



City of Woodland Park
Downtown Development Authority

Tuesday, December 02, 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 November 03, 2025, Special Meeting Minutes.
- b. Approval of November 04, 2025, Regular Meeting Minutes.

5. PUBLIC COMMENT

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

6. NEW BUSINESS

- a. TAVA update. (TAVA Representative)
- b. Creation of Committee for Tava TIF Agreement Negotiations, and appointment of Committee Members.
- c. Grant Program. (City Staff / J. Myers)
 - i. Final Reports – Board to Review for Approval
 - 23 – Dana’s Dance
 - 26 – Zebz Outfooter
 - 27 – Colorado Gear Lab
 - 33 – The Old Library

7. PUBLIC COMMENT

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

8. REPORTS

- a. Board Chair Report
- b. Treasurer Report
 - i. TIF Reimbursement – Woodland Park Associates L.L.C. (Trail Ridge Apartments)
 - ii. Michow Guckenberger McAskin LLP – October 2025 Invoice dated November 06, 2025
- c. Board Member Reports

9. ADJOURNMENT



City of Woodland Park Downtown Development Authority

November 3, 2025, at 7:30 AM

City Hall, Council Chambers

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

SPECIAL MEETING MINUTES

1. CALL TO ORDER ROLL CALL

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

Board Members Present: Jon Gemelke (Chair), George Jones (City Council Liaison), John Hugh, Sarah Salazar, Eric Cabrera, Jerry Good.

Board Members Absent: David Mijares, Al Born

Staff Present: Joshua Myers (Assistant DDA Attorney); Anita Riggle, City liaison to DDA for recording meeting minutes

2. PLEDGE OF ALLEGIANCE {7:37 a.m.}

Completed.

3. EXECUTIVE SESSION {7:38 a.m.}

Eric Cabrera made the following motion: “I move to go into executive session pursuant to C.R.S. Section 24-6-402(4)(b) for purposes of receiving legal advice on specific legal questions and C.R.S. Section 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and/or instructing negotiators related to the Tava House Properties, LLC, application for a tax increment financing agreement with the Woodland Park DDA for public infrastructure improvements connected to the Woodland Station development project.”

George Jones seconded the motion.

Vote: 6 yes; 0 no.

The DDA Board entered Executive Session at 7:45 a.m.

City of Woodland Park

Downtown Development Authority

Executive Session concluded at 9:17 a.m. The participants in the executive session were: Jon Gemelke, George Jones, John Hugh, Sarah Salazar, Eric Cabrera, Jerry Good, Joshua Myers, and Marcus McAskin (DDA Attorney).

Chair Gemelke made the following statement: “For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of Colorado Open Meetings Law, I ask that you state your concerns for the record.” No concerns were stated or made.

4. ADJOURNMENT

Eric Cabrera motions to adjourn the Special Meeting. George Jones seconds. Jon Gemelke stated the Special Meeting is adjourned at 9:18 a.m. if there are no objections. No objection to adjournment of the Special Meeting was made.

Special Meeting adjourned at 9:18 a.m.

Recorded by Anita Riggle, City liaison to the DDA taking record minutes of the Special Meeting.

The foregoing minutes were approved by the DDA Board of Directors this _____ day of _____ 2025.

Jon Gemelke, Chair



City of Woodland Park Downtown Development Authority

November 4, 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 {7:30 a.m.}

Chair Gemelke called the meeting to order at 7:30 a.m.

Board Members Present: Jon Gemelke (Chair), David Mijares, George Jones (City Council Liaison), John Hugh, Eric Cabrera, Jerry Good

Board Members Absent: Sarah Salazar, Al Born

Staff Present: Aaron Vassalotti (City Manager), Kimberly Burluson (City Budget Director), Joshua Myers (Assistant DDA Attorney), Cindy Keating (Parks and Rec Director), CJ Gates (Senior Planner)

2. PLEDGE OF ALLEGIANCE {7:31 a.m.}

Completed.

3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:32 a.m.}

The Agenda was approved without amendment.

4. CONSENT AGENDA {7:32 a.m.}

Jon Gemelke moves to approve minutes from the October 7, 2025 DDA meeting. David Mijares seconded the motion. Vote: 5 Yes; 1 Abstain (Jerry Good did not vote since he was not at the Oct 7 meeting).

5. PUBLIC COMMENT (Items on the Agenda) {7:33 a.m.}

No one signed up for comment.

6. UNFINISHED BUSINESS {7.34 a.m.}

a. TAVA TIF Agreement Application

J. Myers stated that the TAVA TIF Application was submitted at the Oct 7 regular meeting for review to open the TIF discussion among the Board. A TIF is a decision made by the DDA that includes (1) the approval of opening negotiations with the applicant, and (2) approving a final TIF agreement. At this point, the Board can

City of Woodland Park

Downtown Development Authority

continue discussions on the application information that was submitted by the Applicant. A final TIF Agreement is not before the Board for approval. However, if there is general approval by the Board, the Board can direct the DDA's attorney's office to open negotiations with the Applicant related to the preparation of a TIF Agreement that will be brought to the Board at a later date. The Board can, also, ask for more information from the Applicant.

J. Gemelke: Asked if the Board members had any thoughts.

J. Myers: As a reminder, November 3 was a posted special meeting, and an executive session was held behind closed doors so the DDA could receive legal advice and discuss potential negotiations. No official action was taken, and no official decision was made. In general, the Board can point out what it would like to have information wise based on the legal advice that was provided during the executive session, and the Board can instruct the DDA attorney's office to provide more information or enter negotiations.

G. Jones: There are portions of the ask that the public should be aware of and understand what is happening here. The Applicant is requesting a reimbursement for costs related to certain public infrastructure and roadways. He would like more information on why the Applicant is asking for TIF funds on public infrastructure. E. Cabrera: Suggests the Board be provided with the information from someone with the Applicant. G. Jones: Asks D. Mijares if he can provide this information. D. Mijares: Can provide some technical information. G. Jones: Wants clarification on what was originally agreed on in the purchase agreement vs. what CDOT has burdened the project with. The Applicant knew there were improvements that were required with the property. Was there an increase in the required improvements vs. what was anticipated by the Applicant? D. Mijares: applicant can speak to agreements with the DDA. Provides information related to working with CDOT and that the scope of improvements for CDOT approval probably didn't come until June or July 2025, which would be after any original agreements with the DDA.

