



City of Woodland Park  
Downtown Development Authority

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**Tuesday, January 06, 2026, 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 December 02, 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. Resolution No. 2026-01, Designating the Public Place for Posting Notices of Regular and Special Meetings of the Woodland Park Downtown Development Authority.
- 7. PUBLIC COMMENT**  
(Public comment on **matters not on the Agenda.**)
- 8. REPORTS**
  - a. Board Chair Report
  - b. Treasurer Report
    - i. Michow Guckenberger McAskin LLP – November 2025 Invoice dated December 08, 2025
  - c. Board Member Reports
- 9. ADJOURNMENT**



# City of Woodland Park Downtown Development Authority

December 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 {7:36 a.m.}

Chair Gemelke called the meeting to order at 7:36 a.m.

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

Board Members Absent: David Mijares

Staff Present: Joshua Myers (Assistant DDA Attorney) via Zoom

2. PLEDGE OF ALLEGIANCE {7:36 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.}

Jon Gemelke asks to approve minutes from the Special Meeting minutes from November 3, 2025. Eric Cabrera moves to approve the Special meeting minutes and Jerry Good seconds. Al Born abstains since he was not at the meeting. Vote: 6 yes  
Regular minutes from November 4: Eric Cabrera moves to approve the minutes and Jerry Good seconds. Al Born abstains. Vote: 6 yes

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

No one signed up for comment.

6. NEW BUSINESS {7.39 a.m.}

a. TAVA Update

Chris Hansen with Tava House Properties updated that the drywall is being installed and hoods are in. They have concrete to pour so waiting for favorable weather. On schedule to have the final walkthrough the end of February and soft opening on St Patrick's Day in March. Invitation

# City of Woodland Park

## Downtown Development Authority

extended for a tour. Most of the City staff have toured the Tava House. J.Gemelke asked about work on Park Street. C Hanson said site curb and gutter is completed except for temporary asphalt curb on the SW side and S side as they wait to see what will happen with that land. CDOT portion is ready to go. CDOT allows the road to be close Sunday, Monday and Tuesday from 10 am – 2 pm so hope for good weather to finish curb and gutters. Park Street turn lane will be taken out once the east side is complete per CDOT.

b. Creation of Committee for Tava TIF Agreement Negotiations, and appointment of Committee Members

Tava group and the DDA's attorneys held a meeting to begin negotiations for a TIF agreement, as previously directed by the DDA Board. Tava has provided a first draft outline of the different negotiation points and Marcus McAskin (DDA Attorney) feels creating a 2 member committee of the DDA Board would helpful to have a touchstone with the DDA Board to bring any offers of Tava and get quick feedback from the DDA. The committee would not have any final approval on the TIF agreement. It only would be a committee to help move everything forward faster. Jerry Good feels the DDA is not qualified to come up with an agreement. So he wanted to make sure the DDA's attorney would be involved with the negotiation.

Joshua stated the DDA's attorneys would stay part of the negotiations. The committee would be able to direct as far as the feeling of the board as far as if negotiations were going the correct way.

George Jones said he would like to be on the committee as he has experience with negotiations and corporations.

J Gemelke said the committee would be gathering information on both sides and would be a more efficient way to make the decision to grant a TIF or not.

Joshua said the committee would not lead the negotiations and would just be a touchstone for feedback quickly from the DDA to get close to a draft TIF agreement that would come to the board and close to the final form vs having lots of revisions. This is a path to get to a final draft.

# City of Woodland Park

## Downtown Development Authority

J. Gemelke assured J Good that the entire board would be included on any decisions and the information would be brought before the board. Joshua said they are recommending 2 members vs 3+ because of the OML or Colorado Open Meetings Law which requires meeting notices and defeats the purpose of creating the committee.

Motion 1 - I move to create a 2-member committee of the DDA Board, to be called the Tava TIF Committee, to act as liaison of the DDA Board of Directors to the DDA's attorneys related to the negotiations of the TIF agreement between the DDA and Tava House Properties, LLC, but said Tava TIF Committee shall not be authorized to take final action on behalf of the DDA.

A. Born moves to accept Motion 1 and E. Cabrera seconds. Vote: 7 yes

Motion 2 – would be to appoint the members. George Jones has volunteered, Jon Gemelke and Eric Cabrera would like to be on the committee. A. Born moves to direct J. Gemelke to appoint two committee members to the special committee. John Hugh seconds the motion. Vote: 7 yes J. Gemelke appoints George Jones and J. Gemelke. Joshua will provide the term sheet that TAVA has provided.

