Woodland Park Downtown Development Authority Board of Directors Regular Meeting

Tuesday, July 6, 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 July 6, 2021, on Zoom Videoconference. Chairperson Larsen declared a quorum present and called the meeting to order at 7:34 am. The following Board Members attended:

PRESENT: **C**hair Merry Jo Larsen, Chairperson

Jerry Good, Vice-Chairperson

Al Born
Jan Wilson
Arden Weatherford
Tony Perry
Jon Gemelke, Secretary
Elijah "Murf" Murphy, Treasurer

ABSENT: None

STAFF: Sally Riley, Planning Director

Michael Lawson, City Manager

GUESTS: C.K. Patel, Developer

Shirley Davis
Tanner Coy, Former DDA Treasurer
Rusty Neal, City Council Member

1. **Pledge of Allegiance**

All attendees participated

2. **Introduction of New Board Members.**

Larsen opened the meeting by thanking former DDA Board Members for their work with the Board and by welcoming new Board members. Chair Larsen asked new Board Members to introduce themselves.

Tony Perry introduced himself.

Arden Weatherford introduced himself.

Jon Gemelke introduced himself.

Chair Larsen opened the floor for questions from Board Members.

Vice-Chair Good inquired of new Board Members which three focus areas they would like to see the DDA improve upon.

Tony Perry stated the first focus being that the DDA paying its debt down. Second focus being solving the Woodland Station issue. The third focus area being resolving the issues regarding Board structure, protocol, and procedures and conflict between city council protocol.

Arden Weatherford stated that his two priorities were to improve Woodland Station and the downtown area.

Jon Gemelke stated that he would like to see new growth in Woodland Park and to see honesty in all Board dealings, as well as to bring in new perspective to the DDA Board.

3. **Board Positions and Election of Officers**

Chair Larsen invited Board Members to nominate for the Chair Position

MOTION:

Jon Gemelke nominated Mary Jo Larsen as the Chair.

2ND:

Vice-Chair Good seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

9-0, Unanimous

Chair Larsen invited Board Members to nominate for the Vice-Chair position.

MOTION:

Elijah “Murf” Murphy nominated Jerry Good as Vice-Chair.

2ND:

Jan Wilson seconded the motion

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

9-0, Unanimous.

Chair Larsen invited Board Members to nominate for the Secretary position.

MOTION:

Vice-Chair Good nominated Jon Gemelke for Secretary

2ND:

Elijah "Murf" Murphy seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

7-1, Jan Wilson opposed

Chair Larsen invited Board Members to nominate for the Treasurer position.

MOTION:

Al Born nominated Tony Perry for Treasurer

2ND:

Jon Gemelke seconded the motion.

DISCUSSION:

Jon Gemelke stated that Tony Perry's background would be conducive to the Treasurer position.

Al Born commented on Tony Perry's financial and information technology knowledge and experience.

Jerry Good stated that being as Tony Perry was a new Board Member, the nomination might be premature.

Tony Perry responded to Goods statement.

VOTE:

Motion dies.

MOTION:

Jerry Good nominated Elijah “Murf” Murphy for Treasurer.

2ND:

Jan Wilson seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

After receiving the majority vote, Elijah “Murf” Murphy was elected as Treasurer.

4. **Discussion of Executive Director**

Chair Larsen stated that the discussion on hiring an Executive Director would be on the August meeting agenda. Larsen also stated that the position will be advertised for two weeks publicly before the August meeting. It was also stated that having no staff was a liability issue.

Al Born stated that the state DDA legislation is worded, “The DDA Board of Directors shall have and Executive Director”

Tony Perry inquired about the prior meetings with the DDA Attorney and the thought process behind hiring an Executive Director.

Chair Larsen stated that there were no prior meetings with the attorney but the discussions behind hiring an Executive Director were at a City Council meeting.

5. **Discussion of Agenda Meeting**

Board members discussed the posting of the agenda and the period for doing so before meetings. The gap of losing the DDA Assistant and the DDA's process for hiring a new administrative assistant for the DDA Board was discussed.

6. **C.K. Patel Developer**

C.K. Patel introduced himself and the development project that he was bringing before the DDA Board.

Vice-Chair Good inquired about the name of the Hotel Chain and how big the proposed hotel would be.

C.K. Patel stated that it would be under the Fairfield/Marriot name and would comprise of sixty-one units.

Chair Larsen inquired about the proposed location.

C.K. Patel stated that the proposed location was right next to Natural Grocer's.

Al Born explained the avenue for approaching the DDA for assistance beginning with an application.

