



City of Woodland Park

City Council

March 6, 2025 at 6:30 PM

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
 - A. Consideration of application to the Board of Adjustment. (A)
(Presenter Deputy City Manager/City Clerk Leclercq)
 - B. Presentation of the Lead Service Line Inventory and Report.
(Presenter Utilities Director Wiley)
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
5. **CONSENT CALENDAR**
 - A. Approval of the February 20, 2025, regularly scheduled Council Meeting Minutes. (A)
(Presenter Deputy City Manager Leclercq)
 - B. Approval of the February 26, 2025 Special Meeting Minutes. (A)
(Presenter Deputy City Manager Leclercq)
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)**
7. **UNFINISHED BUSINESS**
(Public Comment may be heard)
8. **ORDINANCES ON INITIAL POSTING**
(Public comment may be heard)
9. **PUBLIC HEARINGS**
(Public comment may be heard)
 - A. Approval of Ordinance No. 1489, Series 2025, an Ordinance of the City Council of Woodland Park. Adjusting Expenditure Appropriations to the Various Funds, for the City of Woodland Park, Colorado for the 2024 Budget Year, and Amending Ordinance No. 1466, Series 2023, (A)(Presenter City Manager Vassalotti)
 - B. Approval of Ordinance No. 1490, Series 2025, an Ordinance of the City Council of Woodland Park. Adjusting Expenditure Appropriations to the Various Funds, for the City of Woodland Park, Colorado for the 2024 Budget Year, and Amending Ordinance No. 1486, Series 2024, (A)
(Presenter City Manager Vassalotti)

- C. Approval of Ordinance No. 1492, Series 2025, an Ordinance of the City Council of Woodland Park, Colorado, Repealing the City Sales Tax by 1.09%. (A)
(Presenter City Attorney Wilson)

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

- A. Mayor's Report
- B. Council Reports
- C. City Attorney's Report
- D. City Manager's Report

12. ADJOURNMENT

Key to agenda abbreviations:

(A) Administrative- matters involving day-to-day decisions such as approving contracts, hiring staff and the procurement of goods and services. Administrative actions generally do not require formal actions by the elected body.

(L)Legislative- typically in the policy arena; legislative matters affect large areas and large groups of people, such as enacting dog regulations or amending the City code. Legislative action generally involves motions, resolutions and ordinances.

(QJ)Quasi-Judicial- apply general rules to a specific interest, such as zoning change affecting a single piece of property, or a special use permit. Quasi-Judicial actions generally involve adjudication, sometimes in writing, but not a resolution or ordinance. Decision for Quasi-Judicial proceedings are made exclusively based upon the testimony presented on the record. Ex-parte communication (communication outside the official hearing) between elected officials and citizens is not permitted on Quasi-Judicial



STAFF REPORT

TO: Mayor Case and City Council

FROM: Suzanne Leclercq, Deputy City Manager/City Clerk

DATE: March 6, 2025

SUBJECT: Consideration of application to the Board of Adjustment. (A)
(Presenter Deputy City Manager/City Clerk Leclercq)

BACKGROUND: The City Clerk's Office received an application from Marshall Caillouet, who is interested in serving on the Board of Adjustment. There are currently alternate positions available on this Board. Mr. Caillouet has been invited to attend the March 6, 2025, City Council Meeting.

RECOMMENDATION:

ATTACHMENTS: None



City of Woodland Park

February 20, 2025 at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

The time being 6:30 PM Mayor Case called the regularly scheduled City Council Meeting to order.

The following Councilmembers were in attendance: Mayor Case, Mayor Pro-tem Nakai, Councilmember Baldwin, Councilmember Geer, Councilmember Harvey, Councilmember Jones and Councilmember Smith.

The following Staff Members were in attendance: City Manager Vassalotti, Deputy City Manager/City Clerk Leclercq, Budget Director Burleson, IT Technician Barnes and Deputy City Clerk Sauer.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Appointment to the Downtown Development Authority. (A)
(Presenter Deputy City Manager/City Clerk Leclercq)

Deputy City Manager/City Clerk Leclercq reviewed that the DDA currently had one open position as the result of the resignation of Tony Perry. Leclercq shared that this term will go until June 30, 2025, when it expires. Leclercq shared that she advertised for this position as per the Council's policy and received one application. The application received for this position was from Jason Ledlie. Leclercq shared that Mr. Ledlie met all the qualifications to be eligible to apply for this position and that he was in the audience if the Council had any questions for him.