J. Gemelke: Did Applicant not expect any CDOT improvements being necessary?

D. Mijares: Yes, it is anticipated. But scope and details isn't finalized until later.

City of Woodland Park

Downtown Development Authority

J. Gemelke: Does the purchase from the City of the old “propane farm” change anything from CDOT’s perspective? Has this triggered anything? D. Mijares: Thinks the only thing this could possibly affect is the length of the west bound, left turn lane. When you look at that lane, it was deficient before the Tava House development being started. And that is how CDOT is looking at it. Relying on the traffic report(s) for the development and prior developments, the west bound left turn lane was deficient before Applicant started development. It was deficient at time of prior developments in the area. This public infrastructure update was pushed on the Applicant. And these improvements are probably required no matter the project that is occurring. What is being considered with the City, is the desire not to lose the east bound left turn movement, which is required for lengthening of west bound turn lane. If the City reconfigures the park and adds an additional turn lane into that area, it will impact that work. He is working with traffic engineer to try to get those numbers, but he doesn’t have them yet. Assumption is because of the existing deficiency, even with the new east bound turn lane, the west bound turn lane will be deficient and CDOT will require the improvement.

J. Myers: Asked D. Mijares to clarify the intersection for the westbound left turn lane. D. Mijares said the intersection is at Center St., and the problem is that the length of it extends into another intersection. J. Myers also asked D. Mijares to clarify that the traffic studies used by Tava in the beginning with CDOT showed that the intersection was deficient and that Tava’s development isn’t creating the deficiency, but it is the catalyst that is triggering the required improvements. D. Mijares confirmed that is correct. Said you will most likely find deficient areas as the medians on Hwy 24 are all equal spaced for turn lanes and too many turns along the road. There is no priority for traffic flow.

E. Cabrera: Asked about time frames in the original agreement for Phase 1 and 2 and the ability to meet those time frames. D. Mijares: The initial time frame was the TAVA house, the first commercial use building, the second would be the interior infrastructure and those items. They completed the second time frame with first phase of development. Phases 1 and 2 will be completed in the next week or so. E. Cabrera: Even with the unknown issue with CDOT, the Tava group is on schedule? D. Mijares: Yes.

City of Woodland Park

Downtown Development Authority

J. Myers: Asked if completing phase 1 and 2 includes the development of Lot 2, or what is now Lot 2 from the most recent subdivision approved, and Lot 1 being the northern lot? D. Mijares: Agreement requires pad ready sites for Lot 2 and Lot 3.

E. Cabrera: He is ready to enter negotiations, but would like to ask DDA attorney to provide narrower guidelines to operate in, maybe a couple options on how the DDA could work out a TIF agreement with the Applicant. J. Myers: The DDA's attorney can provide the DDA Board with basic deal structure options that are common for TIF agreements.

J. Gemelke: Recommends looking back at the agreement for Lots 1 and 2 to confirm what was required under the agreement. D. Mijares: The goal of the second phase was to put in infrastructure. CJ Gates, Senior Planner with the City of Woodland Park: The original agreement only required pad ready and required infrastructure. The utilities are stubbed out. And sidewalks and streets around Lots 1, 2, and 3 should be completed.

J. Myers: Asked CJ Gates to clarify if the improvements immediately around Tava property are meant to be private or public, and what is the time period for accepting the public improvements if they are to be dedicated to the City. CJ Gates stated the areas will be dedicated to the City once TAVA is constructed and inspected. J. Myers: Are the improvements under a warranty period? CJ Gates: Yes, 1-2 years is the standard warranty. J. Myers: Are those improvements part of the original TAVA deal? CJ Gates: Yes, they were. J. Myers: Were the costs of the improvements contemplated in the original "fair value" purchase price of the property? CJ Gates: Does not know.

J. Myers: Invited M. Weaver w/ Tava to speak to the "fair value" question. M. Weaver: The full scope of the improvements was not known when they first started working on this development deal. Original deal was just the Tava building, Bergstrom Alley, and the parking on Center St. It has evolved into what they call "the loop road" which is the extensions of Saddle Club, South Pine Street and the work CDOT has required. Three years ago, we didn't know that would all be in the mix. After talking with City, we agreed that completing the loop road

City of Woodland Park

Downtown Development Authority

made sense and would benefit the development and downtown. What is being presented to the Board is the hard bids for construction of all of the public improvements. In reviewing previous TIF agreements from the past, Mark feels TAVA is in line with these previous agreements.

J. Myers: Asked what is meant by saying the Tava TIF agreement is “in line” with the prior DDA TIF approved agreements? M. Weaver: Means all of the items that were approved for public improvement reimbursement in those agreements.

J. Good: Pointed out that approval of a prior TIF agreement by the DDA does not create controlling precedent that impacts the DDA Board’s decision. M. Weaver believes what they are asking for is reasonable and fair, and not out of bounds. Woodland Station is a significant downtown development and is important for the whole community.

J. Good: Asked J. Myers if the 1.4 million is doable on a 5 year TIF agreement. J. Myers: Clarified J. Good’s question to be whether J. Myers thought there would be enough TIF over a five year period to reach 1.4 million; and J. Myers does not think the TIF funds would be high enough. If Board instructed DDA attorney to enter negotiations for an agreement, the agreement would make it clear that whatever percentage the board approves, that amount would not be a required total repayment amount. The agreement would be structured to be based on the actual TIF received over a 5 year period.

E. Cabrera: Asked if TAVA could reapply if there is a new DDA board for additional funds after 5 years. J. Myers: Stated that could be added to the agreement, but it is not required. J. Gemelke: Clarified for the Applicant what happens if the DDA sunsets and how that impacts the possible TIF agreement. J. Myers: Provided an example of how TIF works using the TAVA property and a quick overview of what happens to TIF revenues when the DDA sunsets. M. Weaver: Wants repayment of total funds to be completed within the 5 year period. A. Vassalotti: A TIF Agreement would have to stop at 2031. Doesn’t think there would be revenue to support 2032. M. Weaver: Is it possible for the DDA to have a fund that anticipates the Tava reimbursements and disburses those funds over a 7 year period? J. Myers: Not the DDA itself. M. Weaver: Is that something the City could do? A.

