



City of Woodland Park Downtown Development Authority

February 3, 2026 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 {7:31 a.m.}

Chair Gemelke called the meeting to order at 7:31 a.m.

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

Staff Present: Joshua Myers (Assistant DDA Attorney) via Zoom, Aaron Vassalotti, City Manager, Kimberly Burlison, Assistant City Manager

2. PLEDGE OF ALLEGIANCE {7:32 a.m.}

Completed.

3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:33 a.m.}

The agenda was approved without amendment.

4. PUBLIC COMMENT {7:33 a.m.}

- a. Approval of January 06, 2026, Regular Meeting Minutes

Al Born stated he had two points. Under the TAVA update, the spelling should be "caissons" and under the Board Chair report clarification of the "laundry mat". This was changed to Midland.Coin.Laundry. With these changes, Al Born moved to approve the minutes as amended. George Jones seconded the motion. Vote: 8 yes

Moving forward Jon asked for Al Born, as Secretary of the DDA Board, to be the one to sign the minutes.

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5. PUBLIC COMMENT (Items on the Agenda) {7:36 a.m.}

No one signed up for comment.

6. NEW BUSINESS {7.37 a.m.}

a. TAVA Update

Chris Hansen with Tava House Properties updated that the east bound turn lane is open to Center Street. Within two weeks the westbound left hand turn lane will be useable. It is going quite well considering the time they can close Hwy 24 and the weather. As far as the building is concerned, we are painting inside and have about 90% of the kitchen equipment in, delivered and installed. Lots of stuff is going on and all of the rough inspections are complete so now we are working on final inspections. We are getting close and we have around 30 people working every day. Jon asked if TAVA is still on track for the original opening date. Chris stated yes early April. The elevators will be installed and functioning by the end of the month. We hope to have a lot of the safety items completed by the end of the month.

Jon said it has been a favorable winter for this project. Tours are still offered by the TAVA House. Jon asked about signage for the area and how to navigate. Chris said the standard road signage will be installed. David Mijares stated Jon sounds concerned with directional signs and that is not required by CDOT. Aaron V. stated any directional signs are bound by CDOT so we will do what we can. Main Street will be looking at wayfinding and new street signage later this year. George Jones asked about the deceleration lane. Is there a plan for what that will look like? David stated it will be a hard covered median.

b. WPDDA 2026 Micro-Grant Program

A draft copy of the WPDDA 2026 Micro-Grant Program was provided to the DDA Board in the Meeting Packet.

Joshua stated a few revisions have been made to the Grant Program for 2026 compared to 2025.

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On Page 3 of 7 under section 5 which is the Award of Grant section, instead of having the applications come to the entire board, we were looking at creating a grant committee with the authority to review and approve the grant applications. Grants must meet specific criteria and show they meet the criteria before the grant committee approves the application. We did include an appeal process if the applicant was denied a grant by the grant committee, the applicant would have the opportunity to appeal to the board for a final decision. This would streamline the process to allow grants to come in, be reviewed by staff and then moved over to the grant committee for approval or denial or even ask for more information. Then the applicant could move forward with their project.

Page 4 at the top and end of paragraph the amount has been updated from \$150,000 to \$200,000 which was approved by the board as part of the DDA's 2026 budget.

The second paragraph deals with the appeal to the board for any denial. The appeal period is 21 days.

At the bottom of the page under section C, the 120 day deadline was removed. When grants are approved at different periods of time, it is hard to track multiple deadlines. Everything would have to be submitted and completed by 5 pm on September 30, 2026.

Jon would like to have no extensions on the grants. Joshua said that could be added or if the board wanted to have the deadline be later it could be October 31, 2026.

Josh continued: On Page 5 at the top, we will still have grant agreements in place. The process would be once the committee approves the project then the grant agreement would be signed by the chair and secretary, which is a requirement of the bylaws. Grant agreements need to be in place for liabilities and rights for each party.

The second paragraph discusses extensions, and we can take that out.

