

## **Nederland Downtown Development Authority Minutes for March 14, 2012**

**Board members present:** Director Paul Turnburke, Peter Stader and Steve Culver.

**Absent:** Udo Sille and Annette Croughwell.

**Also present:** Alisha Reis, Katrina Harms, Diane Fleming, Donna Sue Kirpatrick, Pam North, Gail Eddy, Ron Mitchell and Cindy.

Meeting called to order at 8:10 A.M.

1. Peter Stader called the meeting to order and noted that we did not have a quorum of members present. Alisha Reis said we could continue with the meeting but we could not take any action.
2. Under public comment, Gail Eddy said she would like to make sure that in our minutes it was noted that we did not have a quorum. Paul Turnburke said that we really didn't have any action to take at this meeting today.
3. Peter Stader said the ballot Affidavit deadline has been extended to Wed., March 21<sup>st</sup>, to sign up for the vote on April 3<sup>rd</sup>. Peter thanked Paul Turnburke and Ron Mitchell for going around to businesses to make sure they had signed up for the election.  
Peter mentioned he was having trouble opening some links on the Town website having to do with the Debt Authorization information.
4. Paul Turnburke handed out up to date financials for the NDDA from Eva. Alisha said these financials would be handed out monthly. Alisha explained what was in the financials and how to read this report. Alisha said Eva would be at NDDA meetings in the future to deliver the report.  
Paul asked how many people have seen the new "Nedestrian Crossing" signs at the Visitor Center. These signs were put out for FDGD's.  
Paul answered questions from Pat Everson about our NDDA Newsletter and who paid to publish and print this newsletter and who approved the content. Paul said that Michael McBurnie, the owner of "MyTherapyCompany", located on First Street, paid to publish, print and distribute the NDDA Newsletter. He did this as a donation to the NDDA because he knew we were strapped for funds during this time before the election. Paul said that no taxpayer money was used for this Newsletter

except for the NDDA's Director's participation in making sure the content of the newsletter was accurate. Paul said the content of the newsletter was run by Town Staff and NDDA Board members at our last NDDA meeting. It was pointed out that some of the URL addresses were printed incorrectly with one less 'd' in the [info@neddda.org](mailto:info@neddda.org). Alisha Reis said that Town Staff did review the newsletter to make sure there weren't any election issue problems with the content.

5. Alisha Reis updated us on the BOT. Alisha said there wasn't a BOT meeting on March 6<sup>th</sup>, and there will not be one on April 3<sup>rd</sup>, due to the election. There will be a meeting on March 20<sup>th</sup>. Alisha said there is a SRU application coming up in the next 60 days for a BBQ Truck in the district. Alisha said the Town has not received the application at this time.

Alisha said the 2011 audit has begun and we anticipate having initial reporting available in late April or early May and as soon as those numbers are ready, Eva Forberger will come and talk about them. They are using new auditors this year and they have asked them to take a fresh look at the NDDA component.

6. Katrina Harms updated us on the Nederland Chamber. Katrina said she attended the "Byways" meeting in Eldora. They talked about how to promote the Scenic Byway to visitors. The Peak to Peak Byway group is looking at putting some money back into the Nederland Visitor Center. Paul Turnburke asked if this group was the "TARP" group, and Katrina said she didn't know. Katrina said that Chamber memberships are rolling in.

Peter Stader talked about FDGDays and opened up a discussion on the impact to businesses throughout town. Some businesses do very well and others either close for the day or their business is greatly reduced during FDGDays. There was a discussion on parking and observations on parking during FDGD's. Ron Mitchell discussed previous FDGD's parking when he volunteered to be in charge of parking and what they learned during that time. Ron said it takes 30 people to effectively run all the parking.

7. Old Business. Peter Stader said there were no bills or previous meeting minutes to approve at this time and since we didn't have a quorum, no action could be taken anyway. Paul Turnburke said there were a couple of bills, but they haven't gone through the accounting process at this time.

Peter asked how we were going to work through the transition from the old NDDA Board to the new one with approving past minutes. Paul said he thinks we can approve minutes through emails.

