



City of Woodland Park
Downtown Development Authority

Tuesday, June 02, 2026, at 7:30 AM
City Hall, Council Chambers
220 W. South Ave., 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 May 05, 2026, Regular Meeting Minutes.

5. PUBLIC COMMENT

(Public comment **only on matters that are on the Agenda.**)

6. GENERAL BUSINESS

- a. Election of Treasurer or delegation of Treasurer's responsibilities to a City employee; amending DDA's Bylaws. (DDA Attorney)
- b. Bergstrom Park – City's request for grant funding from DDA for design costs. (City staff)
- c. 2026 Micro-Grant Program Update. (City staff)
 - i. Final Report – The Collen Corp.; 520 W. Midland Ave.

7. PUBLIC COMMENT

(Public comment on **matters not on the Agenda.**)

8. REPORTS

- a. Board Chair Report
- b. DDA Attorney
 - i. Officer Elections in July
- c. Treasurer Report
 - i. Michow Guckenberger McAskin LLP – April 2026 Invoice dated May 08, 2026
 - ii. TIF Reimbursement – M&M Estate LLC a/k/a AJ's Pizza
- d. Board Member Reports

9. ADJOURNMENT



City of Woodland Park Downtown Development Authority

May 5, 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 {7:30 a.m.}

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

Board Members Present: Jon Gemelke (Chair), George Jones (Mayor), John Hugh, Eric Cabrera, Jerry Good, Al Born, David Mijares

Board Members Absent: none

Staff Present: Joshua Myers (Assistant DDA Attorney) via Zoom, 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. CONSENT AGENDA {7:32 a.m.}

Al Born moved to accept and approve minutes as presented. Motion passed 7 yes, 0 No.

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

Kelly Case asked about the DDA being a sponsor of the America Mountain Festival in July. A packet can be sent for consideration.

5. GENERAL BUSINESS {7.35 a.m.}

a. TAVA Update

Mary Sekowski is pleased to announce the TAVA tap room is open for business. Our Temporary Certificate of Occupancy was received last week and a few weeks away from being able to open the upstairs Chop

City of Woodland Park

Downtown Development Authority

House and elevator inspections are outstanding. Yesterday was our first day open to the public for lunch and we are open today from 11 am – 3 pm. Wednesday we are open 11 am to 8 pm and through the week – closed on Mother’s Day. Jon said he went for lunch and it was very nice. Congratulations.

b. Resolution No. 2026-04 {7.37 a.m.}

Joshua Myers stated the resolution approves the TAVA Tif agreement which the board voted to approved at the prior meeting in March. As it states, it approves the Tif agreement and gives authority to the law office to do any clerical changes if necessary and gives authority to the Secretary and Chair to sign. Motion to approve by Al Born, Second by George Jones seconds. Motion passed 6 yes, David Mijares abstained.

c. WPDDA 2026 Micro-Grant Program {7.40 a.m.}

Kimberly Burleson stated twenty applications have been received for a total of \$97,699.96. They are not all awarded yet as some are in the approval process. Jon is looking forward to seeing the results. Jerry Good asked about the process. Kimberly stated when the application comes in we make sure it is complete, once there is a complete application it is sent to the grant committee for review and approval. Once approved we send the applicant the grant agreement. Once the project is finished, the applicant submits a final report and request for funds. Then it will be brought back to the board for final approval. Jon said thank you to Eric and John for reviewing the applications. John Hugh mentions the Jimmy John’s grant and the paving project but there is a question as to who owns the road. Aaron stated it is a private road and must be an agreement amongst themselves. Eric said it would muddy the waters if all the businesses put in for this project.

6. Public Comment {7:46 a.m.} (Matters not on the agenda)

None.

City of Woodland Park

Downtown Development Authority

7. Reports {7:46 a.m.}

- a. Board Chair Report : Chair Gemelke stated he is excited about the Micro Grants. People have been asking about the flowers. We do have them coming and they are growing and aiming for around Memorial Day.
- b. Treasurer Report
Eric Cabrera said an invoice from Michow Guckenberger McAskin April 2026 was received in the amount of \$6397.88. Eric has also submitted his resignation from the DDA Board. Al Born motions to approve the payment and George Jones seconds. Vote: 7 yes, 0 no.

8. Adjournment {7:50 a.m.}

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

This _____ day of _____ 2025.

Al Born, Secretary

Jon Gemelke, Chair



City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: June 02, 2026

Agenda Item: 6.a. Amending DDA’s Bylaws; Delegation of Treasurer’s Responsibilities to City Employee

Presented By: Joshua Myers, Assistant DDA Attorney

ITEM PRESENTED

Does the Board of Directors (“Board”) support retiring the officer position of Treasurer for the Woodland Park Downtown Development Authority (“Authority”) and delegating the responsibilities of Treasurer to the other Officers of the Authority and to the City?

DISCUSSION

The Board is granted the power to adopt a resolution establishing administrative provisions relating to the administrative organization and structure of the Authority and responsibilities of board members and officers, subject to any limitations set by ordinance adopted by the City of Woodland Park.¹ The Board adopted the current Bylaws (“Bylaws”) of the Authority on February 7, 2023, by Resolution No. 02, Series 2023. The Bylaws control the administrative organization and structure of the Authority.

Article III, Section 2 of the Bylaws states, in part, “The Board shall elect a Chair of the Board, a Vice-Chair, a *Treasurer*, and a Secretary.” (Emphasis added.)

Article III, Section 3 of the Bylaws states, in part, “The Treasurer shall keep, or cause to be kept, the financial records of the [Authority] and shall approve all vouchers for the authorized expenditure of funds of the [Authority], provided that the Board, by majority vote of its members voting thereon, may delegate such responsibility to the Finance Director or other employee of the City with experience in financial matters.”

As of today, the financial records of the Authority are prepared and kept by the City. The role of the Board’s Treasurer has been limited to reviewing and approving vouchers for the expenditure of the Authority’s funds, which said vouchers must also be signed by the Chair as part of the Authority’s appropriate financial oversight system. If the Chair is absent or the office of Chair is vacant, the Bylaws give the Vice-Chair the authority to act as the Chair.

¹ C.R.S. § 31-25-815(2)

The strict requirement in the Bylaws that all expenditure vouchers be signed by the Treasurer can create operational and administrative difficulties because the approval of payments process becomes dependent on the availability of a single officeholder. Unlike the office of the Chair, which may be filled by the Vice-Chair when the Chair is absent or the office is vacant, the Bylaws do not provide an operational solution when the office of Treasurer is vacant or the Treasurer is unavailable.

State law does not require the Authority to have a treasurer position on the Board, and neither do the ordinances of the City. The role and duties of the Board's Treasurer are created by the Bylaws, which were adopted by the Board. Per Article VII of the Bylaws, the Board may, by the affirmative vote of two-thirds of the full Board, amend the Bylaws to remove the office of Treasurer and assign the duties of the Treasurer to other officers of the Authority and to City staff.

RECOMMENDATION

To bring the Bylaws in line with actual practices, and to allow for more efficient processes without diminishing the Authority's current financial oversight system, it is recommended that the Board amend the Bylaws, as shown in the redline version of the Bylaws attached hereto as **Attachment 1**. A clean version of the revised Bylaws is attached as Exhibit 1 to the proposed Resolution No. 2026-05, which is attached hereto as **Attachment 2** (the "Amended Bylaws").

The following is a summary of the substantial revisions in the Amended Bylaws:

1. Modernization and consistency revisions, such as using the term "Authority" consistently throughout the Bylaws instead of using both "Authority" and "WPDDA" interchangeably.
2. Adding Section 2 to Article II to cite the Board's legal basis to establish the administrative organization and structure of the Authority.
3. Deleting "Treasurer" from Section 2 of Article III, so the term "Officers" shall mean the Chair, Vice-Chair, and Secretary.
4. Deleting Section 3 of Article III, which is specific to the office of Treasurer.
5. Adding a new Section 2 to Article VI to clarify that the Board must approve expenditures of the Authority, which is the current practice of the Board, and that expenditure vouchers must be signed by the Chair and at least one other Officer of the Authority (*i.e.*, the Vice-Chair or Secretary).
6. Revising the new Section 3 in Article VI to match current accounting and record keeping practices of the Authority

FINANCIAL CONSIDERATIONS

None.

OPTIONAL BOARD ACTIONS

The Board may take one of the following actions by motion:

1. Do not approve the Amended Bylaws. The current Bylaws will continue to govern the Authority. If this is the action the Board takes, then the Board will need to proceed with either of the following actions:
 - a. Elect a new Treasurer; or
 - b. Delegate the duty of signing expenditure vouchers to the City's Finance Director or another employee of the City with experience in financial matters, as allowed by Section 3, Article III of the current Bylaws.
2. Adopt Resolution No. 2026-05, which approves the Amended Bylaws, and said approval will implement the new administrative revisions discussed above.

