Woodland Park Downtown Development Authority Board of Directors

Regular Meeting Tuesday, October 5, 2021–7:30 AM

City Hall –Council Chambers 220 W. South Avenue, Woodland Park CO

1. CALL TO ORDER

The Regular Meeting of the Woodland Park Downtown Development Authority Board of Directors was held on October 5, 2021, on Zoom Videoconference. Chairperson Larsen declared a quorum present and called the meeting to order at 7:29 am. The following Board Members attended:

PRESENT: Chair Merry Jo Larsen, Chairperson

Jerry Good, Vice-chairperson
Rusty Neal, (Council Liaison)
Al Born
Arden Weatherford
Tony Perry
Jon Gemelke, Secretary
Matt McCracken

ABSENT: None

STAFF: Sally Riley, Planning Director
Rebecca Allen, DDA Assistant

GUESTS: Mike Patel,
John Schafer, Habitat for Humanity of Teller County

2. Pledge of Allegiance

All attendees participated

3. Additions, Deletions or Corrections to the Agenda

Chair Larsen asked for a motion to move Agenda Item 6 to a later date and approve the agenda.

MOTION:

Vice-Chair Good made a motion to approve the agenda.

2ND:

Al Born seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

8-0, Unanimous.

4. **Approval of the Minutes – Tabled**

Chair Larsen inquired about the progress of minutes transcribed and tabled the approval of meeting minutes until the November 2, 2021, DDA Board of Directors meeting

5. **DDA Staffing and Meeting Times**

Chair Larson stated that the start date for Rebecca Allen was as of now and explained job responsibilities and the email and point of contact protocol for the DDA Assistant position.

Secretary Gemelke inquired about the possibility of himself acting as the liaison between Ms. Allen and the DDA Board.

Chair Larsen was in agreeance asked to be kept abreast of information exchanged between Mr. Gemelke and Ms. Allen. Secretary Gemelke inquired about the logistics of communication between Chair Larson, Ms. Allen, and himself.

Rusty Neal confirmed that the entire Board would be using Secretary Gemelke as the liaison for the DDA Assistant. Neal also inquired of Gemelke about getting the meeting agendas posted to the city of Woodland Park website. Secretary Gemelke stated that he would be responsible for assigning that task to Ms. Allen.

Vice-Chair Jerry Good inquired about whom was responsible for this in the past. Chair Larsen stated that she worked with Sally Riley, Planning Director, on this task prior to this month's meeting.

Chair Larsen explained the paperwork presented to the Board of Directors for review as a copy of emails sent to Ms. Riley so that she was in compliance with protocols surrounding communications between the DDA Board of Directors and opened the floor for Ms. Allen's questions regarding her job responsibilities.

Tony Perry, Chair Larsen, Rusty Neal, Jerry Good, and Secretary Gemelke answered Ms. Allen's questions.

Chair Larsen informed the Board of her attendance of the Woodland Park City Council Budget meeting where she discussed the possibility of hiring an Executive Director for the DDA Board.

Vice-Chair Good stated his opposition to the hiring of an Executive Director due to his understanding that the City of Woodland Park were supposed to be separate entities.

Secretary Gemelke inquired if the hiring of an Executive Director would be brought before the Board for a vote of approval. Chair Larsen stated that it would be brought before the Board for final approval.

Chair Larsen opened the floor for discussion regarding meeting times for the DDA Board. Arden Weatherford stated that he believed that an evening time for the meeting would be better suited for public participation.

Rusty Neal stated that he was in agreeance with Mr. Weatherford.

Vice-Chair stated the importance of the Board appointments being volunteer positions and, therefore, the meeting time being convenient for Board members.

Board members discussed meeting times and audience participation.

Chair Larsen referred to Sally Riley, City Planner, regarding the availability of the room for a different meeting time. Possible times were discussed.

MOTION:

Tony Perry made a motion to move the meeting time to the first Tuesday of each month to 6:30 pm pending confirmation of room availability with the city of Woodland Park.

2ND:

Rusty Neal seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

7-1, Jerry Good opposed.

6. **Woodland Station**

Sally Riley, Senior Planned, stated that Mr. Patel was online and ready to speak.

Mike Patel introduced himself to the Board and stated that he was amenable to working with Board members to develop Woodland Station.

Chair Larsen referred to the Exclusive Negotiation agreement drafted by Paul Benedetti.

Mike Patel stated that the developers that he was working with were still working on their requested revisions.

Chair Larsen stated that Exhibit A and Exhibit B and requested revisions have not been submitted for approval.

Mike Patel discussed the process for developing a main plan for Woodland Station and development partners.

Tony Perry stated that he wanted a clearer idea of the development plan and potential partners before agreeing to an exclusivity contract and the attorney being engaged without Board notification.

