

## Nederland Downtown Development Authority Minutes for June 5, 2008

**Board members present:** Ken Adler, Ron Mitchell, Bunny Spangler, Steve Culver, Betty Porter, Teresa Warren, Will Guercio and Director Paul Turnburke.

Also present: Mayor Martin Cheshes

Meeting called to order at 8:08 A.M.

1. Betty Porter reported on the Town Board meeting and DDA issues. The Town does not have the resources to look for code violations, however someone can file a complaint at Town Hall and they will look into it. The mayor has contacted all the businesses along First Street about the parking problems and most everyone has been very cooperative.

2. Teresa Warren read an e-mail from Brian Mahon of Eldora Mtn. Resort. He said that at this time they are declining to petition the DDA to include the Mexican Grill property in the DDA boundary. Teresa will try and contact Brian to get more information on why they came to this decision.

3. Teresa Warren said she would like to have Jim Stevens submit another proposal for using the \$5000.00 DRCOG grant that was originally intended to be used for a parking study. Can the grant be changed to be used for a technical assistant to help with other projects or projects related to the downtown area?

4. Teresa Warren updated us on the DDA finances. She said we have \$15,899.00 in the bank and that all of our bills except for our attorney fees have been paid up to date.

5. Teresa Warren talked about the TARP grant funds of \$2500.00. The funds can be used on a 5 to 1 match and must be used for projects that benefit the Peak to Peak Scenic Byway area. They have committed \$500.00 to help pay for new Scenic Byway brochures. As for using the other \$2000.00, one idea was for producing interpretive signs for the town. Paul Turnburke suggested partnering with the Trails Committee and their plans for interpretive signs in town. Together we might be able to get more or better quality signs with the additional funds.

6. Teresa Warren said she would like us to start approving the DDA meeting minutes at our next DDA meeting. She will put this on the agenda.

7. Teresa Warren revisited the DDA working agreement with the Town. She said our attorney would like to have it set up as a working agreement, something like an IGA. The Town has said it needs an ordinance or a resolution passed. Mayor Cheshes questioned why we would need an IGA if the DDA is already an arm of the town government and not a completely separated entity that IGA's are usually written for. It was noted that the previous Mayor and Town Board were the ones looking for this working agreement and that the new Town Board should revisit this issue.

8. Related to the above working agreement with the Town, the DRCOG grant for sidewalks requires the DDA have a formal working agreement or contract with the Town as one of the conditions of the grant. 15% of our grant monies will become available after July 1<sup>st</sup> to help start our planning and design process for the sidewalks. As per CDOT requirements, we need a contract between the DDA and the Town and then the Town needs a contract with CDOT. Wendy Turner from CDOT gave this information to Jim Stevens at our DDA meeting on April 10<sup>th</sup>. We also need to come up with RFP's for design work by July 1<sup>st</sup> to begin the process of using our grant. Teresa said it would take CDOT four to six weeks to approve the contracts before we could apply for the funds for design work.

9. Teresa Warren talked about the contract she came up with for the Adopt-A-Planter program. Nature's Own has already pledged \$200.00 for the two planters in front of their business. The DDA will provide the plants and a plaque for each business that signs the contract for a planter.

Betty Porter made a motion:

To approve the Adopt-A-Planter Program contract for business sponsorship of the various large planters placed around the downtown area.

Ron Mitchell 2<sup>nd</sup> the motion. Motion approved unanimously.

Someone said we need to talk to the business owners of Kathmandu, Best Western and Happy Trails about sponsoring the planters near their businesses.

10. Teresa Warren asked Betty Porter and Mayor Cheshes to put on the agenda for the next Town Board meeting the renewal of Teresa's and Ken Adler's appointments to the DDA Board.

11. Under new business, we talked about the new layout of the visitor center parking lot area that was produced by Dennis Burns. No new spaces

were created, but the placement of the handicap spaces will make the parking lot ADA compliant.

Teresa Warren would like to see an inventory done of all the available parking spaces in town. Could we get a local University class or an intern from a nearby college to work on this project? Betty Porter will contact CU, CSU and DU to see if there is any interest. Ron Mitchell mentioned he might know of someone interested in an internship.

Another suggestion from Dennis Burns' visit was diagonal parking in front of the Black Forest restaurant. This might involve moving the center line of Big Springs Drive over and impacting some of the right-of-way of the shopping center. We need more information on where all the property lines are for this to proceed. Will Guercio will get the surveys for the shopping center and Teresa Warren will contact the owners of the Black Forest. Teresa wanted to know if the Town needs to pass an ordinance before they can stripe the road with diagonal markings.

12. Teresa Warren wanted to know if we should apply this year for a "Phase II" grant to continue our sidewalk project. Paul Turnburke would like us to continue the grant application process to insure we will have additional funds should our current projections for costs fall short this year and to continue to extend the sidewalks to connect to other parts of town. It was generally agreed by all members to submit an application for a new grant. Connectivity was an important part of the approval of the first grant and with the completion of the initial sidewalk grant we will have something now to connect with. We need to contact Steve Rudy at DRCOG to say we are interested in continuing the process.

13. Paul Turnburke submitted two proposals for redefining the role of the DDA Director. After hearing the proposals and discussing the value of Paul's work a motion was made.

Ron made a motion:

To approve Paul Turnburke's second proposal to expand the duties of the DDA Director. The new responsibilities of this position would include:

To assist in the RFP process to select the best qualified engineering firm.

To familiarize the design team with existing plans, etc. for the project area and surroundings.

To assure that initial design work is done utilizing cost estimates to prevent subsequent budget problems.

To help insure that the plans address many issues not traditionally associated with sidewalk design, such as storm water quality, traffic calming, landscaping and snow removal.

To be a conduit for DDA members, BOT members, and the public to voice their questions or concerns during the design process.

Compensation for this additional work would be as follows: I will continue to attend meetings as I always have and will be paid my yearly salary of \$10,000.00. For landscape architectural work done outside of these meetings, I propose that TurnburkeAssociates bill the DDA for costs incurred with a not to exceed, (with prior authorization), amount of \$10,000.00.

Bunny Spangler 2<sup>nd</sup> the motion. Motion passed unanimously.

14. Ken Adler said he would like to go back to the Boulder County Assessor's office and get an update on all the properties within the DDA boundaries. He said this would cost \$30 to \$50 to acquire, and that he has held off trying to get this done until we had some money in the DDA account to pay for it. Teresa Warren would also like Ken to look into acquiring a mailing list for members of the DDA to use for announcements and a possible newsletter in the future.

15. Teresa Warren mentioned that it would be nice if DDA members could get business cards printed and have a voice mailbox through Town Hall. She wanted to know if we could also get email addresses through the town government for DDA members. All these ideas would be beneficial to give the DDA a more professional image with other governmental agencies and outside contacts.

16. Teresa Warren mentioned that at our next scheduled DDA meeting on June 19<sup>th</sup>, we need to hold DDA officer elections.

17. Ron Mitchell made a suggestion that in addition to filing a formal written complaint to Town Hall on code enforcement issues, that the DDA or other parties could circulate petitions to be signed by concerned citizens to be presented to not only Town Hall, but also the code violators.

18. Meeting was adjourned at 10:00 A.M.

Our next DDA Board meeting will be held at 8:00 A.M. on Thursday, June 19th at the Pioneer Inn unless otherwise notified.

Submitted by Stephen Culver, Secretary.