

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
April 19, 2017  
AGENDA

---

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA

1. Approve meeting minutes from the March 15, 2017 meeting
2. Approval of warrants

E. INFORMATIONAL ITEMS

1. Financial Reports – Mandy Kneer
2. Debt authorization/election schedule

F. ACTION ITEMS

G. DISCUSSION ITEMS

1. Letter to DDA District Members

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING:

May 15, 2017 6:30 pm 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. 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 by the Monday before the Wednesday meetings and are available on the NDDA website, [nederlanddowntown.org](http://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

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
March 15, 2017 @ 6:30 pm  
Draft Meeting Minutes

---

A. CALL TO ORDER

Meeting called to order at 6:32 pm

B. ROLL CALL

Present: Susan Schneider, Katrina Harms, Amanda Kneer, Brent Tregaskis, Charles Wood

Absent: Peter Marshall and Jeffrey Green had excused absences

C. PUBLIC COMMENT

There were no public comments

D. CONSENT AGENDA

1. Approval of the meeting minutes from the February 15, 2017 meeting

Motion to approve the February 15, 2017 minutes made by Brent Tregaskis, seconded by Susan Schneider, and passed by unanimous approval.

2. Approval of warrants

Motion to approve the warrants made by Brent Tregaskis seconded by Katrina Harms. A roll call was taken and motion passed by unanimous approval.

E. INFORMATIONAL ITEMS

1. Financial Report-Amanda Kneer

Amanda said she and Katrina met with the Town Accountant recently to go over numbers. Amanda said the DDA appears to have a fund balance of around \$8,000 coming into 2017. Amanda said after the audit she will have a more specific number, and then the DDA Board can decide how to budget this fund balance.

2. Nederland Marshall Paul Carrill will present his Timed Parking Test proposal

Paul said the test will be conducted between June 1 and August 1. The test is to enhance public safety, the quality of life for the overall community, and create parking space turnover along the 1<sup>st</sup> Street corridor. The plan is to purchase 2 hour time limit parking signs and place them on the north side of the street from Jefferson to Snyder. Paul said there are approximately 29 spaces on the north side of the street, and currently there is only one disabled parking spot in front of New Moon Cafe. The disabled spot that is currently in front of James Peak does not meet federal regulations so it will be moved across the street from James Peak.

This 60 day trial period will be funded by the Police Department and Public Works. Paul feels this study will help to determine if they want to do parking with signage, enforced parking, or parking with meters. Along with this test, they are going to do a public awareness campaign, which will include posting on the Town website and doing an interview with the Mountain Ear. The Police Department will take on the staffing and enforcement of these signs. The signage will say “M-F 8:30-5:30” but Paul said they are open to suggestions on what the signs should say. The enforcement process will be to chalk tires, and after two hours, the cars that are parked and still have chalk marks will receive a ticket. The cost for this test will be \$995 for the signs, and \$1,100 for Public Works to install them. After the test is conducted, a written report will be sent to the BOT and DDA. At this point, decisions can be made on how and if they want to proceed, and if some sort of split in revenue split could happen.

#### F. ACTION ITEMS

There were no action items

#### G. DISCUSSION ITEMS

There were no discussion items

#### H. OTHER BUSINESS

No was no other business

#### I. ADJOURNMENT

Meeting adjourned at 7:10 pm

#### NEXT REGULAR MEETING:

April 19, 2017 6:30 pm 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. 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 by the Monday before the Wednesday meetings and are available on the NDDA website, [ederlanddowntown.org](http://ederlanddowntown.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. Short discussion on agenda items does not reflect lack of thought or analysis.

Invoice Number	Date	Vendor	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	Budget Remaining
03312017	3/31/2017	Downtown Colorado Inc	\$ 1,400.00	\$ 1,400.00	70-75-5810	Conference/Training	1,500.00	100.00
04032017	4/3/2017	Farm Tubs	\$ 1,433.00	\$ 1,433.00	70-75-5270	Downtown Area/DDA	3,000.00	1567.00
03312017	3/31/2017	Cindy Downing	\$ 456.00	\$ 456.00	70-75-5129	DDA Secretary Services	3,600.00	2632.00
4122017	4/12/2017	Colorado Secretary of State	\$ 20.00	\$ 20.00	70-75-5810	Conference/Training	20.00	80.00

