Woodland Park Downtown Development Authority Board of Directors

Workshop

Tuesday, August 17th, 2021- 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 August 17, 2021, on Zoom Videoconference. Chairperson Larsen declared a quorum present and called the meeting to order at 7:30 am. The following Board Members attended:

PRESENT:
Chair Merry Jo Larsen, Chairperson
Jerry Good, Vice-chairperson
Al Born
Rusty Neal, (Council Liaison)
Arden Weatherford
Tony Perry
Jon Gemelke, Secretary
Elijah "Murf" Murphy, Treasurer

ABSENT: None.

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

GUESTS: Rebecca Allen, DDA Assistant Applicant

2. PLEDGE OF ALLEGIANCE

All attendees participated

3. **Additions, Deletions, or Corrections to the Agenda**

Chair Larsen stated that this was not the regular monthly DDA meeting but a workshop and cited the next regular DDA Board of Directors meeting was on Sept 7, 2021.

Rusty Neal asked that that title of the meeting being changed from “special meeting” to workshop on the agenda.

Board Members voted on this by consensus.

4. **DDA Bylaws Review**

Chair Larsen opened the floor for discussion among Board Members.

Secretary Gemelke stated that he thought the current bylaws were sufficient and did not see any needed changes.

Al Born stated that he was content with the DDA bylaws as they currently read.

Arden Weatherford inquired as to why the DDA Bylaws were changed in 2019 and what exactly was changed at that time.

Rusty Neal, Council Liaison, clarified that the number of DDA Board Members was changed from nine to a range of five to eleven.

Al Born stated that this occurred by Ordinance 1113 Series 09.

5. **TIF Agreement**

Chair Larsen inquired if DDA Board Members understand TIF agreements.

DDA Board Members responded that they did understand TIF agreements.

6. **Woodland Station Project**

Chair Larsen stated that the DDA as a Board had decided that they did not want to develop the property themselves.

Al Born stated his assessment on the Woodland Station property. Mr. Born stated that he was directed at one point to try to find a master developer and had worked with a couple of Teller Country and Colorado Springs reality forms, as well as a commercial developer in Denver. The professional’s opinion was that the property was too small to address the development issues and the costs associated with those issues for such as small parcel of land. Mr. Born further stated he then suggested that the DDA Board only act in a supervisory role in the development of Woodland Station, parcel out the land, and work with individual developers. Mr. Born stated that the DDA Board should be market-driven and that the individual developer, referred to as the planner, would be responsible for working with the City of Woodland Park on the logistics of developing Woodland Station.

Al Born stated that he saw the Woodland Station property as having three to four separate parcels and would like to survey those parcels and property parameters. Mr. Born further stated his suggestions for parcel separation and neighboring development.

Vice-Chair Good stated that he disagreed with Al Born in neighboring development and that he saw it as a conflict-of-interest within the DDA Board of Directors.

Tony Perry stated that as current DDA Board of Directors members, they were all responsible for previous actions of the DDA Board of Directors. Mr. Perry further stated that he would like to work with only one developer instead of multiple developers and that he would like to put the DDA Boards effort into producing a detailed document about Woodland Station and wait for the market to resolve the development issues with Woodland Station. Mr. Perry stated that he had inquired of several developers who were not interested in the property.

Arden Weatherford inquired about the issues surrounding the development of Woodland Station that Mr. Born had shared with the realtors that he contacted.

Al Born stated there were flood plain development issues, that a survey was needed to define the property parameters and encroachment on the south end of the property, infrastructure issues, legal regulations regarding housing not being placed on the first floor of a property, and traffic study and flow issues. Mr. Born stated that addressing these issues would take a matter of time.

Arden Weatherford inquired if the regulation about first floor housing came from the state and wanted to find this statute.

Rusty Neal, Council Liaison, addressed the definition of Conflict-of-Interest statement in the DDA Board of Directors Bylaws.

Tony Perry stated that he would advocate for the DDA Board to establish the clear legal boundary of the Woodland Station by conducting a survey.

Al Born stated that an underground culvert had been previously suggested but the recommendation from the Core of Army Engineers had stopped the city from putting in a swimming pool due to the thermal temperature of the watershed.

Secretary Gemelke stated that it was a watershed and not a headwater.

Chair Larsen stated that Mike Williams, a developer had contacted her regarding the development of Woodland Station but had not heard anything further from Mr. Williams currently.

Chair Larsen distributed copies of the 2016 plan for the development of Woodland Station and that the entire Board voted by consensus on the 2016 plan. Chair Larsen stated that this plan has hit several roadblocks.

Tony Perry inquired of the DDA Board of their plan to develop Woodland Station regarding another park being built in Woodland Station and the costs already associated with developing Woodland Station now.

Arden Weatherford inquired about the possibility of building a park and the costs associated with this park development.

Vice-Chair Good stated that he wanted to let the free market decide the fate of the Woodland Park development project.

Chair Larsen stated the previous public uses for the Woodland Station property and the potential public uses of the property until it is developed.

Rusty Neal, Council Liaison, commented on the premise statement and his disagreement with it and inquired about who created the previous Woodland Station development plan.

