

Town of Nederland

Nederland Downtown Development Authority

Nederland Community Center, Multi-Purpose Room - 750 Hwy 72, Nederland CO 80466

February 19, 2014 @ 6:30 p.m.

AGENDA

A. Call to Order

The meeting was called to order by Vice-Chairman Jeffrey Green at 6:32 p.m., in the physical absence of Chairman Pat Everson. Pat attended the meeting remotely, via FaceTime.

B. Roll Call

Members present were: Jeffrey Greene, Katrina Harms, Amanda Kneer, Karina Luscher, Susan Schneider, and Pat Everson via FaceTime video conferencing. Chris Perret was absent.

Also present were: Town Administrator Alisha Reis, Town Treasurer Eva Forberger, and Pam North (temporarily acting as secretary to record meeting's minutes). Conor Merrigan, NedPed project manager, was available via conference call, regarding the NedPed project, Marcy Wells (candidate for NDDA secretary) was available during the meeting via Skype.

C. Consent Agenda

1. Approval of January 15, 2014 Minutes

Amanda Kneer made a motion to approve the minutes, Katrina seconded, and the minutes were approved unanimously.

2. Approval of Warrants -Treasurer Eva Forberger

Eva reported warrants in the amount of \$1,073.74. It was moved and seconded to approve the current warrants, and all present responded as being in favor; however, Karina Luscher had left the room momentarily, and didn't vote.

D. Public Comment on Non-Agenda Items

There was no public comment on non-agenda items.

E. Informational Items

1. Treasurer's Report: Eva Forberger, NDDA Treasurer

Eva's submitted report included the NDDA summary, NDDA Financial Details, and NedPed Project Budget.

2. Town Administrator's Report on Items from the Board of Trustees Affecting the NDDA

District

Alisha reported that the NedPed was viewed as a model project, with its sophisticated drainage system and use of pavers. She mentioned the new performance space adjacent to the wastewater treatment plant, and said that plans were to move as many events as possible to that area in the future. Other projects of interest to the NDDA were a Planned Unit Development (PUD) of Sally Grahn's replat for small homes; an annexation proposal for 45-50 units at Arapahoe Ranch; and the 30-year Master Plan for the Community Center, which would incorporate use of pavers, similar to the NedPed project..

3. NedPed Report: Conor Merrigan, Project Manager and Alisha Reis, Town

Administrator

Conor Merrigan was on the phone to answer questions. Alisha said that the NedPed 90% complete

design for NedPed had been reviewed by the NDDA in November, then sent to the Board of Trustees (BOT) with recommendation for approval. The BOT had approved it with amendments (1-8). Susan brought up that the spruce trees likely would have 35% damage to their root systems from the project, and if the trees died, would the Town be responsible? Alisha replied that if that was the result, the Town would be responsible for their removal. Jeff said that he had second thoughts on the additional expenditure, after which Alisha added that the expense could be up to \$15,000. Katrina mentioned that NedPed no longer was an NDDA project, since the BOT had approved it. Alisha said that Conor had been hired as project manager to oversee the NedPed project, and if funding was inadequate, the Town budget may have to cover with reserves. The NDDA would have further input if changes were needed, but the Town was overseeing NedPed now. Jeff questioned how responsible was it to spend \$12,370 on saving the spruce trees, and whether the project be delayed. Amanda remarked that if Xcel topped the trees, further injury and detriment to the trees would occur, and it was disheartening for the NDDA to have done all that work, then have the BOT decide to spend the additional \$12,370 past what was recommended. Jeff said that bringing up, as a citizen, the extra cost was not worth the time, and could cause delay. Conor was asked by Pat how the historical clearances were coming, to which Conor replied that they should be done by March 10, and that CDOT has everything needed for the design. He continued, saying that the project should be able to go to bid after March 10, and the NDDA will get the bids and a construction schedule. Pat said they will wait for that information. Conor voiced his intention of getting started on his final report, which will include lessons learned, etc., and that the wait then will begin for bids, hopefully resulting in a good contractor for the project. Jeff asked if the \$12,370 cost was separate, and Conor replied that it was. Alisha asked Conor if the meander in the road would affect the cost, and Conor answered that there would be minimal impact and negligible narrowing of the road. He also said that construction should take 30-45 days.

