



City of Woodland Park  
Downtown Development Authority

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**Tuesday, November 04, 2025, at 7:30 AM**  
City Hall, Council Chambers  
220 W. South Ave., Woodland Park, CO 80863

**REGULAR MEETING AGENDA**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADDITIONS, DELETIONS, OR CORRECTIONS TO AGENDA**
- 4. PRIOR MEETING MINUTES**
  - a. Approval of October 07, 2025, Meeting Minutes.
- 5. PUBLIC COMMENT**  
(Public comment **only on matters that are on the Agenda.**)
- 6. UNFINISHED BUSINESS**
  - a. TAVA TIF Agreement Application
- 7. NEW BUSINESS**
  - a. TAVA update. (TAVA Representative)
  - b. Grant Program. (City Staff / J. Myers)
    - i. Final Reports – Board to Review for Approval
      - 6 – Model Citizen Coffee
      - 9 – Black Peak Leasing LLC
      - 15 – Elevation Estates
      - 19 – The Cowhand
      - 25 – Jimmy Johns
  - c. Bergstrom Park Master Plan Update (City Staff / A. Vassalotti)
- 8. PUBLIC COMMENT**  
(Public comment on **matters not on the Agenda.**)
- 9. REPORTS**
  - a. Board Chair Report
  - b. Treasurer Report
  - c. Board Member Reports
- 10. ADJOURNMENT**



# City of Woodland Park Downtown Development Authority

October 7, 2025, at 7:30 AM

City Hall, Council Chambers

220 W. South Ave., Woodland Park, CO 80863

## MEETING MINUTES

NOTE: A video-audio recording of this meeting is available on the City's website by selecting Government/Boards, Commissions and Committees/ Downtown Development Authority. Select the "View Most Recent Agendas and Minutes & Video Links" under the headings Agendas & Minutes, and then navigate to the applicable meeting date.

1. CALL TO ORDER ROLL CALL {7:35 a.m.}

Chair Gemelke called the meeting to order at 7:35 a.m.

Board Members Present: Jon Gemelke (Chair), David Mijares, George Jones (City Council Liaison), John Hugh, Sarah Salazar, Al Born.

Board Members Absent: Eric Cabera, Jerry Good

Staff Present: Aaron Vassalotti (City Manager), Kimberly Burleson (City Budget Director), Joshua Myers (Assistant DDA Attorney)

2. PLEDGE OF ALLEGIANCE {7:36 a.m.}

Completed.

3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:37 a.m.}

The Agenda was approved without amendment.

4. CONSENT AGENDA {7:37 a.m.}

Al Born motions to approve minutes from the September 2, 2025 DDA meeting.

David Mijares seconded the motion. Vote: 6 Yes

5. PUBLIC COMMENT (Items on the Agenda) {7:38 a.m.}

No one signed up for comment.

6. UNFINISHED BUSINESS {7.38 a.m.}

None.

7. NEW BUSINESS

a. TAVA Update (TAVA Representative) {7:38 a.m.}

Mark gave a construction update: We are dried in. Interior concrete floors are complete. Banquet tri-fold doors are installed. The fire suppression system is

# City of Woodland Park

## Downtown Development Authority

75% installed. Electric is 50%, plumbing is 50%, HVAC is 70%. Gas line is installed and will start curb and gutter next week. Work is being done on where the roads will be. If you want a tour let us know. Trying to use as many local companies as possible and awarded Upworx for cabling, internet, cameras and point of sale.

### Tava TIF Agreement Application Presentation

Tava Tif discussion but no decision today. The DDA Board will review. Submitted to board for consideration is a narrative, scope of work, and bids. This work has started. Public infrastructure is approaching two million dollars and it has expanded so Tava is asking for DDA help to recover costs. David Mijares addressed the CDOT concern on the left turn lane. Traffic engineers are reviewing. Aaron stated the Bergstrom Study has also been sent to CDOT. Mark said it is a condition of their CO so they are moving forward to open in March. Joshua stated the board will review and hold an executive session for negotiation discussions and bring to the board for a vote. Special meeting with an Executive Session will be on November 3 at 7:30 a.m. along with the regular meeting of the DDA on November 4 at 7:30 a.m.

