

**Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT
AUTHORITY**

REGULAR MEETING MINUTES

NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
May 21, 2014 @ 6:30 p.m.

A. CALL TO ORDER

Meeting convened at 6:30 p.m.

B. ROLL CALL

Present: Patricia Everson, Jeffrey Green, Katrina Harms, Susan Schneider.
Kevin Mueller arrived at 6:33.

Absent: Karina Luscher and Mandy Kneer had excused absences.

Also Present: Alisha Reis, Town Administrator, Eva Forberger, Town Treasurer,
Alexander Armani-Munn, Town of Nederland Intern

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

No public comments

D. CONSENT AGENDA

1. Approval of the Minutes from the April 16, 2014 meeting –Pam North Acting Secretary

Susan Schneider made a motion to approve, seconded by Jeffrey Green.
Motion passed unanimously.

2. Approval of Warrants – Eva Forberger – Treasurer

Susan Schneider made a motion to approve, seconded by Jeffrey Green. Motion passed unanimously

3. Approval of hiring Cindy Downing as NDDA Board Secretary – Pat Everson

Katrina Harms made a motion to approve, seconded by Jeffrey Green. Motion passed unanimously.

E. INFORMATIONAL ITEMS

1. Treasurer's report – Eva Forberger – Treasurer

Eva included a report in the packet.

Patricia Everson had a question on expense item: 70755270 Downtown Area DDA, and would like clarification. Eva clarified the expense item is for flowers. Patricia would like the description to be changed to Beautification Committee. Eva said that she would make the change.

2. Town Administrator Report on items affecting NDDA- Alisha Reis- Town Administrator

Alisha submitted a written report to the packet. The Board of Trustees recently approved an application for Planned Unit Development from Tom and Sally Grahn to adjust the lot lines in their property on East Street between 2nd and 3rd Streets, as well as plan for the property over time.

Public works crews are working to grade the Guercio Ball Field and the new performance space in preparation for its opening on July 4th. Guercio field will be used for the 4th of July events. The Board of Trustees will have a work session with the DDA on May 28. A proposal for an ATM machine will come before the Trustees or consideration and is to be located at the Visitors Center. .

Trustees will consider and appoint residents to the various advisory boards on June 3rd.

3. Report on meeting with CDOT and the Peak to Peak Scenic By-way-Katrina Harms

This is the 25th anniversary of the Colorado Scenic Byway System and they are doing a Wayfinding Project on the Peak to Peak Scenic Byway. The Wayfinding Project is to get two people who have never been on a scenic byway and have them ride along with a CDOT engineer and Colorado Tourism person. The couple is provided with a list of the things they need to find. At the end of the day, there is a meeting the couple talks about what difficulties they had trying to navigate the byway. Engineering and tourism also talk about what difficulties they saw. CDOT gets valuable information about signage, road conditions, etc. and a plan comes out of the information. After the couple is done, they will meet at the Very Nice Brewery, and local counties and public works will be invited. This will be on June 6, at 3:30, which is also First Friday. Katrina went to a meeting with a CDOT person with their consultant, a woman from Visit Estes

Park, a Commissioner from Gilpin, and they talked about how they can work as a group to improve the scenic byway.

4. Nedpeds report- Conor Merrigan – Project Manager

Conor was not present so Patricia included emails from him in the packet. Historical clearance has been approved. We are still waiting on CDOT to give concurrence to bid. When they do, we will advertise and be open to bid for three weeks before closing. At that time, CDOT will need to approve the bidder chosen. The other step is to get CDOT to encumber the money. CDOT manager said we should expect four weeks to fully encumber the money. During that time, we should have a three week bid approvals ASAP, even if it means special meetings and then back to CDOT for two weeks for them to approve.

Alisha said we may have received concurrence to bid today or will within the next couple of days. There does not need to be another meeting with the BOT for it to go out to bid. The bids information will be given to the NDAA for review. Kevin Mueller suggested we hire a third party at an hourly rate to review bids, feasibility costs, and final documents. Alisha said this is something that can be done. Kevin feels it would cost \$800-\$1,200 total and that we should hire at an hourly rate to review the bids and final documents. The money will come out of Town Funds.

5. Update on Electric Vehicle Charging Station Grant – Alexander Armani-Munn

In a phone call with RAQC representative Katie Ruygrok earlier in the month, Alex was informed that the application scoring team would meet on May 14, and will be contacting selected recipients within a week or two after the meeting. He has not yet heard anything regarding the status of our application. Alex will maintain contact with RAQC in regards to the status of the application.

Since submitting the grant application, the NDAA has substituted \$3,000 in project funding originally drawn from reserves with donated TARP funding. This greatly reduces the cost for the NDAA, which had previously been allocated \$4,500 in funding for the project.

F. ACTION ITEMS

1. Consideration of the Reappointment of Amanda Kneer to the NDDA Board- Pat Everson

Jeff motions to recommend Amanda's name to the BOT for final approval. Susan Schneider seconds the motion. Motion passed unanimously.

2. Consideration of applicants to fill board position opening July, 2014 expiring 2018

The two applicants for the position are Peter Marshall and Ron Mitchell. Peter is the new owner of the building located at 4 East 1st Street. Ron Mitchell owns many properties throughout town.

