



City of Woodland Park Downtown Development Authority

August 5, 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 AD ROLL CALL {7:33 a.m.}

Chair Gemelke called the meeting to order at 7:33 a.m.

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

Board Members Absent: None.

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

2. PLEDGE OF ALLEGIANCE {7:35 a.m}

Completed.

3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:36 a.m.}

The Agenda was approved without amendment.

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

David Mijares motions to approve minutes from the July 1, 2025 DDA meeting.
Vote: 7 Yes and Al Born abstains as he was not part of the board for the July 1 meeting.

5. PUBLIC COMMENT (Items on the Agenda) {7:37 a.m.}

No one signed up for comment.

6. UNFINISHED BUSINESS {7.37 a.m.}

None.

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7. NEW BUSINESS

a. WPDDA Secretary Special Election {7:37 a.m.}

David Mijares resigns from the position of Secretary to allow Al Born to continue as Secretary. George Jones moves to hold a special election to fill the vacancy and David Mijares seconds. Vote: 7 Yes and Al Born accepts the position but abstains from the vote. David Mijares motions to elect Al Born for Secretary and Eric Cabrera seconds. Vote: 7 Yes and Al Born abstains.

b. Tava update (TAVA Representative) {7:39 a.m.}

Derek Waggoner stated windows should be going in this week as 99% of the framing is completed. The water loop should be finished and bids are in for the Hwy 24 work. All the sheeting is in on the roof but not sure if it is dried in. George Jones asked when the work for Hwy 24 would begin and Derek said his thought is around 30 days.

c. DDA Mini Grant {7:41 a.m.}

Jon has had a lot of compliments about how the downtown area looks. Eric said he has had a tremendous amount of compliments of how Woodland Park is looking like it did years ago. We are restoring the identity. We have new things coming in and we are revitalizing. Locals are getting out and we have seen a lot of them enjoying the community. It has been hugely positive. It is more inviting, and the foot traffic has increased. George Jones said the summer has been great. Beautification of the building owners has been great and appreciated. Jon said the numbers are up at Java due to foot traffic. Eric said the weekend event Tava hosted brought in a lot of people and he looks forward to more events and people enjoying their city.

Completed DDA Mini Grant application packets:

- 1- Community Partnership
- 18 - Solid Grounds Coffee
- 20 – Konieczny (111 & 115 W Midland Ave)
- 21 - A Full House

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22 – 750 Highway 24, LLC a/k/a Andersen Enterprises, Inc
30 – Vectra Bank

End date was set at 120 days after signature, but some grant agreements have not been signed yet.

George Jones made a motion to approve the six completed final reports and Al Born seconds the motion. Vote: 8 Yes

d. 2026 DDA Budget Discussion (A. Vassalotti) {7:53 a.m.}

Aaron Vassalotti stated we wanted to talk about priorities and items you would like to see in the DDA budet. At the next meeting, financials will be brought and you can make changes it you choose. This year we had the DDA Micro Grants and there has been discussion about flowers. There was a grant match for Bergstrom.

Sarah Salazar mentioned several future planning objectives honoring certain businesses. George Jones said he would like to include Bergstrom Park in the budget. Walkability downtown is discussed and parking options. Connectivity with trails and popular areas is discussed. A Greenhouse for future flowers is discussed – location, who would operate, water flowers. Flowers draw people to stop and walk around and so many compliments on the flowers. Aaron Vassalotti will have the estimated greenhouse cost added as a line item in the budget for discussion next month. Micro Grants and a placeholder for Bergstrom will also be included in the items for budget review. Aaron stated reserving some funds for a walkability study or elevated walkway.

Jerry Good discussed motor home parking and Aaron stated Bergstrom park will have a few spaces and a pull through.

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8. PUBLIC COMMENT {8:23 a.m.}

Matters not on the agenda.

Anita Riggle was asked to share about Main Street and the city working on getting this program started again for Woodland Park. Colorado has 27 official Main Street programs in place. Woodland Park would like to be an official Main Street. A workshop will be held on Thursday, August 7, at 5:30 pm and DDA members are welcome to attend. Volunteers are needed for the board and committees. \$40,000 is a budget item for Main Street to be used for grant matches or event support. 5 applications have been received through the portal. DOLA will present at 5:30 during the workshop and Kimberly Bureson and Anita Riggle will have another presentation for the City Council. The portal for applications may re-open after the workshop as we want to have a good pool of candidates for Main Street. Main Street will be housed as a city committee.

9. REPORTS {8:33 a.m.}

- a. Board Chair Report – Jon Gemelke asked about expanding the DDA borders as a business that is on the edge may be interested in a TIFF deal. It could be looked at as a case by case basis and discussions with Joshua. Traffic is up, sales are up, and people are commenting on how nice the downtown looks so want to keep it going. Jon thanked everyone for their help.
- b. Treasurer Report – Eric Cabera had one invoice for Michow Guckenberger McAskin for June 2025 for \$3,697.60. There is a TIFF reimbursement for Purple Mountain Hospitality II LLC for \$48,640.17. The entire packet and agenda for each meeting is posted on the City's website.
Email discussion- John Hugh and Sarah Salazar will have city emails set up. Always communicate any DDA business through the established city emails. Do not reply all as that could be subject to the Colorado Open Meetings law.
Al Born moved to approve the invoices to be paid and Jerry Good seconds.
Vote: 8 Yes
- c. Board Member Reports – none
- d. DDA Attorney – none

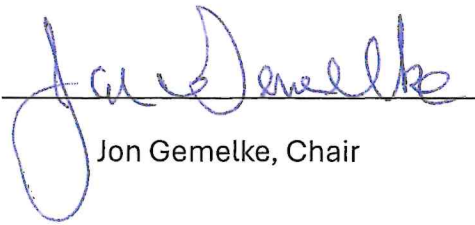
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10. ADJOURNMENT

Regular meeting was adjourned at 8:47 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