Chair Larsen explained the partnership between the DDA and the City of Woodland Park regarding the assistance process and the TIF fund.

Contact information was exchanged to expedite the process.

Secretary Gemelke inquired if Mr. Patel had already spoken with the landowner or contractor.

C.K. Patel explained that the land was currently under contract and that numbers were being figured.

Sally Riley, Planning Director, explained the process of submitting a concept plan for the proposed project and getting a conditional use permit which gets processed through the City Council. After the concept plan, a “SMART” meeting is set up to make sure the applicant has all the needed information through the design and development process.

A tentative date for C.K. Patel’s next appearance before the DDA was set for the regular August monthly Board meeting.

7. **Discussion of Cog Platform**

Chair Larsen stated that Dwayne Carter of the Broadmoor donated money toward the restoration of the Cog platform and presented a design before the Board and explained the history of the Cog platform car.

Chair Larsen opened the floor for discussion.

Secretary Gemelke inquired about the possibility of moving the car for potential future development purposes and if the decision could be postponed.

Chair Larsen stated that Mike Williams wanted to incorporate the cog car into the development plan of Woodland Station and that he was planning to attend the August DDA Board Meeting.

Tony Perry stated that he concurred with Secretary Gemelke and talked about possibilities for moving the Cog car.

Al Born stated that moving the Cog car into the Amphitheater could lead to a better viewpoint and more usage.

Vice-Chair Good read Article 4 of the DDA Bylaws, “Conflict of Interest Statement” as required by Colorado Revised Statues 31-25-819.

Chair Larsen asked the DDA Board for their permission to go ahead and price the construction of the platform.

MOTION:

Tony Perry made a motion for the DDA Board to move forward on procuring a bid for the proposed project.

2ND:

Elijah “Murf” Murphy seconded the motion.

DISCUSSION:

Arden Weatherford inquired about lighting and the electrical plan for the design.

Chair Larson stated there would be a lighting and electrical design plan.

VOTE:

9-0, Unanimous.

8. **Discussion of Woodland Station**

Chair Larsen stated the need to approve funding to mow Woodland Station.

Board members discussed the possibility of mowing the property themselves and the liability behind doing so.

Secretary Gemelke volunteered to take the task on, and billing was discussed.

9. General Discussion

Al Born stated that he wanted to make Board members aware of materials needed for the Woodland Station project and the availability and pricing thereof and timing concern behind that availability.

Elijah "Murf" Murphy explained the current inflation behind pricing of materials. He also stated the current issue of having two people from the City of Woodland Park on the Board and the voting issues that stem from this positioning. Treasurer Murphy also stated that the attorney was being consulted about conflicts-of-interest in the voting process.

Secretary Gemelke inquired about the $30,000 donation to the DDA Board.

Chair Larsen stated that the funding was originally budgeted for Woodland Station and could be allocated elsewhere.

Tanner Coy, Former DDA Treasurer, stated that the $30,000 was allocated to further the DDA development plan and was originally allocated to Woodland Station for specific uses. Mr. Coy further explained the change of circumstances and that the Board can allocated the funding as they see fit.

Secretary Gemelke inquired about the liability behind reallocating the funding elsewhere.

Chair Larsen stated that the DDA Attorney would be consulted regarding this issue.

10. Audience Participation

Rusty Neal, City Council Member, addressed the Board and commended them on their work during this meeting.

Sally Riley, Planning Director, explained her new role as liaison between the City of Woodland Park and the DDA Board of Directors. Ms. Riley also explained the Comprehensive Plan that has been in progress since February and the importance of review by the DDA Board. A presentation was scheduled for the regular August meeting of the DDA.

Tanner Coy, Former DDA Treasurer, congratulated the newly appointed Board members. He also explained the past to present debt amount of the DDA Board. Mr. Coy also referred to the presence of Natural Grocer's in a DDA meeting, the businesses understanding of the TIF agreement in that meeting, and the decision to expand the agreement was done by City Council. Mr. Coy also stated that C.K. Patal's TIF Application was available on the website. Transference of records from Tanner Coy to the DDA Board was discussed.

Sally Riley, Planning Director, explained that the expansion was necessary and practical from a land use and ownership perspective.

11. Adjournment

Chair Larsen asked for a motion to adjourn.

MOTION:

Treasurer Murphy made a motion to adjourn.

2ND:

Arden Weatherford seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

8-0, Motion passes, Unanimous.

Hearing no further business before the Commission, Chair Larsen adjourned the meeting at 9:29 am.

Minutes prepared by Rebecca Allen