### b. DDA Mini Grant Program (City Staff) {7:56 a.m.}

#### Project Deadline Extension Requests:

06 – Model Citizen Coffee, 25 – Jimmy Johns, 26 – Zebz Outfooter, 27- CO Gear Lab LLC, 29 – My Free Water

Joshua recommended to approve the extensions to November 25 so the projects are complete for the December meeting to keep the awards in 2025. Two of the extensions are for George Jones so he will recuse himself from those votes. Discussion on the My Free Water request. Al Born motioned to approve 06, 25, 29 for the extension to Nov 25, 2025.

David Mijares seconded the motion. Vote: 6 yes

26 & 27 extension – Al Born motioned David Mijares seconded.

Vote: 5 yes and George Jones recused himself

# City of Woodland Park

## Downtown Development Authority

### Final Reports – Board to Review for Approval

Final reports were approved and reviewed by City Staff and legal counsel. Reports were also included in the DDA packet.

02- Pour Decisions – Al Born will abstain from voting as that is his daughter’s business. Motion read by David Mijares to approve and issue payment of \$5000 for the awarded grant. George Jones seconded. Vote: 5 yes

07 – Hunt & Homestead LLC – Motion read by David Mijares to approve and issue payment of \$4647.85 for the awarded grant. George Jones seconded. Vote: 6 yes

14 – Woodland Hardware – Motion read by George Jones to approve and issue payment of \$5000 for the awarded grant. David Mijares seconded. Vote: 6 yes

16 – Java Haus – Motion read by David Mijares to approve and issue payment of \$5000 for the awarded grant. George Jones seconded. Jon Gemelke recused himself. Vote: 5 yes

17- Miss Priss – Motion read by George Jones to approve and issue payment of \$2886.67 for the awarded grant. Al Born seconded. Jon Gemelke recused himself. Vote: 5 yes

28 – 30G2YS LLC – Motion read by David Mijares to approve and issue payment of \$5000 for the awarded grant. George Jones seconded. Vote: 6 yes

### c. 2026 DDA Budget Discussion (A. Vassalotti) {8:17 a.m.}

Budget – Aaron stated at the last meeting several items were discussed to add to the budget for 2026. \$250,000 for beautification. A greenhouse would come under this amount. An RFP would need to go out once budget is approved. Micro Grants \$150,000. \$25,000 added in

# City of Woodland Park

## Downtown Development Authority

professional services line for the pedestrian study. 2025 ends with a fund balance of \$1,789,000. Total funds available \$1.1 million in revenue at \$2,894,000 and expenditures plus debt service of \$1,420,000 leaving a fund balance of \$1,852,000. Bergstrom park master plan presentation at the next meeting. Next year we will look for supplemental phased over a three-year reimbursement. We do not have real costs yet.

Al Born reflects on a few items. He would like to double the grant funding for next year. Recommended starting this program at the beginning of the year. Al has some concerns with the greenhouse and the expense involved. Aaron said \$125,000 to build the greenhouse and pour the pad. The City would open a RFP for design and build. We will need larger plants to start with for it to work for next year. We feel confident with the dollar amount for next year from the quotes and timeline. Sarah Salazar said good investment and doubling the glass with ventilation. She sees more cost involved. Al Born said the maintenance would be expensive. George Jones asked about exploring the maintenance. Aaron said that number would include the maintenance and the baskets for the flowers, pest control and weeding. An annual cost would be in place moving forward. More greenhouse discussion. Jon Gemelke would like the town to have flowers everywhere in town. Get them out of their cars to see how pretty the area is. Joshua reminded the board that the \$250,000 budget is for beautification, which could be the greenhouse or flowers.

Discussion of the grant program. David Mijares said doubling the grant to \$10,000 would involve more insight into the project. George Jones said the grant spurred more than the \$5000 in improvements and a larger grant would be at a new managing level. Al Born said the goal is to beautify the town and put the tax money back into the district. George Jones feels keeping the grant at \$5000 keeps pushing a project and not being a project for the DDA. Market the program and start earlier. John Huges said he supports a larger grant to support larger projects. David Mijares proposed bumping the budget line to \$200,000. George Jones said this

# City of Woodland Park

## Downtown Development Authority

would help expand the pool and encourage more participation. Bigger projects are intimidating. Keep the award the same. Homes in the DDA boundaries are eligible for grant funds. Main Street may be a good resource to help with promoting the DDA grant program. Aaron said the increase will be on the final version of the budget. Al Born moved to approve the budget with the change for the Grant program budget set at \$200,000. George Jones seconded. Vote 6 yes for approval.

