

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

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

**REGULAR MEETING MINUTES**

**March 5, 2013 – 7:30 AM**

**IN ATTENDANCE - Board of Directors:** Dale Schnitker, Al Born, Merry Jo Larsen, Gary Brovetto (departed at approximately 8:20 AM; returned approximately 9:00 AM), Tom Carrick, Tanner Coy, Jan Cummer, Michael Faber, Vera Egbert (departed approximately 7:55 AM). **Absent:** None. **Staff:** Brian Fler, Carol Lindholm. **Others Present:** David Buttery, Sally Riley, Norma Engelberg, Brooke Smith, Debbie Miller, Arden Weatherford.

Dale Schnitker called the meeting to order at 7:34 AM.

**ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:** None.

**APPROVAL OF MINUTES:**

**MOTION:** To approve the minutes of the February 5, 2013 Regular Meeting. Larsen/Coy. Passed 9-0.

**FINANCE REPORT:** Fler briefly reviewed the report.

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

**COMMITTEE REPORTS:**

**Beautification:** Fler reported regarding work on banners and baskets. There is some concern regarding water for watering flower baskets. Coy and Cummer serve on this committee, as well as Bruce Vanderpool and Bill Alspach from the City. The City logo will appear on the banners. There are 80 banners on Highway 24. Brovetto asked why there were no banners east of McDonalds. Buttery responded that the City master plan identified urban, suburban and rural areas. The banners attach to the street lamps that are located in the urban area. In the downtown area there is curb, gutter, decorative lamps and a higher density urban design theme. The urban design theme is intentional.

**Housing:** Fler had a meeting with the HBA yesterday. The organization once had approximately 100 members; now they have approximately 29 members. Fler will be working with the HBA regarding housing and other building industry initiatives. The HBA is a 501(c)(6).

**WOODLAND STATION:**

**Lot 1 (Woodland Hardware):** Fler has had a number of conversations with Doug Page. They have all their permits and the foundation is under construction. Site utility work is still going on despite weather. Kelly Rodarmel hopes to open this year and hopes to have the final C.O. by the end of 2013.

**Lot 2 (Weatherford):** Fler noted that this would be discussed in Executive Session. Faber remarked that the Ground Lease expires on April 1 for this lot.

**Lot 3 (Korzekwa):** Fler spoke with Bob Korzekwa on 3/4/13. They are moving forward with a feasibility study. Korzekwas have spoken with Brad Spivey at Park State Bank. Korzekwas are on the clock. We need to see something regarding the feasibility study in the next 30 days. Coy asked

if Korzekwas have produced anything beyond financial research. Not yet, per Fler. Korzekwas were going to have Bill Kellen do the feasibility study, but since he is the managing entity, Park State Bank has determined that this is a conflict of interest. Therefore, Korzekwas are working with Park State Bank regarding the feasibility study at this time. There will need to be a third party feasibility study. This study will probably cost more than what Kellen would have charged. Korzekwas are still very interested in moving forward with the project. Fler will report back to the Board on this project in April.

**GOALS AND ACTION ITEMS – FINAL DRAFT:** The final draft of the 2013 DDA Work Program was distributed. Fler then reviewed the proposed subcommittees and subcommittee assignments. There were no comments from the Board regarding the assignments. Schnitker noted that there could be crossover between committees – for example - the newsletter: the Finance & Debt Subcommittee might have information for the newsletter. Brovotto concurred, and said he would contribute information regarding the Main Street Program. Brovotto asked - who are the “stakeholders?” Fler noted that a stakeholder would be anyone within the DDA district; also others such as the Chamber, the Hospital, etc. Fler will identify key groups. Carrick noted that the DDA district had 300 members at one time and asked if this number was still the same. Buttery responded that he thought there were currently approximately 350. Fler noted that subcommittees could also include members from the general public. Faber asked if DDA members could attend other subcommittee meetings. Fler noted the open meetings law prohibits more than two members meeting unless the meeting is posted. This can be done if more members want to attend a particular meeting; it would however be considered a public meeting.

**GENERAL DISCUSSION:** Faber mentioned the DDA Agreement spreadsheet that was distributed. Fler noted that the spreadsheet would be updated monthly. Faber felt that the spreadsheet was very helpful.

Fler reported that he had scheduled a training session for three DDA Board members.

**AUDIENCE PARTICIPATION:** Riley said that the Trail Ridge Apartment project had submitted their application for 168 apartments in seven buildings. There will be a mix of one, two, and three bedroom apartments. There will be a clubhouse, a pet park, a playground, and other amenities. At this time the project is within the 15-day review period ending March 22. Taps have been approved. Buildings will be three-story. They hope to start the project this summer. Fler noted that there would be a TIF agreement regarding this project at the April DDA meeting. Benedetti is working on the agreement.

Riley then reported on the Farmers Market. The organization has hired a consultant to look at the feasibility of a year-round indoor market. The consultant will meet at the City and at the Library; the public is free to attend the meetings and give feedback.

Smith questioned if someone owned a home within DDA district, are they members? Yes. Smith asked if tenants were also members. There was some discussion on this point. Born noted his understanding of the State Statutes that tenants do have a vote. There was a discussion regarding the future tenants at the Trail Ridge Apartments. Schnitker thought there was only one vote per unit, whether it was the tenant or the owner or an appointee of the owner.

Miller reported that the Chamber would hold a Lunch and Learn on March 7. Betty Clark-Wine, County Assessor will present. Miller reported on a Chamber health insurance program that will be geared to small business. The Chamber will revamp their website in 2013 – it will be more mobile-friendly and will contain a lot of photos. Miller is involved in the Work Force Investment Board. Miller is involved in a program for businesses to hire youths. Miller reported on the survey that the Chamber recently conducted. Preliminarily, the number one issue is the economy. The annual Chamber dinner will be on March 15.

Engelberg asked if the proposed DDA newsletter would be an e-newsletter or will there be physical copies? That is to be determined.

Born mentioned the State Statutes regarding Qualified Electors – and “Lessee” was one of the definitions mentioned. [C.R.S. 31-25-802].

At 8:20 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)(b), 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 8/0.

Meeting adjourned to Executive Session at 8:28 AM. (Brovetto was not in attendance at the beginning of the session, but returned to the meeting at approximately 9:00 AM during the Executive Session. Egbert was not present for Executive Session.)

**RECONVENE REGULAR MEETING:** Following the Executive Session, Chairman Schnitker reconvened the regular meeting at 9:25 AM.

The following persons were in attendance at the Executive Session: Dale Schnitker, Al Born, Merry Jo Larsen, Gary Brovetto (absent until 9:00 AM), Tom Carrick, Tanner Coy, Jan Cummer, Michael Faber. Also attending: Brian Fleer, DDA Executive Director; Carol Lindholm, DDA Staff; David Buttery, City Manager, and Arden Weatherford.

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/Born. Passed 8-0. (Egbert not present for this vote)

Meeting adjourned at 9:26 AM.

Recorded by:



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

APPROVED THIS 9 DAY OF APRIL, 2013



Al Born, Secretary/Treasurer