

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
November 20, 2013 at 5:30  
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 minutes from regular meeting October 16, 2013
2. Approval of minutes from special meeting October 30, 2013
3. Approval of Warrants

E. INFORMATIONAL ITEMS

1. Update on Christmas Lights and First Friday Art Tour on December 6, 2012, Karina Luscher and Katrina Harms.
2. Update on Best and Brightest Interin - Katrina Harms and Alisha Reis
3. Report on Biominicry Workshop conducted by the EPA on November 2, 2013 - Conor Merrigan
4. Report on FOR meeting with CDOT for final approval for the Nedpeds Project - Conor Merrigan
5. Treasurer's Report - Eva Forberger - NDDA Treasurer

F. ACTION ITEMS

1. Consideration of two options to replace the duties of Sue Churches the NDDA Board Secretary
2. Consideration of revisions to the 2014 budget for the remuneration for the NDDA Board Secretary
3. Consideration of forming a hiring committee to search for a new Secretary

G. DISCUSSION ITEMS

H. OTHER BUSINESS

I. RECESS AT 6:30

J. RECONVENE AT 7:00 pm - Joint DDA and Planning Commission Meeting

## DISCUSSION ITEM FOR BOTH BOARDS:

1. Presentation to both boards of the Nederland Pedestrian Enhancement and Storm Water Management Project - Presenters - Conor Merrigan - Project Manager and Sustainability Consultant and Brian McClaren - Representing Huitt-Zollars, Inc Design Engineers for the Project.

## ACTION ITEMS:

**1. Public Hearing:** Consideration by the NDDA of approval of the NedPeds Project, and forwarding their recommendation to the Nederland Planning Commission for consideration.

**2. Public Hearing:** Consideration by the Planning Commission of approval of the NedPeds Project and forwarding their recommendation to the Board of Trustees for consideration.

NEXT REGULAR MEETING: NDDA will meet on December 11, 2013

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.neddda.org](http://www.neddda.org). Copies of the agendas and meeting packet are available at no cost via email from [patricia.everson@gmail.com](mailto:patricia.everson@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 16, 2013 at 6:30pm

Regular Meeting Minutes

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**A. CALL TO ORDER**

Meeting was called to order by Chairperson Pat Everson at 6:30 pm.

**B. ROLL CALL**

Members Present: Pat Everson, Jeffrey Green, Katrina Harms, Karina Luscher, and Chris Perret.

Absent: Mary Ann Rodak-Friedman

Also present: Eva Forberger

**C. PUBLIC COMMENT** – The public present included 3 members of the public who signed up to speak during General Public Comment and 1 who signed up for speaking to an Agenda Item – specifically the NedPeds Project. Ken Adler from Rollinsville began his 3 minute Public Comment with a brief History of the DDA and his time served as a past member of the DDA. He brought along a plan that the previous DDA had purchased from Loris and Associates for approximately \$43,000 that had been presented to the town on 1/9/2002. Ken claimed that he wanted to inform the new Board about the previous one, and to inform them how hard they had worked to get the development district on the ballot. Ken suggested that the current DDA pay attention, and to keep tabs on properties included in the DDA. Pat Everson assured Ken that she and Eva get copies of the properties every year, and was interested in the Loris document , possibly to be used for the DDA Master Plan.

David Sites of Nederland had a few inquiries regarding public process and consensus of residents of 2<sup>nd</sup> street. Specifically, the NedPeds project plan that indicates the road occurring approximately 8” to his residence and the moving of the utility poles. He wanted another opportunity to ask for the road to be narrowed. Pat stated there would be a final hearing before the BOT and Planning Commission.

Donna Sue Kirkpatrick of Nederland stated she resigned from the DDA in between the 60% and 90% of the NedPeds project and was dismayed at the lack of access to information. With the roadway width fully extended and other changes from the original 60% adding to the budget, she claimed that the present board was acting like the prior

board and she will continue to be involved. Kayla Evans of Boulder County was the final member of the public to speak and stated she was asked to attend by other members of the community to inquire about the possible elimination of the 2 large pine trees on 2<sup>nd</sup> street for the NedPeds project and wanted to save them. She stated that she participated in the early design processes and would love to see the project completed. Kayla questioned the communication process, transparency and although glad to see new members, mentioned the board's negative reputation. Pat stated there would be a final hearing before the BOT on 11/20 and Planning Commission and will e-mail them the details.

## **D. CONSENT AGENDA**

### **1. Approval of September 18, 2013 – Regular Meeting Minutes**

A motion to approve the minutes as presented was made by Jeffrey Green, seconded by Pat Everson and approval of the September 18, 2013 minutes as presented was unanimous.

### **2. Approval of Warrants**

After answering a question about the Boulder County Property Tax distribution, and straightening out the overpayment, Eva Forberger gave a brief explanation of the warrants. Katrina Harms made a motion for approval of the Warrants, and seconded by Jeffrey Green, was unanimously passed by roll call vote.

### **3. Approval of Forwarding Mary Ann Rodak-Friedman's Resignation to the BOT – Pat Everson**

Pat Everson began by explaining the need to forward Mary Ann Rodak-Friedman's resignation to the BOT in order to advertise as soon as possible for an additional new Board member. Chris Perret made a motion to accept Mary Ann Rodak's resignation and forward to the BOT with Jeffrey Green seconding – all voted in favor and the motion carried.

## **E. INFORMATIONAL ITEMS**

### **1. Treasurer Report – Eva Forberger**

Eva Forberger provided a summary along with more details, such as line items, in her report. She mentioned that there was money left over from the planter project, and that she and Karina were going to look at the Christmas Light project inventory, electrician costs and possibly allocate funds later in the meeting.

### **2. Update on Grant application for Electric Vehicle Charger Stations – Pat Everson**

Pat Everson explained that she and Katrina worked on this, and could not meet the October 1<sup>st</sup> deadline. She stated that the DDA will apply for the RAQC (Regional Air Quality Council) grant through DrCoG that will be a rolling deadline with the next one

due February 1<sup>st</sup>. This would need to be done in the name of the town, as it is located on town property. Pat continued that in putting together a budget, she was given an estimate for upgrading the electric service and wiring for \$8,000. She also mentioned that there might be another grant in the works for the Visitors Center, the applications are still in the works, but delayed.

### **3. NedPeds Update Memo – Conor Merrigan of C2 Sustainability**

Conor Merrigan submitted a memo for the meeting to update the Board. Donna Sue Kirkpatrick had signed up for comment on this agenda item and had questions along with Kayla Evans concerning the possible removal of 2 large blue spruce trees on 2<sup>nd</sup> Street. Pat stated that with any solution that Brian McLuren came up with for the project – the trees will not live. Donna Sue Kirkpatrick stated that she had spoken to the owners who were very upset and would be taking action. She also questioned the removal of the bioswales with Katrina answering specific replacement materials regarding this. Susan Churches provided a response from Conor Merrigan to Donna Sue's letter with these inquiries included as part of the Other Business portion of the meeting. Jeffrey Green stated that even though having read NedPeds documents, asked specifically how the project would directly affect Donna Sue's business. She said the width of the road, completely paved, changed the design her bioswale garden would be removed and reiterated the concerns of David Sites. Katrina reminded all that the entire board was responsible and voted on the design decisions. Pat reminded the board that they could always contact Conor Merrigan about the NedPed project. Katrina had a final concern about the final approval date of 11/20 and the speeding up of the bid process, and Pat stated that unless the board wanted to change what was decided at the last regular board meeting that the decision held to expedite the bid process.

