



City of Woodland Park
Downtown Development Authority

Tuesday, July 07, 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 June 02, 2026, Regular Meeting Minutes.

5. PUBLIC COMMENT

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

6. GENERAL BUSINESS

- a. Introduction of New Members. (City staff / Chair)
- b. Election of DDA Board Officers: Chair, Vice-Chair, and Secretary. (DDA Attorney)
- c. Resolution 2026-06 – A Resolution Approving a Proposed Amendment to the Woodland Park Downtown Development Authority’s 2026 Budget Increasing the 2026 Micro-Grant Budget by \$10,000.00, and Requesting City Council’s Approval of the Budget Amendment and Supplemental Appropriations. (DDA Attorney)
- d. Resolution 2026-07 – A Resolution Conditionally Approving a Grant of \$165,000.00 to the City of Woodland Park for Public Infrastructure Improvement Costs Connected to the Re-Imaging Bergstrom Park Project, Approving a Proposed Amendment to the Authority’s 2026 Budget, and Requesting City Council’s Approval of the Budget Amendment and Supplemental Appropriations. (DDA Attorney)
- e. 2026 Micro-Grant Program Update. (City staff)
 - i. Final Report - Fiesta Mexicana Restaurants No. 1, Inc.
 - ii. Final Report – Model Citizen Coffee Company, LLC

7. DISCUSSION ITEMS

- a. Bond Series 2012 and 2018. (Chair / City staff / DDA Attorney)

8. PUBLIC COMMENT

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

9. REPORTS

- a. Board Chair Report
 - i. Michow Guckenberger McAskin LLP – May 2026 Invoice dated June 09, 2026
- b. DDA Attorney
 - i. Amendment to 2026 Fee Schedule to Include Paralegal Rate
- c. Board Member Reports

10. ADJOURNMENT



City of Woodland Park Downtown Development Authority

June 2, 2026 at 7:30 AM

City Hall, Council Chambers

220 W. South Ave., Woodland Park, CO 80863

MEETING MINUTES

NOTE: A video-audio recording of this meeting is available on the City's website by selecting Government/Boards, Commissions and Committees/ Downtown Development Authority. Select the "View Most Recent Agendas and Minutes & Video Links" under the headings Agendas & Minutes, and then navigate to the applicable meeting date.

1. CALL TO ORDER ROLL CALL {7:31 a.m.}

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

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

Board Members Absent: John Hugh

Staff Present: Joshua Myers (Assistant DDA Attorney) via Zoom, Aaron Vassalotti, City Manager, Kip Wiley, Utilities Director, Kimberly Burleson, Assistant City Manager via Zoom

2. PLEDGE OF ALLEGIANCE {7:32 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 had one minor change to the May 2026 minutes. Page 2 paragraph B the duplicate second needs to be removed. Al moves to approve as amended. George Jones seconds. Motion passed 5 yes, 0 No.

5. PUBLIC COMMENT (Items on the Agenda) {7:34 a.m.}

None.

6. GENERAL BUSINESS {7.38 a.m.}

a. Election of Treasurer or delegation of Treasurer/amending Bylaws

Eric Cabrera has left the DDA board. So there is not a Treasurer. Does the Board want to keep an officer position as treasurer or if the board wants

City of Woodland Park

Downtown Development Authority

to amend the Bylaws to remove the position of Treasurer? Agenda report explains reasoning of amending the Bylaws as a Treasurer must approve and sign any voucher for payment. The Chair co-signs vouchers or the Vice Chair can sign if the Chair is absent. All vouchers still must be signed by two officers after approval by the board. Old Bylaws had the treasurer keeping books but Aaron Vassalotti has been handling the finances of the DDA. Next month is the officer elections. Motion to approve resolution 2026-05 (in packet) by Al Born and David Mijares seconds. Vote 5 yes, 0 No.

b. **Bergstrom Park** {7:48 a.m.}

Aaron Vassalotti stated we are looking to move the park from its current position and move the park more west. Parking would be on the west and south sides. 71 parking spots and green space. Engineering for roads and parking lots is what we want to discuss. This will be first before the park development. Cost estimate review by Kip Wiley, Utilities Director. Civil survey and TOPO work, utility, grading, traffic study, water line connection, drainage, legal exhibits, mis. Cost \$147,200

This amount does not include CDOT improvements. David Mijares stated TOPO and boundary information may be available to help shave some of the cost.

Aaron is asking for \$147,200 and it would come with a 10% escalator so \$165,000. Jon Gemelke asked what the city has put towards the project. Aaron stated the city purchased the property for \$695,000 so would like a DDA match and grants would be applied for as well. Aaron stated \$500,000 for the next three years from the DDA totaling \$1.5 million is what the city is asking for. Jerry Good asked what the DDA has contributed so far, which was \$25,000 for the design of the park. David Mijares said DDA wants to participate at some level as this enhances downtown. Discussion from Board members/Sunsetting/investing back into the community. There is only one debt and Jon is checking into paying to eliminate any debt. Aaron Vassalotti stated the city heard an overwhelming need for parking on that side of the road and more

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walkability. It will change the way people can interact with our community and stimulate growth. Crosswalks and connectivity with both sides of 24 discussed. Al Born mentioned the land used to be a propane tank farm so to have it turned into this project is desirable. George Jones stated a mini-Memorial park on the other side of the highway will be a nice attraction. Jon Hugh said it is a big deal. Aaron said the plans had overwhelming support from the community. Aaron said at the August meeting there will be a budget discussion. The \$165,000 request will be brought to the July meeting. Al Born moves to table the Bergstrom Park proposal to be more prepared for the July meeting. George Jones seconds. Jerry Good commented there will be new members coming forward who will be voting as well. Al Born said we are not committing funds yet. Jon Gemelke feels a vote can be accomplished at the July meeting. Vote 5 Yes, 0 No.

c. **WPDDA 2026 Micro-Grant Program** {8:15 a.m.}

Anita Riggle, city staff, gave the grant update. The Micro Grant program for applications closed June 1 at 5 pm. 48 grant applications were submitted with a total of \$227,799.78. We have approximately 15 new applications which will be sent for review.

- i. Final Report - The Collen Corp has completed their project for the Grant. Page 5 is the applicant spreadsheet and page 2 has the review spreadsheet from city staff. A little more was spent but the grant amount is \$4990. 6 grants are completely executed. 16 grants are to be signed today by the DDA board and Anita is working on getting all signatures and copies sent to the applicants.