### 8. PUBLIC COMMENT {8:54 a.m.}

Matters not on the agenda. None.

### 9. REPORTS {8:55 a.m.}

- a. Board Chair Report – Jon Gemelke did the Treasurer Report as Eric was absent. Two invoices for Michow Guckenberger McAskin for August 2025 for \$6482.25 (includes a \$1000 discount) and September 2025 for \$2654. Al Born moved to approve payment of these invoices. George Jones seconded the motion. 6 yes. TIF Reimbursement for Taylor Mountain Enterprises LLC for the 2024 taxes paid in 2025 in the amount of \$12890.73. Al Born moved to approve payment and David Mijares seconded the motion. Vote 6 yes.
- b. Treasurer Report – see above
- c. Board Member Reports – George Jones stated he is excited about Main Street coming alongside the DDA and the enhancements/improvements in the downtown area.

### 10. ADJOURNMENT

Regular meeting was adjourned at 8:59 a.m.

Recorded by Anita Riggle, Economic Development and Budget Analyst, and approved by the DDA.

This \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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Jon Gemelke, Chair



City Above the Clouds

# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** November 04, 2025

**Agenda Item:** 7.b.i. –Final Report of Grant Project Award No. 06-Model Citizen Coffee Company

**Presented By:** City Staff

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### REQUEST PRESENTED

Grant recipient Model Citizen Coffee Company, 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**

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

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount of \$4,807.09. The DDA Board may approve the distribution of grant funds in the amount of \$4,807.09.

### **OPTIONAL BOARD ACTIONS**

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

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

### **MOTION OPTIONS**

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

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

“I move to approve the Final Report of grant application Model Citizen Coffee Company, LLC, and for the City to issue payment in the amount of \$4,807.09 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 Model Citizen Coffee Company, 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 Model Citizen Coffee Company, LLC, because the following required information is missing: \*STATE THE INFORMATION THAT IS NEEDED\*.”

**ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of Model Citizen Coffee Company, LLC,

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

**Review Form for Final Report**

Applicant: Model Citizen Coffee Co.  
 Project Address: 214 W. Midland Ave.  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025; Extend to November 25, 2025  
 Final Report Date: October 07, 2025  
 DDA Board Review: November 04, 2025

Scope of Project Approved by DDA for Reimbursement:  
 PAINTING EXTERIOR BUILDING, REPLACE WINDOW COVERINGS,  
 STOREFRONT SIGN

<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Y	Extended by Board at October 07 meeting.
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?	N	The reimbursable costs are \$4,807.09.
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: Enrique Camacho

Date of execution: 5 Oct 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

## Final Report – 2025 Micro-Grant Program

### Project Information

Business Name	Model Citizen Coffee Co.
Project Address	214 W. Midland Ave., Woodland Park, CO
Grant Recipient	Enrique Camacho
Submission Date	3 October 2025

### Certification Statement

I certify that the project described in the approved application was completed in accordance with the scope, intent, and terms approved by the Woodland Park Downtown Development Authority Board.

Signature: *Enrique Camacho*      Date: 3 October 2025

Printed Name: Enrique Camacho

### Itemized Project Expenses

List each expense with vendor name, description, and amount. Attach all paid-in-full receipts.

Vendor Name	Description of Work or Item	Invoice Number / Date	Amount Paid
Heritage Painting	Paint Exterior	2504-1311-4156	\$2924.00
Larkspur Promotions	Door Accents	#13799	\$366.40
Larkspur Promotions	Custom Graphic Roller Shades	#14016	\$795.76
Bison Ridge	Metal Sign	#10154	\$700
Total			\$4,786.16

### Attachments Checklist

- Paid-in-full itemized receipts and invoices
- Photographs of completed project work

Before:



After:



With Metal Sign Above the door. The sign is complete, still haven't decided the best position for the sign.





