

Woodland Park Downtown Development Authority Board of Directors

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

REGULAR MEETING MINUTES

August 6, 2013 – 7:30 AM

IN ATTENDANCE - Board of Directors: Merry Jo Larsen, Al Born, Gary Brovetto (departed at 9:25 AM), Tom Carrick, Tanner Coy, Jan Cummer, Vera Egbert, Michael Faber. **Absent:** Dale Schnitker. **Staff:** Brian Fler, Executive Director; Carol Lindholm, Staff. **Others Present:** David Buttery, Sally Riley, Brooke Smith, Debbie Miller, John Posusta, Mayor David Turley, Renee Bunting.

Vice-Chair Merry Jo Larsen called the meeting to order at 7:30 AM.

ELECTION OF OFFICERS: Fler noted that the Board deferred the Election of Officers to this meeting as there were several Board members absent from the July Board meeting. Fler explained the process.

MOTION: To re-elect the current slate of officers as follows: Dale Schnitker, Chair; Merry Jo Larsen, Vice-Chair; Al Born, Secretary/Treasurer. Carrick/Brovetto. Passed 8-0.

APPROVAL OF MINUTES: No minutes for approval this meeting.

FINANCE REPORT: Fler reviewed the finance report. There are some negative balances which will be considered in the 2014 Budget. Fler will report on this at the September meeting. The Board had asked in July for a breakdown of the CSI Infrastructure costs. This does appear in this month's report. Brovetto suggested that if the balance is positive, could dollars be paid on the loan from the City of Woodland Park? Buttery explained that the report shows a snapshot of where the finances stand to date. Revenues don't come in one lump sum, they come in sporadically. At the end of the year, the revenues should exceed expenditures, or we've done something wrong. Brovetto asked if excess revenue would go back into DDA or could it go to pay City loan? Per Buttery, this would be up to the Board.

Carrick had questions in regard to the differences from the April report to today's June report. The differences will be reviewed by staff. Carrick felt that it appeared that the format had been changed.

Born noted that if there were to be excess revenue at the end of the year, a reserve account would be a positive.

Fler noted that he would try to bring Betty Clarke-Wine to the September DDA meeting for a presentation. There will be a finance subcommittee meeting in the interim.

Faber asked if budgeting was done by making adjustments to current budget vs. a zero-based budget. Buttery responded that the zero-based philosophy can work to a degree, but it does not reflect known operating expenses. So, we start with the known and then discuss the needs.

Faber asked if the Board could be spend more time on projections, so the budget could be more of a goal setting session; i.e., what do we need to do to meet our obligations.

MOTION: To accept the Finance Report as presented. Born/Carrick. Passed 8-0.

COMMITTEE REPORTS:

Main Street: Woodland Park submitted an application to the Main Street Program by July 1. DOLA responded with some requirements to be completed. One requirement will be a two day community assessment, after which we will receive a report. Also suggested was attendance at Main Street Boot Camps.

Beautification & Design – Woodland Station Design: Fler, Cummer and Coy will meet with Tim Seibert of N.E.S. regarding a proposal from N.E.S. for the Woodland Station design. There will need to be a consensus from the Board on the proposal. The design can be used for purposes of marketing and a build-out analysis of Woodland Station and surrounding properties.

Employer Based DDA Project Activity – Broadband: Fler and Buttery met with Jayson Baker of Peak Internet on the capacities available in Woodland Park. Fler would like to have Baker meet with the subcommittee on the same topic. Brovetto remarked on a good presentation he attended at CML. There is potential for a laser hub in Denver. Fler noted the desire to be a 1 Gigabyte city. Fler reported that Peak Internet is installing fiber optics. Fler noted that we need to have the right information for businesses.

108 W. MIDLAND AVE. (CUMMER BUILDING): Fler noted that this would be discussed in Executive Session.

WOODLAND STATION:

Lot 1 (Woodland Hardware): Fler is having continuing conversations with Kelly Rodarmel. Flooring and roofing will come soon. February 2014 is the current target to be open for business, though the building will be finished prior to that date. It will take some amount of time to move into the building.

CSI Infrastructure Project: There is good progress on the infrastructure with no cost overruns. There will be dollars to complete Center Street with parking on both sides and associated infrastructure. CSI has submitted a Change Order in the amount of \$81,502.61 to complete Center Street. This amount will be above and beyond the current contract with CSI. The revenues have been accounted for and are in place. Born asked if there would be any dollars remaining beyond the \$81,502.61. Buttery responded that there would be about \$8,000 – 9,000.

MOTION: To approve the CSI AIA Change order in the amount of \$81,502.61. Born/Faber. Passed 8-0.

Larsen asked if it was necessary to move the crosswalk signal. Buttery explained why the signal had to move 60' in order to accommodate an appropriate turning radius next to the Lush Wine Bar.

LOT 2 (Weatherford Project): Fler reported that the Beer Garden is anticipated to open August 17 [as of this writing, Fler reports an opening date of August 24, to be open through October.] The "Beer Box" that Weatherford had at the Woodland Park July 4th Celebration will be placed in the Beer Garden. Also on the site will be a tent and some landscaping. Weatherford will have a Temporary Use Permit and will use Bergstrom Park parking lot and restrooms. The Amerigas closing is anticipated in the next two weeks, after which there will be immediate removal of the tanks. Brovetto asked when Kip Unruh will proceed with the project on Lot 2. Fler reported that design will come after the closing. The design will be coordinated with the Design Committee. Coy asked where the project was in relation to the schedule. Fler has spoken with attorney Paul Benedetti in this regard, who has advised to not be too concerned about the schedule, as long as there is consistent progress.