\$200,000 was allotted for the DDA Micro-grant program. The time stamps would control the funds. There is a process to increase the budget for the grant program. George Jones said there is a chance some funds may not be used. Joshua stated if \$10,000 was added, there would be a resolution to amend the budget and it would go before council. There is not a risk currently of going over the budget amount.

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Jon makes the motion to approve the Collen Corporation final report. Al Born seconds. Vote 5 yes, 0 no.

7. Public Comment {8:27 a.m.} (Matters not on the agenda)

None.

8. Reports {8:27 a.m.}

- a. **Board Chair Report** : Chair Gemelke said the fire department has their newer fire truck. The ladder truck will be outside after the meeting. Several years ago we approved the \$150,000 for the truck. The flowers are in and a little smaller than what we wanted. The city is planting on the 15th of June. We have 2 or 3 applicants for the open positions on the board. David Mijares has re-applied for his position. David Hapgood is the owner of Timber and Rust and he has applied. Kellie Case has applied. We may have one more. Joshua reminded that next month are elections for Chair, Vice Chair and Secretary.
- b. **Treasurer Report**
Jon said an invoice from Michow Guckenberger McAskin May 2026 was received in the amount of \$2262.00. DDA TIF reimbursement M&M Estate LLC for \$5973.81. Al Born moves to approve and pay the attorney fees at \$2262. Mijares seconds. Vote 5 yes, 0 no.
Al Born moves to approve and pay the TIF reimbursement to M&M Estate LLC for \$5973.81. Jerry Good seconds. Vote 5 yes, 0 no.
The Collen Corporation final report \$4990. Al Born moves to approve and Good seconds. Vote 5 yes, 0 no.
- c. **Board Member Report**:
Jerry Good asked about the Vos building. Aaron said he can have an update at the next meeting.

9. Adjournment {8:35 a.m.}

City of Woodland Park Downtown Development Authority

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

This _____ day of _____ 2026.

Al Born, Secretary

Jon Gemelke, Chair

**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

RESOLUTION NO. 2026-06

**A RESOLUTION APPROVING A PROPOSED AMENDMENT TO THE WOODLAND
PARK DOWNTOWN DEVELOPMENT AUTHORITY'S 2026 BUDGET INCREASING
THE 2026 MICRO-GRANT BUDGET BY \$10,000.00, AND REQUESTING CITY
COUNCIL'S APPROVAL OF THE BUDGET AMENDMENT AND SUPPLEMENTAL
APPROPRIATIONS**

WHEREAS, on March 03, 2026, at a duly noticed regular meeting of the Board of Directors ("Board") of the Woodland Park Downtown Development Authority ("DDA"), the Board adopted Resolution No. 2026-02, approving the Woodland Park Downtown Development Authority 2026 Micro-Grant Program ("2026 Grant Program"); and

WHEREAS, the 2026 Grant Program is designed to provide financial assistance for projects that meet the 2026 Grant Program's eligibility requirements ("Eligible Projects") up to a maximum grant amount of five thousand dollars (\$5,000.00) per Eligible Project; and

WHEREAS, the DDA Board, with the approval of the City Council of the City of Woodland Park ("City Council"), budgeted a total of \$200,000.00 for the 2026 Grant Program ("Total Grant Funds") to fund Eligible Projects; and

WHEREAS, the DDA Board anticipates the total aggregate amount of the Eligible Projects may exceed the Total Grant Funds by approximately ten thousand dollars (\$10,000.00) or less (the "Supplemental Grant Funds"); and

WHEREAS, the Board desires to amend the DDA's 2026 Budget to increase the Total Grant Funds by \$10,000.00, thereby increasing the 2026 Grant Program's budget to the total amount of \$210,000.00, which represents the sum of the Total Grant Funds plus the Supplemental Grant Funds, in order to fund all of the Eligible Projects; and

WHEREAS, the Board finds there are sufficient funds in the Downtown Development Authority Fund and revenues to cover the Supplemental Grant Funds; and

WHEREAS, the Board desires to respectfully request that City Council approve the proposed amendment to the DDA's 2026 Budget and to approve supplemental appropriations therefor, as stated in this Resolution.

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

Section 1. The foregoing recitals are included herein for all purposes and adopted by the Board as its findings and determinations.

Section 2. The Board approves the proposed amendment to the DDA’s 2026 Budget to increase the projected budget for account 215-710-2500, DDA Micro-Grant, by \$10,000.00, to a total budget amount of \$210,000.00 (the “DDA Micro-Grant Budget Increase Amendment”).

Section 3. The Board requests that City Council approve the DDA Micro-Grant Budget Increase Amendment and make such supplemental appropriations as necessary.

Section 4. The Board hereby authorizes and directs the DDA Board Chair, the City Manager, and the DDA’s general legal counsel to take such actions that are necessary to submit this Resolution to City Council for its consideration of the Board’s request to approve the DDA Micro-Grant Budget Increase Amendment and to make supplemental appropriations therefor.

Section 5. This resolution is immediately effective upon its approval by the Board.

APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY ON JULY 07, 2026.

By: _____
WPDDA Board Chair

ATTEST:

By: _____
WPDDA Secretary

**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

RESOLUTION NO. 2026-07

A RESOLUTION CONDITIONALLY APPROVING A GRANT OF \$165,000.00 TO THE CITY OF WOODLAND PARK FOR PUBLIC INFRASTRUCTURE IMPROVEMENT COSTS CONNECTED TO THE RE-IMAGING BERGSTROM PARK PROJECT, APPROVING A PROPOSED AMENDMENT TO THE AUTHORITY'S 2026 BUDGET, AND REQUESTING CITY COUNCIL'S APPROVAL OF THE BUDGET AMENDMENT AND SUPPLEMENTAL APPROPRIATIONS

WHEREAS, pursuant to sections 31-25-801, *et seq.*, C.R.S. ("Act"), the Woodland Park Downtown Development Authority ("DDA" and "District") was established by Ordinance 914, Series 2001, adopted by the City Council ("City Council") for the City of Woodland Park ("City"), and by qualified electorate approval at a City special municipal election held September 25, 2001; and

