

NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING  
June 12, 2012 5:30 PM Nederland Community Center.

CALL TO ORDER/ ROLL CALL  
PUBLIC COMMENT

1. Motion to approved the following slate of officers for the term 6/ 2012 to 7/30/ 2013:  
Chairman - Ron Mitchell  
Vice Chairman - Pat Everson  
Secretary - Donna Sue Kirkpatrick

REMAINDER OF MEETING TO BE CHAIRED BY CHAIRMAN

2. Motion to approve minutes from the May 22, 2012 Meeting
3. Treasurer’s Report - Eva Forberger  
Motion to approve treasurer’s report and warrants.
4. Budget Report - Eva Forberger  
Discussion and motion to approve the budget for the remainder of the year 2012
5. Executive Director Report - Paul Turnburke  
Status of contract with Chris Smith for planting of containers  
Report on PROSAB survey from June 11 PROSAB meeting  
Other
- 6 Update on Nedpeds Project from the DAT - Ron Mitchell and Pat Everson- See Exhibit B  
Neighborhood meeting with 2nd Street Residents and Major Joe Gierlach  
Status of Plan of Development  
Status of RFP for Landscape/Architect or Civil Engineer

NEW BUSINESS

- Motion to proceed on Plan of Development for intersection of SH 119 and Lakeview Dr.  
Motion to form a Finance Task Force for upcoming budget concerns in 2012. See Exhibit A.
7. Motion to adjourn to Executive Session for discussion of personnel matters.

## Exhibit A.

### DDA Finance Task Force Need and Description

Due to the complexities of the financing of the DDA and the misunderstandings of how these work, combined with the desire of the board for openness and transparency, the need for Financial Task Force for the remainder of the year has become apparent. This would reduce the number of workshops the DDA board members would have to attend. Allowing a fully completed, documented and researched product to be presented to the entire board.

This task force would be composed of the following

Chairperson Pat Everson- DDA Vice Chair

Members- Ron Mitchell DDA Chair

Eva - Treasurer

The Task force would invite members of the community who have closely followed the finances of the DDA for the last several years, and who have an interest in helping the DDA to move forward with their goals of transparency and open

EXHIBIT B  
NedPeds update  
June 12, 2012

2nd Street Neighborhood meeting

Ron Mitchell circulated an flyer inviting all people who live and own property or businesses to attend an informal meeting at the Community Center on Sunday afternoon June 3. The meeting was well attended and people came with ideas about things they would like to see happen on the street.

Mayor Joe Gierlach gave a presentation of the scope and need for the Nedpeds Project and how he had gone to DRCOG to see if he could reinstate the previous grant for the Sidewalks Phasell. He was succesful in that, as the original grant only indicated a pedestrian route that would tie the Post Office and the Library together, not which street it would utilize.

Further, the legal advice was that DDA money could be spent outside the DDA distrct providing it benefited the district. Some of this project will include Storm Water Management, which benefits not only the DDA District but the entire Town.

Ron and Pat explained the Design Advisory Team, and the request that the people who will be affected the most by the project should have representation on that Team. Four people signed up, which was a very good result.

Pat Everson met with Eva- DDA Treasurer to work out a budget for the Design Phase, as well as start preparing a budget for the Mayor to take to DRCG in August for use in presenting for additional funds which will become available at that time. This has been sent to the Mayor for a preliminary review.

Eva is looking into how to prepare the Plan of Development for the project, whether we ask for the entire matching portion or just for the design phase at this time. There is also a question of how it should be worded.

Pat is preparing the RFP for the Landscape Architect/Civil Engineer who will lead the DAT team through the Design process. This person will also lead the project through the new Town approval process for Public Projects, the NPP.

At the June 6, 2012 Budget workshop, it was suggested that for the west End of 2nd St., or SH72, that one of the members of the DAT make a presentation to each of the Churches, the library and the Mining Museums Boards, to obtain more input for the design, as well as try to have a member from each board participate as part of the DAT.

Prepared by Pat Everson - Chairperson - DAT



Nederland Downtown Development Authority  
DRAFT minutes of Retreat Meeting June 2, 2012

Board members present: Pat Everson, Ron Mitchell, Donna Kirkpatrick, Annette Croughwell (BOT liason)

Attending: Paul Turnburke, Eva Forberger

Meeting called to order at 4:18pm

1. Introductions and statements by those present were made. All stated they wanted to help Nederland become better and build a more stable economic climate.
2. Paul began with a background and history of the previous DDA
  - a. Previous DDA came about as a result of a number of meetings by various community members
  - b. History: Nederland envision 2010 was done in 1999 and included the input of hundreds of peoples stating they wanted a better infrastructure and beautification of Nederland
  - c. Paul explained his history and beginning involvement with the DDA
    1. 2002 a study for park planning was done and he helped redesign and remodeled Chipeta park
    2. Paul helped with the establishment of the ice/tennis rink
    3. He helped with the post office in the original planning and of the new building and landscaping
  - d. A market analysis was done in 2002 to look at the downtown economics
  - e. The NDDA was formed in 2002
  - f. Paul was hired to prepare master plan for the NDDA
  - g. Master plan was presented and accepted by BOT
  - h. Funds were applied for and awarded for Phase 1 sidewalks
  - i. Paul designed the trail from town to the Community Center

3. Per Pat the NDDA could have tied their functioning to sales tax, but they did not so the only true way to evaluate the past improvements is the tax base of the property improvements. It would be valuable to develop a tool to gage improvements moving forward on new projects.

a. There was a plan of development drawn up by previous NDDA to proceed forward towards their planned projects. The new NDDA will need to draw up a plan of development to proceed with our current/future projects

b. Pat and Ron have started working on a needs statement for the NEDPED project

c. NDDA needs an action or plan of development that is defined yearly per Paul

d. Paul's vision for Phase 1 was to complete the final phases. He would love to be here for the completion of the project. Nederland sidewalk enhancement plan: planting trees, fixing the access to parking below Off Her Rocker, landscaping, and bio swells.

e. Paul is on steering committee for the Comprehensive Plan, and we need to share goals with the BOT and Gateway Park plan, and follow through on Envision 2020.

