

Town of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
November 15, 2017 6:30pm  
AGENDA

---

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. Consent Agenda

1. Approval of July 12 meeting minutes
2. Approval of August 15 meeting minutes
3. Approval of September 20 meeting minutes
4. Approval of October 18, meeting minutes
5. Approval of Warrants

E. INFORMATIONAL ITEMS

1. Financial Reports

F. ACTION ITEMS

1. Approval of changes to Bank Account
2. Approval of the 2018 Budget
3. Approval of the 2017 supplemental budget
4. Approval of canceling the December meeting

G. DISCUSSION ITEMS

1. Discussion of an Executive Director Position
2. Discussion on planning and next steps

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING:

December 20, 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 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  
July 12, 2017

**DRAFT MEETING MINUTES**

---

A. CALL TO ORDER

Meeting called to order at 6:30 pm

B. ROLL CALL

Present: Katrina Harms, Amanda Kneer, Susan Schneider, Brent Tregaskis, Peter Marshall  
Absent:

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

D. CONSENT AGENDA

1. Approval of June 21, 2017 meeting minutes - moved to August.
2. Approval of warrants

Motion to approve the warrants made by Susan Schneider and seconded by Amanda Kneer. A roll call was taken and it passed unanimously.

E. INFORMATIONAL ITEMS

Financial Reports - no comments or questions, the board will need to start the budget process in August.

F. ACTION ITEMS

Elect Officers; Chair, Vice-Chair and Treasurer

After a brief discussion about director positions it was decided that with possibly 2 new members coming on board, an interim board would be elected until the new members were on board and more up to speed. Mandy Kneer nominated Katrina Harms as interim chair, Susan Schneider as interim vice-chair and Mandy Kneer interim treasurer. Susan Schneider seconded the motion and it passed unanimously.

Recommend 2 board applicants to to the board of trustees.

The board heard from applicants, Ron Mitchell, Gary Pekarak, Claudia Schaffler and Paul Conway. Brent Tregaskis had decided to apply for reappointment and also spoke. After an opportunity for the board to ask questions and discuss the applicants a vote was taken and Brent Tregaskis was chosen for reappointment and Claudia Schaffler for appointment. Katrina Harms will forward the applicants information and the vote by the DDA board to the BOT for final appointment.

## G. DISCUSSION ITEMS

### 1. Discuss Quotes from firms to run the Debt Authorization Election.

Proposals from Collins cockrel & Cole, Clifton Larson Allen and Boulder County were compared and CCC was chosen for their relationship with town's attorney and recommendation of Kim Crawford, the lawyer the DDA used for the last election and for other issues. Susan Schneider made a motion to move the discussion item to an action item and Peter Marshall seconded the motion. It passed unanimously. Mandy Kneer made a motion to accept the CCC proposal, Susan Schneider seconded the motion. A roll call was taken and it passed unanimously.

### 2. Approve letter/intro to the Master Plan and DDA Board and member attendance at 7/18 BOT meeting.

The board discussed changes to the Master Plan intro letter and approved it with changes. Katrina Harms also asked for board members to attend the 7/18 BOT meeting where the Master Plan would be put to the BOT for approval.

## H. OTHER BUSINESS

No other business.

## I. ADJOURNMENT

Motion to adjourn made by Susan Schneider, seconded by Mandy Kneer. Motion passed unanimously and meeting adjourned at 8:45 pm.

## NEXT REGULAR MEETING:

August 16, 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 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](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. 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  
August 15, 2017

**DRAFT MEETING MINUTES**

---

A. CALL TO ORDER

Meeting called to order at 6:30 pm

B. ROLL CALL

Present: Katrina Harms, Susan Schneider, Brent Tregaskis, Peter Marshall,  
Absent: Claudia Schauffler, Mandy Kneer, Alan Apt.

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

D. CONSENT AGENDA

1. Approval of July 12, 2017 meeting minutes - moved to September.
2. Approval of July 27 meeting minutes - Susan Schneider moved to accept 7/27/17 meeting minutes, Peter Marshall seconded and it was passed unanimously.
2. Approval of warrants  
Motion to approve the warrants made by Brent Tregaskis and seconded by Susan Schneider. A roll call was taken and it passed unanimously.

E. INFORMATIONAL ITEMS

Financial Reports

F. ACTION ITEMS

G. DISCUSSION ITEMS

Debt Authorization Election Schedule of Events

The schedule for the election was reviewed and the board members volunteered to help get out the vote, identifying businesses that they would visit or call to make sure the understood the Designation letters and how and when to vote.

