



# City of Woodland Park Downtown Development Authority

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**September 02, 2025, at 7:30 AM**

City Hall, Council Chambers  
220 W. South Ave., Woodland Park, CO 80863

## **MEETING 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 August 05, 2025, Meeting Minutes.

### **5. PUBLIC COMMENT**

(Public comment **only on matters that are on the Agenda.**)

### **6. UNFINISHED BUSINESS**

- a. None.

### **7. NEW BUSINESS**

- a. TAVA update. (TAVA Representative)

- b. Grant Program. (City Staff)

- i. Project Deadline Extension Requests:
  - 09-Black Peak Leasing LLC
  - 23-Dana's Dance
- ii. Final Reports – Board to Review for Approval
  - 03 – Grandmothers Kitchen
  - 10 – Thunder Mountain Outcomes LLC
  - 11 – Thunder Mountain Homes, LLC
  - 12 – Snow Outcomes, LLC
  - 13 – Aspen Peak Property, LLC

- c. 2026 DDA Budget Discussion. (A. Vassalotti)

- i. \$200,000 for beautification projects, including, but not limited to, financial assistance for a greenhouse and costs of purchasing, installing, and maintaining flowers and other landscaping.
- ii. Discussion on DDA finances and items to include in the DDA's 2026 Budget.

### **8. PUBLIC COMMENT**

(Public comment on **matters not on the Agenda.**)

## **9. REPORTS**

- a. Board Chair Report
- b. Treasurer Report
- c. Board Member Reports

## **10. ADJOURNMENT**



# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** September 02, 2025

**Agenda Item:** 7.b.i. – Grant Project Deadline Extension Request of 09-Black Peak Leasing LLC

**Presented By:** Assistant DDA Attorney Joshua Myers

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### REQUEST PRESENTED

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Grant recipient 09-Black Peak Leasing LLC (“Applicant”) has submitted a request to the DDA Board to extend the deadline for the Applicant to complete its DDA approved grant project.

### SUMMARY

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The 2025 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on February 04, 2025, by WPDDA Resolution No. 02, Series 2025. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed in a timely manner, the Program sets a 120-day deadline from the date of the Board’s approval to complete a DDA approved grant project. *See* Section 5.C.i. of the Program: “Project must be completed within 120 days\* of Grant approval by the Board...”

The Grant Agreement entered by the Board and each grant recipient clarifies that the date of the Board’s approval of a grant project is the date of the Notice of Award issued to the recipient. *See* Section 6 of the Grant Agreement: “Grantee shall complete the Project and submit its Final Report ... no later than 120 days after the date of the Notice of Award...” The Notice of Award date for the Applicant was May 20, 2025. Therefore, the deadline to complete the grant project is September 17, 2025 (“Deadline”).

The Program and the Grant Agreement both allow the Board to extend the Deadline. The following provisions in the Program and Grant Agreement control the procedure for a recipient to obtain an extension of the Deadline:

Section 6 of the Grant Agreement states, “Grantee may request a reasonable extension of the [Deadline], and a reasonable extension may be granted, at the sole discretion of the Board, upon Grantee’s showing of reasonable cause for delay outside of Grantee’s control or prediction, and pursuant to the procedures in the Program.”

Section 5.C.i.\* of the Program states, “BEFORE EXPIRATION OF THE 120-DAY DEADLINE: An applicant may request, in writing, that the Board grant an extension of the 120-day deadline to complete the Project. The written request must be submitted to the Board prior to the 120-day deadline. To receive an extension, the applicant must show the Board that the applicant has been diligently pursuing the completion of the Project. The Board, by motion at a regular meeting, may grant an extension of the 120-day deadline, to a date certain, if the Board finds that the applicant has been diligently pursuing the completion of the approved Project.”

Note: The Applicant is not required to appear in person at the Board’s meeting when the Board is considering the request, but the Applicant may appear and provide additional information to the Board, including answering any questions the Board may have related to the request.

Based on the foregoing, the Board may grant the extension of the Deadline if it finds the following:

1. A written request for extension of the Deadline was submitted before September 17, 2025;
2. There is a reasonable cause for the delay in completing the project that was outside of the Applicant’s control or prediction; and
3. The Applicant has been diligently pursuing the completion of the Project.

To make its decision, the Board should consider and rely on the information included in the written request and any testimony provided by the Applicant at the Board’s meeting. The Board may also consider any other valid factor it deems relevant to making a decision, including the amount of time requested, the status of the project, the funds already expended by the Applicant on the project, and the fairness to other participants in the grant program. If this information is not available to the Board, then the Board may ask the Applicant for the additional information before making a decision if the Board thinks it is relevant.

## **FINANCIAL CONSIDERATIONS**

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None.

## **OPTIONAL BOARD ACTIONS**

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The Board may take one of the following actions by motion:

1. Approve the Extension to a specific date.
2. Request additional information from the Applicant and table the extension request to the next Board meeting.
3. Deny the Extension.

## **MOTION OPTIONS**

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A motion made must be seconded and voted on by the Board.

1. Motion to Approve Extension

“I move to approve the request of Black Peak Leasing LLC to extend the deadline to complete the approved grant project to September 30, 2025.”

2. Motion to Table Request and for More Information

“I move to table the request of Black Peak Leasing LLC to extend its deadline to complete the DDA approved grant project until the following information is provided by the applicant: \*STATE INFORMATION REQUESTED\*.”

3. Motion to Deny Request

“I move to deny the request of Black Peak Leasing LLC to extend its deadline to complete the DDA approved grant project.”

## **ATTACHMENTS**

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1. Written request of Black Peak Leasing LLC to extend deadline [See highlighted information on page 1 and 3 of the PDF].

**From:** [Wanda Poalillo](#)  
**To:** [Joshua Myers](#)  
**Cc:** [Anita Riggle](#)  
**Subject:** RE: Black Peak Leasing  
**Date:** Friday, August 29, 2025 11:31:43 AM  
**Attachments:** [image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image013.png](#)  
[image014.png](#)  
[image015.png](#)

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Good morning,

Thank you for your email. Here is a status update.

We have contracted with Peak View Stucco to stucco the entire outside of the building. We have given them ½ down on the project which is \$17,500. They have purchased all the materials and have started work. To date they have all the scaffolding up and started wrapping the building in preparation for the new stucco. However, due to so much precipitation we are behind schedule and are hoping to be completed by the end of October 2025.

Please let me know if you need further information.

Thank you,

Wanda

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**From:** Joshua Myers <JMyers@mgmfirm.com>  
**Sent:** Friday, August 29, 2025 11:26 AM  
**To:** Wanda Poalillo <wanda.poalillo@ixero.com>  
**Cc:** Anita Riggle <ariggle@woodlandpark.gov>  
**Subject:** FW: Black Peak Leasing

Ms. Poalillo,

Ms. Riggle with the City shared your request for an extension of the deadline for completing Black Peak Leasing's grant project.

For the Board to approve an extension, the applicant needs to show that the applicant has been diligently pursuing the completion of the Project. Your current request does not include information on what actions have already been taken towards completion of the project, such as preparing and approving plans, optioning proposals, entering contracts, obtaining materials, and etc. You do not have to provide documents as evidential proof, but you should at least include a sentence or two that covers the information needed. Can you provide me with information to include in your extension request that explains this needed information?

In the alternative, you can appear at the Board meeting and present testimony on this to the Board. Appearance is not required, but if the Board has any concerns or questions, it is best if you or someone is there that can address those concerns or questions.

Thank you,



Joshua Myers, *Attorney*

[jmyers@mgmfirm.com](mailto:jmyers@mgmfirm.com)

D: (303) 459-2294

O: (303) 459-2725

5299 DTC Blvd., Suite 300

Greenwood Village, CO 80111

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**From:** Anita Riggle <[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)>

**Sent:** Thursday, August 28, 2025 3:47 PM

**To:** Joshua Myers <[JMyers@mgmfirm.com](mailto:JMyers@mgmfirm.com)>

**Subject:** Fw: Black Peak Leasing



Anita Riggle

Economic Development and Budget Analyst

City of Woodland Park

220 W. South Avenue

Woodland Park, CO 80866

[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)

O 719-687-5216 C 719-725-4839



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**From:** Wanda Poalillo <[wanda.poalillo@ixero.com](mailto:wanda.poalillo@ixero.com)>

**Sent:** Thursday, August 28, 2025 1:51 PM

**To:** Anita Riggle <[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)>

**Subject:** RE: Black Peak Leasing

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**EXTERNAL:** This message has originated from outside the City of Woodland Park. Do not 'sign-in' to any links or attachments.

Thanks for the information.

I would like to formally request an extension on our Grant for Black Peak Leasing. The project is behind schedule due to needing multiple days in a row with no precipitation to complete the work. Our hopes are to have it completed by end of October 2025.

Thank you for your consideration on extending the timeline.