Mayor Case invited Mr. Ledlie to come up to the podium. Ledlie introduced himself to the Council. Following interview questions from the Council, the following motion was made.

Motion: to appoint Jason Ledlie to the DDA. Jones/Case. Motion failed 3-4 with Baldwin, Geer, Harvey and Smith voting no.

- B. December 2024 Sales Tax update. (A)
(Presenter City Manager Vassalotti)

This item was removed from the agenda and will be heard at the next City Council Meeting.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

- A.** Approval of the February 6, 2025, regularly scheduled City Council Meeting Minutes.

(Presenter Deputy City Manager/City Clerk Leclercq)

Mayor Case introduced item 5 A. the minutes from the February 6, 2025, City Council meeting on the Consent Calendar. The following motion was made.

Motion: to approve the February 6, 2025, regularly scheduled City Council Meeting Minutes. Nakai/Geer. Motion carried 7-0.

- B.** Approval of the January Statement of Expenditures and authorize the Mayor to sign warrants in payment thereof. (A) (attachment added)
(Presenter City Manager Vassalotti)

Mayor Case shared that due to late postings of items 5 B and 5 C. they would both be removed from the agenda and considered at the next City Council meeting.

- C.** Approval of a contract between Lamb Excavating and the City of Woodland Park in the amount of \$74,269.05 for fire supply line for the Ute Pass Cultural Center.
(A)
(Presenter Operations and Technology Manager Felts)

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)

The following individuals spoke on Public Comment on Items Not on the Agenda:

Kellie Strong spoke about the lack of transparency with the Woodland Park School District.

Logan Ruths shared that he thought the Council was doing a great job. Ruths shared that he appreciated all that the Council was doing and that the Council was in a troublesome situation and to keep their heads up.

Nichole Brauchi shared that she was disappointed with the Council's conduct during the last Council Meeting and that she expected more from our elected officials.

Tony Perry shared sentiments on caring and competency.

Jameson Dion shared that the School District produced 140 pages of financial information and are being very transparent. Dion shared that the City does not always have the most up-to-date information on their website. Dion also shared that the City should not violate their contract with the School District.

Linda Martin (via zoom), asked who the fire contact is for the City of Woodland Park and would they be reaching out to those that live in Paradise Estates and Kings Crown regarding evacuation plans. Martin also shared her disappointment with the Council and their discussion of Mr. Ledlie's character regarding his appointment to the DDA.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

- A.** Approval of Ordinance No. 1489, Series 2025, on initial posting, an Ordinance of the City Council of Woodland Park. Adjusting Expenditure Appropriations to the Various Funds, for the City of Woodland Park, Colorado for the 2024 Budget

Year, and Amending Ordinance No. 1466, Series 2023, and set the Public Hearing for March 6, 2025.(A)
(Presenter City Manager Vassalotti)

Budget Manager Burleson introduced Ordinance No.1489, Series 2025, on initial posting and the following motion was made.

Motion: to approve Ordinance No. 1489, Series 2025, on initial posting, and Ordinance of the City Council of Woodland Park, Adjusting Expenditure Appropriations to Various Funds, for the City of Woodland Park, Colorado for the 2024 Budget Year, and Amending Ordinance No. 1466, Series 2023, and set the Public Hearing for March 6, 2025. Nakai/Baldwin. Motion carried 7-0.

- B.** Approval of Ordinance No. 1490, Series 2025, on initial posting, an Ordinance of the City Council of Woodland Park. Adjusting Expenditure Appropriations to the Various Funds, for the City of Woodland Park, Colorado for the 2024 Budget Year, and Amending Ordinance No. 1486, Series 2024, and set the Public Hearing for March 6, 2025.(A)
(Presenter City Manager Vassalotti)

Budget Manager Burleson introduced Ordinance No.1490, Series 2025, on initial posting and the following motion was made.