## **F. ACTION ITEM**

### **1. Consideration of reallocation for Christmas Lights Plan in budget – Karina Luscher and Katrina Harms**

Katrina Harms met with First Friday and Holiday Mountain Market groups to discuss their collaborative efforts for launching the Holiday Season with lights, map, brochures, and choir music. Pat stated that while at the Library, having mentioned the Holiday light idea was met with some enthusiasm. Katrina would create a budget and was asking for financial support from the board as an opportunity for community and business outreach. There was some discussion regarding money left over from the Planter Project and a suggested budget was reached. Jeffrey Green motioned to make funds available \$1,000 to support First Friday and \$4,000 Holiday Lights for the town. Katrina Harms seconded the motion. Chris Perret reminded the board that they needed to amend the action item as a different financial consideration. Jeffrey Green then made a motion to amend the action item for financial consideration of \$400 for Christmas lights, decoration, advertising, promotion, and music to \$1,000 to be dedicated to First Friday and \$4,000 to be dedicated toward the Christmas Light Project. Chris then seconded this motion. A roll call vote passed the motion unanimously.

## **2. Consideration of approval of \$1,200 allocation to cover the (our) cost for LiDAR – Pat Everson**

Pat Everson mentioned that the board had discussed this item at the last regular meeting and questioned whether the work would be done and payment made in 2013. Karina Luscher made a motion to approve the allocation of \$1,200 for our costs for LiDAR., with Chris Perret seconding this motion, and a roll call vote unanimously passing it.

## **3. Consideration of a Beautification Committee, to be chaired by Karina Luscher – Pat Everson**

This idea / conversation was brought up during a budget workshop meeting, and Karina Luscher explained further that by having more time, the sidewalk beautification could become a way to reach out to people with in the district and the community and her desire to chair the committee and begin to gather support. Katrina Harms added that the SAB and PROSAB committees both had noxious weeds on their lists, in their plans, and the possibility of collaboration would be important. Kayla Evans had a 1 minute comment regarding property upkeep issues in town and asked about the pieces of equipment available from the Historic Society. Wondering if the DDA would want to keep the mining pieces within the town, and wanted to discuss the possibilities. Pat Everson made a motion to create a Beautification Committee to be chaired by Karina Luscher to include members of the DDA board as well as members of the public. Katrina Harms offered a second and the board passed the motion unanimously.

## **4. Consideration of an emergency meeting of the NDDA Board for the sole purpose of recommending a new member for submission to the Board of Trustees on Nov. 5, 2013 – Pat Everson**

Pat Everson checked the dates for appointing new board members and if the DDA recommendations could get into the agenda for the 11/5/13 BOT meeting then they wouldn't have to wait until January to place new board members. After checking on available dates, and the fact that it is now 2 positions open for property owners. Katrina Harms mentioned that she had spoken with Susan Schneider at the Mutual of Omaha Bank and that Mandy from the Co-op was also approached. Pat reminded the board that other districts that own property within the DDA (ie. library, fire) would also be eligible for board membership, and she would write a letter to make them aware of that fact. Now that there are 2 positions available, in addition to a longer deadline, and web, Facebook, and newspaper announcements, Karina suggested that adverts be printed and placed in other places around town and expand the notification. With the new deadline for submissions as Monday, October 28, 2013. Chris Perret made a motion for the consideration of an emergency meeting on October 30<sup>th</sup>, at 6:30 at the Town Hall Annex to interview and select new board members to recommend to the BOT at their 11/5/13 meeting. Jeffrey Green seconded along with a unanimous vote passing the motion.

## **G. OTHER BUSINESS**

### **1. Letter from Donna Sue Kirkpatrick to Conor Merrigan, project manager of the NedPeds Project – Susan Churches**

Having received both a letter on inquiry and a response within the previous 24 hours – Susan printed and handed them out at the meeting. She spoke with Conor several times and assured him that she would share his responses with the board, and assured the board that they will also have an e-copy in their mailboxes after the meeting. There was a small discussion about right of way, the trees, and if there were any further questions that Conor was available to answer any specific questions. Pat suggested that the Board address the letter and responses at the next Regular Meeting. Kayla Evans also had another suggestion for a discussion agenda item for the next meeting. She wanted the DDA to consider their interest in the lots behind the Mining Museum for purchase, leasing, or possibly parking. Pat stated that based on the budget workshop, on the board's radar are "Parking Pods", and she would like to work with the Historic Society on a smaller committee basis. Pat wants herself and Eva to serve on the committee along with any other interested board member along with 2 or 3 Historic Society Board members. Kayla provided a small history, with not necessarily a purchase – and it was agreed to put something together in writing from the Historic Society to bring to the next DDA meeting to discuss.

## **H. ADJOURNMENT**

At 7:58 pm a motion to adjourn was made by Chris Perret, seconded by Katrina Harms and approved unanimously. The October 16th Nederland DDA Regular Meeting was adjourned.

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT  
AUTHORITY

Nederland Town Hall, 45 West First Street, Nederland, Colorado 80466

Annex

October 30, 2013 at 6:30pm

Special Meeting Minutes

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**A. CALL TO ORDER**

Meeting was called to order by Chairperson Pat Everson at 6:32 pm.

**B. ROLL CALL**

Members Present: Pat Everson, Jeffrey Green, Katrina Harms, Chris Parret  
Karina Luscher, (tardy: 6:37pm)

Also present: Susan Schnieder and Amanda Kneer.

**C. PUBLIC COMMENT** – No public comment.

**D. INFORMATIONAL ITEMS**

**1. Resignation letter from Sue Churches. – Pat Everson**

Katrina Harms acknowledged Sue's roll in getting the board through the transition, and that her steady-ness and consistency was helpful. Pat Everson thanked her for her guidance and professionalism through a very difficult time.

**2. Public Hearing Notice for the November 20, 2013 combined meeting of the DDA and the Planning Commission for the Town of Nederland Pedestrian Enhancement Design and Nederland Pedestrian and Storm Water Management Improvement Project. – Pat Everson**

Pat Everson stated that in talking to Alisha Reis, Town Administrator, that the NedPed plans have gone to CDOT, that Conor Merrigan said they were doing an FOR (walkthrough) on November 12, and would know by 11/13 due to a public notice deadline of the 13<sup>th</sup> if the hearing remains on the 20<sup>th</sup>. She referenced a copy of the letter, and asked if the secretary could send a logo / letterhead to Alisha for possibly sending the letter to all who had voted in the district. Katrina reiterated the letter would help with communication, but is not a requirement. Also, Pat stated that this would be the first joint meeting of the Planning Commission and the DDA, and that she will be working out the logistics.