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Section 6 is the application procedures and deadlines. City Staff will help guide this area and some comments have been received from staff so those will be incorporated. What worked and what did not work last year. Those are the major updates – creation of committee for approval or denial of the grant application and approval or denial of the final report. Criteria must be met. Hopefully Joshua's office will not have to be as involved with the administration of the grant program, and this will help reduce the amount of overhead costs for the DDA.

Al Born asked on page 5 section 6 please review the dates. Joshua stated that section has not been changed from the 2025 Grant Program. That information will be changed or updated based on direction received during the meeting today.

Joshua stated last year there was a date for all applications received by a certain date and everything went to the board and the board decided. Notice of award was sent out late April, early May. For this year, the recommendation is to have a deadline by which all applications must be submitted and with a committee in place they could approve or deny the application, within a certain amount of time of receiving the application. If applications are due by May 1 and an application is received by March 30 then the committee could approve by mid-April. It is more of a rolling-based approval process as to when applications came in. There will be a cutoff date.

Al Born said it would be up to the board to decide on the time frame.

Kimberly commented she sees validity of a rolling approval. We don't want a specific timeline of 10 days for approval, just an open timeframe as we are relying on volunteers to review the applications.

George Jones said deadline to be completed by September 30 and option to extend to Oct 31.

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Jon said no extensions this year.

David said maybe give them by October and his concern is getting it advertised and applications in and getting started quicker.

Jon said a lot of businesses are aware and know it is coming up again and Main Street will help get the word out and help the business owners.

George Jones stated from the Main Street meeting last night it will be an automated process and not paper to make it easier. Main Street will be involved and solicit businesses to get involved.

Jon said he understood that Main Street will come alongside the business owner as well and help them through the application. Jon said last year we had to help hand in the paperwork for some so this year will be better. April 18 was the cut off last year.

Kimberly stated she has a recommendation but of course it is up to the board – we will be ready with the application and have it ready to go to have it download as a full packet for the committee and the board. We will be ready after the March meeting. A 30-day time frame, end of March, so people know by early April and can start on their project. With Main Street helping guide business owners this year will be more streamlined.

Jon said to try and get a contract and a bid this may not be doable.

George said he agrees as you must get the quote and landowner permission. 30 days may be too short.

David suggested 60 days.

Kimberly offered a May 31 deadline.

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George said opening for the application would be early March.

Aaron said he likes this so it can be approved and can come to council and we can have some marketing around it.

Joshua recommended March 6.

David asked if we want to close applications 15 days earlier to give a business time to get anything that was missing.

Kimberly stated with the new process an application will have a checklist, and it will not let them submit without a full complete application. This will help streamline for the DDA and city staff.

Opening for applications would be March 6 and allow 60 days for submitting. The March 3 meeting will be approval for the program. May 3 may be a good closing time so they would have applications. May 3 is a Sunday so would recommend May 1, which is a Friday.

Joshua said if you do have a committee there will not be anything to come before the Board on May 5. If there isn't a committee then the DDA Board will have to review on May 5. May 1 is a tight deadline as we have the DDA packet going out the Friday before the May 5 meeting, so we would need time to have the grants added -or everything would come to you in June.

Jon said we don't need board approval we need the committee to approve.

Kimberly said at the meeting the committee would just give an update on what has been approved or denied.

Jon said a committee would be created.

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Joshua recommended discussion occur between the Board members regarding the creation of a committee. The committee would be created at the March meeting when the grant program is approved. Joshua asked the board to discuss if they want a committee to review the applications.

Jon said we need a committee to help city staff. He asked if anyone was interested.

John Hugh and Eric Cabrera volunteered.

Al Born said it would be a conflict of interest for him.

Joshua asked if there are any concerns from the board members with the applications not coming before the board and whether the creation of a committee is the direction the board wants to give Joshua.

Jon stated he is confident with Eric and John being the committee.

Joshua reiterated that the creation of a committee and its members is a decision that must be made by the full Board. Joshua will revise the 2026 Grant Program and bring it to the board for the March meeting. The formal creation of the committee will happen at the March meeting, too, if that is the formal decision of the Board.

George wanted to review the dates. Discussion ensued and it was decided:

Opening application: March 6

Closing deadline: May 1

A running list of approvals can be provided and on record at the meetings with the full list provided to the DDA Board.