Secretary Gemelke inquired about the possible placement of hiking trails on the property by volunteers.

Chair Larsen inquired about the possibility of using wood chips already located on the property for the hiking trails.

Secretary Gemelke stated that he was opposed to utilizing the existing wood chips for the hiking trails and would rather use dirt.

Al Born explained the history of the wood chips project that was halted by the City and that he was directed to place the wood chips on the property originally and stated his frustration with the numerous directions that the Woodland Station development plan for over his time on the DDA Board of Directors.

Chair Larsen inquired of Al Born if he was willing to contact the persons that had previously offered to grade the property.

Al Born stated the current problem with that would be the addition of the wood chips that were placed on the Woodland Station property.

Chair Larsen addressed the issue with the wood chips.

Rusty Neal, Council Liaison, stated his concern regarding drainage and the wood chips.

Sally Riley, Planning Director, clarified the city's concerns with utilizing the wood chips and the chips then floating into the detention pond and the DDA's potential problems that will result in the removal of the wood chips.

Al Born stated that that particular risk with the wood chips was previously identified.

Chair Larsen stated that this particular risk with the wood chips was previously identified.

Al Born spoke to a dirt drainage issue into the detention pond currently that will have to be addressed by the DDA Board of Directors soon.

Tony Perry stated that the wood chips were an issue and needed to be removed from the Woodland Station project.

Chair Larsen inquired if Board Members were in consensus about removing the wood chips from the planning at Woodland Station.

Board Members stated that they were in consensus about removing the wood chips from the planning at Woodland Station.

Rusty Neal, Council Liaison, inquired if the City of Woodland Park had been notified of the needed expense of removing the dirt drainage from the city detention pond.

Al Born stated that this was in the DDA Budget.

Tony Perry stated that the Board should readdress the development of Woodland Station at the next regular meeting of the DDA.

Board Members were in agreeance.

7. **DDA Assistant Applicants**

Chair Larsen stated that all three of the applicants for the DDA assistant position were invited to attend this workshop. Rebecca Allen was in attendance. Chair Larsen invited applicants to ask questions of or familiarize themselves with Board Members after this workshop. Chair Larsen further stated that the DDA Administrative Assistant position interviews would be on September 7th at the regular DDA Board of Directors meeting.

Tony Perry thanked applicants for coming. Tony Perry inquired if the DDA Board needed to collate a serious of questions for the applicants prior to interviewing applicants.

Chair Larsen stated that both applicants should be asked the same questions and that one applicant should be asked to leave the room during the other applicants' interview.

Secretary Gemelke stated that all questions should be vetted through Human Resources.

Tony Perry stated that this request was about best practices and professionalism and that the document could be vetted through the Human Resources.

Chair Larsen inquired about the possibility of DDA Board Members asking questions without vetting them through Human Resources.

Tony Perry stated this was for liability reasons.

Chair Larsen inquired if Tony Perry would collect interview questions from Board Members and collate the questions.

Tony Perry stated that he was willing to collect interview questions from Board Members and collate them for the interviews.

Secretary Gemelke stated that DDA Board Members should not be utilizing their private email addresses for DDA Board of Directors business.

Rusty Neal, Council Liaison, stated that no rate-of-pay was listed on the posting for the DDA Assistant position.

Chair Larsen stated the pay rate for the last DDA Assistant started at fifteen dollars an hour and increased after three months.

Rusty Neal, Council Liaison, stated that if the closing date were August 20th, the pay rate should be posted by then so applicants who are interested and inquiring about the rate-of-pay could apply before the closing date.

Vice-Chair Good stated that he had to increase his rate-of-pay at his business to twenty an hour within the last few months and that a pay increase to twenty dollars and hour would be appropriate.

Al Born stated that the employment market is very violate right now and the Human Resources Department of Woodland Park could advise us on an appropriate pay rate for this position.

Rusty Neal, Council Liaison, stated that the city had competitive pay rates listed and the DDA Board could reach out to Human Resources to determine an appropriate rate-of-pay for the position.

Secretary Gemelke stated the urgency of determining the rate-of-pay for the DDA Assistant.

Rusty Neal, Council Liaison, inquired if fifteen an hour to start was the historical rate-of-pay for the DDA Assistant position.

Chair Larsen clarified that this was the current agreed upon rate-of-pay for the DDA Assistant position and this could not be changed until voted upon at a regular DDA Board of Directors meeting.

Tony Perry inquired if he could add getting potential pay rates from Human Resources to his project of collating interview questions for applicants.

Chair Larsen was amenable to this suggestion.

8. General Discussion for Items not on the agenda

Chair Larsen opened the floor for general discussion among Board Members.

Tony Perry reported on the project of transferring the DDA files to the city for recordkeeping purposes and the three core records request that the DDA received this week that he was gathering. Mr. Perry also inquired about internal controls and processes. Tony Perry further stated that the DDA Board should work to strengthen their internal controls process and that the City of Woodland Park had offered to provide the DDA members with email addresses for a total of $400 a year. Mr. Perry stated that this should be discussed and voted upon at the next DDA regular meeting.