WHEREAS, in accordance with C.R.S. § 31-25-807(4), the City Council, pursuant to Resolution No. 571, Series 2002, approved a plan of development for the DDA, titled the "Foundation Plan"; and

WHEREAS, the Foundation Plan sets forth the DDA's primary objectives and purposes, which includes, without limitation, assisting the City in the development, redevelopment and planning of the physical restoration and growth of the District; improving the overall appearance, condition and function of the District; relieving traffic congestion; encouraging pedestrian traffic and security in the District; and preserving and creating green spaces, parks, and pedestrian walkways in the District; and

WHEREAS, the Foundation Plan includes possible projects that the DDA can assist with funding, including, without limitation: the participation in and assistance to public developments consistent with the priorities of the DDA including funding for constructing, reconstructing, rehabilitating, and equipping land in the District's boundaries in connection with cultural, arts, recreational, amusement, entertainment, and transportation-related facilities; and in conjunction with the City, a parking program to provide sufficient and accessible public and private parking to service all occupants, employees, owners and visitors within the District (collectively, "Development Projects"); and

WHEREAS, per the Act, the Board of Directors of the DDA ("Board") is granted all powers customarily vested in the board of directors of a corporation, including, but not limited to, the power to implement the policies and objectives of the Foundation Plan through Development Projects; and

WHEREAS, at a duly noticed regular meeting of the Board on June 02, 2026, the City presented a grant request to the Board in the amount of \$165,000.00 ("Grant Request"), in connection with the City's Re-Imaging Bergstrom Park Project ("Bergstrom Park Project"), to

assist the City with covering the costs of engineering for roads and parking lots, including, but not limited to, land surveys, dirt work and grading, utilities, traffic studies, water line connections, and drainage improvements; and

WHEREAS, at the Board's duly noticed meeting on June 02, 2026, the Board voted to table the Grant Request until the Board's regular meeting on July 07, 2026, to allow the City to provide the Board with additional information and for further discussion and consideration; and

WHEREAS, the Board fully considered and discussed the Grant Request at its duly noticed regular meeting on July 07, 2026; and

WHEREAS, the Board finds that the Bergstrom Park Project is located within the boundaries of the DDA; and

WHEREAS, the Board finds that the Bergstrom Park Project qualifies as a Development Project that would further the objectives of the Foundation Plan; and

WHEREAS, the Board finds that approval of the Grant Request for the Bergstrom Park Project will benefit and promote the health, safety, prosperity, security and general welfare of the occupants, owners, and visitors in the District, prevent deterioration of property values, prevent the growth of blighted areas, and will be of special benefit to all property in the District; and

WHEREAS, the Board desires to approve the City's Grant Request subject to the conditions set forth in this Resolution; and

WHEREAS, the Board desires to amend the DDA's 2026 Budget to include the grant of \$165,000.00 to the City for the Bergstrom Park Project, and to request that City Council approve the amendment to the DDA's 2026 Budget, as stated herein, and make supplemental appropriations; and

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

Section 1. The foregoing recitals are included herein for all purposes and adopted by the Board as its findings and determinations.

Section 2. The Board approves an amendment to the DDA's 2026 Budget to include the addition of \$165,000.00 for a grant to the City for Bergstrom Park Project, as described in the recitals above (the "DDA Bergstrom Park Budget Amendment").

Section 3. The Board requests that City Council approve the DDA Bergstrom Park Budget Amendment and make such supplemental appropriations as necessary.

Section 4. The Board conditionally approves the City's Grant Request subject to the City Council's approval of the DDA Bergstrom Park Budget Amendment and supplemental appropriation of funds therefor.

Section 5. The Board authorizes and directs the DDA Board Chair, the City Manager, and the DDA’s general legal counsel to take such actions that are necessary to submit this Resolution to City Council for its consideration of the Board’s request to approve the DDA Bergstrom Park Budget Amendment and to make supplemental appropriations therefor.

Section 6. This Resolution is immediately effective upon its approval by the Board.

APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY ON JULY 07, 2026.

By: _____
WPDDA Board Chair

ATTEST:

By: _____
WPDDA Secretary



City Above the Clouds

City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: July 07, 2026

Agenda Item: 6.e.i. –Final Report of Fiesta Mexicana Restaurants No. 1, Inc.

Presented By: City Staff

REQUEST PRESENTED

Grant recipient Fiesta Mexicana Restaurants No. 1, Inc., a Colorado 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 [];*
 - 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 \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

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 Fiesta Mexicana Restaurants No. 1, Inc. and for the City to issue payment in the amount of \$5,000.00 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 Fiesta Mexicana Restaurants No. 1, Inc. 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 Fiesta Mexicana Restaurants No. 1, Inc.

Woodland Park Downtown Development Authority Micro-Grant Program 2026

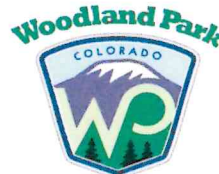
Staff Review Form for Final Report

Applicant: Fiesta Mexicana Restaurants No. 1, INC
 Project Address: 420 W Midland Ave, Woodland Park, CO
 Approval Amount (not to exceed): \$5,000.00
 Date Final Report Received: June 8, 2026
 Date DDA Board Meeting Review: July 7, 2026

Scope of Project Approved by DDA for Reimbursement:
 Outdoor deck upgrade with paint, lighting, flooring, bar and tables and chairs for outside dining

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: - 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	
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 max grant amount that can be awarded per the Grant Agreement is \$5000.00
Were copies of governmental approvals and permits provided (if applicable)?	n/a	

CITY OF WOODLAND PARK
 220 W. South Avenue
 P.O. Box 9007
 Woodland Park, CO 80866
 719-687-9246
 719-686-1010/Fax
 Federal Tax ID # 84-6002740
 CO Tax Exempt # 98-00978



Please Select	
MAIL	DEPT
hold in office	

Vendor Information

Name	Fiesta Mexicana Restaurant #1	Vendor #	
Address	420 W Midland Ave	Contact	Rachel White
Address		Phone #	480-748-4417
City/State/Zip Code	Woodland Park, CO 80863-5890	Fax #	
Federal Tax ID #			

Estimate#	Date	Description	Amount	G/L Acct. #
	06/16/26	ice chest, garden beds, umbrella bases	\$914.93	215-710-2500
		paint, rust spray	\$ 55.05	
		electrical work	\$ 335.00	
		hardware supplies misc	\$ 153.24	
		outdoor tables and seating	\$ 2,258.39	
		gazebo bar, paint, epoxy	\$ 1,283.39	
			\$ 5,000.00	TOTAL

Special Instructions:

30 Character Expenditure Description

DDA Micro Grant Funds

	Date	Signature
Department Manager	6/16/2026	
City Manager		

*Department Manager approval required for all purchases.
 City Manager approval required for all purchases over \$1,000.00.*

Hi Anita,

Let me know when the check is ready and I will have the manager come pick it up. Thank you again for this opportunity to expand out seating area and business and to make it enjoyable for our customers. We really appreciate it.

