



City of Woodland Park

December 18, 2025 at 6:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Mayor Case called the meeting to order at 6:00 p.m.

The following members of Council were in attendance: Mayor Case, Mayor Pro Tem Nakai, Councilmember Bryant, Councilmember Geer and Councilmember Jones. Councilmember Smith was absent.

The following staff members were in attendance: City Manager Vassalotti, Deputy City Manager Leclercq, City Clerk Mendoza, Planning Director Schminke, Assistant City Manager Felts, Police Chief Deisler, Communications Manager Higginbotham, Budget Director Burleson and Deputy City Clerk Sauer.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Presentation of the Keep Woodland Park Beautification Award. (A)
(Presenter Communications Manager Higginbotham)

Communications Manager Higginbotham and KWPB Member Kassidi Gilgenast presented the Keep Woodland Park Beautification award to Jon Gelmelke, owner of Java Haus and Miss Priss buildings.

- B. Appointments to the Historical Preservation Committee, Board of Review, Planning Commission, Board of Adjustment and Downtown Development Authority. (A)
(Presenter Deputy City Manager/City Clerk)

Deputy City Manager/City Clerk Leclercq presented the applicants to the following boards: Historical Preservation Committee, Board of Review, Planning Commission and Board of Adjustment.

Motion: To appoint Laurie Glauth, David Langley and Eric Simonson to the Historical Preservation Committee, Nakai/Jones. Motion carried 5-0.

Motion: To appoint Don Hoying to the Planning Commission, Bryant/Geer. Motion carried 5-0.

Motion: To appoint Nick Abercrombie and Lou Ramon to the Board of Adjustment, Nakai/Geer. Motion carried 5-0.

Motion: To appoint Jeff Cahill and Mac McViker to the Board of Review with terms ending in 2029 and Jeff Smith to the Board of Review with a term ending in 2028, Nakai/Bryant. Motion

carried 5-0.

Deputy City Manager/City Clerk Leclercq administered the oath of office to all appointees.

C. Presentation of the Main Street Board Work Plan. (A)
(Presenters the Main Street Board)

Andrea Connolly presented the Woodland Park Main Street Program 2026-2029 Strategic Plan to Council.

She noted the three strategic priorities:

1. Connect businesses and entrepreneurs to resources that increase business development, retention and success.
2. Collaborate and partner with the DDA and area organizations for implementation of improvements that enhance the aesthetics, walkability and vibrancy of Woodland Park Main Street.
3. Lead and support marketing efforts to attract people to Woodland Park and promote the Main Street District.

Item 10a was moved to follow the Main Street Plan.

Approval of Resolution No. 938, Series 2025, A Resolution authorizing the City of Woodland Park to enter into an Agreement to Become an Official Main Street Community and Affirming the Support of City Council and City Management.

Budget Director Burleson presented the item to Council.

Mayor Case read the Resolution into the record.

Motion: To approve Resolution No. 938, Series 2025, A Resolution authorizing the City of Woodland Park to enter into an Agreement to Become an Official Main Street Community and Affirming the Support of City Council and City Management. Jones/Geer. Motion carried 5-0.

D. Promotions and Awards for the Woodland Park Police Department. (A)
(Presenter Chief Deisler)

Chief Deisler swore in a new officer and presented the following promotions and awards:

New officer sworn in: Ofc. Precious Solorio

Promotions: Sgt. Brennen Sullivan and Lt. Greg Lange

Employee retirement recognition: Dispatcher Tammy Santi

Awards: Rob Felts, Kristen Higginbotham, Merit Academy Civil Air Patrol and Steve Tomskey

Chief's Award of Excellence: Lt. Hank Crist

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

A. Approval of the December 4, 2025, City Council Meeting Minutes. (A)
(Presenter Deputy City Manager/City Clerk)

- B.** Approval of the November 2025 Statement of Expenditures. (A)
(Presenter City Manager Vassalotti)

Both items on the consent agenda were considered by the following motion.

Motion: To approve the December 4, 2025, City Council Meeting Minutes and the November 2025 Statement of Expenditures. Geer/Nakai. Motion carried 5-0.