Wanda Poalillo

CFO, Black Peak Leasing LLC

720-333-0014

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**From:** Anita Riggle <[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)>

**Sent:** Thursday, August 28, 2025 1:21 PM

**To:** Wanda Poalillo <[wanda.poalillo@ixero.com](mailto:wanda.poalillo@ixero.com)>

**Subject:** Re: Black Peak Leasing

Wanda -

There is not a form - just a written request and it is suggested to come to the board meeting which is Sept 2 at 7:30 am. It is not required but just helps if there are any questions or concerns.

Written request - I would list what is being done, why the delay, expected time of completion.

And any other information you feel is relevant to the request.

Thanks,



Anita Riggle

Economic Development and Budget Analyst

City of Woodland Park

220 W. South Avenue

Woodland Park, CO 80866

[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)

O 719-687-5216 C 719-725-4839





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**From:** Wanda Poalillo <[wanda.poalillo@ixero.com](mailto:wanda.poalillo@ixero.com)>  
**Sent:** Thursday, August 28, 2025 1:03 PM  
**To:** Anita Riggle <[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)>  
**Subject:** RE: Black Peak Leasing

**EXTERNAL:** This message has originated from outside the City of Woodland Park. Do not 'sign-in' to any links or attachments.

Thanks so much,  
We will need the extension for sure. Can you send me what I need to complete to get that taken care of.  
Thanks,  
Wanda

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**From:** Anita Riggle <[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)>  
**Sent:** Thursday, August 28, 2025 12:15 PM  
**To:** Wanda Poalillo <[wanda.poalillo@ixero.com](mailto:wanda.poalillo@ixero.com)>  
**Subject:** Re: Black Peak Leasing

Wanda,

I checked with the DDA lawyer and the date they go by is the date of the notice of the award which was May 20, 2025.  
That is listed in section 6 of the grant agreement as well.

So - you may want to file an extension.

Let me know if you have any other questions.

Thanks,

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Anita Riggle  
Economic Development and Budget Analyst  
City of Woodland Park  
220 W. South Avenue  
Woodland Park, CO 80866  
[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)  
O 719-687-5216 C 719-725-4839





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**From:** Wanda Poalillo <[wanda.poalillo@ixero.com](mailto:wanda.poalillo@ixero.com)>  
**Sent:** Thursday, August 28, 2025 10:47 AM  
**To:** Anita Riggle <[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)>  
**Subject:** RE: Black Peak Leasing

**EXTERNAL:** This message has originated from outside the City of Woodland Park. Do not 'sign-in' to any links or attachments.

Good morning,  
The final agreement was signed by the Board on 7/1/2025 so don't we have 120 days? So 11/1/2025?  
If I have those dates wrong, I will need an extension please.  
Thanks,  
Wanda

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**From:** Anita Riggle <[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)>  
**Sent:** Thursday, August 28, 2025 10:41 AM  
**To:** Wanda Poalillo <[wanda.poalillo@ixero.com](mailto:wanda.poalillo@ixero.com)>  
**Subject:** Black Peak Leasing

Wanda,

For the Black Peak Leasing DDA Micro-Grant, we will need a submitted Final Report or a written extension request **before September 17, 2025.**

Let me know if you have any questions or need anything.

Thanks,

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Anita Riggle  
Economic Development and Budget Analyst



City of Woodland Park  
220 W. South Avenue  
Woodland Park, CO 80866  
[ariggle@woodlandpark.gov](mailto:ariggle@woodlandpark.gov)  
O 719-687-5216 C 719-725-4839





City of Woodland Park  
Downtown Development Authority

**AGENDA ITEM SUMMARY**

**Meeting Date:** September 02, 2025  
**Agenda Item:** 7.b.i. – Grant Project Deadline Extension Request of 23-Dana’s Dance  
**Presented By:** Assistant DDA Attorney Joshua Myers

**REQUEST PRESENTED**

Grant recipient 23-Dana’s Dance (“Applicant”) has submitted a request to the DDA Board to extend the deadline for the Applicant to complete its DDA approved grant project.

**SUMMARY**

The 2025 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on February 04, 2025, by WPDDA Resolution No. 02, Series 2025. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed in a timely manner, the Program sets a 120-day deadline from the date of the Board’s approval to complete a DDA approved grant project. *See* Section 5.C.i. of the Program: “Project must be completed within 120 days\* of Grant approval by the Board...”

The Grant Agreement entered by the Board and each grant recipient clarifies that the date of the Board’s approval of a grant project is the date of the Notice of Award issued to the recipient. *See* Section 6 of the Grant Agreement: “Grantee shall complete the Project and submit its Final Report ... no later than 120 days after the date of the Notice of Award...” The Notice of Award date for the Applicant was May 20, 2025. Therefore, the deadline to complete the grant project is September 17, 2025 (“Deadline”).

The Program and the Grant Agreement both allow the Board to extend the Deadline. The following provisions in the Program and Grant Agreement control the procedure for a recipient to obtain an extension of the Deadline:

Section 6 of the Grant Agreement states, “Grantee may request a reasonable extension of the [Deadline], and a reasonable extension may be granted, at the sole discretion of the Board, upon Grantee’s showing of reasonable cause for delay outside of Grantee’s control or prediction, and pursuant to the procedures in the Program.”

Section 5.C.i.\* of the Program states, “BEFORE EXPIRATION OF THE 120-DAY DEADLINE: An applicant may request, in writing, that the Board grant an extension of the 120-day deadline to complete the Project. The written request must be submitted to the Board prior to the 120-day deadline. To receive an extension, the applicant must show the Board that the applicant has been diligently pursuing the completion of the Project. The Board, by motion at a regular meeting, may grant an extension of the 120-day deadline, to a date certain, if the Board finds that the applicant has been diligently pursuing the completion of the approved Project.”

Note: The Applicant is not required to appear in person at the Board’s meeting when the Board is considering the request, but the Applicant may appear and provide additional information to the Board, including answering any questions the Board may have related to the request.

Based on the foregoing, the Board may grant the extension of the Deadline if it finds the following:

1. A written request for extension of the Deadline was submitted before September 17, 2025;
2. There is a reasonable cause for the delay in completing the project that was outside of the Applicant’s control or prediction; and
3. The Applicant has been diligently pursuing the completion of the Project.

To make its decision, the Board should consider and rely on the information included in the written request and any testimony provided by the Applicant at the Board’s meeting. The Board may also consider any other valid factor it deems relevant to making a decision, including the amount of time requested, the status of the project, the funds already expended by the Applicant on the project, and the fairness to other participants in the grant program. If this information is not available to the Board, then the Board may ask the Applicant for the additional information before making a decision if the Board thinks it is relevant.

## **FINANCIAL CONSIDERATIONS**

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None.

## **OPTIONAL BOARD ACTIONS**

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The Board may take one of the following actions by motion:

1. Approve the Extension to a specific date.
2. Request additional information from the Applicant and table the extension request to the next Board meeting.
3. Deny the Extension.

## **MOTION OPTIONS**

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A motion made must be seconded and voted on by the Board.

1. Motion to Approve Extension

“I move to approve the request of Dana’s Dance to extend the deadline to complete the approved grant project to September 30, 2025.”

2. Motion to Table Request and for More Information

“I move to table the request of Dana’s Dance to extend its deadline to complete the DDA approved grant project until the following information is provided by the applicant: \*STATE INFORMATION REQUESTED\*.”

3. Motion to Deny Request

“I move to deny the request of Dana’s Dance to extend its deadline to complete the DDA approved grant project.”

## **ATTACHMENTS**

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1. Written request of Dana’s Dance to extend deadline.

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**From:** Danas Dance <danasdance@gmail.com>

**Sent:** Monday, August 18, 2025 8:38 PM

**To:** David Burgess <dburgess@woodlandpark.gov>; George Jones <gjones@woodlandpark.gov>

**Subject:** DDA Microgrant Extension

**EXTERNAL:** This message has originated from outside the City of Woodland Park. Do not 'sign-in' to any links or attachments.

Hello There,

I am reaching out to you on behalf of Dana's Dance who received one of the DDA Microgrants this year. I would like to file an extension to the end of September to complete our pre-approved updates to the facade. Our glass broker is running behind on the windows we ordered and cannot get them installed until September.

Is there anything else I need to do to file for that extension? Do you need any other information?

Blessings,

Caitlin Gonzales, Studio Administrative Director



City Above the Clouds

# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** September 02, 2025

**Agenda Item:** 7.b.ii. – Request for Approval of Final Report of Grant Project 03-Grandmothers Kitchen

**Presented By:** City Staff

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### REQUEST PRESENTED

Grant recipient 03-Grandmothers Kitchen (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

### SUMMARY

The 2025 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on February 04, 2025, by WPDDA Resolution No. 02, Series 2025. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report.

#### Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments)

*The following conditions must be met before Grant funds will be dispersed:*

- i. Project must be completed within 120 days\* of Grant approval by the Board;*
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City;*
- iii. A fully executed Grant Agreement with the DDA in the form approved by the DDA ... must be entered by all necessary parties; and*
- iv. The Final Report must be submitted to and approved by the Board following the completion of the Project.*

The documents that must be included in the Final Report are set forth in the Grant Agreement.

