



City of Woodland Park

November 20, 2025 at 6:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Following a joint work session between the Planning Commission and the City Council regarding commercial zoning, Mayor Case called the regularly scheduled City Council meeting to order with the following members of Council present: Mayor Case, Mayor Pro-tem Nakai, Councilmember Bryant, Councilmember Geer, Councilmember Jones and Councilmember Smith.

The following staff members were present: City Manager Vassalotti, Deputy City Manager Leclercq, City Attorney Williams, City Clerk Mendoza, Deputy City Clerk Sauer, Planning Director Schminke, Senior Planner Gates, Police Chief Diesler, Utilities Director Wiley, Assistant City Manager Felts, Communications Manager Higginbotham and Budget Director Burleson.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Swearing in and Oath of Office to the Mayors' Youth Council. (A) (Presenter Mayor Case and Communications Manager Higginbotham)

Mayor Case shared the background of launching the Mayors' Youth Council, a longtime goal of hers, and highlighted the impressive caliber of the students who applied, representing a wide range of schools and already demonstrating remarkable achievements. Communications Manager Higginbotham introduced each member of the Youth Council, and each student offered a brief introduction about themselves.

The following members of the Mayors' Youth Council were sworn in by Deputy City Manager/City Clerk Leclercq: Milo Keldsen, Evan Snyder, Madison Wicks, Madelyn Landes, Isabella Cassada, Marie Wiseman, and Elizabeth Wiseman. Zaidee Johnson, also appointed to the Youth Council, was unable to attend the meeting.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

Motion to approve the consent calendar. Geer/Nakai. Motion carried 6-0.

- A. Approval of the October 2025 Statement of Expenditures. (A) (Presenter City Manager Vassalotti)
- B. Approval of the November 6, 2025 City Council Minutes. (A) (Presenter Deputy City Manager/City Clerk Leclercq)

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)

Public comments were made by Thomas Gearhart regarding the agreement with Community
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Partnership for the gardens.

Public comments were made by Arnie Sparnins regarding the work session. He also stated that Woodland Park needs additional housing and more affordable housing.

Public comments were made by Jim Hitt regarding the Woodland Park Lions Club and their cornhole leagues that have been previously held at the golf course recently purchased by the City.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

- A.** Approve Ordinance No. 1511, Series 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, In the Amounts and for the Purpose as Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for General Fund (100) and Set the Public Hearing for December 4, 2025. (A) (Presenter Aaron Vassalotti)

Budget Manager Burleson presented the ordinance to Council and asked for any questions.

Motion: to approve Ordinance No. 1511, Series 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, In the Amounts and for the Purpose Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for General Fund (100) and Set the Public Hearing for December 4, 2025. Jones/Geer. Motion carried 6-0.

- B.** Approve Ordinance No. 1512, Series 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, in the Amounts and for the Purpose as Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for all Funds Except the General Fund (100) and Set the Public Hearing for December 4, 2025. (A) (Presenter Aaron Vassalotti)

Budget Manager Burleson presented the ordinance to Council and asked for any questions.

Motion: to approve Ordinance No. 1512, Series, 2025 on Initial Posting, An Ordinance Appropriating Sums of Money to the Various Funds, In the Amounts and for the Purpose Set Forth Below, for the City of Woodland Park, Colorado for the 2026 Budget Year for all Funds Except the General Fund (100) and Set the Public Hearing for December 4, 2025. Geer/Jones. Motion carried 6-0.

- C.** Approve Ordinance No. 1513, Series 2025 on Initial Posting, An Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City Concerning a Stipend for the Mayor and City Council and Set the Public Hearing for December 4, 2025.(A) (Presenter Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai presented the ordinance to Council.

Motion: to approve Ordinance No. 1513, Series 2025 on Initial Posting, An Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City Concerning a Stipend for the Mayor and City Council and Set the Public Hearing for December 4, 2025. Smith/Geer. Motion Carried 6-0.

- D.** Approve Ordinance No. 1514, Series 2025 on Initial Posting, An Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City to Amend the City Charter to make Non-Substantive Edits to and Remove Outdated Language from the City Charter and Set the Public Hearing for December 4, 2025. (A) (Presenter Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai presented the ordinance to Council.

Motion: to approve Ordinance No. 1514, Series 2025 on Initial Posting, An Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City to Amend the City Charter to make Non-Substantive Edits to and Remove Outdated Language from the City Charter and Set the Public Hearing for December 4, 2025. Bryant/Jones. Motion carried 6-0.