City of Woodland Park

Downtown Development Authority

Vassalotti: The City cannot offer any type of incentive to any business. M. Weaver: Then they would ask for a set number over the 5 year period.

J. Gemelke: That is why we are asking legal to provide different scenarios and numbers because we do not know the exact numbers. M. Weaver: The evaluation of the property is north of \$9.5 million after all improvements and building.

General discussion of the Board members regarding the impact of the DDA sunsetting on a potential TIF agreement.

J. Gemelke: Asked if there was further discussion or questions of the Board members.

MOTION:

E. Cabrera: Moves that the DDA Board instruct the DDA attorney to enter negotiations on behalf of the DDA with the Applicant for a TIF deal, and seek 3-4 deal structures from legal, and a statement that the TAVA group could enter negotiations again if the DDA does not sunset for an additional TIF reimbursement.

G. Jones: Seconds the motion.

J. Myers: Restates motion, and clarifies that the agreement will include a termination date regardless of ability of Tava to enter new negotiations if the DDA does not sunset. E. Cabrera: Confirms the clarification.

General discussion of the Board on the motion occurs, including clarification of pad site ready requirements under the agreements. CJ Gates provides information requested related to the agreements. Mayor Kellie Case addressed the Board regarding extending the DDA Board. A. Vassalotti: Stated council could extend the DDA in its current form and it could be the same board or a new board. J. Gemelke: Under impression that all obligations and TIF deals entered would stop when DDA sunsets. Is that true if the DDA is extended? J. Myers: The DDA board must operate on what exists now and what is current today. Nothing is currently in place to extend the DDA so it must operate on a sunset in 2032. Of course, if the City Council decided to extend the DDA, which can be another 20 years under statute, there would be other entities that would have the ability to

City of Woodland Park

Downtown Development Authority

participate in the DDA Board decisions. An agreement could include language that contemplates the extension of the DDA. But the requirement of payment would stop at date of sunset with ability to come to DDA to negotiate additional TIF payments. Mayor Case: Reiterated to the Board that the City cannot incentivize any business and that is the work of the DDA so nothing in the agreement could allow payment to extend past the DDA sunset. Continued general discussion regarding DDA sunset and including a provision in the agreement that allows for amendment if the DDA does not sunset.

J. Myers: Reiterates the motion that is on the floor. In response to J. Good's question, J. Myers confirms that voting Yes on pending motion does not require the DDA to approve a TIF agreement with the Applicant. A Yes vote only instructs the DDA attorney to enter into negotiations and to provide the DDA with basic deal structure options.

J. Gemelke: Any other discussion? D. Mijares: Point of Order – he will abstain from the vote. Is there enough board members to move to a vote? J. Myers: Yes, there is a quorum even with D. Mijares abstaining.

Vote: 5 yes; 1 abstain (D. Mijares).

7. NEW BUSINESS {8:18 A.M.}

a. TAVA update {8:18 a.m.}

Chris Hansen stated all trades are around 90% completion: gas meter, electric, selective insulation, curb and gutter are complete and will pave Friday or early next week.

Everything is moving expeditiously. Mark Weaver offered a tour of the building to city staff, DDA board and press.

b. Grant Program {8:20 a.m.}

J. Gemelke: Confirms that Board received all of the final reports for the grant programs that are pending before the Board.

J. Myers: Stated 5 final reports were received and included in the Board's packet, and a brief overview of the information was provided. Model Citizen

City of Woodland Park

Downtown Development Authority

Coffee reimbursement costs were \$4807.09 and the other 4 grants were \$5000.

MOTION

E. Cabrera: Moves the DDA Board to approve grant reimbursement amount to Model Citizen for \$4807.09, and a reimbursement amount for Black Peak Leasing, Elevation Estates, The Cowhand, and Jimmy Johns for \$5000 each.

G. Jones seconds.

Vote: 6 yes

c. Bergstrom Park Master Plan Update {8:25 a.m.}

Cindy Keating presented a power point of the Re-imagine Bergstrom Park Master Plan. This process started in May 2025 with City staff, a project advisory committee and consultant Logan Simpson. Two community meetings were held with a total of 90 in attendance and the online commenting periods have over 700 views with 60 comments. City Council passed a resolution to adopt the Master Plan in September 2025.

Slides shown show Highway 24 and Center Street looking SW and Highway 24 looking SE. Another slide lists the amenities: park improvements, additional parking, new entrance sign, shade structure, updated picnic area, restroom shelter, ADA access to Midland Depot, small play areas, Pikes Peak viewing area, 72 proposed parking spaces including ADA, RV, Van, EV charging station. Additional slides take a closer look and view of parking areas.

8. Public Comment {8:31 a.m.}

(Public comment on matters not on the Agenda)

None.

9. Reports {8:31 a.m.}

- a. Board Chair Report - Jon is excited about all that is happening downtown and thanks for the opportunity to help.

City of Woodland Park

Downtown Development Authority

- b. Treasurer Report – none.
- c. Board Member Reports –
 - i. Jerry Good commented about the sunseting of the DDA. He knows there had been some friction in the past but hopes the DDA has been demonstrating the benefits of having a DDA in the Micro Grants and helping the community. He feels there is value and would like to see the DDA continue past 2032.
 - ii. David Mijares stated he would be out of town for the Dec 2 meeting.
 - iii. John Hugh thanked the presenters.

10. Adjournment {8:34 a.m.}

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

This _____ day of _____ 2025.

Jon Gemelke, Chair



City Above the Clouds

City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: December 02, 2025

Agenda Item: 6.c.i. –Final Report of Grant Project Award No. 23-Dana’s Dance

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

REQUEST PRESENTED

Grant recipient Kingdom Service, Inc., a Colorado corporation, d/b/a Dana’s Dance (“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 23-Dana’s Dance 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 23-Dana’s Dance 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 23-Dana’s Dance because the following required information is missing: *STATE THE INFORMATION THAT IS NEEDED*.”

