

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Multi-Purpose Room
February 19, 2014 @ 6:30
AGENDA

A. CALL TO ORDER

B. ROLL CALL -

C. CONSENT AGENDA

1. Approval of January 15, 2014 Minutes
2. Approval of Warrants - Treasurer

D. PUBLIC COMMENTS

E. INFORMATIONAL ITEMS

1. Treasurer's Report - Eva Forberger, NDDA Treasurer
2. Town Administrators Report on items from the Board of Trustees affecting the NDDA District
3. Nedpeds Report - Conor Merrigan, Project Manager and Alisha Reis- Town Administrator
4. Electric Vehicle Charging Station Grant Update - Pat Everson

F. ACTION ITEMS

1. Approval of New Board Secretary, Marcy Wells - Hiring Committee
2. Setting Date and agenda for a board workshop for short term planning and review of long term goals. - Pat Everson, Chairman

G. DISCUSSION ITEMS

1. Discussion of continuation of Adopt a Planter Program and appointment of Chairperson and Committee. - Pat Everson, Chairman

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING: March 19, 2014

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. Copies of the agendas and meeting packet are available at no cost via email from secneddda@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
January 15, 2014 @ 6:30pm

Regular Meeting Minutes

A. CALL TO ORDER

Meeting was called to order by Vice-Chairperson Jeffrey Greene at 6:35pm in Chairperson Everson's physical absence. Pat will be attending the meeting virtually via FaceTime. May it be noted for the record that this meeting was conducted without the benefit of consistent lighting as the lights for the Multi-Purpose Room are on a different grid from that of the rest of the Community Center. Make-shift lighting allowed attendees to conduct the meeting.

B. ROLL CALL

Members Present: Jeffrey Greene, Katrina Harms, Amanda Kneer, Karina Luscher, Susan Schneider, Chairman Everson via FaceTime video conferencing

Absent: Chris Perret

Also Present: Town Administrator Alisha Reis, Town Treasurer Eva Forberger, Interim-Secretary (for production of minutes) Deputy Town Clerk Cynthia Bakke, Conor Merrigan via conference call to report on Informational Item 4: Nedpeds Update.

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

Pam North, Mountain-Ear journalist was the only Public in attendance.

D. CONSENT AGENDA

1. Approval of November 20, 2013 Joint DDA/Planning Commission Minutes

Vice-Chairperson Jeffrey Greene noted that the minutes submitted with revisions for clarity, not change of content are the minutes to be approved.

Katrina Harms noted an amendment to the minutes as during the Public Comment portion of this Public Hearing, a comment was made by Betsy Buck, not Nancy Buck, as had been written. Katrina Harms motioned to approve the minutes as amended, seconded by Susan Schneider, all in Favor.

2. Approval of warrants

Warrants submitted for Holiday Lights, NedPeds Project, and NedPeds Project 90% Completion. Amanda Kneer was asked by Trustee-Liaison Chris Perret to forward his comments to the meeting in his absence regarding payment to NedPeds Engineering Firm Huitt-Zollars. He suggested that the firm not be paid for the 90% completion costs due to the addition of recent changes. Treasurer Eva Forberger responded that Project Manager Conor Merrigan already approved the invoice as the required steps were completed. Town Administrator Alisha Reis responded that the changes were included prior to payment of Huitt-Zollars.

Karina Luscher motioned to approve the current warrants, seconded by Amanda Kneer, with 6 in favor.

E. INFORMATIONAL ITEMS

1. Treasurer's Report – Eva Forberger

Treasurer Eva Forberger referenced the preliminary financials included in the packet, and said that despite continuing to receive invoices, she anticipates only minor changes. The NedPeds design is at the 90% completion stage, though construction costs are unknown until after the bid process. She asked that any year-end invoices be forwarded to her as soon as possible.

Katrina Harms asked if proceeds for the Holiday Lighting program and the First Friday Art Tour were funneled from funds set aside for sidewalk beautification. Eva Forberger affirmed that money from this fund, as well as a \$1000 donation by My Therapy helped to fund the Holiday Lights and the First Friday Art Tour.

2. Christmas Lights Committee Report

Karina Luscher reported that the Holiday Lights program was a success with support and positive feedback, as well as coming in well under-budget. Karina Luscher noted that the lighting throughout Town was made possible by Public Works and a handful of volunteers. She will have a complete report to give once the lights are taken down, which will help create a standard operating procedure for future years. Karina said that ideally lights would go up sooner, but she'd like the white lights to stay up through the winter season. Reis asked for a specific removal date to direct Public Works. Katrina Harms said that Amanda MacDonald has requested the lights remain up for the Frozen Dead Guy Days Festival. As the lights are LED, the expense would be fairly negligible.