# Invoice

2504-1311-4156  
2025-08-19

Heritage Painting Inc  
1352 Ancestra Dr.  
Fountain CO 80817  
heritagepaintinginc@gmail.com  
(719)321-0773

Model Citizen Coffee - Enrique Comacho  
214 W Midland Ave  
Woodland Park CO 80863  
enrique@modelcitizencoffee.com  
(719) 287-6241

Store Front

## Store Front

<i>Description</i>	<i>Total</i>
<u>Prep</u> Loose and peeling material is to be scraped. Holes, cracks and joints are to be caulked as needed. The entire front will be primed with a primer for paint over stain.	
<u>Painting the siding</u> The siding is to be sprayed two finish coats. The first being sprayed and back rolled and the second is to be sprayed.	
<u>Misc.</u> All surfaces not to be painted are to be protected as needed.	
	\$2,924.00
	<i>Total</i> \$2,924.00

**Due upon completion.** Overdue invoices are subject to late charges. A reminder notice will be sent at 10 days past invoice date. With a letter sent at 30 days if not paid.

Acceptable forms of payment: Cash, Check: Mail to the address at the top of this invoice.

**Invoicing & Payment.** Heritage Painting Inc shall invoice Client upon completion of the Work. Client shall pay invoice within **10 days of receipt of the invoice**. Client shall also pay to Heritage Painting Inc a late charge of 1-1/2% per month on all balances unpaid 30 days after the invoice date. If client fails to pay on time and Heritage Painting Inc refers your account(s) to a third party for collection, Heritage Painting Inc will charge all costs associated with the non-payment, including but not limited to, accumulated late fees, return check fees (\$30.00), insufficient funds fees, collection agency fees, and court and attorney costs. Heritage Painting Inc will try in every attempt to collect in house, but if all attempts are failed Heritage Painting Inc will refer account to a third party collection, in this event all correspondents and/or payments must be made through the collection agency.

Larkspur LaserArt & Promotions <jimmy@larkspurlaserart.com>  
Reply-To: jimmy@larkspurlaserart.com  
To: enrique@modelcitizencoffee.com

Sat, Aug 30, 2025 at 10:30 AM



## Thanks for your order

Order #14016

Ship to

214 W Midland Ave, Woodland Park, Colorado, 80863, US



Custom Graphic Roller Shades -  
Blackout - 32.75" x 76" four different  
designs supplied by client.

Qty: 4

\$680.00

\$170.00



Shipping Charge

SHIP  
\$60.00

Qty: 1

\$60.00

Subtotal: \$740.00

Shipping: \$0.00

Tax: \$55.76

Grand total: \$795.76

Larkspur LaserArt & Promotions <jimmy@larkspurart.com>  
Reply-To: jimmy@larkspurart.com  
To: enrique@modelcitizencoffee.com

Wed, Aug 27, 2025 at 9:43 AM



## Thanks for your order

Order #13799

### Ship to

214 W Midland Ave, Woodland Park, Colorado, 80863, US



See-Through Perforated Window Vinyl  
Graphic - UV Coated

PWG  
\$100.00

Qty: 2

\$200.00



Installation/Design for See-Through  
Perforated Window Vinyl Graphic - UV  
Coated

PWG-1  
\$150.00

Qty: 1

\$150.00

Subtotal: \$350.00

Shipping: \$0.00

Tax: \$16.40

<https://mail.google.com/mail/u/1/?ik=64b3d973e1&view=pt&search=all&permthid=thread-f:1841623923441985085&simpl=msg-f:1841623923441985085> 1/2

8/27/25, 9:48 AM

modelcitizen-co.com Mail - Your Larkspur LaserArt & Promotions Order Confirmation (#13799)

Grand total: \$366.40

Payment method: Credit Card

Shipping method: Local Pickup

**INVOICE**

Bison Ridge, LLC  
2155 Reliable Cir  
Colorado Springs, CO 80906

chris.blinn@bisonridgefab.com  
+1 (972) 757-3755



**Bill to**  
Model Citizen Coffee Company Liaison  
757 Gold Hill Place S  
Woodland Park, CO USA

**Ship to**  
Model Citizen Coffee Company Liaison  
757 Gold Hill Place S  
Woodland Park, CO USA

**Invoice details**

Invoice no.: 10154  
Terms: Due on receipt  
Invoice date: 10/01/2025  
Due date: 10/01/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/01/2025	Services & Materials	1 Sign	1	\$700.00	\$700.00
					<b>Total</b>	<b>\$700.00</b>



# Receipt

2504-1311-4156

09/03/25

Heritage Painting Inc  
1352 Ancestra Dr.  
Fountain CO 80817  
heritagepaintinginc@gmail.com  
(719)321-0773

