

Woodland Park Downtown Development Authority

Minutes of January 6, 2009 Meeting

Vectra Bank Building, 361 W. Highway 24

Woodland Park, CO

In Attendance: Dale Schnitker, Jim Ignatius, Jon DeVaux, Merry Jo Larsen, Tom Carrick, Al Born, Steve Randolph – Board Members

Staff: Bob Harvey, Beth Kosley

Community Members: David Buttery, Brooke Smith, Craig Harms, Norma Engelberg, Debbie Miller, Dave Morrison, Jamie Caperton, Ben Caperton

Chair Tom Carrick called the meeting to order at 7:35 AM.

Approval of Agenda and Approval of Minutes – Merry Jo Larsen moved to approve the agenda as proposed and the minutes from December 2, 2008, December 9, 2008 and December 16, 2008. Second by Dale Schnitker. Unanimous approval.

Committee reports were provided as follows. Randolph, Chair of **Nominating Committee**, reported that Sharon Roshek and Jim Ignatius have agreed to serve, and Michael Harper will be approached later in the week.

On the proposed **Grant program**, Kosley distributed a draft outline of an approach that should be further developed through a committee. Jon DeVaux and Al Born volunteered to serve on the committee.

Bob Harvey provided updates on **inventory** (national company affiliation will help fill in gaps once DDA is on-line); **Business Focus groups** should meet in two weeks; **Consumer survey** has been launched through the Chamber's help; notification about the on-line survey is also being distributed through Park State Bank. Merry Jo suggested placing flyers in downtown businesses. Bob agreed and will follow through as well as asking for a newspaper feature on the opportunity.

The **Woodland Station** update consisted of a review of the Voluntary Compliance Plan that was approved by the state; Chad Coker from Matrix explained that VCP approval provides the risk management for both site development and buildings. VCP will become an element of each development contract; Chad will provide the language. As each step in the compliance plan is reached, the state is informed and at project completion, the state considers the site to be in

compliance. In two weeks, Matrix will again address the board on insurance options for risk management considerations.

In **general discussion**, the Board thanked Dale Schnitker for helping secure the new office space: it was agreed that the move will be beneficial. Kosley also thanked the City Public Works crew and Bob for their help in physically moving the office furniture and placing it so the office was quickly operational.

Tom Carrick noted that the holiday decorations along the downtown streets were beautiful and he asked that compliments be passed along to the crew.

David Buttery pointed out that the proposed grant program is intended to assist existing businesses district-wide, and this was important to note.

Debbie Miller announced the Wagon Boss scholarship program and Business of the Year nominations are being sought. She also offered the Chamber for training interested grant applicants on the new DDA program. Also, a new series called “Lunch and Learn” will be sponsored, starting in February.

Having no other questions nor comments from the audience, the public meeting was adjourned and Chair Tom Carrick convened an 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), C.R.S. 24-6-402 (4)(b) and C.R.S. 24-6-402 (4)(e).

At 9:15, Chair Carrick reconvened the regular meeting and called for **adjournment**.