



**TOWN OF NEDERLAND  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS AGENDA  
NEDERLAND COMMUNITY CENTER  
750 Hwy 72 Nederland, CO 80466  
August 12, 2020, 6:00 p.m.**

**Audio:** [8.12.20 Audio - Password: RqvfaZG6](#)

**Meeting link:**

<https://townclerk.my.webex.com/townclerk.my/j.php?MTID=md48414189ccfde88cb045896666e0611>

Meeting number: 126 706 2229

Password: n6NEiXBpu83

Join by phone: +1-415-655-0001 US Toll

Access code: 126 706 2229

Password: 66634927 from phones and video systems

**A. CALL TO ORDER: 6:02 pm**

**B. ROLL CALL**

**Chairperson Steve Karowe, Treasurer Ron Mitchell. Board Members: Andrew Dewart, Barb Hardt, Karina Luscher, Claudia Schaufler, Rea Orthner. Board of Trustees Liaison Jonathan Baumhover**

**Absent: Brent Tregaskis**

**C. PUBLIC COMMENT**

**No Public Comment**

**D. CONSENT AGENDA (5-Minutes)**

- **Approval of Warrants**
  - [8.12.20 July Income Statement](#)
  - [8.12.20 Warrants](#)
- **Approval of 7.8.20 Meeting Minutes**
  - [Approval of 7.8.2020 Meeting Minutes](#)

**Motion to Approve the Consent Agenda. First: Board of Trustees Liaison Jonathan Baumhover. Second: Chair Steve Karowe.**

**Unanimously Approved**

**F. DISCUSSION ITEMS**

- **Envision 2030 - Miranda Fisher, Town Clerk (6:00 Audio)**
  - [8.12.20 AIM Envision 2030](#)

The Town Clerk Miranda reviews the AIM. The questions and feedback are the first step in the Town's Envision process. More updates will be provided later.

Board Member Andrew Dewart would like to look into more Civil Engineering projects. Board of Trustees Liaison Jonathan Baumhover would like the NDDA board to consider funding improvements to Nederland's wastewater treatment plant, recognizing that the plant is not part of the NDDA district.

Board Member Dewart hypothesizes that if a civil engineering firm makes errors and omissions the indemnification prevents the Town or NDDA from suing for liability.

The Town Administrator reminds the NDDA board that the Civil Engineering firm chosen went through Town's hiring processes. The process in vetting them was open. They are the Engineer of record for the Town.

Chair Steve Karowe asks if there can be a storehouse of knowledge made available to the public and future board members. Chair Karowe believes that a storehouse of knowledge will alleviate future understanding of the NDDA board and its processes.

They are collecting information through the end of August. Karina is invited to send in information.

The Town Clerk reminds the board that she is gathering baseline data. The next step is to dive into vision and goal statements and move into a strategic planning process.

- **Preliminary Budget Discussion - Steve Karowe (18:51 Audio)**

- [8.12.20 AIM Preliminary Budget Discussion](#)
- [Budget and Expense Sheet](#)

Chair Steve Karow discusses moving forward with budget discussion. He reminds the board that last year we did not discuss the budget early enough. He requested that the board begin to start thinking about priorities. Steve would like us to set up a time when we could have a special meeting or a retreat so we can hash out goals.

- **Committee Resolution - Claudia Schaufler/ Board of Trustees Liaison Board of Trustees Liaison Board of Trustees Liaison Jonathan Baumhover - (21:31 Audio)**

- [8.12.20 AIM Committee](#)
- [7.8.20 Minutes: Committee Discussion](#)

Board Member Claudia Schaufler and Board of Trustee Liaison Board of Trustees Liaison Board of Trustees Liaison Board of Trustees Liaison Jonathan Baumhover did not work on the topic until recently. Claudia Schaufler did find some great information and will share it with the Executive Director next week.

Claudia Schaufler created a document and shared it with other board members for suggestions. Ideally committees will report back to the board. She suggests that each board member sit on one committee.

Making the committee accountable. Getting committees to do the work during the meeting. At the meeting people are hearing things for the first time. Steve would like to see that happen. Board of Trustees Liaison Board of Trustees Liaison Board of Trustees Liaison Jonathan will add his edits to the Google Documents..

Board of Trustees Liaison Jonathan Baumhover said he would create a NDDA Google document for the NDDA so his personal email will not be compromised. Claudia Baumhover said she would create a Google document and send it to the Executive Director.

## **G. ACTION ITEMS**

- **Safer Street Matching Grant - Public Works Manager Chris Pellitier (32:00 Audio)**
  - [AIM for Safer Streets](#)
  - [8.12.20 Safer Streets Public Works Budget Spreadsheet](#)
  - [Safer Streets Application](#)
  - [Safer Street Application Guidelines](#)

Public Works Director Public Works Manager Chris Pellitier explains a grant opportunity. The grant focuses on pedestrian safety; bicycle and pedestrian safety for projects that align with metro plans. Nederland is eligible for funds. The grant is due soon. The awards will take place in September, a 20% match needed. Public Works Manager Chris Pellitier would like to upgrade crosswalks in town.