Model Citizen Coffee - Enrique Comacho  
214 W Midland Ave  
Woodland Park CO 80863



Store Front

<i>Description</i>	<i>Amount</i>
<u>Payment</u>	\$2,924.00

**Thank you for your payment. We appreciate your business!**



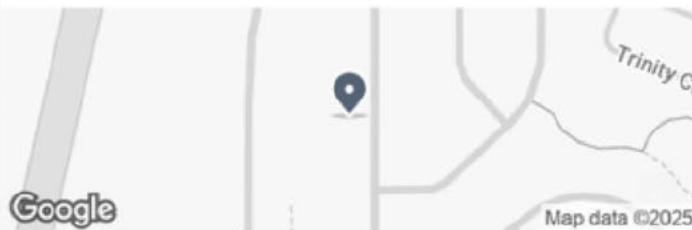
Let Larkspur LaserArt know how your experience was

# \$366.40

BigCommerce 13799

See-Through Perforated Window Vinyl Graphic - UV Coated × 2 (\$100.00 ea.)	\$200.00
Installation/Design for See-Through Perforated Window Vinyl Graphic - UV Coated	\$150.00
Local Pickup	\$0.00
See-Through Perforated Window Vinyl Graphic - UV Coated-Tax	\$16.40

**Total \$366.40**



Larkspur LaserArt  
5670 Tomah Drive  
Colorado Springs, CO 80918

(Keyed)

#V6kO



Auth code: [REDACTED]

Enrique Camacho



Larkspur LaserArt

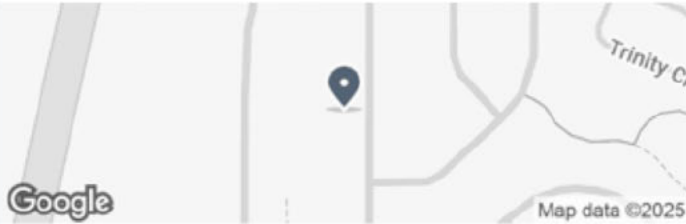


Let Larkspur LaserArt know how your experience was

\$795.76

Larkspur LaserArt & Promotions Payment \$795.76

**Total \$795.76**



Larkspur LaserArt  
5670 Tomah Drive  
Colorado Springs, CO 80918

MasterCard



Sep 1 2025 at 2:15 PM

#rvjH

Auth code:

Enrique Camacho

Payment receipt

# You paid **\$720.93**

to Bison Ridge, LLC on 10/6/2025

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Invoice no.	10154
Invoice amount	\$720.93
<b>Total</b>	<b>\$720.93</b>

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Status	Paid
Payment method	Credit Card
Authorization ID	MW0023316590

Thank you



**Bison Ridge, LLC**

+19727573755

[chris.blinn@bisonridgefab.com](mailto:chris.blinn@bisonridgefab.com)

[2155 Reliable Cir, Colorado Springs, CO 80906](#)

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.



City Above the Clouds

# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** November 04, 2025

**Agenda Item:** 7.b.i. –Final Report of Grant Project Award No. 9-Black Peak Leasing LLC

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

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### REQUEST PRESENTED

Grant recipient Black Peak Leasing 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.**

The Final Review Form is provided with this AIS.

### **FINANCIAL CONSIDERATIONS**

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

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

### **OPTIONAL BOARD ACTIONS**

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

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

### **MOTION OPTIONS**

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

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

“I move to approve the Final Report of grant application Black Peak Leasing 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 Black Peak Leasing 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 Black Peak Leasing LLC because the following required information is missing: \*STATE THE INFORMATION THAT IS NEEDED\*.”

**ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of Black Peak Leasing LLC

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

**Review Form for Final Report**

Applicant: Black Peak Leasing, LLC  
 Project Address: 530 Chester Ave.  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: 05/20/2025  
 120 Deadline: 09/17/2025, Extended to 10/31/2025  
 Final Report Date: 10/27/2025  
 DDA Board Review: 11/04/2025

Scope of Project Approved by DDA for Reimbursement:  
 RESTUCCO BUILDING

<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Y	Extended by DDA Board to 10/31/2025
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: <ul style="list-style-type: none"> <li>- Working capital</li> <li>- Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature).</li> <li>- Interior improvements that are not Customer Facing.</li> <li>- Refinancing of existing debt.</li> </ul>	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	Cost for work exceeded the max grant amount.
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: Ramona Mikosell  
Signor's Printed Name: Ramona Mikosell  
Date of execution: 5/27/2025

