

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
August 17, 2016 - 6:30pm – 8:00pm  
**AGENDA**

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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 July 20, 2016 meeting minutes
2. Approval of warrants

E. INFORMATIONAL ITEMS

1. NedPeds Report - Alisha Reis

F. ACTION ITEMS

G. DISCUSSION ITEMS

1. Preliminary 2017 Budget discussion

H. OTHER BUSINESS

J. ADJOURNMENT

**NEXT REGULAR MEETING: September 21, 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 Monday before the Wednesday meetings and are available on the NDDA website by noon on Tuesday, [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.

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
July 20, 2016 @ 6:30 pm  
DRAFT MEETING MINUTES

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A. CALL TO ORDER

Meeting called to order at 6:32 pm

B. ROLL CALL

Present: Susan Schneider, Amanda Kneer, Katrina Harms, Jeffrey Green, Brent Tregaskis  
Peter Marshall arrived at 6:45 pm  
Charles Wood arrived at 6:55 pm

C. PUBLIC COMMENT

Elizabeth Allen, the flower contractor, thanked the Town and DDA for funding and supporting the beautification in the Downtown. In looking toward the future, she would like to see more areas included for consistency throughout the Town. Some areas that could be added are the shopping center, the post office, more areas along first street, and the peace gardens. She suggested also looking at what could be done to other Town-owned parcels and parks as well as the traffic circle.

Another suggestion was adding irrigation systems to eliminate the manual labor involved. There are examples of wicking systems for planters that would help eliminate some of the time that Town takes to water each planter.

D. CONSENT AGENDA

1. Approval of the June 15, 2016 meeting minutes
  - Motion to approve the June 15, 2016 meeting minutes made by Mandy Kneer and seconded by Brent Tregaskis
  - Motion approved unanimously
2. Approval of warrants
  - Motion to approve the warrants made by Mandy Kneer and seconded by Peter Marshall
  - Motion approved unanimously

E. INFORMATIONAL ITEMS

1. Treasurer's Report - Mandy Kneer – there was no treasurer's report
2. NedPeds Report - Alisha Reis

Alisha Reis updated the Board on NedPeds. The Cold Springs fire did put the project behind. Since it was running up against the end of the August deadline, a 30 day extension was requested from CDOT. She said the project is going a bit slower than expected but the quality of the work has been very good.

## F. ACTION ITEMS

### 1. Election of Board Officers

Officers on the Board serve 1 year terms, from July 1 - June 30. Susan Schneider nominated Katrina Harms for Chair, Jeffrey Green for Vice-chair and Mandy Kneer for Treasurer. There were no other nominations from the floor. Brent Tregaskis seconded the motion. The motion was approved unanimously.

## G. DISCUSSION ITEMS

No discussion items

## H. OTHER BUSINESS

No other business

## I. ADJOURNMENT

A motion to adjourn the meeting was made by Amanda Kneer, seconded by Susan Schneider. Motion passed unanimously.

## NEXT REGULAR MEETING:

August 17, 2016 6:30 pm at the Nederland Community Center multi-purpose room.

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### Downtown Development Fund

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

1822 07/11/16 Owner's Rep 08/10/16 \$5,287.00 \$5,287.00 70-75-6500 Infrastructure \$0.00  
(\$131,659.37)

**\$5,287.00**

**Total Downtown Development Fund \$5,287.00**

### Downtown Development Fund

349 Wideawake Media, PO BOX, Rollinsville, CO, 80474

1222 02/01/16 dec 2015 1/4 page advertisement 02/28/16 \$150.00 \$ 70-75-5750 Advertising \$500.00  
(\$1,252.00)  
**\$150.00**

**Total Downtown Development Fund \$150.00**

### Downtown Development Fund

401 Consolidated Resource, LLC, 418 N 9th Avenue, Greeley, CO, 80631

Pay App #2 08/01/16 NedPeds Pay App #2 08/30/16 \$75,685.50 70-75-6500 Infrastructure \$0.00  
(\$207,344.87)

**\$75,685.50**

**Total Downtown Development Fund \$75,685.50**

### Downtown Development Fund

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

1831 08/04/16 NedPeds OR 09/03/16 \$4,864.60 70-75-6500 Infrastructure \$0.00  
(\$212,209.47)

