

Woodland Park Downtown Development Authority Board of Directors

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

REGULAR MEETING MINUTES

February 7, 2017 - 7:30 AM

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

IN ATTENDANCE - Board of Directors: Merry Jo Larsen (Chair), Noel Sawyer (Vice Chair), Al Born (Secretary), Ellen Carrick, Tanner Coy (Treasurer), Jon DeVaux, Jerry Good, Elijah Murphy, Jan Wilson. **Absent:** None. **DDA Staff:** NONE. **Others Present:** Jane Mannon, Mike Farina, Darlene Jensen, Vickie Good, Dan Taylor, Tyler Lambert, Ed Beaumont, David Buttery, Deb Miller

ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA: Coy asks to add Treasurer's Report to Finance. Good asks to add a Funding Request to Finance.

APPROVAL OF JANUARY 3, 2017 MINUTES:

MOTION: To approve the minutes of January 3, 2017 and today's agenda with the two requested changes. Good/Wilson. Passed 9-0.

FINANCE:

Treasurer's Report: Tanner Coy reports that 2016 finances are closing out well. Although over budget in legal expenses, the DDA is below budget in payroll costs. It appears 2016 total expenses will be approximately \$20,000 below budget, revenues will exceed budget by approximately \$7,000, resulting in net revenues of approximately \$46,000. Coy says Mike Farina told him the City's auditors have requested an annual appraisal of the DDA's land held for resale so that the recorded value of the land can be adjusted if necessary. The last appraisal of Woodland Station land was done by CBRE in 2014 and the cost was approximately \$1,300. Coy suggests the board plan for this expense and authorize someone to order an appraisal. Jan Wilson volunteers to order the appraisal. Al Born asks what the procedure will be for selecting the appraiser. Wilson says she'll speak with three appraisers and send information to the Board prior to hiring an appraiser.

Funding Request: Jerry Good says he's spoken with local TV networks to reserve commercial spots for the purpose of airing promotional ads in the event Woodland Park is selected as one of the top five communities in Deluxe Corporation's Small Business Revolution. Good says Williams Log Cabin Furniture has committed \$1,000 to Channel 13 in order to reserve the ad spots. Good asks the Board to approve a \$1,000 expense to contribute to TV marketing costs if Woodland Park is selected as a top five city. Noel Sawyer asks if the DDA has the funds. Coy says the 2017 budget includes \$2,500 expense for ads/publications/other.

MOTION: To approve a \$1,000 advertising expense to be spent when Woodland Park is selected as one of the five finalist cities in the Small Business Revolution. DeVaux/Good. Passed 9-0.

INSURANCE: Chair Larsen says she spoke with Insurance of Philadelphia, a company that insures many non-profits and municipalities. She plans to address this issue further at a future meeting.

DAN TAYLOR: Dan Taylor addresses the Board and provides information about his wife's and his ownership of existing car washes, about the car wash business in general, and about his plans for a new, express tunnel car wash in Woodland Park. He presents a series of Power Point slides and reads through them. He says location and management are the two most important factors in car wash success. The property includes lots 1, 2, and 3 Pikes Peak Subdivision and lot A Hackman's addition, No. 1. The proposed development is a 100 foot conveyerized express car wash tunnel with self-serve pet wash stations. The residence on lot A will likely remain a single family, rental property. Joe Butler of Hammers Construction will be the general contractor. Taylor sends a handout around the Board table. The car wash needs a conditional use permit. The water tap will be 1.5 inches so that if the water recycling system fails the car wash will continue to function adequately. Noel Sawyer asks about soaps and chemicals used. Taylor says no harsh chemicals or hazardous materials are used. Taylor continues presenting the Power Point slides, including a financial analysis of the proposed public improvement costs and real and personal property TIF revenues that might result from the development. Taylor is requesting an agreement with the DDA for reimbursement of 100% of personal property TIF revenues and 80% of real property TIF revenues for 10 years. He estimates the total TIF revenues generated during the first 10 years of property tax payments as \$335,000. He estimates the cost of constructing public improvements as \$307,250 plus an additional \$94,716 interest expense and \$15,000 in lending fees. Traffic impact fees and storm water fees might be returned to Taylor by the City, reducing his overall expense by an estimated \$20,000. Including estimated \$100,000 increase in equity in the property and reimbursement of \$283,000 in TIF revenues, Taylor estimates his net cost of public improvements as \$13,966. Jan Wilson refers to a previous car wash business in Woodland Park that failed years ago and asks Taylor why he thinks his proposed car wash will succeed. Taylor cites location and management as key factors in car wash success and says the location of the previously failed car wash was not the best. He discusses his experience managing car washes. Taylor says his project will complete Pikes Peak Avenue, improve storm water management, add jobs, and improve appearance of downtown Woodland Park and allow profits from a new business to remain in the community. Chair Larsen asks for public comment on this item, particularly from other taxing districts present. There is no public comment.