TRAIL RIDGE PROJECT: Fler reported that this project would be discussed in Executive Session. Fler will be looking for a vote in regard to the Redevelopment and Reimbursement Agreement following Executive Session.

GENERAL DISCUSSION: Egbert announced that Peoples Bank "Shredfest" would offer a free shredding service on August 17. Peoples will hold their annual customer appreciation barbeque on Friday, August 23 and Egbert invited all to attend.

Coy noted that Woodland Park looks very good right now. Fler asked about the kids walking around wearing t-shirts. Coy explained that the kids were with Keep Woodland Park Beautiful and were picking up litter and generally keeping the downtown beautiful. Brovetto noted that KWPB could fold into the Main Street Program.

Brovetto mentioned the possibility of a creative arts district in Woodland Park, to include fine arts and the performing arts. This would provide an opportunity for synergy and could be a marketing tool for existing artists. The district could also be a funding tool. This district could reach beyond the Main Street Program area.

Carrick mentioned an article in the Colorado Springs Gazette in regard to the filming/makeover at Mangia Mangia, with Buttery quoted at the end of the article. In another Gazette article on July 12, Woodland Park is mentioned as having aggressively searched out the tourist market by various downtown improvements, etc. Carrick reported that he had just returned from being out of town, and seeing Woodland Park with new eyes, the City looks good.

Lindholm will send out an email to Board members soliciting ideas for content and format for the next quarterly DDA newsletter. Lindholm reported that the spring newsletter was mentioned and linked in the Chamber Grapevine, and that mention received several responses by people asking to be on the DDA email list.

AUDIENCE PARTICIPATION: John Posusta, of the Southern Teller County Economic Development Coalition, asked about the Mangia Mangia restaurant involvement with the Gordon Ramsay Kitchen Nightmare production currently in progress and asked how that came about. Fler responded that owner Julie Watson initiated this. Buttery explained that the City was contacted last week regarding the event and Buttery took an associate on a tour of Woodland Park. Posusta announced that due to the mine expansion there would be a need for temporary housing, so wanted Woodland Park to be aware. Crews could be here for 5-7 months starting potentially in November. The surrounding camps and retreats in the area were mentioned as an option. Fler is meeting with this group next week, and will invite Posusta to attend.

Riley reported on the progress with the Trail Ridge project. There are approved construction drawings for infrastructure, grading permits and approved building permits. Riley noted a meeting this afternoon in regard to the overhead power lines in regard to Trail Ridge. Paul Schexnayder is moving forward with the Catamount Power Sports project at the former Cenex site. Project has received approval for the OHV/ATV rental company. Our Lady of the Woods Catholic Church has received necessary approvals. The proposed Starbucks near Walmart has been approved (this is not within DDA boundaries). Starbucks hopes to be open by the end of 2013. Larsen asked Riley about the Memorial Park master plan. Riley reported that there had been a lot of good public input.

Miller reported on the September 21 – 22 Oktoberfest. Miller encouraged people to complete the survey on the Chamber website in regard to the mitigation plan. There was recently a Lunch & Learn in regard to business preparedness. On October 4 the El Paso County Workforce will take a tour of the mine. "Tools for Business Success" is available on the Chamber website. Fleer encouraged DDA Board members to attend Chamber Lunch & Learns. Miller noted that there is member and non-member pricing available, so you don't need to be a Chamber member to attend.

Fleer noted that the Conflict of Interest forms in front of the Board members need to be filled out annually. Please complete and return to Carol Lindholm. Carrick noted that to be on the DDA Board, all have to have some kind of financial interest.

Fleer asked the Board if the next Regular Meeting on September 3 would pose a problem for anyone, being the day after the Labor Day holiday. Consensus was to hold the meeting on September 3 as scheduled.

At 8:43 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). Vice-Chair Larsen read the purpose of the Executive Session into the record.

Meeting adjourned to Executive Session at 8:50 AM.

RECONVENE REGULAR MEETING: Following the Executive Session, Vice-Chair Larsen reconvened the regular meeting at 9:40 AM, at which time Cummer returned to the meeting.

The following persons were in attendance at the Executive Session: Merry Jo Larsen, Al Born, Gary Brovotto (left at 9:25 AM), Tom Carrick, Tanner Coy, Jan Cummer (Cummer recused herself during the second portion of Executive Session), Vera Egbert, Michael Faber. **Staff:** Brian Fleer, Carol Lindholm. **Others Present:** David Buttery, City Manager.

Vice-Chair Larsen 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.

MOTION: To approve the Redevelopment and Reimbursement Agreement by and between the Woodland Park Downtown Development Authority and Woodland Park Associates, L.L.C. (Trail Ridge Project). Faber/Born. Passed 7-0. (Brovetto having left the meeting)

ADJOURNMENT:

MOTION: To adjourn the meeting. Egbert/Coy. Passed 7-0.


Meeting adjourned at 9:42 AM.

Recorded by:



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

APPROVED THIS 3 DAY OF SEPTEMBER, 2013


Al Born, Secretary/Treasurer