



# City of Woodland Park Downtown Development Authority

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**Tuesday, April 07, 2026, at 7:30 AM**  
Ute Pass Cultural Center, Downstairs Community Room  
210 E. Midland Avenue, 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 March 03, 2026, Regular Meeting Minutes.
- 5. PUBLIC COMMENT**  
(Public comment **only on matters that are on the Agenda.**)
- 6. GENERAL BUSINESS**
  - a. Tava House Properties update. (Tava Representative)
  - b. Tava House Properties, LLC, TIF Agreement update (Attorney Myers)
  - c. 2026 Grant Program Update (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 – February 2026 Invoice dated March 05, 2026
  - c. Board Member Reports
- 9. ADJOURNMENT**



# City of Woodland Park

## Downtown Development Authority

Meeting Date and Time: March 03, 2026, at 7:30 AM  
Location: 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. Timestamps are provided within the { } below.

#### 1. CALL TO ORDER AND 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), Jerry Good, Sarah Salazar, Al Born, David Mijares

Board Members Absent: Eric Cabrera, John Hugh

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

#### 2. PLEDGE OF ALLEGIANCE {7:31 a.m.}

Completed.

#### 3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:32 a.m.}

Agenda was approved as presented.

#### 4. PRIOR MEETING MINUTES {7:32 a.m.}

a. Approval of February 03, 2026, Regular Meeting Minutes

Al Born moved to approve the February 03, 2026, meeting minutes as drafted.

The motion was seconded by George Jones. Motion passed 6 Yes, 0 No.

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

No one signed up for comment.

#### 6. GENERAL BUSINESS {7.32 a.m.}

##### a. Tava House Properties Update

Chris Hansen with Tava House Properties provided an update on the status and anticipated timeline of the construction project, including public and private improvements.

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b. **Tava TIF Agreement** {7:36 a.m.}

Attorney Myers provided an overview and recap of Tava's request for a TIF Agreement, including an Agenda Item Summary report provided to the Board by Attorney Myers, a copy of which is attached to these minutes, and which includes a report of the TIF Committee to the Board regarding Tava's TIF agreement request.

i. **TIF Committee Report** {7:46 a.m.}

Chair Gemelke gave the TIF Committee's recommendation to the DDA Board. Attorney Myers provided a clarification on the TIF Committee's recommendation to the DDA Board regarding the terms and conditions for a TIF agreement, and then reviewed the action options of the DDA Board.

ii. **Tava House Properties updated proposal.** {7:55 a.m.}

Mark Weaver with Tava Properties presented Tava's updated request for a TIF agreement with the DDA.

DDA Board members discussed Tava's TIF Agreement request and the TIF Committee's report and recommendation, as well as received additional information from Tava, at the request of the Board.

The Board opened this item to public comment, and received public comment from Kellie Case, Mayor of Woodland Park.

{9:02 a.m.} Al Born moved to approve a TIF Agreement with Tava House Properties based on the TIF Committee's recommendation except to modify the repayment step-down to be a flat, annual reimbursement payment of 90% of the available tax increment revenues with a maximum payment of \$400,000.00, for the tax years 2026 (paid in 2027) through 2031 (paid in 2032).

Chair Gemelke seconded the motion.

The Board debated the motion.

Motion passed: 5 Yes; 1 Abstain (D. Mijares); 0 No.

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{9:07 a.m.} Al Born requests to be excused for the remainder of the meeting, and his request is granted by Chair Gemelke.

c. **Resolution No. 2026-02, a Resolution of the Board of Directors of the Woodland Park Downtown Development Authority Establishing a 2026 Micro-Grant Program.** {9:08 a.m.}

Attorney Myers presented Resolution No. 2026-02 to the Board and provided a short review of the changes made to the draft of the 2026 Grant Program based on the Board's direction at the Board's meeting on February 03, 2026.

The Board discussed the 2026 Grant Program.

{9:17 a.m.} George Jones moved to approve Resolution No. 2026-02. The motion was seconded by Chair Gemelke. Motion passed: 5 Yes; 0 No.

d. **Resolution No. 2026-03, a Resolution of the Board of Directors of the Woodland Park Downtown Development Authority Creating the Grant Committee of the Board to Administer the Woodland Park Downtown Development Authority's 2026 Micro-Grant Program.** {9:18 a.m.}

Attorney Myers presented Resolution No. 2026-03 to the Board and provided an overview of what the Grant Committee's role would be in administering the 2026 Grant Program.

The Board discussed the creation of a Grant Committee and its role in administering the 2026 Grant Program.