MOTION OPTIONS

If the Board desires to adopt the Amended Bylaws, then a motion must be made and seconded before proceeding to a vote. The following motion is suggested:

“I move to adopt Resolution No. 2026-05, a Resolution of the Board of Directors of the Woodland Park Downtown Development Authority Adopting Amended and Restated Bylaws for the Authority.”

ATTACHMENTS

- 1 Redline edits to current Bylaws
- 2 WPDDA Resolution No. 2026-05

AMENDED AND RESTATED BY-LAWS
OF
THE WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY

(Adopted June 02, 2026)

ARTICLE I

GENERAL

Section 1. Establishment. Pursuant to Ordinance No. 914, Series 2001, dated August 2, 2001 (“Establishment Ordinance”), the City Council of the City of Woodland Park, Colorado (“City Council”) established the Woodland Park Downtown Development Authority (~~hereinafter “WPDDA” or~~ “Authority”) as a body corporate.

Section 2. Purpose. The ~~WPDDA~~ Authority is established to provide for the public health, safety, prosperity, security, and welfare, in order to halt or prevent deterioration of property values or structures within the central business district, to assist in the planning, development, and redevelopment of this district, and so that it will be of special benefit to the property within the boundaries of this authority.

Section 3. Offices. The ~~WPDDA~~ Authority shall have the power to maintain an office within the boundaries of the ~~WPDDA~~ Authority. The ~~Authority~~ offices ~~will initially be provided are~~ at 220 W. South Ave., Woodland Park, Colorado, 80866. ~~However, t~~The Board of Directors of the ~~WPDDA~~ Authority (“Board”) may designate a different location ~~for the Authority’s offices~~ at any time by resolution duly adopted ~~by the Board~~.

Section 4. Seal. The corporate seal of the ~~WPDDA~~ Authority shall be in the form of a circle and shall have inscribed therein the words “Woodland Park Downtown Development Authority, 2001” and the words “Corporate Seal.”

ARTICLE II

POWERS OF THE BOARD

Section 1. Powers. Pursuant to the Establishment Ordinance, the Board shall have all the powers now or hereafter authorized by Part 8 of Article 25 of Title 31, Colorado Revised Statutes (“C.R.S.”), and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8.

Section 2. Administrative Organization and Structure. Pursuant to C.R.S. § 31-25-815(2), the Board may, by resolution, establish administrative provisions relating to the

administrative organization and structure of the Authority and responsibilities of Board members, officers, and employees.

ARTICLE III

THE BOARD, ~~OF THE WPDDA~~ OFFICERS, & EMPLOYEES

Section 1. Board Members. The affairs of the WPDDA Authority shall be under the direct supervision and control of the Board, consisting of not less than five (5) nor more than eleven (11) members appointed by the City Council. The number and terms of Board members shall be determined by ~~resolution of~~ City Council in accordance with C.R.S. §§ 31-25-805 and -806, as amended.

Section 2. Officers. The Board shall elect a Chair ~~of the Board~~, a Vice-Chair, a ~~Treasurer~~, and a Secretary (collectively, the “Officers”). Such elections shall be held ~~at the second meeting of the WPDDA and~~ annually ~~thereafter~~ at the Board’s first meeting in July. All ~~four (4)~~ Officers shall be members of the Board.

Section 2.1. Chair. The Chair shall preside at all meetings of the Authority Board, sign contracts, deeds, vouchers for expenditure of the Authority’s funds, and other instruments of the Authority, if authorized by ~~R~~ resolution of the Board, with attestation by the Secretary. At each meeting of the Board, the Chair shall submit such recommendations and information, as the Chair he/she may consider proper, concerning the business affairs and policies of the WPDDA Authority. The Chair shall have full power to vote on any issue except as otherwise provided herein.

Section 2.2. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties of the Chair until such time as the Board elects a new Chair.

~~Section 3. Treasurer. The Treasurer shall keep, or cause to be kept, the financial records of the WPDDA and shall approve all vouchers for the authorized expenditure of funds of the WPDDA, provided that the Board, by majority vote of its members voting thereon, may delegate such responsibility to the Finance Director or other employee of the City with experience in financial matters. The Board may require a bond from the Treasurer or may waive such requirement.~~

Section 42.3. Secretary. The Secretary shall maintain, or cause to be maintained, custody of the official seal of the WPDDA Authority and of all records, documents, ~~and or~~ other papers of the WPDDA Authority not required to be maintained by the Treasurer. The Secretary shall ~~attend all meetings of the DDA Board and keep~~ cause a record of all meetings of the Authority to be made and kept its proceedings, file said minutes of all regular or special meetings with the Clerk of the City of Woodland Park, and ~~shall~~ perform such other duties as may be delegated by the Board. The Secretary shall have the power to affix the

~~WPDDA Authority~~'s seal to and attest all contracts and instruments to be executed on behalf of the ~~WPDDA Authority~~. The Board, by a majority vote of its members voting thereon, may delegate such responsibilities to an employee or independent contractor of the ~~WPDDA Authority~~ or the City.

Section 35. Resignation. Any Board member may resign at any time by giving written notice to the City Council with a copy to the Board. Such resignation shall take effect at the time specified in the letter of resignation and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 64. Vacancies on the Board. Within thirty days after the occurrence of a vacancy in the Board, the City Council shall appoint a successor for the unexpired term.

Section 75. Removal for Cause. If a Board member has three (3) unexcused absences within a twelve-month period, that member's position on the Board shall be declared vacant. A Board member shall have an excused absence by notifying either the Chair or the Secretary of the Board prior to the meeting. A Board member may be removed by the City Council for cause after notice and an opportunity to be heard.

Section 86. Compensation. Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses incurred on behalf of the ~~WPDDA Authority~~.

Section 97. Employees. Pursuant to C.R.S. § 31-25-815, the Board may appoint an Executive Director, subject to approval by the City Council, when proper financial resources exist.

Section 108. Professional Services. The Board, by motion or Resolution duly approved, may contract for the services of various professionals, including but not limited to architects, planners, engineers, accountants, attorneys, and marketing professionals.

Section 119. Meeting Rules. All Board meetings shall be conducted in an efficient manner to foster input and dialogue on all actions.

Section 120. Electronic Signatures. In the event the signature(s) of one or more members of the Board or appointed signatories are required to execute a written document, contract, note, bond, and/or other official papers of the ~~WPDDA Authority~~, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail/digital signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing the ~~WPDDA Authority~~'s consent or authorization to bind the ~~WPDDA Authority~~ to any transaction by the use of electronic records or electronic means.

This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

ARTICLE IV

CONFLICT OF INTEREST

Section 1. Financial Interest. As required by C.R.S. § 31-25-819, no Board member nor any employee of the Board shall vote or otherwise participate in any matter in which he has a specific financial interest, defined as a matter in which the member or employee would receive a benefit or incur a cost substantially greater than other property owners in the ~~WPDDA~~**Authority**. When such interest appears, it is the duty of the Board member or employee to make such interest known, and he or she shall thenceforth refrain from voting on or otherwise participating in the particular transaction involving such interest. Willful violation of the provisions of this section constitutes malfeasance on the part of a member of the Board and is grounds for instant dismissal of any employee.

ARTICLE V

MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall be at such time and place as determined by the Board. Regular meetings may be recessed and continued to another date or location. Any notices of regular meetings shall be posted a minimum of twenty four (24) hours in advance at one (1) or more locations designated by Board resolution.

Section 2 Special Meetings. Special meetings of the Board may be called by the Chair or at the request of any three (3) members of the Board at a convenient time and place within the boundaries of the City, provided that notice of such special meeting is provided in accordance with this Section 2. Any notices of special meetings shall be posted a minimum of twenty four (24) hours in advance at one (1) or more locations designated by Board resolution. Consent to such special meeting or attendance at such meeting by a Board member shall be deemed a waiver of this notice requirement for such Board member.

Section 4. Open Meetings. All meetings of the Board shall be open to the public, except for that portion of any meeting duly convened as an executive session. All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:

Section 4.1. Calling the Executive Session. The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An

affirmative vote of two-thirds (2/3rd) of the quorum present shall be required to go into executive session.

Section 4.2. Conducting the Executive Session. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as digital recording) of the actual contents of the discussion in the executive session shall be kept; except that no electronic or other record is necessary to be kept for any portions of the discussion which the ~~WPDDA Authority~~'s attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.

Section 4.3. Records of Executive Sessions. The electronic record of any executive session shall be maintained as required by Colorado law. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

Section 5. Quorum. A majority of the members of the full Board shall constitute a quorum for the transaction of business at any meeting and if less than a quorum is present, a majority of members present may continue the meeting from time to time without further notice.

Section 6. Voting. Adoption of all resolutions or motions for the transaction of business shall require the affirmative vote of a majority of the members of the Board present at any meeting where a quorum was present. Every member, when present, must vote upon resolutions and motions, except a member shall be excused from voting on any question in which the member has a conflict of interest or on any question concerning the member's own conduct.

