

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT  
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466

Multi-Purpose Room

9/16/15 @ 6:00 pm

APPROVED MEETING MINUTES

---

A. CALL TO ORDER

Meeting called to order at 6:05 pm

B. ROLL CALL

Present: Katrina Harms, Amanda Kneer, Susan Schneider, Peter Marshall, Kevin Mueller.

Absent: Jeffrey Green

C. PUBLIC COMMENT ON NON-AGENDA ITEMS (Speakers limited to 3 minutes)

No public comments

D. CONSENT AGENDA

1. Approval of the meeting minutes from the August 19, 2015 meeting-Katrina Harms

Amanda Kneer noted that the minutes should indicate that Peter Marshall was absent at the last meeting.

Motion to approve the August 19, 2015 meeting minutes with the amendment made by Amanda Kneer seconded by Susan Schneider. Motion passed unanimously.

Peter Marshall abstained since he was not at the last meeting.

Motion to approve the warrants made by Susan Schneider seconded by Amanda Kneer. Motion passed unanimously.

2. Approval of warrants

Motion to approve the warrants made by Susan Schneider seconded by Amanda Kneer. Motion passed unanimously.

## E. INFORMATIONAL ITEMS

### 1. Treasurers report-Amanda Kneer

Katrina Harms told the Board that Amanda Kneer will now be assuming the role as treasurer for the NDDA since she is a financial professional and is willing to help. Since Kneer will be busy with this position, someone will need to step up as Vice Chairperson. Amanda Kneer will not be paid for her role as treasurer to the NDDA.

Amanda Kneer said that it would be good to have extra reserves for next years budget and also noted that administrative is under budget.

Katrina Harms would like to see wayfinding and river restoration taken out of the MPU budget.

Katrina Harms would like to put an action item for: "Reallocation of Funds for Additional Lights" on the agenda for the next meeting.

Alexander Armani-Munn would like to know if flowers will go back to bid next year or if there is an agreement for multiple years.

Alisha Reis responded that we do not have an agreement but Elizabeth Allen has already submitted a bid for next year so we can competitively bid it as part of budgeting to insure it is on target.

Alisha Reis told the Board the Town treasurer position will now be a contracted position. The Board will discuss who would like to replace Amanda Kneer as Vice Chair at the next regular meeting.

## F. ACTION ITEMS

No action items

## G. DISCUSSION ITEMS

### 1. 2016 budget workshop. Draft budget presented by Amanda Kneer.

Katrina Harms said the focus of the discussion today will be the 2016 budget non TIF funding. Harms said this is the non TIF funding that comes from the 5 mills and there is \$20,000 to work with.

Amanda Kneer wrote a draft budget.

Amanda Kneer pointed out that legal is budgeted at \$5,000 because this is the estimated cost to have someone write the debt authorization and the bond.

Town has taken over sidewalk maintenance so the DDA does not need to budget for that.

It was decided by the Board to give \$1,000 to the fireworks fund next year.

Amanda Kneer asked when the DDA could get money out of the debt authorization.

Alisha Reis responded that it depends on how the loan structure is set up. Money needs to be borrowed because the TIF has to be paid back. Reis suggested that the bank could be a good partner in that and Susan Schneider will know what will be needed. Reis would like to form a sub committee on finance and look at how to put together a package for the DDA and also the BOT because they will have to approve loan documents.

Amanda Kneer asked if the debt authorizations have to be scheduled every 4 years.

Alisha Reis responded that that is just how it has worked out with the repayments and loans, especially with the large projects, but that is not how it has to be done. Reis said if the DDA knows they are going to knock out smaller things then repayment schedules and turnaround is much faster. It depends on how repayment is going to what TIF growth is so we have availability of that cash flow.

Katrina Harms said the website budget could be divided up a little bit.

Katrina Harms said the Town has asked the DDA to take over the Visitors Center so she is working on that budget.

Alisha Reis said they will keep the staff as Town staff for the Visitors Center since it is easier to administer pay.

Katrina Harms said money would have to be borrowed to purchase inventory. Alisha Reis replied that that is something that could be asked of the County is to seed the inventory to kick it off. Reis also suggested TARP funds to support the Visitors Center.

Kevin Mueller suggested putting together a list of business related tasks to put on the Economic Development Grant.

Amanda Kneer said the way the budget is working out is that the DDA will end the year with little to no reserves. This is with moving meals, printing and lodging into the Master Plan Update. Another thing to gain on the budget this year is if the secretary position does not use all of the hours budgeted, that might be extra reserves for next year.

Alisha Reis said the BOT will have a budget work session on September 22 and they will review this initial draft. By Oct 15 they will be looking to nail a fairly decent draft because it goes out to the public for public hearing. On October 19, they will

be doing a budget open house based on that public hearing version. November 3 the BOT will receive any comments from that process and then dialing in through November. Final approval is scheduled for December 1<sup>st</sup>.

## H. OTHER BUSINESS

Alisha Reis reported on NedPeds. Reis said the plans have been amended to be closer to the budget with using recycled materials and should go to bid next month. Reis also reported that the owners representative is advertising as well as working with his contacts to pull in interest, and they anticipate 30 day billed. The owners rep will be issuing a schedule and Alisha will send that to the Board as soon as she gets it. They also contacted Boulder County and they will be working on the sidewalk repair at the same time.

## I. ADJOURNMENT

Motion to adjourn made by Amanda Kneer seconded by Susan Schneider. Meeting adjourned at 7:15 pm.

## NEXT REGULAR MEETING:

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation. The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights. The NDDA Board of Trustees meeting packets and agendas are prepared on Friday before the Wednesday meetings and are available on the NDDA website, [www.nederlanddowntown.org](http://www.nederlanddowntown.org). Copies of the agendas and meeting packet are available at no cost via email from [cindydowning0@gmail.com](mailto:cindydowning0@gmail.com). The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.