

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
March 16, 2016
AGENDA

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 the February 17th, 2016 meeting minutes-Cindy Downing-Secretary
2. Approval of warrants.

E. INFORMATIONAL ITEMS

1. Treasurer's Report - Mandy Kneer

F. ACTION ITEMS

G. DISCUSSION ITEMS

1. Discussion on getting out information about the Debt Authorization Ballot Issue to the Voters in the DDA District.
2. Review vision(s)/mission

H. OTHER BUSINESS

J. ADJOURNMENT

NEXT REGULAR MEETING: April 20 , 2016

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. Copies of the agendas and meeting packet are available at no cost via email from 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.

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO
80466

Multi-Purpose Room

February 17, 2016

Draft Meeting Minutes

A. CALL TO ORDER

Meeting called to order at 6:35 pm

B. ROLL CALL

Present: Jeffrey Green, Katrina Harms, Amanda Kneer, Brent Tregaskis

Also Present: Town Administrator Alisha Reis

Absent: Susan Green had an excused absence

Also absent: Kevin Mueller and Peter Marshall

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

No public comments

D. CONSENT AGENDA

1. Approval of the January 20th, 2016 meeting minutes-Cindy Downing-Secretary

Motion to approve the minutes from the January 20, 2016 meeting made by Amanda Kneer seconded by Jeffrey Green. Motion approved unanimously.

2. Approval of warrants-Amanda Kneer-NDDA Treasurer

Motion to approve the warrants made by Amanda Kneer seconded by Jeffrey Green. Roll call was taken and motion was approved unanimously

E. INFORMATIONAL ITEMS

1. Treasurer's Report – Mandy Kneer

Amanda Kneer reported that most of the revenue is in but she still has to meet with Town Administrator Alisha Reis to receive information and finalize numbers.

F. ACTION ITEMS

There were no action items

G. DISCUSSION ITEMS

Alisha Reis did not have a report in the packet but provided a verbal update to the Board. Reis said the Board of Trustees unanimously approved the contract for building NedPeds. That contract amount of roughly \$936,00 is within the budget price including FDI to continue to assist with owners representative information. The next step for NedPeds is determining the kick off and build schedule. As soon as the schedule is determined, it will be distributed to the DDA Board and FDI International will come to a DDA meeting to make sure everyone is on board with the schedule. Alisha said the schedule will be challenging because there are materials in the project that require certain temperature ranges for them to be put down, particularly the porous asphalt and the oil that accompanies it. There will still be a kick off parade in April and it has been decided there will also be an end of project parade.

Alisha also reported that there was an email sent out today from Town announcing that the Mayors Task Force on Economic Development has released their draft recommendations that they will be presenting to the Board of Trustees on March 15. The comment period is through March 2. Information about this is on the Town website and they will be collecting all of the information for a meeting that will be held at the Community Center multi purpose room March 7 at 6:00 pm to go over comments and finalize recommendations.

Alisha reported that March 8 is the BOT candidate forum and there will be information on the DDA Debt Authorization question passed out that night. Janette Taylor will be taking questions for the next couple of weeks, and if anyone should have any, they should be submitted to her.

Finally, Alisha reported that they are working on the supplementary budget for 2016 and are awaiting the DDA debt authorization question April 5 to determine whether they will be drafting a secondary budget for the year that includes the projects for debt authorization. Also, they will be including the loan proceeds for NedPeds officially in the next month or two that are hopefully coming from the water fund, otherwise they will have to look at bank financing. That will be included as well as the Town projects. Mary Erwin, Town Accountant, will be talking to the DDA to get all of this done before it is submitted to the BOT in May. They will have audit running concurrently and will be advising on how to supplement. They also have to account for the final cash flow from flood recovery funds that are coming back in after being expended.

1. Public Comment on 2016 Master Plan Update

Nancy Blackwood from Blackwood and Planning, 1065 9th Street Boulder. Nancy

is working with Ron Mitchell, who is a DDA District property owner in Nederland and wanted to commend the DDA for drafting such an impressive document. Nancy would like to know why the initial draft of the MPU mentioned “work force housing” under the “long term considerations” section but appears that this has been deleted from the revised draft.

Katrina Harms confirmed that it was taken out of the current draft.

Amanda Kneer clarified that DDA doesn't necessarily have a plan for work force housing because the DDA is about commercial properties. Amanda said when the Board looked at the potential of the diagram in the previous draft, it was confusing for many Board members because it is not something the DDA had ever talked about, and it hadn't been brought up in discussions with businesses. Amanda said it is not disputed that work force housing is needed but the Board did not want this to be misinterpreted as a DDA project when it is not a DDA project.

Jeffrey Green said when they did workshops on identifying what locals are concerned about, work force housing came up but it is not part of the DDA mandate. Jeffrey added that though this is not in the mandate, he feels work force housing is important and is vital to the economic functionality of Nederland.

Katrina Harms said that there is nothing in the MPU that would prevent the DDA to assist on work force housing, should a project come forward that the DDA would want to partner with.

Amanda Kneer said the DDA would like to attract combined commercial and residential development in the DDA District.

Mary Curcio of Nederland said she is concerned about distributors unloading in the business district. Mary said the distributors have expressed on many occasions that they have been harassed by the Nederland Police and the Town of Nederland for not knowing where they are supposed to park. Mary said she is collecting information from distributors about this issue and would like to present the information when it is complete.

Jeffrey Green said they are hoping to make Nederland pedestrian friendly so it opens flow for distributors to get in and out smoothly.

Katrina Harms said she would like to review information from distributors when it is available.