4. Treasurers report from Eva with Q&A

a. Budget was prepared by old NDDA prior to the last election to approve of funding.

b. Now that voters have approved we have \$913K for sidewalk phase 1 completion and future projects

c. Tractor and loan and Phase 1 with Mutual of Omaha for \$20k and \$300K respectively

d. Budget for 2012

1. Eva gave us a very detailed view of current budget figures and proposal to balance the budget for the rest of 2012

2. She then gave us a presentation of her proposal on how to resolve our rather large debt for non TIF funds. We can borrow

now that we have a new debt authorization to bring that back to zero, giving us the opportunity to start anew. (Currently we are at a negative \$74168)

e. NEDPEDS per Eva:

1. She advised us as to how to proceed in her best estimate to achieve the project and receive the funds needed.

2. By June 12 we need to approval of Plan of Development, a Loan Resolution, post an RFP to hire a project manager for NEDPED and a new budget.

3. See Eva's budget.

5. We then discussed the DDA boundaries and the recently excluded 21 properties from the district because they are not business'. Should these be included because they are rentals and therefore a business? Per Eva and Pat they have not changed the purpose of the property i.e. a family still lives there and therefore it is not a business.

6. We need to revise our bylaws to set up the budget changes via a task force until we can meet as a full board again.

7. Pat requested that we have a 2 person task force to thoroughly review the budget to present to next mtg. Currently we have an operating budget that is mainly paid to Paul.

8. Paul presented the results from NDDA survey.

Survey attached

9. Pat requested a detailed actual job description from Paul, and stated that the face of the NDDA should be the board members of the NDDA. Our roles need to be defined and we need to interact with the community as often as possible.

10. Per Paul we need email addresses to enable us to contact all of the NDDA business/owners so we can have instantaneous communication with all members.

11. Paul asked to not have to submit an actual detailed job description. He feels the role is evolving and he wants to leave his job description open.

12. We need to have another scheduled meeting to discuss the budget as we must approve by the 12<sup>th</sup> meeting

13. We are going to try and meet early this next week from 6-8pm to get a budget set in workshop form to be presented and approved at the 12<sup>th</sup> meeting. Eva agreed to attend and is open to any time to get the task resolved.

Meeting over at 5.46pm

NDDA Budget Work Session Minutes  
June 6 - 6:00 pm

1. The meeting was called to order at 6:00 pm in the General Purpose room of the Community Center. Present was Mary Ann Rodak, Ron Mitchell, Pat Everson, Eva Forberger, Donna Sue Kirkpatrick and Gail Eddy from the public.
2. Pat Everson gave a brief introduction of why she was conducting the meeting and her involvement in the original problems facing the NDDA last year.
3. There was a brief overview of the TIF Funds vs Non TIF Funds by Eva for attendees who were not at the June 3 workshop.
4. Eva presented a revised budget worksheet from April - December of 2012 that had been prepared after the last work session and included the following items that had not been addressed before:
  - a. PROSAB Matching Grant \$1000
  - b. Accounting- \$250 a month starting in June. Total for remainder of year \$1750. This is a reimbursement paid to the Town for the Treasurer. State Statute provides that the DDA reimburse the municipality for services such as the Treasurer.
  - c. Other- Website Included an amount as we do not know if we have a contract or what the annual expenses are for hosting and webmaster and domain name.
4. Discussion of Debt Authorization how it works by Eva - She explained that we need a Plan of Development for each project that we under take. This Plan of Development needs to go to the Planning Commission prior to approval by the BOT. The only way that funds can be borrowed from the TIF Fund is by approval of a Plan of Development by the BOT in Resolution Form. There also must be a public hearing before approval according to the State Statute. This would probably be the NPP passed by the BOT last March.
5. Eva also went over a list of items that are included in the budget - see attached. These included the Phase I Sidewalk Construction, and Past Sidewalk Phase 1 Related Expenses from 2009 - 2012.
6. Eva also presented a bill from the construction company from Phase 1 sidewalks that was owed as determined by an audit of the books of the Construction Company in compliance with the CDOT requirements. Since Paul Turnburke, Executive Director, was absent on vacation, Ron Mitchell gave consent with the approval of all present, except Gail Eddy, to allow Eva to write the check so the Warrant could be issued at our June 12, 2012 meeting.
7. Eva lead discussion on how we could eliminate the negative balance for the Non-TIF fund. In the presented budget, she had estimated that we need to borrow from the TIF Fund \$76868. It was suggested by Ron Mitchell and agreed by Mary Ann Rodak that we needed a contingency fund, since we had just been presented with an previously unknown bill. Also, there might be problems that this board does not know about with Phase 1 Sidewalks and other things. It was suggested to put the TIF Loan at \$80,000 with the approximate \$4000 being kept in a contingency fund for the

remainder of the year. These were approved by consensus of those present. No actual vote was taken, as it was a workshop and felt it needed the approval at a formal meeting of the DDA.

