City of Woodland Park
Downtown Development Authority

October 07, 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. **MEETING MINUTES**
   a. Approval of September 02, 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)
      i. Tava TIF Agreement Application Presentation

   b. Grant Program. (City Staff / J. Myers)
      i. Project Deadline Extension Requests:
         6 – Model Citizen Coffee
         25 – Jimmy Johns
         26 – Zebz Outfooter
         27 – CO Gear Lab LLC
         29 – My Free Water

      ii. Final Reports – Board to Review for Approval
         2 – Pour Decisions (Banana Belt Liquors)
         7 – Hunt & Homestead LLC
         14 – Woodland Hardware
         16 – Java Haus
         17 – Miss Priss
         28 – 3OG2YS, LLC

   c. 2026 DDA Budget Adoption. (A. Vassalotti & K. Burleson)

8. **PUBLIC COMMENT**
   (Public comment on **matters not on the Agenda**.)

9. REPORTS

a. Board Chair Report
b. Treasurer Report
    i. TIF Reimbursement for Taylor Mountain Enterprises LLC
    ii. Invoices of MGM Firm for August 2025, dated September 04, 2025, and for September 2025, dated October 02, 2025.
c. Board Member Reports

10. ADJOURNMENT

Tava House Properties TIF Request for Public Infrastructure Improvements Reimbursement

Presented to: Woodland Park Downtown Development Authority Board of Directors
Date: August 2025

Executive Summary

Tava House Properties LLC (THP) respectfully submits this request for Tax Increment Financing (TIF) participation to help fund essential public infrastructure improvements that directly support the Downtown Development Authority (DDA) district, improve public safety, enhance traffic circulation, provide much needed infrastructure and advance the long-term vitality of Woodland Park. The requested TIF funds are limited to specific public improvements identified through extensive collaboration with the City of Woodland Park (City), Colorado Department of Transportation (CDOT), and other stakeholders, and are fully aligned with the City's Downtown Comprehensive Plan and the DDA's mission.

Project Overview and Public Purpose

From the beginning of the Woodland Station vision, THP has committed to privately funding the full scope of its private development. However, as the project evolved through close coordination with the City and CDOT, additional public utilities, safety, access, and traffic-related improvements have been identified that extend beyond the normal scope of private development obligations.

These improvements address broader public needs within the Downtown corridor, including traffic flow, pedestrian safety, improved parking access, and streetscape enhancements — all of which contribute to a safer, more functional, and more vibrant Downtown Woodland Park.

The requested TIF participation is tailored to assist with these true public infrastructure components, which otherwise place disproportionate upfront costs on the developer while delivering significant long-term benefits to the broader community.

Public Infrastructure Elements Covered by this TIF Request

- Traffic Safety Improvements: CDOT-required deceleration lanes to improve highway safety and traffic circulation along US Highway 24.
- Public Parking Access: Modifications to the Bergstrom Park parking area to improve accessibility and public use.
- Park Street Intersection: Improvements to Park Street right-of-way (subject to City and CDOT final design), which improve traffic flow and safety.
- Extension of Saddle Club Avenue and installation of S. Pine Street with full public utilities, parking and infrastructure. This benefits adjacent Property Owners as well.
- Future Cooperative Improvements: Participation in City-led initiatives to further enhance Bergstrom Park and its interface with the Downtown corridor. Improves pedestrian access and walkability.

All improvements included in this TIF request are public facing, contribute directly to safety and overall functionality, and serve multiple Downtown stakeholders, visitors, and businesses.

Estimated Project Costs and TIF Participation

- Total Project Development Cost: Approximately $9,700,000 (including proposed public improvements)
- Estimated Eligible Public Infrastructure Costs (TIF Request): $1,379,231 (includes US Hwy 24 scope of work as well as Saddle Club Avenue and S. Pine Street work)

Final TIF-eligible amounts will be based on approved design plans, verified bids, and fully documented cost certifications, all of which will be reviewed with the City and DDA to ensure financial transparency.

Reimbursement under the TIF agreement would be limited strictly to the property tax increment generated by the Tava House project itself, within the authorized term of the existing DDA Plan Area (expiring 2032). No private development costs are included.

Public Benefit to Woodland Park and the Downtown Corridor

This proposal represents a rare alignment of private development, public safety improvements, and long-term shared infrastructure enhancements. Specifically, the public benefits include:

- Safer highway access and traffic flow along the US 24 corridor
- Increased parking accessibility for Downtown patrons and events
- Enhanced pedestrian connectivity and ADA-compliant public right-of-way improvements
- Utilities and infrastructure that benefit multiple stake holders in and around Woodland Station
- A cleaner, revitalized, and better-maintained Downtown gateway
- A significant private investment in Downtown that strengthens the City's property tax base long-term

By addressing these infrastructure needs in partnership with the City and DDA, the project helps to both preserve and improve the unique character and future economic vitality of Downtown Woodland Park for years to come.

Developer's Prior Public Contributions

In addition to this current request, THP has voluntarily undertaken several public-benefit efforts throughout the project's development, including:

- Acceptance and ongoing maintenance of a temporary stormwater detention facility benefiting neighboring properties and public street water discharge
- Relocation of the Bergstrom Park access drive from Center Street to Bergstrom Alley, improving traffic flow and public park access
- Ongoing maintenance of public sidewalks, right-of-way landscaping, and irrigation
- Participation in relocation of the COG Car to its permanent location within the park

These public improvement actions reflect a continuing partnership approach and long-term investment in Downtown Woodland Park.

Compliance with Colorado Urban Renewal Law

This request is submitted in full accordance with Colorado Urban Renewal Law (C.R.S. 31-25-101 et seq.) and consistent with the existing powers and mission of the Woodland Park Downtown Development Authority.

Conclusion and Request for Board Consideration

This TIF request is focused, limited in scope, and entirely directed to public safety, infrastructure needs and traffic conditions that serve the Downtown District as a whole. The private development remains fully self-funded beyond these public improvements. We respectfully request the Woodland Park DDA Board of Directors' favorable consideration of this proposal and look forward to continuing our collaborative partnership with the City and DDA in advancing Woodland Park's long-term success.

Submitted by:
Tava House Properties, LLC

From:	mark ascentcommercial.com
To:	Joshua Myers
Cc:	Derek Waggoner; Mary Sekowski
Subject:	documentation for TIF request - Tava
Date:	Thursday, October 2, 2025 4:03:47 PM
Attachments:	Tava - Pyramid - CDOT work - signed[53].pdf Tava - Lamb - loop road.pdf Tava - Pyramid - Loop Road.pdf Tava - Lamb - CDOT.pdf Tava and Woodland Station - Public Infrastructure and Improvements - Construction scope of work.pdf

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Joshua, good afternoon...

Attached is further backup information for the Tava TIF request as the "REDEVELOPMENT AND REIMBURSEMENT AGREEMENT" Exhibit B. You'll find that each of the attached bids matches the item under the Exhibit. Please keep in mind that these bids are inclusive of all public infrastructure and public improvements in their scopes of work.

I can explain further on Tuesday, but think of it this way:

- Lamb/Tava and Pyramid/Tava are for the scope of work that is (loop road):
  - extension of Saddle Club Avenue
  - new S. Pine Street
  - new Bergstrom Alley

- Lamb/CDOT and Pyramid/CDOT are for the scope of work that is:
  - the three access permits that CDOT required of us for
    - new decel lane at Center Street
    - extended EXISTING decel lane at Center Street
      - and corresponding removal of the eastbound-Hwy 24-left turn north on to Park Street
    - improvements to Park Street intersection
      - the 'pork chop' restriction on travel
      - improvements to S. Park Street at Hwy 24

- Catamount Engineering scope of work exhibit
  - it's the attached drawing with the "blue" highlighted areas
  - shows precisely where are the work is being done

For timelines on each of these areas, the work will be done simultaneously as they will all have to be completed before winter really sets in....so, by mid-November is the target.

They are all under construction now and have to be completed in order for us to obtain our CO for Tava House (target March 2026 for this.....so, you see the urgency to get the work done now before weather becomes a factor). And as such, we're fronting all this cost, in our construction loan, to get it done.

Let me know if there is something more to clarify....happy to.

Mark

PS: also attached is a Google Earth image that shows an *approximate* area of the various scopes of work.....just thought it might be helpful for the Board to have this to look at as well.

ASCENT COMMERCIAL GROUP, LLC
Client Specific Commercial Real Estate Services

Mark Weaver, CCIM
750 E US Hwy 24, Suite 202-D
Woodland Park, CO 80863
719-337-3137

Tava House Properties LLC

View at Woodland Park

Woodland Park, CO.

BID DATE:	Wednesday, July 10, 2024	ESTIMATE #:	31324
BID TIME:	10:00 AM	REVISION #:	3
BID LOC.:	email		
OWNER:	Tava House Properties LLC	DESIGNER:	Catamount Engineering
PROJECT:	View at Woodland Park	CONTACT:	David Mijares
CONTACT:	Chris Hansen	ADDRESS:	321 W. Henrietta Ave. Suite A
ADDRESS:	Center St. and Saddle Club Ave.		Woodland Park, CO.
	Woodland Park, CO.		
CONSULT.:	Entech Engineering	CONTRACTOR:	
CONTACT:	Chris Hansen	CONTACT:	Chris Hansen
ADDRESS:		ADDRESS:	

BID SUMMARY		LINE ITEM TOTAL
ITEM NO. 1: Erosion Control	$	34,663.89
ITEM NO. 2: Demo	$	19,696.63
ITEM NO. 3: Site	$	379,647.91
ITEM NO. 4: Storm	$	162,090.65
ITEM NO. 5: Sanitary Sewer	$	66,516.94
ITEM NO. 6: Water Main, Fire Hydrants and Fire Service Stubs	$	162,516.34
ITEM NO. 7: Fire Service Line Stub to Secondary Valve	$	17,266.55
ITEM NO. 8: Domestic Water Service to Curb Stop	$	6,181.62
ITEM NO. 9: Mobilization	$	13,742.50
TOTAL	$	862,323.02

SCOPE OF WORK:

ITEM NO. 1: Erosion Control

- Install Up to 1,600' LF Silt Fence
- Install Tracking Pad
- Install Inlet Protection for 4 ea. Inlets
- Install 10 ea. Rock Socks
- Excavate for Concrete Wash Out-Concrete Removal Excluded
- Install Up to 26,564 Square Feet of Erosion Control Blanket, Including Biodegradable Stakes
- Spread Vigoro Contractors Seed Mix Under Area Where Erosion Control Blanket is Required

ITEM NO. 2: Demo

- Demo 88' LF of Curb and Gutter
- Remove Railroad Tie Retaining Wall at New Entrance to Existing Parking Lot on North Side
- Demo 1,365 SF of Asphalt in Bergstom Alley
- Demo Existing Concrete Wing Walls so Lamb can Connect New Box Culvert
- Demo 30' LF of Existing Trickle Channel for New Box Culvert
- Remove Existing Rip Rap
- Demo Curb and Gutter at S.E. Corner of Site for Storm 02 Installation
- Demo Approx. 1,650 SF of Concrete in Bergstrom Alley
- Demo of Approx. 270 SF of Asphalt in Saddle Club Ave. for Water Main Connection
- Includes Haul Off and Disposal of All Demoed Material

SCOPE CONTINUED

ITEM NO. 3: Site

- Grub 4" Inches of Top Soil Across Site, Totaling 2,050 Cubic Yards and Stock Pile South of Saddle Club Ave.
- Cut of 11,278 CY
- Fill of 15,258 CY
- Fill Material to come from on Site Stock Pile South of Saddle Club Ave.
- Use Approx. 5,811 CY of Material from Existing On-Site Stock Pile of Red Dirt that was Hauled in
- Import the Additional 9,447 CY of Structural Fill Material from On Site South of Saddle Club Ave.
- Finish Grading for Curb & Gutter Placement
- Finish Grading for Pavement Placement
- Finish Grading for Sidewalks

ITEM NO. 4: Storm

- ***Storm 01***
- Connect to Existing 6x6x6 Box Culvert
- Install 24' LF of 6x6x6 Box Culvert
- Grout New to Existing Connection
- Excavate 57' LF for Wing Wall Footings
- Form and Pour 57' of 12" Thick Footer, 3'8"-6'8" wide
- Form and Pour 57' of 10" Thick Wall, 4'-9'6" Tall with Double Mat of #4 Rebar
- Form and Pour Apron- 6" Thick Slab with a 3' Tall Toe Wall 35' Long
- Includes up to 39 yards of Concrete Reinforced with #4 Rebar Throughout
- Apply Concrete Sealer to Sides Exposed to Weather
- Install Geotextile Drain Board on Embankment Side of Wing Walls
- Grade, Form and Pour New Trickle Channel to Connect to Existing
- ***Storm 02***
- Remove Existing Storm Pipe from Manhole at Sta. 1+00
- Core Drill Hole for Proposed Storm Pipe in Existing Manhole at Sta. 1+00
- Plug Existing Hole in Manhole Where Pipe was Removed
- Install Approx. 32' LF of 18" Class III RCP Storm Pipe
- Install 5' Type R Inlet at Sta. 1+32.92
- Pour Concrete Collars
- Pour Inverts
- Install Tracer Wire
- ***Storm 03***
- Core Drill Hole for Proposed Storm Pipe in Existing Manhole at Sta. 1+02
- Install Approx. 224' LF of 18" Class III RCP Storm Pipe
- Install 4' Diameter Type II Manhole at Sta. 3+22.27
- Install Approx. 32' LF of 18" Class III RCP Storm Pipe
- Install 5' Type R Inlet at Sta. 3+54.55
- Pour Concrete Collars
- Pour Inverts
- Install Tracer Wire
- Moisture Condition, Backfill and Compact
- ***Storm 04-Temporary Sediment Basin***
- Grading For Temporary Sediment Basin
- Install Approx. 40' LF of 6" Sched 40 Drain Pipe
- Install Cast Iron Drain Cover
- Install Non-Woven Geotextile Fabric
- Install 24 CY of 9" Rip Rap at Spillway
- Install 2 CY of 2"-4" Rock at Inlet Pipe

SCOPE CONTINUED

ITEM NO. 5: Sanitary Sewer

- ***Sanitary Sewer Main***
- Procure Street Cut Permit from City of Woodland Park
- Set Up Traffic Control at Intersection of Center St. and Saddle Club Ave.
- Dig up and Connect to Existing Sewer Main Stub in Saddle Club Dr.
- Install Approx. 350'LF of 8" SDR35 PVC Sewer Pipe
- Install Manhole #01
- Install Manhole #02
- Install Manhole #03
- Install Sanitary Sewer Encasement 10' either side of Storm Crossing-Includes Rebar
- Grout Pipes in Manholes
- Install Tracer Wire
- Moisture Condition Backfill Material
- Pressure Test Sewer Main
- Ball and Flush Sewer Main
- Place Roto Millings in Asphalt Cut-Asphalt Patching by Others
- ***6" Service***
- Install 8x6 Tap Saddle
- Tap 8" Sewer Main
- Install Approx. 84. LF of 6" PVC SDR35 Sewer Pipe
- Install Wye for Split to Grease Interceptor Line and Sanitary Sewer Service Line
- Grease Interceptor Line from the Wye by Others
- Install Double Clean Out at Wye for Sanitary Sewer Service Line
- Install Double Clean Out at Building
- Install Metal Cover at Clean Outs
- Install 2" Ridgid Insulation Board Over Sanitary Sewer Service Under 6' Deep
- Cap and Mark Stub for Grease Interceptor Line
- Moisture Condition, Backfill and Compact
- **4" Services to South Side Lots**
- Tap Existing 8" Sewer Main and Install 2 ea. 4" PVC Services to Lots on Saddle Club Drive
- Istall 2 ea. 8x4 Tap Saddles
- Install Approx. 112' LF of 4" SDR35 PVC Sewer Pipe- Avg. of 56' LF each Lot
- Install Temporary Plugs and Mark Location for Future Connections

ITEM NO. 6: Water Main, Fire Hydrants and Fire Service Stubs

- Procure Street Cut Permit from City of Woodland Park
- Set up traffic control at Intersection of Center St. and Saddle Club Ave.
- Dig Up Existing Stub at Sta. 8+16.30 Remove Plug and Connect to Existing
- Install Approx. 660' LF of 8" PVC DR14 Water Pipe
- Connect to Existing Water Main in Bergstrom Alley
- Install 2 ea. 8" Solid Sleeves
- Install 2 ea. 8x8 Tee
- Install 16 ea. 8" Gate Valves
- Install 3 ea. 8x6 Tees
- Install 4 ea. 8" 45 Degree Bends
- Install 3 ea. 6 " Gate Valves
- Install Approx. 60' LF of 6" PVC DR14 for Fire Hydrant Laterals
- Install 3 ea. 7' Bury Woodland Park Fire Hydrants
- Install Drain Rock at weep holes of Fire Hydrants

ITEM NO: 6 CONTINUED ON NEXT PAGE

ITEM NO. 6 SCOPE CONTINUED

- Install Future 4" Fire Service Lines to South Side Lots
- Install 2 ea. 8x4 Tee
- Install 4 ea. 4" Gate Valves
- Install 100' LF of 4" PVC for Fire Servise to South Lots- 50' LF each
- Install 2 ea. 4" plugs
- Install 2 ea. Concrete Reverse Anchors on 4" Fire Services
- Install Concrete Encasement at Box Culvert Crossing-Includes Rebar and Forms
- Install 23 ea. Valve Boxes and Lids at 7' Bury Depth
- Install Hydrant Blocks
- Install Tracer Wire
- Install Test Stations on Fire Hydrants
- Install Cathodic Protection on MJ Fittings
- Install All 8" Bolt Packs and Mega Lugs
- Install All 6" Mega Lugs and Bolt Packs
- Install All 4" Mega Lugs and Bolt Packs
- Moisture Condition, Backfill and Compact
- Place Roto Millings in Asphalt Cut-Asphalt Patching by Others
- Install Chlorine in Main Line to Disinfect
- Pressure Testing
- Bacteriological Sample of Main Line
- Flush Water Main

ITEM NO. 7: Fire Service Line Stub to Secondary Valve

- Pot Hole Gas Main
- Dig up Existing Water Main in Bergstrom Alley and Cut in a 8x4 Tee
- Install 2 ea. 8" Solid Sleeves
- Install 8" Gate Valve
- Install 4'" Gate Valve at 8x4 Tee
- Install Approx. 24' LF of 4" PVC DR14 Water Pipe
- Install 4" Gate Valve at Property Line
- Install Concrete Reverse Anchor at Secondary Valve
- Install 3 ea. Valve Boxes and Lids at 7' Bury Depth
- Moisture Condition, Backfill and Compact

ITEM NO. 8: Domestic Water Service to Curb Stop

- Pot Hole Gas Main
- Dig up Existing Water Main in Bergstrom Alley Install 8x2 Tap Saddle
- Install 2" Corporation Valve on Tap Saddle
- Install Approx. 26' LF of 2" HDPE Water Pipe
- Install 2" Curb Stop Valve
- Install Curb Box Key
- Install Enlarged Base
- Install Metal Cover and Lid
- Install Tracer Wire
- Moisture Condition, Backfill and Compact

ITEM NO. 9: Mobilization

- Mobilize Heavy Equipment, Tools and Connex

NOTES, QUALIFICATIONS AND EXCLUSIONS ON NEXT PAGE

Tava House Properties LLC

View at Woodland Park

Woodland Park, CO.

