

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, April 3, 2003

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 3rd day of April, 2003.

Committee: Chairman Doylen, Trustees Barker and Habecker
Attending: Trustees Barker and Habecker
Also Attending: Town Administrator Widmer, Sr. Ctr./Museum Director Kilsdonk, Community Development Dir. Joseph, Special Events Mgr. Hinze, Planner Shirk, Clerk O'Connor
Absent: Chairman Doylen

Trustee Barker called the meeting to order at 8:2 a.m.

MUSEUM.

Director Kilsdonk reviewed the **Bi-Monthly Report**:

- ◆ In partnership with the Library Foundation, the Museum received a \$1,500 grant from the Colorado Endowment for the Humanities for a five-part lecture series on Colorado history. All the programs are free and they will be held once/month in the Town Board Room at 7:00 p.m.
- ◆ Program schedule.
- ◆ Fall River Hydroplant Season Opening (May 26th); seasonal interpreter position will be funded by PRPA again this year.
- ◆ New Exhibit: American Roads Opening Reception May 30th.
- ◆ Attendance Statistics for February, 1999-2003.

Departmental Policy Manual Revision: Museum Collections Management Policy. The latest policy revision occurred in 1997. The opening of the Fall River Hydroplant facility and changes in current professional practices warrants a revision to said Collections Management Policy. Major changes include incorporating the hydroplant, adding the Museum's new mission statement, and including the Education and Reference Collections in the policy as well as the Permanent Collection. A Photograph Reproduction and Access Policy have been added, and the section on insurance was updated. **The Committee recommends approval of the revised Museum Collection Management Policy as presented for inclusion in the Museum's Policy Manual.**

Museum Building Expansion RFP. The Museum has a pressing need for a new entryway, foyer, entrance sign, multipurpose room and restrooms. Thus, a team of Museum Advisory Board members and staff developed an RFP, and Construction/Facilities Manager Sievers has reviewed it. Funding in the Community Reinvestment Fund was budgeted in 2003 and 2004 (\$175,000/yr.) for construction, and staff is seeking federal matching funds in the amount of \$101,000 to furnish and equip the space with AV and computer equipment, provide a research station with access to computerized collections records, and develop an exhibit interactive and center and other related items. **The Committee recommends staff proceed with the RFP for expansion of the Museum, returning to the Committee for further consideration.** The RFP submittal deadline is June 3, 2003.

SENIOR CENTER DEPARTMENT.

The RFP for privatization of the food service was distributed, and responses are being received. Following the submittal deadline, a team will review all proposals and submit

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a summary to the Committee for further consideration. Town Administrator Widmer reported that opposition to this effort has been heard from Ned Linegar, who believes privatization will significantly change the nature of the Center. However, the Senior Center Board fully supports this action. Prior to Town Board action, the proposals will be submitted to and discussed by the Community Development Committee.

COMMUNITY DEVELOPMENT DEPARTMENT.

The Committee reviewed the **Monthly Building Permit Summary for February, 2003, and the Annual Summary from 1987 through 2002.** The monthly total is \$1,017,096 as compared to \$626,650 in February, 2002. Year-to-date statistics include \$2,652,710 as compared to \$3,091,713 in 2002.

Street Name Change: from Delmar Drive to Fall River Court. Planner Shirk reported that members of the Top of the Rockies Road Assn. of Fall River Estates are requesting the name change of a private street and does not include a request for Town maintenance of the street. Community Development has routed this request to applicable Town departments, including Police, Dispatch, Public Works, and Building Inspection. Staff will ensure maps are updated correctly, and the Applicant will confirm with Dispatch (via telephone) to ensure the street name appears correctly. The Building Dept. will assign new addresses in conformance with the Larimer County Numbering System. **The Committee recommends approval of the street name change from Delmar Dr. to Fall River Court.**

The Committee reviewed an **Application Fee Comparison Table** comparing the myriad list of submittals between Estes Park (current fees), Larimer County, Gunnison, Brighton, Golden, Ft. Collins, Frisco, Steamboat Springs, and Ft. Lupton. This table confirms the need to re-examine application fees as such have not been fully examined for several years.

Discussion followed with **the Committee recommending staff proceed with evaluating the current fee schedule, with potential increases to be based on tangible costs, returning to the Committee for further consideration.**

SPECIAL EVENTS DEPARTMENT.

Estes Valley Productions, Inc. (John Spahnle) - Music Festival Agreement. The Committee reviewed the Agreement for a music festival scheduled August 23 and 24, 2003. Performances are planned at approximately 1:00, 3:00, 5:00 and 7:00 p.m. both days, and the grounds portion being utilized includes the main parking lot, lower northeast area (for staging and audience), entire upper area (except the east barn area) for parking and restrooms. The contract amount for four days (includes a set-up and take-down day) is \$4,000, plus 25¢/ticketed person/day. The event organizer is working with the Police Department regarding traffic; with the exception of event vendors, there will be no overnight public campers or tents; and the event organizer is aware and will adhere to the established 10:00 p.m. curfew.

Responding to a question pertaining to who controls the sound levels, Manager Hinze confirmed that the Stanley Park Use Regulations state that the Special Events Dept controls sound level volume. Furthermore, Town Attorney White has not yet reviewed the Agreement.

Suggesting Mr. Spahnle attend the Town Board meeting April 8th where the Agreement is officially considered, **the Committee recommends the Agreement with Estes Valley Products, Inc. be approved, subject to review by Town Attorney White.**

Top Hands Organization – Request authorization to construct Show Secretary's Office/Storage Building. Top Hands President Adams and Rooftop Rodeo President

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Kitchen presented an Agreement that would authorize the Top Hands Organization to construct a building to be used as a show secretary's office and storage building located on the east side of the existing grandstand at the Stanley Park Fairgrounds site. The overall size of the steel building is 30'x14', construction materials include a concrete slab and wood floor, metal siding and roof, an 8' overhead door, floor safe, dropped ceiling, and one window; the structure will be freestanding and movable. Exterior colors are white walls with a green roof to match the existing color scheme. Top Hands will fund cost of construction (±\$20,000), and upon completion of all construction, the building will be donated to the Town. Delivery is expected to be 4 weeks after receipt of the order, and time is of the essence due to the approaching event schedule. Additionally, an existing telephone booth must be relocated from the proposed site construction area. Town Attorney White has not yet reviewed the Agreement.

Trustee Habecker requested design improvements. Discussion followed, with Trustee Habecker, President Adams and President Kitchen to discuss potential design improvements following the meeting. **The Committee recommends approval of the Agreement with the Top Hands Organization, incorporating design improvements as established by the representatives listed above, subject to review by Town Attorney White.**

Brochures announcing the **Estes Park Antique Show**, Memorial Day Weekend, May 24 and 25, 2003 were distributed. This show is a fundraising event sponsored by the Top Hands Organization.

There being no further business, Chairman adjourned the meeting at 9:14 a.m.

Vickie O'Connor, CMC, Town Clerk