## **F. ACTION ITEM**

### **1. Consideration of recommending 2 new members to the Nederland Board of Trustees at their next meeting November 5, 2013, replacing two members who have resigned. – Pat Everson**

Pat Everson introduced the two applicants present for membership and called for questions by the applicants and the Board to ask questions or answer any concerns. After the Board introduced themselves, gave brief backgrounds and asked questions of Susan Schneider and Amanda Kneer, Pat reiterated that both applicants came as representatives of businesses that own property within the district, to meet the state requirement. Katrina mentioned improving the businesses and opportunities for change and interested in their opportunities. Amanda explained her background and what experiences she brings to the Board, including her background in accounting. Susan also provided her background, wants to see more consensus in town, and answered questions. Chris Perret made a motion to recommend to the BOT at their 11/5/13 meeting Amanda Kneer to serve on the DDA board until June 30, 2014 (Donna Sue's replacement) and Susan Schneider to serve until June 30, 2016 (Mary Ann's replacement). Katrina Harms seconded the motion and it passed with a unanimous vote.

## **H. DISCUSSION ITEMS**

### **1. Discussion of options of replacing NDDA board Secretary**

Pat Everson discussed the short history of the Secretarial position on the board, and the need arose out of the fact that the former Executive Director claimed he didn't have the skills to perform the secretarial duties. Pat also stated that the previous finance committee suggested that an independent contract person be hired as Secretary. There wasn't a DDA office or equipment, and they turned it into an employee status position. She suggested an interim Secretary until someone could be appointed, and on the advise of Eva Forberger, treasurer and Alisha Reis, Town Administrator that it be an independent contractor position. Pat asked for the Board to consider the options for employment, and if anyone wanted the interim position. Katrina pointed out the November 20<sup>th</sup> meeting would be staffed by a town employee, but Pat said that they would not be taking the DDA's minutes. Karina Luscher asked a reason for not considering an Executive Director, Pat offered that there wasn't enough money and Katrina followed this up with payment to the ED came out of the mill levy, and would not cover an ED's salary, but by putting them in charge of a specific project would allow payment out of the TIFF funds as well. Katrina added that an ED might be a goal of but without another large project might want to wait. Pat stated that the total budget for next year would be only \$28,000 for this, with Katrina adding that it still would be possible to allocate more money if the person would work on additional projects. Pat Everson also stated about budget / repayment Katrina added that in 2014 moving in the direction of

allocating funds for this, and her experience at the Downtown Conference. She also mentioned the hiring of the “Best and Brightest” intern and possibly using them as an Executive Director. As for the Secretary position, motion to move the Replacement of the Secretary from a discussion item to an Action Item was made by Katrina Harms and seconded by Jeffrey Green. The vote was opposed by Chris Perret, but passed by a vote of 4 to 1. There was a short discussion regarding the change in the budget for next year’s Secretarial position, and since it has not been approved to get the correct numbers within the budget. Pat Everson offered to take over the Agenda until further notice. Karina had some questions about the AIMS and the Boards input in a timely fashion, and transparency issues and processes within the Board. Sue suggested submitting a “Draft Agenda” to all of the Board members (not just the chair) for input and opportunities for participation prior to the final packet. After some more discussion, Katrina Harms made a motion make the Secretary a Contract Employee position at the \$16.00 hr. rate and to hire a temporary person for the 11/20 meeting for the not to exceed sum of \$250. This was seconded by Jeffrey Green and the motion passed unanimously.

### **G. OTHER BUSINESS**

Karina Luscher did an inventory count of existing lights for the Holiday Lighting Project and gave an update regarding possible placement, securing in the wind, and that they were well under budget. Katrina Harms added an update for her First Friday collaboration with public works, choir, music and the Library’s participation. There was some discussion about the opportunity of the DDA to participate, being partners in the process and donations and recognition. Karina added that she will pass on the procedures and schedule of people / places for future reference.

### **I. ADJOURNMENT**

At 8:00 pm a motion to adjourn was made by Chris Perret, seconded by Jeffrey Green and approved unanimously.

## Information from Town Administrator - Alisha Reis on the New Intern

Please see below regarding the new intern:

### *Intern*

The Town will welcome a new intern in January, part of the Department of Local Affairs and University of Colorado Best and Brightest program. Alexander Armani-Munn joins us as he completes his undergraduate degree in Political Science and English (University of Northern Colorado), soon to enter the graduate program in Political Science at CU-Denver. He will be visiting Nederland this weekend to begin to meet people in the community and to investigate housing opportunities. He brings a background of community outreach, student journalism and public relations, and public service.

Alisha Reis

Town Administrator

Town of Nederland

45 W. 1st St., PO Box 396

Nederland, CO 80466

[alishar@nederlandco.org](mailto:alishar@nederlandco.org)

303-258-3266

## Report from Project Manager/Sustainability Consultant - Conor Merrigan

Unofficial Notes for Biomimicry Meeting - 11/8/13

### KEY

- Goals/Desires
  - Design Team Response
  - Action Item
  - ❖ General Note
- 
- ❖ The Biomimicry team from the EPA presented the principles of Biomimicry, a few examples of local biological functions, and how the NedPeds project incorporated these principles to about 12 people in attendance
  - ❖ The question was asked, “When do organisms adapt and try new things in nature?” The answer: “When there is an overabundance of resources or when they are about to die”  
Translated for Nederland: In order to take transformative steps towards restoring biological functionality the Town would need an abundance of resources (primarily money but also time and passion from people in addition to expertise) or have to be on the verge of economic and/or ecological collapse. While the latter may be an opinion of some, the implied and later direct message for the Town was not to try for what is currently not practical but rather to focus on pushing for the best possible projects within the resource constraints that currently exist.
  - ❖ The NedPeds project was given high marks for mimicking the meandering river both in design (the meander, which should help slow car traffic and add a sense of place) and function (infiltrating and cleansing water that would otherwise carry sediment, cause greater flooding, and continue an unsustainable pattern of erosion and replacement)
  - ❖ There were questions raised about the ability of residents to help the functions with such things as bioswales and rain gardens, and Alisha Reis of the Town encouraged residents to take such actions on their property
  - ❖ The EPA also mentioned that they had reviewed the design in light of biomimicry principles and would make available the matrix showing where the project achieved the goals and which ones it did not include.

