

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, June 5, 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 5th day of June 2003.

Committee: Chairman Doyle, Trustees Barker and Habecker

Attending: Trustees Barker and Habecker

Absent: Chairman Doyle

Also Attending: Assistant Town Administrator Repola, Directors Joseph and Kilsdonk, Sr. Center Mgr. Thompson, and Deputy Clerk van Deutekom

Trustee Barker called the meeting to order at 8:00 a.m.

SENIOR CENTER.

Senior Center Food Service Privatization Contract – Approval Request. Sr. Center Mgr. Thompson briefed the Committee on the efforts and recommendations of the Task Force formed to review Senior Center food service operations. Members of the Task Force include Assistant Town Administrator Repola, Director Kilsdonk, Senior Center Mgr. Thompson, and Senior Center Board members Don Tebow, Vern Mertz, and Walt Richards. Concluding that privatizing the Senior Center food service was the most favorable choice, an RFP was advertised and distributed to interested area caterers. From the applicants interviewed, Catering for All Occasions, LLC (CAO) was selected based on length of time in business, experience, proposed meal charge, sample menu, professional references, and an assessment of compatibility with the senior population.

Mgr. Thompson presented the Senior Services Food Contract between the Town and Catering for All Occasions LLC. The Town will pay to CAO a \$2.00 per meal subsidy, not to exceed \$25,000 per year for both congregate and meals on wheels meals. The Town requests that CAO use a sliding scale for meals on wheels. The Town will subsidize any shortfall between the \$4.00 agreed-upon meal charge and the actual receipts for meals on wheels. This could result in an additional annual subsidy to CAO of \$3,500. Recommended changes to the Contract are as follows:

I. FOOD SERVICE AND KITCHEN USE

- A.During the term of this Contract, CAO shall have exclusive access to, control and use of the kitchen at the Estes Park Senior Center and all kitchen operations at this facility except for use by Senior Center, Inc. for special and fund raising events. Senior Center, Inc. will notify CAO approximately 60 days in advance of such special and fundraising events.

IX. SALE OF ALCOHOLIC BEVERAGES

This item will be removed from the Contract.

Mgr. Thompson noted that Town Attorney White has reviewed the Contract. Discussion was held regarding use of kitchen, utilities, inventory transfers, grant funding, sales tax collection, budget ramifications, and room rentals to outside groups. Concluding all discussion, the **Committee recommends approval of the Senior Center Services Food Contract with Catering for All Occasions LLC to include the changes outlined above.**

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B. Bi-Monthly Report. Director Kilsdonk reviewed the following:

- Three local architect/general contractor teams met with staff for an RFP pre-bid site review for the Museum expansion. Responses to the expansion RFP are due June 6th and interviews will be held in the last two weeks of June.
- Copies of historic panoramas recently put on display in the Board Room Lobby are available for sale. The Museum Gift Shop will begin a six-month trial credit card service for the sales.
- The King Foundation has awarded \$2,500 for History Camp for the next two years. The MacGregor Ranch and the Lennie Bemiss Memorial Scholarship Fund remain strong partners. History Camp dates are June 23-26, July 7-10, and August 4-7 and the registration deadline was May 31.
- The Museum and Stanley Museum have begun offering a joint tour package to include the Stanley Hotel, the Hydroplant, and Museum.
- The Hydroplant booklet (written by J.J. Rutherford with editing, layout and production by Rae Todd and Platte River Power Authority) won an Award of Distinction in the Marketing/Promotion/Special Event category of the 2003 Communicator Awards.
- Program schedule.
- Attendance Statistics for April 1999-2003.

COMMUNITY DEVELOPMENT.

Director Joseph reported that John Allman, Bldg. Inspector retired May 30th. There are no plans to fill the position.

There being no further business, Trustee Barker adjourned the meeting at 8:55 a.m.

Rebecca van Deutekom, CMC, Deputy Town Clerk