



City of Woodland Park Downtown Development Authority

May 13, 2025, at 7:30 AM
City Hall, Council Chambers
220 W. South Ave., Woodland Park, CO 80863

AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
- 4. CONSENT AGENDA**
 - a. Approval of Meeting Minutes from April 08, 2025.
 - b. Approval of DDA Legal Expense report for January, February, March, and April 2025 invoices.
 - c. Approval of TIF Reimbursement Payment Check Request for AJ's Pizza 2023 and 2024.
- 5. UNFINISHED BUSINESS**
 - a. None.
- 6. NEW BUSINESS**
 - a. TAVA update (TAVA Representative)
 - b. Micro-Grant Program – Review Complete Applications – Grant Awards
- 7. PUBLIC COMMENT**

(Public comment on matters not on the Agenda.)
- 8. REPORTS**
 - a. Board Chair Report
 - b. Treasurer Report
 - c. Board Member Reports
 - d. DDA Attorney Report
- 9. ADJOURNMENT**



Downtown Development Authority

Tuesday, April 8, 2025 at 7:30 AM

City Hall, Council Chambers

Minutes

- 1. Call to Order and Roll Call:** Jon Gemelke called the meeting to order at 7:34 a.m.
Members Present: Jon Gemelke, Chairperson, David Mijares, Jerry Good, Al Born
Absent: George Jones, City Council Liaison, Arden Weatherford, Eric Cabera

- 2. Approval of Agenda:** The agenda was reviewed and approved.
Approval of Minutes: Approval of Meeting/Minutes from March 11, 2025.
Borne/Good motion approved minutes as amended.
- 3. No Unfinished Business**
- 4. New Business:**
 - a. TAVA update: Mark Weaver gave update on project. Elevator shaft/Stairwell being completed. Plat process to be presented to the planning commission April 24 and final approval May 15 with City Council. Open date projection: 1st quarter 2026.
 - b. Bergstrom Park: Aaron Vassalotti, City Manager, presented signed contract to reimagine Bergstrom. Work session/stakeholder meeting coming up. Two site visits. DDA pledged to pay for half of consulting fee \$24,000
 - c. Micro-Grant Program: Three official application, lots of inquiries. Discussed fillable pdf, getting word out, more promotion of the grant program. Current deadline April 18 at 5 pm. Needs to have date stamp.
- 5. Public Comment:**
 - a. Debbie Miller, Chamber President, has heard from 10 businesses outside the DDA boundary. Chamber to continue to send applicants to City Hall. May 1st meeting see how many applications and could extend or open a second time again later in summer.
 - b. Discussion of greenhouse for flowers. Horticulturist willing to help get plants going but may not happen this year. Not cheap and daily dedication for watering.

Obstacles are deer and high altitude and care for the plants. Could use some of the grant money for flowers.

c. Gemelke introduced John Hugh the new owner of Joanie's.

6. Reports:

A. Board Chair Report:

- a. members have issues getting access to emails and will speak with IT
- b. minutes are being taken of the meeting
- c. still an open position but waiting until June to fill it as the term ends in June and applications are open for members
- d. Studies take time and Bergstrom could take a long time. Consensus building is key and groups working together. DDA open to helping the park. Keep in mind the Bergstrom bathroom and having public access.

B. Treasurer Report: Not present, no report

C. DDA Attorney Report: Not present, no report

7. Adjournment: The meeting was adjourned at 7:58 a.m. The next meeting is scheduled on Tuesday, May 6, 2025 at 7:30 a.m. in City Hall.

Recorded by Nichole Sauer, Deputy City Clerk and approved by the DDA.

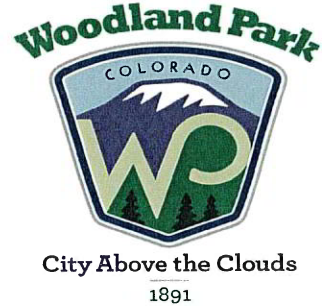
This _____ day of _____, 2025.

Jon Gemelke, Chairperson

Consent Agenda Item 4.b.