NOTES, QUALIFICATIONS AND EXCLUSIONS:

- *Proposal is only Valid for 30 Days due to Fluctuating Material, Asphalt and Concrete Prices*
- *Proposal Based on Grading, Erosion & Sediment Control Plan, By Catamount Engineering, Dated 1/31/24*
- *Proposal Based on Site Construction Drawings, By Catamount Engineering, Dated 1/31/24*
- *Excludes any Concrete Patching or Placement*
- *Excludes any Asphalt Pathcing or Placement*
- *Plans that have not been Approved By the City of Woodland Park are subject to Price Changes*
- *Proposal Based on Any and All Material to Build up Site to come from area South of Saddle Club Drive*
- *If there is not enough Material On Site or if it is unsuitable fill, Import Material will be Extra*
- *On-Site Material will need soils testing/Proctor to make sure it is Suitable to use as Structural Fill*
- *If HAZWOPER or OSHA 30 Certifications are required it will be Extra*
- *Any Seperating, Sifting or Screening of On-Site Material to be Suitable as Structural Fill is Excluded*
- *Compaction Testing By Others*
- *Storm Water Inspections and Reports by Others*
- *Excludes Maintenance of Erosion Control or BMPs*
- *Any Over Excavation or Hazardous Material Removal is Excluded*
- *Any Dewatering By Others*
- *Site Health and Saftey Plan by Others*
- *Material Management Strategy by Others*
- *HSO Responibilities by Others*
- *Field Monitoring of Soil to be Conducted by Others*
- *Required Soil Sample every 500 CY to be conducted by Others*
- *Any Requirements Listed in the Material Management Plan are Excluded*
- *Excludes any Pressure Testing or Cleaning of New or Existing Storm Drains if City Requires*

QUALIFICATIONS/EXCLUSIONS:

- [X] Rock Excavation
- [X] Hardpan
- [X] Frost or work affected by freezing conditions
- [X] Snow Removal
- [X] Private Utility Locates
- [X] Surveying and Layout Work
- [X] 3rd Party Inspections including Geo-technical
- [X] Dewatering and Sub-Grade Stabilization
- [X] Supply of and Fees for Construction Water
- [ ] Demolition or Removal of Debris or Structures
- [ ] Saw cutting of asphalt or concrete
- [X] Removal and replacement of unsuitable soils
- [X] Import/Export other than specifically noted
- [X] Reconditioning of previously prepared sub-grades or graded areas
- [ ] Barricades or Traffic Control
- [X] Topsoil supply or spreading
- [X] Shoring or Underpinning
- [X] Installation, maintenance or removal of Erosion Control BMP's
- [X] Foundation Waterproofing, Insulation or Peripheral Drains
- [X] Under-Slab Capillary Drains
- [X] Vapor Barrier
- [X] Permits and Permit Fees
- [X] Payment and/or Performance Bond
- [X] Fuel Surcharge should Diesel or Gasoline fuel exceed $5.50.

END OF LPE ESTIMATE # 31324

PYRAMID CONSTRUCTION INC.
YOUR ROAD BEGINS HERE.
3075 Janitell Road, Ste 200 • Colorado Springs, CO 80906
Ph 719.576.7600 • Secure Fax 719.284.9001

To:	Chris Hansen	**Contact:**	
Address:	Woodland Park, CO	**Phone:**	
		Fax:	
Project Name:	Woodland Landing	**Bid Number:**	2025219
Project Location:	S Center St & Hwy 24, Woodland Park, CO	**Bid Date:**	7/31/2025

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Woodland Station Filing No. 02					
01	Curb & Gutter Removal · Mob Included In Construction Phase	70.00	LF	$14.00	$980.00
02	HMA Full Depth Paving · 4" HMA Over 6" Base (Per WP Collector Street Standards)	3,245.00	SY	$42.50	$137,912.50
03	Conc. Parking Pad · No Pave Design Identified · 6" PCC Over 6" Base	363.00	SY	$89.50	$32,488.50
04	Curb & Gutter	1,370.00	LF	$40.00	$54,800.00
05	Sidewalk	940.00	SY	$59.50	$55,930.00
06	ADA Ramp	1,100.00	SF	$37.00	$40,700.00
07	Crosspan	313.00	SF	$24.50	$7,668.50
08	Asphalt Curb	515.00	LF	$9.50	$4,892.50
09	Stairs	48.00	SF	$93.00	$4,464.00
10	Striping	1.00	LS	$12,800.00	$12,800.00
11	Signage	1.00	LS	$12,500.00	$12,500.00
12	Mobilization	1.00	LS	$20,400.00	$20,400.00
				Total Price for above Woodland Station Filing No. 02 Items:	**$385,536.00**

Total Bid Price: $385,536.00

Notes:

-
  - This proposal and all parts thereof shall be incorporated into and made part of the contract and supersede in contradictions.
  - Price will be honored for contracts within 30 days of proposal date; all work contracted thereafter is subject to price adjustments.
  - Proposal is a complete package for all items only; items may not be separated without written permission from Pyramid Construction.
  - The quote reflects current fuel and energy costs; due to volatility Pyramid reserves the right to review and adjust pricing at any time in the event of substantial price increases outside our control
  - Work will be invoiced monthly; all invoices shall be due net 30; overdue amounts will be subject to interest at 24% per annum plus any legal fees required for collection.
  - In the event field testing is performed Pyramid will be notified prior to be given the opportunity to provide verifying test results.
  - This quotation is not binding unless signed by both parties.
  - Prior to executing an agreement Pyramid reserves the right to receive detailed information about the owner, funding and the financial institution managing the release of funds.
  - Pyramid shall not be liable for failure of performance, delay in delivery by reason of any contingency beyond our exclusive control including: labor strikes; embargo; acts of God; war; government regulations including allocation; preference of priorities by government or shortage; national shortage of raw materials or fuel; inclement weather; and low temperatures/frost.
  - Pyramid shall not be responsible for the operation and results of any technical advice or engineering in connection with the design, installation or use of the product sold hereunder.
  - It is agreed that no promises, agreements, or understandings have been made other than herein contained; that no agent or salesman has any authority to obligate Pyramid, to any terms, stipulations, or conditions not herein expressed.
  - All reasonable attorney's fees will be due to Pyramid in the event the service of an attorney is required by Pyramid to enforce any aspect of this agreement.
  - Pyramid reserves the right to refuse or suspend performance or to require payment in advance in the event credit of owner or general contractor becomes impaired or inadequate.
  - All additional work or materials requested will be processed as a change order to this agreement and must be agreed upon in writing by both parties prior to the commencement of additional work; Pyramid shall not be obligated to perform any additional work without such prior written order.
  - Sales tax or any state, county or city which are now in effect are not included in the price quoted unless specifically stated otherwise in this agreement.
  - Terms and conditions of any contract not bearing the signature of a Pyramid Constuction officer will not be honored.
- - All quantities are estimated; payment will be based on actual quantities installed.
  - No retainage to be withheld.
  - Permits, fees and bonds will be billed at invoiced cost +20%.
  - Mobilizations are included at price stated above; additional mobilizations will be charged at stated unit price (or $2,500 each if no price is stated).
  - Subgrade or base course for concrete/asphalt work to be within +/- .1/foot of bottom face and to balance onsite; work to correct subgrade/basecourse conditions will be performed on a T&M basis.
  - Pricing Includes: Labor; material; equipment; fine grading (+/- .1/foot); all dirt to balance onsite; and one-year warranty against defective workmanship and/or materials.
  - Pricing Excludes: Prime coat; concrete conveyance; all traffic control (traffic and pedestrian); survey and staking; all doweling or reinforcement not specified in quote; excavation; backfill; compaction; import or export of subgrade/base course materials; repair of soft or unsuitable subgrade/base course conditions (not installed by Pyramid); patching; paving fabric; cleaning and patching between asphalt lifts; joint cutting/widening and sealing; caulking; wheel stops; concrete imbeds not specified in quote; striping; soil stabilization; dewatering; utility relocation; signage; and all testing (compaction, moisture, density or concrete/asphalt).
  - All excluded work can be performed, if required, at Pyramid T&M rates.
  - Pyramid is not responsible for damage to ingress/egress concrete/asphalt.
  - All materials per CDOT Asphalt Paving Specifications.
  - Asphalt will not be placed in temperature ranges outside that specified in the CDOT Asphalt Paving Specifications without a signed warranty/liability waver.
  - Pyramid Construction has the right to delay work, without penalty, until a sufficient area of paving is available.
  - Winter protection blankets for subgrade/basecourse are not included in above pricing and are priced at: $.75/sf for flatwork areas (sidewalks, pedestrian ramps, roadways, cross pans, squared returns, etc.); $1.50/lf for vertical areas (curb & gutter, inlet aprons, etc.).
  - Winter protection blankets for concrete are not included in above pricing and are priced at: $.75/sf for flatwork areas (sidewalks, pedestrian ramps, roadways, cross pans, squared returns, etc.); $1.50/lf for vertical areas (curb & gutter, inlet aprons, etc.).
  - Cold weather concrete modifications, per 1% of calcium chloride accelerator, are not included in above pricing and are priced at: $.50/sf for flatwork areas (sidewalks, pedestrian ramps, roadways, cross pans, squared returns, etc.); $1.00/lf for vertical areas (curb & gutter, inlet aprons, etc.).

  - WARRANTY - Pyramid Construction, Inc. will warrant our material and workmanship for a period of one (1) year from completion of our work against defective workmanship or materials. Items not covered by warranty are: insufficient design of concrete/asphalt thickness or reinforcement, unsuitable subgrade/base course conditions (expansive subgrade), poor subgrade compaction around underground utilities; thermal cracking; overloading structure; reflective cracking; insufficient materials/asphalt binders and inadequate drainage minimum one percent (1%) for concrete and two percent (2%) for asphalt. All damage caused by items outside of the warranty will be determined and priced individually; pricing and scope will be accepted prior to work commencing, original bid quoted unit prices are not valid.

ACCEPTED:	CONFIRMED:
The above prices, specifications and conditions are satisfactory and are hereby accepted.	**Pyramid Construction, Inc.**
Buyer: _____	
Signature: _____	**Authorized Signature:** _____
Date of Acceptance: _____	**Estimator:** Michael Dierks 719-291-6886 mdierks@pyramidconstructioninc.com

Tava House Properties LLC

Highway 24 Storm Improvements for Tava House

Woodland Park, CO.

BID DATE:	Friday, July 25, 2025	ESTIMATE #:	72525
BID TIME:	10:00 AM	REVISION #:	
BID LOC.:	email		
OWNER:	Tava House Properties LLC	DESIGNER:	Catamount Engineering
PROJECT:	Highway 24 Storm Improvements for Tava House	CONTACT:	David Mijares
CONTACT:	Chris Hansen	ADDRESS:	321 W. Henrietta Ave. Suite A
ADDRESS:	Center St. and Hwy 24		Woodland Park, CO.
	Woodland Park, CO.		
CONSULT.:	Chris Hansen	CONTRACTOR:	Lamb Excavating
CONTACT:		CONTACT:	Travis Lamb
ADDRESS:		ADDRESS:	

BID SUMMARY

		LINE ITEM TOTAL
ITEM NO. 1: Highway 24 Inlet	$	20,707.76
ITEM NO. 2: Berstrom Park Inlet and Storm	$	33,552.28
ITEM NO. 3: Retaining Wall	$	25,139.74
ITEM NO. 4: Mobilization	$	3,450.00
TOTAL	$	82,849.78

SCOPE OF WORK:

ITEM NO. 1: Highway 24 Inlet

- Demo Existing Inlet in median
- Haul off Concrete
- Install 10' D10R Inlet
- Dowel in rebar for Collars
  Pour Collars
- Pour Invert
- Backfill with CDOT Spec Material

ITEM NO. 2: Berstrom Park Inlet and Storm

- Demo Existing Inlet on edge of Hwy 24
- Haul off Concrete
- Install 10' D10R Inlet
- Demo 23' LF of existing Storm Pipe going East and Pour 1 CY of Concrete to cap end of pipe
- Install 72' LF of 18" Class III RCP storm pipe
- Core exisitng Inlet for new RCP connection
- Dowel in rebar for Collars
  Pour Collars
- Pour Invert

ITEM NO. 3: Retaining Wall

- Demo 3'ft section of Rock Wall on West side of stairs
- Demo Rock Wall on East side of stairs

SCOPE CONTINUED ON NEXT PAGE

SCOPE OF WORK CONTINUED:

- Demo existing stairs
- Pour stairs at new proposed location
- Pour new concrete wall on East and West side of new stairs
- Mason to place moss rock on new West side stair wall to match existing wall
- Install 214' L x 2' H Retaining wall using grey/tan landscape blocks
- Install caps on retaining wall
- Backfill wall with 12" layer of 3/4" crushed rock
- Install Metal Handrailing

QUALIFICATIONS/EXCLUSIONS:

- [X] Rock Excavation
- [X] Hardpan
- [X] Frost or work affected by freezing conditions
- [X] Snow Removal
- [X] Private Utility Locates
- [X] Surveying and Layout Work
- [X] 3rd Party Inspections including Geo-technical
- [X] Dewatering and Sub-Grade Stabilization
- [X] Supply of and Fees for Construction Water
- [X] Demolition or Removal of Debris or Structures
- [X] Saw cutting of asphalt or concrete
- [X] Removal and replacement of unsuitable soils
- [X] Import/Export other than specifically noted
- [X] Reconditioning of previously prepared sub-grades or graded areas
- [X] Barricades or Traffic Control
- [X] Topsoil supply or spreading
- [X] Shoring or Underpinning
- [X] Installation, maintenance or removal of Erosion Control BMP's
- [X] Foundation Waterproofing, Insulation or Peripheral Drains
- [X] Under-Slab Capillary Drains
- [X] Vapor Barrier
- [X] Permits and Permit Fees
- [X] Payment and/or Performance Bond
- [X] Fuel Surcharge should Diesel or Gasoline fuel exceed $5.50.