Unofficial Notes for CDOT FOR meeting- 11/12/13 From Conor Merrigan/ Project Manager  
KEY

- Goals/Desires
  - Design Team Response
  - Action Item
  - ❖ General Note
- 
- ❖ Because of the alternates (the spurs) we will be following CDOTs multiple bid schedule procedures including advertising a maximum bid price and allowing for selection amongst the options based on price
  - ❖ The CDOT project manager informed us that going to advertise the bid so early before construction would likely result in higher risk and uncertainty by bidders for materials prices as they typically can only get suppliers to guarantee prices for 45 days maximum
  - ❖ The impact of flood related projects is thought to be smaller than anticipated for scheduling; many municipalities are putting off other projects this year to focus on flood work and there should still be good availability of contractors
  - ❖ CDOT advised that to get concurrence to bid would likely take until early to mid February
  - ❖ CDOT provided guidance for their bid process, stored on DropBox under new “CDOT” folder in “Project Team Documents” folder
  - ❖ CDOT has not had time to get comments back from all of their specialty divisions on the plans; will forward comments as soon as available to BM and copy CM
  - ❖ One anticipated comment from Hydrology was in regards to the installation and maintenance of the perforated pipe underneath the pathway along highway 119. Maintenance would likely need to be assumed by the town and that type of pipe may not meet CDOT specifications
  - ❖ Concerns were expressed about the snow plowing/shoveling responsibility for the pathway in CDOT ROW, would likely fall on adjoining property owners; BM indicated that the gravel areas would serve function of snow storage

- ❖ CDOT recommended additional reserves be calculated in for specific reasons
  
- ❖ CDOT will manage x-walk striping and possible bike lane striping, will not be included in project
  
- ❖ CDOT recommends figuring out a construction date and working backwards to get a bid date
  
- BM to add an additional perforated pipe draining West from the mining museum to the library culvert
  
- Additional details on the pervious pavers, the PCC Header and Perforated underdrain requested by CDOT; BM to provide

**NedPeds**

**Engineer's Opinion of Probable Construction Costs**

F.O.R. Estimate  
Nov. 12, 2013

Bid Item No.	Contract Item No.	Item	Unit	Base Project Quantity	Add Alt 1 (Snyder) Quantity	Add Alt 2 (East St.) Quantity	Unit Price	Base Project Total	Add Alt 1 Total	Add Alt 2 Total	Total	Comments
1	202	Clearing & Grubbing	Lump Sum	1.0	1.0	1.0	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 4,000.00	\$ 16,000.00	
2	202	REMOVAL OF PAVEMENT (FULL DEPTH) (INCL. SAW CUT)	Sq. Yd.	380.0	10.0	10.0	\$ 2.50	\$ 950.00	\$ 25.00	\$ 25.00	\$ 950.00	
3	202	REMOVAL OF ASPHALT MAT (PLANING)	Sq. Yd.	190.0			\$ 2.00	\$ 380.00	\$ -	\$ -	\$ 380.00	
4	202	REMOVAL OF TREE	Each	4.0			\$ 150.00	\$ 600.00	\$ -	\$ -	\$ 600.00	
5	202	REMOVAL OF PIPE	Lin. Ft.	153.0			\$ 10.00	\$ 1,530.00	\$ -	\$ -	\$ 1,530.00	
6	202	Clean Culvert	Each	5.0			\$ 1,800.00	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	
7	202	Clean Inlet	Each	4.0			\$ 650.00	\$ 2,600.00	\$ -	\$ -	\$ 2,600.00	
8	203	EARTHWORK (COMPLETE IN PLACE) (Roadway Grading)	Cu. Yd.	7,020.0	110.0	410.0	\$ 4.50	\$ 31,590.00	\$ 495.00	\$ 1,845.00	\$ 33,930.00	
9	203	Ditch Grading	Cu. Yd.	36.0			\$ 30.00	\$ 1,080.00	\$ -	\$ -	\$ 1,080.00	
10	203	Potholing	Hour	16.0			\$ 250.00	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	
11	206	Filter Material (Class C)	Cu. Yd.	260.0			\$ 55.00	\$ 14,300.00	\$ -	\$ -	\$ 14,300.00	
12	208	Stormwater Management	Lump Sum	1.0			\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 3,000.00	\$ 15,000.00	
13	210	MODIFY STRUCTURE (EXTEND EXIST 60-INCH RCP)	Each		1.0		\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	
14	210	MODIFY MANHOLE	Each	2.0			\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	
15	210	ADJUST WATER VALVE	Each	1.0			\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	
16	210	RESET FIRE HYDRANT	Each	2.0			\$ 2,400.00	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00	
17	210	RESET FENCE	Lin. Ft.	420.0			\$ 10.00	\$ 4,200.00	\$ -	\$ -	\$ 4,200.00	
18	212	Native Landscaping (Seeding)	Sq. Ft.	1,800.0			\$ 10.00	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	
19	304	Aggregate Base Course (AASHTO #57) (Drainage)	Cu. Yd.	830.0			\$ 50.00	\$ 41,500.00	\$ -	\$ -	\$ 41,500.00	
20	304	Aggregate Base Course (AASHTO #57) (Parking)	Cu. Yd.	170.0			\$ 50.00	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	
21	403	HOT MIX ASPHALT (PATCHING) (ASPHALT) GRADING SX(75) (PG70-28)	Ton	70.0			\$ 80.00	\$ 5,600.00	\$ -	\$ -	\$ 5,600.00	
22	403	HOT MIX ASPHALT (PATCHING) (ASPHALT) GRADING S(75) (PG64-22)	Ton	90.0			\$ 75.00	\$ 6,750.00	\$ -	\$ -	\$ 6,750.00	
23	411	EMULSIFIED ASPHALT	GAL	50.0			\$ 2.00	\$ 100.00	\$ -	\$ -	\$ 100.00	
24	504	Retaining Wall (Boulder)	Sq. Ft.		1,190.0		\$ 50.00	\$ -	\$ -	\$ 59,500.00	\$ 59,500.00	
25	601	Concrete Class D (Wall) (Culvert Wingwalls)	Cu. Yd.	16.0			\$ 520.00	\$ 8,320.00	\$ -	\$ -	\$ 8,320.00	
26	602	Reinforcing Steel	Lbs.	1,108.0			\$ 2.00	\$ 2,216.00	\$ -	\$ -	\$ 2,216.00	
27	603	12 Inch Plastic Pipe	Lin. Ft.	153.0			\$ 45.00	\$ 6,885.00	\$ -	\$ -	\$ 6,885.00	
28	603	12 Inch Plastic Pipe (Perforated)	Lin. Ft.	513.0			\$ 45.00	\$ 23,085.00	\$ -	\$ -	\$ 23,085.00	
27	603	18 Inch Plastic Pipe	Lin. Ft.	326.0			\$ 48.00	\$ 15,648.00	\$ -	\$ -	\$ 15,648.00	
28	603	18 Inch Plastic Pipe (Perforated)	Lin. Ft.	617.0			\$ 48.00	\$ 29,616.00	\$ -	\$ -	\$ 29,616.00	
29	603	12 Inch Flared End Section	Each	6.0			\$ 350.00	\$ 2,100.00	\$ -	\$ -	\$ 2,100.00	
28	603	4x2 Foot Concrete Box Culvert (Precast)	Lin. Ft.	120.0			\$ 420.00	\$ 50,400.00	\$ -	\$ -	\$ 50,400.00	
29	603	18 Inch Reinforced Concrete Pipe	Lin. Ft.	83.0			\$ 60.00	\$ 4,980.00	\$ -	\$ -	\$ 4,980.00	
30	603	24 Inch Reinforced Concrete Pipe	Lin. Ft.	42.0			\$ 75.00	\$ 3,150.00	\$ -	\$ -	\$ 3,150.00	
29	603	60-INCH REINFORCED CONCRETE PIPE	Lin. Ft.		4.0		\$ 90.00	\$ -	\$ 360.00	\$ -	\$ 360.00	
30	604	Inlet Type 13 (5 Foot)	Each	8.0			\$ 2,500.00	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	
31	604	Inlet Type 13 (Double) (5 Foot)	Each	5.0			\$ 3,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
30	606	Guardrail	Lin. Ft.	0.0	200.0		\$ 20.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	
31	606	End Anchorage	Each	0.0	2.0		\$ 1,500.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	
32	608	Concrete Sidewalk	Sq. Yd.	1,590.0	120.0	390.0	\$ 45.00	\$ 71,550.00	\$ 5,400.00	\$ 17,550.00	\$ 94,500.00	
31	608	Concrete Sidewalk (Special)	Sq. Yd.	290.0	0.0	80.0	\$ 65.00	\$ 18,850.00	\$ -	\$ 5,200.00	\$ 24,050.00	
32	608	Permeable Interlocking Concrete Pavers	Sq. Ft.	13,575.0			\$ 7.50	\$ 101,812.50	\$ -	\$ -	\$ 101,812.50	
33	608	Concrete Driveway	Sq. Yds.	360.0			\$ 45.00	\$ 16,200.00	\$ -	\$ -	\$ 16,200.00	
32	614	Signing	Lump Sum	1.0			\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	
33	625	Construction Surveying	Lump Sum	1.0	1.0	1.0	\$ 8,000.00	\$ 10,000.00	\$ 1,000.00	\$ 1,500.00	\$ 12,500.00	
34	626	Mobilization	Lump Sum	1.0	1.0	1.0	\$ 30,000.00	\$ 30,000.00	\$ 2,000.00	\$ 3,000.00	\$ 35,000.00	
33	627	Pavement Marking	Lump Sum	1.0	1.0	1.0	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	
34	630	Construction Traffic Control	Lump Sum	1.0	1.0	1.0	\$ 45,000.00	\$ 45,000.00	\$ 2,000.00	\$ 10,000.00	\$ 57,000.00	
		Contingency (10%)						\$ 55,154.00	\$ 1,428.00	\$ 9,812.00	\$ 66,394.00	
		<b>Total</b>						<b>\$ 716,896.50</b>	<b>\$ 20,708.00</b>	<b>\$ 122,432.00</b>	<b>\$ 860,036.50</b>	