8. One of the other items that Eva mentioned was the lack of a contract with our NDDA Attorney. The Town had negotiated a reduced rate for the previous problems this year of \$260 to \$300 an hours with a cap of \$5000. The DDA paid \$325 an hour with no cap and their costs were over \$10,000 in 2011. Eva felt that the DDA legal costs could be significantly reduced if we advertised for an attorney with DDA experience and see if we could interview 3 and negotiate a contract. A good starting place would be to see if the Town Special Attorney hired for the problems of the DDA knew or worked with other attorneys with DDA experience in the State. Also could look at the CML. There are standard contracts for Professional Services which are used by municipalities.
9. Eva went on to explain the Projected Budget for the NEDPEDS Project. This will be the basis for the Plan of Development for the BOT. In the Design Phase the NDDA will be required to pay a matching portion of \$18,000 with \$60,000 having been committed by DRCOG/CDOT and approved by the BOT in May.
10. Because of the importance of the Design Phase and the need for more input on Storm Water Management which is part of the plan of development, an increase in the budget was suggested so that the Mayor can take a budget to DRCOG to apply for more funding, which would also increase the NDDA matching portion. Under the new budget, NDDA would increase to \$42,000 with addition DRCOG money of \$64,000. This budget should be presented to the Mayor and the BOT by August.
11. Pat said she had been approached by Pam North to see if the DDA would want to sponsor any events. She had been told that the Sidewalk Art Contest had been a DDA event, but no one knew anything about that. Further Pam asked if the DDA would be interested in sponsoring an Art project for Halloween on the windows of the stores on First St. The discussion that followed indicated that the present feeling is we have too much to deal with at this time, and do not want to budget time or money for events in the remainder of 2012.
12. In an attempt to bring our non-TIF budget under control there was a discussion of the operating funds of the DDA. We have an income this year of \$26,723 which is down from last year due to the economy and reduced property values. The Executive Director's salary for the full year is \$23,760, which is almost our entire operating budget. We are also responsible for the maintenance of the Phase 1 sidewalks and the tractor. We have budgeted \$4000 for that in 2012. It was felt that eliminating the position of Executive Director for the remainder of the year would solve this problem and allows us to move forward into 2013 in a more positive position without having to borrow money for operating expenses. Because this is a new board and may want to move in different directions we reviewed the Duties and Responsibilities of the Executive Director. These at the present time are mostly clerical in nature. Eva felt that it was possible to put a Project Coordinator position in the NEDPEDS Project. This would be a clerical position on an independent contractor basis. The contract price would be \$16/per hour with 10-12 hrs per week. We would not be responsible for any taxes or insurance and the position would be self directed on a task basis. They would be responsible for their own equipment (computer) work space and time

management. The estimated cost would be approximately \$6240 for the remainder of the year. This would free up the remaining portion of the Executive Directors Salary for 2012, increasing our non-TIF fund by the end of the year to a positive position.

13. There was a discussion of other projects to put in the pipeline for the remainder of 2012 and future funding when available

- A. Traffic congestion at the shopping center exit to the highway
- B Deal with remaining issues on Phase I sidewalk
- C Sidewalk Enhancement project for the center of Town.

Ron Mitchell suggested that he get together with Will Guercio to go over a plan of development for the intersection of SH119 and Lakeview Dr. This was one of the problems areas that have developed after the new sidewalks were installed in the area. Eva suggested that we label a \$40,000 Plan of Development for that project to get into the design phase. Possibly other money would become available from other sources in the future.

The Sidewalk Enhancement Project for the center of Town was felt to be premature. There were so many other infrastructure projects that were important for the center of Town. Ron Mitchell mentioned a fund for underground utilities and that a portion of it had been used, but Eva thought it was up to \$50,000, which really was not much due to the expense of underground electric.

Another project mentioned by Ron was a fund set up to give property owner's loans for improvement on the NEDPED Route. There may also be funding for this from other sources. This was a concern of the 2nd St neighborhood group that the DAT met with the previous Sunday.

There are also enhancement programs available which might encourage storefront renovations on First Street.

Pat was asked to go to the Library Board to make a presentation about NEDPEDS with the Mayor at their next board meeting June 27th. She will do that. Also write letters or otherwise contact the 2 churches and Mining Museum on the NEDPEDS route.

Workshop was adjourned around 7:15 due to other commitments of the members.