Rachel White

Fiesta Management Team

Accounting

Ph:480-748-4417

Fx:480-257-3214

Check to
Be picked up!
Fiesta

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: Kevin Rangel

Date of execution: 4/8/2026

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

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Fiesta Mexicana Restaurant #1</p> <p>2 Business name/disregarded entity name, if different from above Kargl Enterprises</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. P.O. Box 5890 / 420 W. Midland Ave</p> <p>6 City, state, and ZIP code Woodland Park, CO 80863-5890</p>	<p>Requester's name and address (optional)</p>
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px; text-align: center;">84</td> <td style="width: 25%; border: 1px solid black; height: 20px; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px; text-align: center;">1571466</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>	84	-	1571466	
84	-	1571466		

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Kargl Enterprises*

Date ▶ **6/8/26**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

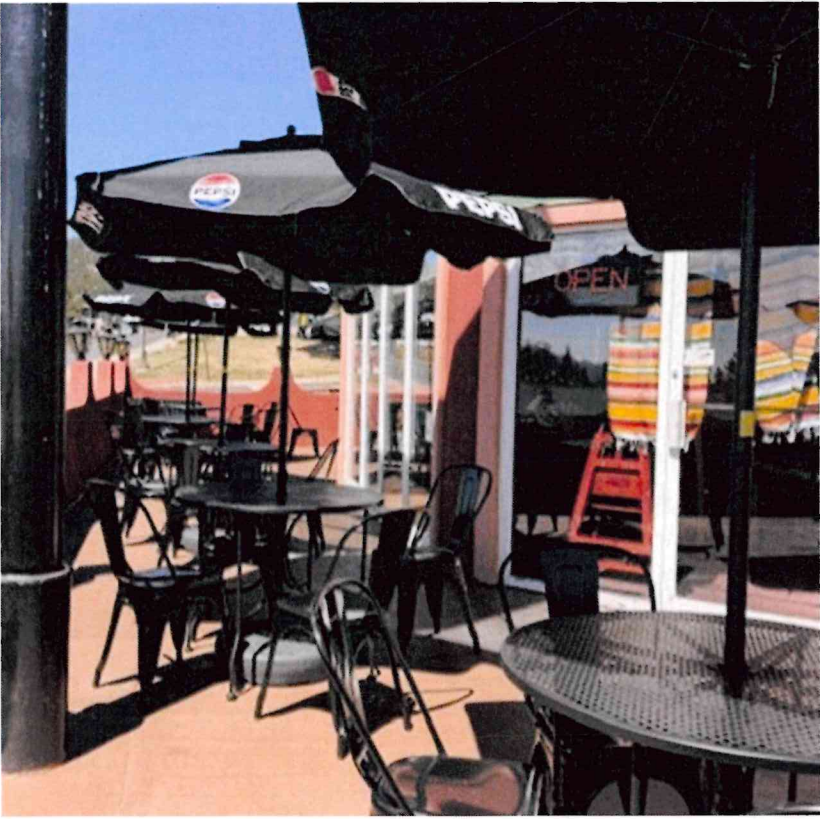
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.





Academy Blvd 10PM 80863



Academy Blvd 10PM 80863

Menu Quotes Lists Carlos

SPRING BLACK FRIDAY

DEALS ARE HERE + FAST FREE DELIVERY



Shop Now

Order #WN54851195

Placed on: Apr 13, 2026

Billing Information

Carlos Ruiz
420w E Midland Ave
Woodland Park CO 80863

Payment Method: VISA ***9257

Table with 4 columns: Item, Price/Item, Qty, Line Total. Contains multiple rows for delivery items, VEIKOUS gazebo, Armacost lighting, and BEHR/Sika products.

Expect it on Apr, 13 2026
6am - 8pm

\$0.00

PRIVATE BRAND UNBRANDED Premium 9 in.x 1/2 in.Shed Resistant White Woven Paint Roller Cover (3 Pack) \$11.48

1

\$11.48

Expect it on Apr, 13 2026
6am - 8pm

\$0.00

Hampton Bay 12-Light 24 ft. Plug-in Indoor/Outdoor Edison String Light with S14 Single Filament LED Bulbs \$24.97

2

\$49.94

Expect it on Apr, 13 2026
6am - 8pm

Subtotal

\$2,035.23

Delivery

\$55.00

Sales Tax

\$174.85


Total

\$2,265.08

Need help?

Online Customer Support:
1-800-430-3376

Call 7 days a week:
6 a.m. to 2 a.m. EST

 [Download Our App](#)

Need Help?

Visit our [Customer Service Center](#) or Text 78465

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[Do Not Sell or Share My Personal Information](#) [California Supply Chain Act](#) [Site Map](#) [Store Directory](#)



Account Balance 10PM

W.

Account Balance 10PM

Account

My Home Depot

Lists

Cart

We would love to hear from you!
Take a quick survey



ORDER # WN55972606



Show barcode for returns or pickups.

Date Ordered: April 23, 2026

PO/Job Name: Add PO/Job Name [Edit](#)

Order Total: \$914.93

Payment: - 4276

Order Origin: Online

Estimated Arrival Thurs, April 30

Processed ⓘ

Shipped

Out For Delivery

Delivered

Ship To:

Carlos Ruiz
420 W Midland Av.
Fiesta Mexicana Restaurant
Woodland Park, CO 80863



SKYSHALO 80 qt. Rolling Ice Chest, Holds up to 50-Bottles / 110-Cans. Portable Patio Party Bar Drink Cooler Cart, Bottom Shelf

Qty: 1

\$226.99

[Info & Guides](#)

[Buy Again](#)



KETER Splendor 29.8 in. H x 44.9 in. W Anthracite Raised Garden Bed

Qty: 3

\$239.91

(\$79.97/item ~~\$227.00~~)

Save 65%

[Info & Guides](#)

[Buy Again](#)



KOZYARD 99 lbs. Outdoor Large Umbrella Base Patio Umbrella Base in Black Color

Qty: 6

\$376.86

(\$62.81/item)

[Info & Guides](#)

[Buy Again](#)

Subtotal:	\$990.85
ProXtra Savings:	
Delivery:	-\$147.09
Sales Tax:	FREE
Total:	\$71.17
	\$914.93

[Next >](#)

[Download Our App](#)

Need Help?