Grant Agreement, Section 7. Final Report

*Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the “**Final Report**”). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.*

*Grantee shall include the following documents and information in the Final Report:*

- a. Statement of the Grantee certifying that the Project was completed consistent with the Project Application and the Board’s approval of the Project.*
- b. Copies of all itemized receipts and invoices showing paid-in-full (“**Receipts**”) for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, and itemize the costs.*
- c. Quality photographs (preferably digital) of the completed Project.*

*The Board may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before it provides final approval of the Final Report.*

The term “Required Approvals” is defined in Section 5 of the Grant Agreement as, “Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City, related to the commencement and completion of the Project (**Required Approvals**).”

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Section 5.B. Recoverable Costs / Expenses.

*Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:*

- i. Professional service fees (e.g., designer, architect);*
- ii. Labor and materials necessary to complete the Project;*
- iii. Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City in connection with the Project).*

*The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example and without limitation, Grant funds shall not be used for working capital; acquisition of property, equipment, or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.*

Based on the foregoing, the Board may approve the Final Report if it finds the following:

1. The Applicant and the DDA entered a Grant Agreement;
2. The approved project was completed before the Deadline, as may have been extended; and
3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.

A review of the Final Report documents was completed by City staff, and the Final Review Form is provided with this AIS.

### **FINANCIAL CONSIDERATIONS**

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The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

### **OPTIONAL BOARD ACTIONS**

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The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Approve the Final Report and payment of a grant amount that is less than the full award.
3. Deny approval of the Final Report and request that Applicant provide additional information.

### **MOTION OPTIONS**

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A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of grant application 03-Grandmothers Kitchen and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Approve Final Report and partial payment of the grant award.

“I move to approve the Final Report of grant application 03-Grandmothers Kitchen and for the City to issue payment in the amount of \$\*STATE AMOUNT AWARDED\* as disbursement of the awarded grant for recoverable costs.”

### 3. Motion to Deny Approval of Final Report

“I move to deny the approval of the Final Report as submitted for grant application 03-Grandmothers Kitchen because the following required information is missing: *\*STATE THE INFORMATION THAT IS NEEDED\**.”

### **ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of 03-Grandmothers Kitchen

**Woodland Park Downtown Development Authority Micro-Grant Program 2025**

**City Staff Review Form for Final Report**

Applicant: 3 – Grandmothers Kitchen  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025  
 Final Report Date: August 20, 2025  
 DDA Board Review: September 02, 2025

Scope of Project Approved by DDA for Reimbursement:

- Split Rail Fencing; Planter Boxes; Landscaping Labor; New Customer Booths (interior)

Final Report Requirements	Satisfied?	Notes
120 day deadline met?	Yes	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Yes	
Do the requested reimbursements meet the requirements of the Program?  Cost/Expenses not reimburseable: <ul style="list-style-type: none"> <li>- Working capital</li> <li>- Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature).</li> <li>- Interior improvements that are not Customer Facing.</li> <li>- Refinancing of existing debt.</li> </ul>	Yes	
Paid-in-full receipts / invoices are provided?	Yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	Yes	
Did total reimbursable costs reach max grant amount awarded?	Yes	The reimbursable costs exceeded the award amount of \$5,000. The full \$5,000 can be approved by the Board.
Provided copies of governmental approvals and permits (if applicable)?	N/A	

**FINAL REPORT**

Woodland Park Downtown Development Authority  
2025 Micro-Grant Program

The undersigned hereby submits this Final Report to the Board of Directors (“Board”) for the Woodland Park Downtown Development Authority (“DDA”) and states as follows:

1. The Project, as approved by the Board in the Board’s Notice of Award enclosed herewith (“Board Approval”), is complete.
2. The Project was completed in conformity with the Board Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the Board consider this Final Report for approval at its next available regular meeting.

By: Joseph Morgan

Signor’s Printed Name: Joseph Morgan

Date of execution: 08/22/2025

Enclosures:

- Copy of the Board’s Notice of Award and, if applicable, all approved modifications.
- Copy of the Grant Agreement
- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs
- Pictures of the completed Project

Grandmother's Kitchen  
 212 US-24, Woodland Park, CO 80863  
 Final Report

- Requested: \$4,054.71 in the grant for booth seating, Final Total: \$4,014.24 from WebstaurantStore

<b>WebstaurantStore</b> Sales Invoice		<b>Order Number</b> 112793483	<b>User ID</b> 30451893	<b>Date Ordered</b> 6/23/2025 at 4:46 PM	
<b>Bill To</b>		<b>Ship To</b>		<b>Shipping Method</b>	
Joseph Morgan GK3 LLC 222 Alpine View Rd Divide, CO 80814		Grandmother's Kitchen GK3 LLC 212 E Hwy 24 Woodland Park, CO 80863		Common Carrier W/ Liftgate	
<b>Your Contact</b>		<b>Customer PO</b>		<b>Customer Phone</b>	
help@webstaurantstore.com				(719) 208-6940	
<b>Item Number</b>	<b>Description</b>	<b>Unit Price</b>	<b>QTY</b>	<b>Est. Tax</b>	<b>Total</b>
132QAD42BLU	American Tables & Seating 45 1/2" Long Blue Plain Double Back Fully Upholstered Booth - 42" High	\$689.00	2	\$115.75	\$1,493.75
132QAS42BLU	American Tables & Seating 45 1/2" Long Blue Plain Single Back Fully Upholstered Booth - 42" High	\$409.99	4	\$137.76	\$1,777.72
<b>Subtotal:</b>					\$3,017.96
<b>Shipping &amp; Handling:</b>					\$630.31
<b>Estimated Tax:</b>					\$311.07
<b>Liftgate:</b>					\$55.00
<b>Discount:</b>					-\$880.60
<b>Total:</b>					\$4,014.34
<b>Balance Due:</b>					\$0.00
Payment Method: - XXXX - \$0.00					
Thank you for your business!		<b>WebstaurantStore</b> 40 Citation Lane Lititz, PA 17543 717-392-7472  Note: The above address is for billing purposes only. For questions regarding returns, visit your account at <a href="https://www.webstaurantstore.com/myaccount">https://www.webstaurantstore.com/myaccount</a>			

Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report



Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report

- Requested: \$525 for 50 feet of split rail fencing including installation and weather sealing. Final Total: \$780.00 from American Fenceline

## **Fencing Invoice**

**Name:** Joe Morgan

**Date:** 8/27/25

**Address:** 212 E Hwy 24, Woodland Park, CO 80863

**PROJECT TITLE:** Grandmother's Kitchen cedar split rail fence

**PROJECT DESCRIPTION:** 45 linear feet of 2-rail cedar split rail fence, posts set in concrete due to high traffic location, Removal of existing fence.

Description	Taxed	Cost
Materials	X	\$480.00
Tool rental		\$300.00
	<b>Total</b>	<b>\$780.00</b>

Sincerely yours,

Luke Carta

American Fenceline

Southern Colorado Enclosures, LLC

[Luke@americanfenceline.com](mailto:Luke@americanfenceline.com)

(239)-410-9749

Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report



Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report

- Requested: \$400 for planter boxes and flowers. Home Debot, Colorado Building Supply, and Amazon. Final Total: \$348.83



How doers  
get more done.

7120 N. ACADEMY BLVD CO SRGS, CO 80920  
719)5316400 STORE MANAGER ELENA KNOWLTON

1510 00001 54096 07/14/25 02:39 PM  
SALE CASHIER LARRY

856479005233 6' DE FNC <A>  
2 8"X5-1/2"X6' AMERICAN WRC DE PKT  
6@3.78 22.68

SUBTOTAL 22.68  
SALES TAX 1.86  
TOTAL \$24.54

XXXXXXXXXXXX1005 AMEX USD\$ 24.54

AUTH CODE 843841/6014218 TA

Contactless  
AID A000000025010801 AMERICAN EXPRESS

P.O.#/JOB NAME: 00

1510 07/14/25 02:39 PM



1510 01 54096 07/14/2025 1953

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 10/12/2025

Grandmother's Kitchen  
 212 US-24, Woodland Park, CO 80863  
 Final Report



Remit to:  
 P.O. BOX 203095  
 DALLAS, TX 75320-3095  
 Phone: (719) 687-9205

### Cash Sales Invoice

**Invoice No** 3515993  
**Invoice Date** 08/04/2025  
**Terms** 10th Prox  
**Customer** 80000002-8000  
**Contact Name**  
**Contact Number**  
**Job**  
**Your Ref**  
**Our Ref** 17624865  
**Yard Book Ref** None  
**Taken By** Vines, Kyle S  
**Sales Rep** House Account


**Invoice Address**  
 Cash Sale Woodland Park #90  
 300 S. Chestnut St.  
 Woodland Park, Colorado, 80863



**Delivery Address:** Cash Sale Woodland Park #90, 300 S. Chestnut St., Woodland Park, Colorado, 80863

<b>Special Instructions</b>	<b>Notes</b>

Line	Description	Qty/Footage	Price	UOM	Total
1	216403 - PICKET CEDAR DE #2&BTR 1X 6X 6 156	15 ea	7.69	ea	115.35
2	429005 - 1x18GA BRAD 10/1000CT 10/1000 CT MASTER CARTON	1 ea	4.99	ea	4.99