ATTACHMENTS

1. Final Report Review Form
2. Final Report of 23-Dana’s Dance

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant: Kingdom Service, Inc., d/b/a Dana’s Dance
 Project Address: 210 W. Midland Ave.
 Approval Amount (not to exceed): \$5,000
 NOA Date: May 20, 2025
 120 Deadline: September 17, 2025
 Final Report Date: September 16, 2025; November 24, 2025
 DDA Board Review: December 02, 2025

Scope of Project Approved by DDA for Reimbursement:
 REPLACE FRONT DOOR, RESEAL WINDOWS, POWER WASH AND SEAL
 FRONT STONEMWORK

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 reimbursable: - 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: Karen Magistrelli

Signor’s Printed Name: KAREN MAGISTRELLI

Date of execution: 11-24-25

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





Dana's
Dance
210





Dana's
Dance

www.DanasDanceStudio.com

719-210-6729





INVOICE Number: KS-001

Bid Date: July 7, 2025

Submitted By:

Kingdom Services
10985 4th Street
Woodland Park, CO
Phone: 719-359-0156

Bill To:

Dana's Dance
210 W Midland Ave.
Woodland Park, CO 80863
Phone: 719-210-6729
Email: DanasDance@gmail.com

Description of Services

Item	Description	Quantity/Rate	Amount
Labor	3 painters for estimated 3 days of work	\$720.00 per painter/day × 3 days	\$2,160.00
Supplies	Paint and materials	Flat rate	\$400.00

Total Amount Due: \$2,560.00

Payment Instructions:

Please make payment within one month from bid date via [preferred payment method, e.g., check, Venmo, Zelle, PayPal].

Make checks payable to: **Kingdom Services**.

Thank you for your business!

For questions, call 719-359-0156.

From Kingdom Services:
Kingdom Services
10985 4th Street
Woodland Park, CO
Phone: 719-359-0156

RECEIPT FOR PAYMENT

Payment Applied to Invoice Number: KS-001
Paid: July 25, 2025

Recipient:

Dana'a Dance
210 W. Midland Ave.
Woodland Park, CO
Phone: Phone: 719-210-6729
Email: DanasDance@gmail.com

Total Amount Paid: \$2,560.00

Thank you for your business!
For questions, call 719-359-0156



401 Rampart Range Road | Woodland Park, Colorado 80863
719-687-3889 | service@juddsglass.com | <https://www.juddsglass.com/>

RECIPIENT:

Transaction date Sep 15, 2025

Dana's Dance

210 West Midland Avenue
Woodland Park, Colorado 80863

Phone: 407-883-1147

Receipt for Payment

Amount: \$1,733.44

Transaction date: Sep 15, 2025

Method of payment: Credit/debit card

Payment applied to Invoice #958602



401 Rampart Range Road | Woodland Park, Colorado 80863
719-687-3889 | service@juddsglass.com | <https://www.juddsglass.com/>

RECIPIENT:

Transaction date Jul 11, 2025

Dana's Dance

210 West Midland Avenue
Woodland Park, Colorado 80863

Phone: 407-883-1147

Receipt for Deposit
Amount: \$1,733.00

Transaction date: Jul 11, 2025
Method of payment: Check
Check Number: 3072

Payment applied to Estimate #958602



City of Woodland Park
Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: December 02, 2025
Agenda Item: 6.c.i. –Final Report of Grant Project Award No. 26-Zebz Outfooter
Presented By: City Staff / J. Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient Zebz Outfooter LLC, a Colorado limited liability company (“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 of \$4,316.84. The DDA Board may approve the distribution of an amount of \$4,316.84.

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 26-Zebz Outfooter and for the City to issue payment in the amount of \$4,316.84 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 26-Zebz Outfooter 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 26-Zebz Outfooter because the following required information is missing: *STATE THE INFORMATION THAT IS NEEDED*.”

ATTACHMENTS

1. Final Report Review Form
2. Final Report of 26-Zebz Outfooter

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant: Zebz Outfooter LLC
 Project Address: 102 W. Midland Ave.
 Approval Amount (not to exceed): \$5,000
 NOA Date: May 20, 2025
 120 Deadline: September 17, 2025; Extension Granted
 Final Report Date: November 25, 2025
 DDA Board Review: December 02, 2025

Scope of Project Approved by DDA for Reimbursement:
 REPLACE WINDOWS

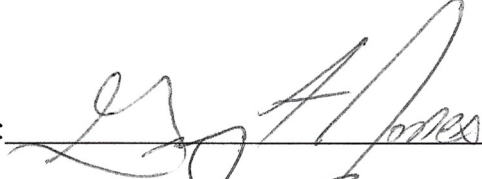
Final Report Requirements	Satisfied?	Notes
120 day deadline met?	Y	Extension granted to 11/25/2025
A signed and dated Final Report (Exhibit E to the Program) was provided.	Y	
Do the requested reimbursements meet the requirements of the Program? Cost/Expenses not reimbursable: - Working capital - Acquisition 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	
Photos are provided?	Y	
Did total reimbursable costs reach max grant amount awarded?	N	Paid receipt is for \$4,316.84.
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: Gabriel F. Jones
Date of execution: 11-25-2025

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



401 Rampart Range Road | Woodland Park, Colorado 80863
719-687-3889 | service@juddsglass.com | https://www.juddsglass.com/

RECIPIENT:

Zebz Outfoter
102 West Midland Avenue
Woodland Park, Colorado 80863

Phone: 719-360-0991

Invoice #9183	
Issued	Oct 29, 2025
Due	Nov 13, 2025
Paid	Nov 21, 2025
Total	\$4,316.84

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
Oct 29, 2025				
Exterior Glass	82 1/2 x 46 1/2 Card366 - 3/4"OA - Tempered IU	1	\$1,298.64	\$1,298.64
Exterior Glass	94 1/2 x 46 5/8 Card366 - 3/4"OA - Tempered IU	1	\$1,484.16	\$1,484.16
Exterior Labor	Labor	1	\$1,300.00	\$1,300.00*
RDF	Colorado Retail Delivery Fee	1	\$0.29	\$0.29*

* Non-taxable

As always, we appreciate your business!
Please contact us with any questions regarding this invoice.