### c. Grant Program

Dana's Dance – Eric Cabrera moves to approve the final report and Al Born seconds. Vote: 7 yes

Zebz Outfooter – Eric Cabrera moves to approve the final report and Al Born seconds. Vote: 6 yes and George Jones abstains from the vote.

Colorado Gear Lab – Eric Cabrera moves to approve the final report and Al Born seconds. Vote: 6 yes and George Jones abstains from the vote.

The Old Library – Eric Cabrera moves to approve the final report and Al Born seconds. Vote: 7 yes

Joanies Café and Bakery – Eric Cabrera moves to approve the final report under the conditions of receiving the final receipt. Al Born seconds.

Vote: 6 yes and John Hugh abstains from the vote.

# City of Woodland Park

## Downtown Development Authority

### 7. Public Comment {8:03 a.m.}

(Public comment on matters not on the Agenda)

Deb Miller said a big weekend with the parade in town.

### 8. Reports {8:04 a.m.}

a. Board Chair Report : Jon is happy with the TAVA progress and for everyone being willing to work with us and get things done.

b. Treasurer Report

TIF Reimbursement for Trail Ridge Apartments in the amount of

\$61,989.48. Eric Cabrera moves to approve the TIF reimbursement.

Al Born seconds. This is 50% of the property taxes that was paid. The plan was at 75% and is now at 50%. Vote: 7 yes

Michow Guckenberger McAskin October 2025 invoice in the amount of \$6298.24. Eric Cabrera moves to approve the invoice and Al Born seconds. Vote: 7 yes.

c. Board Member Reports - Jerry Good asked when the DDA workshop was scheduled. The Workshop for the DDA and City Council is on December 4 from 4:30 pm – 6 pm. Mayor Kellie Case strongly encouraged every board member to be at that workshop for the discussion of timeline and looking to sunseting the DDA.

### 9. Adjournment {8:09 a.m.}

Recorded by Anita Riggle, Economic Development and Budge Analyst.

Approved by the DDA this 6<sup>th</sup> day of January 2026.

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Jon Gemelke, Chair

**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION NO . 2026-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY DESIGNATING THE PUBLIC PLACE FOR POSTING NOTICES OF REGULAR AND SPECIAL MEETINGS OF THE AUTHORITY**

**WHEREAS**, C.R.S. § 24-6-402(2)(c) requires the Woodland Park Downtown Development Authority (the “Authority”) to annually designate the public place for posting notices to comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* (the “Open Meetings Law”); and

**WHEREAS**, the Colorado Legislature passed House Bill 19-1087 in 2019 with the intent “...that local governments transition from posting physical notices of public meetings in physical locations to posting notices on a website...to the greatest extent practicable”; and

**WHEREAS**, Board of Directors believes that posting notices on the City of Woodland Park/Authority website is a more effective means of dissemination of notice of all regular and special meetings of the Authority and that posting notice of said meetings on the City/Authority website will provide more flexibility and visibility than posting at a physical location; and

**WHEREAS**, the Board desires to designate the following website (<https://www.city-woodlandpark.org/284/Downtown-Development-Authority>) as the official posting location for posting notices of regular and special meetings of the Authority.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY AS FOLLOWS:**

**Section 1.** The City/Authority website, <https://www.city-woodlandpark.org/284/Downtown-Development-Authority>, is hereby designated as the place at which notices of regular and special meetings of the Authority shall be posted for purposes of the Colorado Open Meetings Law, C.R.S. §24-6-402(2)(c). In emergency or exigent circumstances where notice is not able to be posted online or the website identified above is not accessible to the public at least twenty-four (24) hours prior to the applicable meeting(s), the notice of any regular or special meeting of the Authority shall be accomplished by posting notice at the following location:

Woodland Park City Hall  
220 W. South Avenue  
Woodland Park, CO 80866

**Section 2.** Effective Date. This Resolution shall take effect upon its approval by the Board.

ADOPTED by a vote of \_\_\_\_ in favor and \_\_\_\_ against on this 6<sup>th</sup> day of January 2026.