END OF LPE ESTIMATE # 72525

PYRAMID CONSTRUCTION INC.
YOUR ROAD BEGINS HERE.
3075 Janitell Road, Ste 200 • Colorado Springs, CO 80906
Ph 719.576.7600 • Secure Fax 719.284.9001

To:	Chris Hansen	**Contact:**	
Address:	Woodland Park, CO	**Phone:**	
		Fax:	
Project Name:	Woodland Landing_CDOT ROW	**Bid Number:**	2025219
Project Location:	S Center St & Hwy 24, Woodland Park, CO	**Bid Date:**	7/31/2025

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
CDOT Road Work					
01	4" Asphalt Milling	1,280.00	SF	$5.50	$7,040.00
02	Curb & Gutter Removal	412.00	LF	$14.00	$5,768.00
03	Sidewalk Removal (193 LF X 6ft)	1,158.00	SF	$4.75	$5,500.50
04	Median Cover Removal	1,966.00	SF	$4.25	$8,355.50
05	Striping Removals	1.00	LS	$3,770.00	$3,770.00
06	Full Depth HMA · 4" HMA W/ 12" Base · 8" Full Depth · Match Existing	475.00	SY	$65.00	$30,875.00
07	4" HMA Overlay	142.00	SY	$31.00	$4,402.00
08	Cross Pan	160.00	SF	$39.00	$6,240.00
09	Curb & Gutter	695.00	LF	$44.50	$30,927.50
10	Sidewalk	113.00	SY	$63.50	$7,175.50
11	ADA Ramp	63.00	SF	$42.00	$2,646.00
12	Median Cover	1,680.00	SF	$14.00	$23,520.00
13	Striping	1.00	LS	$32,500.00	$32,500.00
14	Signage	1.00	LS	$4,550.00	$4,550.00
15	Traffic Control · 7 Days Of Lane Closure For Utility Contractor · Any Additional Days Will Be Billed At $ 3,250.00 Per Day	1.00	LS	$42,450.00	$42,450.00
16	Mobilization	1.00	LS	$12,800.00	$12,800.00
				Total Price for above CDOT Road Work Items:	**$228,520.00**

Total Bid Price: $228,520.00

Notes:

- This proposal and all parts thereof shall be incorporated into and made part of the contract and supersede in contradictions.
- Price will be honored for contracts within 30 days of proposal date; all work contracted thereafter is subject to price adjustments.
- Proposal is a complete package for all items only; items may not be separated without written permission from Pyramid Construction.
- The quote reflects current fuel and energy costs; due to volatility Pyramid reserves the right to review and adjust pricing at any time in the event of substantial price increases outside our control
- Work will be invoiced monthly; all invoices shall be due net 30; overdue amounts will be subject to interest at 24% per annum plus any legal fees required for collection.
- In the event field testing is performed Pyramid will be notified prior to be given the opportunity to provide verifying test results.
- This quotation is not binding unless signed by both parties.
- Prior to executing an agreement Pyramid reserves the right to receive detailed information about the owner, funding and the financial institution managing the release of funds.
- Pyramid shall not be liable for failure of performance, delay in delivery by reason of any contingency beyond our exclusive control including: labor strikes; embargo; acts of God; war; government regulations including allocation; preference of priorities by government or shortage; national shortage of raw materials or fuel; inclement weather; and low temperatures/frost.
- Pyramid shall not be responsible for the operation and results of any technical advice or engineering in connection with the design, installation or use of the product sold hereunder.
- It is agreed that no promises, agreements, or understandings have been made other than herein contained; that no agent or salesman has any authority to obligate Pyramid, to any terms, stipulations, or conditions not herein expressed.
- All reasonable attorney's fees will be due to Pyramid in the event the service of an attorney is required by Pyramid to enforce any aspect of this agreement.
- Pyramid reserves the right to refuse or suspend performance or to require payment in advance in the event credit of owner or general contractor becomes impaired or inadequate.
- All additional work or materials requested will be processed as a change order to this agreement and must be agreed upon in writing by both parties prior to the commencement of additional work; Pyramid shall not be obligated to perform any additional work without such prior written order.
- Sales tax or any state, county or city which are now in effect are not included in the price quoted unless specifically stated otherwise in this agreement.
- Terms and conditions of any contract not bearing the signature of a Pyramid Constuction officer will not be honored.
- All quantities are estimated; payment will be based on actual quantities installed.
- No retainage to be withheld.
- Permits, fees and bonds will be billed at invoiced cost +20%.
- Mobilizations are included at price stated above; additional mobilizations will be charged at stated unit price (or $2,500 each if no price is stated).
- Subgrade or base course for concrete/asphalt work to be within +/- .1/foot of bottom face and to balance onsite; work to correct subgrade/basecourse conditions will be performed on a T&M basis.
- Pricing Includes: Labor; material; equipment; fine grading (+/- .1/foot); all dirt to balance onsite; and one-year warranty against defective workmanship and/or materials.
- Pricing Excludes: Prime coat; concrete conveyance; all traffic control (traffic and pedestrian); survey and staking; all doweling or reinforcement not specified in quote; excavation; backfill; compaction; import or export of subgrade/base course materials; repair of soft or unsuitable subgrade/base course conditions (not installed by Pyramid); patching; paving fabric; cleaning and patching between asphalt lifts; joint cutting/widening and sealing; caulking; wheel stops; concrete imbeds not specified in quote; striping; soil stabilization; dewatering; utility relocation; signage; and all testing (compaction, moisture, density or concrete/asphalt).
- All excluded work can be performed, if required, at Pyramid T&M rates.
- Pyramid is not responsible for damage to ingress/egress concrete/asphalt.
- All materials per CDOT Asphalt Paving Specifications.
- Asphalt will not be placed in temperature ranges outside that specified in the CDOT Asphalt Paving Specifications without a signed warranty/liability waver.
- Pyramid Construction has the right to delay work, without penalty, until a sufficient area of paving is available.
- Winter protection blankets for subgrade/basecourse are not included in above pricing and are priced at: $.75/sf for flatwork areas (sidewalks, pedestrian ramps, roadways, cross pans, squared returns, etc.); $1.50/lf for vertical areas (curb & gutter, inlet aprons, etc.).
- Winter protection blankets for concrete are not included in above pricing and are priced at: $.75/sf for flatwork areas (sidewalks, pedestrian ramps, roadways, cross pans, squared returns, etc.); $1.50/lf for vertical areas (curb & gutter, inlet aprons, etc.).
- Cold weather concrete modifications, per 1% of calcium chloride accelerator, are not included in above pricing and are priced at: $.50/sf for flatwork areas (sidewalks, pedestrian ramps, roadways, cross pans, squared returns, etc.); $1.00/lf for vertical areas (curb & gutter, inlet aprons, etc.).

- WARRANTY - Pyramid Construction, Inc. will warrant our material and workmanship for a period of one (1) year from completion of our work against defective workmanship or materials. Items not covered by warranty are: insufficient design of concrete/asphalt thickness or reinforcement, unsuitable subgrade/base course conditions (expansive subgrade), poor subgrade compaction around underground utilities; thermal cracking; overloading structure; reflective cracking; insufficient materials/asphalt binders and inadequate drainage minimum one percent (1%) for concrete and two percent (2%) for asphalt. All damage caused by items outside of the warranty will be determined and priced individually; pricing and scope will be accepted prior to work commencing, original bid quoted unit prices are not valid.

ACCEPTED:	CONFIRMED:
The above prices, specifications and conditions are satisfactory and are hereby accepted.	**Pyramid Construction, Inc.**
Buyer: Tara Horse Properties, LLC	
Signature:	**Authorized Signature:**
Date of Acceptance: 8/11/25	**Estimator:** Michael Dierks 719-291-6886 mdierks@pyramidconstructioninc.com

N. PINE ST.

U.S. HWY 24
(MIDLAND AVE.)

S. CENTER ST.

LOT 1

LOT 2

SADDLE CLUB AVE

S. PARK ST.

GRACE AVE.

N

0 30 60

SCALE: 1" = 30'

Know what's below.
Call 72 hours before you dig.
For more details visit:
www.call811.com

REV.	DESCRIPTION	DATE

PREPARED FOR:

CATAMOUNT ENGINEERING
321 W. HENRIETTA AVE
PO BOX 221
WOODLAND PARK, CO 80866
(719)426-2124

WOODLAND STATION FILING NO. 2

PUBLIC IMPROVEMENTS

DESIGNED BY: XXX	DRAWN BY: XXX
SCALE: 1" = 30'	DATE: 10/02/25
JOB NUMBER	SHEET
22-361	1 OF 1

Tava - Public Improvements scope of work
Write a description for your map.
Bliss Hair Studio
Williams Log Cabin Furniture
110 Reserve
Joanie's Deli and Bakery
Pine & Petal Salon Co. AVEDA
Java Haus
Cowhand
Hungry Bear
BierWerks
Midland Coin Laundry
Rest Area
TAVA restaurant - Lot 1
Woodland Hardware and Home
America's Mountain Festival
Google Earth
N
100 ft

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date:	October 07, 2025
Agenda Item:	7.b.i. – Grant Project Deadline Extension Request of Award No. 6 – Model Citizen Coffee Company LLC
Presented By:	Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Model Citizen Coffee Company 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

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 that was 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.

T**he Board may grant the extension of the Deadline if it finds the following:**

1. **A written request for extension of the Deadline was submitted to the Board;**

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

None.

OPTIONAL BOARD ACTIONS

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

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

1. **Motion to Approve Extension *to a Specific Date.***

   "I move to approve the request of Model Citizen Coffee Company LLC to extend the deadline to complete the approved grant project to *November 25, 2025*."

2. **Motion to Table Request and for More Information**

   "I move to table the request of Model Citizen Coffee Company 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 Model Citizen Coffee Company LLC to extend its deadline to complete the DDA approved grant project."

ATTACHMENTS

1. Written request of Model Citizen Coffee Company LLC to extend deadline.

From:	Enrique Camacho
To:	jgemelkedda@woodlandpark.gov; Joshua Myers; Kimberly Burleson; Anita Riggle
Subject:	Extension Request
Date:	Monday, September 8, 2025 11:12:03 AM

Dear DDA Board and Staff,

I hope this message finds you well. I'm writing to formally request a **reasonable extension** for completion of the project awarded to **Model Citizen Coffee Company, LLC** under the **2025 WP-DDA Micro-Grant Program** for our location at **214 W. Midland Ave., Woodland Park, CO**.

We are grateful for the support of the DDA and wanted to provide a brief update:

Project Progress to Date

- **Exterior painting** is fully completed.
- **Entry door signage** is installed.
- **Window panel blinds** have been ordered and paid in full.
- **Exterior signage** has been commissioned and is currently in production.

While we've made significant progress, we anticipate that **final installation of signage and blinds may not be completed by the current project deadline of September 10, 2025**. However, we are able to provide **paid-in-full invoices** for these remaining items as proof of expenditure, per the guidelines in the grant agreement.

Request

We respectfully request a reasonable extension to allow for completion of these final items and the formal submission of our **Final Report**. We will continue to keep records and provide all required documentation (receipts, certification, and photographs) as outlined in the grant agreement.

Please let us know if there is any formal process required to approve this extension, or if you need additional details about the timeline, vendors, or expenses.

Thank you again for your support and for helping businesses like ours enhance the downtown district. We look forward to showcasing the completed improvements very soon.

All the best.

Enrique Camacho
Owner, Model Citizen Coffee Co.
719.287.6241
enrique@modelcitizencoffee.com
www.modelcitizencoffee.com

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.i. – Grant Project Deadline Extension Request of Award No. 25 - Jimmy Johns

Presented By: Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Jimmy Johns ("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 that was 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.

T**he Board may grant the extension of the Deadline if it finds the following:**

1. **A written request for extension of the Deadline was submitted to the Board;**

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

None.

OPTIONAL BOARD ACTIONS

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

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

1. **Motion to Approve Extension *to a Specific Date.***

   "I move to approve the request of Jimmy Johns to extend the deadline to complete the approved grant project to *November 25, 2025*."

2. **Motion to Table Request and for More Information**

   "I move to table the request of Jimmy Johns 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 Jimmy Johns to extend its deadline to complete the DDA approved grant project."

ATTACHMENTS

1. Written request of Jimmy Johns to extend deadline [See highlighted information].

From: Anita Riggle
To: Joshua Myers
Cc: Jon Gemelke; Kimberly Burleson
Subject: Fw: Jimmy Johns
Date: Wednesday, September 10, 2025 11:24:42 AM
Attachments: image.png
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Extension needed for Jimmy Johns -

Thanks,

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

From: Jessica Bachmeier <jessica@freakygoodsubs.com>
Sent: Wednesday, September 10, 2025 11:07 AM
To: Anita Riggle <ariggle@woodlandpark.gov>
Subject: Re: Jimmy Johns

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

Hi Anita,

I am needing an extension for our micro grant. We are working on getting updated signs as well as repaving our parking lot. Our parking lot vendor's season ends Oct 31st but he has not been able to confirm the date that we are scheduled for yet. As for the sign we are going back and forth with our marketing team currently to get approval of what it needs to look like and then as soon as that is approved (I am hoping by the end of this week) we will be in fabrication and then install. That is an 8 week or so lead time so I am hoping that will be complete by Nov 7th. Whichever project gets completed first I will send in for the micro grant. Thank you for sending this in for an extension. We greatly appreciate it!

On Wed, Sep 3, 2025 at 9:28 AM Anita Riggle <ariggle@woodlandpark.gov> wrote:

Jessica,

So I need an email stating you need an extension. It should include the reason why and the projected new completion date.
I will send that email to the DDA lawyer with 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
O 719-687-5216 C 719-725-4839

From: Jessica Bachmeier <jessica@freakygoodsubs.com>
Sent: Wednesday, September 3, 2025 9:17 AM
To: Anita Riggle <ariggle@woodlandpark.gov>
Subject: Re: Jimmy Johns

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

Okay thank you. I will probably end up needing an extension. The sign that we are going to use the grant for is in fabrication and I don't think it will get completed by the 17th.

On Thu, Aug 28, 2025 at 10:17 AM Anita Riggle <ariggle@woodlandpark.gov> wrote:

Jessica,

For the Jimmy Johns 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,

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

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.i. – Grant Project Deadline Extension Request of Award No. 26 – Zebz Outfooter LLC

Presented By: Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Zebz Outfooter 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

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 that was 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.

T**he Board may grant the extension of the Deadline if it finds the following:**

1. **A written request for extension of the Deadline was submitted to the Board;**

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

None.

OPTIONAL BOARD ACTIONS

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

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

1. **Motion to Approve Extension *to a Specific Date.***

   "I move to approve the request of Zebz Outfooter LLC to extend the deadline to complete the approved grant project to *November 25, 2025*."

2. **Motion to Table Request and for More Information**

   "I move to table the request of Zebz Outfooter 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 Zebz Outfooter LLC to extend its deadline to complete the DDA approved grant project."

ATTACHMENTS

1. Written request of Zebz Outfooter LLC to extend deadline [See highlighted information].

From:	Anita Riggle
To:	Joshua Myers
Subject:	Fw: DDA Micro Grant Extension
Date:	Wednesday, September 17, 2025 8:52:55 AM
Attachments:	Outlook-https___d3.png Outlook-5265412C.png Outlook-https___cd.png Outlook-https___cd.png Outlook-https___cd.png Outlook-https___cd.png Outlook-https___cd.png

---

Joshua,

Colorado GearLab and Zebz has requested an extension.

Thanks,

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

From: George Jones <gjones@woodlandpark.gov>
Sent: Wednesday, September 17, 2025 8:48 AM
To: Kimberly Burleson <kburleson@woodlandpark.gov>; Anita Riggle <ariggle@woodlandpark.gov>; Jon Gemelke <jgemelkedda@woodlandpark.gov>
Subject: DDA Micro Grant Extension

Hi Micro Grant Administrators

On behalf of Colorado GearLab and Zebz Outfooter, I would like to file an extension to the end of October to complete our pre-approved window repairs. Our local glass installer is running behind on the windows - the glass has not arrived yet, however, is expected next week. Once it arrives we then need to schedule the installation which I am targeting to be two-three weeks out.

Thank you!

George F Jones
719-644-6840

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.i. – Grant Project Deadline Extension Request of Award No. 27 - Colorado Gear Lab LLC

Presented By: Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Colorado Gear Lab 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

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 that was 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.

T**he Board may grant the extension of the Deadline if it finds the following:**

1. **A written request for extension of the Deadline was submitted to the Board;**

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

None.

OPTIONAL BOARD ACTIONS

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

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

1. **Motion to Approve Extension *to a Specific Date.***

   "I move to approve the request of Colorado Gear Lab LLC to extend the deadline to complete the approved grant project to *November 25, 2025*."

2. **Motion to Table Request and for More Information**

   "I move to table the request of Colorado Gear Lab 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 Colorado Gear Lab LLC to extend its deadline to complete the DDA approved grant project."

ATTACHMENTS

1. Written request of Colorado Gear Lab LLC to extend deadline [See highlighted information].

From: Anita Riggle
To: Joshua Myers
Subject: Fw: DDA Micro Grant Extension
Date: Wednesday, September 17, 2025 8:52:55 AM
Attachments: Outlook-https___d3.png
Outlook-5265412C.png
Outlook-https___cd.png
Outlook-https___cd.png
Outlook-https___cd.png
Outlook-https___cd.png
Outlook-https___cd.png

Joshua,

Colorado GearLab and Zebz has requested an extension.

Thanks,

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

From: George Jones <gjones@woodlandpark.gov>
Sent: Wednesday, September 17, 2025 8:48 AM
To: Kimberly Burleson <kburleson@woodlandpark.gov>; Anita Riggle <ariggle@woodlandpark.gov>; Jon Gemelke <jgemelkedda@woodlandpark.gov>
Subject: DDA Micro Grant Extension

Hi Micro Grant Administrators

On behalf of Colorado GearLab and Zebz Outfooter, I would like to file an extension to the end of October to complete our pre-approved window repairs. Our local glass installer is running behind on the windows - the glass has not arrived yet, however, is expected next week. Once it arrives we then need to schedule the installation which I am targeting to be two-three weeks out.

