only set policy for the future.

They then secured a grant for Phase I Sidewalks, which demanded they have a staff to oversee the project. They hired a Director, Paul Turnburke for this position. During the years of the design and construction of the project the Director helped with the project management of the project. He also functioned under the job description as set out in the State Statutes, see attached.

The Board during this time appears to have acted in a policy setting position. Leaving the day to day activities and running of the Authority to the Director. Which fit the time constraints and levels of commitment the members of the board were able to devote to the NDDA.

That Board resigned effective April 1, 2012. A new board was chosen by the BoT on May 15, 2012. During the meetings we have had, and the two workshops, a more proactive type of leadership has been expressed by many members. To this end, the **Design Advisory Team** for the Nedpeds project and the **Finance Task Force** have been created and approved. Both of these committees have two NDDA board members each, with one being the Chairperson.

The State Statutes CRS 31-25-815 (2) further declares that the

[the board may by resolution establish alternate administrative provisions relating to the administrative organization and structure of the authority and responsibilities of board members, officers, and employees.](#)

This provision would allow this new board to determine a different type of administrative organization. This new organization would include each board member being involved with some activity of the NDDA. This might be helping determine a project to be put into the pipeline, and helping through the various stages of predesign, funding and design.

It also would allow any member who has an interest in the various advisory committees to attend their meetings on a regular basis as a representative of the NDDA and report back to the NDDA Board.

The benefits to the NDDA would be a better understanding of the community and an outreach to show that we are involved in the community both as board members and as individuals. It may also allow us a way to explain our projects to the other advisory boards if asked.

It also allows the NDDA Board to create Task Forces as needed to address various issues and problems that may come before them.

FINANCIAL CONSIDERATIONS: This would allow the Executive Director to spend more time on the administrative duties of the NDDA.

RECOMMENDATIONS:

CRS 31-25-815

(1) The board shall employ and fix the compensation, subject to the approval of the governing body, of the following, who shall serve at the pleasure of the board:

(a) A director, who shall be a person of good moral character and possessed of a reputation for integrity, responsibility, and business ability. No member of the board shall be eligible to hold the position of director. Before entering upon the duties of his office, the director shall take and subscribe to the oath of office and furnish a bond as required by the board. He shall be the chief executive officer of the authority. Subject to the approval of the board and directed by it when necessary, he shall have general supervision over and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by this part 8. He shall attend all meetings of the board and shall render to the board and to the governing body a regular report covering the activities and financial condition of the authority. In the absence or disability of the director, the board may designate a qualified person to perform the duties of the office as acting director. The director shall furnish the board with such information or reports governing the operation of the authority as the board may from time to time require.

(b) A treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. He shall perform such other duties as may be delegated to him by the board.

(c) A secretary, who shall maintain custody of the official seal and of all records, books, documents, or other papers not required to be maintained by the treasurer. He shall attend all meetings of the board and keep a record of all its proceedings. He shall perform such other duties as may be delegated to him by the board.

(d) Upon recommendation of the director, such clerical, technical, and professional assistants, including but not limited to persons in the fields of engineering, planning, and economic research, as shall, in the opinion of the board, be necessary to provide for the efficient performance of the functions of the board.

(2) Any provision of this section and section 31-25-807 to the contrary notwithstanding and subject to any limitations in the ordinance creating the authority or in any amendments thereto, the board may by resolution establish alternate administrative provisions relating to the administrative organization and structure of the authority and responsibilities of board members, officers, and employees.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: July 10, 21012

INITIATED BY: Pat Everson - Finance Chairperson
INFORMATION: ACTION: X OR DISCUSSION:

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AGENDA ITEM: Consideration of changing the job description and salary allocation of the Executive Director

SUMMARY: During the June Board budget workshop and the June 12, 2012 board meeting, the Board expressed a desire to change the job description of the Director and to reallocate his time. This reallocation has been determined to be necessary by the NEDPEDS project. The finance workshop also allocated funds from the NEDPEDS budget for a project co-ordinator, with the anticipation that other projects were being planned for the pipeline.