4. Electric Vehicle Charging Station Grant Update: Pat Everson, Chairman

The Town's administrative assistant/intern, Alex Armani-Munn, who is working on preparing the grant application, gave an overview of the EV project. He also stated that he wished everyone to be familiar with the grant and application process, and to send him their comments by March 3. The grant application deadline is May 1, 2014, and the application first must be approved by the NDDA, and then by the BOT. The Town is the owner of the Visitors Center property, and therefore must be the applicant. Alex stated that the application has to address how the project achieves two or more of specified goals in order to qualify for the grant. The nine goals (and level of priority) are: 1) incentivize the diversification from petroleum-operated vehicles in area public fleets by funding vehicle and infrastructure costs (high); 2) promote the transformation of the region's transportation system by incentivizing the development of geographically dispersed EVSE charging infrastructure (high); 3) reduce harmful air pollutants (medium); 4) reduce greenhouse gas emissions (medium); 5) promote energy security by reducing petroleum usage and implementing cleaner, reliable alternative transportation (medium); 6) encourage technological innovation (low); 7) gather data on EV usage (high); 8) advance fleet sustainability (medium); and 9) promote greening government initiatives (low). Alex had talked to Public Works Director, Jason Morrison, and the double hose pedestal unit was thought to be the most effective choice. The grant will pay 80% of the total cost (up to \$6,250 per unit), and there would be a 1-year warranty. The back side of the Visitors Center parking lot, beside the river, was possibly a good location, but Alex expressed his intention of scouting for other viable locations also. Amanda commented that the Visitors Center parking lot was full in the summer, with no additional room. Jeff commented that the charging station would take up four parking places. The library parking lot was suggested as a possible alternative location. Katrina commented that the Town should be asked to help with enforcement of EV parking. Amanda asked about the operation of the outdoor unit, and Alex responded that there would be an electrical conduit to the charging station from the Visitors Center, and that a solar carport over two spaces also was possible (at a higher cost). He recommended reaching out to the community to find out who owns electrical vehicles. The Board

agreed to limit the grant to one charger that would accommodate two vehicles.

F. Action Items

1. Approval of New Board Secretary, Marcy Wells: Hiring Committee

Jeffrey Green introduced the topic of Marcy Wells. Katrina reported that the hiring committee had interviewed three candidates, and had agreed on Marcy Wells, with one caveat which Pat wanted the Board to address: Marcy would be out of town until the March 19 meeting. Katrina said that Marcy was experienced, and a good candidate. Marcy was reached via Skype to answer questions. Jeff asked her why she couldn't be there until March 19, and questioned her reliability (Marcy's response was unintelligible to this reporter). Jeff asked if the hiring committee members could be contacted for questions, to which Alisha replied that the Sunshine Law must be observed. Jeff expressed interest in the other two candidates for the secretary position. Katrina told Marcy that she would get back to her the next day, and the Skype conversation was ended. Pat said that the March 30 hiring date for Marcy (which had come from the telephone conversation with Marcy) suggested that hiring her could be put off until the March 19 NDDA meeting, and that in the interim the hiring committee could get together. Jeff questioned whether Marcy was committed to the job, to which Karina responded that Marcy likely would say she was committed. Katrina gave her opinion that she felt Marcy was the right person for the job, and she would be willing to wait until Marcy was available. Jeff asked if Marcy would sign a contract, and Karina replied that they couldn't know that, and even with a good resume, Marcy might still let them down. Jeff responded that his thinking had changed regarding her hiring, but that he didn't want to wait until the next meeting. Amanda said that Marcy is local, and had been in the area for a while. Jeff then said that she could be given a chance, and that if she didn't work out, someone else could be hired to replace her. He stated also that he did not wish to set a date for the workshop until a secretary was in place. Pat asked to have the digital information forwarded to Marcy to get her started, but other things were needed for training, and that she had some material from Sue Churches' tenure. Karina replied that Marcy had a lot of knowledge already, and Katrina said that Marcy could spend some time next week to get started. Jeff withdrew his question as to why Marcy couldn't start immediately, and that he would be willing to try her out. Eva said that there had been 12 candidates, 90% of whom were decent. Jeff then asked whether the Board wished to table it or go for it, Katrina made a motion to appoint Marcy Wells as NDDA secretary, effective immediately, with the condition that she would not be paid until she worked. Karina seconded the motion, and all were in favor.

