

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

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

**REGULAR MEETING MINUTES**

**June 4, 2013 – 7:30 AM**

**IN ATTENDANCE - Board of Directors:** Dale Schnitker, Al Born, Merry Jo Larsen, Gary Brovotto, Tom Carrick, Tanner Coy, Jan Cummer, Vera Egbert, Michael Faber. **Absent:** None. **Staff:** Brian Fler, Executive Director; Carol Lindholm, Staff. **Others Present:** David Buttery, Sally Riley, Brooke Smith, Debbie Miller, John Posusta, Eric Smith, Tim Ridner.

Chairman Dale Schnitker called the meeting to order at 7:30 AM.

**APPROVAL OF MINUTES:**

**MOTION:** To approve the minutes of the May 7, 2013 Regular Meeting. Larsen/Born. Passed 9-0.

**FINANCE REPORT:** Fler reported that the City Finance Department updated the report with some missing data. Lindholm explained that the report would now be one month in arrears. Lindholm noted that the TIF repayment owed by the City of Woodland Park had been paid in May by the Teller County Treasurer's office, though this does not appear in this report. All tax repayments for 2013 have been paid. Born noted that property tax is still coming.

**MOTION:** To accept the Finance Report as presented. Born/Faber. Passed 9-0.

**COMMITTEE REPORTS:**

**Finance & Debt Subcommittee – IGA:** Fler reported that the IGA between the DDA and the City of Woodland Park regarding the loan from the City to the DDA would be discussed in Executive Session. Fler noted that he would ask for a vote following Executive Session.

**Newsletter:** Carrick reported on a meeting with Rob Carrigan at the Courier View. Carrick, Fler and Lindholm met with Carrigan. Carrick had suggested that the Courier allow the DDA to publish the quarterly newsletter in the Courier. Carrigan offered the alternative of a monthly ¼ page column. The first column will be submitted to the Courier on June 13 for the June 19 edition. First column will feature the spring newsletter; following issues could feature board members, for example. Carrick also reported that Norma Engelberg has retired from the Courier.

Carrick then noted an article that appeared in the Gazette featuring the desirability of walkable mountain communities. The article featured Buena Vista and other mountain communities. This concept could be of interest to the DDA and to developers in Woodland Station.

Fler reported that he had met with Egbert regarding two topics: community cleanup and property tax in the commercial district. In regard to property tax, Fler has been in communication with Teller County Assessor Betty Clarke-Wine. The county is currently in their rebuttal period regarding property taxes. Fler will have more information on this issue at the next meeting.

**Beautification:** In regard to community cleanup, there are a number of initiatives going on. On 6/8 will be the community clean-up spearheaded by the Keep Woodland Park Beautiful Committee. Buttery

recently sent a letter to 60+ businesses along Highway 24 in regard to "sprucing up." These letters were hand delivered by Emily Solomon, who is an intern for the Economic Development office. Cummer and Coy have been working on private landscaping. Coy noted that they were continuing efforts from last year to make the town look as good as possible. Fler reported that there were a couple of flower baskets on display, and soon there will be more, in addition to plantings.

**Main Street:** Fler reported that there would be a community assessment on June 24 & 25; or possibly just for one day. Need to involve community leaders in this effort. The Main Street application is due in July of this year.

Larsen asked if the streets would be washed this year. Buttery reported that the sidewalks would be washed, but not the streets or medians, due to the Level 2 water restrictions.

### **WOODLAND STATION:**

**Lot 2 (Weatherford):** Fler reported that he had been working with Weatherford. All but the large tank have been removed. Weatherford is persistent in moving forward. Fler reported that there is a 30-day extension noted in the Agreement for Disposition and Development, and Fler suggests that the DDA let that apply. Fler will report back to the Board on this project at the July meeting. Faber asked if there would be a beer garden. Fler reported that Weatherford has been working diligently on the plans and is working with the Planning Department regarding a Temporary Use Permit.

**Lot 1 (Woodland Hardware) and Infrastructure Project:** Fler reported that steel has been delivered for Woodland Hardware, and that should be erected this week. On Park Street the right lane construction and the dedicated left lane construction should be completed this week. Then the construction will move into Center Street.

Fler has also been working with Tom Lichina in regard to his automotive service and what he wants to do in relation to his expansion. The ditch north of the driveway has been buried and there is additional parking there. The ditch on the south of the driveway will also be buried.

Fler reported that there are no major issues in Woodland Station and the budget for the project is on target.

### **TRAIL RIDGE APARTMENTS:**

Fler noted that the TIF Agreement would be discussed in Executive Session with the Board. Following Board discussion, the project participants, Tim Ridner and Eric Smith, will join the discussion. Fler will look for a vote following the Executive Session. Schnitker had heard concerns about some of the drainage ways on the property and the timing of how that will be fixed. Buttery reported on projects that would be happening in that area almost concurrently. The City has been working very closely with the Trail Ridge planning process. One project concern is the main stem of Fountain Creek that crosses underneath Sheridan to the west of the property. On the other side of the property is the east fork of Fountain Creek. The City is collaborating with CDOT and with FEMA to have both of those areas corrected. The area which will be in front of Trail Ridge Apartments has eroded significantly over the years and has probably dropped 4-6 feet in elevation. The City is working collaboratively with CDOT, which has made a contribution to have this fixed, as they have contributed to the runoff. On the back side of the project is a \$2.2 MM FEMA project, with FEMA contributing \$1.7 MM. The FEMA project is completely designed, and the City is currently taking bids on the east fork project.