Since then, the BoT has approved our request for a Resolution for a Loan from the Water Fund to fund the Nedpeds project including an allocation for a project manager till December 31, 2012.

ATTACHMENTS: 1. crs 31-25-815. Employees - duties - compensation
2. New job description for Director

FINANCIAL CONSIDERATIONS: Salary for the Director has been determined in the budget. This would allocate 40% of time and salary to administration of NDDA and 60% of time and salary to project co-ordination. This would free up approximately \$1,150 per month in funds that could be allocated to secretary position.

RECOMMENDATIONS: To approve the new job description and salary allocation

*******DRAFT*******

Nederland Downtown Development Authority

Job Description for **Project Coordinator/Executive Director** July 10, 2012

This is a salaried position contemplating a 20 hr work week or 80 hrs a month. The time to be split as follows:
40% or 8 hrs a week or 32 hrs a month on duties assigned to the NDDA Board and Authority,
60% or 12 hrs a week or 48 hrs a month on the upcoming NEDPEDS project and other projects to be put in the pipeline.

Compensation presently provided by 2012 budget for Executive Director.

A time sheet will be kept accounting for all hours work and stating what work was accomplished. This time sheet will be part of the Executive Directors report to the Board meetings.

Routine hours should be established and published, when board members and the public can contact the project coordinator/Executive Director

Job Purpose of the Project Coordinator portion

This is administrative work performing non-routine research and administrative tasks related to the coordination and oversight of projects to ensure timely and effective project development and completion.

Characteristic Duties and Responsibilities

Coordinates program or project planning and implementation, including assessing needs, setting goals and objectives.

Establishes project work plan and calendar or schedules; monitors, reviews, and evaluates progress.

Maintains internal and external contact lists as necessary.

Provides advice to participants; acts as a resource person by performing research, analyzing information, providing documentation, and preparing reports.

Monitors record keeping and file maintenance for the program or project

Prepares records of project activities;

Verifies and analyzes the accuracy of all data and information used or generated by project;

*******DRAFT*********Job Purpose of the Executive Director portion**

This is administrative work performing administrative tasks related to the coordination and oversight of operations of the NDDA and NDDA Board activities.

Characteristic Duties and Responsibilities

Works with Town of Nederland and other governmental agencies to coordinate activities and to insure that Town policies and procedures are implemented.

Monitors record keeping and file maintenance for NDDA

Maintains internal and external contacts as necessary.

Acts as a resource person by performing research, analyzing information, providing documentation, and preparing reports.

Works with Committees and Task Forces formed by the NDDA Board

Works with the NDDA to compile meeting agendas and packets.

Coordinates outreach efforts of the NDDA, including notifying webmaster of upcoming events and meetings.

Works with Town Clerk to set up required notification of meetings and recording of minutes of meetings.

Interacts with NDDA Board members to supply information on procedure and resources.

Works with NDDA Board to establish and implement objectives and goals, both short and long term.

Reports progress to Board at meetings in writing as part of the Agenda Packet

Other record keeping and office duties as may be required.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

MEETING DATE: July 10, 2012
INITIATED BY: PAT EVERSON- FINANCE CHAIR
INFORMATION: ACTION: X OR DISCUSSION:

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AGENDA ITEM: Consideration of the need to form a selection committee to hire a clerical staff to assist the NDDA Board

SUMMARY: During the budget workshop on June 2012, additional funds were discussed for hiring secretary. This was envisioned to be an independent contractor position with an hourly wage, hours per week estimated to be 10-12 hrs/week.

The job description would include assisting the NDDA board with agendas, minutes and other clerical duties, as well as designing forms and helping implementing some programs such as the Adopt a Planter Project. Skills would be clerical and computer, with emphasis on spreadsheets and documents. Self motivation and direction of primary importance, as well as working with the board members.

