



City of Woodland Park
Downtown Development Authority

Tuesday, February 03, 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 January 06, 2026, 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. WPDDA 2026 Micro-Grant Program – Discussion on revising grant program for 2026 and giving direction to DDA/City staff. (J. Myers & City staff)
- 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 – December 2025 Invoice dated January 06, 2026
 - c. Board Member Reports
- 9. ADJOURNMENT**



City of Woodland Park Downtown Development Authority

January 6, 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), George Jones (City Council Liaison), John Hugh, Jerry Good, Sarah Salazar, Al Born, David Mijares

Board Members Absent: Eric Cabrera

Staff Present: Joshua Myers (Assistant DDA Attorney) via Zoom, Aaron Vassalotti, City Manager, Kimberly Burlison, Economic Development and Budget Director

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** {7:31 a.m.}

Jon Gemelke asks to approve minutes from the December 2, 2025 meeting. Al Born as secretary has reviewed minutes and moves to approve the minutes. Mijares abstains since he was not at the meeting. Vote: 6 yes

5. **PUBLIC COMMENT (Items on the Agenda)** {7:32 a.m.}

Mark Weaver (TAVA representative) wanted to discuss the TAVA TIF submission. They have submitted their proposal and received a letter response from Joshua Myers last week and it had some terms in it. Their question is this a negotiated agreement or is the DDA saying here is the offer. Jon Gemelke stated any agreement would be made by the DDA board and right now we are just in negotiations. The only ones who know about the negotiations currently are myself, George Jones and the

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lawyers. Once we have something in place, then we would bring it to the board and take a vote. This is not the place to discuss. Mark clarified he just needed clarification on the procedure process.

6. **NEW BUSINESS** {7.34 a.m.}

a. **TAVA Update**

Chris Hansen, the owner's rep for the project, updated things are moving along quite expeditiously. As far as the CDOT work, we are substantially complete with the Eastbound slowdown lane. We are pouring the sidewalk this morning. Hopefully by the end of this week we will be starting on the left turn median work. We should have all of this wrapped up by the end of the month. The transformation with that intersection is incredible. We took the worst intersection in Woodland Park and made it quite useable. For TAVA restaurant, we have about 80% of the sidewalks poured, most of the bed ramps are in, and the case-ons for the street lights are in. We have been hauling in topsoil to augment the areas disturbed by construction. The areas will be seeded, and we are getting the seed mix from the county. In the building, the tongue and groove ceilings are almost completed, the grid is up for the kitchen ceilings, and light fixtures are going in. We are fully energized by Core at this point. There are a lot of little things to go and offered if anyone wants to do a walk through his phone number is 719-233-6980. We have had city staff tour and had favorable responses. Jon Gemelke said it looks great, and he looks forward to using the new turn lane.

- b. **Resolution No. 2026-01**, Designating the Public Place for Posting Notices of Regular and Special Meetings of the Woodland Park DDA. This Resolution states public notices are posted on the City's website. Joshua stated if there is an outage a notice could be posted at City Hall but otherwise everything is online. George Jones moved to approve the Resolution and Al Born seconds. Vote: 7 yes

7. **Public Comment** {7:40 a.m.}

(Public comment on matters not on the Agenda)

8. **Reports** {7:40 a.m.}

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- a. **Board Chair Report:** Jon said at the next meeting we need to discuss the Micro Grants for 2026 as we have \$200,000 in funding. George Jones mentioned at the Main Street Board meeting it was discussed the board is willing to help get the word out to bring in new applicants. Jon said the laundry mat is getting painted.

- b. **Treasurer Report:** Since Eric Cabrera was not present, Jon Gemelke said there was one invoice.
Michow Guckenberger McAskin November 2025 invoice in the amount of \$7341.50. Al Born moves to approve the bill and George Jones seconds. Vote: 7 yes.