**TOWN OF NEDERLAND  
DDA REVISED BUDGET JUNE 2012**

*FULL YEAR*

	PRE-LOANS		POST LOANS	2012	VS. BUDGET		2011	VS. PRIOR YEAR		
	2012	2012	2012		var	%		PRIOR YEAR	var	%
	YTD	FORECAST	FORECAST							
<b>BEGINNING FUND BALANCE</b>	<b>70,335</b>	<b>70,335</b>	<b>70,335</b>	<b>122,589</b>			A	<b>96,859</b>		
<b>NON TIF FUNDING</b>										
TAXES	8,505	26,723	26,723	26,723	0	0%		27,516	(793)	-3%
INTERGOVERNMENTAL	-	66,677	190,907	-	190,907		B	8,000	182,907	2286%
LOAN PROCEEDS			162,000				N		162,000	
MISCELLANEOUS	100	1,200	1,200	-	1,200		G	2,258	(1,058)	-47%
INTEREST	121	500	500	-	500			714	(214)	-30%
<b>TOTAL REVENUE</b>	<b>8,727</b>	<b>95,100</b>	<b>381,330</b>	<b>26,723</b>				<b>38,488</b>		
PERSONNEL	7,772	23,760	23,760	7,630	16,130	211%	C	19,528	4,232	22%
PROFESSIONAL FEES (LEGAL)	5,674	10,000	10,000	3,000	7,000	233%	D	13,103	(3,103)	-24%
TREASURER'S FEE (TAX COLLECTIC	666	2,000	2,000	-	2,000		E	1,981	19	1%
ACCOUNTING FEE			1,750		1,750		H	3,178	(1,428)	-45%
CAPITAL OUTLAYS	-	-	206,240	-	206,240		N	75,122	131,118	175%
SIDEWALK MAINTENANCE		4,000	4,000		4,000		G		4,000	
PROSAB GRANT			1,000		1,000		I		1,000	
FLOWERS/PROJECTS		3,625	3,625		3,625		G		3,625	
OTHER (WEBSITE)	353	1,000	1,000	525	475	90%	F	13,012	(12,012)	-92%
<b>TOTAL EXPENDITURES</b>	<b>14,465</b>	<b>44,385</b>	<b>253,375</b>	<b>11,155</b>				<b>125,923</b>		
<b>TIF FUNDING</b>										
TAXES	34,691	101,929	101,929	101,929	0	0%		104,413	(2,484)	-2%
<b>TOTAL REVENUE</b>	<b>34,691</b>	<b>101,929</b>	<b>101,929</b>	<b>101,929</b>				<b>104,413</b>		
DEBT SERVICE	16,133	47,400	207,148	47,400	159,748	337%	N	43,502	163,646	376%
<b>TOTAL EXPENDITURES</b>	<b>16,133</b>	<b>47,400</b>	<b>207,148</b>	<b>47,400</b>				<b>43,502</b>		
<b>ENDING FUND BALANCE</b>	<b>83,154</b>	<b>175,579</b>	<b>93,070</b>	<b>192,686</b>				<b>70,335</b>	<b>22,735</b>	
NON TIF FUNDS BALANCE		(74,168)	3,072	(51,750)				(124,883)		
TIF FUNDS REMAINING		249,747	89,999	244,436				195,218		

**NOTES:**

- A) Beginning balance is less than budget due to the timing of CDOT reimbursement for sidewalks phase 1
- B) Represents the CDOT reimbursement for Sidewalks Phase 1 which was forecasted to hit in 2011
- C) Assumes an Executive Director will stay on for the full year.
- D) Increased Professional fees to account for higher legal fee (\$4k) for DDA ballot initiative than budgeted and continual legal support.
- E) Did not budget for Boulder County Treasurer's fee for collection of taxes. Should include going forward or net out of revenue.
- F) Increased to account for office supplies/postage/website maintenance/membership dues
- G) Additional Revenue from the Adopt A Planter program/additional costs from the flower plantings/sidewalk maintenance
- H) Assume accounting fee allocation of \$250 per month starting in June
- I) \$1K GRANT FOR PROSAB MASTER PLAN FOR GATEWAY PARK

**NOTES: (N)**

Capital Outlays

NEDPEDs	166,240
Sidewalk Enhancements/Lakeview Intersection	40,000
<b>Total</b>	<b>206,240</b>

Intergovernmental

CDOT	124,240
CDOT Phase 1	66,667
<b>Total</b>	<b>190,907</b>

Debt Service

Budget Debt Payments	47,400
Sidewalk Phase 1 Old Costs	80,000
NedPeds	42,000
Sidewalk Phase 1 Fixes	40,000
Interest on new loans	540
Payments on Refinanced Loan	22,584
Savings from Payments on Old Loan	(25,375)
<b>Total</b>	<b>207,148</b>

**TOWN OF NEDERLAND DDA  
SIDEWALK CONSTRUCTION  
PHASE 1**

	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>
CDOT Reimbursed	\$ 606,000	\$ 606,000	\$ -
TARP	\$ 22,500	\$ 22,500	\$ -
SRU Fees/RTD	\$ 23,000	\$ 21,405	\$ 1,595
<b>Total Revenue</b>	<b>\$ 651,500</b>	<b>\$ 649,905</b>	<b>\$ 1,595</b>
Bank Financing	\$ 300,000	\$ 300,000	\$ -
<b>Total Budget Revenue</b>	<b>\$ 951,500</b>	<b>\$ 949,905</b>	<b>\$ 1,595</b>

Design	\$ 115,374	\$ 97,374	\$ 18,000
Build	\$ 785,964	\$ 759,462	\$ 26,502
Project Management	\$ 67,976	\$ 60,000	\$ 7,976
Other	\$ 10,191	\$ -	\$ 10,191
	<b>\$ 979,505</b>	<b>\$ 916,836</b>	

**Under/(Over)** \$ **(28,005)** \$ 33,069

**Past Sidewalk Phase 1 Related Expenses 2009-2012**

Sidewalk Maintenance (2009-2012)	\$ (12,000)
Legal/Project Management Allocation	\$ (30,000)
<b>Total</b>	<b>\$ (42,000)</b>

**Beautification**

Planters (2011-2012)	\$ (7,176)
Contingency	\$ (2,819)
<b>Total to be Financed w/TIF Funds</b>	<b>\$ (80,000)</b>

# NEDPEDS PROJECT

## Design Phase Budget

Project Coordinator (Design Phase)	6,240	<i>independent contractor</i>
DAT: Design (Civil Engineer/landscape Architect)	120,000	
Biologist	10,000	
Hydrologist	10,000	
Survey	15,000	
Locates	5,000	
<b>Total</b>	<b>166,240</b>	

## Source of Funds

DDA	25%	42,000	<i>original match</i> 18,000
DR COG/CDOT Commitment		60,000	
Additional DR COG/CDOT Request		64,240	
		<b>166,240</b>	