The State Statutes does allow a DDA to have a paid Secretary: CRS: 31-25-815 (c) *A secretary, who shall maintain custody of the official seal and of all records, books, documents, or other papers not required to be maintained by the treasurer. He shall attend all meetings of the board and keep a record of all its proceedings. He shall perform such other duties as may be delegated to him by the board.*

Presently we have a paid Treasurer, which is also allowed under CRS: 31-25-815 (b) *(b) A treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. He shall perform such other duties as may be delegated to him by the board.*

The board should consider how to move forward with additional staffing.

RECOMMENDATIONS; The need for clerical support has been shown, especially in the area of taking minutes and setting up agendas and forms. With the Director having to spend a large amount of time on the NEDPEDS project, and members of the board working on the project as well, there is a need for additional clerical support at the board level.

FINANCIAL CONSIDERATIONS: Since 60% of the Executive Director's salary is now being allocated to NEDPEDS, \$1,150 is now available on a monthly basis to cover clerical support. It is estimated that the cost of this position would be \$600-\$900 a month depending on the workload.

*****DRAFT*****

July 10, 2012

NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
JOB DESCRIPTION FOR
SECRETARY OF THE NDDA BOARD

Job Description

Maintain all records, books and documents, or other papers not required to be maintained by the treasurer.

Attend all meetings of the board and keep a record of all its proceedings.

After minutes are approved, record meeting minutes with the Town Clerk and the webmaster for publication on the website

Help compile the agenda for the board meetings with the Executive Director and the Chairperson using the same format as the Town Board of Trustees.

Send out the agendas to the Town Clerk on the Friday before the meeting or 24 hrs before the meeting, as required by State Statute.

Put together the Packet for the NDDA Board members and for the website.

Send the Packet with the Agenda to NDDA Board members and others

Maintain a list of interested persons who would like to be placed on the list to receive agendas and packets.

Create any forms necessary for the NDDA projects

Assist any member and the Executive Director with clerical support for projects approved by the NDDA Board

Job Skills and requirements:

Must have own work space and computer with printer and internet connectivity

This is an independent contractor job. It is task related with deadlines.

Must have computer skills with any Microsoft Office product or Apple equivalent, Excel or equivalent Apple program

Organizational skills and good work habits. Self starting and motivated.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: July 10, 2012

INITIATED BY: Pat Everson
INFORMATION: ACTION: X OR DISCUSSION:

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AGENDA ITEM: Consideration of the creation of a Communications Task Force

SUMMARY: With our goals of “open, transparent and professional” the need for outreach programs has been increased. We presently have a website and a Facebook page that are not adequately utilized. We could also use more positive press releases to the local paper and other papers in the region.

With the approval of Katrina Harms as a NDDA Board members, she has asked if she could head a Communications Task Force. Her background is in communications and website development is extensive, and she has volunteered to share this expertise with the NDDA.

RECOMMENDATIONS: Approval of a Communications Task Force headed by Katrina Harms, with any other board member who may wish to volunteer, as well as any member of the citizens of Nederland who may wish to participate.

FINANCIAL CONSIDERATIONS: Saving expenses of website development and improvement.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: July 10, 2012

INITIATED BY: Paul Turnburke, Director
CONSENT: OR ACTION:X

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AGENDA ITEM: Consideration of determining the NDDA representatives on the RFP selection committee.

SUMMARY: As part of the RFP process, a selection committee will be formed. The committee's role in this process will be to review the initial submittals, determine which ones qualify for a short list, interview short listed consultants, and make a recommendation to the town on which consultant to hire.

It is anticipated that the committee will consist of three NDDA representatives (two board members, and director), three or four town representatives (two or three BOT members, and town administrator), and one CDOT representative.

The NDDA board will need to determine the two board representatives.

RECOMMENDATIONS: Since Pat E. and Ron M. currently are the board representatives on the DAT, their service on the selection committee makes sense, if they would be willing and available.

FINANCIAL CONSIDERATIONS: None

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: July 10, 2012

INITIATED BY: Paul Turnburke, Director
CONSENT: OR ACTION:X

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AGENDA ITEM: Consideration of renting the multi-purpose room for board meetings.