**\$4,864.60**

**Total Downtown Development Fund \$4,864.60**

Date: 11 August 2016

To: Alisha Reis

Cc: Alex Knettel, Dakota Miller

From: Todd Ficken, PE

RE: **NEDPED – Project Update, Period Covering 3 - 12 August 2016**

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Summary of NEDPED Project:

- (1) Concrete – Concrete related to the curbs is finally going down! The Contractor has started on the west end of the project on Hwy 72 and is working east. This means Hwy 72 may very well be completed by the next board meeting.
- (2) Second Street (West of Synder) – Work has started in this section of the street and is proceeding well.
- (3) Porous Asphalt – Securing porous asphalt is still proving to be a challenge. We are continuing to look at ways to remedy this situation.
- (4) Gas lines – Gas lines are presenting challenges. Xcel has (and has had) very little information as to the location of their gas lines. Attempts were made early in the design part of the project to identify the location of gas lines as best as possible, but due to the scant information available, it was not possible to accurately and precisely identify and locate them. Thus, assumptions had to be made. Subsequently, the gas lines have been pot-holed and actually exposed in many locations. We are planning to survey those that have been identified and plot the lines on the project construction drawings. We have recorded several areas where the gas lines are interfering with the intended design. We have contacted Xcel to inquire about their time table to possibly relocate the gas lines. Xcel's time line is 4 to 6 weeks out. Resultantly, we are looking at "work arounds".
- (5) Stormwater Improvements – The stormwater inlet located in the southeast side of Jefferson and Hwy 72 is being reconstructed. F&D is providing engineering services associated with re-designing and improving the operational efficiency of the inlet in this particular area.
- (6) There was a community meeting on 9 August 2016. The focus of the meeting was to update homeowners as to the project schedule and potential impacts of daily routines due to construction activities on the eastern section of 2<sup>nd</sup> Street, east of Synder
- (7) Schedule – The near term schedule:
  - a. Hwy 72 should be completed or nearly completed by the week of August 22.
  - b. Second Street (west of Synder) should be completed the week of August 22

- c. Second Street (east of Synder) is anticipated to be under construction by the end of the week of August 8. We are anticipating it will take the contractor approximately 4 to 5 weeks to complete.
- d. It is anticipated that the concrete curb work on East street should kick off the week of August 15.



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Todd E. Ficken, PE  
F&D International LLC  
Fn = 027 NEDPED Memo 11Aug16 – Project Update



# AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: June 15, 2016  
Prepared By: Katrina Harms

Consent  Information  Action  Discussion

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## **DISCUSSION ITEM:**

Discussion on the 2017 operating budget

## **SUMMARY:**

The NDDA's operating budget is based on a 5 mil levy from Property Owners in the DDA district. The amount comes to roughly \$20,000 each year with a little bit of an increase.

There are no requirements on how we spend the money but our yearly operations usually takes up the majority of it.

We are going to want to fund another Debt Authorization Election the first part of next year and the summary of those costs is included for review

## **ATTACHEMENTS:**

2016 Budget, 2016 year to date report, Debt Authorization cost summary, Town Budget Schedule.

	2015 budget	2016 budget
<b><u>NON-TIF FUNDING</u></b>		<b>Proposed</b>
Property Tax	19,300	20,000
Interest Income	350	400
Loan Proceeds	13,000	
<b>TOTAL REVENUE</b>	<b>32,650</b>	20,400
Personnel	3,600	3,600
Oth Prof:Legal	500	5,000
Oth Prof:Website	2,400	2,400
Tax Coll	270	270
Office:Rent	600	600
Office:Supplies	100	100
Office:Postage	50	50
Office:Bank Fees	50	50
Office:Print/Copy	100	100
Advertising	1,000	500
Prof Dev:Conf & Training	750	750
Prof Dev:Member Dues	250	250
Meals:Food for Meetings	500	500
Meals:District Ent	500	500
Sidewalk Maint	4,000	0
DDA Beautification	4,000	4,200
Fireworks	1,000	1,000
Master Plan Update	15,000	0
Admin& Finance	7,000	3,600
Transfer to Capital	28,731	0
<b>TOTAL EXPENDITURES</b>	<b>70,401</b>	23,470
NON-TIF CHANGE IN FUND BALANCE	(37,551)	(2,870)
<b>FUND, BEGINNING BALANCE</b>	39,551	3,093
<b>FUND, ENDING BALANCE</b>	1,800	23