Sue Leto of Nederland said people have been distributing in Nederland for the 35 years she has lived here. She said the trucks only stay here temporarily while they are unloading so she doesn't understand what the problem is. Sue also informed the Board that Mary Curcio was unloading merchandise in front of the Rustic Moose and was pulled over and harassed by the Nederland Police Department.

Katrina Harms agreed that this issue should be addressed since many business owners use their own personal vehicles to deliver items. She said this is not a DDA issue but a Town issue but that it would be great to somehow identify the people who are delivering to businesses.

Mary Curcio said the police were out of line and she wanted to bring this to the table because her distributors have been harassed, and store owners are upset. When she gets the facts and dates written down from the delivery drivers, she will provide this information to the Board.

Katrina Harms said the DDA does not have the authority or ability to make policy but the DDA would like to help facilitate these conversations with Town and the Police Department. She suggested Mary should bring these issues to the Town.

Alisha Reis said the Town would like to discuss this issue because they have had discussions with business and property owners but nothing district wide. First street is not the only area they have issues with, and they are also starting to deal with this issue on Big Springs Drive and the Shopping center area. Alisha said the Town is looking at ideas on how to have a much more comprehensive discussion on this and the DDA could be a great conduit for this and pulling everyone together.

Jeff said they are trying to come up with long term solutions and he agrees with Mary that delivery drivers need to stop getting tickets for delivering items.

Alisha Reis said First Street is a challenging area and they have discussed alternative loading areas for people that own businesses. Alisha said this needs to be discussed but it has been hard to get feedback from all of the people affected. Alisha said it would be helpful to have everyone at the table and have a comprehensive discussion. She said individual officers are not out to get people and that needs to be understood. Alisha added that the police chief would like to hear from people in regards to this issue.

Sue Leto asked how many parking studies have been done since 2000 and how much money was spent in the process.

Alisha Reis responded that there have been two that are on record from the DDA but if Sue had any additional information on this, she would love to have access to it.

Sue Leto also added that when the areas where Indian Peaks Hardware and Caribou Shopping Center were developed, they were supposed to provide low income housing and never did.

Alisha said that this is still on deck for where the current Town shop site is. She said they are building the new town shop on Ridge Road and once that is built, they will dismantle the current one behind the fire station and that area is planned for housing. She said they are still agreeing to this even if they are not required to agree to it.

Jeffrey Green said it would be good for Kevin Mueller to write down what he would like to see from the DDA for the vision so they can move forward and have his full support.

2. Q&A on the Debt Authorization Ballot Issue

Jeffrey Green said it will be good to reach out to the voters so they understand the DDA is not getting money to do whatever they want, but they have the ability to discuss projects because there is potential funding.

Katrina Harms clarified that the whole ballot is mail-in so people have to return their ballot. There are 3 ballots for the election and she will send out a letter to all of the eligible DDA voters (which includes the business lessees and corporations) that will explain the process. The process is that you have an affidavit to select someone to vote, and that person gets sent the ballot. The affidavit will go out on Monday. Because it is a mail in ballot, and because you can register to vote up until the day of the election, someone can come in with the affidavit on the day of election and get a ballot. The first mailing is the notice and there will be a fact sheet about the DDA and the ballot. The following week, the DDA can do a mailing to recommend that they vote yes on that ballot issue. Katrina is hoping each member will take some time to go out and talk to people and answer questions. This all needs to be done before March 14 when ballots get mailed.

Alisha said the drop off will be at Town Hall and people can register to vote there as well. The count will be done with three election judges and the Town Clerk. The unofficial results will be posted on line that evening.

Katrina Harms pointed out that the DDA can pay to have the secretary do the first mailing but any advocacy they do on behalf of the DDA can not be paid out of DDA funds so they have to donate their time.

Katrina said she is going to send everyone a time line and a ballot FAQ. Katrina added that there are only 13 DDA's in the state of Colorado and these elections don't happen often so it's important to read it.

3. Discussion on getting out information about the Debt Authorization Ballot Issue to the Voters in the DDA District.

This item was discussed along with Discussion Item #2 above.

H. OTHER BUSINESS

Ron Mitchell said he would like to see work force housing since there are grants available from HUD, and local businesses are having a hard time keeping employees.

Katrina Harms reported that the Nederland Community Garden people are going to ask for a waiver of water rates at the At March 1 Board of Trustees meeting and asked if the DDA could support them. The Board agreed to support this.

Katrina Harms asked Amanda Kneer to represent DDA for the Candidates forum. Amanda agreed to represent the DDA.

Katrina Harms also gave a quick update on the DCI conference held on February 16. Katrina said some of the things that were discussed were to get employees in town to park other places besides in front of where they are employed. For instance, make the Presbyterian Church lot a Facebook page where people can check in and there can be a raffle once a week for incentive to park there. Katrina added that they were informed of a formula that tells how much a parking space is worth and how much money it generates so they can tell employees how much the business is potentially losing by an employee parking there.

Amanda Kneer said they suggested giving out maps to employees so they know what areas they can park. She also suggested that there should be more bike parking so people can bike into work in the warmer months

Katrina said they are thinking of hiring a person to do materials for public outreach with the leftover money from the MPU. Amanda suggested requesting a proposal so the DDA can approve the proposal and the spending of the funds. Katrina agreed and said she would right the RFP.

Katrina said they can communicate to property owners more. She said when they send out the advocacy information she will make sure she puts the website information about the DDA so they can access that.

I. ADJOURNMENT

Motion to adjourn made Jeffrey Green seconded by Amanda Kneer. Meeting adjourned at 8:00

NEXT REGULAR MEETING:

April 20, 2016 6:30pm at the Nederland Community Center Multi Purpose Room.