Motion: to approve Ordinance No. 1490, Series 2025, on initial posting, and Ordinance of the City Council of Woodland Park, Adjusting Expenditure Appropriations to Various Funds, for the City of Woodland Park, Colorado for the 2024 Budget Year, and Amending Ordinance No. 1486, Series 2024, and set the Public Hearing for March 6, 2025. Jones/Smith. Motion carried 7-0.

- C.** Approval of Ordinance No. 1492, Series 2025, on initial posting, an Ordinance of the City Council of Woodland Park, Colorado, Reducing the City Sales Tax by 1.09% and set the Public Hearing for March 6, 2025. (A)
(Presenter City Attorney Wilson)

Prior to the hearing regarding Ordinance No. 1492, Series 2025, Mayor Case shared the following information. "This is "Initial Posting" for this ordinance. Tonight, we are not conducting a public hearing on whether this ordinance is appropriate or not. Tonight we are going to make some technical amendments to the draft ordinance, and set the ordinance as amended for the public hearing, at a date certain in the future.

Consequently, we will not be taking public comments or having Council discussion on Ordinance 1492 tonight. Please save your comments for the public hearing.

The proposed amendment, which I believe you all have copies of, clarifies both the title and the Code amendment section of the Ordinance 1492, but does not alter its central purpose or intent.

The following amendments were made to Ordinance 1492. Amend the form of the ordinance that accompanied the posting of notice to the public on February 14, 2025, as follows:

1. Amend the title of the ordinance to read: an Ordinance of the City Council of Woodland Park, Colorado, Repealing the Portion of the City Sales Tax that supports the School District, Thereby Reducing the City Sales Tax by 1.09%.

2. Amend Section 2 of the Ordinance to replace the existing language with the following:
"Section 3.08.030 A of the Woodland Park Code is amended by the addition of the following new language " The 1.09% tax first levied for the benefit of the Woodland Park School district in 2016 and reauthorized by City voters at the November 5, 2024 City election is released, effective July 1, 2025. This shall reduce the tax rate under this subparagraph to 3.00% on that date."

Following Mayor Case's reading of the amendments to the Ordinance, the following motion was made.

Motion: to approve Ordinance No. 1492, Series 2025, on initial posting, an Ordinance of the City Council of Woodland Park, Colorado, Reducing the City Sales Tax by 1.09% and set the Public Hearing for March 6, 2025. Geer/Smith. Motion carried 5-0 with Case and Jones voting no.

9. PUBLIC HEARINGS

(Public comment may be heard)

- A.** Approval of a Special Event Liquor License for the 2025 Taste of the Grape, located this year at the Shining Mountain event Center located at 100 Shining Mountain Lane, Woodland Park, CO. (A)
(Presenter Deputy City Manager/City Clerk Leclercq)

Deputy City Manager/City Clerk introduced a Special Event Liquor License for the Kiwanis' Club of Ute Pass dba Taste of the Grape. Leclercq reported that the event organizer was Shannon Anderson. Leclercq reported that the organization is a non-profit organization with a current Sales Tax number. The event will be held at the Shining Mountain Event Center located at 100 Shining Mountain Lane, on Friday, February 28, 2025, from 6 PM to 9 PM. The application was submitted on January 31, 2025. The property was posted on February 10, 2025 and the public notice was published on the City's website on February 10, 2025. The character of the applicant is not an issue for this hearing and all the applicable fees have been paid.

Leclercq shared that the Ute Pass Cultural Center is undergoing construction, and the Kiwanis usually hold this event there. Leclercq shared with the Council that a liquor license had never been approved for this event to be held at the Golf Course and that is why she is bringing it before the Council.

Leclercq recommended after the Public Hearing of this event that it be approved by the Council.

Mayor Case opened the public comment portion of the public hearing. There being no public comment, Mayor Case closed the public hearing and the following motion was made.

Motion: to approve a Special Event Liquor License for the 2025 Taste of the Grape, located this year at the Shining Mountain Event Center located at 100 Shining Mountain Lane, Woodland Park, CO. Harvey/Nakai. Motion carried 7-0.