Thank you!

George F Jones
719-644-6840

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.i. – Grant Project Deadline Extension Request of Award No. 29 - My Free Water Store

Presented By: Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient My Free Water Store ("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 that was 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.

T**he Board may grant the extension of the Deadline if it finds the following:**

1. **A written request for extension of the Deadline was submitted to the Board;**

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

None.

OPTIONAL BOARD ACTIONS

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

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

1. **Motion to Approve Extension *to a Specific Date.***

   "I move to approve the request of My Free Water Store to extend the deadline to complete the approved grant project and submit a Final Report to *November 25, 2025*."

2. **Motion to Table Request and for More Information**

   "I move to table the request of My Free Water Store 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 My Free Water Store to extend its deadline to complete the DDA approved grant project."

ATTACHMENTS

1. Written request of My Free Water Store to extend deadline [See highlighted information].

From: Anita Riggle
To: Joshua Myers
Cc: Kimberly Burleson
Subject: Fw: My Free Water Store
Date: Wednesday, September 3, 2025 12:16:40 PM
Attachments: image.png
image.png
image.png
image.png
image.png
image.png
image.png
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Joshua,

Here is a request for an extension from My Free Water Store.

I can work on filling in the request form you sent out the other day.

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

From: My Free Water Store <myfreewaterstore@gmail.com>
Sent: Wednesday, September 3, 2025 12:12 PM
To: Anita Riggle <ariggle@woodlandpark.gov>
Subject: Re: My Free Water Store

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

Subject: Request for Extension – City of Woodland Park Downtown Development Authority Micro Grant Project

Dear Anita,

We are writing to request an extension of time to complete our Project to include the Micro grant project. Due to unforeseen delays and scheduling conflicts, we are requesting an extension until **October 31, 2025**, to ensure we meet the grant objectives successfully.

Thank you for your consideration, and please let us know if you have any questions

Best regards,

Wade and Gina Holder

Owners, My Free Water Store

On Thu, Aug 28, 2025 at 12:39 PM Anita Riggle <ariggle@woodlandpark.gov> wrote:

> Wade,
>
> For the My Free Water Store 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,
>
> Anita Riggle
> Economic Development and Budget Analyst
> City of Woodland Park
> 220 W. South Avenue
> Woodland Park, CO 80866
> ariggle@woodlandpark.gov
> O 719-687-5216 C 719-725-4839

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.ii –Final Report of Grant Project Award No. 2-Pour Decisions LLC

Presented By: City Staff / Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Pour Decisions 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.

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 Pour Decisions 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 Pour Decisions 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 approval of the Final Report as submitted for grant application Pour Decisions LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**."

ATTACHMENTS

1. Final Report Review Form
2. Final Report of Pour Decisions LLC

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant:	Pour Decisions LLC (Banana Belt Liquors)
Project Address:	300 E US 24, Woodland Park, Colorado
Approval Amount (not to exceed):	$5,000
NOA Date:	May 20, 2025
120 Deadline:	September 17, 2025
Final Report Date:	September 16, 2025
DDA Board Review Date:	October 07, 2025

Scope of Project Approved by DDA for Reimbursement:

REPLACE THE ASPHALT AT THE BACK OF THE BUILDING, INSTALL 2 POWDER COATED STEEL TRASH ENCLOSURES

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: - 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	Recommend a closer review of the financing structure between the entities involved or ask the applicant direct questions if applicant is present.
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)?	None provided.	

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: Beth Toth

Signor's Printed Name: Beth Toth

Date of execution: 9/16/2025

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

RD TOTH CONSTRUCTION, LLC

Estimate

PO BOX 186
WOODLAND PARK, CO. 80866

Date	Estimate #
3/26/2025	499

Name / Address

POUR DECISIONS LLC
300 E US HWY 24, UNIT D
WOODLAND PARK, CO 80863
USA

Project

POUR DECISIONS ...

Description	Qty	Rate	Total
BUILDING PERMITS	1	65.00	65.00
CONTINGENCY, 5% OF COST OF JOB	1	729.57	729.57
FLATWORK, CONCRETE, TO INCLUDE DEMOLITION	1	5,561.00	5,561.00
MISC. CONSTRUCTION COST, REMOVAL OF EXISTING ENCLOSURES	1	400.00	400.00
MISC. CONSTRUCTION COST, CONCRETE SEALER	1	265.32	265.32
MISC. CONSTRUCTION COST, NEW STEEL AND POWDER COATED ENCLOSURES	1	7,900.00	7,900.00
PROFIT & OVERHEAD, 18% COST PLUS	1	2,626.44	2,626.44
TRASH REMOVAL	1	400.00	400.00

Total $17,947.33

Signature _____

RD TOTH CONSTRUCTION, LLC

Job Estimates vs. Actuals Detail for POUR DECISIONS LLC:POUR DECISIONS LLC*

All Transactions

	Est. Cost	Act. Cost	($) Diff.	Est. Revenue	Act. Revenue	($) Diff.
Service						
BUILDING PERMITS (BUILDING PERMITS)	65.00	0.00	-65.00	65.00	0.00	-65.00
CONTINGENCY (CONTINGENCY)	729.57	0.00	-729.57	729.57	0.00	-729.57
FLATWORK, CONCRETE (FLATWORK, CONCRETE)	5,561.00	4,707.00	-854.00	5,561.00	4,707.00	-854.00
MISC. CONSTRUCTION COST (MISC. CONSTRUCTION ...	8,565.32	6,155.43	-2,409.89	8,565.32	8,565.75	0.43
PROFIT & OVERHEAD (PROFIT & OVERHEAD)	2,626.44	0.00	-2,626.44	2,626.44	2,626.44	0.00
TRASH REMOVAL (TRASH REMOVAL)	400.00	0.00	-400.00	400.00	400.00	0.00
Total Service	17,947.33	10,862.43	-7,084.90	17,947.33	16,299.19	-1,648.14
TOTAL	**17,947.33**	**10,862.43**	**-7,084.90**	**17,947.33**	**16,299.19**	**-1,648.14**

Date 9/15/2025

COLORADO MOUNTAIN BUILDERS

Construction Draw Sheet

POUR DECISIONS — OWNER

300 E US HWY 24 UNIT D — PROPERTY ADDRESS

	ITEM	MISCELLANEOUS INFO.	CK#	PAYABLE TO	AMOUNT
1	2-10 HOME BUYERS WARRANTY				
2	APPLIANCES				
3	BUILDING PERMITS				
4	BUILDING PLAN COPIES				
5	BUILDING PLANS				
6	CABINETS AND VANITIES				
7	COUNTER TOPS				
8	DOOR AND BATH HARDWARE				
9	DRYWALL				
10	ELECTRICAL				
11	BLACK HILLS ENERGY, NATURAL GAS				
12	CORE POWER SUPPLY				
13	ELECTRICAL FIXTURES				
14	ENGINEERING, SOILS REPORT, OPEN HOLE TEST				
15	EXCAVATION				
16	FINAL CLEAN & WINDOWS				
17	FINISH CARPENTRY				
18	FIREPLACE				
19	FLATWORK, CONCRETE				
20	FLOOR COVERINGS				
21	FOUNDATION, INCLUDES PUMP TRUCKS, NO COLD				
22	FOUNDATION DRAIN, DAMP PROOFING				
23	FRAMING LABOR				
24	GARAGE DOOR				
25	HVAC				
26	INSULATION				
27	LANDSCAPING & FINAL GRADE				
28	LUMBER PACKAGE				
29	WINDOWS				
30	MIRRORS & SHOWER DOORS				
31	MISC. CONSTRUCTION COST	REMOVAL OF ENCLOSURES	XXX	CMB	400
31	MISC. CONSTRUCTION COST	CONCRETE SEALER	XXX	CMB	265.32
31	MISC. CONSTRUCTION COST	TRASH ENCLOSURES	5297	DON'S CUSTOM WELDING	1745
34	PAVING				
35	PLUMBING & GAS				
36	PLUMBING FIXTURES & HARDWARE				
37	PORTABLE BATHROOM				
38	PROFIT AND OVERHEAD	PROFIT & OVERHEAD	XXX	CMB	776.2
39	PROPANE SERVICE				
40	RADON MITIGATION				
41	RAIN GUTTERS				
42	ROOFING				
43	STEEL RAILINGS				
44	STUCCO AND STONE				
45	SURVEYS				
46	TILE LABOR				

47	TAP FEES, WATER & SEWER				
48	TRASH REMOVAL	TRASH REMOVAL	XXX	CMB	400
49	UTILITIES				
50	WELL & PUMP SERVICE				
51					
52					
53					
54					
55					
56					
57					
				TOTAL DRAW REQUEST $	3586.52
				Total Drawn (including this draw)	
				Remaining Funds (including this draw)	

LIEN WAIVER

By endorsement hereon, we acknowledge receipt of funds deposited to the above account in full payment and satisfaction for all work performed and/or materials furnished on the premises as described on this page and to the date shown below and we do hereby waive all rights to mechanic's and/or materialman's lien therefore.

By: _____ Borrower's Signature _____ (Date) 9/15/25

Date: _____ Builder's Signature _____ (Date) 09/15/2025

RD TOTH CONSTRUCTION, LLC

Invoice

PO BOX 186
WOODLAND PARK, CO. 80866

Date	Invoice #
9/15/2025	475

Bill To

POUR DECISIONS LLC
300 E US HWY 24, UNIT D
WOODLAND PARK, CO 80863
USA

P.O. No.	Terms	Project
		POUR DECISIONS ...

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
MISC. C...	MISC. CONSTRUCTION COST, REMOVAL OF EXISTING ENCLOSURES	400.00			1	400.00	100.00%	100.00%	400.00
MISC. C...	MISC. CONSTRUCTION COST, CONCRETE SEALER	265.32			1	265.32	100.00%	100.00%	265.32
MISC. C...	MISC. CONSTRUCTION COST, NEW STEEL AND POWDER COATED ENCLOSURES	7,900.00	6,155.43	77.92%	0.22083	7902.00607	22.09%	100.01%	1,745.00
PROFIT ...	PROFIT & OVERHEAD, 18% COST PLUS	2,626.44	1,850.24	70.45%	0.29553	2,626.44	29.55%	100.00%	776.20
TRASH ...	TRASH REMOVAL	400.00			1	400.00	100.00%	100.00%	400.00

Total	$3,586.52
Payments/Credits	$0.00
Balance Due	$3,586.52

Banana Belt

Don McCarl
dba Don's Custom Welding
350 Ranch Drive
Woodland Park, CO 80863

Invoice

DATE	INVOICE NO.
9/12/2025	2901

BILL TO
Dean Toth

SHIP TO

P.O. NO.	TERMS	SHIP DATE	SHIP VIA	PROJECT
	NET 10	9/5/2025	Vendor Delivery	Dumpster Enclosures

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Balance			1,745.00	1,745.00

	Total	**$1,745.00**
	Payments/Credits	**$0.00**
	Balance Due	**$1,745.00**

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

RD TOTH CONSTRUCTION, LLC
DBA COLORADO MOUNTAIN BUILDERS, LLC
PO BOX 186
WOODLAND PARK, CO. 80866

PARK STATE BANK AND TRUST
PO BOX 9
WOODLAND PARK, CO 80866
82-125/1021

5297

9/15/2025

PAY TO THE ORDER OF DON'S CUSTOM WELDING $ **1,745.00

One Thousand Seven Hundred Forty-Five and 00/100********** DOLLARS

PROTECTED AGAINST FRAUD

DON'S CUSTOM WELDING
350 RANCH DRIVE
WOODLAND PARK, CO 80863
USA

MEMO 2901

[redacted]

RD TOTH CONSTRUCTION, LLC 5297

DON'S CUSTOM WELDING 9/15/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
9/15/2025	Bill	2901	1,745.00	1,745.00		1,745.00
					Check Amount	1,745.00

PARK STATE BANK 2901 1,745.00

RD TOTH CONSTRUCTION, LLC 5297

DON'S CUSTOM WELDING 9/15/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
9/15/2025	Bill	2901	1,745.00	1,745.00		1,745.00
					Check Amount	1,745.00

PARK STATE BANK 2901 1,745.00

PAYMENT RECORD

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR ALTERATION

3778

POUR DECISIONS LLC
DBA BANANA BELT LIQUOR
300 E. US HWY 24, UNIT D
WOODLAND PARK, CO 80863
719-687-9757

PARK STATE BANK AND TRUST
PO BOX 9
WOODLAND PARK, CO 80866
82-125/1021

9/13/2025

3,586.52

PAY TO THE ORDER OF RD TOTH CONSTRUCTION *$ ~~3,586.52~~ 3,586.52

Three Thousand Five Hundred Eighty-Six and 52/100********** DOLLARS

PROTECTED AGAINST FRAUD

RD TOTH CONSTRUCTION

MEMO TRASH ENCLOSURES

[redacted]

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POUR DECISIONS LLC, DBA BANANA BELT LIQUOR

3778

9/13/2025

RD TOTH CONSTRUCTION

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
9/13/2025	Bill	475	3,586.52	3,586.52		3,586.52
					Check Amount	3,586.52

CHECKING TRASH ENCLOSURES 3,586.52

Date 06-31-2025

COLORADO MOUNTAIN BUILDERS

Construction Draw Sheet

POUR DECISIONS — OWNER

300 US 24 — PROPERTY ADDRESS

	ITEM	MISCELLANEOUS INFO.	CK#	PAYABLE TO	AMOUNT
1	2-10 HOME BUYERS WARRANTY				
2	APPLIANCES				
3	BUILDING PERMITS				
4	BUILDING PLAN COPIES				
5	BUILDING PLANS				
6	CABINETS AND VANITIES				
7	COUNTER TOPS				
8	DOOR AND BATH HARDWARE				
9	DRYWALL				
10	ELECTRICAL				
11	BLACK HILLS ENERGY, NATURAL GAS				
12	CORE POWER SUPPLY				
13	ELECTRICAL FIXTURES				
14	ENGINEERING, SOILS REPORT, OPEN HOLE TEST				
15	EXCAVATION				
16	FINAL CLEAN & WINDOWS				
17	FINISH CARPENTRY				
18	FIREPLACE				
19	FLATWORK, CONCRETE	FLATWORK	5227	COLORADO DECORATIVE HARDCAPES	4707
20	FLOOR COVERINGS				
21	FOUNDATION, INCLUDES PUMP TRUCKS, NO COLD				
22	FOUNDATION DRAIN, DAMP PROOFING				
23	FRAMING LABOR				
24	GARAGE DOOR				
25	HVAC				
26	INSULATION				
27	LANDSCAPING & FINAL GRADE				
28	LUMBER PACKAGE				
29	WINDOWS				
30	MIRRORS & SHOWER DOORS				
31	MISC. CONSTRUCTION COST	STEEL TRASH ENCLOSURES	5228	DON'S CUSTOM WELDING	2655.43
32	MISC. EQUIPMENT				
33	PAINT AND STAIN				
34	PAVING				
35	PLUMBING & GAS				
36	PLUMBING FIXTURES & HARDWARE				
37	PORTABLE BATHROOM				
38	PROFIT AND OVERHEAD	PROFIT & OVERHEAD	XXX	CMB	1325.24
39	PROPANE SERVICE				
40	RADON MITIGATION				
41	RAIN GUTTERS				
42	ROOFING				
43	STEEL RAILINGS				
44	STUCCO AND STONE				
45	SURVEYS				
46	TILE LABOR				

47	TAP FEES, WATER & SEWER				
48	TRASH REMOVAL				
49	UTILITIES				
50	WELL & PUMP SERVICE				
51					
52					
53					
54					
55					
56					
57					
				TOTAL DRAW REQUEST $	8687.67
				Total Drawn (including this draw)	
				Remaining Funds (including this draw)	

LIEN WAIVER

By endorsement hereon, we acknowledge receipt of funds deposited to the above account in full payment and satisfaction for all work performed and/or materials furnished on the premises as described on this page and to the date shown below and we do hereby waive all rights to mechanic's and/or materialman's lien therefore.

By: _____ Borrower's Signature _____ (Date) 7/12/25

Date: _____ Builder's Signature _____ (Date) 07/12/2025

RD TOTH CONSTRUCTION, LLC

Invoice

PO BOX 186
WOODLAND PARK, CO. 80866

Date	Invoice #
7/12/2025	455

Bill To

POUR DECISIONS LLC
300 E US HWY 24, UNIT D
WOODLAND PARK, CO 80863
USA

P.O. No.	Terms	Project
		POUR DECISIONS ...