Entertainment District

Ron Mitchell had brought up the Entertainment District as a reason people would vote for the Debt Authorization. Chair Katrina Harms explained that the Entertainment District would be explored after the election as there was no time or money to make it happen before.

H. OTHER BUSINESS

Town budget charrette will be held on 8/22 at 6:30pm.

## I. ADJOURNMENT

Motion to adjourn made by Susan Schneider, seconded by Peter Marshall. Motion passed unanimously and meeting adjourned at 8:15 pm.

## NEXT REGULAR MEETING:

September 20, 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 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](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. 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  
September 20, 2017

**DRAFT MEETING MINUTES**

---

A. CALL TO ORDER

Meeting called to order at 6:34 pm

B. ROLL CALL

Present: Katrina Harms, Brent Tregaskis, Susan Schneider, Claudia Schaufler

Absent: Alan Apt, Peter Marshall, and Amanda Kneer had excused absences

C. PUBLIC COMMENT

Ron Mitchell, owner of several commercial properties in Nederland. Ron said he is going to request that the Entertainment District Ordinance get on the agenda for the next Board of Trustees meeting. He wanted to let the DDA know he is going to try to put this on the BOT agenda because if they act on it, he feels this will be a good leverage tool for the DDA to get approved for the Debt Authorization.

Sue McDonough, 136 East First Street in Nederland. Sue would like to know what group of people are pursuing the Gateway Park planned for downtown Nederland, as she feels it would be a good asset for the town. She would like to see that coordinated with the other plans that are put into place for the trail.

Katrina Harms responded and said that the Parks, Recreation, & Open Space Advisory Board (PROSAB) had drafted a plan for a Gateway Park. The plan is broad and there is yet to be funding or a budget planned to put toward it. Katrina said the plan for a park is helpful to the DDA because it's in the District but until there is some actual funding put toward it, it's not going to happen. Katrina said if the DDA gets Debt Authorization that some of that money could go toward helping to fund the park.

The Board informed sue that she is welcome to attend the PROSAB meetings if she would like further information about funding and plans for the park.

D. CONSENT AGENDA

1. Approval of July 19 meeting minutes
2. Approval of July 27 meeting minutes
3. Approval of August 16 meeting minutes

Katrina informed the Board that the meeting minutes were not included in the packet, and that they could approved them at the next monthly meeting.

4. Approval of Warrants

Motion to approve the warrants made by Brent Tregaskis, seconded by Susan Schneider. A roll call was taken and motion was unanimously approved.

## E. INFORMATIONAL ITEMS

### 1. Financial Reports

Amanda Kneer was not present to give the financial report, but a copy of the report was included in the packet.

## F. ACTION ITEMS

### 1. Election of Officers

Katrina Harms said they appointed her at the July NDDA monthly meeting as interim Chair, Susan Schneider as interim Vice Chair, and Amanda Kneer was elected as Treasurer at the July meeting.

Katrina suggested that since there were so many Board members absent tonight, that they opt to elect officers at the October meeting.

Motion to keep the current interim officers until next month when they can vote on a permanent board made by Brent Tregaskis seconded by Susan Schneider. Motion approved unanimously.

### 2. Approve a draft budget for the Board of Trustees

The draft budget was included in the packet and the Board discussed the allocations.

Motion to approve the draft budget made by Brent Tregaskis seconded by Susan Schneider. A roll call was taken and motion passed unanimously.

## G. DISCUSSION ITEMS

### 1. Public Question and Answer on NDDA Special Election

It was discussed by the Board who would do outreach and answer questions about the upcoming Debt Authorization election.

### 2. NDDA Special Election Update and Schedule of Events

#### 1. Meet with boards, property owners and businesses

This was discussed in item G1.

#### 2. Public Meetings

Katrina Harms said she isn't sure the Board will have time to do a special meeting, but she has posted all of the information on the election on social media and on the DDA website. Katrina said she may take a day and set up a table at a local business so people can ask questions.

### 3. Mailings

Katrina said the TABOR (Taxpayer Bill of Rights) mailing will go out on Monday, September 25 with the pro and con statements.

### H. OTHER BUSINESS

Elizabeth Allen of Coloring Colorado is the contracted plant specialist for the Town of Nederland and she gave an update on how this season went, and how she would change things the following season.

The Board thanked Elizabeth for her amazing work and contribution to the beautification of Nederland.

