

**Woodland Park Downtown Development Authority Board of Directors**

**City Hall - City Council Chambers  
220 W. South Avenue, Woodland Park, CO**

**REGULAR MEETING MINUTES**

**March 7, 2017 - 7:30 AM**

**CALL TO ORDER AND ROLL CALL:** Merry Jo Larsen, Chair, called the meeting to order at 7:30 AM.

**IN ATTENDANCE - Board of Directors:** Merry Jo Larsen (Chair), Noel Sawyer (Vice Chair), Al Born (Secretary), Ellen Carrick, Tanner Coy (Treasurer), Jon DeVaux, Jerry Good, Elijah Murphy, Jan Wilson. **Absent:** None. **DDA Staff:** NONE. **Others Present:** David Buttery, Tyler Lambert, Tim Dienst, Dale Schnitker, Sally Riley, Jane Mannon, Darlene Jensen, Neil Levy, Vickie Good, Pat Hill, Suzanne Leclercq, Deb Miller, Brook Smith, Dan Taylor, Arden Weatherford

**ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA:** Coy recommends adding DDA Resolution 1-2017 approving an expansion of the boundary of the plan of development. Larsen would like to address the responsibility to Matrix.

**APPROVAL OF DECEMBER 6, 2016 MINUTES:**

**MOTION:** To approve the minutes of December 6, 2016 and today's agenda with the requested changes. Wilson/Sawyer. Passed 9-0.

David Buttery asks if the Board just added the Resolution for expansion of the boundaries to the agenda and if a public hearing was necessary for the Resolution. Jon DeVaux says the DDA doesn't hold public hearings like City Council. Coy notes that if the DDA approves the Resolution, it will move to City Council and go through the public process.

**RESPONSIBILITY TO MATRIX:** Chair Larsen says the DDA is waiting to learn more about the lawsuit before moving forward with the invoice owed to Matrix.

**RESOLUTION 1-2017:** Coy says that the Board voted to approve the expansion request at the previous meeting, so Paul Benedetti has drafted Resolution 1-2017 for the Board to approve and submit to the City for City Council to review.

**MOTION:** To approve Resolution 1-2017. DeVaux/

Sally Riley notes that the Resolution defines the property as lots 4, 5, and 3 and believes the Resolution can be amended to define the property as lot 3 only.

DeVaux amends the motion to define the property as lot 3 only. DeVaux/Sawyer. Passed 8-1 (Good voting against.)

**WOODLAND PARK ARTS ALLIANCE REQUEST FOR FUNDING:** Coy reports that the Arts Alliance has submitted a request for \$1,000 from the DDA to help fund improvements in the

Antler Alley. The funds would be combined with \$5,400 from Lowes, \$2,100 from the Historical Preservation Committee and \$3,100 from the Tweeds Holiday Home Tour and other funds being raised. DeVaux asks how much money Main Street is contributing. Coy reads from the letter that the estimated total cost of completing the north arch is \$12,000. Wilson says Main Street applied for a \$2,500 grant from DOLA. Sawyer asks Coy if the DDA has the funds available. Coy reminds the Board of the \$1,000 previously approved for marketing expense related to the Small Business Revolution, none of which will be spent. Also there is a \$2,500 budget for advertisements/publications/other, none of which has been spent.

**MOTION:** To approve the expense, assigning it to the beautification expense account and reducing the remaining 2017 advertisements/publications/other budget accordingly. DeVaux/Carrick. Passed 9-0.

**WOODLAND STATION:** Chair Larsen says she spoke with the Harvest Center about participating in landscape work at Woodland Station. She also made contact with Mallett Excavating about completing work on the open permit to grade the site, so that work can begin on another permit to add parking to the property. She plans to work on a fee schedule for use of Woodland Station that will be presented to the Board. Jon DeVaux notes that Main Street has funds available for downtown and recommends Larsen and Coy meet with Darlene Jensen to discuss it and report to the DDA Board.

**GENERAL DISCUSSION:** Elijah Murphy notes that Woodland Park Main Street has reached a higher level of accreditation with National Main Street, and can now apply for larger grants. Darlene Jensen confirms Woodland Park Main Street reached the accreditation, having hit all 10 checkmarks on the assessment. She received a trademark sub-license agreement from National Main Street. It's a whole new level, a good thing, one more step in recognition for Woodland Park moving from candidacy to designated status that might be achieved by year end. There are two visioning workshops being held Thursday and Friday at the UPCC regarding downtown. DOLA is sponsoring these workshops. Coy asks the Board about the letters submitted by NETCO and Ute Pass Regional Health Service District. Born suggests acknowledging receipt of the letters and adding them to the next agenda. Dan Taylor asks when the Board will reach a decision regarding his TIF reimbursement proposal. DeVaux and Larsen agree it will be as soon as possible. Deb Miller mentions the Chamber's Annual Dinner planned for March 17<sup>th</sup>. Dale Schnitker announces that he is now on the Ambulance Board and he requests that the DDA read the ambulance and fire district letters to the DDA aloud at the next DDA meeting. Elijah Murphy asks if there are reports available from the ambulance district showing data related to the DDA, such as population changes and change in number of ambulance calls. Tyler Lambert doesn't recall getting into call volume or people served, it had more to do with the square feet of buildings built within the Fire District. Sawyer asks if the Fire District receives revenue from sources other than property tax. Lambert says 1% Specific Ownership. The Gallagher Amendment will hurt NETCO revenues, with a potential reduction in revenues of 16% to 18%. DeVaux asks how much the Ambulance District lost last year. Dienst replies that they billed out \$3,200,000 and collected \$911,000. DeVaux says that's good information to give Pat Hill at the Courier to be put in the paper. Murphy warns of a 17% to 20% increase in price of consumer products and services in Colorado, due to the increase in minimum wage to \$12.00/hr.

At 8:00 AM, Chair Larsen adjourns the meeting for a 5 minute break prior to executive session.

At 8:05 AM, Chair Larsen calls the room to order and reads the purpose of the executive session.

**EXECUTIVE SESSION:**

Adjourn to Executive Session: for the purpose of determining positions relative to matters involving development projects within the City of Woodland Park Downtown Development Authority District, regarding:

- a. for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. C.R.S. 24-6-402 (4)(e).
- b. The purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. 24-6-402 (4)(a)

**MOTION:** To adjourn to executive session. DeVaux/Wilson. Passed 9-0.


At 8:07 AM.the DDA Board of Directors entered an executive session meeting.

**RECONVENE REGULAR MEETING:** Chair Larsen reconvened the regular meeting at 9:15 AM. The following people were present following the executive session: Merry Jo Larsen (Chair), Noel Sawyer (Vice Chair), Al Born (Secretary), Ellen Carrick, Tanner Coy (Treasurer), Jon DeVaux, Jerry Good, Elijah Murphy, Jan Wilson.


**MOTION:** Communicate to Paul Benedetti information regarding Dan Taylor's proposal and Big O Tire's agreement. DeVaux/Sawyer. Passed 9/0

**MOTION:** To adjourn the meeting. Wilson/DeVaux. Passed 9-0.

Meeting adjourned at 9:21 AM.

Recorded by:   
Tanner Coy

APPROVED THIS 11 DAY OF 4, 2017

  
Merry Jo Larsen - Chair

~~Al Born, Secretary~~

Merry Jo Larsen - Chair