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. Copies of the agendas and meeting packet are available at no cost via email from 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.

**Town of Nederland
Council Approval Report
(Council Approval Report)**

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	01292016	01/29/16	safety; smoke detectors, batteries, flashlights	02/18/16	\$117.36	\$117.36	50-45-5550	Safety Equipment	\$0.00	(\$117.36)
	01292016	01/29/16	coolers for water contest	02/18/16	\$33.94	\$33.94	50-45-5665	Lab Supplies/Chemicals	\$0.00	(\$685.29)
	01292016	01/29/16	meter project	02/18/16	\$38.94	\$38.94	50-45-6500	Infrastructure	\$0.00	(\$6,963.20)
						\$216.22				
34	JVA, Inc., 1319 Spruce Street, Boulder, CO, 80302									
59098		12/31/15	PERMIT APP FOR Backwash project - fm WW on-01/10/16		\$384.00	\$384.00	50-45-6550	Infrastructure Improvements	\$173,000.00	\$39,271.73
						\$384.00				
61	USABlueBook, P.O. Box 9004, Gurnee, IL, 60031-9004									
862330		02/02/16	glassware	02/12/16	\$77.95	\$77.95	50-45-5540	Lab Equipment	\$0.00	(\$77.95)
862330		02/02/16	alkalinity	02/12/16	\$27.41	\$27.41	50-45-5670	Supplies for Resale	\$0.00	(\$27.41)
						\$105.36				
93	Colorado Analytical Lab, PO BOX 507, Brighton, CO, 80601-0507									
160209032		02/11/16	Monthly State Req. Lab Tests	02/21/16	\$46.00	\$46.00	50-45-5185	Lab Tests	\$0.00	(\$190.00)
						\$46.00				
117	ICMA, , , ,									
PR463		12/11/15	Payroll from 11/21/2015 to 12/4/2015	12/11/15	\$308.33	\$308.33	50-00-2020	Other Employee Benefits	\$0.00	\$1,559.44
PR476		12/25/15	Payroll from 12/5/2015 to 12/18/2015	12/25/15	\$312.35	\$312.35	50-00-2020	Other Employee Benefits	\$0.00	\$1,559.44
PR489		01/08/16	Payroll from 12/19/2015 to 1/1/2016	01/08/16	\$329.56	\$329.56	50-00-2020	Other Employee Benefits	\$0.00	\$1,563.71
						\$950.24				
142	Water Users Association of District No. 6, c/o Lee Bauer, 606 Pratt Street #511, Longmont, CO, 80501									
22		02/08/16	River Water Usage	02/08/16	\$144.30	\$144.30	50-45-5101	Augmentation	\$0.00	(\$144.30)
						\$144.30				
149	Ambiente H2O Inc., 1500 W. Hampden Avenue, Ste 5-D, Sheridan, CO, 80110									
160081		02/09/16	Customer Equipment - Reimbursable	02/19/16	\$367.85	\$367.85	50-45-4820	Other Charges	\$0.00	\$367.85
						\$367.85				
189	HD Supply Waterworks LTD., PO BOX 28330, St Louis, MO, 63146									
F061689		02/10/16	Hydrant Seals and Maint/Backup Supplies	02/20/16	\$226.91	\$226.91	50-45-5530	Minor Supplies	\$0.00	(\$372.59)
E976187		01/06/12	credit memo on inv E512394	01/16/12	(\$162.49)	(\$162.49)	50-45-6550	Infrastructure Improvements	\$173,000.00	\$39,271.73
						\$64.42				
Total Water Fund						\$2,906.86				

Downtown Development Fund

129	Western Ecological Resources, Inc., 711 Walnut Street, Boulder, CO, 80302									
8740		01/12/16	Draft Wetland & Riparian Habitat Assessment -	01/22/16	\$1,537.35	\$1,537.35	70-75-5190	Other	\$0.00	(\$4,787.35)
						\$1,537.35				

**Town of Nederland
Council Approval Report
(Council Approval Report)**

InvoiceNumber	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<u>General Fund</u>									
Fiori Brother's Enterprises, P.O. Box 1269, Nederland, CO, 80466									
02122016	02/12/16	Sustainability Grant Reimbursement	02/12/16	\$600.00	\$600.00	10-99-9401	Boulder County	\$0.00	(\$3,386.00)
					\$600.00				
6 Alpenet, LLC, PO BOX 3240, Nederland, CO, 80466									
6954	02/18/16	IT Services 1/21 to 2/16	02/28/16	\$263.45	\$263.45	10-12-5110	IT	\$0.00	(\$921.05)
6955	02/18/16	WordPress Site Maintenance - Jan-Mar 2016	02/28/16	\$129.00	\$129.00	10-14-5115	Website	\$0.00	(\$159.00)
6954	02/18/16	IT Services 1/21 to 2/16	02/28/16	\$517.75	\$517.75	10-18-5110	IT	\$0.00	(\$727.25)
6954	02/18/16	IT Services 1/21 to 2/16	02/28/16	\$28.05	\$28.05	10-20-5110	IT	\$0.00	(\$144.30)
					\$938.25				
Total General Fund					\$1,538.25				
<u>Community Center Fund</u>									
6 Alpenet, LLC, PO BOX 3240, Nederland, CO, 80466									
6954	02/18/16	IT Services 1/21 to 2/16	02/28/16	\$170.00	\$170.00	20-25-5110	IT	\$0.00	(\$170.00)
					\$170.00				
Total Community Center Fund					\$170.00				
<u>Water Fund</u>									
6 Alpenet, LLC, PO BOX 3240, Nederland, CO, 80466									
6928	01/21/16	Wireless Mouse - Nicole	01/31/16	\$27.25	\$27.25	50-45-5430	Computer	\$0.00	(\$27.25)
					\$27.25				
Total Water Fund					\$27.25				
<u>Downtown Development Fund</u>									
6 Alpenet, LLC, PO BOX 3240, Nederland, CO, 80466									
6954	02/18/16	IT Services 1/21 to 2/16	02/28/16	\$22.50	\$22.50	70-75-5110	IT	\$0.00	(\$22.50)
					\$22.50				
Total Downtown Development Fund					\$22.50				