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
FLATW...	FLATWORK, CONCRETE, TO INCLUDE DEMOLITION	5,561.00			0.84643	5,561.00	84.64%	84.64%	4,707.00
MISC. C...	MISC. CONSTRUCTION COST, NEW STEEL AND POWDER COATED ENCLOSURES	7,900.00			0.33613	7,900.00	33.61%	33.61%	2,655.43
PROFIT ...	PROFIT & OVERHEAD, 18% COST PLUS	2,626.44			0.50458	2,626.44	50.46%	50.46%	1,325.24

Approved
Beth Toth

Total	$8,687.67
Payments/Credits	$0.00
Balance Due	$8,687.67

Pour Decisions

INVOICE

Colorado Decorative Hardscapes

Robert Montgomery

3425 Hickory Hill Dr.
Colorado Springs, CO. 80906
Phone: 719-930-2744
email: rgm.79@hotmail.com

DATE	6/26/2025
INVOICE #	2338
CUSTOMER ID	CMB

BILL TO

Colorado Mountain Builders
Dean Toth
PO Box 186
woodland park, Co. 80866
719-440-1985
dean@coloradomtnbuilders.com

JOB	PAYMENT TERMS
300 us 24 unit A, Woodlandpark	Due on receipt

DESCRIPTION	AMOUNT
11'x11' 6" thick 11'x17.5' 6" thick	$4,382.00
6x6x10 wire mesh 3/8 rebar	$225.00
concrete truck trip fee	$100.00

finance charge on overdue balance past 30 days at 10%

TOTAL	$4,707.00

Make all checks payable to Colorado Decorative Hardscapes. Thank you for your business!

3425 Hickory Hill Dr. Colorado Springs,CO. 80906 phone: 719-930-2744 email: rgm.79@hotmail.com

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

RD TOTH CONSTRUCTION, LLC
DBA COLORADO MOUNTAIN BUILDERS, LLC
PO BOX 186
WOODLAND PARK, CO. 80866

PARK STATE BANK AND TRUST
PO BOX 9
WOODLAND PARK, CO 80866
82-125/1021

5227

7/1/2025

PAY TO THE ORDER OF COLORADO DECORATIVE HARDSCAPES $ **4,707.00

Four Thousand Seven Hundred Seven and 00/100********** DOLLARS

PROTECTED AGAINST FRAUD

COLORADO DECORATIVE HARDSCAPES
3425 HICKORY HILL DR.
COLORADO SPRINGS, CO 80906
USA

MEMO

2338, BANANA BELT

[redacted]

MP

Details on Back

intuit® CheckLock™ Secure Check

RD TOTH CONSTRUCTION, LLC 5227

COLORADO DECORATIVE HARDSCAPES 7/1/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
6/26/2025	Bill	2338, BANANA BELT	4,707.00	4,707.00		4,707.00
					Check Amount	4,707.00

PARK STATE BANK 2338, BANANA BELT 4,707.00

RD TOTH CONSTRUCTION, LLC 5227

COLORADO DECORATIVE HARDSCAPES 7/1/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
6/26/2025	Bill	2338, BANANA BELT	4,707.00	4,707.00		4,707.00
					Check Amount	4,707.00

PARK STATE BANK 2338, BANANA BELT 4,707.00

PAYMENT RECORD

Rev 8/21

Pour Decisions

Don McCarl

Invoice

DATE	INVOICE NO.
6/30/2025	2895

dba Don's Custom Welding
350 Ranch Drive
[illegible]

BILL TO
Dean Toth

SHIP TO
Dumpster Enclosures

P.O. NO.	TERMS	SHIP DATE	SHIP VIA	PROJECT
	NET 10	6/30/2025	Vendor Delivery	Dumpster Enclosures

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Engineering			200.00	200.00
Materials			1,805.43	1,805.43
Fabrications	Shop	10	65.00	650.00

Total	**$2,655.43**
Payments/Credits	**$0.00**
Balance Due	**$2,655.43**

CASH ONLY IF ALL *CheckLock*™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

RD TOTH CONSTRUCTION, LLC
DBA COLORADO MOUNTAIN BUILDERS, LLC
PO BOX 186
WOODLAND PARK, CO. 80866

PARK STATE BANK AND TRUST
PO BOX 9
WOODLAND PARK, CO 80866
82-125/1021

5228

7/1/2025

PAY TO THE ORDER OF DON'S CUSTOM WELDING $ **2,655.43

Two Thousand Six Hundred Fifty-Five and 43/100********** DOLLARS

PROTECTED AGAINST FRAUD

DON'S CUSTOM WELDING
350 RANCH DRIVE
WOODLAND PARK, CO 80863
USA

MEMO

2895, BANANA BELT

[redacted]

MP

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Details on Back
Intuit® *CheckLock*™ Secure Check

RD TOTH CONSTRUCTION, LLC 5228

DON'S CUSTOM WELDING 7/1/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
6/30/2025	Bill	2895, BANANA BELT	2,655.43	2,655.43		2,655.43
					Check Amount	2,655.43

PARK STATE BANK 2895, BANANA BELT 2,655.43

RD TOTH CONSTRUCTION, LLC 5228

DON'S CUSTOM WELDING 7/1/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
6/30/2025	Bill	2895, BANANA BELT	2,655.43	2,655.43		2,655.43
					Check Amount	2,655.43

PARK STATE BANK 2895, BANANA BELT 2,655.43

PAYMENT RECORD

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

1059

BTOTH ENTERPRISES, LLC
300 E. HWY 24, UNIT D
WOODLAND PARK, CO 80863
719-687-9757

PARK STATE BANK AND TRUST
PO BOX 9
WOODLAND PARK, CO 80863
82-125/1021

7/11/25

PAY TO THE ORDER OF RD Toth Const $ 8,687.67

Eight Thousand, six hundred eighty seven + 67/100 DOLLARS

PROTECTED AGAINST FRAUD

PINK ICON DISAPPEARS WITH HEAT

Roth Toth MP

MEMO

[redacted]

Reimbursement From Draw Invice

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Intuit® CheckLock™ Secure Check Details on Back

Date 8/8/2025

COLORADO MOUNTAIN BUILDERS

Construction Draw Sheet

POUR DECISIONS — OWNER

300 E US 24 — PROPERTY ADDRESS

	ITEM	MISCELLANEOUS INFO.	CK#	PAYABLE TO	AMOUNT
1	2-10 HOME BUYERS WARRANTY				
2	APPLIANCES				
3	BUILDING PERMITS				
4	BUILDING PLAN COPIES				
5	BUILDING PLANS				
6	CABINETS AND VANITIES				
7	COUNTER TOPS				
8	DOOR AND BATH HARDWARE				
9	DRYWALL				
10	ELECTRICAL				
11	BLACK HILLS ENERGY, NATURAL GAS				
12	CORE POWER SUPPLY				
13	ELECTRICAL FIXTURES				
14	ENGINEERING, SOILS REPORT, OPEN HOLE TEST				
15	EXCAVATION				
16	FINAL CLEAN & WINDOWS				
17	FINISH CARPENTRY				
18	FIREPLACE				
19	FLATWORK, CONCRETE				
20	FLOOR COVERINGS				
21	FOUNDATION, INCLUDES PUMP TRUCKS, NO COLD				
22	FOUNDATION DRAIN, DAMP PROOFING				
23	FRAMING LABOR				
24	GARAGE DOOR				
25	HVAC				
26	INSULATION				
27	LANDSCAPING & FINAL GRADE				
28	LUMBER PACKAGE				
29	WINDOWS				
30	MIRRORS & SHOWER DOORS				
31	MISC. CONSTRUCTION COST	STEEL TRASH ENCLOSURES	5263	DON'S CUSTOM WELDING	3500
32	MISC. EQUIPMENT				
33	PAINT AND STAIN				
34	PAVING				
35	PLUMBING & GAS				
36	PLUMBING FIXTURES & HARDWARE				
37	PORTABLE BATHROOM				
38	PROFIT AND OVERHEAD	PROFIT & OVERHEAD	XXX	CMB	525
39	PROPANE SERVICE				
40	RADON MITIGATION				
41	RAIN GUTTERS				
42	ROOFING				
43	STEEL RAILINGS				
44	STUCCO AND STONE				
45	SURVEYS				
46	TILE LABOR				

47	TAP FEES, WATER & SEWER				
48	TRASH REMOVAL				
49	UTILITIES				
50	WELL & PUMP SERVICE				
51					
52					
53					
54					
55					
56					
57					
				TOTAL DRAW REQUEST $	4025
				Total Drawn (including this draw)	
				Remaining Funds (including this draw)	

LIEN WAIVER

By endorsement hereon, we acknowledge receipt of funds deposited to the above account in full payment and satisfaction for all work performed and/or materials furnished on the premises as described on this page and to the date shown below and we do hereby waive all rights to mechanic's and/or materialman's lien therefore.

By: _____ Borrower's Signature _____ (Date) 8/8/25

Date: _____ Builder's Signature _____ (Date) 08/08/2025

RD TOTH CONSTRUCTION, LLC

Invoice

PO BOX 186
WOODLAND PARK, CO. 80866

Date	Invoice #
8/8/2025	467

Bill To

POUR DECISIONS LLC
300 E US HWY 24, UNIT D
WOODLAND PARK, CO 80863
USA

P.O. No.	Terms	Project
		POUR DECISIONS ...

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
MISC. C...	MISC. CONSTRUCTION COST, NEW STEEL AND POWDER COATED ENCLOSURES	7,900.00	2,655.43	33.61%	0.44304	7,900.00	44.30%	77.92%	3,500.00
PROFIT ...	PROFIT & OVERHEAD, 18% COST PLUS	2,626.44	1,325.24	50.46%	0.19989	2,626.44	19.99%	70.45%	525.00

Total	$4,025.00
Payments/Credits	$0.00
Balance Due	$4,025.00

Don McCarl

Invoice

dba Don's Custom Welding
350 Ranch Drive
[illegible]

DATE	INVOICE NO.
8/8/2025	2898

BILL TO
Dean Toth Pour Decisions

SHIP TO

P.O. NO.	TERMS	SHIP DATE	SHIP VIA	PROJECT
	NET 10	7/31/2025	Vendor Delivery	Dumpster Enclosures

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Balance	NOW	0.66736	5,244.55	3,500.00
Balance	AFTER INSTALL	0	1,745.00	0.00

	Total	**$3,500.00**
	Payments/Credits	**$0.00**
	Balance Due	**$3,500.00**

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RD TOTH CONSTRUCTION, LLC
DBA COLORADO MOUNTAIN BUILDERS, LLC
PO BOX 186
WOODLAND PARK, CO. 80866

PARK STATE BANK AND TRUST
PO BOX 9
WOODLAND PARK, CO 80866
82-125/1021

5263

8/8/2025

PAY TO THE ORDER OF DON'S CUSTOM WELDING $ **3,500.00

Three Thousand Five Hundred and 00/100********** DOLLARS

PROTECTED AGAINST FRAUD

DON'S CUSTOM WELDING
350 RANCH DRIVE
WOODLAND PARK, CO 80863
USA

MEMO 2898, BANANA BELT

[redacted]

RD TOTH CONSTRUCTION, LLC 5263

DON'S CUSTOM WELDING 8/8/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/8/2025	Bill	2898, BANANA BELT	3,500.00	3,500.00		3,500.00
					Check Amount	3,500.00

PARK STATE BANK 2898, BANANA BELT 3,500.00

RD TOTH CONSTRUCTION, LLC 5263

DON'S CUSTOM WELDING 8/8/2025

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/8/2025	Bill	2898, BANANA BELT	3,500.00	3,500.00		3,500.00
					Check Amount	3,500.00

PARK STATE BANK 2898, BANANA BELT 3,500.00

PAYMENT RECORD

10527 105271 Rev 6-21

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

3716

POUR DECISIONS LLC
DBA BANANA BELT LIQUOR
300 E. US HWY 24, UNIT D
WOODLAND PARK, CO 80863
719-687-9757

PARK STATE BANK AND TRUST
PO BOX 9
WOODLAND PARK, CO 80866
82-125/1021

Aug. 12.25

PAY TO THE ORDER OF Colorado Mtn. Bldrs. $ 4,025.00

Four thousand twenty-five & no/100 DOLLARS

PROTECTED AGAINST FRAUD

PINK ICON DISAPPEARS WITH HEAT

MEMO INV 467

[redacted]

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Intuit® Check Lock™ Secure Check Details on Back

Paid by Pour Decisions to Colorado Mountain Builders

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.ii –Final Report of Grant Project Award No. 7-Hunt & Homestead, LLC

Presented By: City Staff / Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Hunt & Homestead, 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.

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 $4,647.85.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the $4,647.85 grant amount. The DDA Board may approve the distribution of the full grant amount of $4,647.85.

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 Hunt & Homestead, LLC and for the City to issue payment in the amount of $4,647.85 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 Hunt & Homestead, 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 approval of the Final Report as submitted for grant application Hunt & Homestead, LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**."

ATTACHMENTS

1. Final Report Review Form
2. Final Report of Hunt & Homestead, LLC

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant:	Hunt and Homestead, LLC
Project Address:	720 W US 24, Suite B, Woodland Park
Approval Amount (not to exceed):	$4,647.85
NOA Date:	May 20, 2025
120 Deadline:	September 17, 2025
Final Report Date:	September 17, 2025
DDA Board Review Date:	October 07, 2025

Scope of Project Approved by DDA for Reimbursement:
STORE FRONT SIGNAGE

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: - 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 $4,647.85. The full $4,647.85 can be approved by the Board.
Provided copies of governmental approvals and permits (if applicable)?	None provided	

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: Andrea Connolly

Date of execution: 9/17/2025

Enclosures:

- Copy of the Board's Notice of Award and, if applicable, all approved modifications. (in person award)
- Copy of the Grant Agreement (never received executed copy) emailed 7/1/2025
- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs
- Pictures of the completed Project

Fw: Payment confirmation: Invoice #250327- 1-(SIGN SHOP ILLUMINATED, LLC)

From: Andrea Connolly (andreaconnolly1026@yahoo.com)

To: kburleson@woodlandpark.gov

Date: Wednesday, August 27, 2025 at 02:28 PM MDT

Hi Kimberly, Here is the second receipt.

Please let me know if you need anything else.

Thank you.

Andrea

----- Forwarded Message -----
From: QuickBooks Payments <quickbooks@notification.intuit.com>
To: "andreaconnolly1026@yahoo.com" <andreaconnolly1026@yahoo.com>
Sent: Thursday, May 22, 2025 at 11:48:41 AM MDT
Subject: Payment confirmation: Invoice #250327- 1-(SIGN SHOP ILLUMINATED, LLC)

INTUIT quickbooks

Manage payment

You paid $2323.93

to **SIGN SHOP ILLUMINATED, LLC** on 05/22/2025

Payment details

Invoice no.	250327- 1
Invoice amount	$2323.93

Total amount	**$2323.93**
Status	Paid
Payment method	VISA****5702
Authorization ID	MQ0273424002

Please don't reply to this email, if you need any help regarding this message, please contact the business directly.

Thank you,

SIGN SHOP ILLUMINATED, LLC

+17195731567

www.SignShopIlluminated.com | Billing@signshopilluminated.com

3501 E Platte Ave, Colorado Springs, CO, 80909, US

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, https://www.intuit.com/legal/licenses/payment-licenses). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.

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2800 E. Commerce Center Place, Tucson, AZ 85706

INTUIT turbotax creditkarma quickbooks mailchimp

Invoice no.	250327-2
Invoice amount	$2460.07
Total amount	**$2460.07**

Status	Paid
Payment method	VISA****4489
Authorization ID	MU0257339692

Please don't reply to this email, if you need any help regarding this message, please contact the business directly.

Thank you,

SIGN SHOP ILLUMINATED, LLC

+17195731567

www.SignShopIlluminated.com | Billing@signshopilluminated.com

3501 E Platte Ave, Colorado Springs, CO, 80909, US

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, https://www.intuit.com/legal/licenses/payment-licenses). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.

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2800 E. Commerce Center Place, Tucson, AZ 85706

INTUIT turbotax creditkarma quickbooks mailchimp

HUNT & Homestead
MARKETPLACE
& Makerspace
HUNT & Homestead
MARKETPLACE
& Makerspace
SMILE!
Cash Preferred
Cards
Hello

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.ii –Final Report of Grant Project Award No. 14-Woodland Hardware & Rental

Presented By: City Staff / Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Woodland Hardware & Rental ("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.

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 Woodland Hardware & Rental 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 Woodland Hardware & Rental 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 approval of the Final Report as submitted for grant application Woodland Hardware & Rental because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**."

