

# 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

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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 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 15<sup>th</sup> 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.}

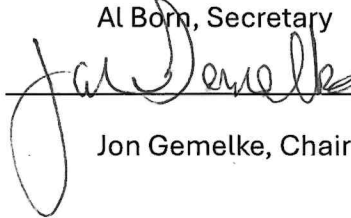
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Recorded by Anita Riggle, Economic Development and Budget Analyst, and approved by the DDA.

This 7<sup>th</sup> day of JULY 2026.



Al Born, Secretary



Jon Gemelke, Chair