

Woodland Park Downtown Development Authority Board of Directors

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

REGULAR MEETING MINUTES

May 7, 2013 – 7:30 AM

IN ATTENDANCE - Board of Directors: Dale Schnitker, Al Born (departed 9:17 AM), Merry Jo Larsen, Gary Brovotto, Tom Carrick, Tanner Coy, Jan Cummer, Vera Egbert, Michael Faber.

Absent: None. **Staff:** Brian Fler, Carol Lindholm. **Others Present:** Sally Riley, David Buttery, Mayor Dave Turley, Norma Engelberg, Brooke Smith, Debbie Miller, Gene Rodarmel, Keith Meier. Arden Weatherford and Kip Unruh also attended at 9:10 AM in regard to Woodland Station.

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

ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA: Lindholm noted the addition of: Agenda Item 8. Six-month Personnel Evaluation Executive Director – discussion in Executive Session.

APPROVAL OF MINUTES:

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

FINANCE REPORT: Fler asked for questions from the Board. Faber noted that the budget line for Contract/Professional Services (attorney fees) was almost out of dollars. This is because there has been a substantial amount of work done on contracts as there are a lot of things going on. Fler noted that contacts with DDA Attorney Paul Benedetti are as brief as possible. Born noted that the current agreements are a lot simpler than previous agreements.

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

COMMITTEE REPORTS:

Finance & Debt Subcommittee – Newsletter: Fler asked Lindholm to report on the newsletter. Lindholm presented the DDA Spring 2013 Newsletter. Lindholm reported that the newsletter was initiated by the subcommittee. Cummer and Lindholm worked on the newsletter, and received feedback from the subcommittee, Fler and David Buttery. The newsletter will be printed and distributed as follows: Post to DDA and/or City of Woodland Park website; post to City of Woodland Park Facebook page; email to DDA email list, which includes public officials and other interested parties. Hard copies will be distributed as follows: DDA Board members will each receive a stack of newsletters – this will include Park State Bank, Vectra Bank, Peoples Bank, The Cowhand, Tweeds, Vintage Vines/Curves and Joanies. Hard copies will also be available at City Hall, DDA office, Woodland Park Library and the Chamber. Debbie Miller suggested putting the newsletter in the Chamber Grapevine. The Courier might also be an outlet for hard copies or Business Buzz or potential other avenues. Lindholm will also send a copy to the Jackpot. Fler noted that distribution would be more refined with future issues.

Fleer noted that he would meet with the **Community Based Project** subcommittee and **Employer Based Project** subcommittee at the end of this month.

Fleer has had active committee discussions with the **Finance & Debt** subcommittee, which is working through a number of items. One topic that will be discussed further in the June DDA meeting is the million dollar note that the DDA has to the City of Woodland Park. Fleer will make a presentation to City Council the second meeting in June.

Fleer reported that the **Beautification** subcommittee of Coy and Cummer had been working on banners along with the City. Fleer also reported on flower baskets which will appear first part of June. Fleer has been working with Tim Seibert, Landscape Architect with N.E.S. regarding the overall design for Woodland Station. Fleer will also involve Sally Riley in this effort, along with the subcommittee, later in the month.

Fleer reported that the **Main Street** process is ongoing. Downtown Colorado, Inc. will come to Woodland Park on June 24 & 25 to do a downtown assessment. DCI has a relationship with the Department of Local Affairs, which reviews Main Street applications, which will be submitted in July.

WOODLAND STATION:

Lot 2 and Woodland Station (Weatherford/Unruh): Fleer reported that Kip Unruh is here with Weatherford, and they will discuss contract items in Executive Session. Unruh is interested in co-developing Lot 2 with Weatherford.

Lot 3 (Korzekwa): The Negotiation Agreement with Korzekwas expires May 8. Korzekwas are actively working with Park State Bank at this time. Fleer is not inclined to extend the agreement and has discussed this with Korzekwas. The Korzekwas are still very interested in the project, however. Fleer suggested the DDA not encumber Lot 3 while waiting for Korzekwas to complete the feasibility study.

Lot 1 (Woodland Hardware) and Infrastructure Project: Project is progressing and still planning to get the C.O. at the end of 2013. The barricades on Highway 24 relate to Park Street. Tom Lichina Auto Repair is working on expansion of the auto shop on Park Street. The ditches on Park Street in front of Lichina's shop will be buried, and will add two public parking spaces. Park Street will have a dedicated right turn lane and a dedicated left turn lane. Lichina will also have on-site parking.