- c. **Board Member Reports** – Joshua said finding a way to administer the grant program outside of his office this would help reduce cost for the DDA. There are other ways for Grant programs can be run. Jon said streamlining will be better. George Jones asked from the city’s perspective is there a different direction for the grant program that needs to be implemented. Kimberly Burleson stated we will review the grant process and look to streamline this better. Aaron said there may be another board that could review which would save time for the staff. Options can be looked at. Jon tasked the board with bringing their ideas to the next meeting.
Al Born said he wanted to acknowledge Jon Gemelke’s receipt of the Keep Woodland Park Beautiful Award.

9. Adjournment {7:47 a.m.}

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

This _____ day of _____ 2025.

Jon Gemelke, Chair



WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY 2026 MICRO-GRANT PROGRAM

This document was promulgated and approved by the Board of Directors (“**Board**”) of the City of Woodland Park (“**City**”) Downtown Development Authority (“**DDA**”).

This document is intended to educate and inform the public and potential applicants concerning the DDA’s priorities, objectives, and logistics related to the DDA’s 2026 Micro-Grant Program (the “**Program**”). The guidelines herein are not binding and do not require the Board to reach a particular conclusion concerning any individual grant application.

1. DDA OBJECTIVES & PURPOSE

The DDA was established to promote the safety, prosperity, security, and general welfare of the downtown area in the City of Woodland Park (“**District**”) and its inhabitants; to prevent deterioration of property values and structures within the District; to improve the overall appearance, condition, and function of the District; to encourage pedestrian traffic and security in the District; to maintain and enhance the District as a regional center for commercial, financial, governmental, social, recreational, and cultural activities; to discourage the growth of blight; to encourage private restoration, rehabilitation, and development within the District through assistance to private business so as to prevent deterioration of existing structures and property values; to improve the visual attractiveness of the District by, but not limited to, placing visually integrated street furniture, lighting systems, and landscaping within the District; to improve the usefulness and accessibility of business sites, thereby promoting the growth of the District and impeding economic, physical, and social decline in the District.

(Source: The Foundation Plan of the DDA.)

2. ABOUT THE 2026 MICRO-GRANT PROGRAM

The Program will promote multiple of the DDA’s priorities in the DDA’s Foundation Plan, including, but not limited to, improving the variety and attractiveness of the District by encouraging and promoting private projects that enhance the natural environment within the District through beautification of buildings, structures, fixtures, and landscaping within the District, and providing assistance to owners, businesses, and residents that benefits and promotes the health, safety, prosperity, security and general welfare of the public and prevents deterioration of property values and the growth of blighted areas in the District.

The Program is designed to provide financial assistance for eligible projects that meet the Program’s Eligibility Requirements, as provided below (“**Project**”). The max grant amount for a Project is up-to Five Thousand Dollars (\$5,000.00) (“**Grant**”). Grants are provided on a reimbursement basis after a Project is completed.

It is the intent of the DDA that the Program enable or assist qualifying applicants with Projects that, for example, but without limitation, enhance building design, aesthetics, and public experience with higher quality materials, lighting, signage, and façade elements; improve public safety around buildings; add new public realm enhancements, such as landscaping or seating; include pedestrian enhancements;



meet building code compliance; and further the objectives and purposes of the DDA within the District, such as stimulating economic vitality therein.

3. DDA GRANT FUNDING AUTHORIZATION AND SOURCE

The DDA is authorized to utilize the following financial sources to finance the objectives and purposes of the DDA: (1) contributions and donations; (2) grants and other funds made available by public agencies and other entities; (3) proceeds of loans to the DDA; (4) bonds; (5) property tax increment financing as defined in C.R.S. § 31-25-807(3); and (6) all such other sources and methods as may be authorized by law from time to time.

(Source: The Foundation Plan of the DDA; and Section 4, Article VI, of the DDA's Bylaws adopted February 7, 2023.)