By: \_\_\_\_\_  
Jon Gemelke, Chair

ATTEST:

By: \_\_\_\_\_  
Secretary



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: 12/08/2025  
Invoice Number: WPDDA.Nov2025.001  
Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
11/03/2025	J. Myers - WPDDA	WPDDA Board of Directors Special Meeting (Nov 03): Attend meeting and executive Session; travel time one way.	3:30	260.00	910.00
11/03/2025	J. Myers - WPDDA	Review and revise the Special Meeting Minutes; email same to A. Riggle.	0:18	260.00	78.00
11/03/2025	J. Myers - WPDDA	Grant Program: Review status of open grant awards in preparation for DDA Board Meeting; email to A. Riggle re: same [.5]. Review Final Report submitted by 33-The Old Library [.5].	1:00	260.00	260.00
11/03/2025	M. McAskin - WPDDA	General: Prepare for and attend Board executive session (via MS Teams) (1.45), email J. Myers re outlines of TIF reimbursement options (0.25).	1:42	285.00	484.50
11/03/2025	Mileage Reimbursement	J. Myers: Mileage reimbursement to travel to and from Nov 3 WPDDA Board of Directors Special meeting and executive session.	145	0.70	101.50
11/04/2025	J. Myers - WPDDA	WPDDA Board of Directors Regular Meeting (Nov 04): Attend meeting and travel time one-way.	2:30	260.00	650.00
11/04/2025	M. McAskin - WPDDA	Debrief with J. Myers following WPDDA Board meeting (re TAVA TIF agreement).	0:15	285.00	71.25
11/04/2025	Mileage Reimbursement	J. Myers: Mileage reimbursement to travel to and from Nov 4 WPDDA Board of Directors Regular meeting.	145	0.70	101.50
11/06/2025	M. McAskin - WPDDA	Review A. Vassalotti email and follow up J. Gemelke re same.	0:15	285.00	71.25
11/14/2025	J. Myers - WPDDA	Prepare for and attend online meeting with Tava Group team and M. McAskin re: Tava's TIF application.	1:42	260.00	442.00



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ATTORNEYS AT LAW

11/14/2025	M. McAskin - WPDDA	General (re Tava TIF application): prepare for and attend call with Tava team (including M. Weaver, D. Waggoner and J. Myers re TIF application, discuss next steps.	1:30	285.00	427.50
11/17/2025	J. Myers - WPDDA	Tc w/ J. Gemelke re: committee creation for Tava TIF and sunset of TIF provision in the DDA's plan of development [.4]; email to M. McAskin re: same [.1].	0:30	260.00	130.00
11/24/2025	J. Myers - WPDDA	Reviewing video minutes of November 04 regular meeting; revising the November 04 written minutes re: Tava TIF Agreement Application; email to staff transmitting revised minutes.	2:30	260.00	650.00
11/24/2025	J. Myers - WPDDA	Grant Program: Complete review of Final Report for application 33-The Old Library LLC and prepare same for the Agenda Packet.	0:36	260.00	156.00
11/24/2025	J. Myers - WPDDA	Conducting legal research of Colorado Revised Statutes for memorandum re: termination of a downtown development authority and required procedures to extend a tax increment financing provision in a plan of development; and drafting same memorandum.	2:00	260.00	520.00
11/24/2025	J. Myers - WPDDA	Begin preparing the agenda for the DDA Board meeting on December 02.	0:24	260.00	104.00
11/25/2025	J. Myers - WPDDA	Grant Program: Complete review of Final Reports for applications 23-Dana's Dance, 26-Zebz Outfooter, and 27-Colo. Gear Lab, and prepare same for the Agenda Packet.	1:12	260.00	312.00
11/25/2025	J. Myers - WPDDA	Complete the agenda for the DDA Board meeting on December 02 and finalize the Agenda Packet; email same to City Staff for posting and to DDA Board Members.	0:54	260.00	234.00
11/25/2025	J. Myers - WPDDA	Continue conducting legal research of Colorado Revised Statutes and the Colorado Assessor's Reference Library for memorandum re: termination of a downtown development authority and required procedures to extend a tax increment financing provision in a plan of development; and drafting same memorandum.	4:00	260.00	1,040.00
11/30/2025	J. Myers - WPDDA	Continue drafting memorandum re: termination of a downtown development authority and required procedures to extend a tax increment financing provision in a plan of development.	1:30	260.00	390.00
11/30/2025	J. Myers - WPDDA	Drafting memorandum to DDA Board of Directors re: deal structure options for a TIF agreement.	2:54	260.00	754.00
11/30/2025	J. Myers - WPDDA	Review and reply to email from M. Weber re: agenda item on December	0:18	260.00	78.00



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		02 meeting agenda re: creating a committee for the TIF agreement negotiations.			
11/30/2025	J. Myers - WPDDA	Grant Program: Review and prepare Final Report for application 32-Joanie's Cafe & Bakery.	0:36	260.00	156.00

Message:

A courtesy discount in the amount of \$780.00 has been applied to this invoice (3-hours of research time related to DDA termination/ sunset of TIF shareback period).

Subtotal: 8,121.50

Discount: -780.00

Sales Tax:

Deposits:

Payments/Credits:

Balance Due: \$7,341.50