Riley noted that another benefit to the Fountain Creek project will be the trail connection for the American Discovery Trail. Riley noted that Planning Commission will review the flood hazard development permit for the Fountain Creek improvements at their next meeting.

Fleer has received positive comments from the commercial community regarding the ability of apartment residents to be able to walk to local businesses.

**GENERAL DISCUSSION:** Lindholm noted copies of the Journeys publication at each Board member's place. The City and several downtown businesses advertised in this publication. The City is also advertising with the Sky Sox, and we have received some free tickets, which were distributed to Board members. Lindholm reviewed the process for the Board members whose terms are expiring on June 30. City Council will make appointments at the 6/27/13 City Council meeting. Election of officers will then take place at the July meeting.

**AUDIENCE PARTICIPATION:** John Posusta, of the Southern Teller County Economic Development Coalition, introduced himself to the Board.

Riley reported that she was in Buena Vista recently and remarked on the South Main project with a new main street/downtown area which is adjacent to the river. Planning Commission will review Our Lady of the Woods conditional use and final plat for the new sanctuary at their next meeting.

Miller noted that the Chamber is partnering with the Small Business Development Center and the Better Business Bureau for Small Business Week. There are classes being offered for free. Next week is volunteer appreciation week. Advertising has started now that tourist season is here. Television is running through Comcast. The Chamber also put an ad in the Colorado Springs Visitors Bureau magazine which is distributed to 600,000. Chamber has kicked off the health insurance program with Humana, available to Chamber members. The new website will kick off in the next month or so.

Carrick reported that he had met with Betty Clarke-Wine in regard to the assessment on his downtown property. Clarke-Wine reviewed additional informative data within the DDA.

At 8:05 AM, there was a short break prior to adjourning to 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: C.R.S. 24-6-402 (4)(e). Chairman Schnitker read the purpose of the Executive Session into the record.

**MOTION:** To adjourn the Board to Executive Session. Larsen/Coy. Passed 9/0.

Meeting adjourned to Executive Session at 8:13 AM.

**RECONVENE REGULAR MEETING:** Following the Executive Session, Chairman Schnitker reconvened the regular meeting at 9:02 AM.

The following persons were in attendance at the Executive Session: Dale Schnitker, Al Born, Merry Jo Larsen, Gary Brovotto, Tom Carrick, Tanner Coy, Jan Cummer, Vera Egbert, Michael Faber. **Staff:** Brian Fleer, Carol Lindholm. **Others Present:** David Buttery, City Manager. For the latter portion of the Executive Session the following project representatives were present: Eric Smith, Tim Ridner.

Chairman Schnitker stated: "If any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of the Open Meetings Law, I ask that you state your concerns now." Hearing none, the Board returned to the regular meeting.

In regard to the Trail Ridge Apartments project, Fler recommended that the Board consider the following:

The Redevelopment and Reimbursement Agreement presented today as the base agreement, along with the metrics in the memo dated 5/31/13 [re: Trail Ridge Apartments] [memo attachments include Warranty Deed; Property Description; Woodland Park DDA Eligible Improvements; Trail Ridge Tax Increment Financing Alternatives as of May 28, 2013]; including the spreadsheet presented today which outlines the TIF schedule over a 15-year period with a maximum reimbursement of \$1.2 million.

Fler will construct the agreement upon Board Approval, then obtain signatures and execute the document as stated.

Larsen made a motion to voice the motion as Fler stated above.

**MOTION:** To voice the motion as stated above by Brian Fler. Larsen/Cummer. Passed 9-0.

In regard to the loan to the DDA from the City, Fler asked:

That the DDA loan payment metrics to be constructed within a Resolution for City Council approval on June 27; referencing the memo dated June 4, 2013 [entitled City of Woodland Park; Downtown Development Authority; Loan Note Extension Proposal]; those Resolution metrics would include a time frame of three years; a 0% interest rate; all payments to go to principal; and define a payment schedule with the understanding that it is up to the Board in regard to what annual payments would be made, knowing that the final \$36,000 is due the 36<sup>th</sup> month.

Fler asked the Board to approve these metrics so that we can move forward to a resolution. Larsen made a motion to voice the motion as stated above by Fler.

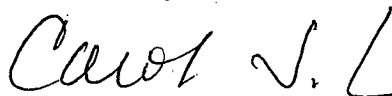
**MOTION:** To voice the motion as stated above by Fler. Larsen/Cummer. Passed 9-0.

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting. Larsen/Cummer. Passed 9-0.


Meeting adjourned at 9:06 AM.

Recorded by:



Carol J. Lindholm, DDA Staff  
Program Manager, Economic & Downtown Development

APPROVED THIS 23 DAY OF JULY, 2013



~~Al Born, Secretary/Treasurer~~ DALE SCHINDLER, CHAIR