Judd's Glass & Mirror

Subtotal	\$4,083.09
City of Woodland Park (3.0%)	\$83.48
Colorado State (2.9%)	\$80.70
Teller CO (1.0%)	\$27.83
Ute Pass Regional Health Services District (1.5%)	\$41.74
Total	\$4,316.84
Deposit collected	- \$2,158.00
Paid	- \$2,158.84
Invoice balance	\$0.00









City Above the Clouds

City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: December 02, 2025

Agenda Item: 6.c.i. –Final Report of Grant Project Award No. 27-Colo. Gear Lab

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

REQUEST PRESENTED

Grant recipient CGL Holdings, Inc., a Colorado corporation, d/b/a Colorado Gear Lab 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 27-Colorado Gear Lab 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 27-Colorado Gear Lab 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 27-Colorado Gear Lab because the following required information is missing: *STATE THE INFORMATION THAT IS NEEDED*.”

ATTACHMENTS

1. Final Report Review Form
2. Final Report of 27-Colorado Gear Lab

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant: CGL Holdings, Inc., d/b/a Colorado Gear Lab LLC
 Project Address: 108 W. Midland Ave.
 Approval Amount (not to exceed): \$5,000
 NOA Date: May 20, 2025
 120 Deadline: September 17, 2025; Extension Granted
 Final Report Date: November 25, 2025
 DDA Board Review: December 02, 2025

Scope of Project Approved by DDA for Reimbursement:
 REPLACE WINDOWS

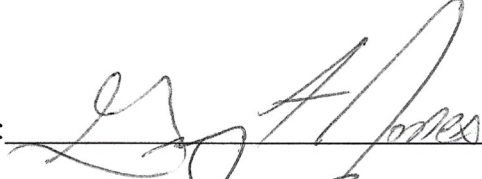
Final Report Requirements	Satisfied?	Notes
120 day deadline met?	Y	Extension granted to 11/25/2025
A signed and dated Final Report (Exhibit E to the Program) was provided.	Y	
Do the requested reimbursements meet the requirements of the Program? Cost/Expenses not reimbursable: <ul style="list-style-type: none"> - 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	
Photos are provided?	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: Gabriel F. Jones
Date of execution: 11-25-2025

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



401 Rampart Range Road | Woodland Park, Colorado 80863
 719-687-3889 | service@juddsglass.com | https://www.juddsglass.com/

RECIPIENT:

Colorado Gear Lab
 108 West Midland Avenue
 Woodland Park, Colorado 80863

Phone: 719-360-0991

Invoice #9184	
Issued	Nov 24, 2025
Due	Dec 09, 2025
Paid	Nov 24, 2025
Total	\$6,053.41

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
Oct 28, 2025				
Exterior Glass	Upstairs 8 3/4 x 56 3/4 Card366 - 1"OA - Annealed IU	6	\$116.52	\$699.12
Exterior Glass	Upstairs 8 3/4 x 8 1/4 Card366 - 1"OA - Annealed IU	6	\$28.93	\$173.58
Exterior Glass	Upstairs 20 1/2 x 8 1/4 Card366 - 1"OA - Annealed IU	2	\$44.20	\$88.40
Exterior Glass	Upstairs 18 3/4 x 54 3/4 Card366 - 1"OA - Annealed IU	2	\$225.01	\$450.02
Exterior Glass	Upstairs 67 3/4 x 75 1/4 Card366 - 1"OA - Tempered IU	1	\$1,664.53	\$1,664.53
Exterior Glass	Upstairs 67 3/4 x 8 1/2 Card366 - 1"OA - Annealed IU	1	\$136.61	\$136.61
Exterior Glass	9 3/4 x 75 1/4 Card366 - 1"OA - Annealed IU	2	\$152.69	\$305.38
Exterior Labor	Labor	1	\$2,240.00	\$2,240.00*
RDF	Colorado Retail Delivery Fee	1	\$0.29	\$0.29*



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719-687-3889 | service@juddsglass.com | https://www.juddsglass.com/

* Non-taxable

As always, we appreciate your business!
Please contact us with any questions regarding this invoice.

Judd's Glass & Mirror

Subtotal	\$5,757.93
City of Woodland Park (3.0%)	\$105.53
Colorado State (2.9%)	\$102.01
Teller CO (1.0%)	\$35.18
Ute Pass Regional Health Services District (1.5%)	\$52.76
Total	\$6,053.41
Deposit collected	- \$2,943.95
Paid	- \$3,109.46
Invoice balance	\$0.00

PAID



COLORADO
GEAR LAB

RLAB



GEARLAND



COLORADO
AWARDS

Mountain	1st
Mountain	2nd
Mountain	3rd
Mountain	4th
Mountain	5th
Mountain	6th
Mountain	7th
Mountain	8th
Mountain	9th
Mountain	10th

WINNER

BEST WINNER
BEST WINNER
BEST WINNER
BEST WINNER
BEST WINNER
BEST WINNER



COLORADO
GEAR LAB

ANTIQUE'S

FULL HOUSE
FURNITURE





City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: December 02, 2025
Agenda Item: 6.c.i. –Final Report of Grant Project Award No. 33-The Old Library LLC
Presented By: City Staff / Joshua Myers, Assistant DDA Attorney

REQUEST PRESENTED

Grant recipient The Old Library 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 The Old Library 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 The Old Library 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 The Old Library LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**.”

ATTACHMENTS

1. Final Report Review Form
2. Final Report of The Old Library LLC

Woodland Park Downtown Development Authority Micro-Grant Program 2025

Review Form for Final Report

Applicant: The Old Library LLC
 Project Address: 821 W. Lafayette Ave.
 Approval Amount (not to exceed): \$5,000
 NOA Date: July 03, 2025
 120 Deadline: October 31, 2025
 Final Report Date: November 03, 2025
 DDA Board Review: December 02, 2025

Scope of Project Approved by DDA for Reimbursement:
 GRADING AND ROCK FILL AROUND BUILDING, LEVEL AND ROCK FILL
 CHIMNEY BOXES, REMOVE TREE STUMP

Final Report Requirements	Satisfied?	Notes
120 day deadline met?	N	Final Report was 1 business day late. Deadline can be waived by the Board.
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 reimbursable: <ul style="list-style-type: none"> - 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: VICTORIA M. GARRISI
Date of execution: NOVEMBER 3, 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

Woodland Park Downtown Development Authority/ 2025 Micro-Grant Program Application

The Old Library LLC.
821 West Lafayette Avenue, Woodland Park CO 80863
Teller County Account #R0022389

Completed Project Objectives
November 3, 2025

Objective: Tie in the remaining rock work around the perimeter of the building along with doing the necessary grading and rock fill. In order to preserve the use of the original chimney exterior ash traps or cleanouts, I had (2) custom metal boxes constructed to allow exterior access to those traps. These boxes need to be leveled and set by a landscaper and rock fill and proper grading completed around them. Filled Area on the Lafayette Ave. side with rock and leveled ash trap box as well as re-seeded disturbed areas, added mulch where needed. and replaced (2) dead aspen trees along front of building.