	January	February	March	April	May	June	July	August	year to date	2016 Budget	budget to actual	proposed	
70-75-4000	Property Taxes	35.06	4,261.27	5,766.22	1,454.63	3,402.48	3,767.64	3,143.47	0.00	21,830.77	20,000	1830.77	
70-75-4002	Spec OT	0.00	125.85	127.29	116.55	0.00	0.00	0.00	0.00	369.69		369.69	
70-75-4900	Interest Income	20.00	20.81	26.39	27.50	30.60	39.18	70.64	0.00	235.12	400	-164.88	
	Revenue Total									22,435.58	20,400	2035.58	
70-75-5100	Legal	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	5,000	0	3500
	Election												3500
70-75-5110	IT	0.00	45.00	0.00	0.00	42.50	0.00	0.00	0.00	87.50	0	87.5	250
70-75-5115	Website	248.00	0.00	240.00	0.00	0.00	0.00	0.00	0.00	488.00	2,400	-1912	1200
70-75-5129	Secretary	192.00	352.00	192.00	0.00	304.00	0.00	320.00	0.00	1,360.00	3,600	-2240	3600
70-75-5270	Beautification	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	4,200	-1200	4200
70-75-5410	Office Supplies	0.00	22.95	0.00	0.00	0.00	25.45	0.00	0.00	48.40	100	-51.6	100
	Rent										600	-600	
	Postage										50	-50	50
	Bank Fees										50	-50	50
70-75-5735	Tax Collection	0.00	63.91	86.49	21.81	0.00	0.00	0.00	0.00	172.21	270	-97.79	270
70-75-5750	Advertising		150.00	0.00	225.00	0.00	0.00	0.00	0.00	375.00	500	-125	750
70-75-5770	Printing/Copying	6.90	56.40	0.00	0.00	0.00	0.00	0.00	0.00	63.30	100	-36.7	500
70-75-5830	Meals:Food for Meetings	0.00	0.00	0.00	0.00	0.00	102.99	0.00	0.00	102.99	500	-397.01	500
70-75-5890	Goodwill	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000	0	1000
	Prof Dev:Conf & Training										750	-750	750
	Prof Dev:Member Dues										250	-250	250
	Meals:Dist Ent										500	-500	500
	Admin & Finance										3,600	-3600	
	Expense Total									11,697.40	23,470	-11772.6	20,970
70-75-6500	Infrastructure	1,616.00	2,071.25	1,552.00	0.00	0.00	15,558.00	###	###	207,344.87		207344.87	
70-75-6550	Infrastructure Improve	0.00	0.00	0.00	9,245.91	0.00	0.00	0.00	0.00	9,245.91		9245.91	
70-75-5190	Master Plan Update	1,537.35	5,350.00	0.00	0.00	0.00	0.00	0.00	0.00	6,887.35		6887.35	

## Debt Authorization Election

There are 3 options for running a DDA Debt Authorization Election and the following is a summary.

**Proposal from a third-party company**, Clifton Larson Allen, to manage and conduct the election.

- Estimated at \$9,000 plus expenses. IE does not include, printing and postage. Proposal attached.

## Proposal from Boulder County

Thank you for providing all the requested information for the Nederland DDA. After reviewing the information, Boulder County Elections has determined the following:

- For us to conduct the election there would be extra costs associated. This is due to the DDA voter list (commercial property and business lessees) being outside of our voter registration system which is residential based. We would have to do some custom work to support the DDA voter list.

- In 2016 we are at maximum resource capacity because of the Primary, Open Presidential Election (planning for the largest turnout in Boulder County history) and we are also conducting a special district election that includes approximately 60,000 voters.