4. ELIGIBILITY REQUIREMENTS

A. Applicant(s)

Private individuals and entities that are owners or lessees of residential or commercial real property in the District may submit an application for a Grant; however, the record title owner(s) of the land on which a Project is proposed must execute the Application, the Grant Agreement, and the applicable Landowner Certificate (*see exhibits attached hereto*), and authorize the applicant to represent the landowner during the application process if the applicant is not the landowner. The landowner will be a required party to the Grant Agreement (*see exhibits attached hereto*).

A natural person applicant must be 18 years or older.

An applicant that is not a natural person (*i.e.*, an "entity") must designate a natural person to apply for a Grant on behalf of the entity. Said designation must be made pursuant to the entity's controlling organizational documents and grant the natural person the authority to act on behalf of the entity and enter into agreements that impact the real property owned by the entity pursuant to relevant law.

Properties or businesses that are delinquent on special assessments or taxes are ineligible to apply. The use of the property and the structures thereon that are the subject of the Project must be in compliance with all of the City's zoning, subdivision, and building regulations, including all applicable design criteria requirements.

B. Eligible Projects

The intent of the Grant is to encourage the completion of **new** Projects in the District. A Grant will not be awarded for a Project that is completed or commenced prior to the award of the Grant.

The Project must be for *physical improvements, of a permanent nature, made to eligible real property* (residential and commercial) *located in the District* (*see Exhibit A attached hereto for a map of the District's boundaries*). Interior projects must be *accessible or visible to the public or must provide a direct benefit to the public*. Exterior projects must be *in an area that faces or is visible from a public street or public area*. Projects may include, but are not necessarily limited to, the following examples:



- i. Exterior Projects
 - a. Repair or replacement of exterior features or architectural elements.
 - b. Storefront conversion.
 - c. Painting, subject to design controls of the City.
 - d. Installation or repair of awnings, canopies, lighting, and signage.
 - e. Restoration of exterior historic elements.
 - f. Exterior landscaping and beautification projects.
 - g. Addition of permanent exterior seating, railings, and ramps for ADA compliance.
- ii. Interior Projects
 - a. Renovations or remodeling, of a permanent nature, that are Customer Facing.
 - b. Renovations or remodeling, of a permanent nature, that will bring the structure into compliance with controlling regulations that benefit the public, such as ADA accessibility.

As used in this Program, “Customer Facing” means spaces that the public may generally access, such as reception areas, sales floors, waiting rooms, public restrooms, lobbies, demonstration areas, restaurant seating; essentially any space where a customer or client would need to access for business-related purposes; and may include components of systems that benefit Customer Facing spaces, such as a furnace, if there is a reasonable relation between the system component and a public benefit.

A Project may include multiple improvements, but only one Grant per Project per property shall be awarded. (Example: Owner of Restaurant wants to paint the exterior of the restaurant building, install landscaping, and paint the Customer Facing interior sections of the building. The Owner should submit a single application that includes all of the physical improvements as the Project for which the applicant is seeking the Grant. The Owner should not submit three separate applications.)

Projects must comply with the City’s zoning, subdivision, and building regulations, including applicable design criteria. The applicant is responsible for confirming that all City approvals and permits are obtained from the City for the Project.

C. Ineligible Projects

Projects that are not for physical improvements, of a permanent nature, or to residential or commercial property located within the District are not eligible to receive a Grant. Such projects may include, but are not limited to:

- i. Deferred maintenance.
- ii. Interior renovation work to commercial property that is not Customer Facing.
- iii. Interior renovation work to residential property.
- iv. Any Project that does not comply with the City’s regulations.

5. THE GRANT

A. Award of Grant

The Board shall create a committee (the “Grant Committee”) that will have the authority to review and approve or deny all complete applications. The Grant Committee shall ~~and~~ base its decision to ~~award~~ approve or deny ~~an~~the application on the application materials that are submitted, including the written statements of the applicant. Complete applications shall be considered in the order that they are received by the City, as designated in the application procedures below. The Grant Committee~~DDA~~ may grant

Commented [JM1]: Edits are made to reflect that the Board will create a committee, and that committee will review and approve/deny applications, and review and approve/deny Final Reports.



application approvals up-to the total amount of the total 2026 Grant Program amount of ~~One-Two~~ Hundred ~~and Fifty~~ Thousand Dollars (\$~~1520~~0,000.00).