- E.** Approve Ordinance No. 1515, Series 2025 on Initial Posting, An Ordinance the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City to Amend the City Charter Concerning Recall, to Provide Additional Time for the Incumbent to Resign, Before the City is Required to Conduct Recall Election and Set the Public Hearing for December 4, 2025. (A) (Presenter Mayor Pro-tem Nakai)

Mayor Pro-tem Nakai presented the ordinance to Council.

Motion: to approve Ordinance No. 1515, Series 2025 on Initial Posting, An Ordinance of the City Council of the City of Woodland Park, Colorado, Submitting a Ballot Question to the Electors of the City to Amend the City Charter Concerning Recall, to Provide Additional Time for the Incumbent to Resign, Before the City is Required to Conduct a Recall Election and Set the Public Hearing for December 4, 2025. Geer/Jones. Motion carried 6-0.

9. PUBLIC HEARINGS

(Public comment may be heard)

- A.** Approval of the application from City of Woodland Park dba Shining Mountain Golf Course for a New Entertainment Facility Liquor License located at 100 Shining Mountain Ln., Woodland Park, Colorado 80863. (QJ) (Presenter Deputy City Manager/City Clerk Leclercq)

Deputy City Manager/City Clerk Leclercq presented the item to Council noting the type of liquor license has changed from an Entertainment License to a Hotel/Restaurant License to provide more flexibility to the golf course operations.

Mayor Case opened the public comment portion of the public hearing.

Jim Hitt commented on the timeline for obtaining the liquor license.

Mayor Case closed the public comment portion of the public hearing.

Motion: to approve the application from the City of Woodland Park dba Shining Mountain Golf Course for a New Hotel/Restaurant Liquor License located at 100 Shining Mountain Lane, Woodland Park, Colorado 80863. Nakai/Geer. Motion carried 6-0.

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case reported on the PPACG legislative gathering with Park, Teller and El Paso Counties in attendance. She noted several events including the Citizen's Academy, Santa letters, the donation drive at City Hall and the Christmas parade.

B. Council Reports

Mayor Pro-tem Nakai thanked the Charter Committee and staff, particularly Deputy City Manager Leclercq for all of her hard work.

Councilmember Bryant shared that Keep Woodland Park Beautiful met and discussed ideas for next year. He encouraged citizens to vote for the Beautification Awards coming up on December 5th.

Councilmember Geer thanked Roy's BBQ for the terrific meal this evening.

Councilmember Jones commented on the toy drive and the DOLA Main Street Designation.

Councilmember Smith suggested the members of the Mayors' Youth Council participate in the Citizens Academy if they are eligible. He commented on Winter Day in the park, noting Councilmembers would be reading Christmas stories to children on Friday, December 5 at 3:30 pm.

C. City Attorney's Report

D. City Manager's Report

City Manager Vassalotti thanked Council for approving the lighting contract. He shared his excitement for the Mayors' Youth Council and encouraged them to attend the Citizens Academy.

Deputy City Manager/City Clerk Leclercq shared that she and City Manager Vassalotti will be announcers at the Christmas parade. She announced that December 3rd will be the Candidate Open House and noted the City is recruiting for the following boards: Planning Commission, Board of Adjustment, Board of Review and Historic Preservation Committee. Interviews will be held on December 18th.

12. Executive Session

- A. Motion to move into Executive Session "For the purpose of conferencing with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b), and for the purpose of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e), and the following additional details are provided for identification purposes: Development agreement with local Boy Scouts of America related to City's future water reservoir location and associated next steps"**

Motion: to move into Executive Session: "For the purpose of conferencing with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b), and for the purpose of determine positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e), and the following additional details are provided for identification purposes: Development agreement with local Boy Scouts of America related to the future water reservoir location and associated next steps". Nakai/Jones. Motion carried 6-0.

The Executive Session started at 7:10 pm, at 7:15 pm the recorder was turned off for attorney/client privilege. At 7:38 pm the recorder was turned back on and the executive session concluded. The following individuals were in the executive session Mayor Case, Mayor Pro-tem Nakai, Councilmember Bryant, Councilmember Geer, Councilmember Jones, Councilmember Smith, City Manager Vassalotti, Deputy City Manager Suzanne Leclercq, City Attorney Williams, City Clerk Mendoza and Utilities Director Wiley. All those in the executive session stated their names and adjourned at 7:39 pm.

Respectfully submitted:



Monica Mendoza CMC, Incoming City Clerk

APPROVED THIS 4th DAY OF Dec, 2025



Kellie Case, Mayor