Goods received in good condition	<b>Payment Method</b>	<b>Amount Received</b>	<b>Total Amount</b>	\$120.34
Print name	Amex	\$130.45	Sales Tax 8.40%	\$10.11
Signature 	Merchant #	978716	Invoice Total	\$130.45
	Account #	*****1005		
	Authorization #	866208		

Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report

Order Details

Deliver to Debi Divide 80814 All Search Amazon Hello, Debi EN Account & Lists Returns & Orders 0

All Rufus Amazon Haul Medical Care Saks Customer Service Keep Shopping For Groceries Buy Again Browsing History


Your Account > Your Orders > Order Details

### Order Details


Order placed July 28, 2025 Order # 114-6524641-9472267 [View invoice](#)

Ship to	Payment method	Order Summary
Debi Blackwell 203 STARLIGHT HTS DIVIDE, CO 80814-9229 United States <a href="#">Change shipping address</a>	VISA Visa ending in 4852	Item(s) Subtotal: \$40.97 Shipping & Handling: \$0.00 Total before tax: \$40.97 Estimated tax to be collected: \$2.21 CO Retail Delivery Fees: \$0.28 <b>Grand Total: \$43.46</b>

**Arriving Wednesday**



Der Rose 24 Bundles Artificial Flowers for Outdoor Fake Flowers Plants UV Resistant for Home Garden Porch Window Wedding Decor  
Sold by: DerRose-US  
Supplied by: Other  
\$14.99  
[Buy it again](#)



USMOLA Artificial Moss for Indoor Plants, 16OZ Fake Moss for Crafts, Decorative Centerpieces, Fairy Garden, Wedding Party Decor, Faux Potted Plants, 455gr (Natural Green)  
Sold by: Usmola  
Supplied by: Other  
\$12.99  
[Buy it again](#)

[Track package](#)  
[Cancel items](#)  
[Write a product review](#)  
[Change Payment Method](#)

*Handwritten notes: 197 FLOWER BOX, Grandmother's Kitchen*

Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report

Deliver to Debi Divide 80814 All Search Amazon Hello, Debi EN Account & Lists Returns & Orders 0

All Rufus Amazon Haul Medical Care Saks Customer Service Keep Shopping For Groceries Buy Again Browsing History

Your Account > Your Orders > Order Details

### Order Details

Order placed July 30, 2025 Order # 114-9615504-4304240 [View invoice](#)

Ship to	Payment method	Order Summary
Debi Blackwell 203 STARLIGHT HTS DIVIDE, CO 80814-9229 United States <a href="#">Change shipping address</a>	VISA Visa ending in 4852 <a href="#">View related transactions</a>	Item(s) Subtotal: \$149.90 Shipping & Handling: \$0.00 Promotion Applied: -\$7.50 Total before tax: \$142.40 Estimated tax to be collected: \$7.70 CO Retail Delivery Fees: \$0.28 Grand Total: <b>\$150.38</b>

*2ND ORDER OF 10 FLOWER BUNDLES.*

#### Arriving Friday

Der Rose 24 Bundles Artificial Flowers for Outdoor Fake Flowers Plants UV Resistant for Home Garden Porch Window Wedding Decor  
Sold by: Der Rose  
Supplied by: Other  
10 \$14.99  
[Buy it again](#)

- [Track package](#)
- [Cancel items](#)
- [Ask Product Question](#)
- [Write a product review](#)
- [Change Payment Method](#)



Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report



➤ Requested: \$448.88 for a lighted flagpole. Final Total: 403.90 from Service First.

Grandmother's Kitchen  
 212 US-24, Woodland Park, CO 80863  
 Final Report

From: Service First Products contact@weareservicefirst.com  
 Subject: Order #183292 confirmed  
 Date: May 31, 2025 at 12:46 PM  
 To: grandmothersholdings@gmail.com

## SERVICE FIRST

### Order Confirmation

Hey Joseph,

Thank you for your purchase, this email confirms your order. We will send you another email as soon as your order is shipped.

You can follow the status of your order by clicking the button below:

[View Order Status >](#)

Please do not hesitate to give us a call on 385-985-7244 or send an email to [contact@weareservicefirst.com](mailto:contact@weareservicefirst.com) if you have any questions at all.

**\*\*IF YOU ORDERED ACCESSORIES THEY WILL SHIP SEPARATE FROM THE FLAGPOLE, EXPECT THEM AT DIFFERENT TIMES\*\***

Many thanks,  
 The Service First Flagpole team

Order No. #183292  
 May 31, 2025

#### Shipping Address

Joseph Morgan  
 GK3 LLC  
 212 U.S. 24  
 Woodland Park, CO 80863  
 United States  
 Tel. (719) 208-6940

#### Customer

Joseph Morgan  
 GK3 LLC  
 212 U.S. 24  
 Woodland Park, CO 80863  
 United States  
 Tel. (719) 208-6940  
[grandmothersholdings@gmail.com](mailto:grandmothersholdings@gmail.com)

#### Items ordered



Halyard (Rope) Conversion kit x 1 ~~\$49.97~~  
 Black \$39.97



20' or 25' Delta TELESOPING x 1 ~~\$575.99~~  
 Flagpole "Freedom Edition" (Black) \$303.97  
 25' Telescoping Flagpole Kit Freedom Edition / BLACK- Yes Please add a BLACK Solar Light (\$59.97)

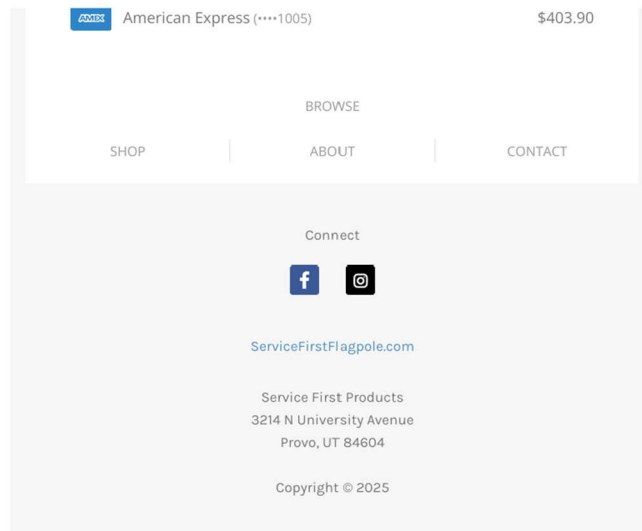


Black Flagpole Flash Collar x 1 ~~\$49.99~~  
 \$39.99

Subtotal	\$383.93
Express Ground Shipping	\$19.97
Total	\$403.90

#### Payment Info

Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report



Grandmother's Kitchen  
212 US-24, Woodland Park, CO 80863  
Final Report

- Requested: \$1,650 for costs and labor to redo the West facing side of the Grandmother's Kitchen sign. Final Total: \$1,750.13 (please look at *total*, not balance that is circled as that was the part that was paid after they did the work) from Quality Signs & Designs

**QS&D** **INVOICE**  
Quality Signs & Designs, Mailing Address: 187 Glen Dale Drive, Woodland Park, CO 80863-9092 (719)687-1849 / FAX (719)687-1893

Customer: GRANDMOTHER'S KITCHEN Date: 6-3-2025  
Address: 212 E. HWY 24, WOODLAND PARK, CO 80863  
Ordered By: JOE MORRIS Your P.O. # \_\_\_\_\_ Phone: 208.6940

Items	Description	Each	Amount
	RESURFACE ONE SIDE OF CUSTOMER'S HANGING SIGN WITH 1/8" ALUMINUM CLAD MATERIAL (ACM) AND LETTER WITH ENCAUNDS AND HI-PERFORMANCE VINYL		1250 *
	OBTAIN PERMIT, ACQUIRE HELP AND INSTALL ON-SITE		400
		Subtotal	
		Sales Tax	106.13
		Total	1750.13
		Deposit	<del>1650</del>
		Balance	750.13

Thank you  
JMC  
(install late June, early July)

Terms as specified in your Agreement. A surcharge of 10% on the balance plus 1.75% interest per month will be charged for any account carried over 5 days unless previously arranged in your Agreement.

Paid





City Above the Clouds

# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** September 02, 2025

**Agenda Item:** 7.b.ii. – Request for Approval of Final Report of Grant Project 10-Thunder Mountain Outcomes LLC

**Presented By:** City Staff

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### REQUEST PRESENTED

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Grant recipient 10-Thunder Mountain Outcomes LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

### SUMMARY

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The 2025 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on February 04, 2025, by WPDDA Resolution No. 02, Series 2025. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report.

Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments)

*The following conditions must be met before Grant funds will be dispersed:*

- i. Project must be completed within 120 days\* of Grant approval by the Board;*
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City;*
- iii. A fully executed Grant Agreement with the DDA in the form approved by the DDA ... must be entered by all necessary parties; and*
- iv. The Final Report must be submitted to and approved by the Board following the completion of the Project.*

The documents that must be included in the Final Report are set forth in the Grant Agreement.