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David is not looking for formal completion and there may be some aspects to discuss with the full board.

Mark Weaver (audience participation) asked if a business submits an application what is the soonest for approval?

Jon said the volunteers would not have a set time to approve the application. There would be a time frame after the May 1 close for all final decisions.

Kimberly said an email goes out with the award letter for notification on grant awards. The final deadline would be all the work and the final report by that deadline. If work is completed in October they may need until the end of October to get in all the information submitted.

Jon asked if they needed to vote on the committee members.

Joshua said it will be at the next meeting as it is not on the February agenda so it will be on the March agenda.

October 30 would be the deadline date as Oct 31 is a Saturday.

Al Born asked if representation from Keep Woodland Park Beautiful would be helpful.

Jon said no.

George said hopefully KWPB will help Main Street with getting the word out.

Eric Cabrera said the committee itself needs to be with the DDA and it is our responsibility.

George asked about prioritizing new applicants over repeat applications.

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Jon said an extra \$50K has been added and we did not even spend it all last year.

Kimberly said what was completed and paid it was around \$138,000.

Jon hopes with the longer window and people knowing about the grant will help and anyone can apply.

Joshua said at the March meeting the DDA will be reviewing the program and giving its official approval of it. Joshua will be revising the program based on the notes today. The DDA will also create the committee and vote members into the committee.

On March 6, the application window will open for applications to be submitted to the city. The application window will stay open until May 1, which will be the deadline for applications to be submitted. October 30 is the hard deadline for the final report for all projects that have been approved to be completed and submit all the documents for final review and payment for reimbursement.

7. Public Comment {8:18 a.m.}

(Public comment on matters not on the Agenda)

Aaron Vassalotti stated April 7 is a DDA meeting but the election is scheduled for that date. So options are to have another meeting room or reschedule the meeting date. Aaron said the cultural center or golf course could be an option if it is available. Jon said they should keep the April meeting so Aaron will check on room availability.

8. Reports {8:20 a.m.}

- a. **Board Chair Report** : Jon said he was approached by Tyler Lambert, the fire chief, and how previously we gave them a \$150,000 grant to go towards a fire truck. They are asking if those funds were specifically for a brand-new fire truck, which is in the millions, or a new fire truck

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to them that would be better than their current one. They are asking for clarification. Jon feels it would be good to have a “new” fire truck for them that would suit their needs. There is an auction soon and there is a chance to buy a nicer truck with a 30 foot longer reach, more water pressure, and a much better truck. Their firetruck is from Longmont, CO so it would be closer vs having to ship one. Jerry said he was fine if the truck would meet their needs. Al Born said if the truck is mechanically sound and it meets their needs he is all for that truck. Eric, George and David said whatever is needed. Sarah agreed.

Jon is excited about Main Street helping with the Grant program. It will make it better this year. Kimberly stated there was a Main Street Volunteer kick off meeting on February 2. There were a lot of great comments about wanting to help businesses with the grants and helping make sure they knew what they could use the grant for, how to fill out the application and what the process looked like. We have several people who signed up to help with this grant process. Jon said a CORA request was received and lawyers are honoring the request and it was for December of 2025.

b. **Treasurer Report**

Eric Cabrera said an invoice from Michow Guckenberger McAskin December 2025 was received in the amount of \$6221.25. Al Born motions to approve the bill and George Jones seconds. Vote: 8 yes

- c. **Board Member Reports** - Jerry Good asked if the DDA Micro Grants were common practice for a DDA Board. Jon said the idea came from talking with people and getting legal counsel for direction. It has been good and maybe we set an example for what others can do. Jerry said it is a unique program with a lot of benefit to the city.

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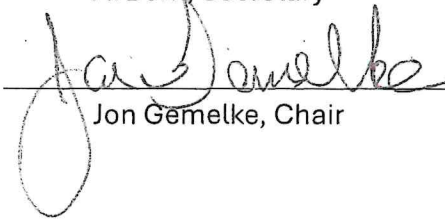
9. Adjournment {8:27 a.m.}

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

This 3RD day of MARCH 2025.



Al Born, Secretary



Jon Gemelke, Chair