Gene Rodarmel of Woodland Hardware, was present at the meeting. Rodarmel reported that they are due to receive framing iron on the 31st. They plan to move into the building in January 2014. Rodarmel wanted to know if the power line in the alley would remain the same. They are planning on coming in overhead. If there is any work done to remove the power lines; it would affect Woodland Hardware. Brian would like to see the power lines go, however, removal costs through IREA are high. Fleer has discussed with Doug Page and Kelly Rodarmel. Fleer should have a proposal by the end of the month. Rodarmel noted that there was a water problem on the northwest corner. Fleer said that would be addressed.

Fleer reported that we are within the budget in regard to the CSI Infrastructure project.

Fleer reported that **Family Dollar** is open for business.

TRAIL RIDGE APARTMENTS: To be discussed in Executive Session.

AUDIENCE PARTICIPATION: Sally Riley reported that PPACG will fund a regional non-motorized plan which comes up to Woodland Park. Woodland Park will participate, and will get a specific Biking/Pedestrian Plan out of the process. The public will be involved in the process.

Engelberg asked what was happening on the previous Cenex property. Fler has been in touch with the property owners. The property is for sale. Fler has received a few inquiries about the property. A group out of Denver is currently looking at this property. Carrick noted how vacant properties seem to turn into unofficial used car lots. Riley responded that Code Enforcement would look into this. Fler noted that the former Buck's building is also currently vacant. Brovetto asked if TIF could be used to develop the Cenex site or Buck's. Fler explained that this would depend on what buyers decide to do with the property and how significant the changes are. Fler does discuss TIF with interested parties.

Keith Meier noted that there is a push for Colorado to be bike-friendly.

Deb Miller announced that the Chick-fil-A Leadercast would be held on May 10. The Chamber signature yearly events poster is available. Summer TV and radio advertising will kick off around Memorial Day. On May 15 Chamber will do a disaster preparedness seminar/panel. Chamber is in process of creating a new community profile book, which is used to attract tourists, businesses, and employees. The Profile will come out in December/January. Pikes Peak Work Force recently had two job fairs, one in Woodland Park and one in Cripple Creek. Miller invited DDA Board members to attend Lunch & Learn programs, where there are top-notch speakers and topics.

GENERAL DISCUSSION: Lindholm displayed promotional postcards, which will be mailed to 50,000 upper demographic households in the "Colorado Springs Region" which includes Colorado Springs, Monument, Palmer Lake, Manitou Springs, Woodland Park and El Paso County. Postcards will be mailed out in June. Extra postcards are available to hand out.

Fler reported that the Wine Tourism Day event would be held on May 11. This is a pilot program to determine how to leverage special events to increase in-store customer sales visits. Thanks to the Courier, which did a nice cover story on the event. Thanks to Peoples Bank and Vera Egbert for donating toward the promotional banner. There is a website associated with the event: WoodlandParkUncorked.com.

Fler attended the Survive and Thrive event on April 23. Fler will be active with CUSP and will work closely with the Chamber to make sure businesses are prepared, and to make sure the word is out that Woodland Park is open for business.

Lindholm reported that three Board members' terms would expire on June 30: Al Born, Tom Carrick and Tanner Coy (who is filling out Jennette Brown's term). All can re-apply for the four-year term. Vacancies are also open to the public. This is a City Council appointment. The City Clerk's office will send a letter to incumbents asking if they want to re-apply. Appointments will be made at the June 27 City Council meeting.

At 8:15 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)(a), 24-6-402 (4)(e), and/or 24-6-402 (4)(f). Chairman Schnitker read the purpose of the Executive Session into the record.

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

Meeting adjourned to Executive Session at 8:21 AM.

RECONVENE REGULAR MEETING: Following the Executive Session, Chairman Schnitker reconvened the regular meeting at 9:34 AM.

The following persons were in attendance at the Executive Session: Dale Schnitker, Al Born (departed 9:17am), Merry Jo Larsen, Gary Brovotto, Tom Carrick, Tanner Coy, Jan Cummer, Vera Egbert, Michael Faber. **Staff:** Brian Flee, Carol Lindholm. **Others Present:** David Buttery, City Manager; Kip Unruh and Arden Weatherford, project representatives.

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.

ADJOURNMENT:

MOTION: To adjourn the meeting. Larsen/Coy. Passed 8-0. (Born not present for this vote)

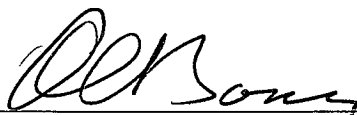
Meeting adjourned at 9:34 AM.

Recorded by:



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

APPROVED THIS 4 DAY OF JUNE, 2013



Al Born, Secretary/Treasurer