**Town of Nederland
Council Approval Report
(Council Approval Report)**

InvoiceNumber	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
					\$162.81				
Total Water Fund					\$6,400.14				
<u>Downtown Development Fund</u>									
University of Colorado Denver, P.O. Box 173364, Campus Box 126, Denver, CO, 80217									
72-63100272UCDenv	02/24/16	Plan Concept - Wayfinding and graphics in DDA	02/24/16			2,100.00	2,100.00	70-75-5190	Other
\$0.00	(\$6,887.35)								
					\$2,100.00				
213 Cindy Downing, PO Box 302, Nederland, CO, 80466									
01312016	01/31/16	DDA Secretary - Jan 2016	02/10/16	\$192.00	\$192.00	70-75-5129	DDA Secretary Services	\$0.00	(\$192.00)
12312015	12/31/15	DDA Secretary - Dec 2015	01/10/16	\$144.00	\$144.00	70-75-5129	DDA Secretary Services	\$3,600.00	\$856.00
					\$336.00				
Total Downtown Development Fund					\$2,436.00				
Total Bills To Pay:					\$35,927.83				

**Town of Nederland
Council Approval Report
(Council Approval Report)**

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
311	Downtown Colorado, Inc., 1420 Ogden Street, Denver, CO, 80218									
325cr		02/05/16	DCI Technical Review - Final Payment	02/05/16	\$3,000.00	\$3,000.00	70-75-5190	Other	\$0.00	(\$4,787.35)
						\$3,000.00				
Total Downtown Development Fund						\$4,537.35				
Total Bills To Pay:						\$32,623.56				



AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: March 16, 2016

Prepared By: Katrina Harms

Consent Information Action Discussion

DISCUSSION ITEM:

Debt Authorization Information and Campaigning to District

SUMMARY:

Review Debt Authorization questions and electory lists to divide up district to make calls and visits.

ATTACHMENTS:

- 1) Pro Statement from bluebook
- 2) text from newsletter and website
- 3) letters to businesses and property owners
- 4) Ballot FAQ

In support of the NDDA Debt Authorization Ballot Question,

The Nederland Downtown Development Authority (NDDA) also recognizes that its lead resource and business draw is its natural environment and is committed to preserving and restoring this environment as it is conducive to the growth of business in the district. Keeping what makes Nederland special, as well as ample opportunity for those with the desire and talent to start a small business, is what will make a successful downtown.

The NDDA is asking for approval from commercial property and business owners in the DDA district, for permission to pursue carefully considered infrastructure improvements and economic development programs in Downtown Nederland.

A vote for the debt authorization will NOT increase taxes. Tax Increment Funding (TIF) essentially predicts property value increases over time (historically proved) and borrows against them. This allows for improvements and programs focused on downtown. Since improvements further increase property values, it becomes an evolving payback system that is incredibly effective. A better downtown will mean more sales tax revenue for all of Nederland.

This does not mean that the NDDA is going to barrel in and tell the town what to do. Each project will be carefully evaluated, priced-out, brought to the townsfolk and the property owners for their opinions, and will need approval from the Board of Trustees before implementation.

Examples of projects that are detailed in the NDDA 2016 Master Plan include:

- Traffic Study
- Lakeview intersection project
- Underused Parking Lot and On Street Parking Improvements
- 1st Street Loading zone/1st Street Pedestrian/ADA walkability
- 2nd crossing at Middle Boulder Creek
- River pathway (design only)
- Mitigate storm water and water quality issues for Middle Boulder Creek
- Business improvement loans, grants, and rebate programs
- Improve vehicular and pedestrian signage/wayfinding
- Event Support
- Business Incubation (bank office space & property purchase)
- Beautification (public art installations, pocket parks, native planting and landscaping)
- Visitors Center (operation)
- Bury 1st Street utility lines

The sources of frustration for local residents, such as parking, intersection traffic and neglected properties, are among the first considerations of these programs. These projects, such as a traffic study, wayfinding and signage, and cleaning up downtown, will be achievable right away. For larger projects, planning and design can be done this year so that funding for implementation can be arranged through grants and partnerships. As funding is identified and secured, larger infrastructure projects can be scheduled quickly.

We hope the community will support this debt authorization, as it is written by those who love Nederland, want to keep it interesting and special, and do not want it to look like every other town in the country. We will be a small oasis of the unique, which will bring visitors who will support our businesses, and help businesses that serve local needs.

For more information, please visit www.nederlanddowntown.org

Nederland Downtown Development Authority Board of Directors
Katrina Harms, Carousel of Happiness
Jeffery Green, Very Nice Brewery
Amanda Kneer, Mountain People's Co-op
Susan Schnieder, Centennial Bank
Peter Marshall, Crosscut Pizzeria and Tap House
Brent Tragaskis, Eldora Mountain Resort

2016 Debt Authorization

On February 9th, the Nederland Downtown Development Authority (NDDA) will ask the Nederland Board of Trustees (BOT) to approve the **2016 Debt Authorization Ballot Question** (*pending approval of the BOT 2/9*) so that it can proceed with new projects and programs. These programs will not only benefit the downtown business district, but the entire town and surrounding region by improving the health and financial viability of our local businesses.