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



Black Peak Leasing LLC

530 Chester Building After Photos















# City of Woodland Park Downtown Development Authority

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## AGENDA ITEM SUMMARY

**Meeting Date:** November 04, 2025  
**Agenda Item:** 7.b.i. –Final Report of Grant Project Award No. 15-Elevation Estates LLC  
**Presented By:** City Staff / Joshua Myers, Assistant DDA Attorney

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### REQUEST PRESENTED

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

### SUMMARY

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

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

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

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

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

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

#### Grant Agreement, Section 7. Final Report

*Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the “Final Report”). The Project is*

*deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.*

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

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

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

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

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

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

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

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

**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 Elevation Estates 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 Elevation Estates 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 Elevation Estates LLC because the following required information is missing: *\*STATE THE INFORMATION THAT IS NEEDED\**.”

#### **ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of Elevation Estates LLC

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

**Review Form for Final Report**

Applicant: Elevation Estates LLC  
 Project Address: 212 S Chestnut St., Woodland Park  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025  
 Final Report Date: September 14, 2025; paid in full receipt 10/20  
 DDA Board Review Date: November 04, 2025

Scope of Project Approved by DDA for Reimbursement:  
 REBUILD REINFORCED ROCK WALL

<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Yes	
A signed and dated Final Report (Exhibit E to the Program) was provided.	Yes	
Do the requested reimbursements meet the requirements of the Program?  Cost/Expenses not reimburseable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	Yes	
Paid-in-full receipts / invoices are provided?	Yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	Yes	
Did total reimbursable costs reach max grant amount awarded?	Yes	The reimbursable costs exceeded the award amount of \$5,000. The full \$5,000 can be approved by the Board.
Provided copies of governmental approvals and permits (if applicable)?	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: Ryan Railey  
Signor’s Printed Name: Ryan RJ  
Date of execution: 9/14/25

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



**MOUNTAIN MANA**  
SOUTH FORK OF THE CLARK RIVER  
719-621-6262

**PrimeCo EXTERIORS**  
Roofs • Siding • Windows  
719-648-1616

ESTIMATE



**Prepared For**

Elevation Estates  
212 S Chestnut St  
Woodland Park, CO 80863

**PrimeCo Exteriors**

212 S Chestnut St  
Woodland Park, CO 80863  
Phone: (719) 648-1616  
Email: ryan@primecoexteriors.com

Estimate #      Rockwall  
Date              04/17/2025

**Description**

**Total**

---

Install 4' Wall \$7,244.00

Pikes Peak Granite Boulders- approx 15 tons of Boulders- Rock & Delivery- \$1,200  
Bobcat Labor- \$1,600  
Labor to Install 4' Tall Wall x 48' Long  
Labor and Materials and Permit Included



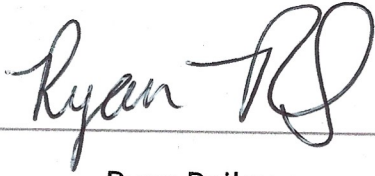
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**Subtotal** \$7,244.00

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**Total** **\$7,244.00**

By signing this document, the customer agrees to the services and conditions outlined in this document.



Ryan Railey



Elevation Estates

**\$ PAID**

**COMPLETED**

PrimeCo Exteriors  
 PO Box 7931  
 Woodland Park, CO 80863  
 O-719-648-1616



# FINAL INVOICE

Date: 10-1-25  
 INVOICE # 001  
 Rock Wall

To Elevation Estates  
 212 S Chestnut St  
 Woodland Park, CO 80863

Salesperson	Job Address	Payment Terms	Due Date
Ryan	212 S Chestnut St	½ Down, ½ Upon Completion	

Qty	Description	Unit Price	Line Total
	Pikes Peak Granite Boulders- Approx 15 Tons of Boulders		
	Rock & Delivery- \$1,200		
	Bobcat Labor- \$1,600		
	Labor to Install 4' Tall Wall x 48' Long		\$7,244
	Labor & Materials Included		

X Paid in Full

X [Signature]