Visit our [Customer Service Center](#) or Text 78465

[Feedback](#)

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[Provide Feedback](#)



Remit to:
 P.O. BOX 203095
 DALLAS, TX 75320-3095
 Phone: (719) 687-9205

Cash Sales Invoice

Invoice No **3843487**
 Invoice Date 04/23/2026
 Terms 10th Prox
 Customer 80000002-8000
 Contact Name
 Contact Number
 Job
 Your Ref
 Our Ref 19246710
 Yard Book Ref None
 Taken By Emery, Jerome
 Sales Rep House Account



Invoice Address
 Cash Sale Woodland Park #90
 300 S. Chestnut St.
 Woodland Park, Colorado, 80863

Delivery Address: Cash Sale Woodland Park #90, 300 S. Chestnut St., Woodland Park, Colorado, 80863

This is a reprint

Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	410514 - PROPANELII FOREST GRN 29GA 8	1 ea	40.80	ea	40.80
2	322765 - STOPS RUST SPRY GLS BLACK 12OZ	1 ea	9.99	ea	9.99

4/23/26

Goods received in good condition

Print name _____

Signature _____

Payment Method	Amount Received
Debit	\$55.05
Merchant #	978716
Account #	*****9257
Authorization #	957535

Total Amount	\$50.79
Sales Tax 8.40%	\$4.26
Invoice Total	\$55.05

INVOICE

Elevated Electric
PO Box 133
Florissant, CO 80816-0133

dustin@elevatedelectric.co
+1 (719) 354-3704



Bill to

Carlos / Fiesta Mexican Resturant
420 W Midland Ave
Woodland Park, CO 80863
United States

Invoice details

Invoice no.: 1780
Invoice date: 05/01/2026
Due date: 05/04/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	04/29/2026	Service work	Service call - Install weather rated tamper resistant GFCI with in use bubble cover, connected to timer box on exterior for patio lighting down low. Install 1/2" emt conduit to fit, with proper NPT connectors. Also, GFCI on patio near doors not working - solution - replace with new weather rated tamper resistant GFCI, and new in use bubble cover.	1	\$200.00	\$200.00
2.		Material Cost	Material Cost.	1	\$125.00	\$125.00
3.		Office / Accounting / Overhead	Administrative costs	1	\$10.00	\$10.00

Total **\$335.00**

Ways to pay



[View and pay](#)

Statement

Woodland Hardware & Home

100 Saddle Club Avenue
Woodland Park, CO 80863
Phone: (719)687-3031

Statement Date 04/30/26

FIESTA MEXICANA
PO BOX 5890
Woodland Park, CO 80866

PH:(719)687-3551
FAX:

Current Terms: NET DUE EOM

Customer No.: MEX001

Last Payment: 04/28/26 for \$-10.29

Date	Invoice No.	Due Date	Reference			Previous Balance
				Charge	Credit	10.29
						Balance Fwd
04/04/26	2995755	05/28/26	CARLOS -			19.48
04/10/26	2996958	05/28/26	CARLOS	9.19		50.89
04/20/26	2999045	05/28/26	CARLOS -	31.41		81.75
04/20/26	2999173	05/28/26	CARLOS	30.86		67.67
04/20/26	2999174	05/28/26	CARLOS -	-14.08		117.49
04/22/26	2999634	05/28/26	CARLOS	49.82		127.24
04/23/26	2999729	05/28/26	CARLOS	9.75		109.92
04/23/26	2999730	05/28/26	CARLOS	-17.32		121.29
04/28/26			Payment	11.37		111.00
04/29/26	3001066	05/28/26	CARLOS		10.29	123.98
04/29/26	3001080	05/28/26	CARLOS	12.98		153.24
				29.26		
Current		1-30	31-60	61-90	Over 90	
153.24		0.00	0.00	0.00	0.00	
Total Due						153.24

FIESTA MEXICANA
PO BOX 5890
Woodland Park, CO 80866

Statement Date 04/30/26

Customer No.: MEX001

Woodland Hardware & Home

100 Saddle Club Avenue
Woodland Park, CO 80863
Phone: (719)687-3031

Amount Enclosed: _____

Total Due 153.24

INVOICE SUMMARY

FIESTA MEXICANA
Customer No.: MEX001

Invoice No. 2995755		Date 04/04/26	P.O. CARLOS -		
Qty	Item No.	Description	List	Price	Extended
1	445150	1/2X260YEL PTFE GAS TAPE	\$5.49	5.49	\$5.49
1	432623	3/4XCLOSE BLACK NIPPLE	\$2.99	2.99	\$2.99
<i>Handwritten Signature</i>					
Non Taxable SubTot					0.00
Taxable SubTotal					8.48
Sales Tax					0.71
Invoice Total					9.19

Invoice No. 2996958		Date 04/10/26	P.O. CARLOS		
Qty	Item No.	Description	List	Price	Extended
1	4865358	10OZ PL400V SFL ADHESIVE	\$5.99	5.99	\$5.99
1	395021XXX	100PC BIT SET	\$22.99	22.99	\$22.99
<i>Handwritten Signature</i>					
Non Taxable SubTot					0.00
Taxable SubTotal					28.98
Sales Tax					2.43
Invoice Total					31.41

Invoice No. 2999045		Date 04/20/26	P.O. CARLOS -		
Qty	Item No.	Description	List	Price	Extended
1	775576	3" PUTTY KNIFE	\$2.49	2.49	\$2.49
2	260047	QT CONCRT PATCH COMPOUND	\$12.99	12.99	\$25.98
<i>Handwritten Signature</i>					
Non Taxable SubTot					0.00
Taxable SubTotal					28.47
Sales Tax					2.39
Invoice Total					30.86