Grant Agreement, Section 7. Final Report

*Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the “**Final Report**”). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.*

*Grantee shall include the following documents and information in the Final Report:*

- a. Statement of the Grantee certifying that the Project was completed consistent with the Project Application and the Board’s approval of the Project.*
- b. Copies of all itemized receipts and invoices showing paid-in-full (“**Receipts**”) for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, and itemize the costs.*
- c. Quality photographs (preferably digital) of the completed Project.*

*The Board may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before it provides final approval of the Final Report.*

The term “Required Approvals” is defined in Section 5 of the Grant Agreement as, “Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City, related to the commencement and completion of the Project (**Required Approvals**).”

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Section 5.B. Recoverable Costs / Expenses.

*Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:*

- i. Professional service fees (e.g., designer, architect);*
- ii. Labor and materials necessary to complete the Project;*
- iii. Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City in connection with the Project).*

*The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example and without limitation, Grant funds shall not be used for working capital; acquisition of property, equipment, or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.*

Based on the foregoing, the Board may approve the Final Report if it finds the following:

1. The Applicant and the DDA entered a Grant Agreement;
2. The approved project was completed before the Deadline, as may have been extended; and
3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.

A review of the Final Report documents was completed by City staff, and the Final Review Form is provided with this AIS.

### **FINANCIAL CONSIDERATIONS**

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The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

### **OPTIONAL BOARD ACTIONS**

---

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Approve the Final Report and payment of a grant amount that is less than the full award.
3. Deny approval of the Final Report and request that Applicant provide additional information.

### **MOTION OPTIONS**

---

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of grant application 10-Thunder Mountain Outcomes LLC and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Approve Final Report and partial payment of the grant award.

“I move to approve the Final Report of grant application 10-Thunder Mountain Outcomes LLC and for the City to issue payment in the amount of \$\*STATE AMOUNT AWARDED\* as disbursement of the awarded grant for recoverable costs.”

### 3. Motion to Deny Approval of Final Report

“I move to deny the approval of the Final Report as submitted for grant application 10-Thunder Mountain Outcomes LLC because the following required information is missing: *\*STATE THE INFORMATION THAT IS NEEDED\**.”

### **ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of 10-Thunder Mountain Outcomes LLC

**Woodland Park Downtown Development Authority Micro-Grant Program 2025**

**Review Form for Final Report**

Applicant: Thunder Mountain Outcomes LLC  
 Project Address: 110 W. Midland Ave.  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025  
 Final Report Date: August 12, 2025  
 DDA Board Review: September 02, 2025

Scope of Project Approved by DDA for Reimbursement:  
 REPAIRING AND UPGRADING OUTDOOR PATIO WALKWAY

<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Yes	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Yes	
Do the requested reimbursements meet the requirements of the Program?  Cost/Expenses not reimburseable: <ul style="list-style-type: none"> <li>- Working capital</li> <li>- Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature).</li> <li>- Interior improvements that are not Customer Facing.</li> <li>- Refinancing of existing debt.</li> </ul>	Yes	
Paid-in-full receipts / invoices are provided?	Yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	Yes	
Did total reimbursable costs reach max grant amount awarded?	Yes	The reimbursable costs exceeded the award amount of \$5,000. The full \$5,000 can be approved by the Board.
Provided copies of governmental approvals and permits (if applicable)?	N/A	

**FINAL REPORT**

**Woodland Park Downtown Development Authority  
2025 Micro-Grant Program**

The undersigned hereby submits this Final Report to the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA") and states as follows:

1. The Project, as approved by the Board in the Board's Notice of Award enclosed herewith ("Board Approval"), is complete.
2. The Project was completed in conformity with the Board Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the Board consider this Final Report for approval at its next available regular meeting.

By: Ramela Mikosoll

Signor's Printed Name: Ramela Mikosoll

Date of execution: 8/12/25

Enclosures:

- Copy of the Board's Notice of Award and, if applicable, all approved modifications.
- Copy of the Grant Agreement
- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs
- Pictures of the completed Project

BEFORE





Thunder Mountain Outcomes/ 110 Midland After Photos













# Homestead Concrete and Excavation LLC

9464 Colorado 9, Cañon City, CO, USA  
7194589004  
zachstanley1987@gmail.com

INVOICE  
INV91

DATE  
07/28/2025

DUE  
On Receipt

BALANCE DUE  
USD \$0.00

**BILL TO**

## Thunder Mountain Outcomes

110 W.Midland Ave Woodland Park CO, 80863  
☐ 7203330014  
wanda.poalillo@ixero.com

DESCRIPTION	RATE	QTY	AMOUNT
Clean/Resurface/Stain sidewalk in outdoor patio	\$5,800.00	1	\$5,800.00
<b>TOTAL</b>			\$5,800.00
Payment			-\$5,800.00
Check			06/06/2025
<b>BALANCE DUE</b>			<b>USD \$0.00</b>



City Above the Clouds

# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** September 02, 2025

**Agenda Item:** 7.b.ii. – Request for Approval of Final Report of Grant Project 11-Thunder Mountain Homes, LLC

**Presented By:** City Staff

---

### REQUEST PRESENTED

Grant recipient 11-Thunder Mountain Homes, LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

### SUMMARY

The 2025 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on February 04, 2025, by WPDDA Resolution No. 02, Series 2025. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report.

Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments)

*The following conditions must be met before Grant funds will be dispersed:*

- i. Project must be completed within 120 days\* of Grant approval by the Board;*
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City;*
- iii. A fully executed Grant Agreement with the DDA in the form approved by the DDA ... must be entered by all necessary parties; and*
- iv. The Final Report must be submitted to and approved by the Board following the completion of the Project.*

The documents that must be included in the Final Report are set forth in the Grant Agreement.

Grant Agreement, Section 7. Final Report

*Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the “**Final Report**”). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.*

*Grantee shall include the following documents and information in the Final Report:*

- a. Statement of the Grantee certifying that the Project was completed consistent with the Project Application and the Board’s approval of the Project.*
- b. Copies of all itemized receipts and invoices showing paid-in-full (“**Receipts**”) for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, and itemize the costs.*
- c. Quality photographs (preferably digital) of the completed Project.*

*The Board may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before it provides final approval of the Final Report.*

The term “Required Approvals” is defined in Section 5 of the Grant Agreement as, “Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City, related to the commencement and completion of the Project (**Required Approvals**).”

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Section 5.B. Recoverable Costs / Expenses.

*Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:*

- i. Professional service fees (e.g., designer, architect);*
- ii. Labor and materials necessary to complete the Project;*
- iii. Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City in connection with the Project).*

*The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example and without limitation, Grant funds shall not be used for working capital; acquisition of property, equipment, or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.*

Based on the foregoing, the Board may approve the Final Report if it finds the following:

1. The Applicant and the DDA entered a Grant Agreement;
2. The approved project was completed before the Deadline, as may have been extended; and
3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.

A review of the Final Report documents was completed by City staff, and the Final Review Form is provided with this AIS.

### **FINANCIAL CONSIDERATIONS**

---

The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

### **OPTIONAL BOARD ACTIONS**

---

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Approve the Final Report and payment of a grant amount that is less than the full award.
3. Deny approval of the Final Report and request that Applicant provide additional information.

### **MOTION OPTIONS**

---

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of grant application 11-Thunder Mountain Homes, LLC and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Approve Final Report and partial payment of the grant award.

“I move to approve the Final Report of grant application 11-Thunder Mountain Homes, LLC and for the City to issue payment in the amount of \$\*STATE AMOUNT AWARDED\* as disbursement of the awarded grant for recoverable costs.”

### 3. Motion to Deny Approval of Final Report

“I move to deny the approval of the Final Report as submitted for grant application 11-Thunder Mountain Homes, LLC because the following required information is missing: *\*STATE THE INFORMATION THAT IS NEEDED\**.”

### **ATTACHMENTS**

---

1. Final Report Review Form
2. Final Report of 11-Thunder Mountain Homes, LLC

**Woodland Park Downtown Development Authority Micro-Grant Program 2025**

**City Staff Review Form for Final Report**

Applicant: Thunder Mountain Homes, LLC  
 Project Address: 204 W. Midland Ave.  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025  
 Final Report Date: August 12, 2025  
 DDA Board Review: September 02, 2025

Scope of Project Approved by DDA for Reimbursement:  
 RESURFACE NEW CONCRETE PATIO

<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Yes	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Yes	
Do the requested reimbursements meet the requirements of the Program?  Cost/Expenses not reimburseable: <ul style="list-style-type: none"> <li>- Working capital</li> <li>- Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature).</li> <li>- Interior improvements that are not Customer Facing.</li> <li>- Refinancing of existing debt.</li> </ul>	Yes	
Paid-in-full receipts / invoices are provided?	Yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	Yes	
Did total reimbursable costs reach max grant amount awarded?	Yes	The reimbursable costs exceeded the award amount of \$5,000. The full \$5,000 can be approved by the Board.
Provided copies of governmental approvals and permits (if applicable)?	N/A	

**FINAL REPORT**

**Woodland Park Downtown Development Authority  
2025 Micro-Grant Program**

The undersigned hereby submits this Final Report to the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA") and states as follows:

1. The Project, as approved by the Board in the Board's Notice of Award enclosed herewith ("Board Approval"), is complete.
2. The Project was completed in conformity with the Board Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the Board consider this Final Report for approval at its next available regular meeting.