Section 7. Rules of Order. Except as provided herein, all meetings shall be conducted under the most recent Edition of Robert's Rules of Order, Revised or such other simplified parliamentary rules of procedure as may be adopted by the Board from time to time.

ARTICLE VI

FINANCIAL RECORDS, CONTRACTS, FINANCE DEBT, AND INSURANCE

Section 1. Budget. The ~~WPDDA Authority~~ shall annually submit a budget to the City Council for review and approval in accordance with the City's annual budget schedule.

Section 2. Approval of Expenditures. All vouchers for expenditure of funds of the Authority shall be approved by majority vote of the Board and signed by the Chair and at least one other Officer of the Authority.

Section 32. Accounting. ~~In accordance with Article III, Section 3 above, the City's Finance Director Manager, or other City employee designated by the City Manager, with experience in financial matters may shall~~ maintain accounting records and records of transactions for the WPDDA Authority. ~~All vouchers for payment shall be approved for payment by the Chair or Vice-Chair and at least one other Officer of the Authority.~~

Section 4.3 Investments. The City Finance Director shall invest any WPDDA Authority funds not required for immediate disbursement in interest-bearing investments in any depository authorized in Part 6 of Article 75 of Title 24, Colorado Revised Statutes or otherwise deposited in accordance with any Investment Policy adopted by the City, as may be amended from time to time.

Section 54. Funding Sources. The operations of the Authority shall be principally financed from:

- a. Donations to the Authority for the performance of its functions.
- b. Moneys borrowed and to be repaid from other funds received under the authority of Part 8 of Article 25 of Title 31, Colorado Revised Statutes.
- c. Tax increment funds as defined in C.R.S. § 31-25-807(3) if the plan of development as adopted provides for such tax increment funding.
- d. Such other sources as may be allowed under the authority of Part 8 of Article 25 of Title 31, Colorado Revised Statutes.

Section 56. Contracts. Contracts must be approved by majority vote of the Board. The Board may authorize, by resolution, the Chair to ~~enter into any contract or to~~ execute any instrument in the name of and ~~on~~ behalf of the Authority. Such authority may be general or confined to specific instances.

Section 67. Property. The WPDDA Authority may hold, sell, trade, or lease property in its name as directed by resolution of the Board and as permitted by C.R.S § 31-25-808. If required by the provisions of C.R.S. § 31-25-808(2), any sale or letting of property by the WPDDA Authority shall also be reviewed and approved by City Council.

Section 87. Debts. All instruments of debt shall be evidenced by a contract, loan agreement, trust indenture, bond indenture, or some other legally binding written document. No verbal debts or contracts shall be binding on the Board.

Section 89. Bonds. All bond issues for the WPDDA Authority shall be issued by the City of Woodland Park subject to the requirements and purposes of Part 8 of Article 25 of Title 31, Colorado Revised Statutes.

Section 910. Non-Liability for Debts. The private property of the members of the Board shall be exempt from execution or other liability for any debts of the ~~WPDDA Authority~~ and no Board member shall be jointly or severally liable for the debts or liabilities of the ~~WPDDA Authority~~.

Section 101. Indemnification. The ~~WPDDA Authority~~ shall indemnify any Board member or Officer of the ~~WPDDA Authority~~ against expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit, or proceeding, civil or criminal, or for any loss or claim resulting from such action, suit or proceeding in which he or she is made a party by reason of being or having been a Board member or Officer, including any matter in which he or she is adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duties for, or on behalf of, the ~~WPDDA Authority~~ excluding, however, any liability for intentional misconduct, gross negligence, or criminal acts in office. Provided further, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit, or proceeding which has been made the subjects of compromise settlement except with the approval of a court of competent jurisdiction, or the Board, acting by a majority vote of Board members who are not parties to the same or substantially the same action, suit, or proceeding. The foregoing right of indemnification shall not be exclusive of other rights to which such person, its heirs, executors, or administrators, may be entitled as a matter of law.

Section 142. Fidelity Performance. The Board may require fidelity bonds or insurance for the fidelity performance of any employee's duties. The expense for such bonds shall be paid for by the funds of the ~~WPDDA Authority~~.

Section 123. Insurance. The Board may, upon the affirmative vote of a majority of the Board members, purchase insurance for the purpose of indemnifying the ~~WPDDA Authority~~'s Board members, Officers, and employees, to the extent that such indemnification is allowed in Section 101 of Article VI of these ~~B~~bylaws. Alternatively, the City may, with the approval of City Council, provide for such insurance for Board members, Officers and employees.

ARTICLE VII

AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the full Board of the ~~WPDDA Authority~~. However, that in no event shall these Bylaws be altered, amended, or repealed so as to be inconsistent with the laws of the State of Colorado or the City of Woodland Park.

ARTICLE VIII

DISSOLUTION

Upon resolution by a two-thirds vote of all members of the Board, the Board may request that the City of Woodland Park City Council dissolve the ~~WPDDA Authority~~, provided that all statutory requirements are satisfied. In accordance with C.R.S. § 31-25-803, the ~~WPDDA Authority~~ may be dissolved by ordinance of City Council, if the ~~WPDDA Authority~~ has no outstanding indebtedness or if adequate provision for the payment of such indebtedness has been provided.

ARTICLE IX

RECORDS MANAGEMENT

The ~~WPDDA Authority~~ shall comply with, and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act (“CORA”). The Chair is hereby designated as the Official Custodian of records pursuant to CORA. The Chair may designate the City Clerk of the City of Woodland Park and the Official Custodian of records upon the written acceptance of such designation by the City Clerk. In the event there is any question as to whether and how the ~~WPDDA Authority~~ is required to comply with a CORA request, the Official Custodian of records shall forward such request to the ~~WPDDA Authority~~’s legal counsel. Copies of records shall be furnished in accordance with the ~~WPDDA Authority~~’s public records policy and state law.

ARTICLE X

FILING OF BYLAWS

Upon adoption of these Bylaws, the Secretary to the Board shall see that they are filed in the office of the City Clerk of the City of Woodland Park.

ARTICLE XI

SEVERABILITY

If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws, it being the Board’s intention that the various provisions hereof are severable.

~~BY-LAWS
OF
THE WOODLAND PARK, COLORADO
DOWNTOWN DEVELOPMENT AUTHORITY~~

Formally adopted by the Woodland Park Downtown Development Authority on June 02, 2026.

~~this 7th day of February, 2023.~~

Chair: _____
~~Tony Perry, Chair~~ Jon Gemelke

Attest: _____
~~Rusty Neal~~ Al Born, Secretary

WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 2026-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY ADOPTING
AMENDED AND RESTATED BYLAWS OF THE AUTHORITY**

WHEREAS, the Woodland Park Downtown Development Authority (“Authority”) was established by the City Council of the City of Woodland Park, Colorado by Ordinance No. 914, Series 2001, and is authorized by law to adopt bylaws for the regulation of its affairs and conduct of Authority business; and

WHEREAS, the Authority has previously adopted bylaws of the Authority (“Bylaws”); and

WHEREAS, the existing Bylaws were last amended on February 07, 2023, pursuant to Authority Resolution No. 2, Series 2023; and

WHEREAS, Article VII of the Bylaws states that the Bylaws may be altered, amended or repealed by the affirmative vote of two-thirds of the Board of Directors; and

WHEREAS, the Board of Directors of the Authority desires to adopt the “Amended and Restated Bylaws of the Woodland Park Downtown Development Authority (Adopted June 02, 2026)” (the “Amended and Restated Bylaws”) in the form attached to this Resolution as Exhibit 1.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY AS FOLLOWS:**

Section 1. The Board of Directors hereby approves the Amended and Restated Bylaws in the form attached hereto as Exhibit 1 and authorizes the Chair and the Secretary to affix their respective signature to the same. In accordance with Article X of the Amended and Restated Bylaws, the Secretary shall file a copy of the same in the office of the City Clerk of the City of Woodland Park.

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Board.

ADOPTED by a vote of ___ in favor and ___ against on this 2nd day of June 2026.

By: _____
Jon Gemelke, Chair

ATTEST:

By: _____
Secretary

AMENDED AND RESTATED BY-LAWS
OF
THE WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY

(Adopted June 02, 2026)

ARTICLE I

GENERAL

Section 1. Establishment. Pursuant to Ordinance No. 914, Series 2001, dated August 2, 2001 (“Establishment Ordinance”), the City Council of the City of Woodland Park, Colorado (“City Council”) established the Woodland Park Downtown Development Authority (“Authority”) as a body corporate.

Section 2. Purpose. The Authority is established to provide for the public health, safety, prosperity, security, and welfare, in order to halt or prevent deterioration of property values or structures within the central business district, to assist in the planning, development, and redevelopment of this district, and so that it will be of special benefit to the property within the boundaries of this authority.