### I. ADJOURNMENT

Motion to adjourn made by Susan Schneider, seconded by Claudia Schaffler. Motion approved unanimously and meeting adjourned at 9:15 pm.

### NEXT REGULAR MEETING:

October 18, 2017 6:30 pm in 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 meeting packets and agendas are prepared by the Tuesday before the Wednesday meetings and are available on the NDDA website, [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. 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  
October 18, 2017 6:30 pm  
**DRAFT MEETING MINUTES**

---

A. CALL TO ORDER

Meeting called to order at 6:34 pm

B. ROLL CALL

Present: Claudia Schauffler, Peter Marshall, Katrina Harms, Susan Schneider, Brent Tregaskis  
Absent: Amanda Kneer had an excused absence, and Alan Apt was absent

C. PUBLIC COMMENT

There were no public comments

D. CONSENT AGENDA

1. Approval of July 19 meeting minutes
1. Approval of July 27 meeting minutes
3. Approval of September 20 meeting minutes

The NDDA meeting minutes will be provided at the November 15 NDDA meeting for approval.

4. Warrants

There were some questions about the warrants that needed to be researched so approval was tabled until the next meeting.

E. INFORMATIONAL ITEMS

There were no informational items

F. ACTION ITEMS

1. Election of officers

It was decided by the Board to table this discussion until the next meeting.

Motion to nominate Susan Schneider for Chair made by Katrina Harms, seconded by Susan Schneider.  
Motion passed unanimously.

Motion to nominate Brent Tregaskis as Vice Chair made by Susan Schneider, seconded by Claudia Schauffler. Motion passed unanimously.

## G. DISCUSSION ITEMS

### 1. Public Question and Answer on NDDA Special Election

There were no public questions

### 2. NDDA Special Election Update and Schedule of Events

#### 1. Schedule

Katrina Harms reported that she is sending out updates of the Poll Book to the Board members. Katrina said there would probably not be time to hold a special event for outreach, but that the Board members have been great about getting out information to the voters.

#### 2. Public outreach update

The Board members reported on their outreach, and also discussed who still needed to be contacted.

#### 3. Last mailing

## H. OTHER BUSINESS

There was no other business

## I. ADJOURNMENT

Motion to adjourn made by Peter Marshall, seconded by Claudia Schauffler. Meeting adjourned at 7:57pm

### NEXT REGULAR MEETING:

November 15, 2017 @ 6:30 pm in 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 meeting packets and agendas are prepared by the Tuesday before the Wednesday meetings and are available on the NDDA website, [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. Short discussion on agenda items does not reflect lack of thought or analysis.



## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: November 15, 2017  
Prepared By: Susan Schneider

Consent  Information  Action  Discussion

---

### ACTION ITEM:

Approve proposed changes to bank accounts and bank account signers and approve the ordering of a debit card for the Treasurer and (once hired) the Executive Director.

### SUMMARY:

The NDDA currently has one bank account which is a money market account. Money market accounts per federal regulations can only have 6 pre-authorized withdrawals per month. In 2017, we have had more than 6 withdrawals per month twice, resulting in fees. To avoid possibilities of more such fees, after discussion with Mandy Kneer, I propose that we keep the existing money market account just for TIF funds and open a separate checking account for operating funds and expenses. This will also make the accounting easier.

I propose we change the signers on the existing account to Susan Schneider, Claudia Schaufler and Peter Marshall and have the same signers on the new checking account.

I propose that for the convenience of some purchases that we order a debit card for Amanda Kneer and if/when we hire an Executive Director that they should also have a debit card.

### ATTACHEMENTS:

Account Disclosures

**BUSINESS CHECKING (412)**

Balance Information	Minimum Deposit to Open Account		\$100.00	
	Minimum Balance to Avoid the Monthly Maintenance Fee		* Average Daily Balance <sup>1</sup> of \$1,500	
Account Fees	Maintenance	Monthly Maintenance Fee	\$5.00	
		Paper Statement Fee <sup>2</sup> , per account	\$5.00 <i>e statements</i>	
	Items Processed <sup>3</sup>	0 – 100	<i>free</i>	\$0
		101 – 250	\$0.10 per item or \$0 with \$10,000 Average Daily Balance <sup>1</sup>	
		251 – 400	\$0.25 per item or \$0 with \$25,000 Average Daily Balance <sup>1</sup>	
		Over 400	\$0.40 per item	
	Cash Processing	Canadian Deposited Items	\$6.00	
\$0.00 – \$10,000.00		\$0		
	\$10,000.01+	\$0.15 per additional \$100		
Account Features	Check images are provided with both the paper and eStatement			
Overdraft Privilege Limits			\$750.00	