Katrina Harms noted that the DDA will have to request loaned strands from participating businesses. Karina Luscher said that some loss due to damage is anticipated, however does not expect this to be significant. Katrina Harms noted that they will need more support for business participation moving forward. Susan suggested approaching businesses earlier in the season, with the success of the pilot program to help build momentum for future involvement. Karina said she'll inquire where Gilpin County and City of Boulder purchase their lights for a volume discount and availability of other styles.

3. Hiring Committee Report for DDA Secretary

The Hiring Committee consists DDA Members: Karina Luscher, Katrina Harms, and Jeffrey Greene. Vice-Chairperson Jeffrey Greene said that they received 7 resumes to include local applicants. Katrina Harms said that she was encouraged by the submissions, and expects more as there is still time before the deadline. Discussion ensued if the finalist would be chosen by the Hiring Committee or if the Committee would forward their decision to the DDA Board. Amanda Kneer noted that the Hiring Committee is half of the Board, thus the determination was made that if the decision is unanimous, the DDA will support the committee's recommendation. If there is a split vote, the decision will be made by the DDA collectively. Chairperson Everson, via Facetime video conference agreed she would support this arrangement.

4. Nedpeds Update by Conor Merrigan via conference call

Conor Merrigan gave an overview of the NedPeds project, which is now awaiting final approval of the design by the Board of Trustees. CDOT is still reviewing the historical clearances, and now anticipates the clearance to be finalized by March 10, which is the earliest time the project could go out to bid, if given final Board of Trustees approval.

Conor said they received about 20 survey responses from 2nd Street residents, and that responses are generally supportive of the project. The scheduled removal of Tori Carpenter's spruce trees at 155 E 2nd Street has upset some residents, which Conor said to expect attendance specific to this issue at the Board of Trustees meeting.

Conor said that the engineering team would like to conduct more survey work to look at the height of the existing culvert. He expressed the team's desire to have a distributed gravel layer on top to raise the height, which with work and analysis, will cost similarly to formerly proposed concrete box culvert. The current baseline project costs are \$733,000, with additional options for spurs if desired, as an extra

expense. He said the cost estimate for road re-design and grading work, if spruce trees are to be saved at all cost, is about \$12,000. Conor said that per DDA and Planning Commission direction to hire an ecologist, the spruce trees would be included within the ecologist assessment. The final report by the ecologist noted that no nests were observed, nor any habitat for rare or threatened species in this semi-urban area. Conor noted that homeowner Tori Carpenter commissioned an arborist who demonstrated good health of the spruce trees, which may even withstand another pruning to clear branches from the power lines. It was noted that root damage due to roadway construction could damage up to 35 percent of the root mass, without road realignment. The trunks of the spruce trees are within the right-of-way, and the canopy extends roughly six feet into roadway, which would require trimming up to twenty-feet to allow for delivery truck access. Along with road redesign, the area under the canopy would have to remain as dirt instead of gravel, which would not assist with drainage in this area. The current recommendation is to remove the spruces with other trees planted in this or another location.

Town Administrator Alisha Reis said that the ecologist suggested returning willow species to key areas along the creek, which could be accomplished inexpensively with volunteer labor. She said she will forward the ecologist's report to DDA Board members. Amanda Kneer inquired if removal costs are known and included within the construction budget. Conor said they are to be included, though he doesn't have a cost yet. Katrina Harms inquired if expense for removal exceeds the cost of road redesign. Chairperson Pat Everson responded that Brian MacLaren had estimated removal costs of about \$1200 per tree at the Joint meeting in November.

Amanda Kneer provided written commentary by Trustee-Liaison Chris Perret. He said that concessions have been made on several properties, therefore all residents should be afforded the same. Per Perret's comments, he was unaware of the survey despite living in the neighborhood and owning a business, as the contact method is via email. Conor said there has been outreach along the street by community volunteers, as well as email contact. He said in general, impacts have been mitigated as much as possible while trying to maintain the design integrity. He noted that height of driveways presented a considerable challenge from an engineering standpoint. Conor said that with regard to the spruces upon Tori Carpenter's property, there is still a possibility of compromise. Conor said that all the people who expressed major concerns about impacts have been in communication, with compromises extended where able.

{At this point in the meeting, the power fully shut down with only emergency egress lighting available.}

Board member discussion continued as to whether each situation was reviewed fairly and compromises sought. Vice-Chairperson Jeffrey Greene summed up that it appears as if each situation was evaluated fairly, however this may not mean that everyone will get what they want.