## Construction

*Working Document*

Project Manager (Construction Phase)	85,000
Construction	850,000
<b>Total</b>	<b>935,000</b>

## Source of Funds

DDA	27%	250,000	<i>original match</i> 150,000
DR COG/CDOT Commitment		426,000	
Additional DR COG/CDOT Request		259,000	
		<b>935,000</b>	

**Total Budget** 1,101,240

**Additional Funds Requested** 323,240

		Loans from Town	Debt Authorization	Term	Interest
Existing	Mutual of Omaha Loan for Sidewalks Phase 1		\$ 915,589		4%
			300,000		
Existing	Tractor for Sidewalk Maintenance		19,589		
Loan 1	Pay down costs associated w/Sidewalks Phase I and Flowers	80,000	80,000	1 month	267
Loan 2	Refinance current Mutual of Omaha Loan	246,000	<i>old debt</i>	5 years	26,004
Loan 3	Ned Peds including Project Manager	42,000	42,000	1 month	140
Loan 4	Sidewalk Enhancements/Lakeview Intersection	40,000	40,000	1 month	133
<b>Total</b>		<b>\$ 408,000</b>	<b>\$ 481,589</b>		<b>\$ 26,544</b>

**Remaining Debt Authorization funded by TIF through 2020**

**\$ 434,000**

**For 2013 Budget**

*Working Document*

Loan 5	Loan Fund for Property Improvements	60,000	60,000		
Loan 6	Loan Fund for Property Improvements	250,000	250,000		

**Remaining Debt Authorization funded by TIF through 2020**

**\$ 124,000**

**1. Which of the following best describe your living situation?**

		Response Percent	Response Count
Live within Nederland town limits		31.8%	7
Live in the Greater Nederland area		31.8%	7
<b>Live outside the area</b>		<b>36.4%</b>	<b>8</b>
Live here part of the year		0.0%	0
	Other (please specify)		1
		<b>answered question</b>	<b>22</b>
		<b>skipped question</b>	<b>0</b>

**2. Which of the following best describe your status as a constituent?**

		Response Percent	Response Count
Property Owner (within NDDA district)		31.8%	7
<b>Business Owner</b>		<b>40.9%</b>	<b>9</b>
Both		27.3%	6
	Other (please specify)		0
		<b>answered question</b>	<b>22</b>
		<b>skipped question</b>	<b>0</b>

**3. If you are a property owner, which of the following describe your property? (more than one response is fine)**

		Response Percent	Response Count
Vacant		18.8%	3
<b>Currently leased to business(es)</b>		<b>81.3%</b>	<b>13</b>
Currently for rent		12.5%	2
Currently for sale		12.5%	2
Other (please specify)			4
<b>answered question</b>			<b>16</b>
<b>skipped question</b>			<b>6</b>

**4. If you are a business owner, which of the following describe your business(es)? (more than one response is fine)**

		Response Percent	Response Count
Retail		29.4%	5
Restaurant		29.4%	5
<b>Service</b>		<b>52.9%</b>	<b>9</b>
Lodging		11.8%	2
Other (please specify)			3
<b>answered question</b>			<b>17</b>
<b>skipped question</b>			<b>5</b>

## 5. How satisfied are you with the NDDA's efforts to improve the downtown area?

		Response Percent	Response Count
Extremely		27.3%	6
<b>Very</b>		<b>36.4%</b>	<b>8</b>
No Opinion		18.2%	4
Not Very		18.2%	4
Not at All		0.0%	0
<b>answered question</b>			<b>22</b>
<b>skipped question</b>			<b>0</b>

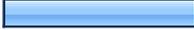
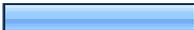
## 6. Please rank these areas of focus

	Most Important	Very Important	Important	Not Very Important	Least Important	Rating Average	Response Count
Improving Infrastructure	<b>76.2% (16)</b>	14.3% (3)	9.5% (2)	0.0% (0)	0.0% (0)	1.33	21
Special Events/Festivals	9.5% (2)	9.5% (2)	23.8% (5)	<b>33.3% (7)</b>	23.8% (5)	3.52	21
Public/Private Partnerships	0.0% (0)	28.6% (6)	<b>42.9% (9)</b>	23.8% (5)	4.8% (1)	3.05	21
Economic Development	33.3% (7)	23.8% (5)	<b>38.1% (8)</b>	4.8% (1)	0.0% (0)	2.14	21
Other	25.0% (1)	<b>75.0% (3)</b>	0.0% (0)	0.0% (0)	0.0% (0)	1.75	4
	Please specify						4
<b>answered question</b>							<b>21</b>
<b>skipped question</b>							<b>1</b>

## 7. Please rank these areas of infrastructure improvements

	Most Important	Very Important	Important	Not Very Important	Least Important	Rating Average	Response Count
Trails/Non-motorized Transportation	20.0% (4)	<b>40.0% (8)</b>	25.0% (5)	10.0% (2)	5.0% (1)	2.40	20
Roads and Bridges	28.6% (6)	<b>47.6% (10)</b>	14.3% (3)	4.8% (1)	4.8% (1)	2.10	21
Stormwater/Drainage	23.8% (5)	28.6% (6)	<b>38.1% (8)</b>	4.8% (1)	4.8% (1)	2.38	21
Utilities (including efforts to underground)	30.0% (6)	25.0% (5)	<b>40.0% (8)</b>	5.0% (1)	0.0% (0)	2.20	20
Parks	<b>28.6% (6)</b>	<b>28.6% (6)</b>	23.8% (5)	9.5% (2)	9.5% (2)	2.43	21
Other	0.0% (0)	<b>66.7% (2)</b>	0.0% (0)	0.0% (0)	33.3% (1)	3.00	3
					Please specify		3
					<b>answered question</b>		<b>21</b>
					<b>skipped question</b>		<b>1</b>