# MEMORANDUM

To: Nederland DDA  
From: Eva Forberger, Treasurer  
Date: November 15, 2013  
Re: Treasurer's Report

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Please see attached financial report.

**Attachments:**

*DDA Financial Summary*

*DDA Financial Details*

*NEDPEDS Project Budget*

**TOWN OF NEDERLAND  
2013 MONTHLY FINANCIAL REPORT**

	2013 YEAR TO DATE (YTD)		Act vs. Bud		2012		2013	
	ACTUALS	BUDGET	var	%	YTD PRIOR YEAR	%	FULL YEAR BUDGET	%
<b>OCTOBER 2013</b>								
<i>Preliminary and Unaudited</i>								
<b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b>								
<b>NON TIF FUNDING</b>								
TAXES	24,481	26,131	(1,650)	-6%	26,025	94%	26,814	91%
INTERGOVERNMENTAL	60,000	60,000	0	0%	66,677	90%	437,400	14%
LOAN PROCEEDS	-	-	0		117,000	0%	320,000	0%
MISCELLANEOUS	510	2,567	(2,057)	-80%	491	104%	2,567	20%
INTEREST	345	250	95	38%	278	124%	300	115%
<b>TOTAL REVENUE</b>	<b>85,336</b>	<b>88,948</b>	(3,612)		<b>210,471</b>	41%	<b>787,081</b>	11%
PERSONNEL	10,452	9,514	938	10%	16,756	62%	11,779	89%
LEGAL FEES	511	511	0	0%	6,294	8%	3,000	17%
TREASURER'S FEE (TAXES)	1,812	2,000	(188)	-9%	1,957	93%	2,000	91%
ACCOUNTING FEE	2,500	2,500	0	0%	1,250	200%	3,000	83%
GRANT	-	-	0		1,000	0%	1,500	0%
SIDEWALK MAINTENANCE	2,155	2,155	0	0%	1,958	110%	4,000	54%
FLOWERS/PROJECTS	1,699	5,699	(4,000)	-70%	3,600	47%	8,567	20%
OTHER*	1,993	2,314	(320)	-14%	2,141	93%	5,750	35%
CAPITAL OUTLAYS	123,574	123,574	0	0%	6,412	1927%	731,800	17%
<b>TOTAL EXPENDITURES</b>	<b>144,697</b>	<b>148,267</b>	(3,570)		<b>41,368</b>	350%	<b>771,396</b>	19%
<i>* Includes Contingency of \$1,500</i>								
<b>NON TIF CHANGE IN FUND BALANCE</b>	<b>(59,361)</b>	<b>(59,319)</b>	(42)	0%	<b>169,103</b>	-35%	<b>15,685</b>	
<b>TIF FUNDING</b>								
<b>TIF REVENUE</b>	98,136	98,692	(556)	-1%	103,821		98,692	99%
<b>DEBT SERVICE</b>	85,464	118,798	(33,334)	-28%	202,769		142,557	60%
<b>TIF CHANGE IN FUND BALANCE</b>	<b>12,672</b>	<b>(20,106)</b>	32,778	-163%	<b>(98,948)</b>	-13%	<b>(43,865)</b>	
<b>FUND, BEGINNING BALANCE</b>					<b>70,335</b>	<b>220,260</b>		
<b>FUND, ENDING BALANCE</b>					<b>239,705</b>	<b>192,079</b>		
NON TIF FUNDS BALANCE					117,226	123,992		
RESEVERED					108,036	115,600		
UNRESERVED					9,190	8,392		
TIF FUNDS BALANCE					122,479	68,087		

