

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

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

**REGULAR MEETING MINUTES**

**December 5, 2017 – 7:30AM**

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

**IN ATTENDANCE – Board of Directors:** Merry Jo Larsen (Chair), Noel Sawyer (Vice Chair), Tanner Coy (Treasurer) arrived at 7:35, Al Born (Secretary), Jon DeVaux, Ellen Carrick, Jan Wilson, Jerry Good, Elijah Murphy

**Others Present:** Bob Volpe, Brooke Smith, Dan Taylor, Debbie Miller, Eric Disman, Jane Mannon, Ken Tamez, Lynn Jones, Mike Farina, Neil Levy, Pat Hill, Sally Riley, Stephanie Alfieri, Suzanne Leclercq, Tim Dienst, Tony Perry

**ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA**

Chair Larsen requested the addition of two items to the agenda:

The Fire at Woodland Station

An Executive Session to discuss legal matters pertaining to the lawsuit

**APPROVAL OF MINUTES**

- a. November 14, 2017 DDA Regular Meeting - Workshop Minutes

**MOTION:** To approve agenda with the additions and to accept the November 14, 2017 Minutes.  
Wilson/Carrick Passed 8 - 0

When Tanner Coy arrived, he requested the addition of Amendment No. 2 to the Woodland Park Associates Reimbursement Agreement to the agenda.

**THE FIRE AT WOODLAND STATION**

Larsen referred to an email she received from Ray Current, a homeowner on Timber Lane, expressing concern about the fire that had occurred in the Woodland Station area and the potential for another fire if the property is not maintained properly. The fire, which damaged two mobile homes, also burned a corner grass section in Woodland Station. Larsen stated that if the grass is not covered by snow, it should probably be mowed so that it doesn't happen again. She confirmed in a response to Mr. Current that it would be maintained better next summer. Jon DeVaux mentioned that there were witnesses to the scene and it's under investigation as a suspicious fire. He suggested addressing the grass cutting in the spring due to the current safety issue with the dry grass. Al Born confirmed that the fire started somewhere else, not on the Woodland Station property. Larsen will copy the email and send to Tanner Coy to put into the DDA records.

**2018 BUDGET**

Tanner Coy discussed the 2018 Budget previously sent to the Board for review.

**MOTION:** To approve the 2018 Budget. Born/DeVaux Passed 9 – 0

**AMENDMENT NO. 2 REIMBURSEMENT AGREEMENT (WOODLAND PARK ASSOCIATES)**

Coy stated that both attorney Paul Benedetti and Woodland Park Associates have approved the reimbursement amendment. Born added that he and Coy made substantial modifications in Section 3.2 to simplify the wording. Payments will be made to Woodland Park Associates at end of this year and in January 2019.

**MOTION:** To accept the Amendment No. 2 Reimbursement Agreement. DeVaux/Wilson Passed 9-0

**CONTINUATION OF DISCUSSION ON NEW TIF AGREEMENTS**

Larsen addressed the audience, telling them what the Board has been working on—developing a TIF application to provide a better explanation of the requirement for someone applying for a TIF. DeVaux stated that he called the Oshkosh city planning department and discovered that although they have a TIF application, there is no DDA. What they do have is an urban renewal and betterment program. Their TIF agreements, administered by the planning director and run by the city, cover industrial, blight, and mixed-use projects. DeVaux added that the new form hasn't been tested by the city of Oshkosh yet, so it's not a model that the Board should use. Ellen Carrick stated that the Oshkosh application had a good structure. Larsen suggested working from the Foundation Plan—picking four to six key points and creating an application no more than two pages in length. Born referenced the last meeting with the directive for Carrick and him to work on the application. Larsen confirmed that both are to continue working on the draft application to bring back to the Board. She would also like them to get input on the application from Sally Riley, Planning Director.

**NEWSLETTER**

Carrick provided an update to this week's DDA newsletter appearing in the Mountain Jackpot, stating that it contained a section called TIF 101, acknowledgement of Centennial Paint and Banana Belt businesses and a Board member bio. Larsen stated that she would like the newsletter to come out the second week of each month, and that the goal is to work on about three newsletter issues at a time.

**EVENTS COMMITTEE**

With next year's events calendar filling up, Larsen expressed the need to have meetings with Main Street and any other organizations that would like to be part of the discussion of preparing for the events. Stephanie Alfieri from Main Street and Ken Tamez will be included in meetings with Jan Wilson and Chair Larsen. Larsen stated that she would like the Board to be thinking about renting the Woodland Station property. DeVaux said a contract is needed in the event of a fire. Coy suggested meeting with the City to discuss the rental of Memorial Park as an example; once a draft contract is developed it would be given to attorney Paul Benedetti for approval. Coy and Murphy will work with Sally Riley and report back to the Board at the January meeting.