Invoice No. 2999173		Date 04/20/26	P.O. CARLOS		
Qty	Item No.	Description	List	Price	Extended
-1	260047	[Incorrect Item] QT CONCRT PATCH COMPOUND	\$12.99	12.99	\$-12.99

INVOICE SUMMARY

FIESTA MEXICANA
Customer No.: MEX001

Car

Non Taxable SubTot	0.00
Taxable SubTotal	-12.99
Sales Tax	-1.09
Invoice Total	-14.08

Invoice No. **2999174** Date 04/20/26 P.O. CARLOS -

Qty	Item No.	Description	List	Price	Extended
2	267015	QT CONCRETE CRACK SEAL	\$14.99	14.99	\$29.98
2	260054	10OZ CONCRETE REPAIR	\$7.99	7.99	\$15.98

Car

Non Taxable SubTot	0.00
Taxable SubTotal	45.96
Sales Tax	3.86
Invoice Total	49.82

Invoice No. **2999634** Date 04/22/26 P.O. CARLOS

Qty	Item No.	Description	List	Price	Extended
1	301365	1/2X2-9/16 NUT DRIVER	\$8.99	8.99	\$8.99

Car

Non Taxable SubTot	0.00
Taxable SubTotal	8.99
Sales Tax	0.76
Invoice Total	9.75

Invoice No. **2999729** Date 04/23/26 P.O. CARLOS

Qty	Item No.	Description	List	Price	Extended
-2	260054	[Incorrect Item] 10OZ CONCRETE REPAIR	\$7.99	7.99	\$-15.98

Car

Non Taxable SubTot	0.00
Taxable SubTotal	-15.98
Sales Tax	-1.34
Invoice Total	-17.32

INVOICE SUMMARY

FIESTA MEXICANA
Customer No.: MEX001

Invoice No.	2999730	Date	04/23/26	P.O.									
Qty	Item No.	Description	List	Price	Extended								
1	8484537	CLR KWIKSEAL ULTRA CAULK	\$10.49	10.49	\$10.49								
<i>cut</i>													
					<table> <tr> <td>Non Taxable SubTot</td> <td>0.00</td> </tr> <tr> <td>Taxable SubTotal</td> <td>10.49</td> </tr> <tr> <td>Sales Tax</td> <td>0.88</td> </tr> <tr> <td>Invoice Total</td> <td>11.37</td> </tr> </table>	Non Taxable SubTot	0.00	Taxable SubTotal	10.49	Sales Tax	0.88	Invoice Total	11.37
Non Taxable SubTot	0.00												
Taxable SubTotal	10.49												
Sales Tax	0.88												
Invoice Total	11.37												

Invoice No.	3001066	Date	04/29/26	P.O.	CARLOS								
Qty	Item No.	Description	List	Price	Extended								
1	1197	REGAL TOOL ASSORTMENT RED	\$11.97	11.97	\$11.97								
<i>cut</i>													
					<table> <tr> <td>Non Taxable SubTot</td> <td>0.00</td> </tr> <tr> <td>Taxable SubTotal</td> <td>11.97</td> </tr> <tr> <td>Sales Tax</td> <td>1.01</td> </tr> <tr> <td>Invoice Total</td> <td>12.98</td> </tr> </table>	Non Taxable SubTot	0.00	Taxable SubTotal	11.97	Sales Tax	1.01	Invoice Total	12.98
Non Taxable SubTot	0.00												
Taxable SubTotal	11.97												
Sales Tax	1.01												
Invoice Total	12.98												

Invoice No.	3001080	Date	04/29/26	P.O.	CARLOS								
Qty	Item No.	Description	List	Price	Extended								
1	125	HILLMAN FASTNERS	\$11.00	11.00	\$11.00								
1	125	HILLMAN FASTNERS	\$9.00	9.00	\$9.00								
1	307475	3/16 X 4 MASONRY BIT	\$6.99	6.99	\$6.99								
<i>cut</i>													
					<table> <tr> <td>Non Taxable SubTot</td> <td>0.00</td> </tr> <tr> <td>Taxable SubTotal</td> <td>26.99</td> </tr> <tr> <td>Sales Tax</td> <td>2.27</td> </tr> <tr> <td>Invoice Total</td> <td>29.26</td> </tr> </table>	Non Taxable SubTot	0.00	Taxable SubTotal	26.99	Sales Tax	2.27	Invoice Total	29.26
Non Taxable SubTot	0.00												
Taxable SubTotal	26.99												
Sales Tax	2.27												
Invoice Total	29.26												

Check No: 000000001811

-\$335.00

Required fields are marked with an asterisk (*)

From: Fiesta Mexicana No. 1 (Business Interest Checking *9795) \$193,575.71
Posted: 05/29/2026

Check #: 1811

Transaction image(s):

Hide images

1811

FIESTA MEXICANA RESTAURANT ONE, INC
420 WEST MIDLAND AVENUE
WOODLAND PARK, CO 80866-8040


DATE 05/02/26

PAY TO THE ORDER OF ELEVATED ELECTRIC \$ 335⁰⁰

THREE HUNDRED THIRTY-FIVE ⁰⁰/₁₀₀ DOLLARS

VECTRABANK COLORADO, N.A.

FOR DEPOSIT ONLY

 Carlos Becerra

⑆000000001811⑆ ⑆000000000000⑆ ⑆000000000000⑆ ⑆000000000000⑆

< Previous

1/2

Next >

Check No: 000000001818


-\$153.24

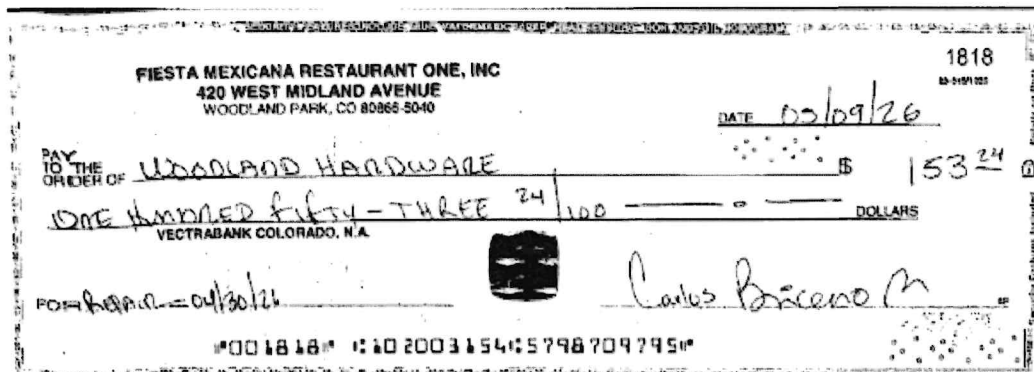
Required fields are marked with an asterisk (*)