Deposit Amount  
 Amount Paid  
 Balanced Owed

<del>\$0</del>	<b>PAID</b>
<del>\$7,244</del>	
\$0	

Make all checks payable to PrimeCo Exteriors

**Thank you for your business!**



**PrimeCo Exteriors PO Box 7931, Woodland Park, CO 80863 Phone: 719-684-3507**



City Above the Clouds

# City of Woodland Park Downtown Development Authority

## AGENDA ITEM SUMMARY

**Meeting Date:** November 04, 2025

**Agenda Item:** 7.b.i. –Final Report of Grant Project Award No. 19-The Cowhand

**Presented By:** City Staff / J. Myers, Assistant DDA Attorney

### REQUEST PRESENTED

Grant recipient Quarter Circle H Inc. d/b/a The Cowhand (“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.**

The Final Review Form is provided with this AIS.

### **FINANCIAL CONSIDERATIONS**

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

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

### **OPTIONAL BOARD ACTIONS**

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

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

### **MOTION OPTIONS**

---

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 Quarter Circle H Inc. d/b/a The Cowhand 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 Quarter Circle H Inc. d/b/a The Cowhand 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 Quarter Circle H Inc. d/b/a The Cowhand because the following required information is missing: \*STATE THE INFORMATION THAT IS NEEDED\*.”

**ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of Quarter Circle H Inc. d/b/a The Cowhand

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

**Review Form for Final Report**

Applicant: Quarter Circle H Inc. d/b/a **The Cowhand**  
 Project Address: 200 W. Midland Ave.  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025; Extended to Nov. 25, 2025  
 Final Report Date: October 28, 2025  
 DDA Board Review: November 04, 2025

Scope of Project Approved by DDA for Reimbursement:  
 REPLACE WINDOW SEAL AND TRIM, PAINT FRONT OF BUILDING

<b>Final Report Requirements</b>	<b>Satisfied?</b>	<b>Notes</b>
120 day deadline met?	Y	Extended to November 25, 2025, at DDA Meeting on October 07, 2025
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: <ul style="list-style-type: none"> <li>- Working capital</li> <li>- Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature).</li> <li>- Interior improvements that are not Customer Facing.</li> <li>- Refinancing of existing debt.</li> </ul>	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 \$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: Merry Jo Larsen  
Signor’s Printed Name: MERRY JO LARSEN  
Date of execution: 10-28-2025

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

October 1, 2025

# **Invoice**



Daron Lee

719-684-5790

[Daron@mountainsidepaintingco.com](mailto:Daron@mountainsidepaintingco.com)

**Project Location:**

**The CowHand**

**200 W. Midland**

**Woodland Park, CO 80863**

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## **Scope of Work:**

**Prep and repaint exterior of building including east and north elevations. Prep to include caulk all cracks and seams, scrape any loose paint and dispose, prime any raw substrate. Repaint building existing bright red, paint will be sprayed and back rolled where required. Posts and handrails on front will be painted color theme of customers choice. Horse on roof will be repainted to match theme. Quarter round trim to be installed on front windows.**

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**Project Cost/Amount due: \$5000.00**

**Paid in Full 09/30/2025**

Estimate includes all prep materials and a 5year labor warranty

**THANK YOU!!!!**

**Mountainside Painting**



200

LEA

D

THE  
COW  
WESTERN STORE

AND FINE GIFTS  
& CLOTHING





THE COW HAND

THE COW HAND  
WESTERN STORE

CENTER ST

THE COW HAND WESTERN STORE

OPEN



City of Woodland Park  
Downtown Development Authority

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**AGENDA ITEM SUMMARY**

**Meeting Date:** November 04, 2025  
**Agenda Item:** 7.b.i. –Final Report of Grant Project Award No. 25-Jimmy Johns  
**Presented By:** City Staff / Joshua Myers, Assistant DDA Attorney

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**REQUEST PRESENTED**

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Grant recipient JJCS #2822, LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

**SUMMARY**

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

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

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- 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**

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

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

### **OPTIONAL BOARD ACTIONS**

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

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

### **MOTION OPTIONS**

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

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

“I move to approve the Final Report of grant application JJCS #2822, LLC, a Colorado limited liability company, d/b/a Jimmy Johns 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 JJCS #2822, LLC, a Colorado limited liability company, d/b/a Jimmy Johns 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 JJCS #2822, LLC, a Colorado limited liability company, d/b/a Jimmy Johns because the following required information is missing: *\*STATE THE INFORMATION THAT IS NEEDED\**.”

