

Nederland Downtown Development Authority

MINUTES

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