

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
April 20, 2016 6:30pm
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 March 16th, 2016 meeting minutes-Cindy Downing-Secretary
2. Approval of warrants

E. INFORMATIONAL ITEMS

1. Treasurer's Report - Mandy Kneer
2. Town Administrator/NedPeds Report - Alisha Reis

F. ACTION ITEMS

1. Approve 2016 Master Plan outreach plan

G. DISCUSSION ITEMS

H. OTHER BUSINESS

J. ADJOURNMENT

NEXT REGULAR MEETING: May 18 , 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 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

March 16, 2016 @ 6:30 pm

Draft Meeting Minutes

A. Meeting called to order at 6:37 pm

B. ROLL CALL

Present: Katrina Harms, Susan Schneider, Brent Tregaskis, Peter Marshall

Absent: Kevin Mueller, Jeffrey Green, Amanda Kneer

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

Barbara Hardt of Nederland, and owner of the Mountain Ear newspaper, said she is aware that the NDDA has had several meetings and presentations recently. She would like to know why there is no information of what was discussed, and why nothing has been presented formally to the public.

Katrina Harms replied that the NDDA has just finalized the third phase (of three phases) with Downtown Colorado, Inc. When that report is finalized, they can get it out to the public.

Alisha Reis clarified that some of the other meetings that Barbara was talking about were actually Planning Commission meetings and that information has come out publicly.

D. CONSENT AGENDA

1. Approval of the February 17, 2016 meeting minutes-Cindy Downing

Susan Schneider pointed out that her name was listed as Susan Green instead of Susan Schneider.

Katrina Harms also pointed out that Kevin Mueller had an excused absence since he did email her prior to the meeting.

Brent Tregaskis moved to approve the February 17, 2016 meeting minutes with the changes seconded by Katrina Harms. Motion approved unanimously.

2. Approval of warrants

Motion to approve the warrants made by Brent Tregaskis seconded by Susan

Schneider. A roll call was taken and motion was approved unanimously.

E. INFORMATIONAL ITEMS

1. Treasurers Report-Amanda Kneer

Amanda Kneer was not present to give a report.

Alisha Reis, Town Treasurer said that the year end is completing so the reports will be finished shortly. The week of April 11 is the audit so the audit report will come out soon after that. The Town is also preparing for a supplementary budget schedule should the DDA be successful with their debt authorization.

Reis also noted that ordinance 737 (disposable bag ordinance) is coming into hard enforcement. Letters are going out tomorrow to anyone who is required to comply.

Reis also said that NedPeds is coming into the final schedule and mid April is still the schedule for the kick off. The contract is signed and they are awaiting weather lift.

Reis also informed the Board that the people from Boulder County would like to know how the Hessie shuttle performed this summer. She would like the Board to email her any input since she will be meeting with them soon.

Katrina Harms asked the Board and the public if there were questions on the Debt Authorization or the Master Plan.

Barbara Hardt said they put the information from the NDDA website on the Debt Authorization in the Mountain Ear. She said the information seems vague and she would like to know exactly where the money is being allocated.

Katrina Harms said the reason for making the ballot question broad. NedPeds is a good example of the reason for doing this. The flood happened in 2013 which put a halt on the NedPeds project, and had there been funding for other projects, the DDA could have worked on something else. Elections are expensive so the opportunity to ask for funding is when there is a municipal election, which is every 2 years. The flood happened in 2013 and they weren't prepared to do a debt authorization in 2014 so this is the next opportunity. Katrina said the NDDA looked at what other DDA's do, and some ask for less money more often for specific projects. Others ask for a larger amount of money less often so there is flexibility if an opportunity comes up. All of the projects the NDDA would like to do still have to go through BOT approval and the larger projects would be public noticed.

Susan Schneider said even if the Debt Authorization gets approved, the projects still have to be approved by the BOT. They DDA is just getting permission to borrow the money from the voters.

Barbara Hardt said she had read something that indicated that if the NDDA gets the Debt Authorization, that this would take money away from other Town entities for example, the Fire Department.