#### **ATTACHMENTS**

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1. Final Report Review Form
2. Final Report of JJCS #2822, LLC, a Colorado limited liability company, d/b/a Jimmy Johns

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

### Review Form for Final Report

Applicant: Jimmy Johns (JJCS #2822, LLC)  
 Project Address: 407 E. Grace Ave.  
 Approval Amount (not to exceed): \$5,000  
 NOA Date: May 20, 2025  
 120 Deadline: September 17, 2025; Extend to Nov. 25, 2025  
 Final Report Date: October 07, 2025  
 DDA Board Review: November 04, 2025

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

Final Report Requirements	Satisfied?	Notes
120 day deadline met?	Y	Extended to Nov. 25, 2025, at DDA Board meeting on October 07, 2025
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: <ul style="list-style-type: none"> <li>- Working capital</li> <li>- Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature).</li> <li>- Interior improvements that are not Customer Facing.</li> <li>- Refinancing of existing debt.</li> </ul>	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: **Jessica Bachmeier**

Date of execution: **10/6/2025**

Enclosures:

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

# INVOICE

## Bill To



Jimmy John's "Jessica"  
407 E Grace Ave  
Woodland Park , Colorado 80863  
(719) 649-2431

## Armor Asphalt Paving LLC

9732 Witherbee Dr  
Peyton, Colorado 80831  
Phone: (719) 375-4631  
Email: armorsealcoating@aol.com  
Web: www.armorasphaltpavingllc.com

Payment terms Due upon receipt  
Invoice # 401  
Date 09/27/2025

Description	Total
Parking Lot Patching	\$3,800.00
Cleaned parking lot pot holes with street sweeper and then applied tac coat glue to the areas to be patched then installed hot mix asphalt to the areas overlay patch and compacted with vibratory roller	
Total \$3800	
Parking lot maintenance	\$9,500.00
Clean parking lot, apply hot rubberized crack seal to cracks (not every single crack will be filled, spider web cracks won't be filled only long linear cracks) will also apply crack sealant to perimeters of all new patches, then apply commercial grade asphalt sealer to parking lot & then restripe to existing layout.	
Total \$9500	
<b>Subtotal</b>	<b>\$13,300.00</b>
<b>Total</b>	<b>\$13,300.00</b>

**Payment Summary**

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10/07/2025 - Bank Transfer	\$13,300.00
<b>Paid Total</b>	<b>\$13,300.00</b>
<b>Remaining Amount</b>	<b>\$0.00</b>

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All payments are due upon completion of work. There will be an added \$35.00 fee for all returned checks. There will also be a 15% fee on all accounts not paid in full within 14 days of completion of work, unless prior arrangements have been made.

Purchaser agrees to pay reasonable attorney's fees and other cost incurred for collections. All material is guaranteed to be as specified. All work to be completed a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon owner's consent, and will become an extra charge over and above estimate. All agreements contingent upon strikes, weather, accidents or delays beyond our control. Not responsible for vegetation growth, clay or unstable foundation (base) below the surface.

Any cars left on parking lot of commercial property are to be towed by the business. If contractor has to return due to cars or objects left on the parking will result in a return fee of \$1000.00

Acceptance of Proposal- the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. We are not responsible for damages caused by Mother Nature repairs will be paid for by the owner. Not responsible for cracks that occur caused by overlays over existing asphalt that may have cracks that may come through the surface of the new asphalt. No warranty on sealer or crack sealer due to I don't get a warranty for the material when I purchase it. If you choose an oil base sealer you must continue to seal with a oil base product same for water base sealer you must continue to use water base you can't apply an oil base over a water base material.

Estimated prices are only good for a total of 30 days due to fluctuating oil prices. The only way to get a locked in price is with a signed contract. Price is only subject to change for total amount of material cost.

By signing this document, the customer agrees to the services and conditions outlined in this document.

Payment is due in full upon completion.

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Jimmy John's "Jessica"





WE DELIVER \* HAMA APPROVED CATERING \* CAFFEINA & OTHER BEVERAGES \* LARGE SIZE JIMMY

FREE SMELLS

TOO CHEESY



JIMMY JOHN'S

407

SPONSOR  
ALIVE!

DRIVE THRU



FREASY FATTI! FREASY GOOD! • WE DELIVER • MAMA

LONG THE BEST  
KISS THE LONG