Woodland Park Downtown Development Authority Board of Directors

Special Meeting

Friday, October 8th, 2021-8:00 AM

City Hall-Council Chambers

220 South Avenue, Woodland Park, CO

1. CALL TO ORDER AND ROLE CALL

The Special Meeting of the Woodland Park Downtown Development Authority Board of Directors was held on October 8, 2021, on Zoom Videoconference. Chairperson Larsen declared a quorum present and called the meeting to order at 8:00 am. The following Board Members attended:

PRESENT:

Chair Merry Jo Larsen, Chairperson
Jerry Good, Vice-chairperson
Rusty Neal, (Council Liaison)
Arden Weatherford
Tony Perry
Jon Gemelke, Secretary
Matt McCracken, Treasurer
David Mijares

ABSENT: Al Born

STAFF: Michael Lawson, City Manager
Sally Riley, Planning Director

GUESTS: Kellie Case, City Council Member
Robert Zuluaga, City Council Member

2. PLEDGE OF ALLEGIANCE

All attendees participated

3. **ELECT TREASURER**

Chair Larsen moved for a nomination for the Treasurer position open within the DDA Board of Directors.

MOTION:

Secretary Gemelke made a motion to elect Matt McCracken as Treasurer.

2ND:

Vice-Chair Good seconds the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 8-0

4. **DISCUSS BUDGET**

Chair Larsen opened the floor for discussion among Board Members.

Tony Perry stated his suggestions for preparing the 2022 DDA Board of Directors Budget and inquired about the balance sheet.

Chair Larsen stated that input from all Board Members was necessary when determining the 2022 budget.

Kellie Case, City Council Member, advised the DDA Board of Directors on budget items and accounting including debt service payments and other items managed by staff and suggested that Operating Expenses are what the Board should focus on in appropriating the 2022 budget.

Tony Perry stated that the attorney’s fee should be reduced.

Jon Gemelke, Secretary stated that the new DDA assistant position should be taken in account when considering professional services.

Tony Perry inquired if the new DDA assistant had been given a rate of pay or contract at this point.

Sally Riley, Planning Director, stated in 2020, over $9,000 was spent in Professional services.

Chair Larsen stated that $10,000 should be allocated into the Professional services category and opened the floor for discussion.

Matt McCracken, Treasurer, stated that he felt $10,000 was appropriate for now.

Tony Perry asked about Training and Travel budget and attorney’s fees.

Chair Larsen stated that we could request a transfer from one budget area to another if necessary.

Jon Gemelke, Secretary inquired as to why the Beautification category kept decreasing and stated he would like to see that category increase.

Tony Perry stated that he would comfortable allotting $10,000 for Beautification and was uncomfortable allocating $30,000 for Woodland Station improvements. Perry stated that he wanted to see Information Technology increased.

Chair Larsen stated that she wanted to address the train car that was not working. Larsen stated that there was an individual donation of $12,000 towards this project.

Tony Perry stated that he did not foresee this project occurring during the next 12 months.

Board Members inquired about potential expenses incurred as a part of this project.

Matt McCracken, Treasurer, advised Chair Larsen that this project might be done more efficiently later. Other Board members discussed postponing this project.

The Attorney Fees Budget category was discussed. Board Members agreed on allocating $12,500 for the Attorney Fees category.

Tony Perry inquired about the Nonspendable Land category that includes Woodland Station and the actual value of the property.

Kellie Case, City Council Member, explained the category of Nonspendable Land and suggested that the DDA Board of Directors work with staff to calculate budget categories for the 2020 DDA Budget.

Matt McCracken, Treasurer, agreed to work with City staff on budget preparation.

Board Members discussed the Capital Outlay category.

Vice-Chair Good stated his concerns regarding the special projects category.

Board members addressed Vice-Chair Good’s concerns.

Matt McCracken, Treasurer, stated he would be willing to allocate $2,000 to the Capital Outlay budget category.

Michael Lawson, Manager, explained best practices for the Capital Outlay category and recommended that the DDA Board zero out the Capital Outlay category and place the money into another category.

Chair Larson inquired if the budget could wait for a vote of approval to the November monthly DDA Board of Directors meeting.

Sally Riley, Planning Director, stated that if the numbers are submitted by next Friday October 15th, the city would move forward with the understanding that a vote for approval is pending.

Chair Larson stated the Board would follow the recommendation of Sally Riley, Planning Director

Board Members were in agreeance.

Rusty Neal, Council Liaison, stated he was abstaining from the discussion and the vote for this budget and would reserve his vote for his City Council position.

5. GENERAL DISCUSSION

Mary Jo Larsen opened the floor for general discussion.

Robert Zuluaga, City Council Member, inquired about the website.

Sally Riley, Planning Director, explained that the DDA website was now connected to the City of Woodland Park website

Michael Lawson, City Manager, explained that there was a quirk with the Zoom notifications and encouraged participants to re-enroll to get DDA notifications.

Tony Perry volunteered to take the lead on website planning with the city.

6. ADJOURN

Chair Larson asked for a motion to adjourn.

MOTION:

Secretary Gemelke made a motion to adjourn.

SECOND:

Matt McCracken, Treasurer, seconds the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passes 8-0, unanimous. Chair Larson moves to adjourn the meeting at 8:54 am.

Minutes prepared by Rebecca Allen