{9:23 a.m.} George Jones moved to approve Resolution No. 2026-03. The motion was seconded by David Mijares. Motion passed: 5 Yes; 0 No.

Board nominated Eric Cabrera and John Hugh to the Grant Committee, and voted to appoint Eric Cabrera and John Hugh as the Grant Committee members: 5 Yes; 0 No.

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### 7. PUBLIC COMMENT (Matters not on the Agenda)

None.

### 8. REPORTS

#### a. Board Chair Report

None.

#### b. Treasurer Report

- i. **Michow Guckenberger McAskin LLP – January 2026 Invoice dated February 10, 2026.**

Chair Gemelke presented the invoice to the Board. The Board voted to approve payment of the invoice: 5 Yes; 0 No.

#### c. Board Member Reports

None.

### 9. ADJOURNMENT

The meeting was adjourned at 9:26 a.m.

Recorded by Anita Riggle, Economic Development and Budget Analyst.

These Meeting Minutes of the DDA Board's regular meeting on March 03, 2026, were approved by the DDA Board of Directors on April 07, 2026.

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Al Born, Secretary

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Jon Gemelke, Chair



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: 03/05/2026  
Invoice Number: WPDDA.Feb2026.001  
Federal Tax ID No: 81-1299804

| Date       | Attorney           | Description   | Hours | Rate   | Amount   |
|------------|--------------------|---|-------|--------|----------|
| 02/03/2026 | J. Myers - WPDDA   | Attend (online) WPDDA Board regular monthly meeting.  | 1:00  | 275.00 | 275.00   |
| 02/03/2026 | E. King - WPDDA    | Email with J. Myers re: CORA exceptions; review request for records.  | 0:30  | 275.00 | 137.50   |
| 02/03/2026 | J. Myers - WPDDA   | Preparing response to CORA request by J. Gonzalez.  | 1:24  | 275.00 | 385.00   |
| 02/04/2026 | J. Myers - WPDDA   | Email correspondence w/ M. Mendoza re: CORA request by J. Gonzalez.   | 0:12  | 275.00 | 55.00    |
| 02/04/2026 | M. McAskin - WPDDA | Emails to J. Myers re Gonzalez CORA request (.25); review and respond to A. Vassalotti email re Sen. Marchman proposal (outline of URA/DDA bill) (.35).   | 0:36  | 295.00 | 177.00   |
| 02/06/2026 | J. Myers - WPDDA   | Continue preparing response to CORA request by J. Gonzalez; email to M. Mendoza.  | 1:12  | 275.00 | 330.00   |
| 02/09/2026 | J. Myers - WPDDA   | Revise February 03, 2026, meeting minutes; email to A. Riggle, J. Gemelke, and A. Born re: same.  | 0:48  | 275.00 | 220.00   |
| 02/18/2026 | J. Myers - WPDDA   | Tc w/ J. Gemelke re: Tava TIF agreement request.  | 0:18  | 275.00 | 82.50    |
| 02/23/2026 | J. Myers - WPDDA   | 2026 Micro-Grant Program: Revise the grant program per direction of the DDA Board and update the Application Form; email to City staff transmitting draft Grant Program and Application Form for comment. | 1:12  | 275.00 | 330.00   |
| 02/26/2026 | J. Myers - WPDDA   | 2026 Grant Program: Revising the Grant Agreement and preparing drafting notes for staff.  | 2:42  | 275.00 | 742.50   |
| 02/26/2026 | J. Myers - WPDDA   | Review Tava House Properties, LLC's, updated TIF proposal.  | 0:12  | 275.00 | 55.00    |
| 02/27/2026 | J. Myers - WPDDA   | Finalize draft of 2026 Grant Program, Grant Agreement, and Grant  | 4:18  | 275.00 | 1,182.50 |



MICHOW | GUCKENBERGER | MCASKIN  
ATTORNEYS AT LAW

|            |                  |   |      |        |        |
|------------|------------------|---|------|--------|--------|
|            |                  | Application Form. Prepare the meeting agenda and packet for DDA Board meeting on March 03, 2026; email meeting agenda packet to DDA Board. Email to TIF Committee transmitting Tava's updated proposal. |      |        |        |
| 02/28/2026 | J. Myers - WPDDA | Review and reply to email from TIF Committee re: Tava's updated proposal; begin drafting TIF Committee's report and recommendation.   | 3:24 | 275.00 | 935.00 |

Message:

Subtotal: \_\_\_\_\_

Discount: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Deposits: \_\_\_\_\_

Payments/Credits: \_\_\_\_\_

Balance Due: \$4,907.00