8. Next up was a discussion on the constituent survey for the NDDA being sent out. Paul Turnburke said that the costs for the printing and distribution of this survey were being paid for by Michael McBurnie, of My TherapyCompany, who also paid for our current newsletter. Paul said we also got assistance from Jennipher Murphy of Ebuildout with the online setup of the survey. Paul said Jennipher's expenses will be within the current office budget for the NDDA. Paul said all NDDA constituents will receive a postcard with information on how to participate in this survey. Paul said to help get people to participate in the survey we are offering incentives. Paul said we will be offering three \$50.00 gift certificates from Peak to Peak Imports, Indian Peaks ACE Hardware, and New Moon Bakery, all businesses of current NDDA Board members. Paul said he thinks there will be about a 120 mailings. He said the other reason for the survey is to get people directed to our NDDA website where they can sign up and provide contact information so we can communicate with them more effectively. Paul said we are currently in a beta mode testing the survey, but everything seems to working well so far.

Paul said this survey is meant to be a beginning of a process of where it will be easier for us, on an ongoing basis, to reach out to our constituents in our district to give them information and get feedback on what is going on with the NDDA and what projects or direction they would like us to move forward on. The intent of this first survey is to get some input on generally where do you think we are going, not to get into specifics of should we be doing X, Y or Z. Paul said the postcards should be ready to mail by the end of this week and they would keep the survey open for at least a month, depending on how many responses they get.

Peter said that on the postcard it is printed that the printing and mailing costs for this survey have been donated by MyTherapyCompany, a local business on First Street. Paul said all future mailings will also state who paid for them, whether by private donation or the NDDA, so as to keep the process as open as possible.

9. Last up was a discussion of any pending business or decisions to be made before all the current NDDA Board members resign on April 1<sup>st</sup>. Peter Stader asked Paul Turnburke if he knew of any pending business that needed

to be finalized. Paul said all he could think of were the minutes as discussed earlier. Paul said Eva Forberger will close out the budget for April and the new BOT Board will revisit the budget after they are seated.

Paul also spoke to Cindy, owner of the Pioneer Inn to say at this time we don't know when or where the new NDDA Board will want to meet, so until further notice there would not be a need to open the PI for NDDA meetings. Paul and the NDDA Board thanked Cindy for letting us hold our meetings in the PI in the morning.

Alisha Reis said that open meeting laws do allow for conducting business on email for routine things like minutes, but that we still have to post ahead of time our plans and also post afterwards what were the results of the meeting. Alisha said you keep the emails as your minutes. Alisha said generally you are not going to have email meetings on anything that will have discussions on them, but the approval of minutes are fairly routine.

Alisha told Paul that when all the minutes were available to get in contact with her and she would work with the Town attorney on how to handle the final approval of the minutes. Alisha said the public could participate in this process by email if they want to and should request to be on the email list. Steve Culver said the only changes he could remember to the NDDA minutes over the past year were only typos and there were never any changes in the content of the minutes.

10. Paul Turnburke said he wanted to thank all the NDDA Board members for their contributions over the years and especially Steve Culver for your many years of service and providing the minutes for the NDDA. Peter Stader also thanked Steve for his very detailed minutes and that he knows these minutes have taken a lot of work over the years.

Steve Culver thanked Paul Turnburke for his work as NDDA Director. Steve said Paul has been the driving force that has kept us going over the years and he wished him well with the new NDDA Board.

Peter said he would also like to thank Udo Sille and Annette Croughwell for their work on the NDDA and all the others who have served before him. Peter said he didn't realize how much work was involved in volunteering for the NDDA Board and he is very sad that he can no longer continue on the NDDA Board because the amount of time involved is great and his business needs more of his attention.

Paul said he wanted to keep the door open for former NDDA Board members who may wish to participate on a smaller scale with the NDDA on committees. Paul said this would be a decision for the new NDDA Board to

handle, but that he wanted to let the current NDDA Board members know they would still be able to participate on issues that were of interest to them.

Paul also closed out by saying that he will only be serving as Director of the NDDA if that is the choice of the future NDDA Board and whatever that decision is will be fine with him. Paul said the future is wide open.

11. Meeting was adjourned at 9:30 A.M.

The next NDDA meeting time and place will be decided upon when the new NDDA Board is seated. You may contact Town Hall for more information.

Submitted by Stephen Culver, Secretary NDDA.

*Note: These minutes were never formally approved by the NDDA due to a majority of the membership resigning.*