SUMMARY: It is anticipated that NDDA meetings will have more members of the public in attendance as the Ned Ped project moves forward. For this reason, it makes sense to have the room set up similar to BOT and Planning Commission meetings. Town staff has determined that although there would not be a room rental charge for our organization (since we are considered an advisory board), we would need to set the room up and take it down ourselves.

The BOT, in considering usage of the multi-purpose room for other groups, has mentioned the desire to decrease the operating expenses of the Community Center by charging fees.

Town staff already does the set up for BOT and Planning Commission meetings.

The room rental fee (for use of the room by groups other than town advisory boards) is \$25/hr and room set up and break down is billed at \$12/hr.

RECOMMENDATIONS: The NDDA could allocate funds for this purpose, which would contribute to the bottom line of the town and eliminate the need for the heavy lifting required to set up and break down the room. This would be similar to the decision to pay the Treasurer for work done for the NDDA.

FINANCIAL CONSIDERATIONS: \$50 per meeting, plus hourly rate of \$12 for room set up.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: July 10, 2012

INITIATED BY: Paul Turnburke, Director
CONSENT: OR ACTION:X

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AGENDA ITEM: Consideration of proposal by Flagstaff Surveying to perform survey work for the Ned Ped project.

SUMMARY: A topographical and boundary survey will be required for consultants to use in the design of the Ned Ped project. Lee Stadele, co-owner of Flagstaff Surveying, is a local resident who has surveyed a majority of the downtown area. He has survey work for both the town and the NDDA. The town considers him to be their preferred surveyor because of the quality of his work. He performed the survey for Phase II Sidewalks, and would be able to tie this survey to what has already been done.

DAT members have expressed a desire to have a surveyor mark property locations along Second St. in order that residents have clear understanding where their property boundaries are. Board discussion at our last meeting requested the RFP be revised to remove reference to survey work anticipating that the town and NDDA would provide the survey for the consultants' use.

The Director has obtained a proposal (attached) from Flagstaff Surveying to perform the required survey work. CDOT has requested that the survey be tied to CHARN, a survey reference system used by CDOT. This proposal does not include that cost because Lee is working with the Boulder County surveyor to determine where existing CHARN points are in the Nederland area.

The survey work performed outside of the CHARN work would be usable by consultants prior to the CHARN work, in the event it was desired before the CHARN work could be performed.

RECOMMENDATIONS: Given the prior experience in the town and the company's involvement on survey work for the western portion of the Ned Ped project, it makes sense to hire Flagstaff Surveying for this work.

FINANCIAL CONSIDERATIONS: The work should not be authorized to start until the town approves the IGA with CDOT formalizing the acceptance of the TIP grant. Funds expended prior to grant acceptance are not eligible to count towards local match.

Flagstaff Surveying Inc.

26 June 2012

Nederland DDA
Ron Mitchell / Paul Turnburke

RE : Sidewalk Phase 2B – 2nd Street option

Dear Ron and Paul,

The following is a cost estimate for professional land surveying services. The surveyor will prepare a Design-Topographic Map on the 2nd Street corridor from Bridge Street to East Street. The survey will also extend north along East and Snyder Streets to Highway 119. The final drawing will be incorporated into the prior survey done for Phase 2. While gathering data for this corridor, the surveyor will also gather information on the culverts for the creek under Bridge Street, Snyder, 2nd and East Streets.

Breakdown of Costs

Fieldwork – Uncover survey monuments along 2nd Street, Snyder Street and East Street. Prepare field sketches of all improvements in the survey area. Gather data for the topographic map (1 foot contour interval).

estimate 2 person crew – up to 26 hours \$3380.00

Office - Draft Topographic Map. Includes research.

estimate 1 surveyor \$2400.00

Production, mileage and materials \$120.00

Total estimate \$5900.00

The prior map done for Phase 2 sidewalk and the Map of Nederland Survey Control provided to you last week will be used as a starting point for this work. This estimate does not include placing the survey work on the HARN network. This extra and un-necessary step was not needed for completion of the 1st Phase.

Please let me know how you want to proceed.

Regards,

Lee Stadele . PLS

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