CITY OF WOODLAND PARK

220 W. South Avenue
 P.O. Box 9007
 Woodland Park, CO 80866
 719-687-9246
 719-686-1010/Fax
 Federal Tax ID # 84-6002740
 CO Tax Exempt # 98-00978



Please Select

MAIL	DEPT

Vendor Information

Name	Michow Cox & McAskin LLP
Address	5299 DTC Boulevard
Address	Suite 300
City/State/Zip Code	Greenwood Village, CO 80111
Federal Tax ID #	81-1299804

Vendor #	
Contact	Markus McAskin
Phone #	(303) 459-2725
Fax #	

Invoice #	Date	Description	Amount	G/L Acct. #
	02/04/25	WPDDA.Jan2025.001	7,077.25	
	03/04/25	WPDDA.Feb2025.001	3,882.25	
	04/07/25	WPDDA.Mar2025.001	2,402.75	
	05/01/25	WPDDA.Apr2025.001	1,596.50	
			14,958.75	TOTAL

Special Instructions:

30 Character Expenditure Description

Legal Expense

CHAIR Jan Danielke

5/2/25

Treasurer

Department Manager
 City Manager

Date	Signature

*Department Manager approval required for all purchases.
 City Manager approval required for all purchases over \$1,000.00.*



Matter No: 17.GC
 RE: General Counsel

**Confidential Attorney – Client
 Privileged Communication**

Woodland Park Downtown Development
 Authority
 Chair/Treasurer
 220 W. South Avenue
 Woodland Park, CO 80866 US

Invoice Date: 02/04/2025
 Invoice Number: WPDDA.Jan2025.001
 Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
01/07/2025	M. McAskin - WPDDA	Review J. Myers email (re meeting summary); meeting with J. Myers re grant program and DDA request for additional admin/legal support.	0:24	285.00	114.00
01/09/2025	J. Myers - WPDDA	Review the WP-DDA Bylaws and research Colorado Revised Statutes re: procedures for member resignation, appointment to fill vacancies, and electing officers of the Board; confer with M. McAskin re: same; begin drafting email to J. Gemelke and T. Perry re: same.	1:24	260.00	364.00
01/09/2025	M. McAskin - WPDDA	Meeting J. Myers re T. Perry resignation, next steps; discuss grant program agreement.	0:15	285.00	71.25
01/10/2025	J. Myers - WPDDA	Tc w/ T. Perry re date for resignation and transfer of Treasurer responsibilities.	0:24	260.00	104.00
01/13/2025	J. Myers - WPDDA	Email correspondence w/ T. Perry re his resignation from the DDA Board [.1]; email to A. Vassalotti, J. Gemelke, and T. Perry re: next steps to fill vacancy on DDA Board following T. Perry's resignation, and requesting information re: administrative role [.6]. Email to A. Vassalotti re: specifics of \$25,000 DDA grant to the City of Woodland Park [.1].	0:48	260.00	208.00
01/14/2025	J. Myers - WPDDA	Review the DDA's Bylaws to become familiar with the operations of the Board and the powers and duties of the Officers of the Board [.7]. Draft correspondence to J. Gemelke re: Bylaws' requirements re: Treasurer,	1:18	260.00	338.00