**8. Regarding special events, please complete the following sentence: The NDDA should: (more than one response is fine)**

		Response Percent	Response Count
Help to facilitate or assist with large events (i.e., Frozen Dead Guys, NedFest)		28.6%	6
Help to facilitate or assist with medium events (i.e., High Peaks Arts Festival, Miner's Days)		23.8%	5
Help to facilitate or assist small events (i.e., benefits for local non-profits)		28.6%	6
Help to address or mitigate the effects of special events on residents		28.6%	6
<b>Stay out of special events altogether</b>		<b>57.1%</b>	<b>12</b>
	Other (please specify)		1
<b>answered question</b>			<b>21</b>
<b>skipped question</b>			<b>1</b>

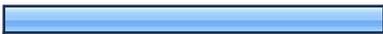
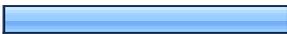
**9. Do you think the NDDA should work with private developers to encourage desirable projects (as determined by the Board of Trustees) through tax credits or similar incentives?**

		Response Percent	Response Count
Yes		90.5%	19
No		9.5%	2
<b>answered question</b>			<b>21</b>
<b>skipped question</b>			<b>1</b>

**10. Do you think the DDA should work with organizations like the Chamber of Commerce on marketing campaigns (like “Shop Nederland First!”)?**

		Response Percent	Response Count
Yes		61.9%	13
No		38.1%	8
answered question			21
skipped question			1

**11. Do you think the NDDA should serve as an information conduit to inform people of properties/businesses for sale or lease in the downtown area?**

		Response Percent	Response Count
Yes		57.1%	12
No		42.9%	9
answered question			21
skipped question			1

**12. Are there things we have not mentioned that you wish this survey addressed?**

		Response Percent	Response Count
Yes		28.6%	6
No		71.4%	15
answered question			21
skipped question			1

### 13. If you answered "yes", what would you like to address?

	Response Count
	7
answered question	7
skipped question	15

**Page 2, Q1. Which of the following best describe your living situation?**

1	However, I have a HUGE investment in property in Ned	Apr 25, 2012 9:13 AM
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**Page 2, Q3. If you are a property owner, which of the following describe your property? (more than one response is fine)**

1	N/A	Apr 4, 2012 7:49 PM
2	Residence -- occupied	Mar 28, 2012 2:32 PM
3	not a property owner	Mar 28, 2012 7:39 AM
4	I am not a property owner, but the survey wouldn't let me choose nothing for this question.	Mar 27, 2012 4:41 PM

**Page 2, Q4. If you are a business owner, which of the following describe your business(es)? (more than one response is fine)**

1	manufacturing	May 1, 2012 9:10 PM
2	residence - occupied	Mar 28, 2012 2:32 PM
3	call center	Mar 28, 2012 7:39 AM

**Page 3, Q6. Please rank these areas of focus**

1	Beautification of the downtown area	Apr 2, 2012 4:07 PM
2	decrease taxes	Mar 28, 2012 2:35 PM
3	keep Nederland what it is, a mountain town. not turn it into a resort town, it will never work	Mar 28, 2012 7:44 AM
4	Beautification	Mar 27, 2012 11:55 AM

**Page 3, Q7. Please rank these areas of infrastructure improvements**

1	Parking, public gathering spaces, downtown beautification	Apr 4, 2012 7:56 PM
2	Maintenance	Mar 28, 2012 2:35 PM
3	Sidewalks	Mar 27, 2012 4:51 PM

**Page 3, Q8. Regarding special events, please complete the following sentence: The NDDA should: (more than one response is fine)**

1	Do not use funding to support privately owned events.	Apr 25, 2012 6:07 AM
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**Page 3, Q13. If you answered "yes", what would you like to address?**

1	The first task that needs to be completed is the original Plan of Development as proposed by the DDA and approved by the Board of Trustees. A walkable community is of utmost importance, from the Eldora turnoff to the Post Office.	Apr 25, 2012 7:07 AM
2	Work on burying power lines. Making our Town more inviting and handicapped accessible. Have a newsletter so that business' have a feel for what is going on with the DDA. Improve and maintain parks & trails. Consider a sledding hill for children. Educate the community to keep us safe. More garbage bins and smoking enclosed ashtrays in the business district and at Chipeta park. There are cigarette butts everywhere.Thanks for taking the time to ask what is important to us.	Apr 25, 2012 6:07 AM
3	Thanks to Michael McBurnie for contribution.	Apr 13, 2012 12:35 PM
4	I feel there should be a good program in place for business to business networking (outside) of what the chamber is "attempting".	Apr 13, 2012 10:49 AM
5	Address cleanups	Mar 28, 2012 2:35 PM
6	the NDDA should use only "local" private developers. the only way to keep Nederland thriving is by puttting the town's money back into the town. not into the pockets of contractors down below who will never put a dime back into Nederland's economy	Mar 28, 2012 7:44 AM
7	Nederland business owners are overlooked and taken for granted by the BOT. Ned BOT is anti-business.	Mar 27, 2012 4:51 PM

## Paul Turnburke

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**From:** chris smith [blusmyth@yahoo.com]  
**Sent:** Tuesday, June 05, 2012 2:52 PM  
**To:** paul@turnburkeassociates.com  
**Subject:** flowers  
**Follow Up Flag:** Follow up  
**Flag Status:** Red