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

Andrea Connolly, commented on the small businesses in the City and noted her rented space has mold in it that the landlord has not addressed. She encouraged the City to put on their project list to hold landlords accountable.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

- A.** Approval of Ordinance No. 1517, Series 2025, on initial posting, an ordinance of the City Council for the City of Woodland Park, Colorado, Amending Ordinance No. 1467 and approving a First Amendment to development Agreement between the City of Woodland Park and the Pathway to the Rockies Council, Boy Scouts of America, regarding the development of the Glen Aspen Reservoir Project, and set the Public Hearing for January 15, 2026.. (A)
(Presenter City Attorney Williams)

City Manager Vassalotti introduced this ordinance on initial posting.

Motion: To approve Ordinance No. 1517, Series 2025, on initial posting, an Ordinance of the City Council of the City of Woodland Park, Colorado, Amending Ordinance No. 1467 and approving a First Amendment to the Development Agreement between the City of Woodland Park and the Pathway to the Rockies Council, Boy Scouts of America, regarding the development of the Glen Aspen Reservoir Project and set the Public Hearing for January 15, 2026. Jones/Nakai. Motion carried 5-0.

- B.** Approval of Ordinance No. 1516, Series 2025, on initial posting, an Ordinance Adjusting Expenditure Appropriations to the various funds, in the amounts and for the Purpose as set forth below, for the City of Woodland Park, Colorado, for the 2025 Budget Year, and amending Ordinance No. 1485, Series 2025 and Ordinance No. 1486, Series 2025, and set the Public Hearing for January 15, 2026. (A)
(Presenter Budget Director Burleson)

Budget Director Burleson introduced this ordinance on initial posting.

Motion: To approve Ordinance No. 1516, Series 2025, on initial posting, an Ordinance Adjusting Expenditure Appropriations to the various funds, in the amounts and for the Purpose as set forth below, for the City of Woodland Park, Colorado, for the 2025 Budget Year, and amending Ordinance No. 1485, Series 2025 and Ordinance No. 1486, Series 2025, and set the Public Hearing for January 15, 2026. Geer/Jones. Motion carried 5-0.

9. PUBLIC HEARINGS

(Public comment may be heard)

10. NEW BUSINESS

(Public comment may be heard)

- A.** Approval of Resolution No. 938, Series 2025, a Resolution authorizing the City of Woodland Park to enter into an Agreement to Become an Official Main Street Community and Affirming the Support of City Council and City Management. (A) (Presenter Budget Director Burleson)

This item was moved to go with the Main Street Board Work Plan. See item 3c.

- B.** Approval of the Planning Commission Bylaws and Rules of Procedure (Presenter Planning Director Karen Schminke, AICP)

Planning Director Schminke presented the item to Council.

Motion: To approve the Historical Preservation Committee Bylaws and Rules of Procedure. Geer/Nakai. Motion carried 5-0.

11. REPORTS

(Public comment not necessary)

- A.** Mayor's Report

Mayor Case shared the upcoming community events and holiday closures.

- B.** Council Reports

Mayor Pro Tem Nakai encouraged the public to apply for the various board vacancies in the City.

Councilmember Bryant thanked Kassidi for her work on KWPB and thanked the Police Department for the Santa Sleigh.

Councilmember Geer thanked all of those who reapplied to serve on the boards and commissions.

Councilmember Jones wished everyone Happy Holidays.

Deputy City Manager Leclercq reported that Councilmember Smith although absent this evening wanted to wish everyone Happy Holidays.

- C.** City Attorney's Report

- D.** City Manager's Report

City Manager Vassalotti echoed Councilmember Bryant's comments. He noted the floats were great this year and seem to improve every year. He thanked Kristen and Kimberly for their work.

12. ADJOURNMENT

There being no further City business Mayor Case adjourned the Council Meeting at 7:25 pm.

Respectfully submitted:



Monica Mendoza CMC, Incoming City Clerk

APPROVED THIS 15th DAY OF January, 2025 16


Kellie Case, Mayor