Katrina Harms said when the DDA district was put into place in 2005, the value of all of the DDA District properties was added up. Any increase in property values in the DDA District over the rest of the years until 2030 goes to the DDA. The other districts still get their share of the taxes on the base amount. They do not get funds from the increased portion of property taxes through the life of the DDA.

Alisha Reis clarified and said for example (these are not factual numbers) if the DDA was worth 1 million in 2005 and today it is worth 2 million; only that first million is capable or eligible of going into the District. Thus, the fire department doesn't realize the added value of the increase but they never lose what they already have.

Alisha also noted that this NDDA District is in place until 2030. These funds pour into the NDDA pot whether or not someone wants it to go somewhere else. If people do not vote to access the TIF funds, they sit there and they don't go anywhere and the DDA can only access the pot by a debt tool. That tool can be loans, bonds, any way that you get a debt. What the NDDA has put forth as a debt question will never pay for all of the projects so there has to be some amount of money that leverages. The more projects that go into the Master Plan that align with previously approved Town plans such as the Comprehensive Plan and the Master Infrastructure plan (which informs most of the projects), the better you can leverage those funds to pay for things already anticipated by the Town.

Katrina Harms said a lot of the NDDA projects are in the Town Infrastructure plan and if they NDDA completes them then they Town doesn't have to do them.

Alisha Reis said when you concentrate the investment like in a downtown, then you have realization of better value. What the Town saw after the Phase I Sidewalks was \$100,000 a year increase to their sales tax base. It paid back the amount the amount that the NDDA put forward for leverage in less than 5 years.

Susan Schneider wondered what happens to the money in the NDDA pot if no debt is ever authorized for the rest of the life of the NDDA?

Alisha Reis responded that it sits there until 2030. At that time, it is distributed to the other tax districts. It can not be accessed until 2030 unless the DDA is dissolved which can only happen if all of the DDA debt is paid off.

Barbara Hardt asked for clarification in regards to "Event Support" in the debt authorization.

Katrina Harms responded that they envisioned coming up with a program for all of the events where they could produce signage that all of the events could use. They could purchase picnic tables, etc. They could perhaps do an events package to make it easy for people to have events in town.

Susan Schneider added that checks and balances are in place, for instance: board meetings, public input, etc, and there is always opportunity from anyone from the public to give their input.

F. ACTION ITEMS

There were no action items.

G. DISCUSSION ITEMS

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

Katrina will email the Board tomorrow to give more information about outreach. Katrina would like to divide people up into groups to do door to door and call or talk to people.

2. Review vision(s)/mission

It was decided to move this item to the next meeting since not enough members are present at this meeting.

H. OTHER BUSINESS

Katrina Harms said High Peaks Art Festival is wondering if the DDA would like to sponsor Best in Show for \$225. Katrina would like to know if the DDA would like to approve it and vote on it to approve it next month. The Board agreed to support this.

I. ADJOURNMENT

Motion to adjourn made by Susan seconded by peter. Meeting adjourned at 7:40

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.

Downtown Development Fund

57 Business Connection, PO BOX 3277, Nederland, CO, 80466

94733	02/22/16	DDA Supplies	03/03/16	\$22.95	\$22.95	70-75-5410
94577	01/28/16	Advertising	02/07/16	\$1,377.00	\$1,377.00	70-75-5750
94329	01/01/16	Copies	01/11/16	\$6.60	\$6.60	70-75-5770
94525	01/19/16	DDA Copies	01/29/16	\$0.30	\$0.30	70-75-5770
94733	02/22/16	DDA Supplies	03/03/16	\$40.00	\$40.00	70-75-5770
94746	02/25/16	DDA Copies	03/06/16	\$10.40	\$10.40	70-75-5770
94757	02/29/16	Copies	03/10/16	\$6.00	<u>\$6.00</u>	70-75-5770
				\$1,463.25	86.25	

341 F&D International, 5723 Arapahoe Ave. Ste 1B, Boulder, CO, 80303

1762	03/01/16	NedPeds	03/31/16	\$1,552.00	<u>\$1,552.00</u>	70-75-6500
					\$1,552.00	

351 8500 Light Lab LLC, , PO BOX 1713, Nederland, CO, 80466

769887	03/31/16	Images	04/15/16	\$240.00	<u>\$240.00</u>	70-75-5115
					\$240.00	