**TOWN OF NEDERLAND  
2013 FINANCIAL REPORTING**

OCTOBER 2013	D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	YTD	YTD BUDGET	ACT vs. BUD YTD	2013 FY BUD	% of BUDGET	BUDGET REMAINING
<b>DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>																	
705100	DDA PROPERTY TAXES	-	135	5,134	1,538	1,464	6,159	8,272	469	91	107	23,370	24,123	(753)	24,314	96%	944
705120	DDA SPECIFIC OWNERSHIP TAX	-	312	114	82	104	92	99	96	92	122	1,111	2,008	(897)	2,500	44%	1,389
705130	DDA TAX INCREMENT FINANCING	-	544	21,323	6,389	6,082	25,581	34,668	8,287	(4,738)	-	98,136	98,692	(556)	98,692	99%	556
705199	DDA MISCELLANEOUS REVENUE	-	-	-	310	100	100	-	-	-	-	510	2,567	(2,057)	2,567	20%	2,057
7051200	DDA INTERGOVERNMENTAL	-	-	-	44,020	-	15,979	-	-	-	-	60,000	60,000	-	437,400	14%	377,400
7051300	DDA LOAN PROCEEDS	-	-	-	-	-	-	-	-	-	-	-	-	-	320,000	0%	320,000
7056110	DDA INTEREST	35	29	31	12	-	26	105	36	29	20	345	250	95	300	115%	(45)
	<b>Total Revenues</b>	<b>35</b>	<b>1,020</b>	<b>26,601</b>	<b>52,351</b>	<b>7,777</b>	<b>47,935</b>	<b>43,144</b>	<b>8,888</b>	<b>(4,527)</b>	<b>249</b>	<b>183,472</b>	<b>187,640</b>	<b>(4,168)</b>	<b>885,773</b>	<b>0</b>	<b>702,301</b>
7081111	DDA Wages	1,166	651	666	708	1,552	1,500	1,110	711	888	711	9,663	8,723	940	10,800	89%	1,137
7081114	DDA Overtime	-	-	-	-	-	-	288	-	-	-	288	-	288	-	-	(288)
7081123	DDA Employer Taxes	93	52	53	56	123	119	110	57	71	57	789	791	(2)	979	81%	190
7081219	TREASURER FEE	-	(2)	397	119	113	476	645	132	(70)	2	1,812	2,000	(188)	2,000	91%	188
7081221	DDA ACCOUNTING	250	250	250	250	250	250	250	250	250	250	2,500	2,500	-	3,000	83%	500
7081315	DDA BANK FEES	-	5	5	5	5	5	5	-	-	-	30	83	(53)	100	30%	70
7081222	DDA LEGAL	-	241	42	229	-	-	-	-	-	-	511	511	-	3,000	17%	2,489
7081223	DDA WEBSITE	-	-	-	-	-	-	-	120	-	-	120	120	-	750	16%	630
7081418	DDA ADVERTISING	-	-	-	-	175	-	-	-	-	-	175	-	175	-	-	(175)
7081416	DDA ROOM RENTAL	42	42	42	42	42	42	42	42	42	42	420	417	3	500	84%	80
7081311	DDA OFFICE	16	124	-	-	-	69	179	-	-	-	388	833	(445)	1,000	39%	612
7081225	DDA OTHER PROFESSIONAL	195	-	-	-	-	30	-	-	-	-	225	225	-	400	56%	175
7081301	SIDEWALK BEAUTIFICATION	-	-	-	-	643	740	91	225	-	-	1,699	5,699	(4,000)	8,567	20%	6,868
7081302	SIDEWALK MAINTENANCE	175	117	580	405	440	439	-	-	-	-	2,155	2,155	-	4,000	54%	1,845
7081312	DDA POSTAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%	1,000
7081419	DDA PRINTING & BINDING	32	-	-	-	-	-	77	52	-	-	160	160	-	1,000	16%	840
7081420	DDA Meals	-	67	-	55	-	-	138	163	52	-	476	476	-	1,000	48%	524
7081411	DDA Conferences	-	-	-	-	-	-	-	295	-	-	295	-	295	-	-	(295)
7081450	GRANTS	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	0%	1,500
7081500	DDA SIDEWALKS PHASE 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7081501	DDA SIDEWALKS PHASE 2	23,677	26,725	27,462	26,140	5,760	5,683	1,755	3,492	1,440	1,440	123,574	123,574	-	731,800	17%	608,226
7081621	CAPITAL LEASE PAYMENT	408	408	408	408	408	408	408	408	408	408	4,081	4,081	0	4,897	83%	816
7081702	LOAN INTEREST	955	935	826	894	846	853	806	812	792	746	8,465	8,268	197	9,921	85%	1,456
7081703	LOAN PRINCIPAL	7,184	7,204	7,312	7,244	7,293	7,285	7,332	7,326	7,346	7,392	72,918	106,449	(33,531)	127,739	57%	54,821
	<b>Total Revenues</b>	<b>34,192</b>	<b>36,817</b>	<b>38,042</b>	<b>36,555</b>	<b>17,649</b>	<b>17,869</b>	<b>13,267</b>	<b>14,084</b>	<b>11,220</b>	<b>11,048</b>	<b>230,743</b>	<b>267,064</b>	<b>(36,321)</b>	<b>913,953</b>		<b>683,210</b>

**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDPEDS WORKING BUDGET**

**As of October 2013**

	<i>Vendor</i>	<i>Invoiced to Date</i>	<i>% of Budget</i>	<i>Budget</i>	<i>Remaining</i>
Design (Civil Engineer/landscape Architect)	Huitt Zollars	129,192	92.3%	140,000	10,808
Design: Historical Work *	Huitt Zollars	4,248	85.0%	5,000	752
<b>Total</b>	Huitt Zollars	<b>133,440</b>	<b>92.0%</b>	<b>145,000</b>	<b>11,560</b>
Survey Work	Flagstaff Surveying	5,900	100%	5,900	-
Project Coordinator	Paul Turnburke	4,000	100%	4,000	-
Project Manager/Sustainability Coordinator	C2	26,194	88%	29,610	3,416
Engineer Construction Project Manager			0%	82,000	82,000
Construction			0%	672,340	672,340
Contingency			0%	11,150	11,150
<b>Total</b>		<b>169,534</b>		<b>950,000</b>	<b>780,466</b>
<b>Source of Funds</b>					
DDA (Loan through TIF Funds)		154,000	100%	154,000	-
DR COG/CDOT Design Commitment		60,000	100%	60,000	-
DDA (Loan through TIF Funds) Future				310,000	310,000
DR COG/CDOT Construction Commitment				426,000	426,000
<b>Total</b>		<b>214,000</b>		<b>950,000</b>	<b>736,000</b>

\* Does not include add'l invoice for \$4,110 that is currently under review  
The initial budget for Historical clearance work was approximately \$9,100 based on the change order from April, however, the DDA changed the timeline which allowed for CDOT to do a lot of the clearance work and as such reduced this budget to what was anticipated to be around \$5k.