NDDA projects are funded by Tax Increment Funding (TIF). This allows the NDDA to borrow money against the anticipated increase in district property taxes when district property values go up. TIF financing does NOT increase property taxes. When the NDDA district was formed in 2005, the value of the business property within the NDDA district determined the NDDA's "base" property value. The NDDA's goal is to improve the infrastructure and promote economic development in its district. As infrastructure and business improves, property values increase. As property values increase, the NDDA receives the portion of the property taxes realized from the original "base" property values to the increased property values, to do improvements specific to the district.

The Debt Authorization Ballot Question will ask the NDDA district voters (The property owners and business owners within the NDDA district) to approve allowing the NDDA to borrow up to \$2.924 million plus interest (amount pending approval) to pay for improvements and programs in the district. Repayment of this debt will come from the TIF portion of the NDDA revenues. The amount of TIF revenue is currently over \$150,000 per year and has steadily increased since the formation of the NDDA. Because TIF funding will be in place until 2035, a predictable income stream is available for repayment of the proposed debt.

Passing of the Debt Authorization Ballot Measure does not give the NDDA \$2.9 million, it gives the NDDA permission to ask for project and program funds. The NDDA will have to develop detailed projects, programs and budgets, and then ask the BOT to borrow the money from the TIF fund. This is a very important part of the checks and balances for the NDDA.

A major component in the financing NDDA projects is the ability to partner with other organizations to share in the expense of the project. By partnering with local entities, regional partners and leveraging funding from government departments like Colorado Department of Local Affairs, Colorado Department of Transportation and Colorado Office of Economic Development (full list can be found in the Master Plan, pages 34 – 37) we can increase the value of the TIF as we did with NedPeds. The NedPeds project cost a little over \$1 million with only \$340,000 or about 1/3 coming from actual TIF funds.

Another important consideration for the Debt Authorization is that the NDDA will not be borrowing \$2.9 million at once but over the next 5 to 7+ years. The interest will vary depending on where we borrow the money from and the type of project it is. State statute governing DDAs also has rules about borrowing and interest rates and all our loans are reviewed by legal.

In creating the debt authorization the NDDA looked at the Master Plan, prioritized the

projects and programs by importance, and determined what could be done in the next 5-7 years. Some of the projects and programs **being considered** for this debt authorization include:

- Traffic Study
- Lakeview intersection project
- Underused Parking Lot Improvements
- On Street Parking: Lakeview & Big Springs
- 1st Street Loading zone
- 1st Street Pedestrian/ADA walkability
- 2nd crossing at Middle Boulder Creek
- River pathway design (construction TBD)
- Mitigate stormwater and water quality issues for Middle Boulder Creek
- Loans, grants, and rebate programs
- Improve vehicular and pedestrian signage/wayfinding
- Event Support
- Business Incubation (bank office space & property purchase)
- Beautification (public art installations, pocket parks, native planting and landscaping)
- Visitor center (operation)
- Bury 1st Street utility lines
- Amphitheater

Successful passage of the Ballot Issue will mean that the NDDA can start many of the smaller projects this summer like the traffic study, wayfinding, beautification and Visitors Center. In the case of the larger construction projects, planning and design can be done so that funding for the implementation and construction can be arranged through grants and partnerships. As funding is identified and secured the larger infrastructure projects can be scheduled.

It was through the Master Plan process that the NDDA came up with the list of above projects. You can read and comment on the final draft of the master plan [here](#).



Town of Nederland, Colorado

45 West First Street – P.O. Box 396
Nederland, CO 80466-0396
laurajaneb@nederlandco.org
www.nederlandco.org
www.twitter.com/townofned

Phone: (303) 258-3266

FAX: (303) 258-1240

March 14, 2016

Dear NDDA Commercial Property Owner:

The Town of Nederland will be conducting a ballot election which will include one question concerning the Nederland Downtown Development Authority (NDDA) on April 5, 2016. A notice of election outlining the ballot issue is attached.

As the owner of real property in the NDDA, you are eligible to vote in the upcoming election. **In order to receive a ballot on election day, you must fill out the attached affidavit and return it to the Town Clerk's office no later than April 5, 2016.** If you own multiple commercial properties within the downtown, you need only complete one affidavit to be eligible to punch a ballot.

Only **one vote per person** is allowed in the Nederland Downtown Development Authority special election. If you own multiple commercial properties within the DDA in your name, you will likely receive multiple copies of this letter or one similar to it. Regardless, each elector may only punch one ballot.

If you are a legal joint property owner with another person, you may each punch one ballot. However, you must each submit a fully executed affidavit. You may make as many copies of the attached affidavit as necessary.

If you have questions regarding the election process, please contact me at the Town Clerk's office, 303.258.3266, ext. 23. If you have questions regarding the ballot issue itself, contact Katrina Harms, NDDA Board Chairperson, 303.258.3266 ext. 28. Additional information is available on our website at <http://www.nederlanddowntown.org/2016-debt-authorization/>.

Sincerely,

LauraJane Baur
Town Clerk
Town Clerk



Town of Nederland, Colorado

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March 14, 2016

Dear NDDA Commercial Property Owner:

The Town of Nederland will be conducting a ballot election which will include one question concerning the Nederland Downtown Development Authority (NDDA) on April 5, 2016. A notice of election outlining the ballot issue is attached.

Your corporation, company, partnership, trust, etc. is listed as a commercial real property owner on the tax roles for the NDDA. **In order to have your property represented in this upcoming election, a natural person must be designated to cast the ballot in the election.** If you own multiple properties in the Nederland Downtown Development Authority, you may designate multiple natural persons to represent the interests of those properties, but each natural person may only cast one vote on the NDDA ballot on Election Day.