6 Alpenet, LLC, PO BOX 3240, Nederland, CO, 80466

6954	02/18/16	IT Services	02/28/16	\$22.50	<u>\$22.50</u>	70-75-5110
					\$22.50	

Total Downtown Development Fund

~~**\$3277.75**~~ **1900.75**

NON-TIF FUNDING	2016 BUDGET	YTD	Remaining	est real ytd	comm/est	ex/est real balance	
Property Tax	\$20,000	\$-					
Interest Income	\$400	\$-					
Loan Proceeds							
TOTAL REVENUE	\$20,400						
Personnel	\$3,600	\$1,128	\$2,472		\$1,500	\$972	
							Not showing any invoices yet from Butler Snow; requested billing 4/15
Oth Prof: Legal	\$5,000	\$-	\$5,000	\$3,000		\$2,000	
Oth Prof: Website	\$2,400	\$496	\$1,904		\$1,000	\$904	
Tax Collect	\$270	\$-	\$270			\$270	
Office: Rent	\$600		\$600	\$150		\$450	
Office: Supplies	\$100	\$23	\$77			\$77	\$0
Office: Postage	\$50		\$50			\$50	\$-
Office: Bank Fees	\$50		\$50			\$50	\$-
Office: Print/Copy	\$100	\$63	\$37			\$37	\$(0)
Advertising	\$500		\$260			\$260	\$-
Prof Dev: Conf & Training	\$750		\$750			\$500	\$250
Prof Dev: Member Dues	\$250		\$250			\$150	\$100
Meals: Food for Meetings	\$500		\$500			\$300	\$200
Meals: District Ent	\$500		\$500			\$400	\$100
Sidewalk Maint	\$-		\$-				\$-
DDA Beautification	\$4,200	\$3,000	\$1,200			\$1,200	\$-
Fireworks	\$1,000	\$1,000	\$-				\$-
Admin & Finance	\$3,600	\$45	\$3,555	\$855		\$2,700	\$-
TOTAL EXPENDITURES	\$23,470	\$5,995	\$17,475				\$4,796
							\$3,470
							\$1,326



MEMORANDUM

To: Nederland Board of Trustees
CC: Nederland Downtown Development Authority
From: Alisha Reis
Date: April 15, 2016
Re: Administrator's Report

Welcome, New Board!

Town staff is excited to welcome the new members of the Board of Trustees and to congratulate former Trustee Kris Larsen on his election as Mayor. We look forward to working collaboratively with you all. Please do not hesitate to reach out to me with any questions.

Town Clean-up Set for June 4

The annual spring Firewise Town Clean-up Day will be held on Saturday, June 4 at the Boulder County Road & Bridge Yard on Ridge Road. This is the same location as 2015. Materials will be accepted, starting at 7:30 a.m. until noon, or until containers are full.

Recyclables will be free, and trash will be accepted for \$10 per load (per pick-up or trailer load). More information will be distributed throughout the community in various ways as the event is finalized.

Ahead of this event, residents are encouraged to work on the defensible spaces around their homes. The Sort Yard

will be accepting slash for free, and the Town can assist in distributing any unwanted firewood.

Attached is the County's recognition of our 2015 diversion rate of 47%. We believe that was low, due to the fact that we had not recorded information on diverted re-use materials. Nonetheless, we will be targeting diversion from landfills of 50% or more of the materials collected.



Old Town resident Keith Larsen collects bikes for repair and reuse at the 2015 Town Clean-up. He will again collect bikes and parts at the 2016 event.

Code Enforcement, Building Services Changes

There will be new faces this season to assist the Town with code enforcement and building services. Our previous code official, Sherry Snyder, has moved on to Gilpin County emergency dispatch, so you may still see her around the community. However, our previous building official, Chad Johnson, has headed off to a building official position in Washington state.

Starting with the spring season, Jennifer Nelson has begun in code enforcement. Nelson trained with Snyder before she left, including visiting Nederland and meeting staff members. She comes to the position after 4 ½ years in police records management and 9 years in animal control. She has begun visiting with residents, and will offer a courteous approach to the job, seeking to make personal contact with residents whenever possible. She will also be available via e-mail and phone. We have updated the Town's information page on code enforcement for the season: <http://nederlandco.org/government/town-hall/>.