Mike Patel discussed design concepts and being amenable to working with Board Members to remedy this solution.

Chair Larsen stated that there was a need for a special session for Mike Patel's proposed presentation about the development of Woodland Station.

Mike Patel stated that he was amenable to working with the new Board and mentioned one of his partners was open to the idea of affordable housing in the development process and plan.

Rusty Neal discussed Colorado House Bill 21-1271 which was an affordable housing grant program just introduced by the state and invited John Schafer of Teller County Habitat for Humanity to speak.

John Schafer stated that he was amenable to working with Mike Patel.

Mike Patel stated that he was opposed to having competing projects and asked if there were any other possible locations for the affordable housing project.

Secretary Gemelke inquired about a voting time frame. Mike Patel stated that those time frames were subject to change, and he had no opposition to voting at the next meeting.

Chair Larsen referred to Al Born who previously requested an updated survey of Woodland Station.

Al Born stated that his original intention was to redefine the property parameters of Woodland Station. Born explained the details of the survey conducted by Rampart Design. Born also stated that with the pending development proposal for Woodland Station he would be willing to forward the previous survey to all Board members and Mr. Patel and that he would be willing to postpone incurring the expense of a new survey pending hearing the proposal by Mr. Patel

Chair Larsen agreed.

Mike Patel stated that he was amenable to this solution.

Sally Riley, Planning Director, stated that this preliminary plat was expired and explained the design concept and preliminary plat approval process.

7. **Discuss DDA Attorneys**

Chair Larsen explained the protocol for Board contact and opened the floor for discussion.

Arden Weatherford inquired about David Nevil's contract.

Rusty Neal inquired if there was a contract or legal obligation to pay either Mr. Nevil or Paul Benedetti.

Al Born explained that the DDA's use of an attorney was on an as needed basis only. Chair Larsen stated the current procedures for utilizing and issuing payment to an attorney within the DDA Board of Directors.

Arden Weatherford inquired about obtaining documentation from Mr. Nevil and his partner.

Tony Perry stated that the Board consider looking for another attorney to manage DDA Board of Directors business and better manage finances dealing with attorneys.

Jerry Good stated that he was in favor of keeping Paul Benedetti as the acting attorney for the DDA Board of Directors.

Board members further discussed options for DDA attorneys and best practices for the Board's dealings with their attorney.

Rusty Neal was assigned the task of researching other possibilities for a DDA Board attorney and reporting back to the entire Board and stated that he would get the email thread in which Paul Benedetti was in contact with former DDA Board members.

MOTION

Rusty Neal made the motion to terminate the DDA Board of Directors contract and hire an attorney to draft a one-time legal termination letter.

Motion dies. Discussion of DDA Attorney will continue at the next DDA Board of Directors.

9. Dates for DDA Workshops

a. City Council

Chair Larsen stated that she would contact the mayor regarding a date and time for the workshop.

Board Members discussed different training options and drafting an amendment to the Conflict-of-Interest statement.

b. DDD / City Development Project

Chair Larsen stated that she wanted to hold a workshop or special session regarding different subjects surrounding the development of downtown and asked for an approval from Board members. Board members were amenable to the suggestion.

c. Goals for DDA

Chair Larsen stated that she would tie the DDA Goals into the other workshops with the City Council.

d. CML Training

Chair Larsen referred to the Sally Riley, Planning Director for possible CML training times.

Salley Riley, Planning Director, stated that Michael Lawson, City Manager, has been communicating with Kevin Baumer, CML Executive Director, and Mr. Baumer is available Tuesday, December 14th. A potential meeting time of 6:30 was suggested pending approval by Mr. Baumer and room availability.

10. General Discussion

Chair Larsen opened the floor for discussion.

Tony Perry inquired about the time frame for submitting the 2022 DDA proposed budget.

Sally Riley, Planning Director, stated that staff has already been advised to have their budget done and that the DDA Board of Directors was already behind schedule.

Rusty Neal suggested that a special meeting be called after this Thursday when the City Council appoints another DDA Board Member. A meeting time of Friday October 8th at 8:00 am was decided on by Board members. Rebecca Allen was advised to prepare the agenda for this special session.

11. Audience Participation on Items Not on the Agenda

An inquiry about who was currently doing the books for the DDA Board of Directors. Chair Larsen stated this would be decided at the special session on Friday.

12. Adjournment

Chair Larsen asked for a motion to adjourn.

MOTION:

Al Born made a motion to adjourn.

2ND:

Rusty Neal seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

8-0, Unanimous.

Hearing no further business before the Commission, Chair Larsen adjourned the meeting at 9:22 am.

Minutes prepared by Rebecca Allen