ATTACHMENTS

1. Final Report Review Form
2. Final Report of Woodland Hardware & Rental

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant:	Woodland Hardware & Rental
Project Address:	100 Saddle Club Ave., Woodland Park
Approval Amount (not to exceed):	$5,000
NOA Date:	May 20, 2025
120 Deadline:	September 17, 2025
Final Report Date:	September 17, 2025
DDA Board Review Date:	October 07, 2025

Scope of Project Approved by DDA for Reimbursement:
RESEAL AND RESTRIPE PARKING LOT

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: - 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)?	None provided	

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: Kelly L Rodarmel

Signor's Printed Name: KELLY L. RODARMEL

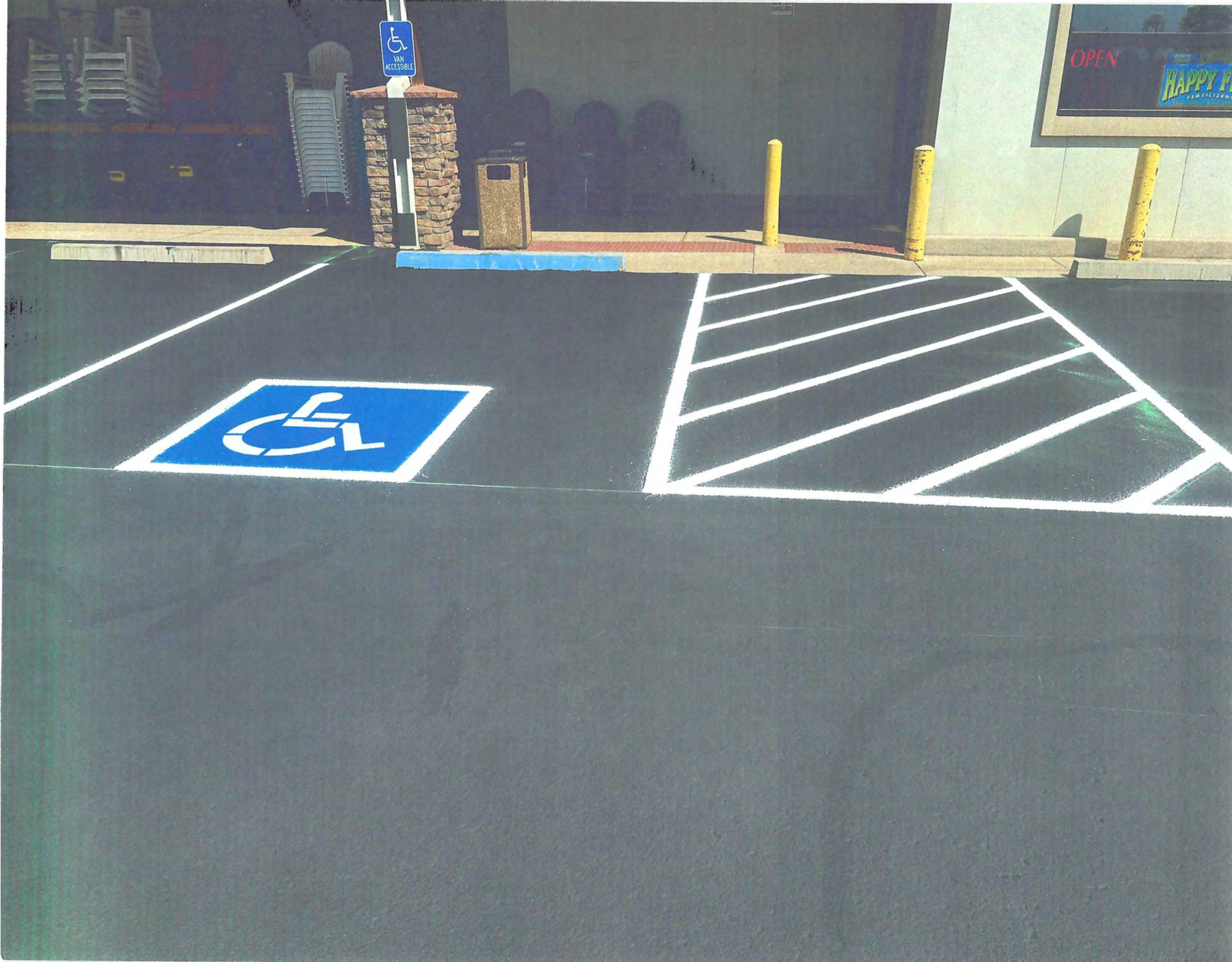
Date of execution: 9-17-25

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

OP
PARKING

OP
PARKING


VAN
ACCESSIBLE
OPEN

ROAD
CLOSED
STOP

STOP

PO Box 322 Divide Co 80814
719-432-6119
Johnstonesx724@gmail.com

Johnstone Sealcoating

Invoice

Bill To:

Woodland Hardware
krodarmel@aol.com
100 Saddle Club Ave
Woodland Park, CO, 80863-1415
(719) 687-3031

Invoice No:	1811
Date:	08/22/2025
Terms:	NET 0
Due Date:	08/22/2025

Description	Quantity	Rate	Amount
Clean parking lot throughly with high efficiency commercial blowers	1	$5,694.60	$5,694.60
Crack fill all cracks with Sealmaster supreme hot rubber			
Sealcoating parking lot with Sealmaster sealer			
Stripe parking back to original layout			
Crack fill back lot	1	$600.00	$600.00

Subtotal	$6,294.60
TAX 0% ($6,294.60)	$0.00
Total	$6,294.60
Paid	$0.00
Balance Due	**$6,294.60**

082925

RJ

Johnstone Sealcoating
Johnstone Sealcoating
08/22/2025

VECTRABANK COLORADO

Transaction Details

PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER

Account: 719-687-3031 $6,294.60

KGR INC
100 SADDLE CLUB AVE
WOODLAND PARK, CO 80863-1415

Please Direct Any Questions
To: Online Bill Payment Processing Center
(800) 243-2508

315/1020 0000008188

August 29, 2025

ZIONS BANCORPORATION, NA DBA V

MEMO: INVOICE 1811

Pay SIX THOUSAND TWO HUNDRED NINETY FO: 'N ——— Dollars $*****6,294.60

To The Order Of
JOHNSTONE SEALCOATING LLC
PO BOX 322
DIVIDE, CO 80814-0322

Void After 180 DAYS.
Signature On File
This check has been authorized by your depositor

DOCUMENT CONTAINS COLORED BACKGROUND ON WHITE PAPER. VOID FEATURE, SIMULATED WATERMARK REVERSE SIDE, MICRO-PRINT BORDER

⑈0000008188⑈ ⑆102003154⑆ 4490138332⑈ 734

01259229

Johnstone Sealcoating
579 3310169

VECTRABANK COLORADO

Transaction Details

CHECK CASHING TXN CHQ No: 000000008188

SEP 02	*From:*	*Category:*	*CHECK 8188*
2025	*WHH CHECKING (*8332)*	Uncategorized Expense	**-$6,294.60**

CHECK CASHING TXN CHQ No: 000000008188 on 09/02/2025

MEMO

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.ii –Final Report of Grant Project Award No. 16-Java Haus

Presented By: City Staff / Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Java Haus ("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.

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 Java Haus 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 Java Haus 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 approval of the Final Report as submitted for grant application Java Haus because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**."

ATTACHMENTS

1. Final Report Review Form
2. Final Report of Java Haus

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant:	Java Haus
Project Address:	116 W Midland Ave
Approval Amount (not to exceed):	$5,000
NOA Date:	May 20, 2025
120 Deadline:	September 17, 2025
Final Report Date:	August 29, 2025
DDA Board Review Date:	October 07, 2025

Scope of Project Approved by DDA for Reimbursement:
REPLACE WINDOWS, REPLACE CEILING LIGHTS

Final Report Requirements	Satisfied?	Notes
120 day deadline met?	Y	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Y	
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.	Y	
Paid-in-full receipts / invoices are provided?	Y	
Post-project completion photos are provided that show the items were installed per the approved Project?	Y	
Did total reimbursable costs reach max grant amount awarded?	Y	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)?	None provided	

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: 116 MIDLAND LLC

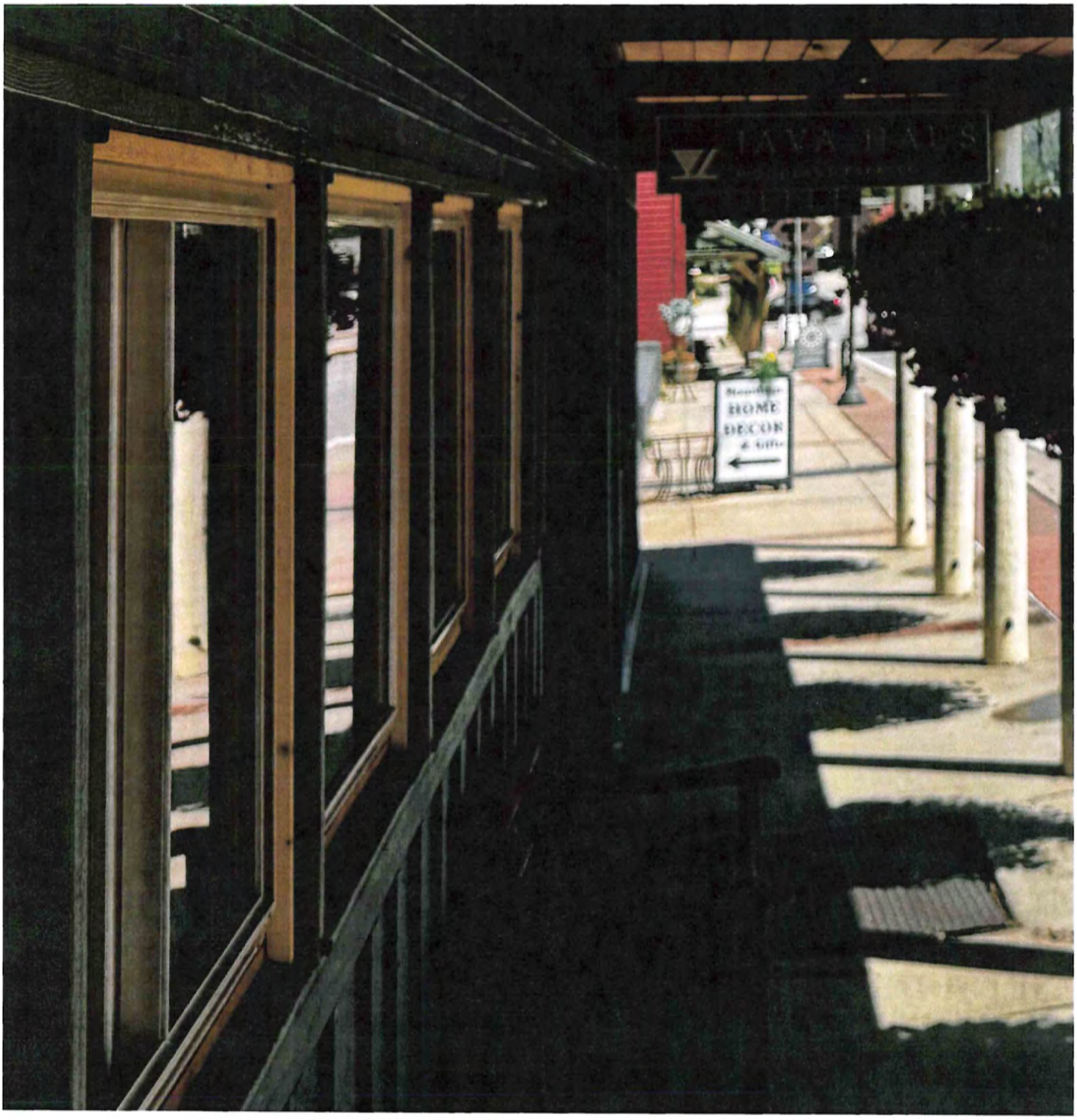
Signor's Printed Name: Jac Jemelka

Date of execution: 8-29-25

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

EXIT
JAVA
HAUS
COFFEE


HOME
DECOR

Miss Priss
JAVA HAUS

INVOICE NO. 689627

Jon G. Remodeling Inc

Invoice

SOLD TO	SHIPPED TO	VIA
116 Midland LLC		
ADDRESS: 116 W. Midland Ave	ADDRESS	
CITY, STATE, ZIP: Woodland Park, CO 80863	CITY, STATE, ZIP	

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
				7-25-25

		Installed four new windows on front of building			
		Install all new flat panel LED lights in interior of building			
		Total due is $ 5000.00			
		Paid in full on 7-25-25		$	5000.00

adams DS740 01-11

Sales Person:

Alside®

Dealer Acknowledgement
Quote Date
2/6/2025
Date Ordered
Quote Not Ordered

Dealer Name:

2M0440 JON G-128-2M0440

User Initials:

Bill To:
JON G -
632 N TOWER
COLORADO SPRINGS, CO 80905

Ship To:
SAME

Quote Created By: ASC128

Phone: (719) 651-4176 Fax:

Order Notes:

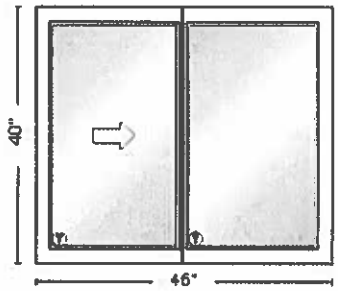
Delivery Notes:

Quote Name: Jon

Project Name: Jon G

QUOTE #	RUSH	STATUS	PO#
4948040	No	None	

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
1-1	2	46" X 40"	86		$807.32	$1,614.64

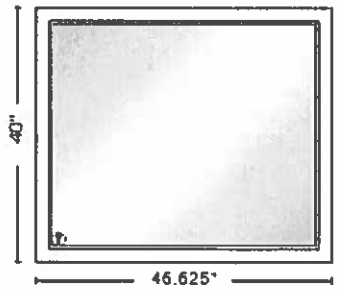


03S2-Mezzo XO 46 x 40
Frame Width = 46, Frame Height = 40, Sash Split = Even
Operation / Venting = XO, Model Number = 03S2
Valid For Grilles = True
Frame Option = Standard Block Frame, Composite Reinforcement, Enhanced Cavity Foam Inserts
Frame Color = White, Exterior Finish = No Exterior Finish
ClimaTech, Tempered, Laminated, Capillary Tubes
Lock Height = Standard Lock Height
Standard Screen
U-Factor = 0.34, CR = 53, SHGC = 0.31, VT = 0.54, CPD = ASO-A-93-72686-00001
Right::MullType = Field Mull, Left::MullType = Field Mull
Series = Mezzo, Product Type = Single Slider, Shape = Rectangle, Base Product Type = Single Hung, Product Configuration = Standard
Net Overall

Line Item Notes:

Comment / Room:	Weight
None Assigned	25.6

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
2-1	1	46.625" X 40"	87		$897.64	$897.64



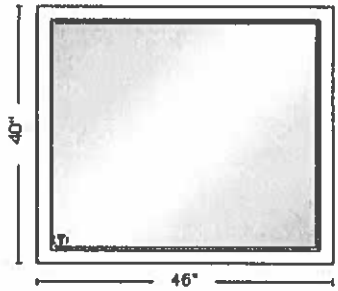
3A04-Mezzo Picture 46 5/8 x 40
Frame Width = 46.625, Frame Height = 40
Operation / Venting = Picture, Model Number = 3A04
Valid For Grilles = True
Frame Option = Standard Block Frame, Composite Reinforcement, Enhanced Cavity Foam Inserts
Frame Color = White, Exterior Finish = No Exterior Finish
ClimaTech, Tempered, Laminated, Capillary Tubes
U-Factor = 0.3, CR = 54, SHGC = 0.32, VT = 0.58, CPD = ASO-A-91-17970-00001
Right::MullType = Field Mull, Left::MullType = Field Mull
Series = Mezzo, Product Type = Sash Set, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard
Net Overall

Line Item Notes:

Comment / Room:	Weight
None Assigned	13.0

QUOTE #	RUSH	STATUS	PO#
4948040	No	None	

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
3-1	1	46" X 40"	86		$894.91	$894.91



3A04-Mezzo Picture 46 x 40
Frame Width = 46, Frame Height = 40
Operation / Venting = Picture, Model Number = 3A04
Valid For Grilles = True
Frame Option = Standard Block Frame, Composite Reinforcement, Enhanced Cavity Foam Inserts
Frame Color = White, Exterior Finish = No Exterior Finish
ClimaTech, Tempered, Laminated, Capillary Tubes
U-Factor = 0.3, CR = 54, SHGC = 0.32, VT = 0.58, CPD = ASO-A-91-17970-00001
Right::MullType = Field Mull, Left::MullType = Field Mull
Series = Mezzo, Product Type = Sash Set, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard
Net Overall

Line Item Notes:

Comment / Room:	Weight
None Assigned	12.8

Customer Notes:

Total Unit Count	4
TOTAL WEIGHT	51.3
SUB-TOTAL:	$3,407.19
SALES TAX:	$174.79
HANDLING:	$0.00
FREIGHT:	$0.00
TOTAL:	$3,581.98

ATTENTION
Please note that all weights provided are estimates and subject to change based on actual order shipment.
For Informational Purposes: All windows are viewed from the outside looking in.

NOTICE: The rating information provided on this quote is based upon the NFRC ratings at the time of quote. Such ratings are subject to changes in the standard by the applicable regulatory agencies and will be finalized at the time of manufacturing. All ratings printed on the NFRC label will supersede the NFRC rating set forth in the quote. Any changes made to an order after submission may also result in changes to the NFRC rating. Customer shall be solely responsible for determining whether the product ordered meets their jurisdiction's requirements.