By: Ramona Mikosoll

Signor's Printed Name: Ramona Mikosoll

Date of execution: 8/12/25

Enclosures:

- Copy of the Board's Notice of Award and, if applicable, all approved modifications.
- Copy of the Grant Agreement
- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs
- Pictures of the completed Project

BEFORE



204 Midland After Photos









# Homestead Concrete and Excavation LLC

9464 Colorado 9, Cañon City, CO, USA  
7194589004  
zachstanley1987@gmail.com

INVOICE

INV92

DATE

06/10/2025

DUE

On Receipt

**BALANCE DUE**

**USD \$0.00**

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**BILL TO**

## Thunder Mountain Homes

204 W.Midland Ave Woodland Park CO, 80863  
☎ 7203330014  
wanda.poalillo@ixero.com

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DESCRIPTION	RATE	QTY	AMOUNT
Patch/Repair/Resurface	\$7,000.00	1	\$7,000.00

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<b>TOTAL</b>			<b>\$7,000.00</b>
Payment			-\$7,000.00
Check			06/10/2025

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**BALANCE DUE**  
**USD \$0.00**

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# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** September 02, 2025

**Agenda Item:** 7.b.ii. – Request for Approval of Final Report of Grant Project 12-Snow Outcomes, LLC

**Presented By:** City Staff

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### REQUEST PRESENTED

Grant recipient 12-Snow Outcomes, LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

### SUMMARY

The 2025 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on February 04, 2025, by WPDDA Resolution No. 02, Series 2025. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report.

#### Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments)

*The following conditions must be met before Grant funds will be dispersed:*

- i. Project must be completed within 120 days\* of Grant approval by the Board;*
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City;*
- iii. A fully executed Grant Agreement with the DDA in the form approved by the DDA ... must be entered by all necessary parties; and*
- iv. The Final Report must be submitted to and approved by the Board following the completion of the Project.*

The documents that must be included in the Final Report are set forth in the Grant Agreement.

Grant Agreement, Section 7. Final Report

*Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the “**Final Report**”). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.*

*Grantee shall include the following documents and information in the Final Report:*

- a. Statement of the Grantee certifying that the Project was completed consistent with the Project Application and the Board’s approval of the Project.*
- b. Copies of all itemized receipts and invoices showing paid-in-full (“**Receipts**”) for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, and itemize the costs.*
- c. Quality photographs (preferably digital) of the completed Project.*

*The Board may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before it provides final approval of the Final Report.*

The term “Required Approvals” is defined in Section 5 of the Grant Agreement as, “Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City, related to the commencement and completion of the Project (**Required Approvals**).”

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Section 5.B. Recoverable Costs / Expenses.

*Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:*

- i. Professional service fees (e.g., designer, architect);*
- ii. Labor and materials necessary to complete the Project;*
- iii. Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City in connection with the Project).*

*The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example and without limitation, Grant funds shall not be used for working capital; acquisition of property, equipment, or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.*

Based on the foregoing, the Board may approve the Final Report if it finds the following:

1. The Applicant and the DDA entered a Grant Agreement;
2. The approved project was completed before the Deadline, as may have been extended; and
3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.

A review of the Final Report documents was completed by City staff, and the Final Review Form is provided with this AIS.

### **FINANCIAL CONSIDERATIONS**

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The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

### **OPTIONAL BOARD ACTIONS**

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The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Approve the Final Report and payment of a grant amount that is less than the full award.
3. Deny approval of the Final Report and request that Applicant provide additional information.

### **MOTION OPTIONS**

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A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of grant application 12-Snow Outcomes, LLC and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Approve Final Report and partial payment of the grant award.

“I move to approve the Final Report of grant application 12-Snow Outcomes, LLC and for the City to issue payment in the amount of \$\*STATE AMOUNT AWARDED\* as disbursement of the awarded grant for recoverable costs.”

### 3. Motion to Deny Approval of Final Report

“I move to deny the approval of the Final Report as submitted for grant application 12-Snow Outcomes, LLC because the following required information is missing: *\*STATE THE INFORMATION THAT IS NEEDED\**.”

#### **ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of 12-Snow Outcomes, LLC

**Woodland Park Downtown Development Authority Micro-Grant Program 2025**

**City Staff Review Form for Final Report**

Applicant: Snow Outcomes, LLC  
 Project Address: 510 W US 24  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025  
 Final Report Date: August 12, 2025  
 DDA Board Review: September 02, 2025

Scope of Project Approved by DDA for Reimbursement:  
 REPAIR, RESURFACE, RESTRIPE PARKING LOT

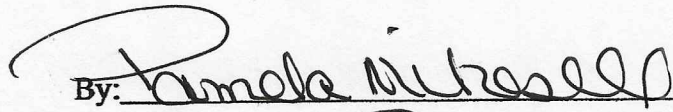
<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Yes	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Yes	
Do the requested reimbursements meet the requirements of the Program?  Cost/Expenses not reimburseable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	Yes	
Paid-in-full receipts / invoices are provided?	Yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	Yes	
Did total reimbursable costs reach max grant amount awarded?	Yes	The reimbursable costs exceeded the award amount of \$5,000. The full \$5,000 can be approved by the Board.
Provided copies of governmental approvals and permits (if applicable)?	N/A	

**FINAL REPORT**  
Woodland Park Downtown Development Authority  
2025 Micro-Grant Program

The undersigned hereby submits this Final Report to the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA") and states as follows:

1. The Project, as approved by the Board in the Board's Notice of Award enclosed herewith ("Board Approval"), is complete.
2. The Project was completed in conformity with the Board Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the Board consider this Final Report for approval at its next available regular meeting.

By:   
Signor's Printed Name: Pamela Mikasell  
Date of execution: 8/8/2025

Enclosures:

- Copy of the Board's Notice of Award and, if applicable, all approved modifications.
- Copy of the Grant Agreement
- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs
- Pictures of the completed Project

# INVOICE



## Bill To

Snow Outcomes LLC  
510 W. Hwy 24  
Woodland park, Colorado 80863  
(720) 333-0014

### C&H Asphalt "Paving the way for future Generations"

307 Prairie Road, Suite 101  
Colroado Springs, Colorado 80909  
Phone: (719) 822-1414  
Email: marcus@chasphaltmr.com  
Fax: (719) 418-3729  
Web: CHasphaltmr.com

Payment terms 20 Days  
Invoice # MC Asphalt 50945. A  
Date 05/19/2025  
Business / Tax # 719-822-1414

### Description

### Total

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Option #2 ( Asphalt Repairs) \$3,931.26

DEMO:

Diamond blade saw cut and remove approximately 80sf of failed pavement down to the base and Recycle, we also will remove existing Base if needed and Recycle off site.

Add in Class 6 concrete road base if needed and compact it in two 2" lifts.

Clean the area with high parking lot blowers and wired brooms to free all loose dirt and debris.

Tack all of the areas needed with glue. Replace the areas with 4in of new hot plant mixed Asphalt grades S 3/8" & SX 1/2 rolled and compacted with drum roller and or Plate Compactor.

1 year Warranty on Asphalt

Using any ice melt that has Calcium in it or using slicer will deteriorate your investment.

NEEDS:

The weather is always a concern so we need to have temperatures that are 60 degrees and climbing on average.

WE NEED TO USE WATER while we are working so the cleaning process will be easier. So if there's a water connection somewhere on the property that would be great.



( Option #3) SealCoat

\$2,662.80

Tip: Seal Coat needs to Dry for 24hours before any traffic is allowed on it.

CLEAN:

Clean apprx 4,438sf with high parking lot blowers and wire brooms to free of all loose dirt and debris.

( If additional work needs to be performed to complete the job correctly, We will need approval for additional funds.)

CRACK FILL/SEAL:

Seal cracks 1/4in or wider with hot rubberized crackfill spec# 3405. We will Seal approximately 1,200 linear feet of cracks. ( Deep cracks will require extra material if not removed. )

SEAL COAT:

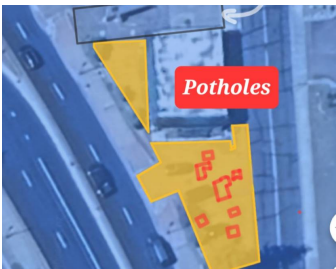
Seal coat pavement with heavy duty polymer modified masterseal. All additives are added by manufacturer in pmm.

(Using any ice melt that has Calcium in it will deteriorate your investment.)

We did extra Sealcoat in the South area of the lot

NEEDS:

The weather is always a concern so we need to have temperatures that are 60 degrees and climbing on average.