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: November 20, 2012**

INITIATED BY: Patricia Everson, Chairman

INFORMATION:    ACTION:X    OR    DISCUSSION:

=====

**AGENDA ITEM:** Consideration of various options to replace the duties of Sue Churches the NDDA Board Secretary.

**SUMMARY:**

Without the services of an Executive Director, we need someone to assume the duties of Secretary to the Board. Please see the attached job description passed by the NDDA board in September 5, 2012.

In July of 2012, the NDDA board changed the recommendation of the Finance committee, from an Independent Contractor position to an hourly position, so that the hours necessary to complete the work could be more closely monitored. Please refer to the recommendations of the Finance Committee and the Treasurer attached.

At this time, we do not have an adequate computer or office space to have an employee. We need to consider the job description and the status of the position of Secretary to the NDDA Board. Possibilities might include the following:

2. Continuing the position as it is now, but considering that the next person has to provide their own computer, printer, internet service, work space and telephone .
- 2.. Change the position to an independent contractor status, with the applicant providing their own computer, printer, work space, internet service and telephone, which would be included in the compensation package. Please refer to the highlighted section of the IRS Determination Memo. Since The NDDA Board only controls the outcome of the work product and not where or how it is performed, we probably can consider the Independent Contractor Status for a new position.

**RECOMMENDATIONS:**

Decide on whether we should have the position as an employee submitting hourly time sheets, or an Independent Contractor submitting hours on an Invoicing method. Please refer to the highlighted section of the IRS Determination Memo. Since The NDDA Board only controls the outcome of the work product and not where or how it is

performed, we probably can consider the Independent Contractor Status for a new position.

**FINANCIAL CONSIDERATIONS:** Should be able to fit within the present budget and the 2014 budget approved at our last meeting. The 2014 Budget provides for a remuneration of \$10,100 for the services of a Secretary. This includes all taxes and other expenses of payroll employees.

Attachments:

1. AIM for July 10, 2012 NDDA Board meeting establishing the position of Board Secretary
2. Quote from Minutes of July 10, 2012 meeting for explanation of Independent contractor.

NEDERLAND DOWNTOWN DEVELOPMENT  
AUTHORITY

MEETING DATE: July 10, 2012

INITIATED BY: PAT EVERSON- FINANCE CHAIR

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM: Consideration of the need to form a selection committee to hire a clerical staff to assist the NDDA Board

SUMMARY: During the budget workshop on June 2012, additional funds were discussed for hiring secretary. This was envisioned to be an independent contractor position with an hourly wage, hours per week estimated to be 10-12 hrs/week. The job description would include assisting the NDDA board with agendas, minutes and other clerical duties, as well as designing forms and helping implementing some programs such as the Adopt a Planter Project. Skills would be clerical and computer, with emphasis on spreadsheets and documents. Self motivation and direction of primary importance, as well as working with the board members.

The State Statutes does allow a DDA to have a paid Secretary: CRS: 31-25-815 (c) A secretary, who shall maintain custody of the official seal and of all records, books, documents, or other papers not required to be maintained by the treasurer. He shall attend all meetings of the board and keep a record of all its proceedings. He shall perform such other duties as may be delegated to him by the board.

Presently we have a paid Treasurer, which is also allowed under CRS: 31-25-815 (b) (b) A treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. He shall perform such other duties as may be delegated to him by the board.

The board should consider how to move forward with additional staffing.

RECOMMENDATIONS; The need for clerical support has been shown, especially in the area of taking minutes and setting up agendas and forms. With the Director having to spend a large amount of time on the NEDPEDS project, and members of the board working on the project as well, there is a need for additional clerical support at the board level.

FINANCIAL CONSIDERATIONS: Since 60% of the Executive Director's salary is now being allocated to NEDPEDS, \$1,150 is now available on a monthly basis to cover clerical support. It is estimated that the cost of this position would be \$600-\$900 a month depending on the workload.

4. Consideration of a selection committee to hire a clerical staff for the board. Discussion was held and Eva explained that the position would be a part time 6 month position who would receive a 1099. They would be expected to have their own computer as we have none. We could however authorize the purchase of equipment for their use. The position would be approximately 7-10 hours per week. Katrina asked is this position could possibly share a space with the chamber. Paul offered his office space for a the clerical position. Could we achieve are data and materials with the Town's in the Community Center? Who would do the actual hiring? There was discussion that the job should be an hourly position rather than an Independent Contractor, as the hours needed to be stated and we could not comply with the Independent Status rules. Mary Ann stated that the Executive Director should do the hiring and it was decided that Paul and Katrina would be the selection committee to hire the staff. Mary Ann made a motion to set up the selection committee of Paul and Katrina to hire an hourly employee as Secretary for the NDDA Board. The motion was seconded by Pat Everson and passed

Quoted from the minutes of the July 10, 2012 meeting.

AGENDA INFORMATION MEMORANDUM  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING DATE: November 20, 2013

INITIATED BY: Patricia H. Everson - Chairperson

INFORMATION: ACTION: X OR DISCUSSION:

=====

**AGENDA ITEM:** Consideration of amending the line item on the 2014 Budget for Secretary to the Board.

**SUMMARY:** Our present budget for this position is \$10,100 including all taxes and other expenses of payroll. Operationally, the current budget provides for a break-even scenario based on 2014 budgeted revenues. There are two categories where savings could be achieved. The 2014 budget includes \$2,000 in legal and website combined. If this funding level is not needed, than the amount of legal and website could be reduced or eliminated. Other categories are either expenses not controlled by the DDA or requests specially made by the DDA for the 2014 Budget.

**Attachments:** DRAFT 2014 DDA OPERATING BUDGET

**TOWN OF NEDERLAND  
2014 DRAFT BUDGET**

BUDGET DETAILS			2012 ACTUALS	2013 FORECAST	2014 BUDGET
7051100	DDA PROPERTY TAXES	D	25,340	23,761	24,693
7051120	DDA SPECIFIC OWNERSHIP TAXES	D	1,101	1,529	1,500
7051999	DDA MISCELLANEOUS REVENUE	D	491	510	1,500
7056110	DDA INTEREST	D	394	395	500
<b>Total Revenues</b>		D	27,325	26,195	28,193
7061111	DDA Wages	D	22,463	11,409	9,360
7061114	DDA Overtime	D	-	288	-
7061123	DDA Employer Taxes	D	2,104	946	749
7061219	TREASURER FEE	D	1,972	1,812	2,000
7061221	DDA ACCOUNTING	D	1,750	3,000	3,000
7061315	DDA BANK FEES	D	20	30	100
7061222	DDA LEGAL	D	6,294	511	1,000
7061223	DDA WEBSITE	D	868	750	1,000
7061418	DDA ADVERTISING	D	49	175	500
7061416	DDA ROOM RENTAL	D	250	503	500
7061311	DDA OFFICE	D	980	555	500
7061225	DDA OTHER PROFESSIONAL	D	331	225	500
7061301	SIDEWALK BEAUTIFICATION	D	3,600	5,699	3,000
7061302	SIDEWALK MAINTENANCE	D	2,523	3,155	2,500
7061312	DDA POSTAGE	D	98	-	100
7061419	DDA PRINTING & BINDING	D	170	260	300
7061420	DDA MEALS	D	43	576	1,000
7061411	DDA CONFERENCE	D	-	295	300
7061450	GRANTS	D	1,000	1,000	2,000
<b>Total Expenses</b>			44,514	31,189	28,409
<b>Change in Net Assets</b>			<b>(17,188)</b>	<b>(4,994)</b>	<b>(216)</b>