Painting and raising the sidewalk would be beneficial to pedestrians as well as traffic calming. Expansion of sidewalks and crosswalks is one of the main goals.

The BOT unanimously approved the concept of improving sidewalk and crosswalk. Public Works Manager Chris Pellitier. He also asked for BOT approval for staff to attend the NDDA meeting and request approval of funds.

The project value is \$350,000 is the estimated cost of the upgrades. Twenty percent is \$70,000. Will the NDDA approve goals and would they match.

There may be funds of the \$10,000 that the NDDA to give. Some of the \$10,000 could possibly be used to fix the sidewalks.

Board of Trustees Liaison Jonathan Baumhover suggests that Public Works does not install flashing lights at pedestrian crosswalks. A lot of public comments at BOT meetings are against the bright light crosswalks. He supports the project but does not support flashing lights.

Board Member Barb Hardt asks for fund breakdown; for example, why \$100,000 for sidewalks. She would like to see the cost in numbers.

Public Works Manager Chris Pellitier explains that the numbers at this time are concepts. He is selling a concept and not a project. He does not really know the cost. Nothing is specific. That comes later. He gave the granters a broad concept that he sold them. The amount of the match would be a percentage of the total cost. They could award less or more. If the full amount of the grant is awarded would be \$70,000. If the grant awards less funds 20% of the amount awarded will be what the NDDA contributes.

Board Member Karina Luscher does not oppose strong signaling in the crosswalk.

Public Works Manager Chris Pellitier assures the board that the details of the project could be worked out after the grant is awarded. This could be worked out later if the Town receives the funding.

Board Member Claudia Schaufler would like the project to tie in with the NDDA Wayfinding project. Board Member Rea Orthner suggests that Public Art could work well with this project.

Board of Trustees Liaison Jonathan Baumhover is interested in rerouting pedestrian walkways under the bridge.

The Resolution will ask for a 20% commitment.

**Motion to Approve the 20% Commitment to the Matching Funds for Pedestrian safety. First: Jonathan Baumhove. Second: Chair Steve Karowe. Unanimously Approved.**

- **TIPS OPR : Jefferson Street Project - Public Works Manager Chris Pelltier, PW - (59:10 Audio)**
  - [AIM From BOT Meeting](#)
  - [Draft OPR Requirements Presented](#)
  - [5.15.20 NDDA AIM Request for additional 70,000](#)
  - [5.18.19 Minutes Requesting Decision to be moved to July 2019](#)
  - [2.13.19 NDDA Meeting Minutes Approving \\$69,000](#)

Public Works Manager Chris Pellitier reports that wayfinding can be added in the TIPs grant. The Parks, Recreation, Open Space Advisory Board (PROSAB) wants an informational kiosk at the RTD site. Public Works Manager Chris Pellitier worked with Town advisory boards so they could discuss their interests and level of sustainability. Wayfinding was a large topic for the advisory boards as well as developing gardens for stormwater mitigation. Traffic flow and parking were issues discussed by the Planning Board.

Does the NDDA board have any input on the project?

The Sustainability Advisory Board received a grant for Electric charging stations. Exel Energy also provided funding for the charging stations. Public Works Manager Chris Pelltier is working on piecing together the funding. Chair Steve Karowe requests signage stating that funding was provided by the NDDA. Public Works Manager Chris Pellitier said he will add signs of encouragement. He suggests speaking with PROSAB Chair Jessica Ansari regarding wayfinding signage. They will want to begin construction by the Spring of next year. He would like to know the designs of the signs as soon as possible. Public Works Manager Chris Pellitier would like to bring the Resolution for \$139,000 to the Board of Trustees.

- **NDDA Finances: Town Accountant/Bookkeeper - Steve Karowe (1:10 Audio)**
  - [8.12.20 AIM Bookkeeper/ Accountant](#)
  - [5.13.20 NDDA Minutes: Jennifer Hagey](#)
  - Tanner D'Alessandro. - Bookkeeper / Accounting

Chair Steve Karowe explains that the NDDA has an opportunity to engage local bookkeepers or accountants because Jen Hagey left her position as Town Treasurer. Tanner D'Alessandro offered to do NDDA bookkeeping for \$25 a month. He would be engaged in ancillary accounting work as well. Treasurer Ron Mitchell can answer more about accounting. He discussed using \$500 to \$700 per year for the bookkeeping work.

Town Staff would like the NDDA to speak with their attorney, Paul Benedetti as the NDDA moves money. Board Member Andrew Dewart wants total transparency.

