



City of Woodland Park Downtown Development Authority

April 7, 2026 at 7:30 AM
Ute Pass Cultural Center, Downstairs
Community Room
210 E. Midland 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, Al Born, David Mijares
Board Members Absent: Sarah Salazar is not present as she turned in her resignation on April 1.
Staff Present: Joshua Myers (Assistant DDA Attorney) via Zoom, Aaron Vassalotti, City Manager, Kimberly Burleson, Assistant City Manager
2. PLEDGE OF ALLEGIANCE {7:32 a.m.}
Completed.
3. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA {7:33 a.m.}
Agenda was approved as presented.
4. CONSENT AGENDA {7:33 a.m.}
Al Born stated he was fine with the March 3 minutes, but he missed some of the meeting. Jerry Good motions to approve David Mijares seconds. Motion passed 7 yes, 0 No.
PUBLIC COMMENT (Items on the Agenda) {7:33 a.m.}
No one signed up for comment.
5. GENERAL BUSINESS {7.34 a.m.}
 - a. TAVA Update
Mark Weaver said the TAVA house should have their TCO next week. Furniture will go in after that. They will have a slow training of staff over the next few weeks with invitations for small events to pressure test staff. Soft opening May 1 and grand opening a week or two later. Jon Gemelke asked if they have a lot of applicants for the TAVA house positions. Mark

confirmed they did. Jon wanted to see if the grey cement would be painted but Mark said it will not. The TAVA sign is up. Mark recognized David Mijares for his work and thanked the DDA for what they have allowed TAVA to do and have given TAVA. Deb Miller with the Chamber of Commerce mentioned the Park State Bank Business After Hours will be held at the Tava house May 19.

- b. TAVA House Properties, TIF Agreement update {7.37 a.m.}
Joshua Myers stated the TIF agreement has been drafted and sent to TAVA to go through their review process. On track to bring the agreement to the May DDA meeting.

- c. WPDDA 2026 Micro-Grant Program {7.38 a.m.}
Kimberly Burleson stated eight applications have been received for a total of \$33,699.96. Three applications have been approved and sent to recipients. One has come back from Fiesta Mexicana. Seven days is the ideal time frame for the sub committee to approve applications. The applications only are sent to the sub committee members. One applicant Grit to Greatness was initially denied because it is a build out. Timber and Rust is a build out as well so need to be consistent. There is an appeals process at a regular board meeting. The applicant has not been official denied as more information is needed by city staff so the sub committee will review. The security system in the application would be applicable as the grant program does include updating the security of a building.
George Jones stated the Main Street board has been promoting the grant. More promotion may be needed through the local newspapers. An extension of the application deadline was discussed. The current deadline is May 1 and extending to June 1 would help give more time to apply. Work would still need to be completed by October 30 and the final report submitted by that date. George Jones moved to extend the application deadline to June 1, Al Born seconds the motion. Motion passes with 7 yes, 0 no. Quotes for ads will be sent to the board and an article will be submitted to keep the information in the paper for a few weeks. Social media and websites will be updated. Deb Miller stated the information has been in the Grapevine a couple of times. Jon Gemelke said the marquee has the grant information listed.

Grant applications which have been submitted:

Fiesta Mexicana, Grit to Greatness, Timber and Rust, Woodland Station, Williams Furniture, GearLab, Bierworks and RD Toth Construction.

Jerry Good asked about Antler Alley and if the grant could be used for maintenance for that space. Kimberly clarified any city owned property would not be eligible for the DDA Micro Grants.

Bierworks is under contract for sale. Kimberly stated a clause may be needed for next year that addresses a business or property that is for sale.

Mark Weaver asked about re-submitting for a grant. Their initial application was denied because trees were purchased prior to the grant.

The grant is set up for items or services to be purchased after the grant agreement is signed.

6. Public Comment {8:00 a.m.} (Matters not on the agenda)

None.

7. Reports {8:01 a.m.}

a. Board Chair Report : Chair Gemelke stated again Sarah Salazar resigned and knows one person who is interested in joining the DDA Board. He wanted to see more grants and it is a slow start like last year. Flowers will be in the downtown area this summer and he thanked Mayor Kellie Case for mentioning this project at the state of the City meeting.

b. Treasurer Report

Eric Cabrera said an invoice from Michow Guckenberger McAskin March 2026 was received in the amount of \$4907.00 Al Born motions to approve the bill and George Jones seconds. Vote: 7 yes, 0 no.

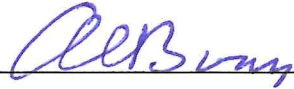
c. Board Member Reports – Kimberly Burleson mentioned once grant applications are approved they are sent to the planning department for review and to see if any permit is needed. David Mijares stated AJs Pizza submitted paperwork for their TIF reimbursement.

Congratulations to George Jones who ran unopposed for mayor and will be sworn in on April 16.

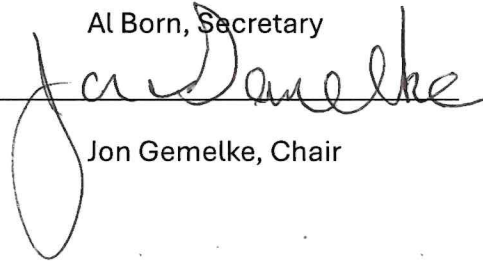
8. Adjournment {8:06 a.m.}

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

This 5TH day of MAY 2026



Al Born, Secretary



Jon Gemelke, Chair