



City of Woodland Park

Downtown Development Authority

August 4, 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, Kellie Case

Board Members Absent: John Hugh, Linda Cecere

Staff Present: 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** {7:31 a.m.}

Agenda was approved as presented.

4. **CONSENT AGENDA** {7:32 a.m.}

Al Born moved to approve the July 7 minutes as written. George Jones seconds. Motion passed 6 yes, 0 No.

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

None.

6. **GENERAL BUSINESS** {7.33 a.m.}

a. 2026 Micro-Grant Program

Final Report – RD Toth Construction, LLC and Rhapsody Market Bistro, LLC Kellie Case makes a motion to approve both final reports. David Mijares seconds. Vote 5 yes, 0 no and Al Born abstains.

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Kimberly Burleson has a Micro Grant program update:

The two final reports approved today: RD Toth Construction came in at \$3860.81 which is less than the approved \$4111.96 and Rhapsody Market was at the approved \$5000.

Four grant agreements to be signed by the DDA today: Mountain Vapor Lounge, 8465 Inc (Joanie's), 750 Highway 24 (Andersen Building), 121 E Midland (Bierwerks)

Final reports in the work:

Hi Folks LLC – need a zero invoice or a copy of the check

Mountain View Studio – need a zero invoice

Eagle Fire Lodge – complete but just received

Reminder – all invoices must show a zero balance – we need a copy of the check or a copy of the receipt.

To date there have been three prior grant agreements which have been approved and paid: Fiesta, Grit to Greatness and Model Citizen with the two approved today there are 5 paid. We still have 5 grant agreements waiting on the applicants' signatures on the grant agreement.

- b. Tif Reimbursement Payment – Purple Mountain Hospitality II, LLC (the Microtel)

Jon asked about an overpayment. Aaron stated the reimbursement today is for \$46680.76. Josh and Marcus reviewed and found we overpaid by \$3002.25. Al Born moved to pay the TIF Reimbursement. George Jones seconds. Vote 6 Yes, 0 No.

- 7. Discussion Items {7:37 a.m.}** Chair Jon Gemelke asked about the grant agreements they are signing today. He asked about a deadline. The grant applications were all on time. The applicant was awarded the grant but the grant agreement must be signed by all parties for payment. The applicant has just signed their grant agreement.

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8. **Public Comment {7:39 a.m.}** Public Comment on matters not on the Agenda.

None.

9. **Reports {7:39 a.m.}**

a. **Board Chair Report** : Jon does not have anything to report.

Michow Guckenberger McAskin LLP invoice bill June 2026 in the amount of \$4778.00. Kellie Case moves to approve and Mijares seconds. Vote 6 yes, 0 no.

Aaron Vassalotti has a parking lot update. A1 Chip Seal doing repair and striping in the parking lots downtown. In the orange, we have crack seal, seal coat on August 11 with striping happening on August 12. The blue area will have crack seal, seal coat on August 17 with striping on August 18. The green area will have crack seal, seal coat on August 18 and striping on August 19. We are trying to get this completed during the week so not impact businesses on the weekend. Jon Gemelke asked why we would do the parking lot which may be part of a park. Kellie Case thought they already did that parking area in front of Tava. Aaron did not have the answer but would certainly have Kip check on that parking lot. This was put together last summer so there may be some adjustments. Pot hole repair would be part of this and remove asphalt and patch if needed. Jon Gemelke stated these are all public parking areas and free parking. Jon asked if business owners would be informed. George Jones said the notice may go to employees of the businesses. Information will be posted and sent out to try and inform the community. Aaron said the parking areas will be blocked off after 5 pm so work can happen the next day. Aaron stated we are hoping to minimize the impact. Kellie Case said she saw it on social media. Discussion on the parking area near Tava to make sure redundant work is not done.

b. **DDA Attorney** – no report.

c. **Board Member Reports** – none.

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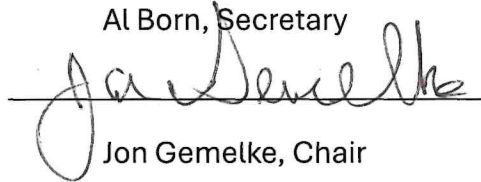
10. Adjournment {7:48 a.m.}

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

This 15th day of SEPTEMBER 2026.



Al Born, Secretary



Jon Gemelke, Chair