2. Setting Date and Agenda for Board Workshop for Short-Term Planning and Review of Long-Term Goals

Jeff offered the use of his brewery as a place for the meeting. Katrina was in favor of setting just the meeting date now, and then choosing a location later. Jeff tabled setting a date, to be done at a future meeting. Katrina mentioned that Sidewalks Phase I, and other items, had been left hanging, and those needed to be on the next agenda, and Karina agreed that those topics should be discussed at the next meeting. Pat asked Alisha if anything was left over from the Sidewalks Phase I, to which Alisha answered that nothing was left over from the contract, and that outreach could be made to the public for information on any related issues, which would be more like consequences from the project. Amanda said that there were revegetation and intersection issues, and Alisha responded that the area around the bridge was one such area. Katrina suggested that the next board secretary (Marcy Wells) could research past NDDA minutes to find those issues, and Alisha replied that she has some of that information saved for reference, and can get what the NDDA needs, some of which could be from Mark Werrett regarding stormwater issues. Katrina suggested that hot topics from past meetings should be compiled before the workshop, and to be prepared for public outreach, as the time line was shrinking before the ballot issue. She also mentioned that public perception was that the Sidewalks Phase I was not finished, but that she could not give any specificity. Jeff agreed that there were remaining issues from the Sidewalks Phase I, and to let the public voice their questions. Pat said that there was some money

allotted, but the question is how to use it on what priorities, and Alisha replied that Sidewalks Phase I was done contract-wise, but stormwater and revegetation were open topics. The consensus was to pin down and discuss those issues at the March meeting, and Jeff requested specificity in what's left to address.

G. Discussion Items

Discussion of Continuation of Adopt A Planter Program, and Appointment of Chairperson and Committee: Pat Everson, Chairman

Pat Everson, via Facetime, asked the Board whether the program should be continued similarly to last year, and if the community should be asked for donations. Jeff noted that he remembered getting donations. Eva said that she did a mail-out last year and received about \$175. but that donations just offset the mail-out costs; she recommended doing the flowers with no donors. Pat said she could send out letters requesting donations, to which Katrina replied that instead the process could work similarly to the Christmas lights, enabling her to buy flowers, and that asking for donations was harder, as people weren't familiar enough with the program. Karina remarked that the Christmas lights program had worked well because no one had asked for money, and that a similar approach should be used for the flowers; no money should be requested. Susan mentioned that she had not known that the plants could be gotten wholesale. Eva thought that the NDDA could handle it all, explaining the project to each business in the process. Susan reported that there is \$3,000 in the fund now, which should buy \$6,000 of flowers. Jeff summed it up by noting that the consensus was not to send out letters for donations, and using the current funds instead, and Pat agreed with Jeff. The roundabout was mentioned; it was not done last year, but remains a possibility for the future, with the condition that visibility isn't blocked. The entrance to the town also was suggested as a possibility for flowers.

H. Other Business

There was no other business.

I. Adjournment

Susan Schneider made a motion to adjourn; Amanda Kneer seconded. All were in favor, and the meeting was adjourned at 8:35 p.m.

Next Regular Meeting: March 19, 2014, 6:30 p.m., at the Nederland Community Center, Multi-Purpose Room.