A “match” contribution is not required. The amount of the Grant shall be based on the reasonable estimated cost of the Project, which shall be provided by the applicant with the application materials. However, the amount of the Grant awarded per Project shall not exceed \$5,000.00 or the approved Project’s recoverable costs and expenses, whichever amount is lower. (Example: Grant is awarded in amount of up-to \$4,000 for the Project based on the estimated cost of the Project provided by the applicant. The actual cost of the Project is \$3,500, but only \$3,000 meets the criteria to be “recoverable costs and expenses.” The grant payment shall be \$3,000.)

~~An applicant is not required to attend the Board’s public meeting at which the Board considers the complete application. In the event the Board If the Grant Committee denies a complete application, the applicant shall be informed in writing. The applicant may appeal the decision of the Grant Committee to the DDA Board by submitting a written request to appeal the Grant Committee’s denial to the City within 21 days from the date of the denial. If an appeal is submitted, it will be set on the agenda of the next reasonably available regular meeting of the Board. The Board may request additional information from an applicant before making a final decision on an appeal-complete-application. The Grant Committee and the Board may provide partial awards for Projects that include multiple proposed improvements. (Example: Application includes painting exterior of buildings and purchasing of tables for a restaurant. The Board may approve the Grant for the exterior painting and deny Grant funds for the cost of purchasing the tables.)~~

Commented [JM2]: Allows appeal of Grant Committee’s decision to the Board if application is denied.

B. Recoverable Costs / Expenses

Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:

- i. Professional service fees (e.g., designer, architect);
- ii. Labor and materials necessary to complete the Project;
- iii. Eligible system components (must have a reasonable connection to a public benefit within the District); and
- iv. Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City in connection with the Project).

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example and without limitation, Grant funds shall not be used for working capital; acquisition of real property, equipment, or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

C. Pre-Conditions for Distribution of Grant Funds (Payments)

The following conditions must be met before Grant funds will be dispersed:

- i. ~~The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by 5:00 p.m. on September 30, 2026 within 120 days* of Grant approval by the Board;~~
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City;

Commented [JM3]: The “120 day deadline” is removed. We will use a simple, universal deadline.



- iii. A fully executed Grant Agreement with the DDA in ~~the~~ form approved by the DDA ~~(attached hereto as Exhibit C-1 and Exhibit C-2)~~, as may be revised by the DDA’s attorney, must be entered by all necessary parties; and
- iv. ~~The Final Report must be submitted to and approved by the Board following the completion of the Project (see Exhibit E attached hereto).~~

Commented [JM4]: A Grant Agreement will still need to be signed by the Chair and Secretary of the Board. However, the Board may approved a resolution authorizing the Chair and Secretary to sign all Grant Agreements connected to applications that are approved by the Grant Committee.

The ~~Grant Committee, or a designee thereof, DDA~~ shall have the right to perform a site visit to confirm the Project is completed before approving the Final Report for the distribution of Grant funds.

*BEFORE EXPIRATION OF THE ~~120 DAY~~ SEPTEMBER 30, 2026, DEADLINE: An applicant may request, in writing, that the ~~Board Grant Committee approve~~ an extension of the ~~120 day~~ deadline to complete the Project ~~and submit a Final Report~~. The written request must be submitted to the ~~Grant Committee Board prior to the 120 day before the~~ deadline. To receive an extension, the applicant must show ~~the Board~~ that the applicant has been diligently pursuing the completion of the Project. The ~~Board, by motion at a regular meeting, Grant Committee~~ may ~~approve~~ an extension of the ~~120 day~~ deadline ~~to no later than October 31, 2026, to a date certain~~, if the ~~Grant Committee Board~~ finds that the applicant has been diligently pursuing the completion of the approved Project.