Jeffrey Greene noted that the Ecologist report was sent via email. Speaking to the concerns presented within Perret's comments, he said that as the January survey missed Perret, it is necessary to honor the request that there be more than one form of communication.

5. Town Administrator's Report – Alisha Reis

Alisha Reis introduced Alex Armani-Munn the intern who will be working with the Town Staff for the next two years. He will be assisting with the DDA Master Plan sometime later in 2014.

Reis noted that the first Recreational marijuana dispensary business application will be before the Board of Trustees on January 21. Katrina Harms inquired whether Canary Song will be providing retail, medical marijuana, or both. Reis said that the dispensary will be full retail without medical marijuana. She said that medical marijuana dispensaries must be in good standing with the State of Colorado and town regulations to pursue operation as a retail marijuana establishment. The Planning Commission will be reviewing a Special Review Use request for a for-profit club allowing cannabis consumption on January 22, 2014. (Please note: This has since been postponed to February 26, due to circumstances affecting quorum to hear the special review use request.)

Reis will be meeting with Xcel representatives the following day. The meeting was planned, however will now give her an opportunity to speak about the town-wide power outage affecting the meeting-in-progress. She reported that Xcel has fired subcontractor Par Electric, and will be subcontracting with Sturgeon Electric, which should hopefully eliminate the frequency of outages.

F. ACTION ITEMS

1. Consideration of updated Secretary to the Board job description

Katrina Harms said that she condensed the job description to include the responsibility for updating the website and social media, email lists, and responding to public requests for additional contact, as these were aspects being done by the previous DDA Secretary. Amanda Kneer inquired about the inclusion of executive director duties as previously discussed to expand the position. Katrina said that they do not have the budget, and that State Statutes allow for a Secretary. Katrina inquired if the position can be a combination of duties. Alisha Reis affirmed. Katrina said eventually there will be potential to steer the position toward larger involvement and responsibilities with appropriate compensation.

Susan moved to approve the job description with additions by Katrina, seconded by Karina, all in favor.

G. DISCUSSION ITEMS

H. OTHER BUSINESS

I. ADJOURNMENT

Amanda motioned to adjourn, seconded by Katrina, all in favor at 7:32pm.

NEXT REGULAR MEETING: February 19, 2014 6:30pm 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.neddda.org. Copies of the agendas and meeting packet are available at no cost via email from 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

WARRANTS

WARRANTS FOR FEBRUARY 19, 2014

Date	Number	VENDOR	AMOUNT	DESCRIPTION
16-Jan	28157	C2	\$ 427.50	NedPeds Project
16-Jan	28179	Honnen Equipment	\$ 135.99	minor parts and equipment for tractor
29-Jan	28243	Jess Ansari	\$ 150.00	First Friday Event
29-Jan	28249	NCCF	\$ 360.25	First Friday Event
		Total	\$ 1,073.74	



MEMORANDUM

To: Nederland DDA
From: Eva Forberger, Treasurer
Date: February 15, 2014
Re: Treasurer's Report

Please see attached financial report.

Attachments:

DDA Financial Summary

DDA Financial Details

NEDPEDS Project Budget

**TOWN OF NEDERLAND
2013 MONTHLY FINANCIAL REPORT**

DECEMBER 2013	<u>2013 YEAR TO DATE (YTD)</u>		<u>Act vs. Bud</u>		<u>2012</u>		<u>2013</u>	
	ACTUALS	BUDGET	<u>var</u>	<u>%</u>	YTD PRIOR YEAR	<u>%</u>	FULL YEAR BUDGET	<u>%</u>
	<i>Preliminary and Unaudited</i>		<i>Revised</i>				<i>Revised</i>	0.92%
<u>DOWNTOWN DEVELOPMENT AUTHORITY</u>								
<u>NON TIF FUNDING</u>								
TAXES	25,069	26,814	(1,745)	-7%	26,441	95%	26,814	93%
INTERGOVERNMENTAL	60,000	437,400	(377,400)	-86%	66,677	90%	437,400	14%
LOAN PROCEEDS	-	320,000	(320,000)	-100%	482,500	0%	320,000	0%
MISCELLANEOUS	1,510	2,567	(1,057)	-41%	491	308%	2,567	59%
INTEREST	408	300	108	36%	394	104%	300	136%
TOTAL REVENUE	86,987	787,081	(700,094)		576,502	15%	787,081	11%
PERSONNEL	11,794	11,779	15	0%	24,567	48%	11,779	100%
LEGAL FEES	511	3,000	(2,489)	-83%	6,294	8%	3,000	17%
TREASURER'S FEE (TAXES)	370	370	0	0%	1,972	19%	2,000	19%
ACCOUNTING FEE	3,000	3,000	0	0%	1,750	171%	3,000	100%
GRANT	250	1,500	(1,250)	-83%	1,000	25%	1,500	17%
SIDEWALK MAINTENACE	2,601	4,000	(1,399)	-35%	2,523	103%	4,000	65%
FLOWERS/PROJECTS	3,490	8,567	(5,077)	-59%	3,600	97%	8,567	41%
OTHER	3,243	5,750	(2,507)	-44%	2,808	115%	5,750	56%
CAPITAL OUTLAYS	126,251	731,800	(605,549)	-83%	46,276	273%	731,800	17%
TOTAL EXPENDITURES	151,511	769,766	(618,255)		90,790	167%	771,396	20%
NON TIF CHANGE IN FUND BALANCE	(64,524)	17,315	(81,839)	-473%	485,712	-13%	15,685	
FUND, BEGINNING BALANCE	117,226							
FUND, ENDING BALANCE	52,702					117,226		
RESEVERED FOR CAPITAL IMPROVEMETNS	41,784				108,036			
UNRESERVED	10,917				9,190			
<u>TIF FUNDING</u>								
TIF REVENUE	99,915	98,692	1,223	1%	104,640		98,692	101%
TREASURER'S FEE (TAXES)	1,474	1,630	(156)	-10%				#####
DEBT SERVICE	102,557	142,557	(40,000)	-28%	460,983		142,557	72%
TIF CHANGE IN FUND BALANCE	(4,116)	(45,495)	41,379	-91%	(356,343)	1%	(43,865)	
FUND, BEGINNING BALANCE	122,479							
FUND, ENDING BALANCE	118,363					122,479		

**TOWN OF NEDERLAND
2013 FINANCIAL REPORTING**

DECEMBER 2013		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD BUDGET	ACT vs. BUD YTD	2013 FY BUD	% of BUDGET	BUDGET REMAININ	
DOWNTOWN DEVELOPME AUTHORITY FUND		D																		
		D												-						
7051100	DDA PROPERTY TAXES	D	-	135	5,134	1,538	1,464	6,159	8,272	469	91	107	155	211	23,736	24,314	(578)	24,314	98%	578
7051120	DDA SPECIFIC OWNERSHIP TAXES	D	-	312	114	82	104	92	99	96	92	122	92	129	1,333	2,500	(1,167)	2,500	53%	1,167
7051130	DDA TAX INCREMENT FINANCING	D	-	544	21,323	6,389	6,082	25,581	34,668	8,287	(4,738)	-	645	1,133	99,915	98,692	1,223	98,692	101%	(1,223)
7051999	DDA MISCELLANEOUS REVENUE	D	-	-	-	310	100	100	-	-	-	-	1,000	-	1,510	2,567	(1,057)	2,567	59%	1,057
7051200	DDA INTERGOVERNMENTAL	D	-	-	-	44,020	-	15,979	-	-	-	-	-	-	60,000	437,400	(377,400)	437,400	14%	377,400
7051300	DDA LOAN PROCEEDS	D	-	-	-	-	-	-	-	-	-	-	-	-	-	320,000	(320,000)	320,000	0%	320,000
7056110	DDA INTEREST	D	35	29	31	12	26	23	105	36	29	20	26	37	408	300	108	300	136%	(108)
Total Revenues		D	35	1,020	26,601	52,351	7,777	47,935	43,144	8,888	(4,527)	249	1,918	1,511	186,901	885,773	(698,872)	885,773	0	698,872
		D																		
7061111	DDA Wages	D	1,166	651	666	708	1,552	1,500	1,110	711	888	711	1,243	-	10,906	10,800	106	10,800	101%	(106)
7061114	DDA Overtime	D	-	-	-	-	-	-	288	-	-	-	-	-	288	-	288	-	-	(288)
7061123	DDA Employer Taxes	D	93	52	53	56	123	119	110	57	71	57	99	-	888	979	(91)	979	91%	91
7061219	TREASURER FEE	D	-	(2)	397	119	113	476	645	132	(70)	2	12	20	1,844	2,000	(156)	2,000	92%	156
7061221	DDA ACCOUNTING	D	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,000	-	3,000	100%	-
7061315	DDA BANK FEES	D	-	5	5	5	5	5	5	-	-	-	-	-	30	100	(70)	100	30%	70
7061222	DDA LEGAL	D	-	241	42	229	-	-	-	-	-	-	-	-	511	3,000	(2,489)	3,000	17%	2,489
7061223	DDA WEBSITE	D	-	-	-	-	-	-	-	120	-	-	-	-	120	750	(630)	750	16%	630
7061418	DDA ADVERTISING	D	-	-	-	-	175	-	-	-	-	-	-	360	535	-	535	-	-	(535)
7061416	DDA ROOM RENTAL	D	42	42	42	42	42	42	42	42	42	42	42	42	504	500	4	500	101%	(4)
7061311	DDA OFFICE	D	16	124	-	-	-	69	179	-	-	-	45	-	433	1,000	(567)	1,000	43%	567
7061225	DDA OTHER PROFESSIONAL	D	195	-	-	-	-	-	30	-	-	-	-	-	225	400	(175)	400	56%	175
7061301	SIDEWALK BEAUTIFICATION	D	-	-	-	643	740	91	225	-	-	-	1,771	20	3,490	8,567	(5,077)	8,567	41%	5,077
7061302	SIDEWALK MAINTENANCE	D	175	117	580	405	440	439	-	-	-	-	-	446	2,601	4,000	(1,399)	4,000	65%	1,399
7061312	DDA POSTAGE	D	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	(1,000)	1,000	0%	1,000
7061419	DDA PRINTING & BINDING	D	32	-	-	-	-	-	77	52	-	28	-	150	338	1,000	(662)	1,000	34%	662
7061420	DDA Meals	D	-	67	-	55	-	-	138	163	52	-	-	-	476	1,000	(524)	1,000	48%	524
7061411	DDA Conferences	D	-	-	-	-	-	-	-	295	-	-	-	-	295	-	295	-	-	(295)
7061450	GRANTS	D	-	-	-	-	-	-	-	-	-	-	-	250	250	1,500	(1,250)	1,500	17%	1,250
7061500	DDA SIDEWALKS PHASE 1	D	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7061501	DDA SIDEWALKS PHASE 2	D	23,677	26,725	27,462	26,140	5,760	5,683	1,755	3,492	1,440	1,440	2,250	428	126,251	731,800	(605,549)	731,800	17%	605,549
7061621	CAPITAL LEASE PAYMENT	D	408	408	408	408	408	408	408	408	408	408	408	408	4,897	4,897	0	4,897	100%	(0)
7061702	LOAN INTEREST	D	955	935	826	894	846	853	806	812	792	746	751	706	9,922	9,921	1	9,921	100%	(1)
7061703	LOAN PRINCIPAL	D	7,184	7,204	7,312	7,244	7,293	7,285	7,332	7,326	7,346	7,392	7,388	7,432	87,737	127,739	(40,002)	127,739	69%	40,002
Total Revenues			34,192	36,817	38,042	36,555	17,649	17,869	13,267	14,084	11,220	11,075	14,258	10,512	255,542	913,953		913,953		658,411

NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY

NEDPEDS WORKING BUDGET

As of January 2014

	<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	100.0%	4,248	-
Design work to relocate roadway from Trees	Huitt Zollars		0%	12,000	12,000
Total	Huitt Zollars	133,440	85.4%	156,248	22,808
Survey Work	Flagstaff Surveying	5,900	100%	5,900	-
Project Coordinator	Paul Turnburke	4,000	100%	4,000	-
Project Manager/Sustainability Coordinator	C2	29,610	100%	29,610	-
Design work to relocate roadway from Trees	C2		0%	2,020	2,020
Western Ecoloist		980	100%	980	-
Engineer Construction Project Manager			0%	82,000	82,000
Construction			0%	672,340	672,340
Contingency			0%	11,902	11,902
Total		173,930		965,000	791,070
Source of Funds					
Town of Nederland		980	7%	15,000	14,020
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
Total		214,980		965,000	750,020

TO: Board of Trustees, Nederland Downtown Development Authority

CC: Brian McLaren, Huitt-Zollars
Alisha Reis, Town of Nederland

FROM: Conor Merrigan, C2 Sustainability

RE: NedPeds Project Update

Per guidance from the Board of Trustees, a number of relatively minor revisions are being incorporated into the design of the project along with one more significant change. All design changes, as well as the balance of the work to be completed by C2 Sustainability including the delivery of a final report, are being funded from an approved \$15,000 allocation from the Town General Fund reserves. Once complete and given concurrence by CDOT, the project will go to bid as soon as feasible. The final bid schedule will be presented to the BoT for approval as soon as it is ready for final approval.

The bulk of the fees (\$12,000+) are for the redesign, the most significant portion being re-routing the roadway around the two Spruce trees at 155 E. 2nd St. while maintaining the meander and adjusting the grading to accommodate the driveways and sloping of the road. It is worth mentioning that the bulk of the redesign fees are not for the horizontal shift but for the vertical grading issues that such a change necessitates. The remainder of the funds will be used as needed for remaining minor project management efforts and the production of a final report.