**Subtotal**

\$6,594.06

**Total**

**\$6,594.06**

**Payment Summary**

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05/30/2025 - Check #162	\$3,300.00
07/31/2025 - Check #169	\$3,294.06
<b>Paid Total</b>	<b>\$6,594.06</b>
<b>Remaining Amount</b>	<b>\$0.00</b>

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NOTE: To ensure a smooth process and secure the necessary resources, we require a down payment of 30-50% of the total project cost.

This down payment allows us to initiate the project, allocate materials, and schedule our team effectively.

Concrete Season (All year long, weather 40° and rising)

Asphalt Season (Mid-March- Dec., weather 50° and rising)

Seal Coat Season ( May-Sept, weather < 50° and rising)

All bids that are submitted are negotiable. All you need to do is email [Marcus@chasphaltmr.com](mailto:Marcus@chasphaltmr.com) or fax 719-822-1414.

Disclaimer of Liability for Winter Conditions: C&H Asphalt guarantees that the installed asphalt and concrete will meet industry standards for water drainage under normal weather conditions. Which we define as [average annual rainfall ]. Asphalt and concrete surfaces can become slippery when freezing temperatures and ice occur. We are not responsible for ice formation or resulting slips and falls due to winter weather conditions.

Winter Maintenance: To optimize the longevity and safety of your new asphalt & concrete during winter, we recommend prompt snow removal and using appropriate de-icing products, following the manufacturer's instructions.

Please sign and send it back so we can schedule you.

Please note: If you choose to use a credit card to make a payment we will need to add on an additional 1.9%.

Needs: The weather is always a concern so we need to have temperatures that are 50 degrees and climbing on average with no rain or- snow showers. We need to have these weather conditions to warranty any work. C&H Asphalt cannot guarantee drainage on a grade of less than 2%. Water could pool in areas that don't have a 2% grade.

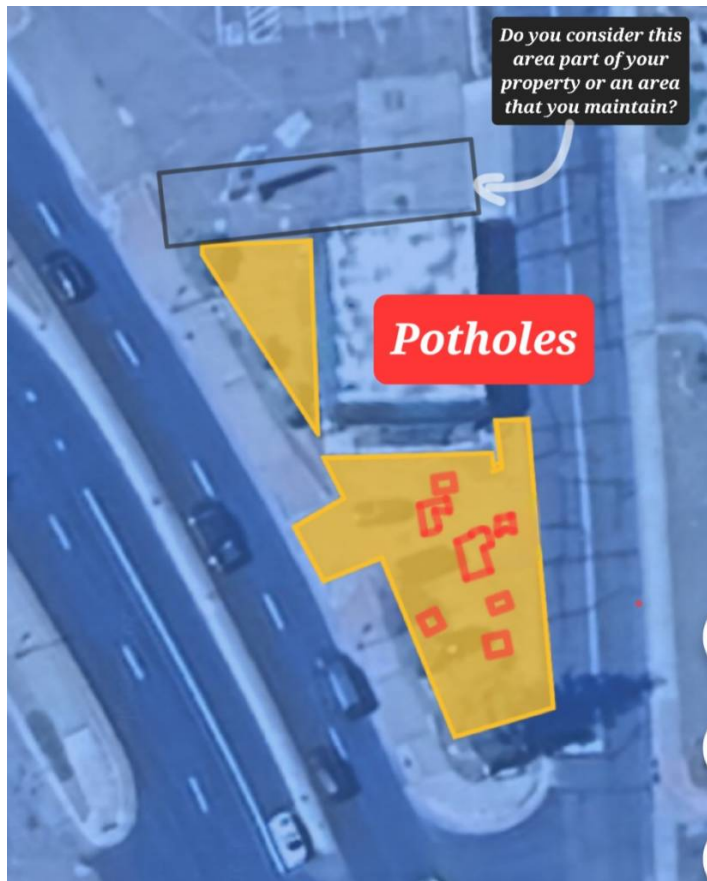
Milling: When Milling next to concrete, the concrete can be scuffed during the process. Most of the time asphalt can cover those scuff marks.

Logo Use

Commercial Clients: C&H Asphalt is interested in adding the logos of our commercial clients who approve of working with us to our Capability Statement.

If the use of your logo is okay, please reach out to your estimator to let them know. You can also reach out to our office staff at 719-822-1414.

Please note: We will NOT use your logo without approval.















## Logo Use

Commercial Clients: C&H Asphalt is interested in adding the logos of our commercial clients who approve of working with us to our Capability Statement.

If the use of your logo is okay, please reach out to your estimator to let them know. You can also reach out to our office staff at 719-822-1414.

Please note: We will NOT use your logo without approval.

## Terms of Agreement

Concrete Season (All year long, weather < 40°)

Asphalt Season ( All Year long, weather < 50°)

Seal Coat Season ( March-Sept, weather < 60°)

- C&H Asphalt will provide all necessary labor, material, and equipment to complete the work herein specified unless unforeseen issues arise which may alter the price of this proposal.

- This proposal automatically expires one-hundred (100) days from the date originally proposed.

- If the balance shown on any invoice is not paid when agreed upon, a late payment charge, not a finance charge, shall be charged at a rate of 1.5% per month to the account on the prior unpaid balances. If compensation is not made when agreed upon, C&H Asphalt shall be enabled to recover any and all costs of such action, including reasonable attorney fees.

C&H Asphalt reserves the right to attain 50% or half of the overall invoice for all supplies and material needed for work to be done unless otherwise stated.

- ALL WORKERS WILL BE COVERED UNDER WORKMAN'S-COMPENSATION!!!

or represents the owner.

- C&H Asphalt can not 100% assure a completion date since all work is subject to the Weather conditions. C&H Asphalt will not be liable for any damage to underground utilities, sprinklers, wiring, or manhole or valves which are not exposed to view unless notified in writing before work begins.

- All work done by C&H Asphalt carries the following warranties. Asphalt (1) year, Seal Coat one (1) year, crack fill ninety (90) days, Concrete (1) year, Striping one (1) year under normal conditions. Using any ice melt that has Calcium in it on any new Concrete or Seal Coat will not be under warranty if used in the first 8 months. After the first 6 months of the work being completed, the labor and materials will be taken care of by us. After 6 months the client will need to cover all labor and we will take care of the materials.

Needs: The weather is always a concern so we need to have temperatures that are 60 degrees and climbing on average with no rain or snow showers. We need to have these weather conditions in order to warranty any work. C&H Asphalt cannot guarantee drainage on the grade of less than 2%.

WARRANTY EXPIRES ONE YEAR AFTER THE DATE OF COMPLETION. ANY WORK NEEDED OUTSIDE OF THE WARRANTY DATE IS NO LONGER COVERED UNDER OUR WARRANTY POLICY.

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Snow Outcomes LLC



City Above the Clouds

# City of Woodland Park Downtown Development Authority

## AGENDA ITEM SUMMARY

**Meeting Date:** September 02, 2025

**Agenda Item:** 7.b.ii. – Request for Approval of Final Report of Grant Project 13-Aspen Peak Property, LLC

**Presented By:** City Staff

### REQUEST PRESENTED

Grant recipient 13-Aspen Peak Property, LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

### SUMMARY

The 2025 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on February 04, 2025, by WPDDA Resolution No. 02, Series 2025. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report.

#### Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments)

*The following conditions must be met before Grant funds will be dispersed:*

- i. Project must be completed within 120 days\* of Grant approval by the Board;*
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City;*
- iii. A fully executed Grant Agreement with the DDA in the form approved by the DDA ... must be entered by all necessary parties; and*
- iv. The Final Report must be submitted to and approved by the Board following the completion of the Project.*

The documents that must be included in the Final Report are set forth in the Grant Agreement.

Grant Agreement, Section 7. Final Report

*Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the “**Final Report**”). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.*

*Grantee shall include the following documents and information in the Final Report:*

- a. Statement of the Grantee certifying that the Project was completed consistent with the Project Application and the Board’s approval of the Project.*
- b. Copies of all itemized receipts and invoices showing paid-in-full (“**Receipts**”) for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, and itemize the costs.*
- c. Quality photographs (preferably digital) of the completed Project.*

*The Board may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before it provides final approval of the Final Report.*

The term “Required Approvals” is defined in Section 5 of the Grant Agreement as, “Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City, related to the commencement and completion of the Project (**Required Approvals**).”

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Section 5.B. Recoverable Costs / Expenses.

*Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:*

- i. Professional service fees (e.g., designer, architect);*
- ii. Labor and materials necessary to complete the Project;*
- iii. Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City in connection with the Project).*

*The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example and without limitation, Grant funds shall not be used for working capital; acquisition of property, equipment, or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.*

Based on the foregoing, the Board may approve the Final Report if it finds the following:

1. The Applicant and the DDA entered a Grant Agreement;
2. The approved project was completed before the Deadline, as may have been extended; and
3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.

A review of the Final Report documents was completed by City staff, and the Final Review Form is provided with this AIS.

### **FINANCIAL CONSIDERATIONS**

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The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

### **OPTIONAL BOARD ACTIONS**

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The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Approve the Final Report and payment of a grant amount that is less than the full award.
3. Deny approval of the Final Report and request that Applicant provide additional information.