- B.** Approval of Ordinance No. 1491, Series 2025, an Ordinance to Vacate the Lot Line and Abutting Public Utility Easements Common to Lots 17 and 18 of Block 2, Sunnywood Manor Filing No. 5. (QJ)
(Presenter Senior Planner, CJ Gates)

City Planner Gates introduced Ordinance No. 1491, Series 2025 and shared the following information with the Council.

Sunnywood Manor Filing No. 5 was approved and platted in 1983 and includes a total of 64 single-family lots. Sunnywood Manor is located in the northeastern portion of Woodland Park and is accessed off Highway 67 via W. Lovell Gulch Road as seen on the vicinity map.

Mr. and Mrs. Anderson purchased Lot 17 (1.05 acres) and Lot 18 (0.9 acre) Block 2 of Sunnywood Manor Filing No. 5 in 2021. Lot 18 is currently being developed as a single-family house (2881 Sunnywood Avenue) and lot 17 is vacant. According to the 1983 plat, all side lot lines are subject to a ten (10) foot utility easement. Mr. and Mrs. Anderson are applying to vacate the lot line between their two lots and the associated utility easement.

ANALYSIS AND FINDINGS

The request was referred for review and comment to City departments (Utilities, Public Works, and Planning) and external agencies (CORE Electric, TDS Telecom, and Black Hills). The City of Woodland Park Utilities Department stated that there are no water or sewer stubouts on lot 17, and they are willing to release the whole easement between lots 17 and 18. All referral agencies had no concerns with the lot line or easement vacation request and CORE Electric has already recorded a "Release of Right to Easement" at Reception No. 763748 (01/19/2024). Staff finds no adverse impact on vacating the lot line and easements as proposed. This vacation would have no negative effect on utilities. Emergency access is not adversely impacted by this change. Approval of this request would result in the subject property becoming one contiguous lot.

Following Gates report Mayor Case opened the public comment portion of the public hearing. There being no public comment, Mayor Case closed the public hearing and the following motion was made.

Motion: to approve Ordinance No. 1491, Series 2025, an Ordinance to Vacate the Lot Line and Abutting Public Utility Easements Common to Lots 17 and 18 of Block 2, Sunnywood Manor Filing No. 5. Nakai/Geer. Motion carried 7-0.

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case shared an update on PPACG.

B. Council Reports

Mayor Pro-tem Nakai shared an update of the first Charter Review Committee Meeting.

Councilmember Baldwin gave a legislative update.

Councilmember Harvey shared an update of the Keep Woodland Park Beautiful Committee.

Councilmember Smith shared information on the upcoming St. Patrick's Day parade.

C. City Attorney's Report

City Attorney Williams shared an update on the Natural Medicine ordinance and that it would be going before the Planning Commission February 27.

D. City Manager's Report

Deputy City Manager/City Clerk asked Council for consensus to have a Special Meeting on February 26, 2025.

12. ADJOURNMENT

The time being 7:35 PM and there being no further City business, Mayor Case adjourned the City Council Meeting.

Respectfully submitted:

Suzanne Leclercq MMC, City Clerk

APPROVED THIS ____ DAY OF _____, 2025

Kellie Case, Mayor



City of Woodland Park

February 26, 2025 at 5:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

The time being 5 PM, Mayor Case called the Special City Council Meeting to order. The following Councilmembers were in attendance:

Mayor Case, Mayor Pro-tem Nakai, Councilmember Baldwin, Councilmember Geer, Councilmember Harvey, Councilmember Jones and Councilmember Smith.

The following staff members were in attendance:

City Manager Vassalotti, Deputy City Manager Leclercq, IT Technician Barnes and Communications Manager Higginbotham.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. December 2024 Sales Tax Update. (A)
Presenter City Manager Vassalotti)

City Manager Vassalotti presented the December 2024, Sales Tax update.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

- A. Approval of the January Statement of Expenditures and authorize the Mayor to sign warrants in payment thereof. (A)
(Presenter City Manager Vassalotti)

Council decided to consider both items on the Consent Calendar. The following motion was made.