Please complete the information on the attached natural person designation affidavit, have it notarized, and mail or deliver it to the Town Clerk's office, 45 West First St., no later than April 5, 2016.

If you have questions regarding the election process, please contact me at the Town Clerk's office, 303.258.3266, ext. 23. If you have questions regarding the ballot issue itself, contact Katrina Harms, NDDA Board Chairperson, 303.258.3266 ext. 28. Additional information is available on our website at <http://www.nederlanddowntown.org/2016-debt-authorization/>.

Sincerely,

LauraJane Baur
Town Clerk
Town Clerk



Town of Nederland, Colorado

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March 14, 2016

Dear NDDA Commercial Property Leaseholder:

The Town of Nederland will be conducting a ballot election which will include one question concerning the Nederland Downtown Development Authority (NDDA) on April 5, 2016. A notice of election outlining the ballot issue is attached.

As a commercial property leaseholder in the NDDA, you are eligible to vote in the upcoming election. **In order to receive a ballot on election day, you must fill out the attached affidavit and return it to the Town Clerk's office no later than April 5, 2016.** If you lease multiple commercial properties within the downtown, you need only return one affidavit to be eligible to punch a ballot.

Only **one vote per person** is allowed in the Nederland Downtown Development Authority election. If you lease multiple commercial properties within the downtown, you will likely receive multiple copies of this letter or one similar to it. Regardless, each elector may only punch one ballot.

If you hold a legal commercial lease listing two or more natural persons as tenants, each tenant may punch one ballot. However, you must each submit a fully executed affidavit. You may make as many copies of the attached affidavit as necessary.

If you have questions regarding the election process, please contact me at the Town Clerk's office, 303.258.3266, ext. 23. If you have questions regarding the ballot issue itself, contact Katrina Harms, NDDA Board Chairperson, 303.258.3266 ext. 28. Additional information is available on our website at <http://www.nederlanddowntown.org/2016-debt-authorization/>.

Sincerely,

LauraJane Baur
Town Clerk
Town Clerk

DDA Ballot FAQ

On April 5, 2016, the eligible electors in the Nederland Downtown Development Authority will vote on one ballot question that will influence the future of the DDA. The answers on this page are governed mostly by Colorado election law, as outlined in statutes, regulations, and court cases. Please read this page thoroughly and carefully. Any additional questions should be directed to the Town Clerk laurajaneb@nederlandco.org, at 303. 258. 3266.

Please check back on this page frequently and before contacting the Town Clerk, as new questions and answers will be posted as they arise!

Question 1: What is the issue on the DDA ballot?

Answer 1: The DDA is asking the district voters for authorization of debt to cover projects to be undertaken by the DDA and paid for by its Tax Increment Financing (TIF) funds.

Question 2: Who will receive a DDA ballot on Election Day?

Answer 2: Most Nederland residents will receive and vote only on the regular municipal ballot, which will contain the slate of candidates running for Mayor and Board of Trustees and a single ballot question concerning retention of taxes.

Only "qualified electors" in the Nederland Downtown Development Authority will receive and vote on the DDA ballot. "Qualified electors" for the DDA ballot are natural persons or corporate entities who are **commercial property owners** or **commercial leaseholders** in the DDA. **Residential** property owners or residential leaseholders are **not** eligible to vote. If a commercial property owner or commercial leaseholder is a corporate entity rather than a natural person, that entity will have to appoint a natural person to vote on its behalf (more information on this below).

The Town Clerk and election judges will have a list of qualified electors and returned affidavits with which to validate ballots on Election Day. You can register to vote up to and including Election Day, and ballots and affidavits may also be dropped off, up to and on Election Day.

Question 3: How will the Town determine whether a property is commercial or residential?

Answer 3: This determination will be based on the Boulder County Assessor's Office designation for the property for property tax purposes. For example, a residential property owner who is leasing his or her property to a commercial entity will not be eligible to vote, but the commercial business owner leasing the property will be eligible to vote. In commercial mixed use properties, only the property owner and any commercial tenants will be permitted to vote on the DDA ballot. Residential tenants will not be eligible to vote.

Question 4: How will I know if I am on the list of qualified registered electors to vote on the DDA ballot on Election Day?

Answer 4: The Town Clerk will be compiling and maintaining a list of qualified electors for the DDA ballot. This list will start with a list of commercial property owners and commercial leaseholder tenants in the DDA, as provided by the Boulder County Assessor's office. Everyone on that list will be mailed a legally-required notice of the DDA ballot questions, along with a letter notifying them that they have been

tentatively identified as a qualified elector for the DDA ballot. The letters will require additional action on the part of the recipients. All letter recipients will need to sign and return to the Town Clerk the enclosed affidavit, affirming, under penalty of election fraud charges, that they are, in fact, a commercial property owner or commercial leaseholder in the DDA. *Unless a signed and notarized affidavit is returned to the Town Clerk's office, the letter recipient will not be eligible to vote on the DDA ballot on Election Day.*

Commercial property owners or commercial leaseholders that are corporate entities will also receive, along with their letter and affidavit, a form that will allow the corporate entity to appoint a natural person to vote on its behalf on Election Day.

One person = one vote: Each corporate entity may appoint a natural person to vote a ballot on its behalf, but **each natural person may only cast one vote**. Therefore, if multiple corporate entities all appointed a single natural person to vote on their behalf, that person would only be entitled cast **one vote total**. He or she **could not** cast multiple votes on behalf of the multiple entities that had appointed him or her.