### **MOTION OPTIONS**

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A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of grant application 13-Aspen Peak Property, LLC and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Approve Final Report and partial payment of the grant award.

“I move to approve the Final Report of grant application 13-Aspen Peak Property, LLC and for the City to issue payment in the amount of \$\*STATE AMOUNT AWARDED\* as disbursement of the awarded grant for recoverable costs.”

### 3. Motion to Deny Approval of Final Report

“I move to deny the approval of the Final Report as submitted for grant application 13-Aspen Peak Property, LLC because the following required information is missing: *\*STATE THE INFORMATION THAT IS NEEDED\**.”

### **ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of 13-Aspen Peak Property, LLC

**Woodland Park Downtown Development Authority Micro-Grant Program 2025**

**City Staff Review Form for Final Report**

Applicant: Aspen Peak Property, LLC  
 Project Address: 811 W. Lorraine Ave.  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025  
 Final Report Date: August 12, 2025  
 DDA Board Review: September 02, 2025

Scope of Project Approved by DDA for Reimbursement:  
 REPAIR ASPHALT AND APPLY PROTECTIVE SEAL

<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Yes	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Yes	
Do the requested reimbursements meet the requirements of the Program?  Cost/Expenses not reimburseable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	Yes	
Paid-in-full receipts / invoices are provided?	Yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	Yes	
Did total reimbursable costs reach max grant amount awarded?	Yes	The reimbursable costs exceeded the award amount of \$5,000. The full \$5,000 can be approved by the Board.
Provided copies of governmental approvals and permits (if applicable)?	N/A	

**FINAL REPORT**

**Woodland Park Downtown Development Authority  
2025 Micro-Grant Program**

The undersigned hereby submits this Final Report to the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA") and states as follows:

1. The Project, as approved by the Board in the Board's Notice of Award enclosed herewith ("Board Approval"), is complete.
2. The Project was completed in conformity with the Board Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the Board consider this Final Report for approval at its next available regular meeting.

By: Ramela Mikosoll

Signor's Printed Name: Ramela Mikosoll

Date of execution: 8/12/25

Enclosures:

- Copy of the Board's Notice of Award and, if applicable, all approved modifications.
- Copy of the Grant Agreement
- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs
- Pictures of the completed Project

# INVOICE



## Bill To

Aspen Peak LLC  
811 Lorraine Ave  
Woodland park, Colorado 80863  
(720) 333-0014

### C&H Asphalt "Paving the way for future Generations"

307 Prairie Road, Suite 101  
Colroado Springs, Colorado 80909  
Phone: (719) 822-1414  
Email: marcus@chasphaltmr.com  
Fax: (719) 418-3729  
Web: CHasphaltmr.com

Payment terms 20 Days  
Invoice # MC Asphalt 50946. A  
Date 05/19/2025  
Business / Tax # 719-822-1414

### Description

### Total

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Option #2 ( Asphalt Repairs)	\$4,759.98
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#### DEMO:

Diamond blade saw cut and remove approximately 300 sf of failed pavement down to the base and Recycle, we also will remove existing Base if needed and Recycle off site.

( If additional work needs to be performed to complete the job correctly, We will need approval for additional funds.)

Add in Class 6 concrete road base if needed and compact it in two 2" lifts.

Clean the area with high parking lot blowers and wired brooms to free all loose dirt and debris.

Tack all of the areas needed with glue. Replace the areas with 4in of new hot plant mixed Asphalt grades S 3/8" & SX 1/2 rolled and compacted with drum roller and or Plate Compactor.

1 year Warranty on Asphalt

Using any ice melt that has Calcium in it or using slicer will deteriorate your investment.

#### NEEDS:

The weather is always a concern so we need to have temperatures that are 60 degrees and climbing on average.

WE NEED TO USE WATER while we are working so the cleaning process will be easier. So if there's a water connection somewhere on the property that would be great.



( Option #3) SealCoat

\$2,732.64

Tip: Seal Coat needs to Dry for 24hours before any traffic is allowed on it.

CLEAN:

Clean apprx 5,683sf with high parking lot blowers and wire brooms to free of all loose dirt and debris.

( If additional work needs to be performed to complete the job correctly, We will need approval for additional funds.)

CRACK FILL/SEAL:

Seal cracks 1/4in or wider with hot rubberized crackfill spec# 3405. We will Seal approximately 840 linear feet of cracks. ( Deep cracks will require extra material if not removed. )

SEAL COAT:

Seal coat pavement with heavy duty polymer modified masterseal. All additives are added by manufacturer in pmm.

(Using any ice melt that has Calcium in it will deteriorate your investment.)

No Striping

NEEDS:

The weather is always a concern so we need to have temperatures that are 60 degrees and climbing on average.

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<b>Subtotal</b>	<b>\$7,492.62</b>
<b>Total</b>	<b>\$7,492.62</b>

**Payment Summary**

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05/30/2025 - Check #1020	\$3,746.31
07/31/2025 - Check #1032	\$3,746.31

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**Paid Total** **\$7,492.62**

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**Remaining Amount** **\$0.00**

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NOTE: To ensure a smooth process and secure the necessary resources, we require a down payment of 30-50% of the total project cost.

This down payment allows us to initiate the project, allocate materials, and schedule our team effectively.

Concrete Season (All year long, weather 40° and rising)

Asphalt Season (Mid-March- Dec., weather 50° and rising)

Seal Coat Season ( May-Sept, weather < 50° and rising)

All bids that are submitted are negotiable. All you need to do is email [Marcus@chasphaltmr.com](mailto:Marcus@chasphaltmr.com) or fax 719-822-1414.

Disclaimer of Liability for Winter Conditions: C&H Asphalt guarantees that the installed asphalt and concrete will meet industry standards for water drainage under normal weather conditions. Which we define as [average annual rainfall ]. Asphalt and concrete surfaces can become slippery when freezing temperatures and ice occur. We are not responsible for ice formation or resulting slips and falls due to winter weather conditions.

Winter Maintenance: To optimize the longevity and safety of your new asphalt & concrete during winter, we recommend prompt snow removal and using appropriate de-icing products, following the manufacturer's instructions.

Please sign and send it back so we can schedule you.

Please note: If you choose to use a credit card to make a payment we will need to add on an additional 1.9%.

Needs: The weather is always a concern so we need to have temperatures that are 50 degrees and climbing on average with no rain or- snow showers. We need to have these weather conditions to warranty any work. C&H Asphalt cannot guarantee drainage on a grade of less than 2%. Water could pool in areas that don't have a 2% grade.

Milling: When Milling next to concrete, the concrete can be scuffed during the process. Most of the time asphalt can cover those scuff marks.

Logo Use

Commercial Clients: C&H Asphalt is interested in adding the logos of our commercial clients who approve of working with us to our Capability Statement.

If the use of your logo is okay, please reach out to your estimator to let them know. You can also reach out to our office staff at 719-822-1414.

Please note: We will NOT use your logo without approval.

















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## Terms of Agreement

Concrete Season (All year long, weather < 40°)

Asphalt Season ( All Year long, weather < 50°)

Seal Coat Season ( March-Sept, weather < 60°)

- C&H Asphalt will provide all necessary labor, material, and equipment to complete the work herein specified unless unforeseen issues arise which may alter the price of this proposal.

- This proposal automatically expires one-hundred (100) days from the date originally proposed.

- If the balance shown on any invoice is not paid when agreed upon, a late payment charge, not a finance charge, shall be charged at a rate of 1.5% per month to the account on the prior unpaid balances. If compensation is not made when agreed upon, C&H Asphalt shall be enabled to recover any and all costs of such action, including reasonable attorney fees.

C&H Asphalt reserves the right to attain 50% or half of the overall invoice for all supplies and material needed for work to be done unless otherwise stated.

- ALL WORKERS WILL BE COVERED UNDER WORKMAN'S-COMPENSATION!!!

or represents the owner.

- C&H Asphalt can not 100% assure a completion date since all work is subject to the Weather conditions. C&H Asphalt will not be liable for any damage to underground utilities, sprinklers, wiring, or manhole or valves which are not exposed to view unless notified in writing before work begins.

- All work done by C&H Asphalt carries the following warranties. Asphalt (1) year, Seal Coat one (1) year, crack fill ninety (90) days, Concrete (1) year, Striping one (1) year under normal conditions. Using any ice melt that has Calcium in it on any new Concrete or Seal Coat will not be under warranty if used in the first 8 months. After the first 6 months of the work being completed, the labor and materials will be taken care of by us. After 6 months the client will need to cover all labor and we will take care of the materials.

Needs: The weather is always a concern so we need to have temperatures that are 60 degrees and climbing on average with no rain or snow showers. We need to have these weather conditions in order to warranty any work. C&H Asphalt cannot guarantee drainage on the grade of less than 2%.

WARRANTY EXPIRES ONE YEAR AFTER THE DATE OF COMPLETION. ANY WORK NEEDED OUTSIDE OF THE WARRANTY DATE IS NO LONGER COVERED UNDER OUR WARRANTY POLICY.

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Aspen Peak LLC