

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

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

**REGULAR MEETING MINUTES**

**July 23, 2013 – 7:30 AM**

**IN ATTENDANCE - Board of Directors:** Dale Schnitker, Merry Jo Larsen (arrived 7:55 AM), Jan Cummer, Vera Egbert, Michael Faber. **Absent:** Al Born, Gary Brovotto, Tom Carrick, Tanner Coy. **Staff:** Brian Fler, Executive Director; Carol Lindholm, Staff. **Others Present:** Mayor Turley, David Buttery, Sally Riley, Debbie Miller.

The meeting started at 7:32 AM without a quorum. It was learned that Larsen would arrive shortly, so meeting proceeded with agenda items that did not require a quorum.

**ADVERTISING REPORT:** Lindholm reported on the advertising program in place for the summer: Tourist Maps – 125,000 distributed throughout the Pikes Peak Region, Postcard Mailing – 50,000 cards mailed to the Colorado Springs Region, Woodland Park Promotional Bags, KOAA Channel 5 Television Commercial and Online Events Calendar, KRCC Radio announcing current events in Woodland Park, Sidewalk Billboards in Colorado Springs Parks and Downtown, Colorado Springs Independent online ad, Sky Sox Half-Inning Sponsor – audio and visual, Military Family Summer Fun Guide, State of Colorado Official State Vacation Guide. In regard to the promotional bags, Jan Cummer described how she and Mayor Turley worked together on a project to provide Woodland Park promotional bags stuffed with Woodland Park information as well as business information to families attending local baseball tournaments. Cummer personally stuffed 900 bags for distribution. Lindholm reported that the Chamber and the City work together to assure that their advertising projects complement each other.

**WOODLAND STATION LOT 2:** Fler reported that Weatherford is close to closing on the contract. Weatherford is in discussion with Amerigas regarding tank removal. Some of the smaller tanks have been removed. Faber asked about the status of the Beer Garden. Fler described Weatherford's setup at the former skateboard park for the 4<sup>th</sup> of July Celebration. The mobile structure that was set up there will be set up in the Beer Garden in Woodland Station. Riley reported that Weatherford does not yet have his Temporary Use Permit. Fler noted that Weatherford has the liquor license in place. In regard to the dates in the Agreement for Disposition and Development, Fler has spoken to attorney Paul Benedetti, who advised not to worry too much about the dates as long as there is progress. Fler reported that Weatherford

**WOODLAND STATION LOT 1 AND ASSOCIATED CSI INFRASTRUCTURE PROJECT:** Fler reported that Woodland Hardware construction is moving forward. Doug Page of Page Construction and Gary Kiger of CSI are working closely, coordinating construction of the hardware store and the infrastructure project. Fler reported that we will be able to put parking on both sides of Center Street. Money was saved on the Shady Lane (Family Dollar & O'Reilly Auto Parts) Project that can now be used at Woodland Station. It is still probable that Woodland Hardware will open in January or February of 2014. Mayor Turley remarked on the progress and felt that there will now be a better entrance to the Hungry Bear.

Fler noted that Park Street is due for re-surfacing in 2014. Tom Lichina is still considering whether or not he will expand his automotive shop. Fler remarked that there have been few complaints about the construction.

At 7:55 AM Merry Jo Larsen arrived, forming a quorum of the Board.

## **APPROVAL OF MINUTES:**

**MOTION:** To approve the minutes of the June 4, 2013 Regular Meeting. Larsen/Cummer. Passed 5-0.

**ELECTION OF OFFICERS:** Fler suggested that since there were four Board members absent, it might be better to delay the 2013 Election of Officers to the August meeting.

**MOTION:** To defer the 2013 Election of Officers to the August 6 Meeting. Larsen/Egbert. Passed 5-0.

**FINANCE REPORT:** Fler noted that the report is now one month in arrears in order to have the best information possible. Schnitker would like to see information on where we stand month to month on the Woodland Station Infrastructure project expenses.

**MOTION:** To accept the Finance Report as presented. Larsen/Faber. Passed 5-0.

## **COMMITTEE REPORTS:**

**Woodland Station Design:** Fler reported that he is working with Tim Seibert to assess the build-out of Woodland Station and is working with Cummer and Coy in regard to design.