**BUSINESS SOLUTIONS HIGH YIELD SAVINGS (800)**

Rate Information	<i>Specific rate and tier information will be disclosed at the time of account opening. The interest rate and Annual Percentage Yield (APY) may change at any time at the bank's discretion.</i>		
Compounding & Crediting of Interest	Interest will be compounded and credited to the account monthly.		
Balance Information	We use the daily-balance method to calculate the interest on your account. This method applies a daily periodic rate to the principal in the account each day.		
	Interest begins to accrue no later than the business day we receive credit for the deposit of noncash items (for example, checks).		
	Minimum Deposit to Open Account		\$100.00
	Minimum Average Daily Balance to Avoid Monthly Maintenance Fee		\$500.00
Transaction Limitations	Six transfers and/or withdrawals per monthly statement cycle or similar 4 week period. Transfers and/or withdrawals made by mail, messenger, ATM, or in person are unlimited. <b>See fee schedule for Excessive Withdrawal fee details.</b>		
Account Fees	Monthly Maintenance Fee		\$5.00
	Deposited Items Fee	First 25 deposited items are free, then \$0.50 per item <sup>4</sup>	
Account Features	ATM access via business debit card (with business checking account)		
	Monthly statement		

**BUSINESS SOLUTIONS MONEY MARKET ACCOUNT (487)**

Rate Information	<i>Specific rate and tier information will be disclosed at the time of account opening. The interest rate and Annual Percentage Yield (APY) may change at any time at the bank's discretion.</i>		
Compounding & Crediting of Interest	Interest will be compounded and credited to the account monthly.		
Balance Information	We use the daily-balance method to calculate the interest on your account. This method applies a daily periodic rate to the principal in the account each day.		
	Interest begins to accrue no later than the business day we receive credit for the deposit of noncash items (for example, checks).		
	Minimum Deposit to Open Account		\$1,000.00
	Minimum Average Daily Balance to Avoid Monthly Maintenance Fee		\$1,000.00
Transaction Limitations	Six transfers and/or withdrawals per monthly statement cycle or similar 4 week period. Transfers and/or withdrawals made by mail, messenger, ATM, or in person are unlimited. <b>See fee schedule for Excessive Withdrawal fee details.</b>		
Account Fees	Monthly Maintenance Fee		\$10.00
	Deposited Items Fee	First 25 deposited items are free, then \$0.50 per item <sup>4</sup>	
Account Features	ATM access via business debit card (with business checking account)		
	Liquidity of a savings account with check writing privileges		

<sup>1</sup> The average daily balance is calculated by adding the principal in the account for each day of the period and dividing that figure by the number of days in the period. <sup>2</sup> No fee will be charged if this account is enrolled with eStatements within the first 30 days of account opening, or account conversion. If eStatements are discontinued then a Paper Statement Fee would apply. <sup>3</sup> All debits, credits and deposited items are counted. <sup>4</sup> Debits include checks, drafts and all forms of electronic or preauthorized debits. Credits include checks, deposit tickets, credit manager advance and all forms of electronic or preauthorized credits. Includes transactions made by teller, ATM and account transfer. <sup>5</sup> This fee applies regardless of the balances maintained in the account. Refer to the attached Fee Schedule for other account and service fees.



## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: November 15, 2017  
Prepared By: Mandy Kneer

Consent  Information  Action  Discussion

---

### ACTION ITEMS:

2018 Final Budget  
2017 Supplemental Budget

### SUMMARY:

The board needs to send a final budget to the BOT for approval and inclusion in the town budget and before their December 5th meeting.

The board also needs to create a supplemental budget reconciling 2017 budget numbers. There was money left over from 2016 year that was not budgetted and was used for the election.