Huitt-Zollars is producing the final information needed for CDOT in conjunction with the Town, and the Historical Clearance looks to be on track for a March 10th concurrence to bid.

Specific responses to the design requests from the BOT are addressed below by Brian McLaren of Huitt- Zollars:

1. Include ecological enhancements at outfall and inlet protection areas. (Permits required (404?)).

The “Ecological Enhancement Opportunities” report prepared by Western Ecological Resources (WER) recommended planting native willows and/or other shrubs along North Beaver Creek in three areas – near the Library, near the Kwik-Mart, and near the Fisherman’s parking lot, and also suggested using volunteer labor. I would suggest using that option, rather than incorporating the work into the project plans, and consequently increasing the project’s construction cost. We can show the areas on our plans as “Work by Others”. This would not incur any additional design cost.

If we want to show the work as part of the project cost, then we would need to prepare more detailed planting plans for the three areas, none of which were included in the survey area provided for the project.

2. Include ecological enhancements on Jefferson to mitigate runoff from CC site and at Kwik-mart site as proposed by Western Ecological Resources.

The WER report discusses the enhancements on Jefferson separately from the work at Kwik-Mart. Enhancements at Kwik-Mart are described above.

The report suggests that the improvements along North Jefferson Street would be part of a stormwater management system for the Community Center. These need to be designed and built as part of that system, and should not be built with the NedPeds project.

3. Reduce width of paved areas on East 2nd starting at Snyder St. Remove paved areas along north side of street that extend beyond existing street edge.

Reductions in the paved width can be accomplished for those portions of East 2nd Street where the planned roadway width exceeds 14 feet. The minimum width for a one-way, one-lane roadway, per the American Association of State Highway & Transportation Officials (AASHTO) guidelines is 14 feet. There would be no additional design cost associated with this reduction. Total reduction square footage is estimated at 1,145 s.f.

4. Keep existing trees and remove proposed parking area. Make street width more narrow or re-align if necessary. This system should have the flexibility to accommodate the trees now and adjust to the trees being removed later.

It appears that the design alignment for East 2nd Street can be modified to allow the two spruce trees currently in the Town right-of-way to remain. The redesign will cost an additional \$12,370 in design fees. The realignment will not need to be reviewed by CDOT.

5. Install larger box culvert per request of EPA.

The project plans include the double 2'x4' precast concrete box culvert.

6. Reduce currently quantity of virgin asphalts.

CDOT specifications used for the project currently allow for the replacement of up to 23% of the binder material with Reclaimed Asphalt Pavement, and up to 5% of the binder material with Reclaimed Asphalt Shingles, provided that the total of the binder material replaced does not exceed 30%. Given that the majority of the Hot Mix Asphalt for the project will be placed alongside S.H. 72, it is unlikely that CDOT will allow increases in these percentages (this pavement will be their maintenance responsibility). We could explore with CDOT materials staff the possibility of mandating a minimum percentage of recycled material in the mix, but this may increase the construction cost, since the bidders won't have as much flexibility in their choice of material suppliers.

(Note per CM: We have further investigated and feel that achieving the highest allowable content of recyclable content should be reasonable as it can cut the contractor's cost (depending on availability). Furthermore, the location of the batch plant may play a more significant role in the overall environmental impact, so we are looking at encouraging the closest plants with the highest RAP (Recycled Asphalt Pavement) percentage, which

should in theory also equate to the cheapest material costs. Using recycled asphalt shingles does remain less likely due to supply issues, cost, and mix requirements.)

7. Extend the bike lanes.

Extending the bike lanes on SH 72 to the Community Center, as part of this project, would require widening along SH72 to provide sufficient additional width to provide the 5-foot minimum width for the bike lanes.

These improvements are outside the scope of the DRCOG funding for the project. The survey data provided to us by the Town for this project does not cover SH 72 west of the park-n-Ride, so we can't determine the actual amount of widening necessary. Including this work in the current project plans would require additional surveying, and likely, additional CDOT review. Paved shoulders do currently exist along SH 72 for this area.

For the sake of cost estimation, the distance from the westerly park-n-Ride entrance to the Community Center entrance is about 2,000 feet. Assuming that the existing shoulders are 4 feet wide, we would need to add 1 foot of pavement to each side of the roadway to provide 5-foot bicycle lanes. This would require about 460 tons of additional asphalt paving, with an estimated cost of \$35,000 to \$40,000.

