

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
October 21, 2015 @ 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 meeting minutes from the September 16, 2015 meeting-Cindy Downing
NDDA Secretary
2. Approval of warrants

E. INFORMATIONAL ITEMS

1. Treasurers report
2. Update on NedPeds-Alisha Reis
3. Update on the DCI conference
4. 2016 Budget update

F. ACTION ITEMS

1. Holiday Lights Program
2. Discussion of open NDDA board member position

G. DISCUSSION ITEMS

1. Ballot initiative - Timeline, process, and people that need to be involved.

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING:

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation.

The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights.

The NDDA Board of Trustees meeting packets and agendas are prepared on Friday before the Wednesday meetings and are available on the NDDA website, www.nederlanddowntown.org. 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

9/16/15 @ 6:00 pm

DRAFT MEETING MINUTES

A. CALL TO ORDER

Meeting called to order at 6:05 pm

B. ROLL CALL

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

Absent: Jeffrey Green

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

No public comments

D. CONSENT AGENDA

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

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

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

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

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

2. Approval of warrants

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

E. INFORMATIONAL ITEMS

1. Treasurers report-Amanda Kneer

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

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

F. ACTION ITEMS

No action items

G. DISCUSSION ITEMS

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

Amanda Kneer said that it would be good to have extra reserves for next years budget.

The Board discussed several options to modify the budget.

H. OTHER BUSINESS

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

I. ADJOURNMENT

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

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

Vendor		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date								
<u>Downtown Development Fund</u>									
9	B&F Super Foods, PO BOX 1408, Nederland, CO, 80466								
09/01/15	09/01/15	B&F Aug 2015	09/16/15	\$1.69	\$1.69	70-75-5830	Meals	\$1,000.00	\$342.62
09/01/15	09/01/15	B&F Aug 2015	09/16/15	\$24.10	\$24.10	70-75-5830	Meals	\$1,000.00	\$342.62
					\$25.79				
213	Cindy Downing, PO Box 302, Nederland, CO, 80466								
09302015	09/30/15	9/10 to 9/30	10/10/15	\$128.00	\$128.00	70-75-5129	DDA Secretary Services	\$3,600.00	\$1,736.00
					\$128.00				
Total Downtown Development Fund					\$153.79				
Total Bills To Pay:					\$27,783.43				

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

Schedule A

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
F&D International, 5723 Arapahoe Ave. Ste 1B, Boulder, CO, 80303	341									
	1688	09/01/15	Engineering Design EWO 1 (NEDPEDS)	10/01/15	\$18,068.33	\$18,068.33	70-75-6500	Infrastructure	\$1,004,731.00	\$979,382.54
						\$18,068.33				
Total Bills To Pay:						\$18,068.33				

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

Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<u>Downtown Development Fund</u>									
59 971		The Mountain Ear, PO BOX 99, Nederland, CO, 80466 08/31/15 Ad for NDDA Budget	09/10/15	\$50.00	\$50.00	70-75-5750	Advertising	\$1,000.00	\$950.00
					\$50.00				
183 535		TerraCognito GIS Services, 560 Eldorado Avenue, Eldora, CO, 80466 09/09/15 DDA land use and mapping	09/19/15	\$450.00	\$450.00	70-75-5790	MISC	\$0.00	(\$450.00)
					\$450.00				
Total Downtown Development Fund					\$500.00				

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: Oct. 21, 2015

INITIATED BY: Alisha Reis, Town Administrator

INFORMATION: X ACTION: OR DISCUSSION:

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AGENDA ITEM:

Update on 2016 NDDA Budget

SUMMARY:

Attached is the draft NDDA budget, as discussed earlier this fall in an NDDA budget session. The Board of Trustees is scheduled to hold a public hearing on the Town's 2016 draft budget, including the NDDA component unit budget. The NDDA will be requested to formally adopt their 2016 Budget at the meeting of Nov. 18, with final approval at the Board on Dec. 1.

FINANCIAL CONSIDERATIONS:

The NDDA budget consists of an operations portion, supported by a 5-mill property tax, and a capital portion, supported by tax increment financing (based upon a portion of growth in value of business properties within the DDA district).

As shown in the attached draft budget, the operations portion (shown as DDA Fund) is planned for expenditures of \$23,286 while the capital portion (shown as DDA TIF) is planned for expenditures of \$312,380.

Please let me know if you have questions. I will be in attendance at the Oct. 21 DDA meeting.

ATTACHMENTS:

- 1) Draft NDDA Budget
- 2) For general budget information, visit <http://nederlandco.org/2016-budget/>

DOWNTOWN DEVELOPMENT AUTHORITY 2016 Draft Budget

REVENUE & EXPENDITURES	DDA FUND	DDA TIF
Revenue Summary		
Sales Tax		
Total Revenues	20,000	154,977
Use Tax		
Grants		
Sources Other than General Tax		
Loan Proceeds		
Lottery Proceeds		
User Fees		
Interest	400	
PIF Development Fees		
TIF Taxes		
Total Revenues	\$ 20,400	\$ 154,977
Expenditure Summary		
Operations	23,386	2,387
Grants		
Capital Improvements		
Debt Service		309,993
Total Expenditures	\$ 23,386	\$ 312,380
Revenue Minus Expenditures	(2,986)	(157,402)
Non Cash Items		
Depreciation		
Capital Contra		
Amortization		
Debt Contra		
Net Impact of Non Cash Items	-	-
Other Sources of Funds		
Transfer to/(from) Reserves	(2,986)	(157,402)
Interfund Transfers		
Total to/(from) Reserves	(2,986)	(157,402)
Reserves, Beginning	2,986	185,306
Reserves, Ending	0	27,904
<i>Restricted Reserves</i>		
TABOR		
Loan Covenants		
Invested in Capital Assets Net of Debt		
Total Restricted Reserves	-	-
Available Reserves	0	27,904
<i>Town Shop Commitments</i>		
Net Available Reserves	0	27,904

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY: Mandy Kneer

INFORMATION: ACTION: X OR DISCUSSION:

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AGENDA ITEM: Holiday Light Program

SUMMARY: We have 30 rolls of lights.
How many business use them?
Where else could we/should we do lights?
Has Public Works put this on their work schedule?

RECOMMENDATIONS:

FINANCIAL CONSIDERATIONS:
Ace would provide new rolls at cost if we need more. We have a few hundred dollars we could put toward new lights or putting up lights.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE:

INITIATED BY: Mandy Kneer

INFORMATION: ACTION: X OR DISCUSSION:

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AGENDA ITEM: Open NDDA position

SUMMARY: No applications were submitted for the open board position. There were a few people who expressed interest but we were unable to get back to them individually before the deadline.

RECOMMENDATIONS: Repost the position and reach out again to people on the fence.

FINANCIAL CONSIDERATIONS: none