Hi Paul,  
I believe the breakdown for the flower project is as follows;

Bridge and Welcome sign: Labor, materials, initial waterings, and ongoing maintenance = approx. \$1,332

Planters: Labor, materials, initial waterings, and ongoing maintenance = approx. \$1,293

Thanks,  
Chris



## TOWN OF NEDERLAND STANDARD APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO TOWN ADVISORY BOARDS AND COMMISSIONS

This is an application for appointment  or reappointment

Applicant Name: Katrina Harms

Mailing Address: 171 Pinon Way Nederland, CO 80466

Street Address: \_\_\_\_\_

Telephone number(s): 303.249.4141 cell 303.642.0145 office

Email address: katrina@katrinaharms.com

Board or Commission for which (re)appointment is sought:

Downtown Development Authority

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests which you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions. **Please plan on attending the BOT meeting at which your appointment will be considered.**

I've owned a business in town for the last 7 years, I've been active in the Chamber, Historical

Society and attend BOT and DDA meeting regularly as part of my current Chamber duties.

I understand how the DDA is funded and been in the discussions of the NedPed project.

I'm interested in being on the DDA to help with the development of a smart, thriving business

community that works with the town and supports its vision.

Katrina Harms

6/9/12

Applicant Signature

Date

**FOR OFFICE USE ONLY:**

Date of initial appointment: \_\_\_\_\_

Replaced (if applicable): \_\_\_\_\_

Date of term Expiration: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

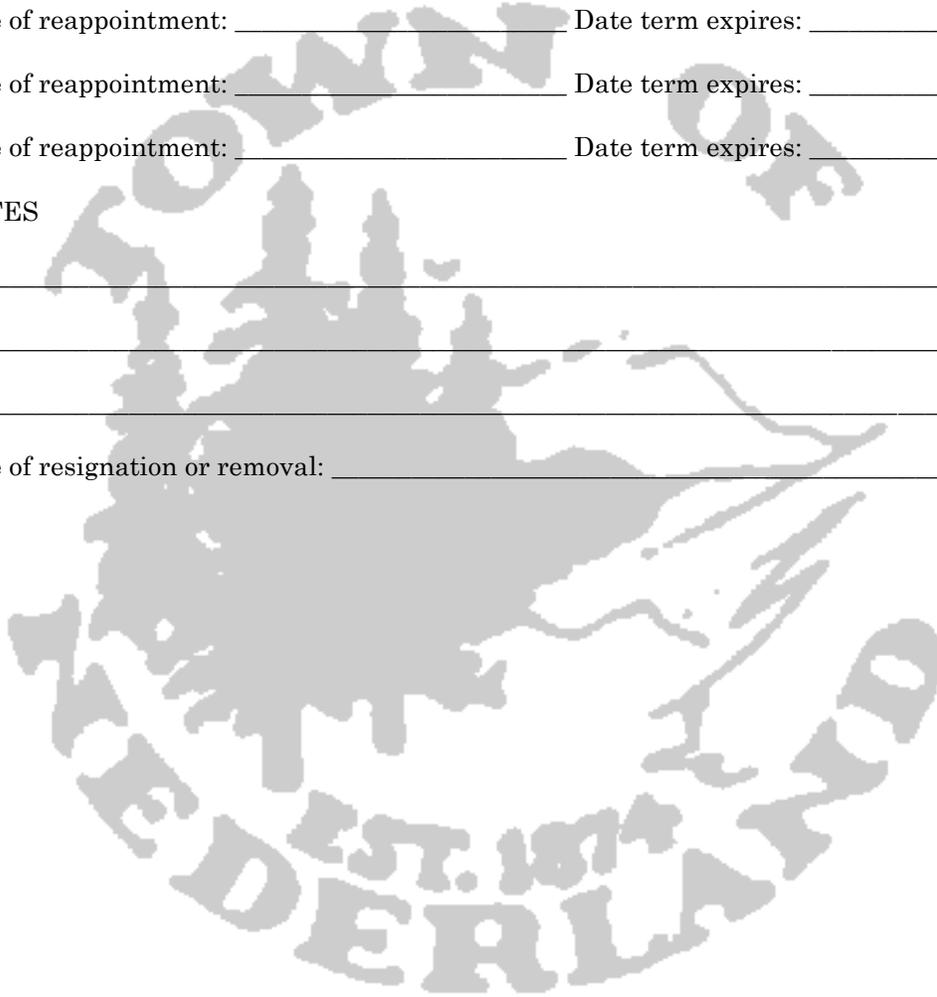
Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of resignation or removal: \_\_\_\_\_



**Professional Experience****New Hope Natural Media, Boulder, CO - Senior Web Producer 4/2007 – 6/2011**

>New Hope Natural Media, Boulder – Manage the development and production of 14 trade show and conference web sites using client-created tools, HTML, and CSS.

- Developed long and short term goals for the group to support company, department and market vision
- Managed structured and unstructured communication to ensure clarity around group goals, identification of opportunities and challenges and tracking against timelines and show requirements
- Oversaw and monitored work flow, adjusted load as necessary and appropriately resourced for scale
- Increased opportunities for revenue and profit growth
- Developed RFPs that addressed the unique needs of events and moved our technology forward
- Was a source for overall questions and clarification
- Identified with team and vendors on day-to-day communication points
- Identified opportunities for efficiencies, cost savings, increased service levels, etc
- Managed SEO implementation and reported on web usage and metrics
- Managed priorities of internal and external development groups
- Acted as website technical liaison to show teams and assists in the development of “Best Practices” for website design and email campaigns

**Freelance Project Management/Web and Email Production 9/2003 – present**

> Work with a variety of clients on projects and strategies.