From: Fiesta Mexicana No. 1 (Business Interest Checking *9795) \$193,575.71
Posted: 05/29/2026

Check #: 1818

Transaction image(s):

 Hide images



< Previous

1/2

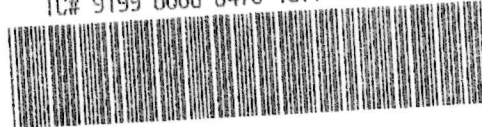
Next >

Give us feedback @ survey.walmart.com
Thank you! ID #:7WS6NH1B6BGE



WM Supercenter
719-687-1065 Mgr. AARON
19600 E US HIGHWAY 24
WOODLAND PARK CO 80863
ST# 03805 OP# 004797 TE# 09 TR# 03159

ITEMS SOLD 24
IC# 9199 6008 8470 1577 9455



4PK PETUNIA	046731308410	3.77 X
4PK PETUNIA	046731308410	3.77 X
4PK PETUNIA	046731308410	3.77 X
4PK PETUNIA	046731308410	3.77 X
4PK PETUNIA	046731308410	3.77 X
4PK PETUNIA	046731308410	3.77 X
4PK PETUNIA	046731308410	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731786500	3.77 X
4PK PETUNIA	046731503420	3.77 X
4PK PETUNIA	046731503420	3.77 X
4PK PETUNIA	046731503420	3.77 X
4PK PETUNIA	046731503420	3.77 X
4PK PETUNIA	046731503420	3.77 X
4PK PETUNIA	046731503420	3.77 X
4PK PETUNIA	046731503420	3.77 X

	SUBTOTAL	90.46
TAX1	8.4000 %	7.60
	TOTAL	98.08

	ECA CHECK TEND	98.08
	CHANGE DUE	0.00

When you pay by check, you authorize us to use its information to process an Electronic Funds Transfer (EFT) or a draft drawn on your account, or to process the payment as a check. If payment is returned unpaid, you authorize collection of your payment and the Return Fee below by EFT(s) or draft(s) drawn on your account. Call 888-905-3388 with any questions RETURN TO ACCOUNT As stated on the point of

WebstaurantStore

Sales Invoice

Order Number	User ID	Date Ordered
124717675	15133593	4/23/2026 at 2:51 PM

Bill To

FIESTA MEXICANA
 Fiesta Mexicana
 22768 S 215th St Queen Creek, Arizona
 Queen Creek, AZ 85142

Ship To

FIESTA MEXICANA
 FIESTA MEXICANA # 1
 420 W. MIDLAND AVE.
 Woodland Park, CO 80863

Shipping Method

Common Carrier

Your Contact

help@webstaurantstore.com

Customer PO

Customer Phone

1 970 565 4267

Item Number	Description	Unit Price	QTY	Est. Tax	Total
164CNCAFEBLK	Lancaster Table & Seating Alloy Onyx Black Outdoor Cafe Chair	\$34.39	24	\$69.33	\$894.69
132ALM36	American Tables & Seating ALM36 36" Round Top Outdoor Table with Umbrella Hole	\$126.49	6	\$63.75	\$822.69

Subtotal: \$1,584.30

Shipping & Handling: \$499.09

Estimated Tax: \$175.00

Total: \$2,258.39

Balance Due: \$0.00

Payment Method: rewards - XXXX7379 - \$0.00

Thank you for your business!

WebstaurantStore

40 Citation Lane
 Lititz, PA 17543
 717-392-7472

Note: The above address is for billing purposes only. For questions regarding returns, visit your account at

<https://www.webstaurantstore.com/myaccount>



City Above the Clouds

City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: July 07, 2026

Agenda Item: 6.e.ii. –Final Report of Model Citizen Coffee Company, LLC

Presented By: City Staff

REQUEST PRESENTED

Grant recipient Model Citizen Coffee Company, LLC (“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 [];*
 - 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 \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

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 Model Citizen Coffee Company, LLC and for the City to issue payment in the amount of \$5,000.00 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 Model Citizen Coffee Company, LLC 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 Model Citizen Coffee Company, LLC

Woodland Park Downtown Development Authority Micro-Grant Program 2026

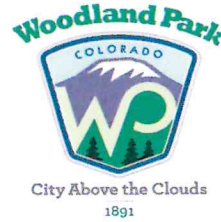
Staff Review Form for Final Report

Applicant: Model Citizen Coffee Company, LLC
 Project Address: 214 W Midland Ave, Woodland Park, CO
 Approval Amount (not to exceed): \$5,000.00
 Date Final Report Received: June 13, 2026
 Date DDA Board Meeting Review: July 7, 2026

Scope of Project Approved by DDA for Reimbursement:
 Railing installation next to Hwy 24

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	
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 max grant amount that can be awarded per the Grant Agreement is \$5000.00
Were copies of governmental approvals and permits provided (if applicable)?	n/a	

CITY OF WOODLAND PARK
 220 W. South Avenue
 P.O. Box 9007
 Woodland Park, CO 80866
 719-687-9246
 719-686-1010/Fax
 Federal Tax ID # 84-6002740
 CO Tax Exempt # 98-00978



Please Select	
MAIL	DEPT

Vendor Information

Name	Model Citizen Coffee Company
Address	795 Skyline Drive
Address	
City/State/Zip Code	Woodland Park, CO 80863
Federal Tax ID #	

Vendor #	
Contact	Enrique Camacho
Phone #	719-287-6241
Fax #	

Estimate#	Date	Description	Amount	G/L Acct. #
	06/22/26	Welded steel railing	\$5,000.00	215-710-2500
			\$ 5,000.00	TOTAL

Special Instructions:

30 Character Expenditure Description

DDA Micro Grant Funds

Department Manager
 City Manager

Date	Signature
6/22/2026	

Department Manager approval required for all purchases.
 City Manager approval required for all purchases over \$1,000.00.