8. Develop performance guarantee.

a. At no time shall water pool and freeze on any portion of the new surfaces.

b. At no time shall the permeable interlocking concrete pavers and surfaces, sub-surface systems move more than a few inches in the course of any year from the result of storm water and/or ground water movement.

c. Manufacturer's guarantee? Verification that it's installed correctly

The Professional Responsibility of the designer is addressed in Article IV of our contract with the Town, which includes fairly standard language for professional design services. Additionally, the Contractor is typically responsible for constructing the project in accordance with the Contract Documents. The Construction Manager is responsible for verifying conformance with the Contract Documents.

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: February 19, 2014

INITIATED BY: Patricia H. Everson

INFORMATION: X ACTION: OR DISCUSSION:

=====

AGENDA ITEM: Electric Vehicle Charging Station Grant Update.

SUMMARY: The Grant application and additional information has been given to the new intern, Alex Armani-Munn who will be helping the NDDA during this year. The next application deadline is May 1, 2014. I have asked Eva to forward the file and the information that was put together by Katrina and myself, to Alex.

Alex has is working on preparing the grant application for submission to the NDDA Board in March or April. He has contacted the grant website and determined that the applications can not be accessed through the website until after April 1, with a deadline of May 4. He is reaching out to contacts listed on the website to determine if we can get the application earlier or if we can use the application from February.

He will be working closely with Eva and I to meet the deadline. The Grant application must first be approved by the NDDA Board and then by the Board of Trustees. The Town is the owner of the property and therefore must be the applicant.

I will work closely with him to be sure that we are able to meet this deadline.

RECOMMENDATIONS: Continue application process

FINANCIAL CONSIDERATIONS: Same as budget for 2014

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: February 19, 2014

INITIATED BY: Katrina Harms and Hiring Committee

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM: Approval to appoint Marcy Wells as Secretary to the Nederland Downtown Development Authority Board.

SUMMARY: The Hiring Committee is recommending the hiring of Marcy Wells as the new Board Secretary after advertising and interviewing several candidates. Marcy will not be able to join us as she has made a personal commitment over the next 6 weeks to be out of the area. The hiring committee believes since she was an exceptional candidate that we should approve hiring her with a start date after our next meeting on March 19, 2014.

OPTIONS:

1. Go with the recommendation of the hiring committee.
2. Go to the next candidate in line based on the hiring committee's review
3. Go back to the applicant pool and interview additional candidates.

FINANCIAL CONSIDERATIONS:

Funds for a Secretary are provided for in the 2014 budget

ATTACHMENTS:

Marcy Wells' resume

MARCY M. WELLS



EXPERIENCE

Boulder County, Boulder, Colorado

Intergovernmental Projects Manager, May - November 2013

Housing and Human Services

- Led the creation of a regional hub to offer support to *Connect for Health Colorado* Assistance Sites and Health Coverage Guides in implementation of Health Care Reform
- Managed communication for the state-wide *Colorado PEAK Outreach Initiative* to increase awareness of and access to self-sufficiency benefits and health care coverage to ensure that Coloradans have the resources necessary to help them thrive
- Coordinated meetings and conference calls, organized agendas and prepared packets, kept minutes and archives, and organized data

Wasgatt, Inc., Boulder, Colorado

Contractor, May 2003-March 2013

- Provided consultation for small business development, management, and operations
- Created advertising materials and develop website content, marketing and communication strategies

Urgent Action Fund for Women's Human Rights, Boulder, Colorado

Senior Program Officer, July 2009-November 2011

Research & Publications and Advocacy & Alliance Building Programs

- Effectively managed projects promoting the human rights of women and girls globally
- Provided collaborative leadership for program team to define and meet goals and outcomes, reflecting the organizational strategic plan and mission, and grounded in the realities of women's human rights defenders in all their diversity
- Coordinated or oversaw all aspects of program activities, including administration, operations, finances, communication, outreach, and fundraising
- Kept archives, prepared meeting and conference agendas and packets, took notes and created reports

University of Denver, Colorado

Creativity and Entrepreneurship Program Coordinator, July 2009-January 2011

Learning Communities and Civic Engagement

- Co-instructed a 3-term academic seminar to provide a foundation in theory and practice of creativity and entrepreneurship (market and social) through classroom and experiential learning
- Coordinated all aspects of program finance, administration, communication, and operations
- Wrote reports, kept records and archives, collected data and provided analytics

Heifer Project International, Rutland, Massachusetts

Education Volunteer (full-time, residential), Nov. 2008 – Jan. 2009

Overlook Farm Learning Center

- Facilitated tours, activities, and programs to educate groups, families, and individuals about issues surrounding global hunger and poverty and to inspire individual action, community cooperation, and sustainable solutions
- Assisted with operations, administration, public events, and program development