### ATTACHEMENTS:

financial reports

	2015 Budget	2015 Actual	Variance	2016 Budget	2016 Actuals as of 9/30/16	Variance	2017 Budget	2017 actuals as of 8/31/16	Variance	2018 BUDGET
TIF FUNDING (FUND 80)										
TIF TAXES	150,000	157,660	(7,660)	-	182,589	(182,589)		189,552		190,000
FUND RESERVE - TRANSFER IN	-	-	-	-						
TOTAL REVENUE	150,000	157,660	7,660	-	182,589	182,589		189,552		190,000
POSTAGE/SHIPPING	-	-	-	-	-	-				
BOULDER COUNTY TAX COLLECTION	2,295	2,365	(70)	-	2,739	(2,739)		2,843		2,900
PAYMENT TO ESCROW AGENT	-	-	-	-	-	-				
LOAN PRINCIPAL	257,000	106,706	150,294	-	-	-				
LOAN INTEREST	4,000	4,003	(3)	-	-	-				
CAPITAL LEASE PRINCIPAL	-	-	-	-	204,077	(204,077)		157,272		-
CAPITAL LEASE INTEREST	-	-	-	-	5,916	(5,916)		2,728		-
TOTAL EXPENDITURES	263,295	113,074	150,221	-	212,732	(212,732)		162,843		2,900
REVENUE MINUS EXPENDITURES (CHANGE IN FUND)	(113,295)	44,586		-	(30,143)					187,100
TRANSFER TO/FROM OTHER FUND										
CHANGE IN NET ASSETS	(113,295)	44,586		-	(30,143)					
FUND, BEGINNING BALANCE	147,869	147,869			192,455					
FUND, ENDING BALANCE	34,574	192,455		-	162,312					

DOWNTOWN DEVELOPMENT AUTHORITY NON TIF FUNDING (FUND 70)	2015			2016			2017			2017 actuals as of 8/31/16	Variance	2018 BUDGET
	Budget	Actual	Variance	Budget	Actual	Variance	Budget					
TAXES	18,000	18,810	810	18,500	23,121	4,621	22,500	20,760	(1,740)		28,673	
SPECIFIC OWNERSHIP TAXES	1,300	1,305	5	1,500	1,665	165	1,500	1,098	(402)		1,600	
INTERGOVERNMENTAL (CDOT grants)			-	626,000	549,655	(76,345)	-	-	-		-	
PROCEEDS FROM DEBT (BORROWED FOR TIF PROJ)	353,000	13,000	(340,000)	340,000	340,000	-	-	-	-		-	
FUND RESERVE - TRANSFER IN	10,000		(10,000)	10,000	-	(10,000)	-	-	-		-	
MISCELLANEOUS			-	-	-	-	-	18,000	18,000		11,000	
INTEREST	350	367	17	400	596	196	500	529	29		600	
TOTAL REVENUE	382,650	33,482	(349,168)	996,400	915,037	(81,363)	24,500	40,387	15,887		41,873	
PERSONNEL (SECRETARY SERVICES)												
WEBSITE	3,600	2,744	856	3,600	2,848	752	3,600	2,064	(1,536)		3,600	
TAX COLLECTION	2,400	444	1,956	2,400	576	1,824	700	120	(580)		1,200	
ACCOUNTING	270	282	(12)	270	347	(77)	350	313	(37)		450	
LEGAL/2017 ELECTION	500	-	500	5,000	5,000	-	1,200	1,178	(1,200)		600	
OFFICE - RENT	600	600	-	600	-	600	7,750	1,178	(6,572)		8,000	
OFFICE - SUPPLIES	100	211	(111)	100	57	43	100	55	(45)		100	
OFFICE - POSTAGE	50	-	50	50	-	50	50	10	(40)		100	
OFFICE - BANK FEES	50	-	50	50	-	50	50	15	(35)		50	
OFFICE - PRINT/COPY	100	474	(374)	100	89	11	250	163	(87)		250	
ADVERTISING	1,000	50	950	500	500	-	500	80	(420)		500	
PROF DEV - CONF & TRAINING	750	255	495	750	707	43	1,500	1,506	6		1,400	
PROF DEV - MEMBERSHIP DUES	250	175	75	250	-	250	250	-	(250)		250	
LODGING	-	0	(0)	-	-	-	-	-	-		-	
MEALS - FOOD FOR MEETINGS	500	30	470	500	159	341	500	25	(475)		500	
MEALS - DISTRICT ENT	500	-	500	500	-	500	-	-	-		-	
SIDEWALK MAINTENANCE	4,000	2,441	1,559	-	-	-	3,000	2,000	(1,000)		3,000	
DOWNTOWN BEAUTIFICATION	4,000	4,000	-	4,200	4,016	184	3,000	7,754	4,754		8,000	
GOODWILL (Fireworks)	1,000	1,000	-	1,000	1,000	-	-	-	-		-	
OTHER (Master plan update)	15,000	11,481	3,519	-	6,887	(6,887)	-	-	-		-	
MISC (Prior studies, e.g. Biologist, Election,etc)	-	-	0	5,200	(3,499)	5,200	1,200	500	500		-	
ADMINISTRATION/FINANCE ALLOCATION	7,000	7,000	-	3,600	(3,499)	7,099	1,200	800	(400)		1,200	
IT	-	-	-	-	-	-	250	250	(250)		250	
TARP GRANT	-	-	-	-	-	-	11,000	472	-		11,000	
CDOT	-	-	-	-	447,484	-	-	-	-		-	
TIF PROJECTS	-	52,126	(52,126)	-	296,067	(296,067)	-	-	-		-	
TOTAL EXPENDITURES	41,670	83,314	(41,644)	28,670	762,238	(733,568)	35,250	17,055	(18,195)		41,050	
REVENUE MINUS EXPENDITURES (CHANGE IN FUND)	340,980	(49,832)		967,730	152,799		(10,750)	23,332	34,082		823	
TRANSFER TO/FROM OTHER FUND												
CHANGE IN NET ASSETS	340,980	(49,832)		967,730	152,799		(10,750)	23,332				
FUND, BEGINNING BALANCE	41,708	41,708		(8,124)	(8,124)							
FUND, ENDING BALANCE	382,688	(8,124)		959,606	144,675							



## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: November 15, 2017  
Prepared By: Susan Schneider

Consent  Information  Action  Discussion

---

### DISCUSSION ITEM:

Discuss administrative needs of the DDA going forward.

### SUMMARY:

The DDA will need to hire someone to take on the Director level tasks moving forward.

What are the tasks that need to be done?

What do other DDA's require of their Directors?

What would a salary be?

How would this position be funded?

### ATTACHEMENTS:





## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: November 15, 2017  
Prepared By: Katrina Harms

Consent  Information  Action  Discussion

---

### DISCUSSION ITEM:

Discussion of the way forward...

### SUMMARY:

Now that the Debt Authorization has passed, the projects that we've outlined as ones we'd like to see get started this winter/spring need to be started. The attached spreadsheet contains a very rough draft and outline for these project's first steps.

Financing can come from a number of sources, including borrowing from town funds if available, bank loans and grants. All loans must be approved by the BOT so in the case of projects where we are requesting funds for the whole project, detailed plans will need to be provided. A few projects the DDA would just be requesting design and engineering funds so RFPs would need to be created.

Our annual TIF funds come to about \$190,000.

The DDA/director will need to become educated on other funding sources with help from PW, Town and partners like Downtown Inc. and DOLA.

### ATTACHEMENTS:

project list

Sheet1

Project	what	when	who	notes
Wayfinding – signage	signage for parking, traffic flow, 3 town entrances, attractions, information. 3-5 year beautification and maintenance plan to include summer flowers, snow removal, cleaning/maintenance, and hand watering in the district.	Plan – Dec/Jan Funding – February Design/Prod – M/A/M June – install	DDA, PW, CDOT, design/prod	
Beautification	It includes plan for automatic watering, work on the roundabout and town entrances with the wayfinding project	Plan – Dec/Jan Funding – February Design/Prod – M/A/M June – install Fall – review Maintenance – ongoing	DDA, PW, CDOT, design/prod	Plan will include work and maintenance for 3 – 5 years.
Visitor Center	maintenance and improvements	Plan – Feb Funding – March	DDA, PW, Town Staff	May include operations, depending on DDA staffing and bandwidth. (VC revenue would go into DDA operations fund)
Entertainment District	Research the possibility, feasibility and cost of putting together an entertainment District	January/February Jan – plan with ecologist, PW and army corp Jan/Feb – Community outreach Mar – funding for design and engineering April/May – Design and engineer	DDA, Legal, Businesses, Public.  DDA, PW, Army Corp Engineers, Ecologist, community	
Riverwalk	Create a riverwalk on the north side of Boulder Creek from pedestrian bridge to Snyder.	Jan – funding for design/engineering Feb/Mar – Community outreach and design/engineering.	DDA, PW, CDOT, design/prod	
Lakeview/Big Springs traffic flow and parking improvements	follow up on requests to review, and suggest amendments or changes to, ordinances, policies or code, regarding downtown, conducting business and/or visiting downtown.		DDA, Town,	
Ordinance and Code Review			DDA, Town,	
Bylaws, mission, Rules of Procedure, Code of Conduct	These items have been set aside waiting for someone to be able to lead a discussion and do research.		DDA	