Commented [JM5]: An extension of the deadline will still be allowed, but only to October 31, 2026, which is a hard deadline.

6. TO APPLY (APPLICATION PROCEDURES & DEADLINES)

Interested applicants are highly encouraged to first call ~~Kimberly Burleson with the City of Woodland Park, (719) 412-3432~~, to discuss the required documents to submit a complete application.

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Applications must be submitted to ~~the Kimberly Burleson, Budget Director, City of Woodland Park (“Application Intake”).~~ Submit your Grant Application (See ~~Exhibit B~~ attached hereto) with all required documents via email at ~~kburleson@woodlandpark.gov [with a copy to Kristen Higginbotham at khigginbotham@woodlandpark.gov.]~~

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Applications must be received by ~~5:00 PM on Friday, April 18, 2025 (“Initial Submission”).~~ The Initial Submission shall be reviewed by Application Intake to determine technical completeness, not eligibility, of the application. Incomplete applications shall be returned to the applicant with notice that the application is incomplete and inform the applicant what information is required to complete the application. The applicant shall have until Friday, May 02, 2025, to submit a corrected, complete application.

Commented [JM6]: City staff will provide advice on how we can revise the application submittal procedure to make it easier for staff and applicants.

The ~~Grant Committee Board~~ will review complete applications and determine a Project’s eligibility in the order that complete applications are received by Application Intake. ~~The Board will review and decide complete applications no earlier than its regular meeting on Tuesday, May 06, 2025.~~ Written notice, which includes notice by email, of the ~~Grant Committee Board’s~~ decision will be sent to the applicant following the ~~Grant Committee Board’s~~ decision on the complete application.

The ~~Board’s~~ approval of a Grant application, ~~its~~ issuance of any notice of award, and any representation or statement by the ~~Grant Committee Board, the Board, its members, officers, and agents~~ shall not, in any way, be construed as the City’s approval or permitting of the Project. The Grant Committee and the Board will not review Projects for compliance with the

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City's regulations. The applicant is responsible for obtaining the City's approval and all necessary permits from the City before commencing the Project, which said approvals and permits may be denied by the City if the Project does not comply with the City's regulations. An applicant is acting at the applicant's own risk if the applicant commences work on the Project or expends funds on the Project prior to obtaining the City's approval and all necessary permits because Grant funds will not be paid on Projects that are not approved and permitted by the City.



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EXHIBITS

Exhibit A: DDA Boundary Map

Exhibit B: Grant Application

~~Exhibit C 1: Grant Agreement - Entity~~

~~Exhibit C 2: Grant Agreement - Natural Person~~

~~Exhibit D 1: Landowner Certificate of Ownership and Statement of Authority~~

~~Exhibit D 2: Landowner Certificate of Ownership and Designation of Authorized Agent~~

~~Exhibit E: Final Report (example)~~



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: 01/06/2026
Invoice Number: WPDDA.Dec2025.001
Federal Tax ID No: 81-1299804

Date	Attorney	Description	Hours	Rate	Amount
12/01/2025	M. McAskin - WPDDA	Meeting with J. Myers re Dec 2 agenda materials.	0:21	285.00	99.75
12/01/2025	J. Myers - WPDDA	Continue drafting legal memorandum to WPDDA Board re: TIF Agreement Deal Structures; confer w/ M. McAskin on same.	1:18	260.00	338.00
12/02/2025	J. Myers - WPDDA	Attend DDA Board meeting via Zoom.	0:36	260.00	156.00
12/02/2025	J. Myers - WPDDA	Email correspondence w/ A. Riggle re: paid-in-full receipt provided for application 32-Joanie's Bakery & Cafe.	0:12	260.00	52.00
12/03/2025	M. McAskin - WPDDA	Review J. Myers internal memo on DDA 20-year extension periods, and mechanics associated with same. Prepare for and participate in conf. call with A. Vassalotti regarding joint DDA-Council work session scheduled for Thurs 12/4 (2.5). Revise memo and follow up email to J. Myers re same (.5).	3:00	285.00	855.00
12/04/2025	M. McAskin - WPDDA	Prepare for, travel to and attend joint work session (Council-DDA Board) regarding DDA sunset/termination. (4.0)	4:00	285.00	1,140.00
12/04/2025	Mileage Reimbursement	M. McAskin: Mileage reimbursement to travel to and from joint work session (Council-DDA Board) regarding DDA sunset/termination.	145	0.70	101.50
12/08/2025	J. Myers - WPDDA	Reviewing term sheet provided by Tava House Properties, LLC, for the proposed TIF Agreement, including checking amounts used in the term sheet; send email to M. Weber w/ Tava House requesting clarifying information.	0:54	260.00	234.00