University of Colorado, Boulder

Student Programs Coordinator, June 2004 – July 2008

University Memorial Center

- Directed the Dennis Small Cultural Center, a multicultural programming, development, and advocacy center
- Planned, coordinated, developed, evaluated, and reported on hundreds of special events and projects annually
- Delivered training and assistance on public relations, communication and outreach, public speaking, media relations, print and digital advertising, and awareness raising campaigns
- Advised campus organization in recruitment, retention, succession planning, fiscal responsibility, organizational effectiveness, and program improvement

Sundance Café, Nederland, Colorado

Server, Bartender, Hostess – April 2002 - present

Eldora Mountain Resort, Nederland, Colorado

Ski Instructor, 2002 – 2007

Sales Representative, 2002-2005

Programs Administrator, 2002 – 2003

- Coordinated all aspects of multiple progressive lesson programs, involving more than 1,400 participants and 50 instructors
- Organized cooperative functions between snow-sports school, operations, groups sales, accounting, marketing, and ticket/pass office

Base Operations Crew Leader, 2001 – 2002

EDUCATION

University of Colorado, Boulder 2006-2007, Denver 2011-present

Postgraduate studies in social sciences (27 credits)

Mississippi State University, Starkville, MS, 1996-2000

B.A. in Liberal Arts - disciplines in history, philosophy, and political science; B.F.A in Foreign Languages

SELECTED SERVICE AND ENGAGEMENT

Youth on Record (formerly Flobots.org), volunteer and consultant, 2010-2013

Planet Bluegrass, volunteer staff (box office, merchandise, artist management, security) at Telluride Bluegrass, Rocky Grass, and Rocky Mountain Folk festivals, 2002-2011

The Rita Fund, a funding source for global women's human rights, Board of Directors, Treasurer, 2009- 2010

Intercambio de Comunidades, volunteer English, life skills, and citizenship test preparation teacher for adult immigrants, 2009

Miramontes Music and Arts Festival, steering committee member & consultant for marketing, public relations, and events, 2006-2008

Dennis Small Cultural Center Advisory Board, Chair, 2004-2008

Mississippi State University

- Student Association Attorney General, 1998-1999
- Alumni Delegate Secretary, 1998-2000

Habitat for Humanity, volunteer in Memphis, New Orleans, Mississippi, and Colorado

TECHNOLOGICAL SKILLS

Full proficiency in Complete Microsoft Office Suite, Google Applications, Mac and PC platforms

Experience with Adobe Creative Suite, Macromedia Contribute, Serena Collage, Mail Chimp, Filemaker Pro, Kronos Workforce Management, JobBoss, Blackboard, Banner, Constant Contact, SharePoint, Salesforce, and content management systems

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: February 19, 2014

INITIATED BY: Patricia H. Everson - Chairman

INFORMATION: ACTION: X OR DISCUSSION:

=====

AGENDA ITEM: Setting a date and agenda for a board workshop for discussion of short term goals and long term planning.

SUMMARY: With the final approval of the Nedpeds project by the Nederland Board of Trustees, many board members have expressed an interest in a workshop to discuss new goals and objectives. We will need to set a date and a time for the workshop and also items that should be included in the agenda.

RECOMMENDATIONS: I have checked with Dawn at the Community Center and the following dates are available before our next regular meeting on March 19, 2014.

- Monday Feb 24,
- Wednesday March 5
- Thursday - March 6
- Monday - March 10
- Tuesday - March 11
- Thursday - March 13

FINANCIAL CONSIDERATIONS: None

AGENDA INFORMATION MEMORANDUM
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
MEETING DATE: February 19, 2014

INITIATED BY: Patricia H. Everson - Chairman

INFORMATION: ACTION: OR DISCUSSION:X

=====

AGENDA ITEM: Discussion of continuation of the Adopt a Planter Program included in our 2014 budget.

SUMMARY: For many years the NDDA has provided flowers for the planters in town and last year providing a way for businesses to buy hanging planters for their stores at a reduced price. If we are to continue this program, a committee needs to be formed to start the process of sending out letters asking for participation in the program.

If we are to offer a discounted program on hanging baskets, a source and a price should be established early in the year, so that the prices can be included in the letter.

RECOMMENDATIONS:

1. Continuation of the program as it was implemented last year with a letter sent out early in the year asking for donations from the businesses and the property owners in the district for the purchase of flowers for the planters. A committee of board members should be chosen to reach out into the community for more help to implement the program
2. Continuation of the the program with a different format
3. Discontinue the program.

FINANCIAL CONSIDERATIONS: As stated in the 2014 budget - \$3000