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: ENRIQUE CAMACHO
Signor's Printed Name: Enrique Camacho
Date of execution: 12 JUNE 2026

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





MATTHEW SNELUS

Estimate 7362

Labor and materials	\$5000
Total Estimate	\$5000
Total Paid	\$5000
Total Due	\$0

Client Name:	MODEL CITIZEN Coffee
Project Address:	214 W. Midland Ave. Woodland Park, CO 80863
Date:	05.28.2026

Equipment	
Material	Welded Steel Railing, Paint
Additional	

Description: Description: Prep/Demo, install custom fabricated safety railing, paint. 48' of custom fabricated railing, 3 rail with 1/2" expanded metal on lower 2/3rd portion of the safety railing.

Terms: Paid in Full



INVOICE

Invoice # 10045
Date: 06/09/2026
Due On: 07/09/2026

Michow Guckenberger McAskin, LLP

5299 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
05/01/2026	Joshua Myers	Review multiple drafts of grant agreements; email correspondence w/ A. Riggle re: same.	0.70	\$275.00	\$192.50
05/01/2026	Joshua Myers	Tava TIF Agreement: review edits of P. Kloster to the draft agreement; confer w/ M. McAskin re: same.	0.60	\$275.00	\$165.00
05/05/2026	Joshua Myers	Attend (via Zoom) regular monthly meeting of the DDA Board.	0.40	\$275.00	\$110.00
05/05/2026	Joshua Myers	Tava TIF Agreement: Tc w/ Chair Gemelke.	0.30	\$275.00	\$82.50
05/06/2026	Joshua Myers	Reviewing multiple draft grant agreements; email correspondence w/ A. Riggle re: same.	0.40	\$275.00	\$110.00
05/06/2026	Joshua Myers	Tava TIF Agreement: Email to P. Kloster re: his edits to same and direction received from client.	0.40	\$275.00	\$110.00
05/06/2026	Marcus McAskin	Review Tava Group correspondence and status of redevelopment and reimbursement agreement	0.30	\$285.00	\$85.50
05/07/2026	Joshua Myers	Review and reply to email from A. Riggle re: Jimmy John's application for grant funds to repair a private road.	0.50	\$275.00	\$137.50
05/11/2026	Joshua Myers	Review email from M. Weaver transmitting executed TIF Agreement; review TIF Agreement and save copy to WPDDA records; email to A. Vassalotti transmitting executed TIF Agreement.	0.20	\$275.00	\$55.00
05/11/2026	Joshua Myers	Reviewing multiple draft grant agreements; email correspondence w/ A. Riggle re: same.	0.70	\$275.00	\$192.50

05/12/2026	Joshua Myers	Review email from A. Vassalotti re: Bergstrom Park grant request; drafting DDA Board meeting agenda for June 02, 2026; reply email to A. Vassalotti.	0.20	\$275.00	\$55.00
05/15/2026	Joshua Myers	Review and reply to email from K. Burleson re: VOS Building grant application.	0.30	\$275.00	\$82.50
05/21/2026	Joshua Myers	Review draft grant agreement; email to A. Riggle re: same.	0.20	\$275.00	\$55.00
05/26/2026	Joshua Myers	Preparing draft agenda for the DDA Board's regular meeting in June; review DDA's Bylaws re: election of Treasurer; research C.R.S. laws re: organization of the DDA; draft and send email to Chair Gemelke and City staff re: agenda items and options for amending the DDA Bylaws to remove officer position of Treasurer.	2.50	\$275.00	\$687.50
05/26/2026	Joshua Myers	Reviewing multiple draft grant agreements; email correspondence w/ A. Riggle re: same.	0.80	\$275.00	\$220.00
05/26/2026	Joshua Myers	Prepare templates for Staff's Final Report Review Form and the AIS for Final Reports to be used in the DDA Board Meeting Agenda Packets; email same to A. Riggle.	0.70	\$275.00	\$192.50
05/27/2026	Joshua Myers	Reviewing the Collen Corp Final Report, and preparing same for DDA Board Agenda Packet.	0.30	\$275.00	\$82.50
05/28/2026	Joshua Myers	Continue preparing the DDA Board's meeting agenda.	0.40	\$275.00	\$110.00
05/28/2026	Joshua Myers	Tc w/ Chair Gemelke re: DDA grants and removal of Treasurer officer position from DDA Bylaws; confer w/ M. McAskin re: same.	0.70	\$275.00	\$192.50
05/28/2026	Joshua Myers	Draft Agenda Item Summary re: Restated and Amended Bylaws; finalize draft of Restated and Amended Bylaws; draft Resolution No. 2026-05 Adopting the Restated and Amended Bylaws; finalize the Agenda for the June 02 meeting; prepare Agenda Packet; email Agenda Packet to Board of Directors and City staff.	3.00	\$275.00	\$825.00
05/28/2026	Marcus McAskin	Discuss proposed grant to school district with J. Myers	0.30	\$295.00	\$88.50
05/29/2026	Joshua Myers	Reviewing multiple grant agreements; email correspondence w/ A. Riggle re: same.	0.50	\$275.00	\$137.50

Subtotal \$3,969.00 USD

Total \$3,969.00 USD

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10045	07/09/2026	\$3,969.00 USD	\$0.00 USD	\$3,969.00 USD
			Outstanding Balance	\$3,969.00 USD

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



June 25, 2026

Sent Via email to: jgemelkedda@woodlandpark.gov

Woodland Park Downtown Development Authority
Attn: Jon Gemelke, Chair
220 W. South Avenue
Woodland Park, CO 80866

Re: Amendment to 2026 Fee Schedule

Dear Chair Gemelke and Members of the Board:

This letter announces an additional billing rate **effective as of June 1, 2026**.

The Firm began utilizing a Paralegal starting on June 1, 2026, to provide our clients with legal support for certain tasks at a lower hourly rate. The amended hourly billing rates for the Firm's attorneys and support staff for 2026 are set forth below:

2026 Amended Hourly Billing Rates for Legal Services

Partners	\$295.00 (no change)
Senior Associate	\$275.00 (no change)
Associates	\$265.00 (no change)
Paralegal	\$145.00 (new for 2026)

The Firm appreciates the opportunity to continue to provide legal services to the WPDDA. If you have any questions, please do not hesitate to contact me at 303-459-4621.

Sincerely,

Marcus McAskin
mmcaskin@mgmfirm.com