

Woodland Park Downtown Development Authority Board of Directors

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

REGULAR MEETING MINUTES

June 6, 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), Tanner Coy (Treasurer), Noel Sawyer (Vice Chair), Al Born (Secretary), Jon DeVaux, Ellen Carrick, Jan Wilson, Jerry Good

Absent: Elijah Murphy due to illness

Others Present: Lynn Jones, Mark Rabaut, Jim Ignatius, Brooke Smith, Kerri Kilgore, Michael Merson, Sally Riley, Jane Mannon, David Buttery, David Neville, Steve Rupp, Tim Dienst, George Christian, Ryan Christian, Pat Hill, Dan Taylor, and other members of the community.

ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA:

Tanner Coy asked to table the discussion (at the request of Matt Miles) on the **Proposal by Leadership Circle LLC** until the July regular meeting. Larsen requested the addition of an update on last week's power wash discussion during the June 1 City Council meeting. Al Born suggested a financial reflection be added to the agenda.

MOTION: To accept the changes to the agenda. Wilson/Born. Passed 8-0

APPROVAL OF APRIL 11, 2017 DDA REGULAR MEETING MINUTES

MOTION: To approve the minutes of April 11, 2017 Regular Meeting. Wilson/Carrick. Passed: 8-0

FINANCE

Coy referred to his email sent to the Board which included updated financial records from Mike Farina, City of Woodland Park Finance Director. Coy distributed to the Board projected 2017 year-end figures, reflecting fees for continued litigation. He stated that legal fees are already in excess of what was budgeted and they will continue to grow. Noel Sawyer asked why the DDA is paying Trail Ridge less this year. Coy responded that the reimbursement is based on calculations defined in the contract. The value of the property, as determined by the assessor, is the current assessed value; subtract the base value, multiply the difference by the mills levied in the district. That is considered the TIF revenue, and the DDA reimburses a percentage of that. Coy continued that the value of the Trail Ridge property is not what it was anticipated to be. Al Born added information to the financials—the Colorado Department of Health and Environment website shows that the state has substantial grant funds (matching funds) from the 2017 Grant Program which are being distributed to EMS services around the state. Both EMS services in Teller County have received funding this year. EMS serving our area will be receiving \$26,487 for vehicles; \$2,962 for communications; \$8,852 for equipment.

POWER WASHING

Larsen asked Noel Sawyer for an update from the June 1 City Council meeting. Sawyer stated that the Council is still in discussion about it. Larsen asked Sawyer to keep the Board updated so that the Board can participate. Coy said he wanted to approach the Board about supporting power washing again this year. The Foundation Plan states that the DDA has the responsibility for improving the overall attractiveness of the district. Jan Wilson will ask for assistance with cleaning at the Main Street Board meeting today at 3:00. Kerry Kilgore, Prestige Realty Group, referred to the comment at the June 1 City Council meeting about downtown businesses helping with cleaning and to Wilson's comment that "we're all in this together"—the city, DDA, Chamber, etc. Kilgore encourages knocking on doors to get business owners involved. She would be happy to add money to this project. Sawyer asked what will keep the dirt from coming back a week later, after spending \$10,000. Coy explained that the dirt accumulates over the winter at a much faster pace than in the summer. Once winter crud is cleaned off, it will stay cleaner longer. Dirt does accumulate throughout the year and that's why it's important to maintain. Regulation prevents us from a good cost-effective solution, but that's no reason not to do it. John DeVaux commented that CDOT needs to help with cleaning. Coy added that the cost used to be \$1700 to clean storefronts and sidewalks downtown; with regulations, cleaning has become cost-prohibitive. Last year the cost was \$9,300+ and was contingent upon pre-cleaning; 25-30 volunteers swept and shoveled debris so that the cost would "only" be \$9,300. DeVaux asked if it was only the water factor. Coy explained that it's about water quality regulations—storm drain systems are public waterways that drain into Fountain Creek. To protect the eco system, the regulating agencies don't want a surge of debris and chemicals dumping into the creek. The problem with pressure washing is a high volume of dirt and debris and a low volume of water. In a rain storm, there is a high volume of water and a relatively low volume of debris. DeVaux suggested contacting the federal government for funding because of our federal highway. Sawyer stated that if we can find a solution this year, we can use it every year. Coy agreed and said that the DDA is working diligently with the city; he thought the process would be the same as last year, but it doesn't look like it will be. Coy asked the Board if they are willing to help fund this project again this year; last year it was \$5,000. Sawyer suggested reaching out to other entities to help with the cost. DeVaux will call the federal government contacts about getting money. Wilson suggested that Darlene Jensen, Main Street Coordinator, approach CDOT.

MOTION: For the DDA to contribute \$2,500 out of the beautification budget to power wash. Carrick/Wilson. Passed: 7-1 (Sawyer opposed.)

PROPOSAL FOR SERVICES – LYNN JONES

Larsen shared the proposal from Lynn Jones to work as a contractual employee to the DDA responsible for administrative duties such as the minutes, website content and newsletters.