Katrina motions that Peter Marshall's name be recommended to the BOT for the Vacant Property Owner board position for the term 2014-2018, Susan Schneider seconded the motion. Motion passed unanimously.

3. Consideration of additional funding for website for 2014 budget. – Pat Everson

Patricia asked for additional funding for the website that is not included in the 2014 budget since the NDDA's website has been hacked and information and data needs to be put back on the site. A budget of three hours was allocated for someone to fix the site so person was hired and had the website up and running in that time frame. Cindy Downing has agreed to put data back in the website. Patricia suggested that a budget \$220 be used to get the data back on the site. Eva noted that the budget last year for the website was \$500. With that information, Patricia suggested to increase the budget to \$500 for flexibility.

Susan motions to increase funding for the website budget to \$500, Jeffrey Green seconds the motion. Motion passes unanimously.

G. DISCUSSION ITEMS

1. Discussion of proposal for updating the NDDA Master Plan- Alexander Armani-Munn

Plan is included in packet. Alexander believes now is a great opportunity to change the plan. He also believes that the NDDA has a unique opportunity to not only renew its commitment to enhancing the downtown area, but to reinvigorate itself as a valuable community. He feels the NDDA has not done enough to establish an identity and could benefit from more proactive interaction with the community stakeholders.

Katrina asked if we had to use the 2006 Plan of Development and had to start from there, as she is concerned with using that plan. She feels the plan is part of what didn't work for the NDAA.

Alisha said that The Plan of Development serves as a basis for of authorization for funding. Eva said the Plan of Development created a TIF. In order to get a TIF you need to have a Plan of Development that has to be approved by the BOT. There is a 2006 Plan of Development and a 2007 Strategic Master Plan. If the NDDA changes the Plan of Development it will change the base. If changes are made, a new base would have to be reestablished. Any changes should focus on the Strategic Master Plan.

Patricia feels that this plan, while valuable, will be labor intensive. Without an executive director or someone with an extensive amount of time, it will be hard to follow through on the plan. She feels the NDAA does not have the manpower. There is \$40,000 to work with and that could help bring someone on board to help with the tasks. She has asked Alexander to bring forth a budget for the next meeting.

Jeffrey sees a need for an executive director to help drive the plan and projects. Patricia notes in order to conform to budgetary requirements and Colorado statutes, we cannot use the term "Executive Director". Another title needs to be used.

Susan Schneider feels like \$40,000 could be used for the project manager and the updates, and there is a reason the money is in the account to pay someone.

2. Discussion of the Principles of Sustainability and begin to develop a vision of a sustainable Downtown Nederland – Kevin Mueller

Kevin Mueller provided a handout.

Jeffrey Green was concerned with the wording "Reduce and eventually eliminate the destruction of nature". He feels we are opening ourselves up to a lot of subjectivity. He wants to know how this would be measured. He worries that for instance, putting in a sidewalk that some will say that it is preservation of nature, and others will think it is destruction of nature. He feels ten different people will have ten different ideas about "Destruction of nature".

Public Comment from Dennis Duckett. He has lived in town for 40 years and feels sustainability is not about planning, it's about looking at the emergency of the future and it is going to get more and more intense. He feels it is a whole world emergency. He feels it is important to measure the footprint in the one square mile where we live. We should be restoring and repairing. He feels a river walk is not a good idea at this time and there are bigger things to worry about.

Pat would like to put together the Strategic Master Plan principle that Alexander is suggesting with Kevin's Plan for Sustainability. She feels the history of the DDA is not good but she would like to bring together a new plan and that we can be the outreach of sustainability. It is our job in the Master Plan Update to bring all of this together and get a really positive outflow from the community to support our projects for the next 25 years. Patricia would like the board to think about what Kevin and Alex are suggesting and putting them into some kind of plan.

Kevin feels the first phase should be to have open public meetings with no agenda and gleaning information from that.

Patricia asks the board if they would like to have Alex incorporate what Kevin is proposing as one document so they can review in June and move forward with it as an action item.

Alex does not feel this is necessary since he feels that sustainability can be incorporated in the plan through the steps outlined in his plan, however Kevin feels his process is different than the plan proposed by Alex.

Patricia suggests that the board approve plan proposed by Alex with the understanding that in Phase 2, they incorporate Kevin's plan.

Patricia asks the board if they would like to make this discussion item to an action item.

Jeffrey feels it should be moved to an action item, Katrina agrees.
Kevin is concerned about his plan being incorporated.
Alex feels they are all on the same page and it should be approved.
The board feels Phase 1 of the plan Alex has proposed encompass what Kevin is striving for with his plan.

Motion to move Alex proposal to an action item made by Kevin Mueller, seconded by Susan Schneider. Motion passes unanimously.

Motion to move forward with DDA Strategic Master Plan Process Task as Proposed With the Understanding that Modifications Can Be Made, seconded by Jeffrey Green. Patricia does not take a vote on this, since this was already voted on.

2. Discussion of social media protocol for NDDA Board members – Pat Everson
Discussion tabled.

H. OTHER BUSINESS

No other business

I. ADJOURNMENT

Motion to adjourn made by Susan Schneider made, seconded by Jeffrey Green. Meeting adjourned at 9:29