Woodland Park Downtown Development Authority Board of Directors
Tuesday, December 6, 2022, 7:30 a.m.
City Hall-Council Chambers
220 South Avenue, Woodland Park, CO
Minutes

1. **Call to Order**

   The Regular Meeting of the Woodland Park Downtown Development Authority Board of Directors was held on December 6, 2022, on Zoom Videoconference. Chairperson Perry declared a quorum present and called the meeting to order at 7:30 am. The following Board Members attended:

   PRESENT: Chair Tony Perry
   Vice-Chair Jon Gemelke
   Secretary Rusty Neal, Council Liaison
   Treasurer Rebecca Anderson
   Jerry Good
   Al Born
   David Mijares
   Arden Weatherford
   Matt McCracken

   ABSENT: None

   STAFF: None.

   GUESTS: Steven Melnick
   Erin Melnick
   Mark Weaver
   Derek Wright
   Kellie Case, City Council Member

2. **Pledge of Allegiance**

   All attendees participated.

3. Approval of Minutes

Chair Perry asked for a motion to approve the October 2022 and November 2022 regular meeting minutes of the Woodland Park DDA Board of Directors.

a. October 2022

MOTION:

Al Born made a motion to approve the October 2022 and November 2022 regular meeting minutes of the Woodland Park DDA Board of Directors

2ND:

Rusty Neal, Seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

9-0, Unanimous.

4. Treasurer's Report

Treasurer Anderson stated that there were invoices from the administrative assistant and the annual loan payment to the city at 115, 000, and the October attorney expenses.

a. Approve Invoices

Chair Perry asked for a motion to approve the November invoices for the Woodland Park DDA Board of Directors.

MOTION:

Al Born made a motion to approve the November invoices for the Woodland Park DDA Board of Directors.

2ND:

Secretary Neal, Council Liaison, seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

9-0, Unanimous.

b. Motion to approve giving authority for two members to approve usual and customary expenses that are in the budget to be ratified at the next meeting.

Chair Perry asked for a motion to approve giving authority for two members to approve usual and customary expenses that are in the budget to be ratified at the next meeting.

Secretary Neal, Council Liaison, stated that he agreed with Chair Perry.

Vice-Chair Gemelke inquired which Board Member would be responsible.

Chair Perry stated that it would be an officer of the Board.

MOTION:

Treasurer Anderson made a motion to approve giving authority for two members to approve usual and customary expenses that are in the budget to be ratified at the next meeting.

2ND:

Matt McCracken seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

9-0, Unanimous.

b. TIF Reimbursements

1. Taylor Mountain Enterprises

Chair Perry stated that Taylor Enterprises had a previous TIF agreement with the DDA Board regarding public improvements and private improvements. Chair Perry pointed out that page 43 needed to be filled out by applicant. Chair Perry stated that information would need to be gathered and matters would need to be clarified. Chair Perry inquired of Al Born and Jerry Good if they had any recollection of the previous TIF agreement with Taylor Enterprises.

Al Born stated that Mr. Taylor did a large amount of work regarding the public improvements around the property but could not recall anything regarding personal property.

Chair Perry stated that information would need to be clarified and presented to Mr. Taylor.

Jerry Good stated resources that would be helpful for the current DDA Board.

Chair Perry stated that he would report his findings to the DDA Board at the next meeting.

2. AJ's Pizza

Chair Perry stated there was a TIF Reimbursement request from AJ's Pizza for a TIF Reimbursement and invited them to speak before the DDA Board.

Steve Melnick and Erin Melnick introduced themselves to the DDA Board. Erin Melnick stated the improvements to their property. Erin Melnick inquired of DDA Board Members what they needed to know.

Secretary Neal, Council Liaison, asked Mr. Melnick what makes their business unique to ask for a TIF agreement after the construction work had been completed.

Erin Melnick stated that he was unaware of the existence of TIF agreements.

Steve Melnick stated his reasoning for the belated inquiry for a TIF agreement.

Secretary Neal, Council Liaison, asked for a budget breakdown for improvements.

David Mijares stated that the property owner had revised a blighted property. Mr. Mijares also stated that he was the civic engineer for the design of the detention pond.

Jerry Good stated that a TIF agreement was typically an incentive and not requested after the fact. Mr. Good further stated that he was in favor of helping the Melnick's in some manner.