MOTION: To hire Lynn Jones as a contract employee to the DDA for \$15/hour, not to exceed 10 hours per week. DeVaux/Wilson. Passed: 8-0

TIF REIMBURSEMENT AGREEMENTS

Proposal by Leadership Circle LLC (Natural Grocer) – Board Discussion in Executive Session

Discussion tabled until the July 11 regular meeting.

Mark Rabaut - Microtel

Coy stated that the Board has received the contract from Paul Benedetti; it is ready for review. Larsen requested that the Board read the contract and be ready to discuss at next month's regular meeting. Rabaut agreed to discussing at next month's regular Board meeting.

Dan Taylor – Car Wash

Taylor stated that the project is still moving forward. Coy added that based on city approvals for the project, the DDA is close to putting together a draft agreement; Benedetti has not yet prepared a contract. Larsen confirmed with Taylor that he will let the Board know when he is ready to move forward with a draft agreement. Taylor stated that it depends on financing and the lender.

AGREEMENT FOR DISPOSITION AND DEVELOPMENT DATED 3/19/2013 – Board discussion in Executive Session

Larsen confirmed that the attorneys are in the audience and will address in executive session.

GENERAL DISCUSSION

DeVaux asked for confirmation that there are 13 years remaining with the DDA. Coy stated that Paul Benedetti has reviewed and confirmed 13 years, and that the agreement with Mark Rabaut needed to be shortened from 15 years because of the time remaining.

AUDIENCE PARTICIPATION ON ITEMS NOT ON THE AGENDA

Bob Volpe, Mountain Jackpot, asked Born about the numbers he stated earlier for the EMS entities. Born clarified that the grant money is just for EMS service in this part of the county. Pat Hill, Pikes Peak Courier, asked for confirmation as to whether EMS has already received the grant money or if they are going to receive it. Tim Dienst, Executive Director of the Ute Pass Regional Health Services District, stated they will receive all the grant money by June 30. He added that the district also applied for an additional \$120,000 for a new ambulance for next year. Sally Riley, Planning Director for the City of Woodland Park, provided an update on the Microtel project. A June 22 review by the Planning Commission will include a site plan review, a PUD amendment, and a subdivision final plat. The plat and dimensional standards of the PUD amendment will be discussed at City Council on July 6. Regarding the Natural Grocers project that was tabled today at their request, the city staff completed the review and disapproved the project based on architecture and not meeting design standards. Natural Grocers will resubmit and the city will review to ensure the project complies with zoning regulations. Michael Merson, Prestige Realty, asked if the DDA has considered purchasing equipment for power washing. Coy responded that basic power washing equipment, which costs about \$2,500, can't be used. The equipment must be able to capture the runoff and filter the water to remove contaminants and dispose of them properly; that equipment costs about \$20,000. Existing equipment, which the city has, can't be used because it's for residential grade cleaning. Sawyer added that it was discussed at the Council meeting on June 1 that the biggest problem is taking the water somewhere after it is collected. Kerri Kilgore stated that she would be happy to partner with Coy to approach businesses within the district regarding this issue. Dan Taylor mentioned another company, Reliable Sanitation, and asked if the DDA had contacted them. Coy stated that the DDA accepted three bids last year, but he was not familiar with that company. Jim Ignatius, Chairman of Northeast Teller County Fire Protection District (NETCO),

requested that the DDA consider NETCO in future negotiations and TIF agreements. Debbie Miller, President of the Woodland Park Chamber of Commerce, shared information on three upcoming events: Lunch and Learn on June 4, the grand opening at Memorial Park on June 14, and American Pickers television show coming to Colorado in July.

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 at 8:15AM. David Neville, attorney, requested the following be added to the Executive Session: Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. C.R.S. 24-6-402 (4)(b)

MOTION: To adjourn to Executive Session following a 10-minute break. DeVaux/Wilson
Passed 8-0.

Meeting adjourned to Executive Session at 8:30AM.

The following people were present at the Executive Session: Merry Jo Larsen (Chair), Tanner Coy (Treasurer), Noel Sawyer (Vice Chair), Jan Wilson, Jerry Good, Jon DeVaux (left before the conclusion of the session), David Neville, Steve Rupp, Lynn Jones [Ellen Carrick recused herself from the session.]

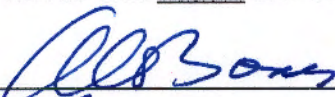
RECONVENE REGULAR MEETING: Following the Executive Session, Larsen reconvened the regular meeting at 10:05AM. The following people were present following the Executive Session: Merry Jo Larsen (Chair), Tanner Coy (Treasurer), Noel Sawyer (Vice Chair), Jan Wilson, Jerry Good, David Neville, Steve Rupp, Lynn Jones

MOTION: To adjourn meeting. Wilson/Sawyer. Passed 5-0.

Meeting adjourned 10:07AM.

Recorded by: Lynn Jones, Assistant to the Board.

APPROVED THIS 11th DAY OF JULY, 2017


AL BOAN, Sec.