**Main Street:** Fler reported that there had been a response from the Dept. of Local Affairs in regard to the application to the Main Street program. Woodland Park is set up for a designation in 2014. A community assessment will have to take place, as well as other DOLA requirements. Woodland Park is now in the queue with DOLA.

**Employer Based DDA Project Activity Subcommittee:** Fler met with Born and Faber. There was a discussion about broadband. Woodland Park is further ahead than was thought. Fler will report later about this topic. Businesses who would like to relocate to Woodland Park want to know the capacity. The goal is to be a "One GIG City". We are not quite at that point yet, but close. Faber suggested the Board potentially consider local counsel for DDA support. Faber also suggested more financial forecasting, and would like to know how the DDA is doing in regard to the goals for this year. In regard to Broadband, Buttery remarked that sometimes one is limited by one's computer's capacity. Buttery felt that for most users there is enough capacity.

**Community Based Project Activity & Current Projects Subcommittee:** Fler reported that he is working with Betty Clark-Wine at the Teller County Assessor's office to update the DDA property owner database. Emily Solomon, who is a summer volunteer, is helping with this project. Once that is complete, Fler hopes to survey the DDA members to assess business strengths and weaknesses.

**Chamber:** Fler is working with Deb Miller of the Woodland Park Chamber on an online business tools site: "Tools for Business Success." Miller explained that this is the most robust site she has seen with tools for businesses. For example, a business can access reports, etc. The site is built specifically for Colorado. Kay Reynolds is the contact, and Reynolds has 40 years of experience.

**Business Survey:** Fler noted that he would work with the Community Based Project Activity & Current Projects Subcommittee (Larsen and Egbert) on the business survey, and will bring a draft of the survey to the Board.

**GENERAL DISCUSSION:** Fler reported that the Paradise Lodge property is officially under contract. The Foxworth site is also under contract. Both of these sites will potentially be significant projects within the DDA boundary.

**AUDIENCE PARTICIPATION:** Riley reported on projects within the DDA Boundary: Trail Ridge Apartments: Infrastructure has been improved; Fountain Creek improvements are moving forward; Building Department has approved the building plans. Catamount Motor Sports: Paul Schexnayder will appear before City Council in August. Our Lady of the Woods: Riley reported on the status of this project. Schnitker reported that the church hoped to have a general contractor selected by August 9.

Debbie Miller reported on the Teller County Mitigation Committee. There is currently a survey available on the Chamber website. There will be a ribbon cutting today for Exostrategies and the Courier View. Upcoming will be a Lunch & Learn on Business Emergency Planning. In September the Lunch & Learn will address health care. Miller noted that Norma Engelberg, formerly of the Courier, will be writer for the Chamber Community Guide. Miller encouraged everyone to view the new Chamber website.

**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). Chairman Schnitker read the purpose of the Executive Session into the record.

**MOTION:** To adjourn the Board to Executive Session. Larsen/Egbert. Passed 5/0

At this point, Jan Cummer recused herself from the meeting, as the Executive Session would be in regard to her building. At this point, there was no longer a quorum of the Board.

Meeting adjourned to Executive Session at 8:30 AM.

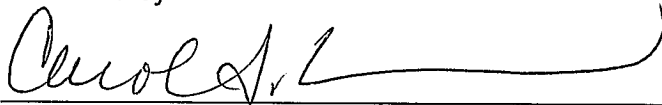
**RECONVENE REGULAR MEETING:** Following the Executive Session, the regular meeting resumed at 9:02 AM.

The following persons were in attendance at the Executive Session: Dale Schnitker, Merry Jo Larsen, Vera Egbert, Michael Faber. **Staff:** Brian Fleeer, Carol Lindholm. **Others Present:** David Buttery, City Manager (left the meeting at 8:55 AM).

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.

There being no quorum, the meeting ended at 9:02 AM.

Recorded by:



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

APPROVED THIS 3 DAY OF SEPTEMBER 2013



Al Born, Secretary/Treasurer