One owner, one corporate entity name, multiple properties = one vote: A person or corporate entity that owns multiple properties under **one** corporate name may only designate one person to vote on behalf of that corporate entity, even if that person or corporate entity owns multiple properties

One owner, multiple corporate entity names, multiple properties = multiple votes: A person or corporate entity that owns multiple properties under multiple corporate names **may** appoint multiple natural persons to represent the individual interests of those multiple properties.

Question 5: What if I'm not on the list of qualified registered voters for the DDA ballot but believe that I should be?

Answer 5: If a commercial property owner or commercial leaseholder feels that he or she is eligible to vote but has not received the letter and notification from the Town Clerk by March 1, 2016, he or she should contact the Town Clerk as soon as possible prior to the election. Property owners will be required to present a valid deed for the property in question and the Town Clerk will confirm the commercial designation of that property with the Boulder County Assessor's office. Leaseholder tenants will be required to present a valid **commercial** lease for a property in the DDA. Voter eligibility determinations made by the Town Clerk are final and appealable only to the District Court in Boulder.

Question 6: Why is the procedure for confirming your status as a qualified elector for the DDA ballot so cumbersome? Why can't the Clerk just use the County lists?

Answer 6: The lists of commercial property owners and leaseholders obtained from Boulder County were incomplete for some property owners or leaseholders, duplicative for others, and, most importantly, did not indicate which individual was authorized to vote on behalf of a given legal entity that owned or leased property. For instance, the County lists might have identified ABC, Inc. as a property owner. State law permits corporate and legal entities to vote in elections, but requires that they designate a "natural person" to vote on their behalf. The County lists do not provide that information, and such designation may change from election to election. Additionally, because of the "one person, one vote" law, we had to confirm that no one person was planning to represent multiple entities at the ballot box. By requiring all potential DDA voters to submit affidavits confirming their eligibility to vote in the DDA election, the Clerk was able to compile a complete and clear list of natural persons who are eligible to vote on the April 3rd DDA ballot. This way, the election judges need only reference the DDA voter list, just as they would the Nederland registered voters list for the municipal ballot; they will not be required to

make a subjective, off-the-cuff determination of whether a particular individual is truly authorized to vote on behalf of ABC, Inc. By use of this affidavit mechanism, we can insure that votes are cast only by those authorized to cast them, only by one natural person per corporate or legal entity, and each natural person will cast only one DDA ballot.

The Clerk's office struggled with various approaches to the "natural person" dilemma, was advised by the Town attorneys, and consulted with other clerks who have tackled the issue previously. Ultimately, the Clerk determined that this method, used most recently by Longmont for its DDA election, was the least intrusive, expensive, and time-consuming. We are sorry to have to add an additional layer of effort on anyone's right to vote, but the goal of a legitimate, legal, and fair election is paramount. Colorado law grants clerks fairly wide latitude to implement procedures and rules toward that end.

Anyone with questions or concerns about the election policies or procedures should contact the Clerk's office at 303.258.3266, ext. 23.

Question 7: Why did the Clerk distribute the lists of DDA qualified electors to members of the public?

Answer 7: Voter registration lists, along with most election materials (except for ballots, of course) are considered public information and subject to Colorado's Open Records Act. It would be illegal for the Clerk to refuse to divulge those lists to members of the public making a request. The Clerk is permitted to – and does – redact all personal identification information from both the DDA lists and the Nederland voter registration lists, including social security or tax ID numbers, driver license numbers, birthdates, etc. As a matter of course, the Clerk also does not release individual information on party affiliation, although that information is available through the County Clerk's office.

Question 9: Does the Clerk's office sell the lists to vendors or other paying customers?

Answer 9: Neither the Clerk's office, nor any other Town office sells any information to vendors or other paying customers. Information that is public is made public to anyone making a formal request. Private, privileged or confidential information is only released subsequent to court order.



AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: March 16, 2016
Prepared By: Katrina Harms

Consent Information Action Discussion

DISCUSSION ITEM:

mission/vision discussion

SUMMARY:

Over the last year, the NDDA has created a handful of vision statements to address different areas and ideas that were being worked on. These visions along with the original (?) DDA vision should be reviewed and more widely used to communicate the DDA's vision(s) and maybe condensed into a new DDA vision.

HISTORY AND PREVIOUS BOARD ACTION:

Each section or tenent of the Plan of Development (which is how the Master Plan is organized) was given a vision and promoted during 2015's public outreach.

Sometime in 2015 Jeffrey Green came up with an overarching vision that was edited and used in the 2016 Master Plan

A mission statement that may be an original mission was created prior to 2012.

ATTACHMENTS:

- 1) Master Plan Vision - edited from J. Green
- 2) Public Outreach Vision and Issues
- 3) Unedited J. Green version
- 4) NDDA Mission

NDDA vision over statement – unedited Jeffrey Green Version

The NDDA (Nederland Downtown Development Association) is tasked with protecting and enhancing the business environment in Nederland. The NDDA recognizes that it's lead resource and business draw is the natural environment in which it exists. The NDDA is committed to preserving and/or restoring this natural environment as it is conducive to the growth and creation of business in the district. The NDDA has targeted 5 components in which to concentrate these efforts.

Original (?) mission

Our mission is: to work together for a safe, beautiful, and vibrant downtown.

Our organizational goal is to: Improve development and infrastructure of the downtown area for the benefit of the public.

Nederland Downtown Development Issues and Vision

(working document)

Issue: Circulation

- Traffic congestion
- Pedestrian and vehicle safety
- Visibility of local businesses and attractions
- Accessibility to local businesses and attractions
- Parking

Vision Statement - Circulation:

-The NDDA envisions a downtown district that is conducive to non-motorized modes of transportation, providing residents and visitors with easy access to reliable substitutes for fossil-fuel transit such as human powered and electric vehicles.