Before



After



Before



After



Objective: A few years ago, I had a very large Engleman Spruce Tree removed from the south side of the building as it was located right against the building and a fire and safety hazard. The remaining stump must be grinded down in order to complete the rock fill. Filled Areas with rock on front, side and rear of building. Levelled replaced (2) dead aspen trees along front of building and (1) dead aspen tree on side of building. Ground stump and replaced cracked and badly buckled cement (which was further cracked during stump extraction).

Before



After



Before



After



Completing the rock perimeter and adding the (3) aspen trees and mulch around the building has improved the aesthetic appeal and added fire safety by reducing flammable materials at the foundation. It also benefits the Woodland Park District by providing the finishing touches to a building that is an integral part of Woodland Parks unique history and charm.

Attached to my email are the completed (additional) photos and paid invoices from the following (3) contractors I employed to complete the work:

Leaf & Limb Yard Service LLC:	Total Paid \$4,400.00
Evergreen Tree Service LLC:	Total Paid \$1,000.00
E&J Concrete:	Total Paid \$1800.00

Overall Project Cost:	Total Paid: \$7,200.00
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Please let me know if you need any more details or information regarding this Final Report. Thank you for allowing me to participate in this program.

Respectfully submitted,

Victoria Garrisi,
Owner, The Old Library LLC

Leaf & Limb Yard Service LLC

1167 Blossom Rd

Woodland Park, CO 80863-8129

USA

(973) 752 5519

leafandlimbco@gmail.com

INVOICE

BILL TO

Vicky Garrisi
821 W Lafayette Ave

INVOICE	1237
DATE	10/21/2025
TERMS	Net 15
DUE DATE	11/05/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Materials		1	1,150.00	1,150.00
General labor	Adding of edging, installation of rock, mulch and dirt. Removal of stone and pillars. Disposal of debris. Seeding of dirt.	1	1,600.00	1,600.00

BALANCE DUE

\$2,750.00

Pay invoice



Payment receipt

You paid **\$2,750.00**

to Leaf & Limb Yard Service LLC on 10/24/2025

Invoice no.	1237
Invoice amount	\$2,750.00
Total	\$2,750.00

Status	Paid
Payment method	Credit Card
Authorization ID	MV0024645451

Thank you

Leaf & Limb Yard Service LLC

9737525519

leafandlimbco@gmail.com

[1167 Blossom Rd, Woodland Park, CO 80863-8129](#)

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.

Leaf & Limb Yard Service LLC

1167 Blossom Rd

Woodland Park, CO 80863-8129

USA

(973) 752 5519

leafandlimbco@gmail.com

Estimate

ADDRESS
Vicky Garrisi
821 W Lafayette Ave

ESTIMATE 1034
DATE 08/27/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Tree installation	Installation of aspen trees	3	350.00	1,050.00
Dirt	Installation of garden soil and removal of weed barrier.	1	250.00	250.00
Edging installation	Installation of gardening edging	1	100.00	100.00
Mulch	Installation of gorilla mulch	1	150.00	150.00
General labor	Leveling of ash box	1	100.00	100.00

Thank you for your business, we are excited to help with your project!

TOTAL

\$1,650.00

Accepted By

Accepted Date



Payment receipt

You paid \$700.00

to Leaf & Limb Yard Service LLC on 8/27/2025

Estimate no.	1034
Estimate amount	\$1,650.00
Total	\$700.00

Outstanding balance	\$950.00
Status	Partially paid
Payment method	Credit Card
Authorization ID	MS0287871745

Thank you

Leaf & Limb Yard Service LLC

9737525519

leafandlimbco@gmail.com

[1167 Blossom Rd, Woodland Park, CO 80863-8129](#)

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.

Vicki@TrueWestColorado.com

From: QuickBooks Payments <quickbooks@notification.intuit.com>
Sent: Monday, September 8, 2025 5:19 PM
To: Vicki@TrueWestColorado.com
Subject: Payment confirmation: Invoice #1226-(Leaf & Limb Yard Service LLC)



[Manage payment](#)



You paid \$950.00

to Leaf & Limb Yard Service LLC on 09/08/2025

Payment details

Invoice no.	1226
Invoice amount	\$1650.00
Total amount	\$950.00

Status Paid

Payment method [REDACTED]

Authorization ID MS0289724879

INVOICE

Evergreen Tree Service LLC
P.O. Box 2016
Woodland Park, CO 80866

egtreeservice17@gmail.com
+1 (719) 332 7516



Bill to

Victoria Garrisi
The Old Library LLC
821 West Lafayette Ave.
Suite 109
Woodland Park, CO 80863 US

Ship to

Victoria Garrisi
The Old Library LLC
821 West Lafayette Ave.
Suite 109
Woodland Park, CO 80863 US

Invoice details

Invoice no.: 3513
Terms: Due on receipt
Invoice date: 10/08/2025
Due date: 10/08/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Stump Grinding	Grind one large stump next to the building, below ground level 3-6 inches.	1	\$800.00	\$800.00
2.	Additional Notes	The large root that is too close to the building to grind will be cut and dug out.	1	\$0.00	\$0.00
	Subtotal	Subtotal			\$800.00
3.	Stump Grinding	Additional stump grinding.	1	\$200.00	\$200.00
4.	Payment Notes	Please remit check payments to, Evergreen Tree Service LLC P.O. Box 2016 Woodland Park CO, 80866 If you wish to pay with a card or bank transfer please let me know and I will turn that feature on in your invoice. *There is a 2% processing fee for card payments and a \$25.00 fee for ACH Bank Transfers.	1	\$0.00	\$0.00

Total **\$1,000.00**

Note to customer

It's been a pleasure working with you!