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		and re: assignability of Treasurer's duties and authority [.6].			
01/16/2025	J. Myers - WPDDA	Prepare notice for posting re work session to discuss implementing micro-grant program; email to J. Gemelke, T. Perry, and A. Vassalotti re: posting notice of same.	0:24	260.00	104.00
01/17/2025	J. Myers - WPDDA	Prepare presentation for work session on micro-grant programs and begin drafting the Resolution of the Board approving the DDA's 2025 Micro-Grant Program.	1:36	260.00	416.00
01/20/2025	M. McAskin - WPDDA	Review and respond to J. Myers emails (re WPDDA 2025 budget questions).	0:15	285.00	71.25
01/20/2025	J. Myers - WPDDA	Continue preparing for work session on the DDA's proposed 2025 micro-grant program.	2:00	260.00	520.00
01/21/2025	J. Myers - WPDDA	Travel to and attend the DDA's work session re: the DDA's proposed 2025 micro-grant program.	4:00	260.00	1,040.00
01/21/2025	M. McAskin - WPDDA	Debrief with J. Myers regarding Jan 21 work session (re grant program). Discuss 2025 budget amendments and review 31-25-807.	0:54	285.00	256.50
01/21/2025	J. Myers - WPDDA	Research secondary sources re use of tax increment revenues for grant funds; confer w/ M. McAskin re same.	2:00	260.00	520.00
01/21/2025	Mileage Reimbursement	J. Myers: mileage reimbursement to travel to and from DDA's work session re DDA's proposed 2025 micro-grant program.	145	0.70	101.50
01/22/2025	J. Myers - WPDDA	Micro Grant Program: for the purpose of determining the method of funding the DDA's 2025 Micro-Grant Program, conduct fact investigation and review files to locate 2012 and 2018 bond financing documents and IGA between the City and the DDA re loans, and review and analyze same re DDA's authority to use DDA funds [2.0]. Search for and review ordinances of the City of Woodland Park establishing the DDA and creating the Special Fund for property tax increment revenues [.5]. Email to M. McAskin re analysis of 2012 and 2018 bond agreements re: allowed uses of bond proceeds and procedures required for use of property tax increment revenue funds [.5]. Review the DDA's Foundation Plan re allowed funds for financing DDA projects; email to M. McAskin re recommended procedure for funding the DDA Micro-Grant Program [.5].	3:30	260.00	910.00
01/22/2025	M. McAskin - WPDDA	Review and respond to J. Myers emails, preliminary review of 2012 and 2012 bond documents and Council ordinances approving same.	0:27	285.00	128.25



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01/23/2025	J. Myers - WPDDA	Micro Grant Program Funding: confer w/ M. McAskin re bond instruments, tax increment funds, and authority of DDA to create indebtedness for grant funds.	1:00	260.00	260.00
01/23/2025	M. McAskin - WPDDA	Meeting with J. Myers regarding DDA budget amendment (for grant program) and related issues.	0:36	285.00	171.00
01/23/2025	J. Myers - WPDDA	Micro Grant Program: revise drafted Micro Grant Program and technical application submittal requirements.	1:36	260.00	416.00
01/27/2025	J. Myers - WPDDA	Micro-Grant Program: complete second draft of the Micro-Grant Program based on feedback of the Board during the work session; email same to City staff and J. Gemelke for review.	3:06	260.00	806.00
01/27/2025	J. Myers - WPDDA	Micro Grant Program: draft Grant Agreement.	1:06	260.00	286.00
01/28/2025	J. Myers - WPDDA	Micro Grant Program: complete draft of Grant Agreement for Entities [1.5]. Complete draft of Grant Agreement for Natural Persons [1.5]. Draft DDA's Resolution Approving Grant Program [1.0].	4:00	260.00	1,040.00
01/28/2025	M. McAskin - WPDDA	Review and revise grant agreement (form agreement), email J. Myers re same.	0:45	285.00	213.75
01/29/2025	J. Myers - WPDDA	Continue searching through DDA records to locate and review the DDA's organization documents re authority to implement a grant program for the purpose of drafting the Resolution.	1:12	260.00	312.00
01/29/2025	M. McAskin - WPDDA	Meeting J. Myers re 2025 budget amendment (re microgrant program and DDA grant to City to fund consultant study); discuss 2026 and future year budget review and adoption process (for DDA Board), to comply with Title 29 requirements.	0:24	285.00	114.00
01/30/2025	J. Myers - WPDDA	Continue drafting DDA's Resolution approving the 2025 Micro-Grant Program; revise the drafted 2025 Micro-Grant Program; revise the Grant Agreements; and confer w/ M. McAskin re: same.	2:06	260.00	546.00
01/30/2025	M. McAskin - WPDDA	Emails to J. Myers re WPDDA budget approval process (2026 and future years); meeting with J. Myers re resolution approving microgrant program.	0:21	285.00	99.75
01/31/2025	J. Myers - WPDDA	Draft DDA Resolution for Posting Notice of Meetings per Open Meetings Law; complete draft of the DDA's Resolution approving the 2025 Micro-Grant Program; draft and send email to J. Gemelke, A. Vassalotti, and City staff transmitting documents for review and posting with agenda for the DDA's	2:06	260.00	546.00



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		Board meeting on Tuesday, February 04.			
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Message:

A courtesy discount of \$3,000.00 has been applied to this invoice.