Nederland Downtown Development Authority  
Profit & Loss Statement

	Jan 2017	Feb 2017	Mar 2017	YTD Actual	2017 Suppl Budget	Actual vs. Budget
<b>DDA (70):</b>						
<b>Revenues</b>						
70-75-4000 Property Taxes	4,095.42	5,978.18	2,368.39	12,441.99	22,500.00	(10,058.01)
70-75-4002 Specific Ownership Taxes	126.05	140.68	135.40	402.13	1,500.00	(1,097.87)
70-75-4900 Interest	49.43	49.72	64.51	163.66	500.00	(336.34)
70-75-4910 Misc	0.00	0.00	0.00	0.00	7,000.00	(7,000.00)
70-75-4915 Donations	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00
70-75-4990 Proceeds from Debt	0.00	0.00	0.00	0.00	0.00	0.00
70-75-4998 Fund Reserve - Transfer In	0.00	0.00	0.00	0.00	0.00	0.00
70-75-8402 TARP	0.00	0.00	0.00	0.00	0.00	0.00
70-75-8405 CDOT	0.00	0.00	0.00	0.00	505,000.00	(505,000.00)
	<u>4,270.90</u>	<u>6,168.58</u>	<u>2,568.30</u>	<u>20,007.78</u>	<u>536,500.00</u>	<u>(516,492.22)</u>
<b>Expenditures</b>						
70-75-5000 Salaries	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5005 Overtime	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5010 Employer Taxes	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5015 Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5020 Retirement	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5025 Expense Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5030 Other Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5100 Legal	0.00	0.00	0.00	0.00	3,500.00	(3,500.00)
70-75-5110 IT	0.00	0.00	0.00	0.00	250.00	(250.00)
70-75-5115 Website	0.00	0.00	0.00	0.00	700.00	(700.00)
70-75-5125 Accounting	0.00	0.00	0.00	0.00	1,200.00	(1,200.00)
70-75-5129 DDA Secretary Services	256.00	256.00	456.00	968.00	3,600.00	(2,632.00)
70-75-5170 GIS Services	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5175 Elections	0.00	0.00	0.00	0.00	4,250.00	(4,250.00)
70-75-5181 Boulder County Recording	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5190 Other	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5200 Rent	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5216 Trails/Sidewalks Maintenance	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
70-75-5270 Downtown Area (DDA)	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)
70-75-5410 Office Supplies	55.00	0.00	0.00	55.00	100.00	(45.00)
70-75-5420 Software	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5430 Computer	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5450 Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5710 Postage/Shipping	0.00	0.00	0.00	0.00	50.00	(50.00)
70-75-5735 Boulder County Tax Collection	61.43	89.67	35.53	186.63	350.00	(163.37)
70-75-5740 Bank Fees	0.00	0.00	0.00	0.00	50.00	(50.00)
70-75-5750 Advertising	0.00	0.00	0.00	0.00	500.00	(500.00)
70-75-5770 Printing/Copying	0.00	0.00	0.00	0.00	250.00	(250.00)
70-75-5780 Publications	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5790 MISC	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5810 Conference/Training	0.00	0.00	1,400.00	1,400.00	1,500.00	(100.00)
70-75-5815 Travel (miles reimbursement)	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5820 Lodging	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5830 Meals	0.00	0.00	13.00	13.00	500.00	(487.00)
70-75-5850 Annual Membership/Dues	0.00	0.00	0.00	0.00	250.00	(250.00)
70-75-5890 Goodwill	0.00	0.00	0.00	0.00	0.00	0.00
70-75-5999 Admin & Finance Allocation	0.00	0.00	0.00	0.00	1,200.00	(1,200.00)
70-75-6300 Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
70-75-6400 Equipment	0.00	0.00	0.00	0.00	0.00	0.00
70-75-6500 Infrastructure	0.00	0.00	0.00	0.00	241,956.00	(241,956.00)
70-75-6550 Infrastructure Improvements	0.00	0.00	0.00	0.00	0.00	0.00
70-75-9405 CDOT	0.00	0.00	0.00	0.00	505,000.00	(505,000.00)
	<u>372.43</u>	<u>345.67</u>	<u>1,904.53</u>	<u>2,622.63</u>	<u>778,206.00</u>	<u>(775,583.37)</u>
<b>Net Income</b>	<u>3,898.47</u>	<u>5,822.91</u>	<u>663.77</u>	<u>17,385.15</u>	<u>(241,706.00)</u>	<u>259,091.15</u>
<b>DDA TIF (80):</b>						
<b>Revenues</b>						
80-75-4005 TIF Taxes	37,542.04	54,800.35	21,710.79	114,053.18	165,000.00	(50,946.82)
80-75-4998 Fund Reserve - Transfer In	0.00	0.00	0.00	0.00	0.00	0.00
	<u>37,542.04</u>	<u>54,800.35</u>	<u>21,710.79</u>	<u>114,053.18</u>	<u>165,000.00</u>	<u>(50,946.82)</u>
<b>Expenditures</b>						
80-75-5710 Postage/Shipping	0.00	0.00	0.00	0.00	0.00	0.00
80-75-5735 Boulder County Tax Collection	563.10	822.00	325.66	1,710.76	0.00	1,710.76
80-75-7050 Payment to Escrow Agent	0.00	0.00	0.00	0.00	2,400.00	(2,400.00)
80-75-7100 Loan Principal	0.00	0.00	0.00	0.00	204,941.00	(204,941.00)
80-75-7200 Loan Interest	0.00	0.00	0.00	0.00	2,936.10	(2,936.10)
80-75-7400 Capital Lease Principal	0.00	0.00	0.00	0.00	0.00	0.00
80-75-7500 Capital Lease Interest	0.00	0.00	0.00	0.00	0.00	0.00
	<u>563.10</u>	<u>822.00</u>	<u>325.66</u>	<u>1,710.76</u>	<u>210,277.10</u>	<u>(208,566.34)</u>
<b>Net Income</b>	<u>36,978.94</u>	<u>53,978.35</u>	<u>21,385.13</u>	<u>112,342.42</u>	<u>(45,277.1)</u>	<u>157,619.5</u>

## Draft 2017 Calendar

### January

- ordinance committee(s) and action plan
- Downtown Task Force (from 2016)
- start grant searching/research for funding for research and projects

### February

- finish draft Master Plan
- Business Support and Education plan (tarp)

### March

- BOT approves MP
- MP Project outlines and budgets  
    prioritize master plan project for budgeting

### April

- Final Master Plan sent to district

### May

### June

- draft Debt Authorization Question approved by DDA

### July

- final approval of Debt Authorization Question

### August

- Debt Authorization Question to BOT for approval  
    prepare materials for outreach

### September

- Debt Authorization Education  
    mailing and advertising

### October

- Debt Authorization Campaign  
    mailing and advertising

### November

- Election November 7

### December