



City of Woodland Park Downtown Development Authority

October 7, 2025, at 7:30 AM

City Hall, Council Chambers

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

MEETING MINUTES

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

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

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

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

Board Members Absent: Eric Cabera, Jerry Good

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

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

Completed.

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

The Agenda was approved without amendment.

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

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

David Mijares seconded the motion. Vote: 6 Yes

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

No one signed up for comment.

6. **UNFINISHED BUSINESS** {7.38 a.m.}

None.

7. **NEW BUSINESS**

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

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

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Final Reports – Board to Review for Approval

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

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

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

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

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

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

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

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

Budget – Aaron stated at the last meeting several items were discussed to add to the budget for 2026. \$250,000 for beautification. A greenhouse should come under this amount. An RFP would need to go out once budget is approved. Micro Grants \$150,000. \$25,000 added in professional services line for the pedestrian study. 2025 ends with a fund

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

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

Matters not on the agenda. None.

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

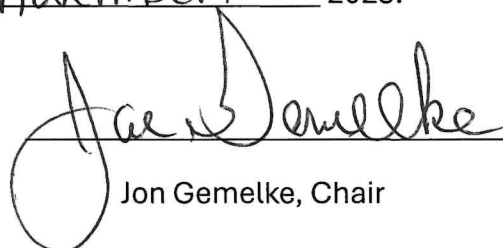
- a. Board Chair Report – Jon Gemelke did the Treasurer Report as Eric was absent. Two invoices for Michow Guckenberger McAskin for August 2025 for \$6482.25 (includes a \$1000 discount) and September 2025 for \$2654. Al Born moved to approve payment of these invoices. George Jones seconded the motion.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

10. ADJOURNMENT

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

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

This 4th day of NOVEMBER 2025.



Jon Gemelke, Chair