**Motion to Appoint the Accounting Firm Accounting Specialist Firm as Bookkeeper and General Audit firm. First: Treasurer Ron Mitchell Second: Chair Steve Karowe. Unanimously Approved.**

- **NDDA Finances: EIN and New Bank Accounts - Steve Karowe (1:11:18 Audio)**
  - [8.12.20 AIM](#)

Chair Steve Karowe explains that NDDA Attorney Paul Benedetti suggested that the NDDA acquire their own EIN number. Treasurer Ron Mitchell suggests that the NDDA move unencumbered funds to insured accounts with higher interest

NDDA accounts are FDIC insured up to \$250,000. Currently the NDDA is risking funds over \$250,000 that is not insured

Treasurer Ron Mitchell suggests purchasing Tax Certificates. Ron Mitchell would like to form a committee to work with the public for transparency and understanding on TIF investments.. Ron Mitchell would like

to present information to the BOT board discussing Tax Certificate purchases. The purchase event is on November 20th.

**Motion to Approve an NDDA EIN number and pending discussions with Town Staff and Town Auditor to approve that all NDDA funds are FDIC. First: Chair Steve Karowe Second: Treasurer Ron Mitchell.**

**Parking on Big Springs Recommendation - Ron Mitchell and Andrew Dewart (1:43:19 Audio)**

- [8.12.20 AIM Big Springs Parking Request for Proposals](#)
- [8.12.20 Parking RFP](#)
- [8.12.20 Image Big Springs: Lee Stadele](#)
- [8.12.20 New Project Breakdown](#)

Treasurer Ron Mitchell reminds the NDDA board that the project is not a fancy RFP or project. The Committee suggested working on the South side of Big Springs drive. The Committee does not want the parking project complicated. The NDDA requires funds for a survey. The schematic image presented by JVA is not a survey. Necessary project items were added to the first proposal that JVA provided to the NDDA. Insured. The Committee provided a performance based Request for Proposals. A lot of details need to be worked out once the bid is completed. The project would take 4 to 6 weeks to complete. The committee suggests that the NDDA finishes the project in the Fall, otherwise the project would need to wait until Spring.

Chair Steve Karowe asks the Committee to discuss the specifics that the Board of Trustees requested from the NDDA on the project. Board Member Andrew Dewart explains that the documents that the NDDA are currently looking at reflect additions and limitations to the project. The NDDA board discussed the comparison between the project Designers and the Engineers.

Board Member Karina Lucher is confused about the project. She expresses that she may need to step aside because she does not have all of the information.

Claudia Schaufler suggests to the Committee that they should request all of the projected funds for the project to be sure to get the project done.

The Town Administrator is concerned that the Committee is lobbying for one firm over the other. She does not want information on any of the firms. She feels that the conversation is inappropriate. She wants to be sure the project process is done in a fair manner.

Claudia Schaufler supports the project. She is ready to move along.

Board of Trustees Liaison Jonathan Baumhover feels uncomfortable with the conversation.

Board of Trustees Liaison Board of Trustees Liaison Board of Trustees Liaison Board of Trustees Liaison Jonathan will meet with Ron and go over the documents that will be presented to the board.

**Motion to Approve Presenting the Board of Trustees with a New Concept Request for the Big Springs Parking project for an Request for Proposal and a \$10,000 Advance on the \$224,000 Total Project Cost for a Survey and Related Expenses Prior to Total Project RFP Including the Survey. First: Chair Steve Karowe Second: Board Member Andrew Dewart. Abstain: Ron Mitchell. 8 Board Members Approve.**

**H. INFORMATIONAL ITEMS (3 minutes each)**

- **Banner for Town - Claudia Schaufler (2:44 Audio)**

The signs posted to remind people to wear masks are good. There is some more funding for a few more signs. Would the board like more signs posted? Barb suggests that a banner is posted on B&F. Market.

- **Executive Director Report: Redi Grant Update / DOLA Grant**

The ED welcomes Karina to the meeting. DOLA funds will be made available once the paperwork has been processed.

- [8.12.20 Stop Gap Report Form](#)
- **Chair Report: Paul Bendetti /TIF**
- **Treasurer's Report**
- [8.12.20 Town Staff Report](#)
  - [8.12.20 Protect Our Neighbors](#)
  - [8.12.20 Protect Our Neighbors Proposal](#)
- **Committee Reports:**
  - Electrical Box: The shed roof for the electrical panel will be completed by the next NDDA meeting.

**I. OTHER BUSINESS**

**J. ADJOURNMENT**

**NEXT REGULAR MEETING: September, 2020 6:00 pm on WebX**

The NDDA Board encourages citizen participation. Public Comment period allows 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.

Copies of the agendas and meeting packet are available at no cost via email from [ndda.ed@gmail.com](mailto:ndda.ed@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.