Erin Melnick stated that they have further plans for improvement on the property.
Treasurer Anderson stated she was appreciative of them restoring an abandoned building and felt that it was worthwhile to help them in some manner.

Al Born stated that he was in favor of assistance of some manner.

Matt McCracken stated that he was in favor of what the Melnick's were doing in the community.

Vice-Chair Gemelke stated that the DDA Board should investigate the matter and see how the DDA Board is able to assist the Melnick's either with past or future construction.

Chair Perry stated his thoughts regarding the improvements and cost basis. Chair Perry instructed the applicants to complete the application and stated that the DDA Board would review their request.

Jerry Good stated that the Fire department should be considered.

Secretary Neal, Council Liaison, stated that the request should stated both public improvements and private improvements.

David Mijares stated that AJ's Pizza was still in active construction.

Al Born stated several public improvements that he noticed on the property.

DDA Board Members further discussed property improvements.

d. Financial Reports
Treasurer Anderson delivered the financial report to fellow Board Members. Treasurer Anderson stated that the DDA Board was on budget.

5. Legal

a. Woodland Station Sale Contract Update

Chair Perry stated that the closing was delayed due to the previous contract being unclear and the advice of the DDA Attorney regarding a new contract with an addendum.

b. Taylor Enterprises

Chair Perry referred to the previous conversation regarding Taylor Enterprises.

6. Chair Report

a. VCUP Meeting with State (Chair Perry)

Chair Perry stated that he met with representatives from Matrix Engineering, Tava Group, and the state. Chair Perry stated that the previous DDA Board had let the VCUP expire. Chair Perry stated what it would take to satisfy state requirements. Chair Perry reviewed the application with DDA Board Members.

Chair Perry asked for a motion to submit the application as prepared.

MOTION:
Al Born made a motion to submit the application as prepared.

2ND:
Secretary Neal, Council Liaison, seconded the motion.

DISCUSSION:
Secretary Neal, Council Liaison, voiced his concerns.

Jerry Good stated that he was not in favor of putting residential on ground level.

VOTE:
6-1, Jerry Good opposed. Mijares and Weatherford recused.

b. Fire Department Meeting (Vice Chair Gemelke)
Vice-Chair Gemelke stated that he met with City Officials. Vice-Chair Gemelke stated that the Fire Department is currently looking for funds for a fire truck and a training tower. Vice-Chair stated there is another meeting this month.

Chair Perry stated that the DDA Board were looking into ways to help the Fire Department.

7. Woodland Station – Update from the TAVA Group
Chair Perry invited Mark Weaver to speak before the Woodland Park DDA Board of Directors.

Mark Weaver stated there was a meeting with the City of Woodland Park that was very productive. Mr. Weaver state that the state has required more data regarding the VCUP. Mr. Weaver stated that Tava Group had been working on the contract and were looking at a closing date of January 2023 at the latest.

Chair Perry stated that the state representative at the meeting mentioned that there were state tax credits available to the development group.

Vice-Chair Gemelke inquired about the amount the VCUP would cost.

Derek Wright stated that it would cost upwards of $75,000 and that they would pay the amount owed.

Secretary Neal, Council Liaison, stated that he was unaware that Tava Group had to meet before the City Council. Secretary Neal read CRS 31-25-807 regarding a state requirement.

Chair Perry stated the timeline and process for meeting the legal requirements.

8. Board discussion of items not on the agenda

Chair Perry opened the floor up for Board discussion of items not on the agenda.

Hearing none, Chair Perry opened the floor for audience participation.

9. Audience participation (3 minutes per participant discretion of chair)

Chair Perry opened the floor up for audience participation.

Kellie Case, City Council Member, stated that regarding the Fire meetings, the City Council mentioned that there were other avenues for funding and that the meetings were an avenue to help them, as a collective group, determine other avenues of funding.

Mark Weaver inquired about the exact dollar amount that the Fire Department needed.

Vice-Chair Gemelke stated he did not have an exact estimate.

10. Adjourn
Chair Perry asked for a motion to adjourn.

MOTION:

Al Born made a motion to adjourn.

2ND:

Secretary Neal, Council Liaison, seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

9-0, Unanimous.

Hearing no further business before the Board, Chair Perry adjourned the meeting at 8:55 am.

Minutes prepared by Rebecca Allen