Section 3. Offices. The Authority shall have the power to maintain an office within the boundaries of the Authority. The Authority offices are at 220 W. South Ave., Woodland Park, Colorado 80866. The Board of Directors of the Authority (“Board”) may designate a different location for the Authority’s offices at any time by resolution duly adopted by the Board.

Section 4. Seal. The corporate seal of the Authority shall be in the form of a circle and shall have inscribed therein the words “Woodland Park Downtown Development Authority, 2001” and the words “Corporate Seal.”

ARTICLE II

POWERS OF THE BOARD

Section 1. Powers. Pursuant to the Establishment Ordinance, the Board shall have all the powers now or hereafter authorized by Part 8 of Article 25 of Title 31, Colorado Revised Statutes (“C.R.S.”), and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8.

Section 2. Administrative Organization and Structure. Pursuant to C.R.S. § 31-25-815(2), the Board may, by resolution, establish administrative provisions relating to the

administrative organization and structure of the Authority and responsibilities of Board members, officers, and employees.

ARTICLE III

THE BOARD, OFFICERS, & EMPLOYEES

Section 1. Board Members. The affairs of the Authority shall be under the direct supervision and control of the Board, consisting of not less than five (5) nor more than eleven (11) members appointed by the City Council. The number and terms of Board members shall be determined by City Council in accordance with C.R.S. §§ 31-25-805 and -806, as amended.

Section 2. Officers. The Board shall elect a Chair, a Vice-Chair, and a Secretary (collectively, the “Officers”). Such elections shall be held annually at the Board’s first meeting in July. All Officers shall be members of the Board.

Section 2.1. Chair. The Chair shall preside at all meetings of the Board, sign contracts, deeds, vouchers for expenditure of the Authority’s funds, and other instruments of the Authority, if authorized by resolution of the Board. At each meeting of the Board, the Chair shall submit such recommendations and information, as the Chair may consider proper, concerning the business affairs and policies of the Authority. The Chair shall have full power to vote on any issue except as otherwise provided herein.

Section 2.2. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties of the Chair until such time as the Board elects a new Chair.

Section 2.3. Secretary. The Secretary shall maintain, or cause to be maintained, custody of the official seal of the Authority and of all records, documents, and other papers of the Authority. The Secretary shall cause a record of all meetings of the Authority to be made and kept, file said minutes of all regular or special meetings with the Clerk of the City of Woodland Park, and perform such other duties as may be delegated by the Board. The Secretary shall have the power to affix the Authority’s seal to and attest all contracts and instruments to be executed on behalf of the Authority. The Board, by a majority vote of its members voting thereon, may delegate such responsibilities to an employee or independent contractor of the Authority or the City.

Section 3. Resignation. Any Board member may resign at any time by giving written notice to the City Council with a copy to the Board. Such resignation shall take effect at the time specified in the letter of resignation and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. Vacancies on the Board. Within thirty days after the occurrence of a vacancy in the Board, the City Council shall appoint a successor for the unexpired term.

Section 5. Removal for Cause. If a Board member has three (3) unexcused absences within a twelve-month period, that member's position on the Board shall be declared vacant. A Board member shall have an excused absence by notifying either the Chair or the Secretary of the Board prior to the meeting. A Board member may be removed by the City Council for cause after notice and an opportunity to be heard.

Section 6. Compensation. Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses incurred on behalf of the Authority.

Section 7. Employees. Pursuant to C.R.S. § 31-25-815, the Board may appoint an Executive Director, subject to approval by the City Council, when proper financial resources exist.

Section 8. Professional Services. The Board, by motion or Resolution duly approved, may contract for the services of various professionals, including but not limited to architects, planners, engineers, accountants, attorneys, and marketing professionals.

Section 9. Meeting Rules. All Board meetings shall be conducted in an efficient manner to foster input and dialogue on all actions.

Section 10. Electronic Signatures. In the event the signature(s) of one or more members of the Board or appointed signatories are required to execute a written document, contract, note, bond, and/or other official papers of the Authority, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail/digital signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing the Authority's consent or authorization to bind the Authority to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

ARTICLE IV

CONFLICT OF INTEREST

Section 1. Financial Interest. As required by C.R.S. § 31-25-819, no Board member nor any employee of the Board shall vote or otherwise participate in any matter in which he has a specific financial interest, defined as a matter in which the member or employee would receive a benefit or incur a cost substantially greater than other property owners in the Authority. When such interest appears, it is the duty of the Board member or employee to make such interest known, and he or she shall thenceforth refrain from voting on or otherwise

participating in the particular transaction involving such interest. Willful violation of the provisions of this section constitutes malfeasance on the part of a member of the Board and is grounds for instant dismissal of any employee.

ARTICLE V

MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall be at such time and place as determined by the Board. Regular meetings may be recessed and continued to another date or location. Any notices of regular meetings shall be posted a minimum of twenty four (24) hours in advance at one (1) or more locations designated by Board resolution.

Section 2 Special Meetings. Special meetings of the Board may be called by the Chair or at the request of any three (3) members of the Board at a convenient time and place within the boundaries of the City, provided that notice of such special meeting is provided in accordance with this Section 2. Any notices of special meetings shall be posted a minimum of twenty four (24) hours in advance at one (1) or more locations designated by Board resolution. Consent to such special meeting or attendance at such meeting by a Board member shall be deemed a waiver of this notice requirement for such Board member.

Section 4. Open Meetings. All meetings of the Board shall be open to the public, except for that portion of any meeting duly convened as an executive session. All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:

Section 4.1. Calling the Executive Session. The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An affirmative vote of two-thirds (2/3rd) of the quorum present shall be required to go into executive session.

Section 4.2. Conducting the Executive Session. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as digital recording) of the actual contents of the discussion in the executive session shall be kept; except that no electronic or other record is necessary to be kept for any portions of the discussion which the Authority's attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.

Section 4.3. Records of Executive Sessions. The electronic record of any executive session shall be maintained as required by Colorado law. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

Section 5. Quorum. A majority of the members of the full Board shall constitute a quorum for the transaction of business at any meeting and if less than a quorum is present, a majority of members present may continue the meeting from time to time without further notice.

Section 6. Voting. Adoption of all resolutions or motions for the transaction of business shall require the affirmative vote of a majority of the members of the Board present at any meeting where a quorum was present. Every member, when present, must vote upon resolutions and motions, except a member shall be excused from voting on any question in which the member has a conflict of interest or on any question concerning the member's own conduct.

Section 7. Rules of Order. Except as provided herein, all meetings shall be conducted under the most recent Edition of Robert's Rules of Order, Revised or such other simplified parliamentary rules of procedure as may be adopted by the Board from time to time.

ARTICLE VI

FINANCIAL RECORDS, CONTRACTS, FINANCE DEBT, AND INSURANCE

Section 1. Budget. The Authority shall annually submit a budget to the City Council for review and approval in accordance with the City's annual budget schedule.

Section 2. Approval of Expenditures. All vouchers for expenditure of funds of the Authority shall be approved by majority vote of the Board and signed by the Chair and at least one other Officer of the Authority.

Section 3. Accounting. The City Manager, or other City employee designated by the City Manager, shall maintain accounting records and records of transactions for the Authority.

Section 4. Investments. The City Finance Director shall invest any Authority funds not required for immediate disbursement in interest-bearing investments in any depository authorized in Part 6 of Article 75 of Title 24, Colorado Revised Statutes or otherwise deposited in accordance with any Investment Policy adopted by the City, as may be amended from time to time.

Section 5. Funding Sources. The operations of the Authority shall be principally financed from:

- a. Donations to the Authority for the performance of its functions.
- b. Moneys borrowed and to be repaid from other funds received under the authority of Part 8 of Article 25 of Title 31, Colorado Revised Statutes.
- c. Tax increment funds as defined in C.R.S. § 31-25-807(3) if the plan of development as adopted provides for such tax increment funding.
- d. Such other sources as may be allowed under the authority of Part 8 of Article 25 of Title 31, Colorado Revised Statutes.

Section 6. Contracts. Contracts must be approved by majority vote of the Board. The Board may authorize, by resolution, the Chair to execute any instrument in the name of and on behalf of the Authority. Such authority may be general or confined to specific instances.

Section 7. Property. The Authority may hold, sell, trade, or lease property in its name as directed by resolution of the Board and as permitted by C.R.S § 31-25-808. If required by the provisions of C.R.S. § 31-25-808(2), any sale or letting of property by the Authority shall also be reviewed and approved by City Council.

Section 8. Debts. All instruments of debt shall be evidenced by a contract, loan agreement, trust indenture, bond indenture, or some other legally binding written document. No verbal debts or contracts shall be binding on the Board.

Section 9. Bonds. All bond issues for the Authority shall be issued by the City of Woodland Park subject to the requirements and purposes of Part 8 of Article 25 of Title 31, Colorado Revised Statutes.