FOR SECURITY PURPOSES, THE BORDER OF THIS DOCUMENT CONTAINS MICROPRINTING

The Old Library
Victoria M. Garrisi
821 West Lafayette Avenue
Suite 100
Woodland Park, Colorado 80863

82-504/1070



444

DATE OCTOBER 11, 2025

PAY TO THE ORDER OF EVER GREEN TREE SERVICE LLC

\$ 1,000⁰⁰

One THOUSAND

XX/00

DOLLARS

1ST BANK
1275 GARDEN OF THE GODS ROAD
COLORADO SPRINGS, CO 80907

Victoria M. Garrisi

MEMO: INV. # 3513 STUMP GRIND NEAR BLOG.

AUTHORIZED SIGNATURE

⑈000111⑈ *102005012⑈ 3121205158⑈

www.checkadvantage.com

CAG

DETAILS ON BACK

SECURITY FEATURES INCLUDED



Edwin Enriquez

Owner

Tel. (719) 419-2791
Colorado Springs, Co

Residential & Commercial
Stamped Concrete
Driveways & Sidewalks
Patios and More

Free Estimates

095052

Invoice

SOLD TO The old library LLC		ADDRESS	
ADDRESS 821 west lafayette Ave		CITY, STATE, ZIP	
CITY, STATE, ZIP		E + J CONCRETE	

CUSTOMER ORDER NO.	SOLD BY Edwin Enriquez	TERMS	F.O.B.	DATE
--------------------	---------------------------	-------	--------	------

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		- Tear out 4 feet by 15 feet Side walk and Replacing with 4,000 PSI concrete.			
		- extending 12 inches more on sidewalk			
		Full price = 1900			
		half before start = 950			
					TOL #441 8/26/25 \$950.00
					PAID - E Enriquez

BALANCE DUE \$950.00

TOL # 9/29/25 \$950.00
PAID - E Enriquez

Check # 0441

Transaction Details:

CHECK # 0441 for \$-950.00 posted on 08/29/2025.

Front

FOR SECURITY REASONS, THE BORDER OF THIS DOCUMENT CONTAINS MICROPRINTING

82-504-078 **441**
Shield

The Old Library
Victoria M. Garrioi
821 West Lafayette Avenue
Suite 100
Woodland Park, Colorado 80653

DATE August 26, 2025

PAY TO THE ORDER OF E+J CONCRETE, EDWIN ENRIQUEZ \$ 950⁰⁰
NINE HUNDRED FIFTY xx/100 DOLLARS

1ST BANK
1275 GARDEN OF THE GODS ROAD
COLORADO SPRINGS, CO 80907
INV # 095052

MEMO: REPLACE RR Cement Sump 1/2 DWG

Victoria M. Garrioi
AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED

Back

8/28/2025 BB1000913957100RDC
937200005029862
>107070005< Ent CU
11550 Ent Parkway
Colorado Springs, CO 80921

YOU SHOULD FEATURES IN THIS SECTION ARE NOT TO BE REPRODUCED
BY ANY MEANS WITHOUT THE WRITTEN PERMISSION OF FIRST BANK

MICROPRINTING
RESISTANCE TO FALSIFICATION
SECURITY FEATURES INCLUDED

ENDORSE HERE

USE INK TO SIGN, STAMP OR SIGN BELOW THIS LINE
RESERVE FOR SIGNATURE, INITIALS, DATE

Check # 0442

Transaction Details:

CHECK # 0442 for \$-950.00 posted on 10/15/2025.

Front

FOR SECURITY PURPOSES, THE BACK OF THIS DOCUMENT CONTAINS MICROFILMING

The Old Library
Victoria M. Garrisi
821 West Lafayette Avenue
Suite 100
Woodland Park, Colorado 80863

80-5041070 442
Shield

DATE SEPT 27 2025

PAY TO THE ORDER OF E & J CONCRETE EDWIN ENRIQUETA \$ 950.00

NINE HUNDRED FIFTY 00/100 DOLLARS

1ST BANK
1275 GARDEN OF THE GODS ROAD
COLORADO SPRINGS, CO 80907

MEMO: BALANCE Due - Tol SUGARAK Repair

Victoria M. Garrisi

[Redacted Signature]

Back

10/14/2025ZX4280
941700001003201
2807020006< EM GU
11550 Ent Parkway
Colorado Springs, CO 80921

ENDORSE HERE
[Signature]

DO NOT WRITE IN THESE SPACES
REPRODUCED FROM FEDERAL RESERVE NOTE

PREPARED BY GOVERNMENT PRINTING OFFICE



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:	Woodland Park Associates, L.L.C.
Reference:	2024 Taxes paid in 2025
Reimbursement Amount:	\$61,989.48
Reimbursement GL:	
V#:	
Invoice Received:	

Chair / Vice-Chair

Print Name	Signed	Date
------------	--------	------

Treasurer / Secretary

Print Name	Signed	Date
------------	--------	------

	AV	base AV	AV increment	mill levy	tax increment	reimb rate	TIF reimb	paid
2017	1,011,130.00	43,230.00	967,900.00	0.0804680	77,884.98	75%	58,413.73	43,000.00
2018	1,013,880.00	43,230.00	970,650.00	0.0802180	77,863.60	75%	58,397.70	58,397.70
2019	1,013,880.00	43,230.00	970,650.00	0.0800850	77,734.51	75%	58,300.88	
2020		43,230.00	(43,230.00)		-	75%	-	
2021		43,230.00	(43,230.00)		-	75%	-	
2022	1,102,560.00	43,230.00	1,059,330.00	0.0807350	85,525.01	75%	64,143.76	
2023	1,048,590.00	43,230.00	1,005,360.00	0.0811410	81,575.92	50%	40,787.96	
2024	1,610,600.00	43,230.00	1,567,370.00	0.0791000	123,978.97	50%	61,989.48	
2025					-	50%	-	

Teller Treasurer

Receipt of Tax Payment

Account	Parcel Number	Receipt Date	Receipt Number
R0055382	6331.193400010	Apr 24, 2025	2025-04-24-DS-11859-P