In accordance with the state of California:

⚠ **WARNING**: Cancer and Reproductive Harm - www.p65Warnings.ca.gov

All sales of Associated Materials, LLC, its affiliates and subsidiaries, are subject to their respective Terms and Conditions of Sale, which can be found here: https://www.associatedmaterials.com/terms/

By placing this order, I accept Associated Materials, LLC's Terms and Conditions of Sale

Want to see real-time status for window orders? Register here for the Associated Materials Customer Portal – Portal.associatedmaterials.com/account/register

I have reviewed this order and certify that it is correct. I understand that this order is noncancellable, nonreturnable, and nonrefundable.

By _____ Authorized Representative

Sales Person:

Alside®

Dealer Acknowledgement
Quote Date
2/6/2025
Date Ordered
Quote Not Ordered

Dealer Name:

2M0440 JON G-128-2M0440

User Initials:

Bill To:
JON G -
632 N TOWER
COLORADO SPRINGS, CO 80905

Ship To:
SAME

Quote Created By: ASC128

Phone: (719) 651-4176 Fax:

Order Notes:

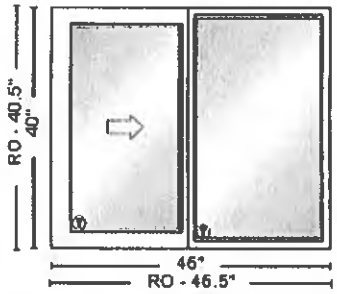
Delivery Notes:

Quote Name: Jon

Project Name: Jon G

QUOTE #	RUSH	STATUS	PO#
4948024	No	None	

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
1-1	2	46" X 40"	86		$554.36	$1,108.72

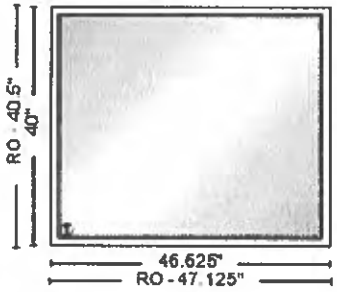


A282-80 Series XO 46 x 40
Frame Width = 46, Frame Height = 40, Sash Split = Even
Operation / Venting = XO, Model Number = A282
Valid For Grilles = True
NFS 1 3/8"
Frame Color = White, Exterior Finish = No Exterior Finish
Double Glaze, ClimaTech LIGHT, Tempered, LAM CLEAR, DS / DS, Capillary Tubes, STC Rating = 31
Lock Height = Standard Lock Height
Standard Screen
Right::MullType = Common Frame, Left::MullType = Common Frame
Series = 80 Series, Product Type = Single Slider, Shape = Rectangle, Base Product Type = Single Slider, Product Configuration = Standard
Net Overall

Line Item Notes:

Comment / Room:	Weight
None Assigned	102.2

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
2-1	1	46.625" X 40"	87		$484.38	$484.38



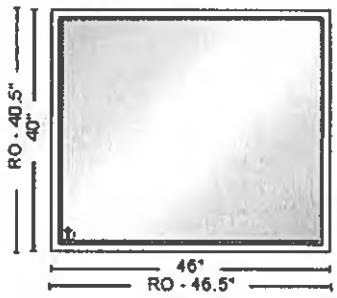
A780-80 Series Picture 46 5/8 x 40
Frame Width = 46.625, Frame Height = 40
Operation / Venting = Picture, Model Number = A780
Valid For Grilles = True
NFS 1 3/8"
Frame Color = White, Exterior Finish = No Exterior Finish
Double Glaze, ClimaTech LIGHT, Tempered, LAM CLEAR, DS / DS, Capillary Tubes, STC Rating = 30
U-Factor = 0.31, CR = 52, SHGC = 0.34, VT = 0.62, CPD = ASO-A-99-08533-00001
Right::MullType = Common Frame, Left::MullType = Common Frame
Series = 80 Series, Product Type = Direct Set, Shape = Rectangle, Base Product Type = Direct Set, Product Configuration = Standard
Net Overall

Line Item Notes:

Comment / Room:	Weight
None Assigned	47.9

QUOTE #	RUSH	STATUS	PO#
4948024	No	None	

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
3-1	1	46" X 40"	86		$484.38	$484.38



A780-80 Series Picture 46 x 40
Frame Width = 46, Frame Height = 40
Operation / Venting = Picture, Model Number = A780
Valid For Grilles = True
NFS 1 3/8"
Frame Color = White, Exterior Finish = No Exterior Finish
Double Glaze, ClimaTech LIGHT, Tempered, LAM CLEAR, DS / DS, Capillary Tubes, STC Rating = 30
U-Factor = 0.31, CR = 52, SHGC = 0.34, VT = 0.62, CPD = ASO-A-99-08533-00001
Right::MullType = Common Frame, Left::MullType = Common Frame
Series = 80 Series, Product Type = Direct Set, Shape = Rectangle, Base Product Type = Direct Set, Product Configuration = Standard
Net Overall

Line Item Notes:

Comment / Room:	Weight
None Assigned	47.3

Customer Notes:

Total Unit Count	4
TOTAL WEIGHT	197.4
SUB-TOTAL:	$2,077.48
SALES TAX:	$106.57
HANDLING:	$0.00
FREIGHT:	$0.00
TOTAL:	$2,184.05

ATTENTION
Please note that all weights provided are estimates and subject to change based on actual order shipment.
For Informational Purposes: All windows are viewed from the outside looking in.

NOTICE: The rating information provided on this quote is based upon the NFRC ratings at the time of quote. Such ratings are subject to changes in the standard by the applicable regulatory agencies and will be finalized at the time of manufacturing. All ratings printed on the NFRC label will supersede the NFRC rating set forth in the quote. Any changes made to an order after submission may also result in changes to the NFRC rating. Customer shall be solely responsible for determining whether the product ordered meets their jurisdiction's requirements.

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Want to see real-time status for window orders? Register here for the Associated Materials Customer Portal – Portal.associatedmaterials.com/account/register

I have reviewed this order and certify that it is correct. I understand that this order is noncancellable, nonreturnable, and nonrefundable.

By _____ Authorized Representative

12:02

Search or ask a question

< Your Orders

Order Details

Order placed	July 10, 2025
Order #	114-1090968-6852242

View invoice >

Delivered July 14

Sunco 10 Pack 2x4 LED Flat Panel Light Drop Ceiling Office Shop Co...

Sold by: Sunco Lighting

Supplied by: Other

Return window closed on August 17, 2025

$415.99

Get product support | Problem with order | Buy it again | Leave seller feedback | Write a product review

Payment method

Amazon Store Card ending in [redacted]

12 Equal Monthly Payments

View related transactions >

12:02

Search or ask a question

Payment method

Amazon Store Card ending in [redacted]
12 Equal Monthly Payments
View related transactions

Ship to

Traci Gemelke
[redacted]
Colorado Springs, CO 80905-1213
United States

Order Summary

Item(s) Subtotal:	$831.98
Shipping & Handling:	$0.00
Total before tax:	$831.98
Estimated tax to be collected:	$68.22
CO Retail Delivery Fees	$0.28
Grand Total:	**$900.48**

Top picks for you

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.ii –Final Report of Grant Project Award No. 17-Miss Priss

Presented By: City Staff / Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Miss Priss ("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.

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 $2,886.67.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the $2,886.67 grant amount. The DDA Board may approve the distribution of the full grant amount of $2,886.67.

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 recipient Miss Priss and for the City to issue payment in the amount of $2,886.67 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 recipient Miss Priss 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 approval of the Final Report as submitted for grant recipient Miss Priss because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**."

ATTACHMENTS

1. Final Report Review Form
2. Final Report of Miss Priss

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant:	Miss Priss
Project Address:	118 W Midland Ave, Woodland Park
Approval Amount (not to exceed):	$2,886.67
NOA Date:	May 20, 2025
120 Deadline:	September 17, 2025
Final Report Date:	August 29, 2025
DDA Board Review Date:	October 07, 2025

Scope of Project Approved by DDA for Reimbursement:
REPLACE FRONT DOOR

Final Report Requirements	Satisfied?	Notes
120 day deadline met?	Y	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Y	
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.	Y	
Paid-in-full receipts / invoices are provided?	Y	
Post-project completion photos are provided that show the items were installed per the approved Project?	Y	
Did total reimbursable costs reach max grant amount awarded?	Y	The full $2,886.67 can be awarded.
Provided copies of governmental approvals and permits (if applicable)?	None provided	

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: 101 CENTER LLC

Signor's Printed Name: Jack Denell

Date of execution: 8-29-25

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

Sorry
WE'RE
CLOSED
BUSINESS HOURS
BEST OF TELLER
WINNER
NO
PETS ALLOWED
SORRY
NO PUBLIC RESTROOM
VISA
BEST
WINNER
BEST
WINNER
BEST
WINNER

Jon G. Remodeling Inc

INVOICE NO. 689628

Invoice

SOLD TO	SHIPPED TO	VIA
101 CENTER LLC		
ADDRESS	ADDRESS	
101 CENTER STREET		
CITY, STATE, ZIP	CITY, STATE, ZIP	
WOODLAND PARK, CO 80863		

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
				7-25-25

		REMOVED AND INSTALLED NEW ENTRY DOOR				
		TOTAL DUE IS $ 2,886.67				
		PAID IN FULL ON 7-25-25				
			TOTAL		2,886	67

adams D6740

01-11

ALSIDE SUPPLY COMPANY - COLORADO SPRINGS
Address: 950 FORD STREET
COLORADO SPRINGS, CO, 80915

WOODGRAIN ENTRY SYSTEMS

Quote

Quote Number: **Date:** 2/7/2025

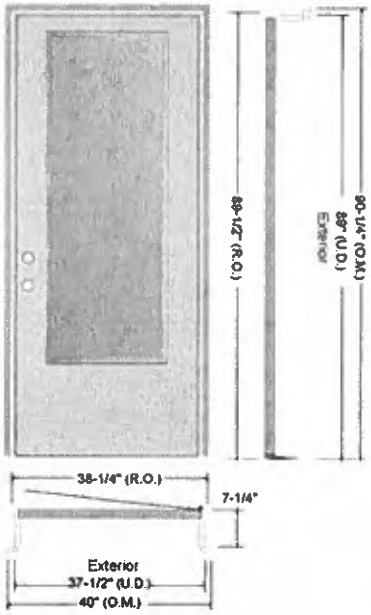

Image is viewed from Exterior!

Customer Information

Name: Jon G
Address:
Phone 1:
Phone 2:
Fax:
Contact:

Job Name:

Specifications

U.D. = 37-1/2" x 89" R.O. = 38-1/4" x 89-1/2"
O.M. of Exterior Trim = 40" x 90-1/4"

Lead Time: Stock (Call to verify)

Item Description	Qty	Price	Extended
3' 0" x 8' 0" DRS0080-686LE Smooth Fiberglass Door w/Low E Glass w/Evolve White Lite Frame - Right Hand Inswing	1	698.96	$698.96
2-3/8" Backset - Double Bore (2-1/8" Dia. Bore w/Standard 5-1/2" Spacing) w/Mortised Edge Latch Preps	1	7.14	$7.14
Set of Spring - US19 Satin Black Hinges	1	20.00	$20.00
Primed Wood Frame - 7-1/4" Jamb w/Brickmould Exterior Trim (Applied)	1	257.15	$257.15
Bronze Compression Weatherstrip	1	0.00	$0.00
Low Profile - Mill Finish Sill	1	14.29	$14.29
Custom Cut 7-3/4" from Height	1	35.72	$35.72
Item Total			**$1,033.26**

ACTUAL Size of Door

Order Sub Total:	**$1,033.26**
Tax:	**$0.00**
Order Total:	**$1,033.26**

Version #: 3.35-O
Version Date: 2/6/2025

+TAX
$1086.27 TOTAL

City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: October 07, 2025

Agenda Item: 7.b.ii –Final Report of Grant Project Award No. 28-3OG2YS LLC

Presented By: City Staff / Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient 3OG2YS 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.

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 3OG2YS 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 3OG2YS 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 approval of the Final Report as submitted for grant application 3OG2YS LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**."

ATTACHMENTS

1. Final Report Review Form
2. Final Report of 3OG2YS LLC

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant:	3OG2YS, LLC
Project Address:	750 E US 24, BLDG 2
Approval Amount (not to exceed):	$5,000
NOA Date:	May 20, 2025
120 Deadline:	September 17, 2025
Final Report Date:	October 01, 2025
DDA Board Review Date:	October 07, 2025

Scope of Project Approved by DDA for Reimbursement:

REPLACE EXTERIOR LIGHTS, INSTALL CONCRETE FOR DUMPSTER, REMOVE DECK AND REPAINT STUCCO, INSTALL NEW EXTERIOR STAIRS, REPLACE LANDSCAPING

Final Report Requirements	Satisfied?	Notes
120 day deadline met?	Y	Extension request submitted before September 17. Final Report submitted before Extension Request was considered by Board because Board only meets once a month. Will treat Final Report as inclusive of the Extension Request.
A signed and dated Final Report (Exhibit E to the Program) was provided.	Y	
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.	Y	
Paid-in-full receipts / invoices are provided?	Y	
Post-project completion photos are provided that show the items were installed per the approved Project?	Y	
Did total reimbursable costs reach max grant amount awarded?	Y	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)?	None provided	

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: Mark Weaver

Date of execution: 10/1/25

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

ACDC
ELECTRIC

Paradise Cir
750
Rare Earth Development
Ascent Commercial Group
McCRACKEN
FOR LEASE
719-337-3137
Michael Harper Real Estate
19-687-1179
FARMERS
INSURANCE
BRADLEY AGENCY
719-686-6400

Paradise Cir
HOME & LAND SALES
abacus
THERAPEUTIC MASSAGE
H&R BLOCK
Office Suite Available
Teller County Chiropractic, LLC
ONE WAY
Paradise Circle
Aspen Garden Way

750
Michael Harper
Real Estate
FOR LEASE 719-337-3137
750
Suite 100

NOTICE
NOTICE

Basecamp Construction
800 Research Dr, STE 210 Woodland Park Colorado 80863
Ph: (719) 203-7147
www.basecamp.construction
BN:

Invoice

To:

Ascent Commercial Group, LLC
750 E US-24

Woodland Park 80863
Colorado

Invoice #:	0405
Invoice Date:	9/9/2025
Amount Due:	**$6,000.00**
Payment Due:	**9/19/2025**

This invoice for

Works Location: 750 E US-24 Woodland Park Colorado 80863

Job: J1308 - Ascent Commercial Group LLC - Building Repairs

Cost Categories

#	Description	Category Total (Ex)	Claimed To Date (%)	Remaining	Claim Amount	Claim %
1	Electrical	$1,100.00	$0.00 (0.00%)	$1,100.00	$0.00	0%
2	Dumpster Enclosure and Pad	$2,500.00	$0.00 (0.00%)	$2,500.00	$2,500.00	100%
3	Remove Upper Deck and Repair Stucco	$2,000.00	$0.00 (0.00%)	$2,000.00	$1,500.00	75%
4	Landscaping Allowance	$3,000.00	$0.00 (0.00%)	$3,000.00	$2,000.00	66.67%

Net Total:	$6,000.00
Tax (Tax):	$0.00
Invoice Total:	**$6,000.00**
Received Total:	**$6,000.00**
Balance:	**$0.00**

PAID

Payment Terms:

This progress payment claim is in accordance with your building contract and takes into account any adjustments to the contract price by variations which have been agreed, signed and accepted.

1. Invoices must be paid within 10 business days. Failure to pay by the due date may result in a notice of intention to suspend work, and if not resolved, may also result in termination of the contract.
2. The customer must notify the builder immediately if any financial delays arise.
3. This invoice is calculated from the contract amount and includes any accepted variation amounts, if any exist.
4. If you have any disputes about this invoice, you must notify the builder immediately.