Section 10. Non-Liability for Debts. The private property of the members of the Board shall be exempt from execution or other liability for any debts of the Authority and no Board member shall be jointly or severally liable for the debts or liabilities of the Authority.

Section 11. Indemnification. The Authority shall indemnify any Board member or Officer of the Authority against expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit, or proceeding, civil or criminal, or for any loss or claim resulting from such action, suit or proceeding in which he or she is made a party by reason of being or having been a Board member or Officer, including any matter in which he or she is adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duties for, or on behalf of, the Authority excluding, however, any liability for intentional misconduct, gross negligence, or criminal acts in office. Provided further, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit, or proceeding which has been made the subjects of compromise settlement except with the approval of a court of competent jurisdiction, or the Board, acting by a majority vote of Board members who are not parties to the same or

substantially the same action, suit, or proceeding. The foregoing right of indemnification shall not be exclusive of other rights to which such person, its heirs, executors, or administrators, may be entitled as a matter of law.

Section 12. Fidelity Performance. The Board may require fidelity bonds or insurance for the fidelity performance of any employee's duties. The expense for such bonds shall be paid for by the funds of the Authority.

Section 13. Insurance. The Board may, upon the affirmative vote of a majority of the Board members, purchase insurance for the purpose of indemnifying the Authority's Board members, Officers, and employees, to the extent that such indemnification is allowed in Section 11 of Article VI of these Bylaws. Alternatively, the City may, with the approval of City Council, provide for such insurance for Board members, Officers and employees.

ARTICLE VII

AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the full Board of the Authority. However, that in no event shall these Bylaws be altered, amended, or repealed so as to be inconsistent with the laws of the State of Colorado or the City of Woodland Park.

ARTICLE VIII

DISSOLUTION

Upon resolution by a two-thirds vote of all members of the Board, the Board may request that the City of Woodland Park City Council dissolve the Authority, provided that all statutory requirements are satisfied. In accordance with C.R.S. § 31-25-803, the Authority may be dissolved by ordinance of City Council, if the Authority has no outstanding indebtedness or if adequate provision for the payment of such indebtedness has been provided.

ARTICLE IX

RECORDS MANAGEMENT

The Authority shall comply with, and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act ("CORA"). The Chair is hereby designated as the Official Custodian of records pursuant to CORA. The Chair may designate the City Clerk of the City of Woodland Park and the Official Custodian of records upon the written acceptance of such designation by the City Clerk. In the event there is any question as to whether and how the Authority is required to comply with a CORA request, the Official Custodian of

records shall forward such request to the Authority’s legal counsel. Copies of records shall be furnished in accordance with the Authority’s public records policy and state law.

ARTICLE X

FILING OF BYLAWS

Upon adoption of these Bylaws, the Secretary to the Board shall see that they are filed in the office of the City Clerk of the City of Woodland Park.

ARTICLE XI

SEVERABILITY

If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws, it being the Board’s intention that the various provisions hereof are severable.

Formally adopted by the Woodland Park Downtown Development Authority on June 02, 2026.

Chair: _____
Jon Gemelke

Attest: _____
Al Born, Secretary



City Above the Clouds

City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: June 2, 2026

Agenda Item: 6c–Final Report of The Collen Corporation

Presented By: City Staff

REQUEST PRESENTED

Grant recipient The Collen Corporation (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

SUMMARY

The 2026 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on March 03, 2026, by WPDDA Resolution No. 2026-02. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report, as found in Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments):

- The following conditions must be met before Grant funds will be dispersed:*
- i. The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by 5:00 p.m. on October 30, 2026. Final Reports must be submitted online through the DDA Micro-Grant Information Center found on the City’s website; <https://woodlandpark.gov>*
 - ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City; and*
 - iii. A fully executed Grant Agreement with the DDA in a form approved by the DDA ... must be entered by all necessary parties.*

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Program Section 5.B. Recoverable Costs / Expenses:

- Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:*
- i. Professional service fees (e.g., designer, architect, contractor);*

- ii. *Labor and materials necessary to complete the Project;*
- iii. *Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. *Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City or other local government in connection with required Project approvals, such as permit fees, review fees, etc.).*

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example, and without limitation, Grant funds shall not be used for working capital; acquisition of real property or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

The Board may approve the Final Report if it finds the following:

- 1. The Applicant and the DDA entered a Grant Agreement;**
- 2. The approved project was completed and the Final Report was submitted before the deadline of 5:00 p.m. on October 30, 2026; and**
- 3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.**

A review of the Final Report documents was completed by City staff, and Staff's Final Review Form is provided with this AIS.

FINANCIAL CONSIDERATIONS

The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$4990.00.

OPTIONAL BOARD ACTIONS

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Deny approval of the Final Report and request that Applicant provide additional information.

MOTION OPTIONS

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of The Collen Corporation and for the City to issue payment in the amount of \$4990.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Deny Approval of Final Report

“I move to deny approval of the Final Report of The Collen Corporation because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**.”

ATTACHMENTS

1. Staff's Final Report Review Form
2. Final Report of The Collen Corporation

Woodland Park Downtown Development Authority Micro-Grant Program 2026

Staff Review Form for Final Report

Applicant: The Collen Corporation
 Project Address: 520 W Midland Ave, Woodland Park, CO
 Approval Amount (not to exceed): \$4990.00 in the Grant Agreement
 Date Final Report Received: 05/14/2026
 Date DDA Board Meeting Review: 06/02/2026

Scope of Project Approved by DDA for Reimbursement:
 Security system, outdoor lighting, desk, décor, mirrors, shelves, trash cans, shoe storage

Final Report Requirements	Satisfied?	Notes
Final Report deadline met (October 30, 2026, at 5:00 PM)?	Y	
A signed and dated Final Report form was provided.	Y	
Do the requested reimbursements meet the requirements of the Program? <i>(See Grant Program, Section 5.B. Recoverable Costs/Expenses)</i> Cost/Expenses not reimbursable: <ul style="list-style-type: none"> - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt. 	Y	
Paid-in-full receipts / invoices are provided? <i>(Must show \$0 balance due.)</i>	Y	Amazon receipts show a visa and items received are in final report
Post-project completion photos are provided that show the items were installed per the approved Project?	Y	
Did total reimbursable costs reach max grant amount awarded?	Y	The reimbursable costs exceeded the award amount of \$4990.00. The full \$4990.00 can be approved by the Board.
Were copies of governmental approvals and permits provided (if applicable)?	N/A	no permits or splice to the PPRBD-approved plans were required.

FINAL REPORT – STATEMENT BY GRANTEE

Woodland Park Downtown Development Authority
2026 Micro-Grant Program

The undersigned hereby submits this Final Report to the Woodland Park Downtown Development Authority (“DDA”) and certifies as follows:

1. The Project, as approved by the DDA in the Notice of Award enclosed herewith (“Grant Approval”), is complete.
2. The Project was completed in conformity with the Grant Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the DDA consider this Final Report, along with all supporting documents submitted herewith, for approval of the disbursement of grant funds.

By: 

Signor's Printed Name: Justin Colten

Date of execution: 4/24/26

Enclosures:

- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs (paid-in-full receipts and invoices)
- Pictures of the completed Project

Item/Project	est. Cost	Actual Cost	Details
Material Costs			Business Owne https://woodlandpark.gov/DocumentCenter/View/6828/DDA-2026-Grant-Program
Security System	\$700.00	709.97	Justin Collen
Door Trim Paint	\$84.00		<i>Did not do, due t Danielle Collen</i>
Outdoor Lighting	\$94.00	114	
			<i>Completed prior to grant approval</i>
Interior Window	\$240.00		
Reception Area	\$36.00	127.98	Floating shelves for supplement sales
Reception Area	\$30.00	31.99	Clothing display rack for clothing sales
Reception Area	\$500.00	459.99	Reception Desk
Reception Area	\$46.00	52.99	Business Card Holder to promote other local businesses
Reception Area	\$80.00	34.99	Bulletin Board and Frames for gym promotions/updates
Entry Way	\$55.00		Bench with coat rack
Entry Way	\$150.00	91.96	Commercial rugs
Bathroom Remo	\$400.00	381.66	Benches for ease of members changing
Bathroom Remo	\$240.00	139.99	Mirrors
Bathroom Remo	\$220.00		<i>Did not do, due to higher HVAC cost</i>
Bathroom Remo	\$100.00	99.81	Decor: door signs
Gym Floor	\$360.00	209.7	Floating Shelves for members to keep water bottles & phones on
Gym Floor	\$240.00	259.98	Commercial trash cans
Gym Floor	\$115.00	89.99	shoe storage and bench for member use
			Permit recently approved to bring HVAC up to code. Materials recently ordered and paid for but labor has yet to be paid.
Labor			
HVAC Install	\$1,200.00	2185	
	\$4,990.00	4990	
			\$0.00

Order Summary

Order placed April 20, 2026 Order # 111-4872488-8173001

Ship to
Danielle Collen
37 DANIWOOD GRV
FLORISSANT, CO 80816-5806
United States

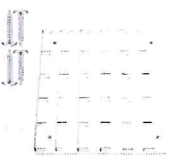
Payment method
Visa ending in 1623
Amazon gift card balance
[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$1,639.58
Shipping & Handling:	\$0.00
Total before tax:	\$1,639.58
Estimated tax to be collected:	\$88.57
CO Retail Delivery Fees	\$0.28
Grand Total:	\$1,728.43

Delivered April 22

Your package was left near the front door or porch.