WOODLAND PARK ASSOCIATES LLC
 3200 W MARKET ST STE 200
 FAIRLAWN, OH 44333-3325

Situs Address	Payor
704 STONE PARK LN	CBRE, HMF, INC FB TAX MANAGEMENT LLC 1 N LASALLE ST SUITE 2100 CHICAGO IL 60602

Legal Description
 L1 TRAIL RIDGE SUBDIVISION

Property Code	Actual	Assessed	Year	Area	Mill Levy
9 UNITS & UP - RES - 1125	687,364	46,050	2024	63	79.1
9 UNITS & UP RES - 1225	23,351,471	1,564,550	2024	63	79.1

Payments Received

Check	\$127,107.38
Check # 1202	
Payor WOODLAND PARK ASSOCIATES LLC	

Payments Applied

Year	Charges	Billed	Prior Payments	New Payments	Balance
2024	Tax	\$127,107.38	\$0.00	\$127,107.38	\$0.00
				\$127,107.38	\$0.00
Balance Due as of Apr 24, 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

0 Item(s) In Cart

> Checkout & Pay \$0.00



← Back to Search

704 Stone Park Ln, Teller County, CO

6331193400010

Item Overview

Real Estate

R0055382

6331193400010

WOODLAND PARK ASSOCIATES LLC

704 Stone Park Ln

Teller County, CO

CURRENT AMOUNTS

Total Current

\$0.00

✓ There is no balance on this item.

Add \$0.00

Help



Bill History

Year	Taxes
2024	\$127,107.38
2023	\$120,702.68
2022	\$85,083.64
2021	\$89,015.18
2020	\$86,003.82
2019	\$85,421.68
2018	\$81,196.58
2017	\$81,331.44
2016	\$81,363.62
2015	\$25,127.14
2014	\$7,569.98



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: 11/06/2025
Invoice Number: WPDDA.Oct2025.001
Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
10/01/2025	J. Myers - WPDDA	Grant Program: Review five (5) Final Report deadline extension requests and prepare Agenda Information Summary for each request; begin reviewing five (5) Final Reports and prepare AIS for each report.	2:54	260.00	754.00
10/02/2025	J. Myers - WPDDA	Grant Program: Complete review of five (5) Final Reports and preparing AIS on each report.	0:30	260.00	130.00
10/02/2025	J. Myers - WPDDA	Complete the Agenda for the DDA Board Meeting on October 07; email to City staff and J. Gemelke a copy of draft Agenda for review.	1:36	260.00	416.00
10/03/2025	J. Myers - WPDDA	Prepare the Agenda Packet materials for DDA Board Meeting on October 07; email same to City staff for posting and to DDA Board members.	1:48	260.00	468.00
10/06/2025	J. Myers - WPDDA	Tc w/ J. Gemelke to review DDA Board Meeting Agenda.	0:12	260.00	52.00
10/07/2025	J. Myers - WPDDA	DDA Board Meeting: Attend and travel [4.5]. Confer w/ M. McAskin re: review of Tava House Properties TIF Agreement application [4].	4:54	260.00	1,274.00
10/07/2025	M. McAskin - WPDDA	Meeting with J. Myers re Tava/WS TIF request.	0:15	285.00	71.25
10/07/2025	Mileage Reimbursement	J. Myers: Mileage reimbursement to travel to and from October 7 DDA Board meeting.	145	0.70	101.50
10/27/2025	J. Myers - WPDDA	Grant Program: Review three (3) Final Reports, and prepare AIS on each. Begin preparing draft Agenda for the DDA Board Meeting on November 04 (Regular Meeting).	2:00	260.00	520.00



MICHOW | GUCKENBERGER | MCASKIN
ATTORNEYS AT LAW

10/27/2025	J. Myers - WPDDA	Tava House Properties LLC TIF Agreement Application: Reviewing TIF Agreement Application materials in preparation of attending Executive Session with DDA Board on November 03.	1:24	260.00	364.00
10/28/2025	M. McAskin - WPDDA	General: Meeting with J. Myers to prep for 10/29 meeting. Review TIF application materials.	0:30	285.00	142.50
10/28/2025	J. Myers - WPDDA	Grant Program: Review the Final Report of Black Peak Leasing, LLC, and prepare AIS on same; email to applicant requesting paid in full receipt.	0:30	260.00	130.00
10/29/2025	J. Myers - WPDDA	Tava House Properties LLC TIF Agreement Application: Email to applicant's team requesting clarification on intended property to include in base value for TIF; reviewing underlying contracts controlling development of the public improvements; preparing to attend Executive Session on November 03 with the DDA Board [1.4]. Attend online meeting w/ A. Vassalotti, J. Gemelke, N. Williams, and M. McAskin [.8].	2:12	260.00	572.00
10/29/2025	J. Myers - WPDDA	Grant Program: Review the Final Report of The Cowhand and prepare AIS for same [.8]. Finalize the Agenda for the DDA Board Meeting on November 04 (Regular Meeting), and prepare the Agenda Packet materials; email to Board Members and City staff transmitting Agenda Packet [.8].	1:36	260.00	416.00
10/29/2025	J. Myers - WPDDA	Draft Agenda for DDA Board Meeting on November 03 (Special Meeting/Executive Session); draft executive session script to comply with Colorado Open Meeting Law; email to DDA Board and City staff transmitting Agenda for Special Meeting.	0:48	260.00	208.00
10/29/2025	M. McAskin - WPDDA	Meeting with J. Myers re: Tava TIF application and next steps (.6); conf. call with City Manager, City Attorney, J. Gemelke, J. Myers re: special meeting agenda, regular meeting agenda, discuss TIF application (.8).	1:24	285.00	399.00
10/31/2025	J. Myers - WPDDA	Tava House Properties LLC TIF Agreement Application: Continue preparing for Executive Session on Monday, November 03, by reviewing underlying agreements controlling development of public improvements; reviewing submitted application materials; identifying and printing documents to assist the DDA Board with its consideration of the application.	3:00	260.00	780.00

Message:

A courtesy discount in the amount of \$500.00 has been applied to this invoice to offset charges associated with the 2025 Grant Program.

Subtotal: 6,798.25

Discount: -500.00

Sales Tax:

Deposits:

Payments/Credits:

Balance Due: \$6,298.25