	DOWNTOWN DEVELOPMENT AUTHORITY FUND (215)						-		
						5-year Long-Term Financial Plan			
		2024	**2025**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
		Year-End	**Adopted**	**Year-End**	**Projected**	**Projected**	**Projected**	**Projected**	**Projected**
		Actuals	**Budget**	**Projections**	**Budget**	**Budget**	**Budget**	**Budget**	**Budget**
	Beginning Fund Balance	**1,076,526**	**1,805,906**	**1,518,280**	**1,789,393**	**1,852,025**	**2,366,453**	**2,728,375**	**3,609,469**
	REVENUE								
215-000-3115	TIF Property Tax Revenue	953,047	940,419	1,003,475	1,116,938	1,150,446	1,184,959	1,220,508	1,257,123
215-000-3116	County Tax Abatements	-	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)	(13,000)
215-000-3610	Interest	61,325	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Miscellaneous Revenue	-	-	-	-	-	-	-	-
	Total Revenue	**1,014,372**	**928,419**	**991,475**	**1,104,938**	**1,138,446**	**1,172,959**	**1,208,508**	**1,245,123**
	Total Funds Available	**2,090,898**	**2,734,325**	**2,509,755**	**2,894,331**	**2,990,471**	**3,539,413**	**3,936,883**	**4,854,592**
	EXPENDITURES								
	Operating Expenditures								
215-710-2071	Historical Preservation Committee (1)	-	-	-	-	-	-	-	-
215-710-2121	Beautification	3,500	3,500	-	250,000	3,500	3,500	3,500	3,500
215-710-2400	TIF Reimbursement Agreements	166,027	142,580	142,580	175,988	181,268	186,706	192,307	198,076
215-710-2500	DDA Micro-Grant		-	150,000	150,000	-	-	-	-
215-710-3120	Telephone Charges	-	-	-	-	-	-	-	-
215-710-3310	Subscriptions/Dues	-	-	-	-	-	-	-	-
215-710-3200	Professional Services	-	10,000	-	35,000	10,000	10,000	10,000	10,000
215-710-3210	Legal Services	11,507	10,000	30,000	30,000	30,000	30,000	30,000	30,000
215-710-3700	Information Technology Services	-	500	500	500	500	500	500	500
215-710-5400	Advertising/Legal Notices	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
215-710-5800	Training/Travel	500	500	500	500	500	500	500	500
215-710-5850	Memberships	-	350	350	350	350	350	350	350
215-710-5950	County Treasurer Fees	28,591	28,200	30,100	33,500	34,500	35,500	36,600	37,700
215-710-6100	Supplies	-	252	250	250	250	250	250	250
	Total Operating Expenditures	**211,125**	**196,882**	**355,280**	**677,088**	**261,868**	**268,306**	**275,007**	**281,876**
	Capital Outlay								
215-710-7400	Woodland Station Improvements	-	-	-	-	-	-	-	-
	Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Debt Service								
215-470-8530	Principal 2012 Vectra Bridge Loan	240,000	265,000	250,000	265,000	275,000	469,000	-	-
215-470-8531	Interest 2012 Vectra Bridge Loan	59,457	40,614	50,677	40,614	29,947	18,930	-	-
215-470-8540	Principal 2018 Vectra Loan	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
215-470-8541	Interest 2018 Vectra Loan	12,037	14,405	14,405	9,604	7,203	4,802	2,407	-
215-470-8550	Principal City Loan	-	-	-	-	-	-	-	-
	Total Debt Service	**361,494**	**370,019**	**365,082**	**365,218**	**362,150**	**542,732**	**52,407**	**-**
	Total Expenditures	**572,618**	**566,901**	**720,362**	**1,042,306**	**624,018**	**811,038**	**327,414**	**281,876**
	Ending Fund Balance	**$ 1,518,280**	**$ 2,167,424**	**$ 1,789,393**	**$ 1,852,025**	**$ 2,366,453**	**$ 2,728,375**	**$ 3,609,469**	**$ 4,572,716**

DDA TIF Reimbursement Check Request from City of Woodland Park

To: Finance Director, City of Woodland Park

Copy to: City Manager, City of Woodland Park

From: Chair, Downtown Development Authority

Subject: Payment of TIF Reimbursement

Meeting Approval Date:	October 07, 2025
Payable To:	Taylor Mountain Enterprises, LLC
Reference:	2024 Taxes paid in 2025
Reimbursement Amount:	$12,890.73
Reimbursement GL:	
V#:	
Invoice Received:	

Chair / Vice-Chair

_____

Print Name Signed Date

Treasurer / Secretary

_____

Print Name Signed Date

Taylor Mountain Enterprises TIF

Tax year	2018 (Basis)	2019	2020	2021	2022	2023	2024
Payable in year		2020	2021	2022	2023	2024	2025
TIF Base assessed value	$36,960	$36,960	$36,960	$36,960	$36,960	$36,960	$36,960
Mill Rate	0.080085	0.078357	0.078891	0.080735	0.081141	0.0751143	0.0791
Real property assessed value	$36,960.00	$36,950.00	$54,570.00	$83,380.00	$154,920.00	$182,210.00	$182,210.00
Real property tax paid	$2,959.98	$2,895.30	$4,305.10	$6,731.70	$12,570.38	$12,429.18	$13,088.68
Personal Property assessed value	$0.00	$0.00	$23,940.00	$24,430.00	$115,410.00	$111,790.00	$72,040.00
Personal Property tax paid	$0.00	$0.00	$1,888.66	$1,972.36	$9,364.50	$8,397.02	$5,698.36
TIF Reimbursement	$0.00	-$0.59	$2,458.44	$4,290.06	$14,201.91	$14,480.53	$12,890.73

Teller Treasurer

Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Effective Date	Receipt Number
R0056734	6329.241540020	Feb 13, 2025	Feb 12, 2025	2025-02-13-DM-177252

PINE ROOTS PROPERTIES, LLC, A COLORADO LLC
PO BOX 50711
COLORADO SPRINGS, CO 80949-0711

Situs Address	Payor
275 E US 24 WOODLAND PARK 80863	MUNICIPY ON LINE E CHECK ACH PYMNT

Legal Description

L2 PIKES PEAK SUBDIVISION 2

Property Code		Actual	Assessed	Year	Area	Mill Levy
MERCHANDISING - LAND	- 2112	61,648	17,200	2024	63	79.1
MERCHANDISING - IMP	- 2212	99,599	27,790	2024	63	79.1

Payments Received

Direct Deposit
Bank Account 7

Multi-Account Payment

Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2024	Tax	$2,896.64	$0.00	$1,448.32	$1,448.32
				$1,448.32	$1,448.32
			Balance Due as of Feb 12, 2025		**$1,448.32**

ALL CHECKS ARE SUBJECT TO FINAL COLLECTION.

Thank you for your payment!

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

Teller Treasurer

Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Effective Date	Receipt Number
R0056734	6329.241540020	Jun 11, 2025	Jun 10, 2025	2025-06-11-DM-182314

PINE ROOTS PROPERTIES, LLC, A COLORADO LLC
PO BOX 50711
COLORADO SPRINGS, CO 80949-0711

Situs Address	Payor
275 E US 24 WOODLAND PARK 80863	MUNICIPY E CHECK ACH ON LINE PYMNT

Legal Description

L2 PIKES PEAK SUBDIVISION 2

Property Code		Actual	Assessed	Year	Area	Mill Levy
MERCHANDISING - LAND	- 2112	61,648	17,200	2024	63	79.1
MERCHANDISING - IMP	- 2212	99,599	27,790	2024	63	79.1

Payments Received

Direct Deposit
Bank Account 7

Multi-Account Payment

Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2024	Tax	$2,896.64	$1,448.32	$1,448.32	$0.00
				$1,448.32	$0.00
			Balance Due as of Jun 10, 2025		**$0.00**

ALL CHECKS ARE SUBJECT TO FINAL COLLECTION.

Thank you for your payment!

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

The car wash - real property

Teller Treasurer

Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Receipt Number
R0056733	6329.241540010	Apr 3, 2025	2025-04-03-DS-11222-P

TAYLOR MOUNTAIN ENTERPRISES, LLC
300 WILLOW ST
WOODLAND PARK, CO 80863-1159

Situs Address	Payor
235 E US 24 WOODLAND PARK 80863	TAYLOR MOUNTAIN ENTERPRISES, LLC 415 HWY 24 EAST WOODLAND PARK CO 80863

Legal Description

L1 PIKES PEAK SUBDIVISION 2

Property Code		Actual	Assessed	Year	Area	Mill Levy
SPECIAL PURPOSE - LAND	- 2130	84,975	23,710	2024	63	79.1
SPECIAL PURPOSE - IMPS	- 2230	406,838	113,510	2024	63	79.1

Payments Received

Check — Multi-Account Payment

Check # 2362

Payor TAYLOR MOUNTAIN ENTERPRISES LLC

Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2024	Tax	$10,192.04	$0.00	$10,192.04	$0.00
				$10,192.04	$0.00
			Balance Due as of Apr 3, 2025		**$0.00**

ALL CHECKS ARE SUBJECT TO FINAL COLLECTION.

Thank you for your payment!

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

The car wash - personal property

Teller Treasurer

Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Receipt Number
P0057469	6329.241540010	Apr 3, 2025	2025-04-03-DS-11222-P

TAYLOR MOUNTAIN ENTERPRISES LLC
300 WILLOW ST
WOODLAND PARK, CO 80863-1159

Situs Address	Payor
235 E US 24 WOODLAND PARK	TAYLOR MOUNTAIN ENTERPRISES LLC 300 WILLOW ST WOODLAND PARK, CO 80863-1159

Legal Description

Property Code	Actual	Assessed	Year	Area	Mill Levy
COMMERCIAL PER PROP - 2410	252,515	70,450	2024	63	79.1
LEASED PERSONAL PROPERTY - 2420	3,874	1,080	2024	63	79.1
INDUSTRIAL PERSONAL PROP - 3410	1,811	510	2024	63	79.1

Payments Received

Check — Multi-Account Payment

Check # 2362

Payor TAYLOR MOUNTAIN ENTERPRISES LLC

Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2024	Tax	$5,698.36	$0.00	$5,698.36	$0.00
				$5,698.36	$0.00
			Balance Due as of Apr 3, 2025		**$0.00**

ALL CHECKS ARE SUBJECT TO FINAL COLLECTION.

Thank you for your payment!

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

MICHOW | GUCKENBERGER | McASKIN
ATTORNEYS AT LAW

Matter No: 17.GC
RE: General Counsel

Confidential Attorney – Client Privileged Communication

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

Invoice Date: 09/04/2025

Invoice Number: WPDDA.Aug2025.001

Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
08/01/2025	J. Myers - WPDDA	Finalize the Board Meeting Agenda Packet for the August 05 DDA Board Meeting; email same to City staff and board members.	0:36	260.00	156.00
08/05/2025	J. Myers - WPDDA	Attend (via Zoom) the DDA Board Meeting [1.4]. Tc w/ J. Gemelke re: agenda items discussed during the Board Meeting and re: proposed TIF Agreements; email to M. McAskin re: same [.4]. Confer w/ M. McAskin re: DDA TIF Agreement process and DDA investment in property outside DDA Boundaries [.4].	2:12	260.00	572.00
08/05/2025	M. McAskin - WPDDA	Meeting with J. Myers re DDA items (Tava House TIF request and greenhouse project).	0:30	285.00	142.50
08/05/2025	M. McAskin - WPDDA	Re Woodland Station project: review and respond to P. Kloster emails regarding subordination agreement, review and propose additional revisions to same. Email N. Williams re same.	1:09	285.00	327.75
08/06/2025	M. McAskin - WPDDA	Re Woodland Station: review final drafts of subordination agreement, review construction loan deeds of trust, review draft NAB Note, emails to K. Perry, P. Kloster, N. Williams, A. Vassalotti re same.	1:15	285.00	356.25
08/06/2025	J. Myers - WPDDA	Conducting legal research re: power of a Downtown Development Authority to purchase real property located outside of the DDA's boundaries.	0:36	260.00	156.00
08/07/2025	J. Myers - WPDDA	Continue conducting legal research on power of a DDA to purchase real property outside of the DDA's	3:00	260.00	780.00

		boundaries; conducting legal research on Tax Increment Financing approval procedures, including review of Colorado Revised Statutes and secondary sources.			
08/11/2025	J. Myers - WPDDA	Continue legal research on TIF agreements and authority of the DDA to purchase or invest in property outside of the DDA's boundaries.	1:18	260.00	338.00
08/13/2025	M. McAskin - WPDDA	Emails to City Manager and City Attorney regarding Tava House construction loan, forward recorded copies of PDOT release and PDOT subordination agreement, emails to J. Gemelke re same.	0:27	285.00	128.25
08/15/2025	J. Myers - WPDDA	Prepare for and attend meeting (phone conference) with J. Gemelke and M. McAskin re: Tava House TIF Request.	1:00	260.00	260.00
08/15/2025	M. McAskin - WPDDA	Prepare for and participate in conf. call with J. Gemelke and J. Myers regarding Woodland Station/TAVA TIF proposal (.65), follow up emails to J. Myers re base value (projected) (.25)	0:54	285.00	256.50
08/15/2025	J. Myers - WPDDA	Conducting review of the DDA's current TIF Agreements to determine status of open agreements and in preparation of preparing report for DDA Board.	5:42	260.00	1,482.00
08/18/2025	J. Myers - WPDDA	Email to M. Weaver re: the submitted TIF Proposal by Tava House Properties, LLC.	0:24	260.00	104.00
08/19/2025	M. McAskin - WPDDA	General: email J. Myers regarding status of TAVA TIF request, email P. Kloster requesting call (.2).	0:12	285.00	57.00
08/27/2025	J. Myers - WPDDA	Grant Program: review Final Reports and prepare Final Report Packets to include in the DDA Board Meeting Agenda Packet for meeting on September 02; review status of all DDA Board approved Grants and update spreadsheet; email to A. Riggle re: City staff review process, status of outstanding Grant Agreements, and analysis of the approaching Completion Deadline of September 27, 2025.	3:24	260.00	884.00
08/28/2025	J. Myers - WPDDA	Review and reply to email from A. Riggle re: calculating deadline for project completion or extension request.	0:12	260.00	52.00
08/28/2025	J. Myers - WPDDA	Grant Project: additional email correspondence with A. Riggle re: City staff's review process of Final Reports and Completion Deadline extension requests.	1:00	260.00	260.00
08/29/2025	J. Myers - WPDDA	DDA Board Meeting Agenda Packet for September 02: Tc w/ J. Gemelke re: Board meeting agenda items for September 02 meeting [.7]. Prepare	4:30	260.00	1,170.00

MICHOW | GUCKENBERGER | MCASKIN
ATTORNEYS AT LAW

		Agenda Item Summary for Deadline Extension Requests of 23-Dana's Dance and 09-Black Peak Leasing; prepare Agenda Item Summary for Final Reports of 03-Grandmothers Kitchen, 10-Thunder Mtn Outcomes, 11-Thunder Mtn Homes, 12-Snow Outcomes, and 13-Aspen Peak Property; finalize Agenda for the DDA Board Meeting; combine the Agenda and related documents into a single Agenda Packet and email same to City staff for posting and to the DDA Board Members [3.5]. Create template documents for Final Report Review, AIS-Final Report, and AIS-Extension Request; email same to A. Riggle and K. Burleson to use in the future [.3].			

Message:

A courtesy discount in the amount of $1,000.00 has been applied to this invoice.

Subtotal:	7,482.25
Discount:	-1,000.00
Sales Tax:	
Deposits:	
Payments/Credits:	
Balance Due:	$6,482.25

MICHOW | GUCKENBERGER | McASKIN
ATTORNEYS AT LAW

Matter No: 17.GC
RE: General Counsel

Confidential Attorney – Client Privileged Communication

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

Invoice Date: 10/02/2025

Invoice Number: DCWSD.Sep2025.001

Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
09/02/2025	J. Myers - WPDDA	Attend (via Zoom) DDA Board Meeting.	0:42	260.00	182.00
09/02/2025	J. Myers - WPDDA	Review and reply to email from A. Riggle re: clarifying that payment of grant funds shall be made to entity that entered the Grant Agreement with the DDA.	0:06	260.00	26.00
09/03/2025	J. Myers - WPDDA	Review and revise draft Meeting Minutes from September 02, 2025, DDA Meeting; email revised draft to A. Riggle and J. Gemelke for review.	0:36	260.00	156.00
09/08/2025	J. Myers - WPDDA	Review and reply to email from A. Riggle re: Grant Agreement for Joanie's Cafe.	0:12	260.00	52.00
09/09/2025	J. Myers - WPDDA	Email to A. Riggle re: project extension requests for projects that have a final report submitted after the Sept. 27th deadline and before the Oct. 3rd agenda packet deadline for the October 7th Board meeting.	0:18	260.00	78.00
09/10/2025	J. Myers - WPDDA	Review the DDA's files to determine if it has formally adopted a TIF Agreement application procedure; review a draft of TIF Agreement application procedures found for the DDA; draft and send email to M. Weaver w/ Tava House Properties, LLC, re: necessary information for Tava to include in its TIF Agreement application.	2:06	260.00	546.00
09/16/2025	J. Myers - WPDDA	Review and reply to an email from A. Riggle re: Jimmy John's requested extension of its deadline to complete its approved grant project.	0:12	260.00	52.00

MICHOW | GUCKENBERGER | McASKIN
ATTORNEYS AT LAW

09/19/2025	J. Myers - WPDDA	Taylor Mountain Enterprises, LLC: Review TIF Reimbursement request and supporting documents; review TIF agreement and confirm information in TIF worksheet is correct; prepare Reimbursement Check Request; email same to A. Vassalotti.	0:54	260.00	234.00
09/19/2025	J. Myers - WPDDA	Review and reply to email from M. Weaver with Tava House Properties, LLC, re: clarification of information needed related to Tava's funding plan for the project.	0:12	260.00	52.00
09/30/2025	J. Myers - WPDDA	Review material modification request of Studio West Aveda for its approved grant project; review Grant Program and Grant Agreement re: procedures for approval of material modification requests; email to A. Riggle and J. Gemelke responding to Studio West's request.	1:18	260.00	338.00
09/30/2025	J. Myers - WPDDA	Begin reviewing the Final Reports and project deadline extension requests to include in the DDA Board Meeting Agenda Packet for the October 7 meeting; begin preparing the Agenda Packet; email to City staff re: budget materials to include in Agenda Packet.	3:36	260.00	936.00

Message:

Subtotal:

Discount:

Sales Tax:

Deposits:

Payments/Credits:

Balance Due: $2,652.00