Hillban Acrylic Business Card Holder Wall Mount Clear Sticker Display Rack Multiple Card Holders Clear Acrylic Organizing Sticker Display Stand Pre Drilled(30 Pockets)
Sold by: [Gelangdian](#)
Return or replace items: Eligible through May 22, 2026
\$52.99

Delivered April 21

Your package was left near the front door or porch.



36"W x 12"D Floating Shelves, Walnut Deep Floating Shelves for Wall with Brackets, 12 Inch Deep Wall Shelves for Books, Wide Display Storage Shelves for Bathroom, Living Room, 36 Inch Long, Set of 2
Sold by: [Fun Memories Home](#)
Return or replace items: Eligible through May 21, 2026
\$63.99

Delivered April 21

Your package was left near the front door or porch.

Mitus Floating Shelf Wall Mounted (8 inch x 12 inch) Heavy Duty Industrial Modern Steel, Black

Sold by: Blue Fox Company

Return or replace items: Eligible through May 21, 2026

6 \$34.95



REOLINK 6MP PoE IP Fisheye Camera with 360° View, Surveillance for Home/Office Security, Smart Human Detection, Two Way Talk, Ceiling/Wall/Desk Mount, Multiple Panoramic Display Views, FE-P(White)

Sold by: ReolinkDirect

2 Return or replace items: Eligible through May 21, 2026

\$139.99



Arriving tomorrow

Glad 13 Gallon Trash Can, 2 Pack | Plastic Kitchen Waste Bin with Odor Protection of Lid | Hands Free with Step On Foot Pedal and Garbage Bag Rings, Black, 2 Count

Sold by: Amazon.com

Supplied by: Other

\$71.99



Delivered April 21

Your package was left near the front door or porch.

EKO Eternal 56L/15 Gallon Large Capacity Tall Commercial Trash Can, Round Open Top Waste Bin for Indoor and Outdoor, Black Steel Heavy-Duty, Durable Metal Garbage Bin for Home, Office, Restaurant

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through May 21, 2026

\$129.99



Arriving Monday

REOLINK Smart 5MP 8CH Home Security Camera System, 4pcs Wired PoE IP Cameras Outdoor with Person/Pet/Vehicle Detection, 4K 8CH NVR with 2TB HDD for 24-7 Recording, RLK8-520D4-5MP

Sold by: ReolinkDirect

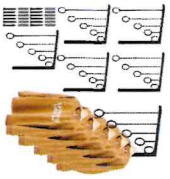
Supplied by: Other

\$429.99



Delivered April 21

Your package was left near the front door or porch.



[Menkxi 6 Pcs Wall Mounted Clothing Display Rack, 12 Inch Black Metal Retail Clothes Rack with 5 Hanging Rings, Boutique Display Garment Hanger for Retail Boutique Shop Laundry Balcony Closet Storage](#)

Sold by: [Henjlmve](#)

Return or replace items: [Eligible through May 21, 2026](#)
\$31.99



[Fluxynara Large Felt Bulletin Board 48" X 36" Large Cork Board Alternative--12 Pack with 70 Safe Removable Adhesive Tabs, Cork Boards for Walls Cork Board for Home Office Classroom Pin Board \(Black\)](#)

Sold by: [Komorebi Papers](#)

Return or replace items: [Eligible through May 21, 2026](#)
\$34.99

Arriving tomorrow



[USHOWER 2-Pack Black Bathroom Mirrors for Over Sink 24 x 36 Inch, Metal Frame Rectangle Wall Mirror, Modern Farmhouse Vanity Mirror, Wall Mounted](#)

Sold by: [Ushower](#)

\$139.99

Delivered April 21

Your package was left near the front door or porch.



[36"W x 12"D Floating Shelves, Walnut Deep Floating Shelves for Wall with Brackets, 12 Inch Deep Wall Shelves for Books, Wide Display Storage Shelves for Bathroom, Living Room, 36 Inch Long, Set of 2](#)

Sold by: [Fun Memories Home](#)

Return or replace items: [Eligible through May 21, 2026](#)
\$63.99

Delivered April 21

Your package was left near the front door or porch.



EKO Eternal 56L/15 Gallon Large Capacity Tall Commercial Trash Can, Round Open Top Waste Bin for Indoor and Outdoor, Black Steel Heavy-Duty, Durable Metal Garbage Bin for Home, Office, Restaurant

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through May 21, 2026
\$129.99

[Back to top](#)

Order Summary

Order placed April 20, 2026 Order # 111-0098451-7693027

Ship to
Danielle Colten
37 DANWOOD GRV
FLORISSANT, CO 80816-5806
United States

Payment method
Visa ending in 1623
Amazon gift card balance
[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$459.99
Shipping & Handling:	\$0.00
Total before tax:	\$459.99
Estimated tax to be collected:	\$24.84
Gift Card Amount:	-\$27.35
Grand Total:	\$457.48

Delivered April 25



L-Shaped Reception Desk with Lockable Drawers, Adjustable File Cabinet & Keyboard Tray, Modern Front Counter for Office, Salon, or Lobby (Right-L Walnut/Slate Gray, 70.9"L x 23.6"W x 41.3"H)
Sold by: LayBurst-US
Supplied by: Other
Return or replace items: Eligible through May 23, 2026
\$459.99

[Back to top](#)

Order Summary

Order placed April 20, 2026 Order # 111-1977252-2309002

Ship to
Danielle Collen
37 DANIWOOD GRV
FLORISSANT, CO 80816-5806
United States

Payment method
Visa ending in 1623
Amazon gift card balance
[View related transactions](#)

Order Summary	
Item(s) Subtotal:	\$89.95
Shipping & Handling:	\$4.48
Total before tax:	\$94.43
Estimated tax to be collected:	\$5.10
CO Retail Delivery Fees	\$0.28
Grand Total:	\$99.81

Arriving April 28 - April 30

FOOTER SIGN
SIGN BY LITA Standard Custom Plastic Wall or Door Sign – Personalized Text – Easy to Install with Strong Adhesive – Durable Business, Home, or Property Sign
Sold by: All Quality Services
Supplied by: Other
\$17.99

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SIGN BY LITA Standard Custom Plastic Wall or Door Sign – Personalized Text – Easy to Install with Strong Adhesive – Durable Business, Home, or Property Sign
Sold by: All Quality Services
Supplied by: Other
\$17.99



Date Ordered: April 20, 2026

Order Number: WH29035971

Order Total: \$647.94

Delivery

Product Information

Item	Qty	Price
ATKING 4-Pieces Wall-Mounted Stainless Steel Bathroom Robe Hook in Matte Black Model #A4BK-802 Store SKU #1006556325	1	\$27.12

Delivery

Product Information

Item	Qty	Price
Commercial Electric 175W Equivalent Integrated LED Bronze Dusk to Dawn Commercial Refractor Wall Pack Light, 6500 Lumens, 4000K Model #PRWX50-H-PC-4K-BZ Store SKU #1007104294	1	\$114.00
TrafficMaster Brown 48 in. x 72 in. Recycled Rubber and Synthetic Surface Non-Slip Indoor Outdoor Commercial Door Mat Model #60-885-1403-40000600 Store SKU #233534	2	\$91.96

Delivery

Product Information

Item	Qty	Price
Polibi Gray Wash Storage Bench with 2 Drawers and 2 cabinets for Living Room, Entryway (42.5"W x 15.9"D x 17.5"H) Model #RS-SB2D2C-GW Store SKU #1008112798	2	\$381.66

Payment Information

Billing Address

Justin Collen
 37 Daniwood Grv
 Florissant, CO 80816

Payment Method
 VI | Ending in 1623

Payment Details

Subtotal \$908.19
 Discount -\$293.45
 Delivery FREE
 Sales Tax \$33.20

Order Total \$647.94

Order Summary

Order placed April 20, 2026 Order # 111-0098451-7693027

Ship to
Danielle Collen
37 DANWOOD GRV
FLORISSANT, CO 80816-5806
United States

Payment method
Visa ending in 1623
Amazon gift card balance
[View related transactions](#)

Order Summary	
Item(s) Subtotal:	\$459.99
Shipping & Handling:	\$0.00
Total before tax:	\$459.99
Estimated tax to be collected:	\$24.84
Gift Card Amount:	-\$27.35
Grand Total:	\$457.48