DDA BOUNDARY EXPANSION: Ed Beaumont of Midland Junction Realty addresses the Board. He provides a handout (attached) and introduces Matt Miles of Leadership Circle. The handout is a map of the Paradise Lodge Ranch property. Lots 3, 4, and 5 are under contract. Lots 4 and 5 are within the DDA boundary but lot 3 is not. Matt Miles addresses the Board regarding a new real estate development he's planning. Jan Wilson asks Miles what he's planning. Miles refers to a facts sheet given to the Board. He explains that he manages development in the western United States for a specialty grocer. He says there is leakage from the Woodland Park community that the new grocery store would capture. The process required to expand the DDA boundary is discussed.

WOODLAND STATION: Chair Larsen has spoken with Rick Mallett about grading work at Woodland Station. She will discuss finalizing the grading permit at the next meeting. Larsen has spoken with the Harvest Center Board about the possibility of partnering with the DDA in an effort to improve the landscape at Woodland Station. The DDA Board agrees that Larsen should discuss this partnership at the Harvest Center's next meeting.

MAIN STREET: Jane Mannon reports that Main Street has submitted its work plan to the state. Right now everything is focused on the Small Business Revolution, she reminds everyone to vote early and often. A visioning process is coming up for Main Street. Elijah Murphy says the Main Street bylaws have been restructured. There is a meeting being planned for March 9th to include stakeholders in the walkability concept planning. Chair Larsen asks Mannon to send to the DDA Board the Main Street work plan. Mannon says she will send to Tanner Coy for dissemination to the DDA Board.

GENERAL DISCUSSION: Tanner Coy announces that prior to the commencement of this meeting, City Clerk Leclercq gave him a CORA request submitted by Arden Weatherford, dated February 6, 2017, requesting a copy of the audio recording of the DDA's regular meeting held on January 3, 2017. Deb Miller announces the 5th annual Teller County Economic Forum is scheduled for February 22 at the Cultural Center. Vickie Good asks for meetings to be scheduled during the evening when it is more convenient for business people to attend.

MOTION: To 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. Coy/Carrick. Passed 9-0.

Larsen read the purpose of the Executive Session into the record. Meeting adjourned to Executive Session at 8:46 AM.

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, 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)

RECONVENE REGULAR MEETING: Chair Larsen reconvened the regular meeting at 9:58 AM. Mike Farina left the meeting. The following people were present following the executive session: Merry Jo Larsen (Chair), Noel Sawyer (Vice Chair), Al Born (Secretary), Ellen Carrick, Tanner Coy (Treasurer), Jon DeVaux, Jerry Good, Elijah Murphy, Jan Wilson.

A special meeting will be called to continue discussion of numerous items.

MOTION: To adjourn the meeting. DeVaux/Murphy. Passed 9/0

Meeting adjourned at 10:03 AM.

Recorded by: _____

APPROVED THIS 11 DAY OF 4, 2017



Al Born, Secretary

Merry Jo Larsen - Chair