Subtotal: 10,077.25

Discount: -3,000.00

Sales Tax:

Deposits:

Payments/Credits:

Balance Due: \$7,077.25



Matter No: 17.GC
 RE: General Counsel

**Confidential Attorney – Client
 Privileged Communication**

Woodland Park Downtown Development
 Authority
 Chair/Treasurer
 220 W. South Avenue
 Woodland Park, CO 80866 US

Invoice Date: 03/04/2025
 Invoice Number: WPDDA.Feb2025.001
 Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
02/03/2025	J. Myers - WPDDA	Email correspondence w/ J. Gemelke re: the DDA Board meeting for Feb. 04; email the DDA Board transmitting the Meeting Agenda Packet.	0:18	260.00	78.00
02/04/2025	J. Myers - WPDDA	Prepare for, travel to, and attend DDA Board Meeting in Woodland Park.	4:00	260.00	1,040.00
02/04/2025	J. Myers - WPDDA	Review and organize 14 ordinances re: DDA's establishment, organization, and authority.	0:42	260.00	182.00
02/04/2025	M. McAskin - WPDDA	Meeting with J. Myers re DDA issues, discuss status of 2025 budget amendment (ordinance approving supp. appropriation); meeting update.	0:21	285.00	99.75
02/04/2025	Mileage Reimbursement	J. Myers: mileage reimbursement to travel to and from DDA's Board meeting on Feb. 04.	145	0.70	101.50
02/05/2025	E. King - WPDDA	Discussion with J. Myers regarding elements of grant program (including art).	0:12	260.00	52.00
02/05/2025	J. Myers - WPDDA	Revise the Grant Program and Grant Agreements based on direction from the Board at the DDA Board Meeting.	1:00	260.00	260.00
02/06/2025	J. Myers - WPDDA	Draft exhibit documents to Grant Program and Grant Agreement.	1:12	260.00	312.00
02/06/2025	J. Myers - WPDDA	Continue drafting exhibit documents; email correspondence with K. Burleson re: grant application; email to J. Gemelke transmitting revised Grant Program and Grant Agreements for his final review and comment.	1:42	260.00	442.00
02/07/2025	J. Myers - WPDDA	Complete final draft of 2025 Grant Program, Grant Application Form, Grant Agreements, Landowner Certificates of Ownership and Agent Authorization forms, Final Report,	4:54	260.00	1,274.00



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		Notice of Award, Notice of Denied Application, and Request for More Information; email documents to J. Gemelke, A. Vassalotti, and City staff.			
02/26/2025	J. Myers - WPDDA	Email correspondence with J. Gemelke re: attending meetings and recommended legal tasks for 2025, including budget procedure and action minutes.	0:24	260.00	104.00
02/28/2025	J. Myers - WPDDA	Prepare combined Micro-Grant Program documents for the Board Meeting Packet; email to J. Gemelke transmitting same [.3]. Tc w/ J. Gemelke [.1]. Email correspondence re: agenda packet items [.1].	0:30	260.00	130.00
02/28/2025	M. McAskin - WPDDA	Emails to T. Perry and J. Myers re DDA Board packet coordination.	0:12	285.00	57.00

Message:

A courtesy discount in the amount of \$250.00 has been applied to this invoice.

Subtotal:	4,132.25
Discount:	-250.00
Sales Tax:	
Deposits:	
Payments/Credits:	
Balance Due:	\$3,882.25



Matter No: 17.GC
 RE: General Counsel

**Confidential Attorney – Client
 Privileged Communication**

Woodland Park Downtown Development
 Authority
 Chair/Treasurer
 220 W. South Avenue
 Woodland Park, CO 80866 US