Arriving April 24 - April 28



L-Shaped Reception Desk with Lockable Drawers, Adjustable File Cabinet & Keyboard Tray, Modern Front Counter for Office, Salon, or Lobby (Right-L Walnut/Slate Gray, 70.9"L x 23.6"W x 41.3"H)
Sold by: LayBurst-US
Supplied by: Other
\$459.99

[Back to top](#)



Woodland Plumbing, Heating & Air Conditioning

115 Stanford Place
Woodland Park, CO 80863
+17196024661
office@woodlandphac.com
www.woodlandphac.com

INVOICE

BILL TO
Grit to Greatness Performance
520 West Midland Avenue
Woodland Park, CO 80863

INVOICE 51533430
DATE 04/16/2026
DUE DATE 05/01/2026

ACTIVITY	AMOUNT
HSYSINST Install full HVAC system. Includes all labor and material that is not already provided., 0.4 @ \$5,245.00	2,098.00
HPERM HVAC permit and inspection fee with Pikes Peak Regional Building Department., 0.4 @ \$225.00	90.00

40% billed to Grit to Greatness
10% to be billed soon
50% to be billed to landlord

BALANCE DUE **\$2,188.00**

Ways to pay

BANK

[View and pay](#)



Payment receipt

You paid \$2,188.00

to Woodland Plumbing, Heating & Air Conditioning on 5/13/2026

Invoice no.	51533430
Invoice amount	\$2,188.00
Total	\$2,188.00
Status	Paid
Payment method	Bank *****6104
Authorization ID	11A58O4UIR9S

Thank you



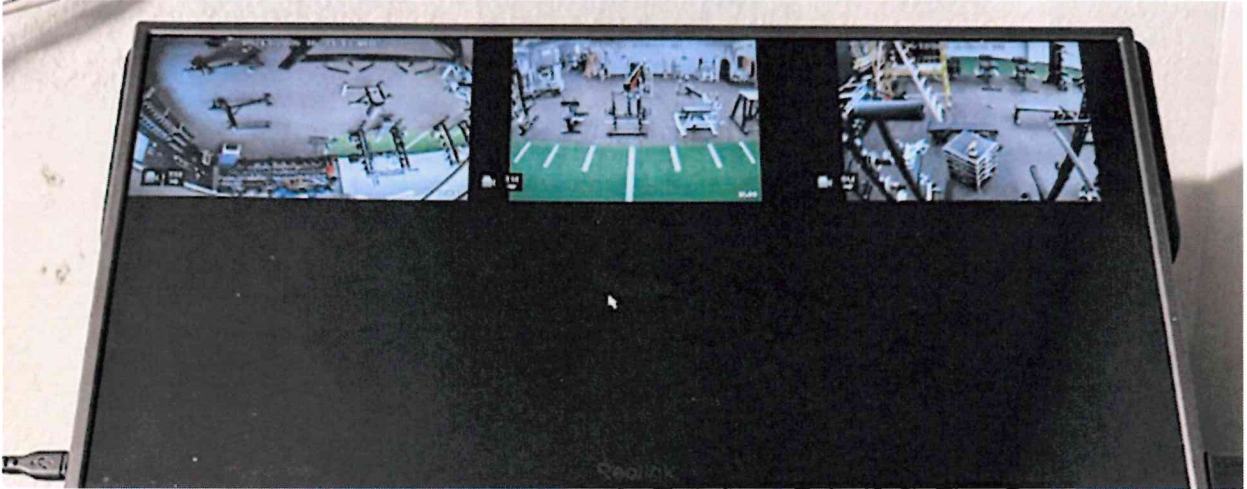
Woodland Plumbing, Heating & Air Conditioning

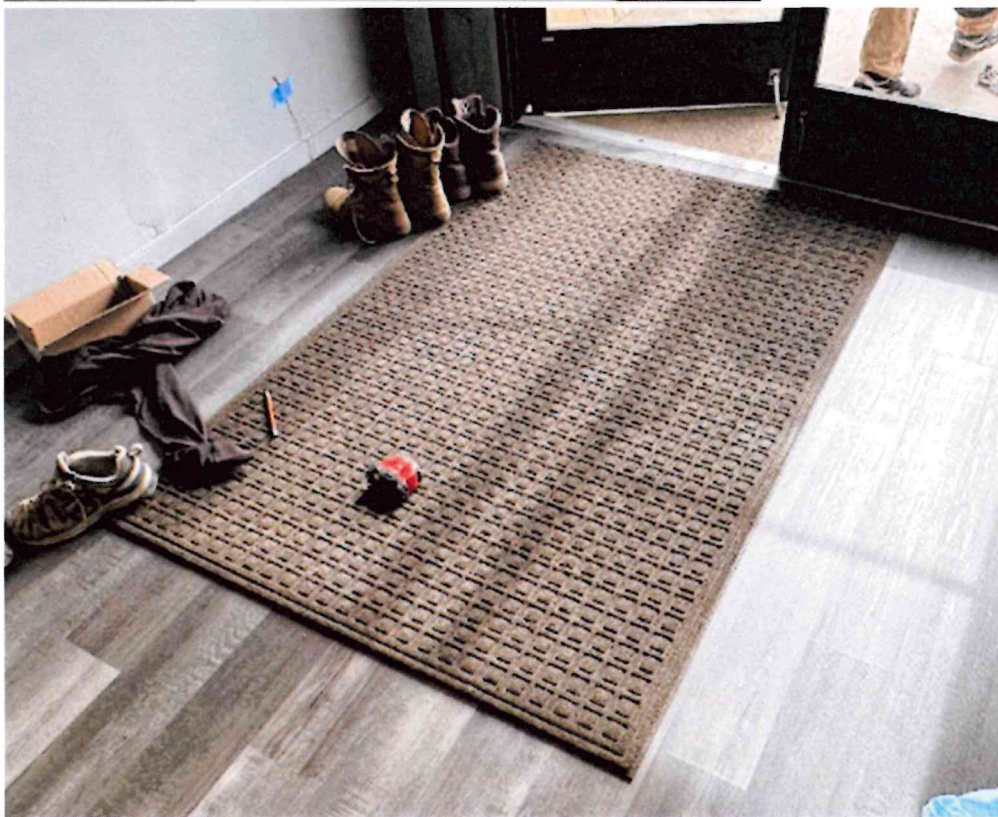
+17196024661

www.woodlandphac.com | office@woodlandphac.com
115 Stanford Place, Woodland Park, CO 80863

No additional transfer fees or taxes apply.

Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, <https://www.intuit.com/legal/licenses/payment-licenses>). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.

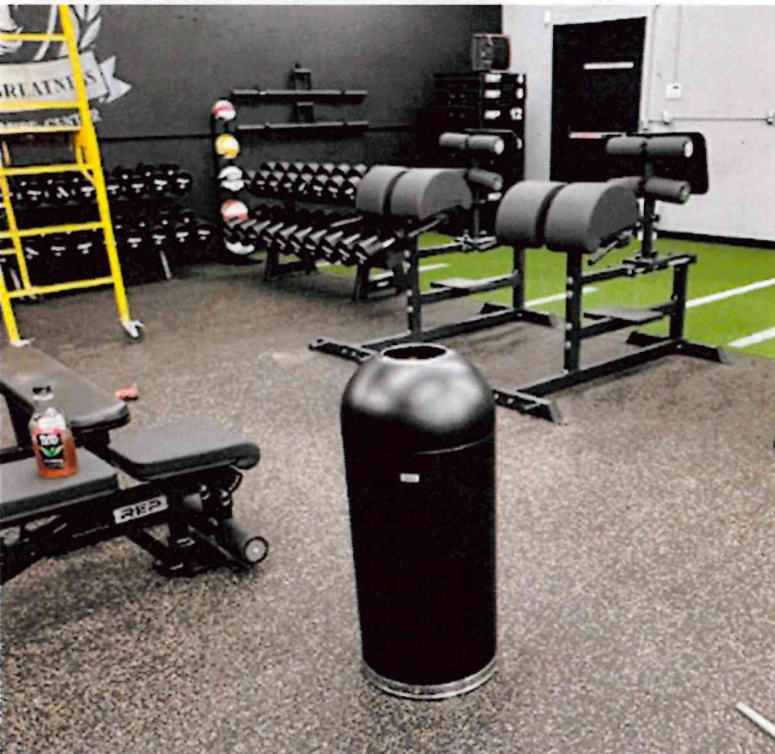




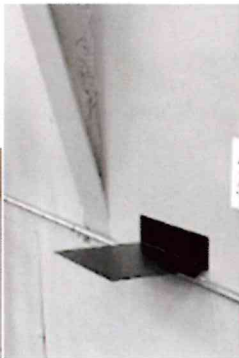
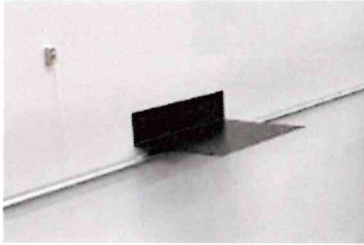


