



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.

City of Woodland Park

Downtown Development Authority

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.

City of Woodland Park

Downtown Development Authority

{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.

City of Woodland Park Downtown Development Authority

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

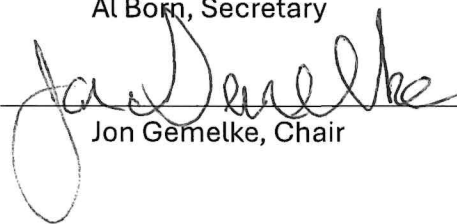
The meeting was adjourned at 9:26 a.m.

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.



Al Born, Secretary



Jon Gemelke, Chair