Motion: to approve the January Statement of Expenditures and authorize the Mayor to sign warrants in payment thereof and approval of a contract between Lamb Excavating and the City of Woodland Park in the amount of \$74,269.05 for fire supply line for the Ute Pass Cultural Center. Geer/Smith. Motion carried 7-0.

- B. Approval of a contract between Lamb Excavating and the City of Woodland Park in the amount of \$74,269.05 for fire supply line for the Ute Pass Cultural Center (A).
(Presenter Operations and Technology Manager Felts)

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)

Patricia Stinner addressed the Council, commending the ambulance district's Chief Dienst for putting the citizens first and not putting their sales tax on necessities. Stinner asked the

Council to keep an open mind and look at the impact of revoking the sales tax on groceries or reducing it. Stinner also asked for a clarification of what the franchise tax is.

Debbie Miller, President of the Ute Pass Chamber of Commerce, complimented the construction repairs to the Ute Pass Cultural Center. Miller shared how professional the contractors were and how excited she was to see the building when it is completed.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

None.

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

None.

9. PUBLIC HEARINGS

(Public comment may be heard)

None.

10. NEW BUSINESS

(Public comment may be heard)

None.

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case read from the Council's Rules and Procedures and shared the section on decorum. Case shared that she will no longer tolerate the disrespect of citizens and any disparaging remarks made by the Council. Case shared that she would adjourn the meeting if this behavior occurs in the future.

B. Council Reports

None.

C. City Attorney's Report

None.

D. City Manager's Report

City Manager Vassalotti read the Lead Service Notice that was on the City's website.

12. ADJOURNMENT

The time being 5:20 PM the following motion was made.

Motion: to move into Executive Session pursuant to CRS Section 24-6-402(4)(e)(1) for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators and the following purposes are provided for identification purposes: discussion of miscellaneous contract remedies. Nakai/Smith.

The time being 5:29 PM, Mayor Case called the Executive Session to order with the following individuals present: Mayor Case, Mayor Pro-tem Nakai, Councilmember Baldwin, Councilmember Geer, Councilmember Harvey, Councilmember Jones, Councilmember Smith, City attorney Wilson, City Manager Vassalotti and Deputy City Manager Leclercq.

The Executive Session closed at 6:42 PM and Mayor Case opened the Public Meeting, the

Public Meeting was adjourned at 6:42 PM.

Respectfully submitted:

Suzanne Leclercq MMC, City Clerk

APPROVED THIS ____ DAY OF _____, 2025

Kellie Case, Mayor



City of Woodland Park Staff Report for City Council

Meeting Date	Agenda Item
March 6, 2025	
Department	Presenter
City Manager's Office/ Finance	Aaron Vassalotti, City Manager Kimberly Burleson, Budget Director

Item Title

Ordinance 1489, series 2025 to amend 2024 Budget expenditure appropriations (Budget Supplemental Ordinance)

Long title: Ordinance No. 1489, Series 2025, AN ORDINANCE ADJUSTING EXPENDITURES APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO, FOR THE 2024 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1465, SERIES 2023

History

City Council adopted the City's 2024 Annual Budget on December 5, 2023. Pursuant to the City's Home Rule Charter, City Council can amend the budget when the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget.

Summary

The purpose of this supplemental appropriation is summarized below. This budget expenditure adjustment and revenue source is described in the attachment to this report.

- **Funds to cover Avenger Open Space Land Acquisition that shall be reimbursed through 2024 GOCO Grant**
 - \$523,250 grant portion of Avenger Open Space Land Acquisition to be paid by City funds.
 - Funds will be reimbursed by Great Outdoors Colorado once a national forest land use permit has been obtained.

Staff Recommendation

Approve Ordinance No. 1489, Series 2025 to amend the 2024 Annual Budget.

Question for Council

Does the City Council approve Ordinance No. 1489, Series 2025?

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1489, SERIES 2025

AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2024 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1465, SERIES 2025.

WHEREAS, the Home Rule Charter of the City of Woodland Park specifies that City Council may, by ordinance, make supplemental appropriations when there are available for appropriation revenues in excess of those estimated in the budget.