Invoice Date: 04/07/2025
 Invoice Number: WPDDA.Mar2025.001
 Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
03/04/2025	J. Myers - WPDDA	Email correspondence with J. Gemelke, N. Sauer, and M. Richardson re: reschedule of DDA Board meeting to March 11.	0:12	260.00	52.00
03/05/2025	J. Myers - WPDDA	Email correspondence with N. Sauer re: meeting procedure requirements and foundational ordinances/resolutions.	0:18	260.00	78.00
03/06/2025	J. Myers - WPDDA	Draft Meeting Agenda for Board Meeting on March 11; prepare Agenda Packet; prepare red-line edits of the Grant Program and the Grant Agreement; email Board Members the red-line edit versions of Grant Program and Grant Agreement, and the final version of the Grant Program Packet; email T. Perry and City staff requesting copy of minutes from DDA Board meeting on February 4 and executed copies of DDA Res. 01 and 02, Series 2025.	3:00	260.00	780.00
03/07/2025	J. Myers - WPDDA	Tc w/ J. Gemelke re: minutes from DDA February meeting [.1]. Revise and finalize the DDA Meeting Agenda Packet for March 11, and email same to N. Sauer for posting online and to the DDA Board Members [.3]. Prepare memo to Board re: limitation on grant applications [1.5].	1:54	260.00	494.00
03/11/2025	J. Myers - WPDDA	Attend DDA Board Meeting (via Zoom).	1:06	260.00	286.00
03/11/2025	J. Myers - WPDDA	Amend Grant Program Application form per DDA Board's direction [.1]; email Grant Program documents to K. Burleson for posting on the DDA's	0:30	260.00	130.00



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		webpage for public use [.2]; review and reply to email from K. Burleson re: marketing of Grant Program [.2].			
03/17/2025	J. Myers - WPDDA	Attend meeting (via Teams) with City Manager and City Attorney re: future cooperation between the City and the WPDDA on public infrastructure projects.	0:30	260.00	130.00
03/17/2025	M. McAskin - WPDDA	Prepare for and participate in conf. call with N. Williams, A. Vassalotti and J. Myers re DDA participation in Bergstrom Park and related projects, 2026 budget adoption procedure.	0:57	285.00	270.75
03/27/2025	J. Myers - WPDDA	Prepare April Meeting Agenda and email same to J. Gemelke and City staff for review and comment before posting.	0:12	260.00	52.00
03/31/2025	J. Myers - WPDDA	Review and reply to email from K. Burleson re: eligibility of nonprofits to participate in the 2025 Micro-Grant Program; confer with M. McAskin re: same [.2]. Review and revise draft of minutes of the March WPDDA meeting [.3].	0:30	260.00	130.00

Message:

Subtotal: _____

Discount: _____

Sales Tax: _____

Deposits: _____

Payments/Credits: _____

Balance Due:

\$2,402.75



Matter No: 17.GC
 RE: General Counsel

**Confidential Attorney – Client
 Privileged Communication**

Woodland Park Downtown Development
 Authority
 Chair/Treasurer
 220 W. South Avenue
 Woodland Park, CO 80866 US

Invoice Date: 05/01/2025
 Invoice Number: WPDDA.Apr2025.001
 Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
04/01/2025	J. Myers - WPDDA	Complete review and edits of March 11th Meeting Minutes; email to City and J. Gemelke re: March Minutes, February Minutes, and future agendas and agenda packets.	1:00	260.00	260.00
04/01/2025	J. Myers - WPDDA	Review email from S. Leclercq re: board member qualification requirements; review City Ordinances and C.R.S. re: same; reply email to S. Leclercq.	0:24	260.00	104.00
04/03/2025	J. Myers - WPDDA	Review and reply to email from J. Gemelke re: Agenda for April 8.	0:06	260.00	26.00
04/04/2025	J. Myers - WPDDA	Prepare Agenda for April 8 meeting. Email to City staff and J. Gemelke transmitting the Agenda for April 8 meeting and requesting review of March 11 minutes.	0:18	260.00	78.00
04/23/2025	M. McAskin - WPDDA	Review and respond to A. Vassalotti email re: AJ (M&M) agreement; review agreement, update spreadsheet, check with J. Myers re: status of review.	0:39	285.00	185.25
04/23/2025	J. Myers - WPDDA	AJ Pizza (M&M) TIF review.	0:36	260.00	156.00
04/29/2025	J. Myers - WPDDA	Review and reply to emails from M. McAskin re: grant applications, resolution of DDA, and increasing budget.	0:18	260.00	78.00
04/29/2025	M. McAskin - WPDDA	Emails to J. Gemelke, A. Vassalotti and J. Myers regarding WPDDA grant program and next steps to prepare for May 6 Board meeting. Review and respond to follow up emails (.75), conf. call with WP staff re: same (.5); follow up emails re: meeting date (.2).	1:27	285.00	413.25



