



City of Woodland Park Downtown Development Authority

September 2, 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), Eric Cabera, Jerry Good, Sarah Salazar, Al Born.

Board Members Absent: John Hugh

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

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

Completed.

3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:31 a.m.}

The Agenda was approved without amendment.

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

Al Born motions to approve minutes from the August 5, 2025 DDA meeting. Eric Cabera seconded the motion. Vote: 7 Yes

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

No one signed up for comment.

6. UNFINISHED BUSINESS {7.33 a.m.}

None.

7. NEW BUSINESS

a. TAVA Update (TAVA Representative) {7:33 a.m.}

Mary Sekowski stated the weather has been an issue to get the roof on but that should be completed this week. Concrete will be poured inside and the

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windows are 90% installed. The base plumbing and grease trap are installed. Fire sprinklers are at 70% and storm sewers are done. Still on March/April timeline. Vision is coming to life.

b. DDA Mini Grant Program (City Staff) {7:34 a.m.}

i. Project Deadline Extension Requests:

09- Black Peak Leasing LLC – Stucco delay

23 – Dana’s Dance – Caitlin Gonzales stated they are working with a local glass broker and windows are going in today but she wanted to make sure they had enough time to submit paperwork.

Al Born makes motion to approve the extensions and Jon Gemelke seconded the motion. Discussion on new extension date. 60 days so new date for completion is November 17. George Jones makes a motion to amend the original motion to include the November 17 deadline and Al Born seconds. Vote on the amendment 7 yes. Vote on the original motion 7 yes.

ii. Final Reports – Board to Review for Approval

03 – Grandmothers Kitchen

10- Thunder Mountain Outcomes LLC

11 – Thunder Mountain Homes LLC

12 – Snow Outcomes LLC

13 – Aspen Peak Property LLC

Motion to approve the Final Reports by Al Born. George Jones seconds. Vote 7 yes. All have been signed for approval.

c. 2026 DDA Budget Discussion (A. Vassalotti) {7:45 a.m.}

- i. Budget items – Aaron stated that the DDA started 2025 with fund balance of \$1.5 million and had revenues of \$1 million so total funds available are \$2.5 million. \$120,000 spent on Micro grants and TIF reimbursements have been \$142,000. Total operating expenses for 2025 were \$335,000 which leaves a \$1.8 million fund balance for 2026. 2026

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projections - TIF reimbursements projected for \$175,000 and with all the same line items the fund balance would be \$2.2 million.

Board discussed Projects to consider: Grant to Bergstrom Park, Beautification efforts of property within the DDA, Micro grant program. Greenhouse estimates were \$80,000 to \$100,000 and may want to include labor expenses. Micro grants \$150,000. Bergstrom Park master plan being completed and will be expensive so the City may ask for a grant from the DDA.

Board Members discussed potential projects to include in future budget: Jon Gemelke discussed a greenhouse and beautification projects with gardens and flowers around the city. Volunteers may not have the knowledge of how to plant or care for flowers so a paid position would be considered. Al Born discussed maintenance costs of a greenhouse – insects, mice, heating and cooling. Overall expense may be too great. Jerry Good asked if the DDA would own the greenhouse or just help fund the project. Aaron V. clarified it would be funding. The city would look to contract out the growth of the flowers and the city would be the maintenance for the greenhouse. Eric Cabrera asked about making it an exhibit where people could walk through. No set location for the greenhouse yet. Plants on the lamp posts through town would look nice. There were some concerns regarding costs of projects.

Joshua pointed out that the total funds balance for the DDA projected on the spreadsheet provided by Aaron shows a trend in the total funds increasing year over year if no additional projects are approved. The purpose of the DDA is to use the funds to help improve the City's downtown area in the DDA's boundaries and not to act as a savings account. Funds can be used for improvement projects and beautification projects, such as purchasing flowers while waiting on a greenhouse.

Aaron V encouraged to look at the next 3-5 years and projects – Bergstrom Park, flowers, beautification – most important items. Flowers take a lot of care to keep them alive. Having someone to take care of them would be key.

Mayor Kellie Case shared about her sister who grew flowers. Colorado Springs has a large greenhouse and grows its own flowers so could be a good resource. A partnership with the businesses would be helpful to keep flowers looking nice

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and their storefront looking nice. Kellie said a plan in your budget would help motivate you to keep you focused on the goals. Budget what you plan to do and keep moving on those projects.

Further discussion of Board Members continued: Sara Salazar mentioned the walkability and connecting both sides of the highway. Activate dead areas and movement around the city. George Jones said beautification and Bergstrom park budget allocations are needed. Aaron does not have a cost for Bergstrom but foresees as Main Street gets up and running with mini-Grants and works with the DDA to fund walkability studies and projects. Jon Gemelke said our biggest challenge is Hwy 24 but people are out walking and they use the crosswalk. Bergstrom Park will add walkability. A pedestrian bridge is expensive. Weeds in the parking areas need to be addressed and maybe flowers in the parking areas. George Jones said it would be good to focus on Quinn Alley and Bergstrom Alley. Jon would like to see the Micro Grants for 2026 in the budget, and there was general agreement by the Board members. Aaron said for Bergstrom there would be an ask for X amount that would be distributed over a 3 year period so the funds do not get too low. A dollar amount will be brought to the next meeting. Jon Gemelke proposes \$250,000 for beautification, \$150,000 for Micro grants, \$50,000 for Alleys and walkability. Aaron said maybe look for a \$25,000 match for the study and maybe use the funds for 2027 for the alleys. Sarah Salazar mentioned making a goal of the DDA to increase revenue in the DDA boundaries for local business owners by a set percentage amount and figuring out what would it take or be needed to make that happen. In response to Sarah Salazar's goal, Joshua mentioned that a financial study that includes a plan for growth may help show where the City is today and provide options for reaching a goal. Eric Cabrera discussed options of keeping the businesses in the DDA unique to Woodland Park as well as diverse. Sarah said she would like to see us serve the community and not just cater to tourists.

Aaron will take the budget to the City Council October 17 so the DDA will vote on the budget on October 7 for the budget line items. On October 7 the DDA will have some direction on revenue as well so they can decide on the budget items.

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8. PUBLIC COMMENT {8:33 a.m.}

Matters not on the agenda.

None.

9. REPORTS {8:37 a.m.}

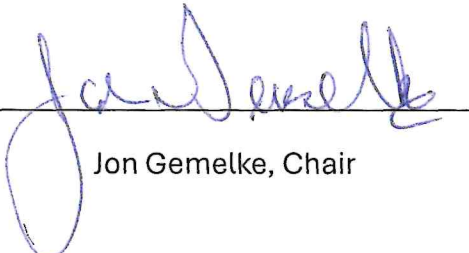
- a. Board Chair Report – Jon Gemelke nothing to report.
- b. Treasurer Report – Eric Cabera had one invoice for Michow Guckenberger McAskin for July 2025 for \$4822.75 General business for the DDA and TAVA house. Al Born moves to approve the Treasurer report and fund the bill. David Mijares seconds. Vote: 7 Yes
- c. Board Member Reports – none

10. ADJOURNMENT

Regular meeting was adjourned at 8:39 a.m.

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

This 7th day of OCTOBER 2025.



Jon Gemelke, Chair