NOW, THEREFORE, THIS ORDINANCE:

THE CITY OF WOODLAND PARK, COLORADO, ORDAINS

That an Ordinance entitled “AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2024 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1465, SERIES 2023,” be and the same is hereby adopted as follows:

Section 1. The 2024 Amended Budget for the City of Woodland Park, Colorado, which is attached hereto as Exhibit A and incorporated by this reference, is hereby adopted and the monies are appropriated to the various funds as the same are budgeted.

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING, FOLLOWING
PUBLIC HEARING, THIS 6th DAY OF MARCH 2025.

Kellie Case, Mayor

ATTEST:

Suzanne Leclercq, City Clerk

City of Woodland Park
2024 Supplemental Appropriation

Exhibit A

General Fund	
Increase Budgeted Revenues	\$ -
Supplemental Appropriation	523,250

City of Woodland Park
2024 Amended Budget
Supplemental Appropriations

	2024 Current Budget	2024 Supplemental Appropriation (incr/decr)	2024 Amended Budget
General Fund (100)			
Revenue	\$ 15,263,501	\$ -	\$ 15,263,501
Expenditures	(15,588,430)	(523,250)	(16,111,680)
Revenue over/(under) Expenditures	\$ (324,929)	\$ (523,250)	\$ (848,179)
Fund Balance Summary:			
Beginning Fund Balance - 1/1/2024	\$ 5,936,966		\$ 5,936,966
Revenue over/(under) Expenditures	(324,929)	(523,250)	(848,179)
Ending Fund Balance - 12/31/2024	\$ 5,612,037	\$ (523,250)	\$ 5,088,787
Ending Fund Balance Designations:			
Non-spendable Due from DDA		\$ -	
Non-spendable Inventory/Prepaid Expenditures		65,386	
Restricted for Emergencies (TABOR 3%)		428,618	
Unrestricted, Unassigned		5,442,662	
Ending Fund Balance - 12/31/2024		\$ 5,936,666	
Supplemental Appropriation Detail:			
	Expenditures	Revenue	
1. Avenger Open Space Land Acquisition	\$ 523,250		
Total adjustment	\$ 523,250	\$ -	



City of Woodland Park Staff Report for City Council

Meeting Date	Agenda Item
March 6, 2025	
Department	Presenter
City Manager's Office/ Finance	Aaron Vassalotti, City Manager Kimberly Burleson, Budget Director

Item Title

Ordinance 1490, series 2025 to amend 2025 Budget expenditure appropriations (Budget Supplemental Ordinance)

Long title: Ordinance No. 1490, Series 2025, AN ORDINANCE ADJUSTING EXPENDITURES APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO, FOR THE 2025 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1486, SERIES 2024

History

City Council adopted the City's 2025 Annual Budget on December 5, 2024. Pursuant to the City's Home Rule Charter, City Council can amend the budget when the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget.

Summary

The purpose of this supplemental appropriation is summarized below. This budget expenditure adjustment and revenue source is described in the attachment to this report.

- **DDA Grant to Local Businesses**
 - At the DDA meeting on February 4th, 2025 the DDA approved up to 30 grants up to \$5,000 for a total of up to \$150,000 for the purpose of improving the beautification and viability of local businesses
 - The DDA wishes to disburse these funds to local businesses following grant application reviews at the May 2025 meeting.

Staff Recommendation

Approve Ordinance No. 1490, Series 2025 to amend the 2025 Annual Budget.

Question for Council

Does the City Council approve Ordinance No. 1490, Series 2025?

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1490, SERIES 2025

AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2025 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1486, SERIES 2024.

WHEREAS, the Home Rule Charter of the City of Woodland Park specifies that City Council may, by ordinance, make supplemental appropriations when there are available for appropriation revenues in excess of those estimated in the budget.

NOW, THEREFORE, THIS ORDINANCE:

THE CITY OF WOODLAND PARK, COLORADO, ORDAINS

That an Ordinance entitled “AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2025 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1486, SERIES 2024,” be and the same is hereby adopted as follows:

Section 1. The 2025 Amended Budget for the City of Woodland Park, Colorado, which is attached hereto as Exhibit A and incorporated by this reference, is hereby adopted and the monies are appropriated to the various funds as the same are budgeted.

