



City of Woodland Park

January 15, 2026 at 6:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Mayor Case called the regularly scheduled City Council Meeting to order with the following Councilmembers in attendance: Mayor Case, Mayor Pro-tem Nakai, Councilmember Bryant, Councilmember Geer, Councilmember Jones and Councilmember Smith.

The following staff members were in attendance: City Manager Vassalotti, Deputy City Manager Leclercq, City Clerk Mendoza, Planning Director Schminke, Assistant City Manager Felts, City Attorney Williams, Budget Director Burleson, Deputy City Clerk Sauer.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Appointment of new City Clerk Monica Mendoza and Administration of the Oath of Office. (A) (Presenter Suzanne Leclercq)

Deputy City Manager Leclercq noted her retirement and the opening for a new City Clerk.

Motion: To Appoint Monica Mendoza as the new City Clerk. Geer/Smith. Motion carried 6-0.

Deputy City Manager Leclercq administered the Oath of Office to City Clerk Mendoza.

- B. Historical Preservation Committee - 2025 Tempelton Cemetery Poster Presentation (A) (Presenter Councilmember Geer)

Councilmember Geer presented the Historical Preservation Committee 2025 Templeton Cemetery Poster to Council.

- C. Presentation of the History Park Master Plan. (A) (Presenter President of the Ute Pass Historical Society Charlie Chambers)

Mike Bryant from the Ute Pass Historical Society presented the History Park Master Plan to Council.

Following the presentation, Mayor Case asked that item 10c be considered at this time.

Mayor Case read Resolution No.939, Series 2026, into the record and the following motion was made.

Motion: To Approve Resolution No. 939, Series 2026, A Resolution of the City Council of the City of Woodland Park in support of the Master Plan for History Park and in support of the T-Mobile Hometown Grant. Jones/Smith. Motion carried 6-0.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

- A.** Approval of the December 18, 2025 City Council Meeting Minutes (A) (Presenter City Clerk Mendoza)
- B.** Sales Tax Update November 2025 (A) (Presenter City Manager Vassalotti)
- C.** Approval of the December 2025 Statement of Expenditures (A) (Presenter City Manager Vassalotti)

The consent calendar was presented and the following motion was made.

Motion: To Approve the items on the consent calendar. Geer/Jones. Motion carried 6-0.

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

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

- A.** Approval of Ordinance No. 1519, Series 2026, on initial posting, An Ordinance Declaring the Instrument for Public Notification Process and Method for the City of Woodland Park for the Year of 2026. (A) (Presenter City Clerk Mendoza)

City Clerk Mendoza introduced Ordinance No. 1519, Series 2026 on initial posting.

Motion: To Approve Ordinance No. 1519, Series 2026, on initial posting, An Ordinance Declaring the Instrument for Public Notification Process and Method for the City of Woodland Park for the Year of 2026, and Setting the Public Hearing for February 5, 2026. Nakai/Smith. Motion carried 6-0.

9. PUBLIC HEARINGS

(Public comment may be heard)

- A.** Approval of Ordinance No. 1516, Series 2025, An Ordinance Adjusting the 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. (A) (Presenter Budget Director Burleson)

Budget Director Burleson presented Ordinance No. 1516, Series 2025 to Council.

Mayor Case opened the public comment portion of the public hearing. Seeing no one wishing to comment she closed the public comment portion of the public hearing.

Motion: To Approve Ordinance No. 1516, Series 2025, An Ordinance Adjusting the 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. Geer/Jones. Motion carried 6-0.

- B.** Approval of Ordinance No. 1517, Series 2025, An Ordinance of the City Council for 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. (A)
(Presenter City Attorney Williams)

City Attorney Williams presented Ordinance No. 1517, Series 2025, 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.

Mayor Case opened the public comment portion of the public hearing. Seeing no one wishing to speak she closed the public comment portion of the public hearing.

Motion: To Approve Ordinance No. 1517, Series 2025, 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. Bryant/Nakai. Motion carried 6-0.

- C.** Approval of the application from Tacos El Amigo 4 for a Transfer for a Hotel & Restaurant Liquor License located at 1079 East US-24, Woodland Park, Colorado 80863. (QJ) (Presenter City Clerk Mendoza)

City Clerk Mendoza presented the application from Tacos El Amigo 4 to Council.

Mayor Case opened the public comment portion of the public hearing. Seeing no one wishing to speak she closed the public comment portion of the public hearing.

Motion: To Approve the application from Tacos El Amigo 4 for a Transfer for a Hotel and Restaurant Liquor License located at 1079 East US-24, Woodland Park, Colorado 80863. Smith/Geer. Motion carried 6-0.

10. NEW BUSINESS

(Public comment may be heard)

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

Planning Director Schminke presented the Planning Commissions Bylaws and Rules of Procedure to Council.

Motion: To Approve the Planning Commissions Bylaws and Rules of Procedure. Bryant/Geer. Motion carried 6-0.

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

Planning Director Schminke presented the Board of Adjustment Bylaws and Rules of Procedure.

Motion: To Approve the Board of Adjustment Bylaws and Rules of Procedure. Bryant/Geer. Motion carried 6-0.

- C.** Approval of Resolution No. 939, Series 2026, a Resolution of the City Council of the City of Woodland Park in support of the Master Plan for History Park and in support of the T-Mobile Hometown Grant. (A)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case shared the upcoming community events.

B. Council Reports

Mayor Pro-tem Nakai commented on conserving water.

Councilmember Bryant shared information about the Citizen's Academy and thanked Kristin for her hard work.

Councilmember Geer commented on the HPC meeting, noting they discussed several topics.

Councilmember Jones shared that the Main Street designation was approved and noted Cripple Creek and Victor were also approved and he is looking forward to collaborating together.

Councilmember Smith shared the Parks and Recreation events.

C. City Attorney's Report

City Attorney Williams shared what an honor it has been to work with Suzanne Leclercq.

D. City Manager's Report

City Manager Vassalotti shared the Chamber is accepting award nominations until January 27th. He also commented on the Tava traffic improvements and lane closures. He gave a shout out to the streets and utilities crews.

12. ADJOURNMENT

Respectfully submitted:



Monica Mendoza CMC, City Clerk

APPROVED THIS 5th DAY OF Feb, 2025



Kellie Case, Mayor