The new building official, Michael Abruzzi, has already assumed building duties. He has served as an inspector and plans examiner for various municipalities and agencies for more than 20 years.

Abruzzi and Nelson are scheduled to present quarterly building and code enforcement updates at the Board's May 3 meeting, and will be prepared to answer questions.

County Provides Update on Transportation Sales Tax Projects

Boulder County has issued a report on the status of the 2007 transportation sales tax, which includes funding for the trail to the high school for Nederland students. The report is attached. The sales tax -- 1/10th of 1% -- support projects around the county, primarily those that are regional in nature and that provide connectivity across communities within the county. The tax sunsets in 2023, unless voters approve an extension.



Our trail project, which completes the trans-community trail from the elementary school to the high school, is in the pre-engineering phase. County transportation staff and contract engineers are updating the design and right-of-way mapping to prepare the project for the assembly

of funding (including match dollars for the sales tax funds) and contracting. Construction is expected in the 2018-2021 timeframe.

Town, Saws & Slaws Awarded Chipping Grants

The Town and local Saws & Slaws community group were awarded chipping reimbursement grants for 2016. The grants support chipping and hauling of slash generated from residents' work on creating defensible spaces around their homes.

The Saws & Slaws program generally host several monthly events, connecting several neighbors at a time to mitigate fuels. More information on that program is available at: <http://sawsandslaws.org/saws/> and <https://www.facebook.com/SawsAndSlaws/>.

The Town will work with Saws & Slaws and other local volunteer groups to host three curbside slash events in June (Big Springs), July (Old Town/Downtown) and August (Sunnyside/Hilltop). More information will be released as it is finalized.

Update on Town Projects

- *Bag Fee Ordinance* – Enforcement of Ordinance 737, more commonly known as the bag fee ordinance, was set to begin after April 15, the first mandatory quarterly reporting date called for in the ordinance implementation plan. About 30 days prior to this date, Town staff sent letters to businesses who are required to report, reminding them of the impending requirement. Four businesses began reporting during the voluntary reporting period, beginning in January 2016.



Ordinance 737 may be reviewed at: <http://nederlandco.org/board-of-trustees/ordinances/>.

- *Town Shop* – The project was advertising for bid in late October, prior to the Nov. 3, 2015 election, when Nederland voters overwhelmingly gave their permission for the Town to collect the \$800,000 in DOLA grant funds already awarded for the project. As you know, bids subsequently came in much higher than anticipated, though through value engineering work with the apparent low bidder, we were able to find significant savings over bid day.

On Feb. 16, 2016, the Board approved re-approaching DOLA for additional funds (requesting \$240,000 additional, with Town cash and in-kind match of roughly one to one). As we discussed in February, we were able to reallocate funding from the 2016 CIP and other sources to support the additional request. Notification of the supplementary funds is expected in the next few weeks. Project elements have been prioritized under the existing funds (\$1.6 million), and ordering and permitting is underway.

We are expected to complete the project in 2016, with some portions of the project completed in 2017, with planned 2017 CIP funds.

More information on the project is available at: <http://nederlandco.org/ongoing-projects/>.

- *NedPeds* – The Board approved on July 7, 2015 to move forward with design changes proposed by F&D International, owner's representatives hired for the project. After rebidding this fall, the Town received one proposal. The Board accepted the bid and

approved award of contract at a special meeting on Oct. 13, 2015. The Board approved the contract at its Feb. 16, 2016 meeting.

The project is scheduled for kick off at the end of April and completion in the early summer.

- *Flood Recovery Work* – The Town has submitted all necessary grants reporting and reimbursement requests to the Boulder County Flood Recovery Collaborative for federal pass-through grant funds (CDBG-DR) and expects to soon receive the cash to replenish our capital funds for pipeline and roadway projects. This is the final portion of our flood recovery work. We continue to work with Boulder County in their countywide resiliency planning efforts, with staff participating from several disciplines.

