Woodland Park Downtown Development Authority Board of Directors

Tuesday, February 1, 2021-7:30 AM

City Hall-Council Chambers

220 South Avenue, Woodland Park, CO

MINUTES

1. The Regular Meeting of the Woodland Park Downtown Development Authority Board of Directors was held on February 1, 2022, on Zoom Videoconference. Chairperson Larsen declared a quorum present and called the meeting to order at 7:36 am. The following Board Members attended.

PRESENT: Chair Merry Jo Larsen, Chairperson

Jerry Good, Vice-chairperson
Rusty Neal, (Council Liaison)
Jon Gemelke, Secretary
Tony Perry
Arden Weatherford
David Mijares

ABSENT: Matt McCracken, Treasurer

Al Born

STAFF: Karen Schminke, Planning Director
Michael Lawson, City Planner
Rebecca Allen, DDA Assistant

GUESTS: Kellie Case, City Council Member
Robert Zuluaga, City Council Member
Mark Weaver, Community Member

2. **Pledge of Allegiance**

All attendees participated

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

Chair Larsen asked if there were any additions, deletions, or corrections to the agenda.

Chair Larsen requested that Rusty Neal add “City” to the agenda posting part of the Bylaws and that this be included at the next meeting’s agenda.

4. **Approval of Minutes**

Chair Larsen asked for a motion to approve the January 11, 2022, Regular Meeting Minutes of the DDA Board of Directors.

MOTION:

Arden Weatherford made a motion to approve the January 11, 2022, Regular Meeting Minutes of the DDA Board of Directors.

2ND:

David Mijares seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

7-0, Unanimous.

5. Discuss Attorneys

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

Rusty Neal, City Council Liaison, stated that he reached out to three attorneys on the list with the questions compiled by the DDA. Two people declined to apply for varied reasons. One attorney on the list responded to all seven questions and copies of his responses were provided to the city and emailed to the DDA Board of Directors.

Rusty Neal, City Council Liaison, handed out the answers to Board and audience Members.

Chair Larsen stated that the applicant had DDA experience and seemed like they could do a good job as DDA attorney.

Rusty Neal, City Council Liaison, stated that his interactions with the applicant were very professional and that the applicant was punctual.

Chair Larsen asked about physical representation.

Rusty Neal stated that he would inquire of the applicant if he could appear in person.

Secretary Gemelke stated that his rate seemed fair and that we needed to be aware of the costs of representation. He also stated that he felt that he would do a good job.

Vice-Chair Good inquired about how Question six was added.

Rusty Neal, City Council Liaison, stated that the question came from the City Attorney and that the questions were approved at the last meeting.

Chair Larsen asked for a motion to approve Michow, Cox, & McAskin as the new DDA representative attorney.

MOTION:

Secretary Gemelke made a motion to approve Michow, Cox, & McCaskin as the new DDA representative attorney.

2nd:

Rusty Neal, City Council Liaison, seconded the motion

VOTE:

6-1, Jerry Good opposed.

6. Discuss Possible Developers

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

Tony Perry stated that it was premature to discuss this considering the Exclusive agreement.

Chair Larsen stated that she was referring to other DDA properties.

Tony Perry stated that CK Patal would get back to us when their Manitou Project was finished.

Rusty Neal, City Council Liaison, stated that Habitat for Humanity would reach out to Mike Williams after their reception of the grant pending. The decision on funding is scheduled for the summertime.

Karen Schminke, Planning Director, stated that the City of Woodland Park did not make the cut for funding and the funder made suggestions on how to make their application stronger for future applications.

Chair Larsen stated that this should not be discussed due to the Exclusive agreement and inquired if there was anything happening with the Tava House.

Mike Weaver stated that the development is moving forward slowly and that they would not be asking the DDA for TIF funding and should be breaking the ground within the next year.

Chair Larsen asked City Staff if there were any new developments of which they were currently aware.

Both Karen Schminke and Michael Lawson stated that they had no knowledge at this time of any new developments.

Arden Weatherford stated that in the past applicants were discouraged unnecessarily and would wait out the 90-day period to have this discussion again.

Mark Weaver inquired about 530 Chester.