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ATTORNEYS AT LAW

12/08/2025	J. Myers - WPDDA	Complete first draft of the legal memorandum to the WPDDA Board re: TIF Agreement Deal Structures; send email to M. McAskin transmitting same for his review.	4:42	260.00	1,222.00
12/10/2025	J. Myers - WPDDA	Review email from Chair Gemelke re: informal inquiry by American Mountain Festival for sponsorship by the DDA; review DDA Foundation Plan; send email to M. McAskin re: same.	0:12	260.00	52.00
12/12/2025	J. Myers - WPDDA	Review response of M. McAskin re: American Mountain Festival's request for sponsorship; send reply email to Chair Gemelke re: same.	0:24	260.00	104.00
12/12/2025	J. Myers - WPDDA	Review and revise WPDDA Board meeting minutes from the December 9th meeting; email same to A. Riggle and J. Gemelke.	0:12	260.00	52.00
12/14/2025	M. McAskin - WPDDA	Begin review of J. Myers TIF memo (confidential memo to Board).	0:30	285.00	142.50
12/17/2025	M. McAskin - WPDDA	Emails to J. Myers re DDA matters.	0:15	285.00	71.25
12/18/2025	J. Myers - WPDDA	Review comments of M. McAskin on the draft of the legal memorandum to the WPDDA Board re: TIF Agreement Deal Structures; finalize the legal memorandum and send email to DDA Board transmitting same. Email to the Tava TIF Committee members transmitting Tava House Properties' proposed term sheet.	1:00	260.00	260.00
12/19/2025	M. McAskin - WPDDA	Complete edits to TIF memo, email J. Myers re same (1.75).	1:45	285.00	498.75
12/29/2025	M. McAskin - WPDDA	Prepare for and participate in conf. call with J. Gemelke, G. Jones, J. Myers re Tava agreement (1.25), review and revise J. Myers email (proposed to be sent to M. Weaver) (.45).	1:42	285.00	484.50
12/29/2025	J. Myers - WPDDA	Attend meeting w/ the DDA's Tava TIF Committee members and M. McAskin re: Tava's proposed TIF agreement term sheet; prepare internal notes on meeting and send same to M. McAskin; and Tc w/ Chair Gemelke re: agenda items for the DDA's January 6th meeting [1.5]. Draft email correspondence to the Tava Team re: provisions for TIF agreement, and send to M. McAskin for review [.5]. Finalize and send email correspondence to the Tava Team re: TIF agreement provisions and intended schedule for presenting to the DDA Board [.4].	2:24	260.00	624.00
12/29/2025	J. Myers - WPDDA	Prepare the WPDDA's meeting agenda for January 06, 2026, regular meeting of the DDA Board; email same to City staff for review and edits before finalizing.	0:30	260.00	130.00



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12/30/2025	J. Myers - WPDDA	Finalize the meeting agenda packet for the WPDDA's Board meeting on January 6; email same to City Staff and the Board Members.	0:24	260.00	104.00
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Message:

A \$500.00 courtesy discount was applied to offset costs associated with M. McAskin attendance at Dec 4 joint work session.

Subtotal: 6,721.25

Discount: -500.00

Sales Tax:

Deposits:

Payments/Credits:

Balance Due: \$6,221.25