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING, FOLLOWING
PUBLIC HEARING, THIS 6th DAY OF MARCH, 2025.

Kellie Case, Mayor

ATTEST:

Suzanne Leclercq, City Clerk

City of Woodland Park
2025 Supplemental Appropriation

Exhibit A

General Fund	
Increase Budgeted Revenues	\$ -
Supplemental Appropriation	150,000

City of Woodland Park
2025 Amended Budget
Supplemental Appropriations

	2025 Current Budget	2025 Supplemental Appropriation (incr/decr)	2025 Amended Budget
<u>Downtown Development Authority (215)</u>			
Revenue	\$ 928,419	\$ -	\$ 928,419
Expenditures	(566,901)	(150,000)	(716,901)
Revenue over/(under) Expenditures	\$ 361,518	\$ (150,000)	\$ 211,518
<u>Fund Balance Summary:</u>			
Beginning Fund Balance - 1/1/2025	\$ 1,353,735		\$ 1,353,735
Revenue over/(under) Expenditures	361,518	(150,000)	211,518
Ending Fund Balance - 12/31/2025	\$ 1,715,253	\$ (150,000)	\$ 1,565,253

Supplemental Appropriation Detail:

1. Microgrants Program for DDA

Expenditures	Revenue
\$ 150,000	\$ -

Total adjustment

\$ 150,000	\$ -
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CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1492
(Series of 2025)

**AN ORDINANCE OF THE CITY COUNCIL OF WOODLAND PARK, COLORADO,
REPEALING THE PORTION OF THE CITY SALES TAX THAT SUPPORTS THE
SCHOOL DISTRICT, THEREBY REDUCING THE CITY SALES TAX BY 1.09%.**

WHEREAS, Woodland Park voters first approved in 2016 increasing the City sales tax by 1.09% and pledging the proceeds of such tax to the Woodland Park School District for educational purposes set forth in the ballot measure, and

WHEREAS, the voters of the City recently reauthorized this tax, at a City election held on November 5, 2024, and

WHEREAS, in order to formalize the understanding of the City and the District regarding the collection and administration of this tax, the Parties have entered into an intergovernmental agreement (IGA) in 2016, which agreement has been revised from time to time, most recently with an “Addendum,” dated August 29, 2024, and

WHEREAS, the central purposes of the IGA are to (a) enable to City, and City taxpayers, to periodically receive clear information from the District about how the proceeds of the City tax are spent, and (b) require that the District implement by a specific date, and maintain, a system of accounting that will enable the City and City taxpayers to readily ascertain how City tax proceeds are spent by the District, and

WHEREAS, the District has failed to meet its reporting obligations under the IGA, and submit in a timely manner how it spends approximately 3.5 million dollars of City tax proceeds annually, and

WHEREAS, the District’s actions materially and directly frustrate the City Council’s public trust obligation to City voters and taxpayers to see to it that City tax proceeds are spent as the law permits, and

WHEREAS, continued expenditure of City tax proceeds by the District, while the District fails to provide to the City and its taxpayers the oversight, accounting and reporting agreed to in the IGA is a violation of the City Council’s fiduciary and public trust obligations:

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF WOODLAND PARK, COLORADO, AS FOLLOWS:**

Section 1. The foregoing recitals are hereby incorporated as conclusions, determinations, facts and findings of the City Council.

Section 2. Section 3.08.030 A of the Woodland Park Code is amended by the addition of the following new language: “The 1.09% tax first levied for the benefit of the Woodland Park School District in 2016 and reauthorized by City voters at the November 5, 2024 City election

is repealed, effective July 1, 2025. This shall reduce the tax rate under this subparagraph to 3.00% on that date.”

- A. THE FOREGOING ORDINANCE IS HEREBY ADOPTED BY THE CITY COUNCIL OF WOODLAND PARK, COLORADO ON THIS ____ DAY OF _____, 2025.

City of Woodland Park

Kellie Case, Mayor

ATTEST:

City Clerk, Suzanne Leclercq