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04/29/2025	J. Myers - WPDDA	Begin drafting Resolution XX, 2025, conditionally approving Grant Awards [.4]; attend Teams meeting with K. Burleson and M. McAskin [.3].	0:42	260.00	182.00
04/30/2025	M. McAskin - WPDDA	Emails to staff, N. Sauer and S. Leclercq re: DDA meeting change date, telephone call with K. Burleson re: late application(s) and next steps.	0:24	285.00	114.00

Message:

Subtotal: _____

Discount: _____

Sales Tax: _____

Deposits: _____

Payments/Credits: _____

Balance Due: \$1,596.50

Teller Treasurer Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Receipt Number
R0000713	6329.241510020	Feb 15, 2024	2024-02-15-DS-4756-P

1st Half

2023 PAID IN 2024

M&M ESTATE LLC
250 E US HWY 24
WOODLAND PARK, CO 80863

Situs Address	Payor
250 E US 24 WOODLAND PARK 80863	M&M ESTATE LLC 250 E US HWY 24 WOODLAND PARK, CO 80863

Legal Description
L5-6, POR L7, VAC ALLEY B14 STEFFAS 1

Property Code	Actual	Assessed	Year	Area	Mill Levy
SPECIAL PURPOSE - LAND - 2130	90,714	25,310	2023	63	75.1143
SPECIAL PURPOSE - IMPS - 2230	339,173	94,630	2023	63	75.1143

Payments Received

Check					
Check # 8086	# 119,940				\$4,190.25
Payor M&M ESTATE					

Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2023	Tax	TOTAL \$8,380.50	\$0.00	\$4,190.25	\$4,190.25
				\$4,190.25	\$4,190.25
					\$4,190.25

Balance Due as of Feb 15, 2024

ALL CHECKS ARE SUBJECT TO FINAL COLLECTION.

Thank you for your payment!

Teller County Treasurer
101 W. Bennett Ave
PO Box 367
Cripple Creek, Colorado 80813
719-689-2985

Teller Treasurer

Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Effective Date	Receipt Number
R0000713	6329.241510020	May 8, 2024	Apr 30, 2024	2024-05-08-DS-7144-P

2ND HALF

M&M ESTATE LLC
 250 E US HWY 24
 WOODLAND PARK, CO 80863

Situs Address	Payor
250 E US 24 WOODLAND PARK 80863	M&M ESTATE LLC 250 E US HWY 24 WOODLAND PARK, CO 80863

Legal Description
 L5-6, POR L7, VAC ALLEY B14 STEFFAS 1

Property Code	Actual	Assessed	Year	Area	Mill Levy
SPECIAL PURPOSE - LAND - 2130	90,714	25,310	2023	63	75.1143
SPECIAL PURPOSE - IMPS - 2230	339,173	94,630	2023	63	75.1143

Payments Received

Check	Amount
Check # 8088 Payor M&M ESTATE	\$4,190.25

Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2023	Tax	\$8,380.50	\$4,190.25	\$4,190.25	\$0.00
Balance Due as of Apr 30, 2024					\$4,190.25
					\$0.00

ALL CHECKS ARE SUBJECT TO FINAL COLLECTION.

Thank you for your payment!

Teller County Treasurer
 101 W. Bennett Ave
 PO Box 367
 Cripple Creek, Colorado 80813
 719-689-2985

TOTAL \$8,380.50 PAID

Teller Treasurer

Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Receipt Number
R0000713	6329.241510020	Feb 26, 2025	2025-02-26-CB-178260

2024 PAID IN 2025

M&M ESTATE LLC
 250 E US HWY 24
 WOODLAND PARK, CO 80863

Situs Address	Payor
250 E US 24 WOODLAND PARK 80863	M&M ESTATE LLC 826 CHARMING VIEW DIVIDE, CO 80814

Legal Description
 L5-6, POR L7, VAC ALLEY B14 STEFFAS 1

Property Code	Actual	Assessed	Year	Area	Mill Levy
SPECIAL PURPOSE - LAND - 2130	90,714	25,310	2024	63	79.1
SPECIAL PURPOSE - IMPS - 2230	452,230	+ 126,170	2024	63	79.1

Payments Received

Check # 8097	\$ 151,480	\$11,320.00
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Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2024	Tax	TOTAL <u>\$11,320.00</u>	\$0.00	\$11,320.00	\$0.00
				<u>\$11,320.00</u>	\$0.00
Balance Due as of Feb 26, 2025					\$0.00

ALL CHECKS ARE SUBJECT TO FINAL COLLECTION.

