Nederland Downtown Development Authority
Minutes for April 10, 2008

Board members present: Teresa Warren, Ron Mitchell, Steve Culver and Director Paul Turnburke. Absent: Ken Adler, Bunny Spangler and Will Guercio.
Also present: Mayor Martin Cheshes, Dallas Masters, Andy Johnson, Joyce Westbrook, Jim Stevens, Betty Porter, Tim Underwood and Wendy Turner.

Meeting called to order at 8:05 A.M.

1. Teresa Warren gave the Treasurers Report. She talked about our recent bills and explained to Martin and Dallas our current financial status and where we are with our new grant. Teresa said this is the first time Nederland has received any Federal Transportation Grant Money.

So far this year we have collected $4222.00. $2243.00 in DDA Property Taxes from the MIL Levy and $1980.00 in TIF. We are currently $552.00 in the red, but this should be erased as more taxes are paid this spring. This is the 3rd year of our MIL Levy.

2. Teresa Warren's Chair report. Ken Adler and Joyce Westbrook will attend a workshop on billing processes for grants. Teresa said she hasn't had time to come up with a contract for the new planters as we had discussed at our last meeting. She mentioned again about Dennis Burns, the parking consultant coming up on April 23rd. The DDA will not meet on the 24th so that we can attend the Chamber of Commerce meeting that morning and listen to Dennis Burns' presentation.

3. Wendy Turner from CDOT joined us to go over sidewalk grant process. We have $225,000.00 available plus our matching funds. She said Federal funding comes with lots of strings attached. Some of the highlights of her presentation include:

The money will come through CDOT.
We need a contract between CDOT and the Town before we can begin using the grant.
Wendy doesn't foresee a contract signed until sometime in August.
2009 funding will become available on July 1, 2008.
Jim Stevens wanted to know if the Town and DDA could work on the contract before July 1st, and Wendy thought that might be okay.
The Town/DDA needs to pay the bills for construction first and then send in the bills for reimbursement at 80%.

With a Transportation Enhancement Contract you can get advanced funding of 70%. This is probably what we will want to do.
The contract should go over everyone's contribution and how the funding will be distributed.
CDOT will not add on any charges for enhancement projects.
Need to have a project designed and a set of plans in the CDOT format.
Project specifications will need to follow CDOT's guidelines and specs.
Need to have an Engineer registered in Colorado to be responsible for the project.
Need to put out a RFP for a consultant for the design process. Since the consultant fee will probably be under $100,000.00, you can either advertise for the position or send out requests to at least three qualified consultants. If the RFP's come back at over $50,000.00, we may want to hire someone to help us go over the RFP's.
Three clearances will need to be taken care of: Right of Way, Environmental/Cultural/Historical and utilities.
Our consultant will need to work on the Right of Way issues.
We would like to see the construction project begin and be completed in June and July of 2009.
Money will become available in July of 2008, but can be rolled over for three years. However, if the money hasn't begun to be used by the second year they will want to have very specific reasons why.

Wendy went over many different things that need to be done and gave Jim Stevens and Joyce Westbrook some of the guidelines and information that they will need to complete the contract. Even though it sounded like a lot of red tape and restrictions, Wendy assured us that it would not be as difficult as it may sound and that CDOT has worked with lots of communities over the years to get these projects completed.

8. Meeting was adjourned at 10:25 A.M.

Our next DDA Board meeting will be suspended so that we may all go to Chamber of Commerce meeting on Thursday, April 24, 8:00 AM at the Best Western Motel, to listen to Dennis Burns.

Submitted by Stephen Culver, Secretary.