- Consult with clients on marketing strategies and programs (online and print), implement and produce marketing materials, including newsletters, direct mail and advertising. Develop and implement search engine strategies.
- Project Management – manage projects, programmers, designers and clients for projects including Web applications, Web site builds and rebuilds, and on - going site - maintenance projects.

**Vermilion Design, Boulder, CO - Project Manager 4/2000 – 8/2003**

> Worked as Project manager for Vermilion who had a variety of clients from small non-profits to large consumer goods.

- Managed identity projects including product and brand identity development and implementation.
- Managed collateral and advertising development, including creative and copywriting. Managed media and ad schedules.
- Managed Web site development and production from initial strategy, through design and production and programming. Developed Vermilion's Web site design processes and procedures.

**Profile Design/Cymbic Interactive, San Francisco, CA - Production Manager 1997 – 2000**

> Production Manager for full service graphic design agency.

- Streamlined agency processes from account, creative and production departments for a significant decrease in expenses.
- Responsible for all production and trafficking of ongoing collateral, identity, advertising and Web projects. Managed media schedules for several clients with ongoing programs.
- Brand and product identity development and implementation for high tech and B2B companies.
- Managed overall collateral development including managing creative teams, developing content and establishing production standards.

**Yeo Design, San Francisco, CA - Account/Office/Project Manager 1995 – 1997**

> Project Manager for a small graphic design agency specializing in the design of computer gaming and software packaging, high end collateral and Web site development and design.

- Wrote proposals and plans for product/project launches.
- Project and production manager, for annual reports, product packaging and advertising and Web site projects.
- Managed office processes and procedures, implemented time tracking and project management to understand the company's profitability and financial position. Established billing procedures for timely invoicing.

## **International Video Network, San Ramon, CA - Creative Services Manager 1993 – 1995**

> Managed a creative services department for a company that produced and distributed travel and special interest videos.

- Developed and managed the creation of marketing materials for several product lines of travel and special interest videos marketed to consumers and businesses and schools.
- Managed creation and production of new and existing video packaging.
- Managed departmental budget.
- Worked collaboratively with sales department.

## **PC/Computing Magazine, Foster City, CA - Marketing Specialist 1990 – 1993**

> Managed the development and production of marketing and sales materials, programs and events for a high - tech magazine. During my 3 years at PC/Computing the magazine went from a start-up, functioning in the red to a successful and profitable magazine.

- Created marketing project plans and goals. Managed copywriters, designers and printers.
- Helped with subscriber and advertiser research projects.
- Managed budgeting and budget allocation for new and ongoing projects.

## **Cable Co - op, Palo Alto, CA - Marketing Coordinator 1987 – 1990**

> Developed and produced sales materials, and advertising and marketing campaigns for a cooperative that provided cable television service to a very diverse area.

- Developed successful retention programs for existing subscribers.
- Monitored and tracked campaign results to determine scope of future campaigns.
- Managed marketing budget and allocated and tracked expenditures for marketing and advertising.

## **Education**

- BA, Marketing, University of Northern Colorado
- UC Berkeley and San Francisco State University: continuing education in Graphic Design and Project Management

## **Extra Curricular**

- Volunteer – Nederland Area Historical Society, Nederland, Colorado
- Board Member/Marketing & Communications – Nederland Area Chamber of Commerce, Nederland, Colorado
- Serve on the Nederland Mayor's Economic Development Task Force

## **Summary of Skills**

- Web and Internet - Develop strategies, technical and functional specifications, and creative briefs. Manage clients, vendors and internal and external teams in creating and producing Web sites for a wide variety of clients and industries. Proficient with CSS, HTML, Dreamweaver, Illustrator and Photoshop.
- Management and Marketing - Develop marketing and advertising campaigns for print and Web, write creative briefs and develop program goals including tracking and evaluating marketing efforts. Manage and track budgets, time lines, and profitability. Proficient in MS Office applications.
- Production and Traffic - Manage production and traffic departments, buy art and printing, and manage vendors, timelines and production budgets. Work with account managers to determine the scope of projects, resource needs, and write proposals. Responsible for the allocation of resources to assure that jobs are completed profitably and work with accounting to make sure invoicing is timely and correct. Proficient in Quark, Photoshop, Illustrator and Acrobat as well as MS Office applications.



**TOWN OF NEDERLAND  
STANDARD APPLICATION FOR  
APPOINTMENT OR REAPPOINTMENT TO TOWN  
ADVISORY BOARDS AND COMMISSIONS**

This is an application for appointment  or reappointment

Applicant Name: Scott C. Smith

Mailing Address: 5505 VALMONT RD #288, Boulder, CO 80301

Street Address: 35 2nd Street, Nederland, Co

Telephone number(s): 720-690-1344

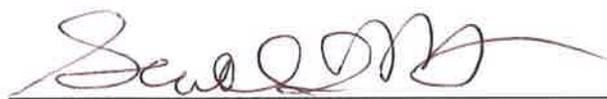
Email address: smithoman1@hotmail.com

Board or Commission for which (re)appointment is sought:

DDA

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests which you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions. **Please plan on attending the BOT meeting at which your appointment will be considered.**

My backround includes a BSEET Degree from DeVry, Phoenix, AZ 2001  
I currently run my own business painting. I have lived in the  
Nederland/ Ward area for the past 3 years. I have also worked for large corporations  
in sales as a national/international account coordinator. I am a black belt in the  
International Tae Kwon Do foundation.

  
Applicant Signature

5/8/2012  
Date