Tony Perry stated that it appeared as if the DDA files had been digitized and that all DDA files should be stored within this system to make records requests an easier process. Mr. Perry also stated that he wanted to clarify the DDA Board's communications process with the DDA Attorney and that he wanted at least two DDA Board members in contact with the attorney concerning all communications with the DDA attorney and was willing to collaborate with Secretary Gemelke on this.

Rusty Neal, Council Liaison, stated that a document should be created within the DDA to manage internal controls processes and would be distributed electronically to all DDA Board Members for review.

Chair Larsen stated that a grant was received by the city of Woodland Park for tourism and inquired of Michael Lawson, City Manager, to speak on this topic.

Michael Lawson, City Manager, stated that the city had received a grant from the Colorado Tourism Office and a person from CTO will help the city to determine the future of tourism in Woodland Park. Mr. Lawson invited DDA Board Members to participate in this process and asked for a representative from the DDA to join in the planning process.

Rusty Neal, Council Liaison, inquired about this grant project tying into the Comprehensive Plan.

Michael Lawson, City Manager, stated that the draft Comprehensive Plan was submitted as part of the documentation needed to receive the grant.

Rusty Neal, Council Liaison, inquired about the possibility of the Planning Commission being invited to take part in the grant planning effort.

Michael Lawson, City Manager, stated that he was keeping the core group small as per the request of the CTO trainer.

Rusty Neal, Council Liaison, inquired about the time frame that this group would be working within.

Chair Larsen inquired if Arden Weatherford could be the DDA representative.

Arden Weatherford stated that he was willing to be the DDA representative for this project but wanted it to put on the agenda for the next meeting to be put before a vote.

Michael Lawson, City Manager, stated the urgency of choosing a DDA representative.

Tony Perry suggested that the DDA Board send a DDA representative to the tourism planning group by consensus agreement.

Chair Larsen stated that there was a consensus among Board Members to send a DDA representative to the tourism planning group.

Chair Larsen inquired about the bike rally this weekend.

Michael Lawson, City Planner, stated that the bike rally was this weekend and thanked the DDA Board for their willingness to participate in helping with this event.

Vice-Chair Good read CO Revised Statue 31-25-819, Conflict-of-Interest Statement.

Al Born stated that the members of City Council had a workshop on Board responsibilities, procedures, et cetera. Mr. Born stated that the DDA Board also can participate in these trainings and recommended that the DDA Board look at scheduling a training.

Chair Larsen stated that topic could be put on the agenda for the next DDA regular meeting.

Michael Lawson, City Manager, stated that the CML trainer was willing to work with the DDA. Mr. Lawson stated that he would work to move the workshop scheduling forward.

Tony Perry stated that it would be beneficial to define a timeline for the workshop.

Michael Lawson, City Planner, stated that he would find a workable time for the CML Training workshop.

Secretary Gemelke inquired about a deteriorating property in the Woodland Park Downtown Development District and how the DDA Board of Directors could help this property owner.

Sally Riley, Planning Director, stated that this particular property was currently experiencing legal issues with the contractor and would rather not comment on this private property situation.

Tony Perry recommended that Secretary Gemelke inquire of the "Keep Woodland Park Beautiful" program for further help with this matter.

Rusty Neal, Council Liaison, inquired about the 2022 DDA Budget and if DDA Board Members could add an assistance line item to their budget for these types of projects.

Chair Larsen stated that there were currently funds in the DDA Budget for these types of projects.

Treasurer Murphy inquired of Board Members what their three goals were for serving on the DDA Board.

Arden Weatherford stated that he would like to see the Woodland Station project moved forward.

Tony Perry stated that he would like to see the Woodland Station project move forward and help to improve the function of the DDA Board.

Secretary Gemelke stated that he would like to see the DDA Board help business owners within the DDA district and to grow as a Board in a heathy manner.

Treasurer Murphy inquired of Tony Perry and Arden Weatherford about how they would solve the Woodland Station project problem.

Tony Perry stated that he wanted to let the free market decide.

Treasurer Murphy inquired who was going to pay for the development of Woodland Station.

Tony Perry stated that, if the DDA Board waited on the free market to decide, the DDA Board would not occur any expense except for the costs associated with surveying the property.

Al Born commented on the over fifty-year issue with residents debating a bypass through Woodland Park.

Vice-Chair Good stated his reasoning that he joined the DDA Board was for civic duty and his love of Woodland Park and his desire to help the city. Vice-Chair Good stated that he wanted to see the Woodland Station property develop into something that helps the entire community and not just tourism.

Chair Larson stated that she was not against growth and was here to represent the citizens and the businesses in Woodland Park, as well as to preserve the history of the city. Chair Larsen also spoke to the history of Woodland Station and that the future development of Woodland Station should benefit the community.

9. **Adjournment**

Chair Larsen asked for a motion to adjourn.

MOTION:

Vice-Chair Good made a motion to adjourn.

2ND:

Al Born seconds the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passes, 8-0, Unanimous.

Hearing no further business before the Board, Chair Larsen adjourned the meeting at 9:28 am.

Minutes prepared by Rebecca Allen