As part of our mission to increase facility resiliency, we are installing a back-up generator at the Community Center, which will operate all aspects of the building for evacuation, food preparation and emergency communications, should we lose power. It has arrived and will be hooked into the facility by the end of the month. This was paid for by federal hazard mitigation funds.

- *STAR Reporting* – Prior to the departure of our two-year Best & Brightest Program intern Alex Armani-Munn, Alex submitted our STAR points for verification and potentially awarding of 3-star status. Unfortunately, STAR’s initial review indicated that we did not submit enough points -- at least 200 verifiable points -- to meet our 3-star goal. We have retracted our submission and are reviewing further opportunities for points to resubmit our application this spring.

Follow-up Information Requests

No follow-up information requests were made at the March 15, 2016 meeting.

Upcoming Meetings & Events*

Tuesday, April 19	7 p.m.	Regular Meeting/ Seating New Board
Wednesday, April 20	6:30 p.m.	DDA Regular Meeting
Thursday, April 21	7 p.m.	PROSAB Regular Meeting
Saturday, April 23	7 a.m. to Noon	9Health Fair
Wednesday, April 27	7 p.m.	Planning Commission Regular Meeting
Thursday, April 28	7:15 p.m.	SAB Regular Meeting
Tuesday, May 3	7 p.m.	Regular Meeting
Wednesday, May 4	8 a.m.	Coffee with the Marshal (New Moon)
Tuesday, May 17	7 p.m.	Regular Meeting

**All events at the Community Center, unless otherwise noted.*



AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: April 20, 2016
Prepared By: Katrina Harms

Consent Information Action Discussion

ACTION ITEM:

Approve 2016 Master Plan outreach/NPP plan

SUMMARY:

The 2016 Master Plan Final Draft is ready for the Public Process. The following outreach plan should give DDA members, Advisory Board Members, BOT and the general public a chance to comment on the plan. The DDA can use the money left in the MPU budget of approximately \$900 and make up any difference, approximately \$300, from the DDA operating budget.

Mailing

Mail a copy of the 2016 Master Plan Final Draft to everyone in the DDA. Included in the mailing will be a letter regarding the Master Plan, an explanation of NDDA, a questionnaire/sheet prompting feedback on the plan, a stamped return envelope, and a list of the public comment opportunities.

Advisory Boards/Town Staff

We will invite all advisory boards and Town Staff Department Heads to review the MP Final Draft at their May/June meetings. To include, Planning Commission, Sustainability Advisory Board, and Nederland Downtown Development Authority. PROSAB has already submitted comments.

DDA Outreach Events

The NDDA will hold 3 events in May and the beginning of June specifically around the Master Plan. One will be a board summit where we will invite members of the Advisory Boards and Town Staff Department Heads to ask questions and provide comment. Ideally this would be before they discuss the plan in their meetings. The other 2 would be semi-social events, one held at night and the other on a weekend, for business owners and the general public around the topic of the master plan to encourage questions and comments. At each of these events we will provide a sheet of paper for comments as well as a way to comment online.

Final Master Plan

A Final Master Plan will be presented at the DDA's June meeting. The quick turnaround will allow for the BOT to approve the Final at a July meeting so that if we go for another Debt Authorization it will be done before the BOT has to approve the Ballot Question in August.

MPU Budget	\$15,000.00
DOLA grant	\$3,986.54
Total	\$18,986.54
Expenses to date	
DCI	\$9,000.00
Meals	\$657.38
Lodging	\$473.72
Office Supplies	\$54.89
Printing/Copying	\$174.40
Ecological Study	\$671.40
Map/TerraCognito	\$450.00
Subtotal	\$11,481.79
To Be Paid	
DCI 2/16 phase 3	\$3,000.00
Ecological Study	\$1,537.35
UCD tech assist	\$2,000.00
Subtotal expenses	\$6,537.35
Remaining Budget	\$967.40

Outreach Budget	
Print 200 Master Plans, letter, questionnaire, and about DDA	\$400.00
Mailing	125 names
Postage – mailing and return envelope	\$375.00
Envelopes – mailing and return	\$45.00
3 outreach events	\$450.00
Total	\$1,270.00
to be paid by:	
MPU	\$967.40
Operating	\$302.60