No DDA Board Members had any reports of updated news about this property.

Chair Larsen stated that we needed stop signs on Henrietta at the Park due to traffic and visibility.

Michael Lawson stated that he would talk to Public Works about this issue.

Chair Larsen stated she felt this would be a safety issue this summer.

Secretary Gemelke inquired if we should reach out to developers.

Tony Perry stated that the developers would approach us.

7. Discuss Future Projects

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

No DDA Board Members had comments on this agenda item.

Chair Larsen pressed DDA Board Members to do some research on future projects within the DDA District.

Secretary Gemelke inquired about the parking lots, sinking sidewalks, and tall weeds that are in disrepair and if that falls under DDA Business.

Michael Lawson, City Planner, stated that he would discuss this issue with Secretary Gemelke in further detail.

Chair Larsen stated that they had inquired about this last summer and that it did not get completed due to Personal turnover.

Tony Perry stated that the DDA Board should wait for the free market to respond and come to the DDA Board of Directors.

Chair Larsen referred to past conversations about contacting business owners who might be interested in moving their businesses into Woodland Park.

Tony Perry stated that we would have to find businesses that were willing to come into Woodland Park on their own. Tony Perry stated that our expectations of future developers should be clear.

8. General Discussion for items not on the agenda

Chair Larsen opened the floor for DDA Board Members to discuss items not on the agenda.

Tony Perry stated that the DDA should file their assessments soon.

Chair Larsen stated that she had already done this, and she was waiting on Erin to get back with her.

Michael Lawson, City Council Liaison, stated that the schedules should be submitted as soon as possible.

Chair Larsen stated that she would follow up on this.

Tony Perry stated that either Chair Larsen and Vice-Chair Good should obtain prior records for the prior Treasurer and that a member of the DDA Board should be privy to the information.

Kellie Case, City Council Member, stated that there was a record to help them get the assessment together.

Chair Larsen stated that she would work on this before the next meeting.

Rusty Neal, City Council Liaison, inquired if he should notify the new attorney.

Chair Larsen stated that Secretary Gemelke should do this.

Secretary Gemelke was appointed to notify the new attorneys.

Vice-Chair Good stated that he thanked Robert Zuluaga for stepping up to the plate and wished him luck.

9. Audience Participation for items not on the agenda

Chair Larsen opened the floor up for audience participation regarding items not on the agenda.

Mark inquired about a collection of food trucks being a possibility at the Woodland Station location until development.

Chair Larsen stated that while this was a great idea for other places, the Woodland Station property was off limits for now.

David Mijares stated that Central Park had put electrical outlets there for future vendors and that could be a good spot for the food trucks.

Secretary Gemelke inquired of Michael Lawson about the proper protocol for this.

Michael Larson, City Planner, stated that there were logistics to consider and the other restaurant owners in town, but this was a possibility.

Vice-Chair Good stated that the DDA Board was here to represent the existing businesses and that the Board should inquire of existing businesses before they go forward with this idea.

Chair Larsen stated that some local restaurants had catering trucks.

Tony Perry stated that he agreed with Vice-Chair Good about considering current businesses and that the DDA Board of Directors has a small mission and that the DDA Board should not get involved with these ideas until they are better established.

Rusty Neal, City Council Liaison, inquired of Michael Lawson, City Planner about the City's involvement with food trucks and a business licenses required to collect sales tax.

Michael Larson, City Planner, verified that there is a temporary use permit required and that sales tax is required.

Vice-Chair Good stated that property taxes that funded the city were not collected from food trucks and that this would be a detriment to the community.

Chair Larsen inquired if the DDA Board should meet next month.

Rusty Neal, Council Liaison, stated there was an agenda item.

Tony Perry stated that the DDA Board of Directors should stick to our meeting schedule.

10. Adjourn

Chair Larsen asked for a motion to adjourn.

MOTION:

Rusty Neal, Council Liaison, made a motion to adjourn.

2ND:

David Mijares seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

7-0, Unanimous.

Hearing no further business before the DDA Board of Directors, Chair Larsen adjourned the meeting at 8:32 am.

Minutes prepared by Rebecca Allen