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING DATE: November 20, 2013**

INITIATED BY: Patricia H. Everson - Chairperson

INFORMATION:    ACTION: X    OR    DISCUSSION:

=====

**AGENDA ITEM:** Consideration of selection of a hiring committee to search for a new person of the position of Secretary to the Board

**SUMMARY:** If the NDDA board decides to move forward with selecting a new person for the position, we will need to advertise for applicants and have a committee of present board members and/or Town Staff to help in the selection process. We will be able to have applications submitted to Eva Forberger our Treasurer. After an appropriate advertising time Eva will contact the hiring committee to review the applicants and set up interviews.

**RECOMMENDATIONS:**

**FINANCIAL CONSIDERATIONS:**

**AGENDA INFORMATION MEMORANDUM**  
**NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY**  
Joint Meeting with the Nederland Planning Commission  
MEETING DATE: November 20, 2013

INITIATED BY: Conor Merrigan - Project Manager

INFORMATION:    ACTION: X    OR    DISCUSSION:

=====

**AGENDA ITEM:** Consideration by the NDDA of approval of the NedPeds Project, and forwarding their recommendation to the Nederland Planning Commission for consideration.

**SUMMARY:** the Huitt-Zollars Design Team and Conor Merrigan, NDDA Project Manager and Project Sustainability Consultant, will be presenting the Plans used by CDOT during the Field Office Review of the Nedpeds project. The Plan as drawn and explained will be modified slightly to comply with CDOT requirements, but presently, all the essential elements are designed and the project would like approval to go before the Planning Commission and Board of Trustees for their final approval to go to bid. The project will be reviewed in detail with special attention paid to the design and effects of the plan on the community.

At the end of the presentation the Nederland Downtown Development Authority will be asked to approve the plan as presented or with any desired modifications. The Planning Commission will be asked to do the same, so that the plan maybe sent to the Board of Trustees for final approval.

- RECOMMENDATIONS:**
1. Approve the plan as drawn and presented
  2. Approve the plan with modifications

**FINANCIAL CONSIDERATIONS:** The Nedpeds Project as presented does not fit the project budget. There were three options for cost cutting as the project estimate has gone over budget. The NDDA board had discussed this budget and decided to eliminate the Section 409 running from the bus stop to the Post Office on the east side of East Street, as well as Section 213 which runs along Snyder Street from 2nd Street to the bus stop on 3rd Street. Other minor adjustments were made to materials, as well as bioswales. These recommendations were on the advice of Brian McClaren Design Project Manager. He will be explaining the reasons for the various cuts in his presentation.

The final plans as presented is approximately \$44,000 over budget in the engineer's cost opinion. When this was presented to the NDDA board in October, it was the decision of the board to put the project out to bid and see if contractors will agree to that fee, and if not revisit the design and/or bidding process again.



## AGENDA INFORMATION MEMORANDUM NEDERLAND PLANNING COMMISSION

Meeting Date: November 20, 2013

Prepared By: Alisha Reis

Dept: Administration/Zoning

Information \_\_\_\_\_ Action  Discussion \_\_\_\_\_

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### AGENDA ITEM:

Approval of the NedPeds Plans for Construction

### SUMMARY:

The Huitt-Zollars design team and C2 Sustainability will be making a presentation of the Plans presented to CDOT during the Field Office Review for the NedPeds project. The Plan as drawn and explained will be modified slightly to comply with CDOT requirements, but presently, all of the essential elements are designed and the project would like approval to go before the Board of Trustees for their final approval to go to bid. The project will be reviewed in detail with special attention paid to the design and effects of the plan on the community. Once the Nederland Downtown Development Authority (NDDA) approves the plan, the Planning Commission (PC) will be asked to do the same, either as represented or with any desired modifications to then be sent to the Board of Trustees, per the decision made.

### HISTORY AND PREVIOUS COMMISSION ACTION:

The NedPeds Project began as the Phase 2 Sidewalks project, to connect the RTD bus lot to the Post Office with 8 foot-wide multi-modal pathways. This original project was re-presented by Mayor Joe Gierlach to DRCOG in April 2012 with stormwater-management considerations added. At this time the project was renamed to the Nederland Pedestrian Enhancement and Stormwater Management Project or NedPeds, as the concept was enhanced to account for needed stormwater management along 2<sup>nd</sup> Street. The Design Advisory Team (DAT) was established, to include the Mayor, the Mayor Pro-Tem, Town Administrator, Chairman, Vice Chairman, and Executive Director of the DDA, and as many stakeholders along the route who wished to participate. At the first meeting in June 2012, the DAT suggested the route chosen, with public consideration, and was approved by the NDDA.

The 30% engineering plans were presented to the PROSAB and the PC in November 2012. The 60% engineering plans were presented to the Planning Commission in April 2013. The NDDA, at the behest of Board member and citizen concerns, chose to take the time to redesign the drainage elements to increase the design's sustainability. At a joint work session of the Board of Trustees and the Downtown Development Authority on Aug. 27, 2013, Trustees decided to take the 90% engineered plans back to the advisory boards for review prior to moving the plans to final format. The 90% plans were presented to Planning Commission as of September 24, 2013, with recommendations by the PC given regarding the materials chosen, as well reviewing given cost-cutting options.

The NedPeds Project as presented doesn't fit with the project budget. There were three options for cost cutting as the project estimate has gone over budget. The Planning Commission discussed the cost-cutting options, as well as the two alternatives, which have added costs, but are not essential to the project. The Planning Commission prioritized areas of importance as follows: 1.) Section 404 which runs from 2nd Street to the Post Office; 2.) Section 409 running from the bus stop to the Post Office on the east side of East Street; and 3.) Section 213 which runs along Snyder Street from 2nd Street to the bus stop on 3rd Street.

The final signoff for the NedPeds project will come before the Planning Commission on November 20, 2013 in a joint meeting with the DDA.

### **RECOMMENDATIONS:**

The NDDA is asking that the Planning Commission vote on the approval of the final plan for the NedPeds project.

### **ALTERNATIVES:**

By state statute, the Planning Commission may take 30 days to forward comments to the Board of Trustees.

### **ATTACHMENTS:**

FOR Plan  
Engineer's Cost Estimate

### **FINANCIAL CONSIDERATIONS:**

The project as designed is approximately \$44,000 over budget in the engineer's cost opinion. The intent is to put the project out to bid and see if contractors will agree to that fee, and if not revisit the design and/or the bidding process.