- Parking for out of area visitors is provided in the Town periphery with easy access and navigation to Town businesses, attractions and recreational venues.
- Decreasing motor vehicle traffic in the downtown district improves safety, enhances the aesthetic condition of downtown and diminishes local dependence on fossil fuels.
- Through targeted infrastructure improvements, Nederland's retail and recreational attractions are well-connected and pedestrian travel is well-regulated and favorable to motor vehicle travel.

Issues: Riverwalk

- Preserving the riparian corridor
- Promoting natural beauty
- Educating residents and visitors on our environment
- Enhancing the downtown experience
- Providing well-managed pedestrian access to Middle Boulder Creek

Vision Statement - Riverwalk:

-The NDDA envisions a riparian corridor that adds a natural element to the downtown district while prioritizing sustainable consciousness and protection of the riparian environment.

- Nederland's riparian corridor represents a natural element that enhances the beauty of downtown, and as such, it should be protected and preserved for the benefit of future generations.
- The riparian corridor presents an opportunity for educating the public on the natural environment of Nederland and the impact of human activity on that environment.
- While the NDDA prioritizes protection of the riparian corridor, the board also seeks strategies for developing low-impact pedestrian access. This may be achieved by relocating the pedestrian path on the south side of Middle Boulder Creek to the north side, which provides greater accessibility to First Street businesses

Issues: Beautification

- Refurbishing and repairing existing downtown fixtures
- Balancing functionality with aesthetic appeal
- Leveraging the environment and natural elements
- Preserving and promoting a Nederland brand
- Addressing “eyesores” in downtown

Vision Statement - Beautification:

-The NDDA envisions an approach to beautification that promotes functionality in downtown fixtures and the built-environment. Through public-private partnerships, the NDDA seeks to preserve and enhance downtown’s existing fixtures and infrastructure, creating beauty through regeneration rather than replacement and new construction.

- Nederland’s downtown achieves a unique aesthetic by incorporating natural elements and allowing for complete functionality of surrounding eco-systems.
- By addressing issues such as excessive dust and gravel and decaying streets and sidewalks, the NDDA can enhance both the beauty of downtown and the functionality.
- The NDDA is committed to fostering public-private partnerships that address blight and promote improvements to neglected areas in the downtown district.

Issues: Town Square

- Developing a nucleus/gateway for the downtown district
- Addressing street vendor and peddler issues
- Providing a venue for events in downtown
- Enhancing the vibrancy of downtown
- Improving pedestrian appeal in downtown

Vision Statement - Town Square:

-The NDDA envisions the development of a common space that serves as both a nucleus of and gateway to the downtown district.

- A common space in the downtown area could serve as a hub for alternative forms of transportation, alleviating vehicle traffic while preserving access to downtown attractions.
- A common space in the downtown area could serve as a venue for the regulated vending of consumer goods.
- A common space in the downtown area could serve as a cultural center, incorporating spaces for small live performances, seasonal celebrations such as tree lighting ceremonies, and the display of local art and sculptures.

Public-Private Partnership:

-The NDDA is committed to supporting private investment that promotes local values; this commitment acknowledges the important role of private development and entrepreneurship in shaping our community.

- The NDDA recognizes that public funding for infrastructure improvement and economic development is limited.
- The NDDA further recognizes that private investment offers a solution for overcoming gaps in public funding.
- The NDDA believes that all public investment should promote local values and contribute to the overall quality of the community.
- As such, the NDDA will work with local business and property owners to support private investment that improves the downtown district without compromising Nederland’s unique local character

The NDDA Vision

Nederland's most valuable asset is its natural setting. As the NDDA works to enhance business opportunities in the downtown area, it keeps preservation and restoration of this environment at the heart of the organization's development philosophy.

Jeff's original version, "The NDDA is tasked with protecting and enhancing the business environment in Nederland. The NDDA recognizes that its lead resource and business draw is the natural environment in which it exists. The NDDA is committed to preserving and/or restoring this natural environment as it is conducive to the growth and creation of business in the district.

The NDDA believes...

... all NDDA-supported improvements in downtown will adhere to measurable standards of no- and low-impact development, in an effort to fit well with the natural surroundings.

... Nederland's downtown provides the ideal framework for a small, localized model of social, economic, and environmental sustainability as a social and commercial center in the Peak-to- Peak Region.

... a self-sufficient local economy is critical to the resiliency and long-term vitality of the entire community. Supporting projects and programs that provide quality jobs for local residents, essential goods for consumers, and opportunities for local business owners to prosper, are the priority.

... a vibrant downtown must accommodate accessible transportation in multiple forms and supports projects and programs that promote alternatives to fossil fuel vehicles, enhance walkability, and provide easy transit regardless of age or physical condition of users.

... public safety is an essential focus for preserving social, economic, and environmental sustainability and it is important to promote efforts to protect the community from natural and man-made threats.

... the key to a beautiful downtown lies in preserving natural and historical assets and will support projects and programs that incorporate unique natural features and historical artifacts as part of downtown beautification.

... there is value in the diversity of Nederland's residents and visitors, and therefore works to ensure that downtown provides a welcoming atmosphere for all.

The NDDA vision and beliefs are the foundation by which the NDDA will approach all of its activities, from large capital and infrastructure projects, to programming and economic development. The vision is a combination of Envision 2020, the Town's 2013 Comprehensive Plan, and #NedZero; all documents and programs are developed within the belief that Nederland's downtown can be a vibrant community hub and an example of sound, sustainable principles in development, circulation, and business practices.