Here are some options for the Nederland DDA to consider:

- Continue your work with the Assessor's Office and establish your accurate list of eligible voters.
- Conduct an independent mail ballot election.
- For a February or May, 2017 election, contract with Boulder County Elections to run a separate DDA election. Note – since the DDA eligible voters are not part of our voter registration system, the election would be a separate election instead of a coordinated election.
- Contract with an independent firm or expert that specializes in conducting elections for special districts

Boulder County would charge the following:

- 2017 independent mail ballot election - \$10-15K (does not include legal and printing)
- 2017 November Coordinated election - \$3K (does not include legal)

## **Nederland DDA Run Election**

We could run our own election using the costs above and we estimate it would cost

- \$1000 ballot mailing
- \$200 election judges
- \$400 room rental
- \$2500 - \$5000 legal fees
- \$450 advertising, election notices and affidavit outreach
- \$750 administrative time (not the Town Clerk)

The total estimate for a Nederland DDA run election is \$5300 - \$7800.

## **Summary**

The least expensive and ideal way to go would be for a Nederland DDA run election to be held sometime in the next 6 – 9 months. We would be able to take advantage of the legal advice being recent and knowing the list work is fairly up-to-date.

A Boulder County run election could cost about the same when you add in legal and if we wait 18 months legal and list work will be more time consuming.

An independent election run by Boulder County or CLA would be very expensive but having someone other than our Town Clerk or the DDA is running the election may make people more comfortable.

Unfortunately, at this time I do not have enough financial information to predict how much the DDA may have available to pay for an election before the end of 2016. If we did the election in February or March of next year we would probably be able to budget at least \$5000 for a DDA run election.

## Town of Nederland 2017 Budget Calendar

<u>Date</u>	<u>Item</u>
6/7/2016	Board to Adopt 2016-2018 Goals
<b>7/19/2016</b>	<b>Budget Kick-off w/ Schedule Presentation to Board</b>
7/20/2016	Issue Budget templates to staff
8/17/2016	Budget Templates/Budget requests due to Administrator
8/24/2016	Budget Meeting w/Budget Committee
<b>8/31/2016</b>	<b>Public Charrette (Staff, BOT/DDA on hand) 6 to 8 p.m. at Community Center</b>
9/7/2016	Budget Meeting w/Budget Committee
<b>9/21/2016</b>	<b>Meet with DDA (prior to meeting) re: Draft DDA Budget (packet deadline: 9/16/16)</b>
<b>9/27/2016</b>	<b>BOT Work Session #1: First draft of Budget All Funds (packet deadline: 9/23/16)</b>
10/7/2016	Send Advertisement to Mountain Ear for Public Hearing on Budget
10/13/2016	Advertisement for Public Hearing appears in Mountain Ear -- #1
<b>10/11/2016</b>	<b>BOT Work Session #2: Second draft of Budget All Funds inc. CIP (packet deadline: 10/7/16)</b>
<b>10/19/2016</b>	<b>Draft Final Budget for approval by DDA (packet deadline: 10/14/2016)</b>
10/20/2016	Advertisement for Public Hearing appears in Mountain Ear -- #2
10/21/2016	Draft Budget posted for Public Review
<b>11/1/2016</b>	<b>Budget Hearing at BOT Regular Meeting (packet deadline: 10/28/2015)</b>
11/4/2016	Deadline for Public Comment (2 weeks)
<b>11/15/2016</b>	<b>Public Comments, Draft Final 2017 Budget at BOT under "Information" (packet deadline: 11/10/16)</b>
<b>12/6/2016</b>	<b>Pass 2017 Budget for Town/DDA, Certify 2017 Mill Levy (packet deadline: 12/2/16)</b>
1/31/2017	Send Final Budget Book to DOLA

*Budget Committee: Alisha Reis, Crystal Ye, LauraJane Baur, Paul Carrill, Chris Pelletier, Dawn Baumhover, Kathy Weiss*  
*Outreach: Kara Kessler/LauraJane Baur*

### 2016 Supplemental

11/10/2016	Send Advertisement to Mountain Ear for 2016 Budget Supplemental/amendments
11/17/2016	Give Notice of Budget hearing for 2016 Supplemental/Amendments
12/6/2016	Adopt Supplemental/Amended 2016 Budget