Thank you for your payment!

Teller County Treasurer
 101 W. Bennett Ave
 PO Box 367
 Cripple Creek, Colorado 80813
 719-689-2985

DDA TIF Reimbursement Check Request from City

To: Finance Director, City of Woodland Park

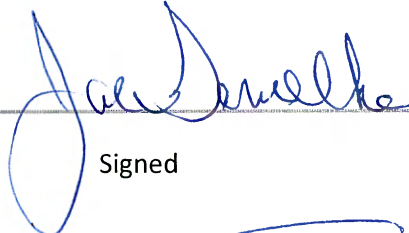
From: Chair, Downtown Development Authority

Subject: Payment of TIF Reimbursement

Meeting Approval Date:	05/13/2025
Payable To:	AJ's Pizza
Reference:	
Reimbursement Amount:	\$4663.54
Reimbursement GL:	215-710-2400
V#:	
Invoice Received:	

Chair/Vice-Chair

Jen Gemeuke



5-2-25

Print Name

Signed

Date

Treasurer/Secretary

Rick Chisholm



5/2/25

Print Name

Signed

Date

WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 03, SERIES 2025

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
CONDITIONALLY APPROVING CERTAIN GRANT APPLICATIONS REVIEWED AT
THE MAY 13, 2025, SPECIAL MEETING**

WHEREAS, on February 04, 2025, at a duly noticed regular meeting of the Board of Directors (“Board”) of the Woodland Park Downtown Development Authority (“DDA”), the Board adopted Resolution No. 02, Series 2025, approving the Woodland Park Downtown Development Authority 2025 Micro-Grant Program (“Grant Program”); and

WHEREAS, the Grant Program is designed to provide financial assistance for projects that meet the Grant Program’s eligibility requirements (as set forth therein) up to a maximum grant amount of five thousand dollars (\$5,000.00) per eligible project; and

WHEREAS, the DDA Board, with the review and approval of the City Council for the City of Woodland Park (“City”) has appropriated a total of one hundred and fifty thousand dollars (\$150,000.00) for the Grant Program; and ; and

WHEREAS, on May 13, 2025, at a duly noticed special meeting of the Board, the Board reviewed complete applications that were timely submitted to the City per the requirements in the Grant Program; and

WHEREAS, the Board finds that the projects identified on **Exhibit A** attached hereto meet the eligibility requirements set forth in the Grant Program (together the “Eligible Projects”); and

WHEREAS, the Board further finds that it desires to conditionally award a grant for each of the Eligible Projects, in the specific amount(s) set forth and included in **Exhibit A**.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY THAT:

Section 1. The foregoing recitals are included herein for all purposes and adopted by the Board as its findings and determinations.

Section 2. The Board hereby: (a) conditionally approves a grant award for each of the Eligible Projects listed on **Exhibit A**, attached hereto, in the specific amount listed for each of the Eligible Projects, conditioned upon final review and approval of the form and content of each grant application by the DDA’s general counsel; and (b) authorizes the City’s Budget Director (or designee) to mail or email a notice of award to each grant recipient. The award of the grants to the Eligible Projects is further subject to the following conditions: (1) the grant recipient and all necessary parties must enter a Grant Agreement with the DDA in the form approved by the Board and incorporated in the Grant Program; (2) the project must be completed within 120 days of the Board’s approval of the grant award, subject to extensions, if merited, per the Grant Program; (3) all work on the grant project must comply with the Grant Program requirements, including all applicable laws, ordinances, building codes, and the regulations and standards of the City; and (4) a Final Report, as defined by the Grant

Program, must be submitted to and approved by the Board following completion of the subject grant project and before a reimbursement payment is made. No funds shall be paid out from the Grant Program until a grant recipient has complied with all of the conditions set forth in this Resolution.

Section 3. Effective Date. This resolution is effective upon its approval by the Board.

APPROVED AND ADOPTED THIS _____ DAY OF MAY 2025.

By: _____
John Gemelke, Chair

ATTEST:

By: _____
Secretary

EXHIBIT A

[List of conditionally approved grant applications to be created based on direction of the Board at its meeting on May 13, 2025.]