**GENERAL DISCUSSION**

Larsen commented that she thought the City did a fabulous job on the Christmas parade and fireworks and that the city looks beautiful. Jan Wilson stated that she will pass along Larsen's comments to the committee that put it all together. DeVaux stated the Lighter Side of Christmas and fireworks are in the budget for next year. Wilson added that next year's 30<sup>th</sup> anniversary of the Christmas parade will have a Star Wars theme. Elijah Murphy added that it's become extremely apparent how much the events do for his business. DeVaux said it was good for his business, too.

DeVaux referenced the email from Jane Mannon that announced the meeting on December 14 with Buxton and suggested that everyone put it on their calendars. Jane Mannon, Director of Special Projects, added that Buxton offers a wide range of support for community economic development, business retention and marketing.

Murphy discussed the idea of having a business incubator/accelerator, stating that there is an opportunity to do this by landing a defense contractor or two, which would potentially bring a lot of business to town. Murphy mentioned that Ken Tamez, a Ute employee, was involved in a defense contractor business accelerator in Ft Bragg, North Carolina; it provided a low-rent facility with office supplies for entrepreneurs and assisted the entrepreneurs with tapping into the defense contractor network. Once they started to succeed, the companies set up their businesses elsewhere. The accelerator in North Carolina was funded by the state; there is something similar in Colorado Springs. Murphy mentioned BaseCamp, which is a large co-working business space in Gold Hill. Debbie Miller, President of the Woodland Park Chamber of Commerce, added that Catalyst Campus in Colorado Springs offers incubator opportunities.

Tanner Coy shared that the Holiday Home Tour was a huge success, with record-breaking ticket sales. He added that it was also a record-breaking weekend for Tweeds. Larsen confirmed that it brought a lot of people to town. Jerry Good stated that it's events like these that make him proud to be a member of this community and a business owner; more of these events are needed.

**AUDIENCE PARTICIPATION ON ITEMS NOT ON THE AGENDA**

Eric Disman, who is retired from the military, was introduced as an intern in the Planning Department working with Sally Riley through Feb 2018 on code amendments and research for the Planning Department and for the City.

Sally Riley, Planning Director, stated that Natural Grocers (Leadership Circle) has submitted a re-plat for the Paradise property and is moving forward.

Suzanne Leclercq, City Clerk, stated that election season is approaching; the election will be held April 3, 2018. Prospective candidates can attend a forum Monday, December 11 at 6PM in Council Chambers. Positions up for reelection include Mayor Levy, Councilman Sawyer, Councilman Matthews and Councilman Shafer. Nomination Petitions for will be available January 2 and must be returned by January 22. Additionally, Leclercq stated that tonight at 6PM is what the Council hopes to be the final budget session.

Debbie Miller, President of the Woodland Park Chamber of Commerce, stated that candidates will have the opportunity to introduce themselves on March 13. There is a Lunch and Learn this Thursday dealing with lead, mold, asbestos and mitigation. The Lunch and Learn held on January 4 will focus on marketing, and is the most popular luncheon of the year.

Murphy shared information on the upcoming mixer on December 19 from 5-7PM for Non-profit Partners and Main Street Volunteers. The goal is to get as many people from nonprofits together to talk about upcoming events.

At 8:15AM, Larsen declared a five-minute break before entering into Executive Session. The meeting was reconvened at 8:22AM.

**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)

Chair Larsen read the purpose of the Executive Session into the record.

**MOTION:** To adjourn to Executive Session. Coy/Wilson Passed 8-0

Meeting adjourned to Executive Session at 8:25AM.

The following people were present at the Executive Session: Merry Jo Larsen (Chair), Noel Sawyer (Vice Chair), Tanner Coy (Treasurer) left at 8:40AM, Al Born (Secretary), Jan Wilson, Jerry Good, Elijah Murphy, Jon DeVaux, Lynn Jones (Ellen Carrick recused herself.)

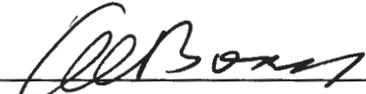
**RECONVENE REGULAR MEETING:** Following the Executive Session, Larsen reconvened the regular meeting at 8:50AM. Present following the Executive Session were: Merry Jo Larsen, Noel Sawyer, Al Born, Jan Wilson, Elijah Murphy, Jerry Good, John DeVaux, Lynn Jones

**MOTION:** To adjourn meeting. DeVaux/Sawyer Passed 7-0

Meeting adjourned at 8:51AM.

Recorded by: Lynn Jones, Assistant to the Board.

APPROVED THIS 9<sup>th</sup> DAY OF JAN, 2018 

  
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Al Born, Secretary