RESTROOM

COACH'S OFFICE











INVOICE

Invoice # WPDDA.Apr2026.001
Date: 05/08/2026
Due On: 06/07/2026

Michow Guckenberger McAskin, LLP

5229 DTC Blvd, Suite 300
Greenwood Village, CO 80111
United States
Phone: 303.459.2725

Woodland Park Downtown Development Authority
Chair/Treasurer
220 W. South Avenue
Woodland Park, CO 80866
US

WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY-(GC)

Date	Attorney	Notes	Quantity	Rate	Total
04/02/2026	Marcus McAskin	Review and revise reimbursement agreement (Tava), email J. Meyers re same (.5); follow up discussion re appropriate base value (.2)	0.70	\$285.00	\$199.50
04/02/2026	Joshua Myers	Tava TIF Agreement: Review edits and comments by M. McAskin, finalize draft of the agreement, and email same to Tava House Properties, LLC, for review.	0.90	\$275.00	\$247.50
04/02/2026	Joshua Myers	Preparing agenda for the DDA Board Meeting on April 7, 2026; email same to Chair Gemelke and City staff for review.	0.50	\$275.00	\$137.50
04/02/2026	Joshua Myers	Review and reply to email from A. Riggle re: procedure for signing Grant Agreements. Update the DDA Meeting Agenda with the new location of the meeting per City staff.	0.20	\$275.00	\$55.00
04/03/2026	Joshua Myers	Finalize agenda packet for the Board Meeting on April 07, 2026; email same to DDA Board members and City staff for posting public notice.	0.20	\$275.00	\$55.00
04/06/2026	Joshua Myers	Review draft Grant Agreement for Fiesta Mexicana Restaurants No. 1, Inc., and email to A. Riggle re: same.	0.20	\$275.00	\$55.00
04/07/2026	Joshua Myers	Attend DDA Board Meeting (via Zoom).	0.60	\$275.00	\$165.00
04/07/2026	Joshua Myers	Review TIF reimbursement request from M&M Estate, LLC (AJ's Pizza); prepare Reimbursement Check Request; email same to A. Vassalotti; update Summary table in the TIF Reimbursement Master	0.80	\$275.00	\$220.00

		Worksheet. Email to Chair Gemelke re: resignation of S. Salazar.			
04/09/2026	Joshua Myers	Email to M. Weaver w/ Tava House Properties, LLC, re: draft TIF Agreement.	0.10	\$275.00	\$27.50
04/09/2026	Joshua Myers	Review DDA Board March Meeting Minutes prepared by A. Riggle; email to A. Riggle and Chair Gemelke re: same.	0.10	\$275.00	\$27.50
04/10/2026	Joshua Myers	Review Grant Agreement w/ Aspen Leave Enterprises LLC; email A. Riggle re: same.	0.30	\$275.00	\$82.50
04/14/2026	Joshua Myers	Review draft Grant Agreement for The Colleen Corp.; email comments on same to A. Riggle.	0.20	\$275.00	\$55.00
04/17/2026	Joshua Myers	Review two grant agreements and provide comments on same to A. Riggle; review and reply to email from A. Riggle re: combining grant awards.	0.50	\$275.00	\$137.50
04/21/2026	Joshua Myers	Review three draft Grant Agreements for signature; sign and email to A. Riggle transmitting same.	0.30	\$275.00	\$82.50
04/23/2026	Joshua Myers	Review Grant Agreement for RD Toth Construction, LLC; sign as to form and email same to A. Riggle. Review draft of Model Citizen and Woodland Station Grant Agreements; reply emails to A. Riggle re: same.	0.30	\$275.00	\$82.50
04/27/2026	Joshua Myers	Reviewing P. Kloster's revisions to the draft Tava TIF Agreement.	1.00	\$275.00	\$275.00
04/27/2026	Joshua Myers	Prepare and draft DDA Board Meeting Agenda for May 05, 2026; email same to City staff for review.	0.80	\$275.00	\$220.00
04/30/2026	Joshua Myers	Finalize DDA Board meeting agenda for the regular monthly meeting on May 5, 2026; email same to DDA Board members.	0.50	\$275.00	\$137.50

Subtotal \$2,262.00 USD

Total \$2,262.00 USD

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
WPDDA.Apr2026.001	06/07/2026	\$2,262.00 USD	\$0.00 USD	\$2,262.00 USD

Outstanding Balance \$2,262.00 USD

Please make all amounts payable to: Michow Guckenberger McAskin, LLP

Teller County Treasurer Statement Of Taxes Due

Account Number R0000713 Parcel 6329.241510020
 Legal Description Situs Address
 L5-6, POR L7, VAC ALLEY B14 STEFFAS I 250 E US 24 WOODLAND PARK 80863

Account: R0000713
 M&M ESTATE LLC
 250 E US HWY 24
 WOODLAND PARK, CO 80863

Year	Charges	Billed	Payments	Balance
2025	Tax	\$13,873.84	\$0.00	\$13,873.84
Grand Total Due as of 02/26/2026				\$13,873.84

Tax Billed at 2025 Rates for Tax Area 63 - 63

Authority	Mill Levy	Amount	Values	Actual	Assessed
TELLER COUNTY	14.6530000	\$2,507.13	SPECIAL PURPOSE - LAND	\$128,066	\$34,580
CITY OF WOODLAND PARK	15.7500000	\$2,694.83	SPECIAL PURPOSE - IMPS	\$505,623	\$136,520
NE TELLER COUNTY FIRE	13.2140000	\$2,260.92			
RAMPART LIBRARY	4.1270000	\$706.13			
UTE PASS REGIONAL HEALTH SE	4.0010000	\$684.57	Total	\$633,689	\$171,100
Taxes Billed 2025	51.7450000	\$8,853.58			

Tax Billed at 2025 Rates for Tax Area 63 - 63

Authority	Mill Levy	Amount	Values	Actual	Assessed
RE-2 SCHOOL DIST	29.3410000	\$5,020.26	SPECIAL PURPOSE - LAND	\$128,066	\$34,580
Taxes Billed 2025	29.3410000	\$5,020.26	SPECIAL PURPOSE - IMPS	\$505,623	\$136,520
			Total	\$633,689	\$171,100

ALL TAX LIEN SALE AMOUNTS ARE SUBJECT TO CHANGE DUE TO ENDORSEMENT OF CURRENT TAXES BY THE

M&M ESTATE LLC
 826 CHARMING VIEW
 DIVIDE, CO 80814

3/2/2026

8100
82-7000/3070
17

Date **CHECK ARMOR**

Pay to the Order of Teller County Treasurer \$ 13873.84

Thirteen thousand, eight hundred, seventy three and 84/100 Dollars

Ent P.O. Box 15819 • Colorado Springs, CO 80935-5819
 (719)574-1100 • 800-525-9623 • Ent.com

For Acct# R0000713

[Signature]

MP

⑆ 307070005⑆ 1000995228⑆ 108⑆ 08⑆ 100

Holland Clarke

Teller County Treasurer Statement Of Taxes Due

Account Number R0000713

Parcel 6329.241510020

Legal Description

L5-6, POR L7, VAC ALLEY B14 STEFFAS I

Situs Address

250 E US 24 WOODLAND PARK 80863

Account: R0000713
M&M ESTATE LLC
250 E US HWY 24
WOODLAND PARK, CO 80863

Year	Charges	Billed	Payments	Balance
2025	Tax	\$13,873.84	\$0.00	\$13,873.84
Grand Total Due as of 02/26/2026				\$13,873.84

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NE TELLER COUNTY FIRE	13.2140000	\$2,260.92	SPECIAL PURPOSE -	\$505,623	\$136,520
RAMPART LIBRARY	4.1270000	\$706.13	IMPS		
UTE PASS REGIONAL HEALTH SE	4.0010000	\$684.57	Total	\$633,689	\$171,100
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Taxes Billed 2025	29.3410000	\$5,020.26	SPECIAL PURPOSE -	\$505,623	\$136,520
			IMPS		
			Total	\$633,689	\$171,100

ALL TAX LIEN SALE AMOUNTS ARE SUBJECT TO CHANGE DUE TO ENDORSEMENT OF CURRENT TAXES BY THE LIENHOLDER OR TO ADVERTISING AND DISTRAINT WARRANT FEES. CHANGES MAY OCCUR AND THE TREASURER'S OFFICE WILL NEED TO BE CONTACTED PRIOR TO REMITTANCE AFTER THE FOLLOWING DATES: PERSONAL PROPERTY AND MOBILE HOMES - SEPTEMBER 1, 2026, REAL PROPERTY - SEPTEMBER 15, 2026. TAX SALE REDEMPTION AMOUNTS MUST BE PAID BY CASH, CREDIT CARD, MONEY ORDER OR CASHIERS CHECK.

Teller County Treasurer
101 W Bennett Ave
PO Box 367
Cripple Creek, CO 80813
719-689-2985

