

**RECORD OF PROCEEDINGS**

*Town of Estes Park, Larimer County, Colorado, August 7, 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 7<sup>th</sup> day of August 2003.

Committee: Chairman Doyley, Trustees Barker and Habecker

Attending: Chairman Doyley and Trustee Habecker

Absent: Trustee Barker

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

Chairman Doyley called the meeting to order at 8:00 a.m.

**MUSEUM/SR. CENTER DEPARTMENTS.**

**Senior Center User Agreement – Approval Request.** Mgr. Thompson presented the revised Sr. Center User Agreement. Revisions to the Agreement are listed below:

USER	FULL USE	ROOM #102	ROOM #109	ROOM #114	ROOM #115	TOTAL DUE #HRS X RATE	SECURITY DEPOSIT
		392 sf	360 sf	800 sf	1150 sf		
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Local Non-Profit Organization	75.00/HR or \$300/Day	25.00/HR or \$100/Day	25.00/HR or \$100/Day	30.00/HR or \$120/Day	40.00/HR or \$160/Day		50.00
Other Recognized Club/Group/Person	150.00/HR or \$600/Day	30.00/HR or \$120/Day	30.00/HR or \$120/Day	50.00/HR or \$200/Day	75.00/HR or \$300/Day		100.00

- ◆ Applicants must submit all deposits at the time of reservation.
- ◆ Alcoholic beverages are not permitted at the Sr. Center.
- ◆ Users of the facility meeting on a regular basis must apply on an annual basis to renew the reservation.
- ◆ Use of coffee pots is permitted with advance notice and instruction on use.
- ◆ Catering for All Occasions (CAO) has exclusive access to, control and use of the kitchen at the Estes Park Sr. Center and all kitchen operations at this facility. CAO shall enter into separate agreements for catering services with each group that requests such a service.

There is no cost to the Sr. Center associated with implementing these changes. Concluding all discussion, the **Committee recommends approval of the Sr. Center User Agreement to include the revisions outlined above.**

**REPORTS.**

Senior Center Bi-Monthly Report. Mgr. Thompson reviewed the following:

- ◆ Food Service Privatization. The official transfer of the food services program was July 15, 2003. There was no disruption of service and the ease transition exceeded expectations. Congregate meals in July 2003 totaled 901.
- ◆ Meals on Wheels (MOW) Volunteers. Staff is currently searching for a replacement for the MOW Coordinator. Drivers will be registered with Volunteers of America for additional insurance benefits while on duty.

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- ◆ United Way Grant. The Sr. Center will receive \$10,000 for the fiscal year July 2003 – June 2004 for meal subsidies.
- ◆ “Do Not Call” Registry. Walt Richards is collecting and remitting names and telephone numbers of seniors who do not have computers and want to be registered for the State’s “Do Not Call” list.

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

- ◆ Museum Expansion Update. The contract for Part 1 of the expansion (to include the initial design and preparation of a preliminary guaranteed maximum value of \$10,500) was signed on August 6<sup>th</sup>. T.W. Beck Architects has already taken measurements and prepared initial drawings. Staff will return to the Committee for approval of Phase 2.
- ◆ Wind Power Tour. The Museum received an overwhelming response to a tour of the Medicine Bow wind power site on Friday, August 1<sup>st</sup>.
- ◆ New Exhibit. The History of Estes Park Schools exhibit will open with a free reception on Monday, August 18<sup>th</sup> from 5-7 p.m.
- ◆ New Publication. *In the Vail of Elkhanah*, a freestanding publication on Estes Park history, was donated to the Friends of the Museum by Dr. Jim Pickering.
- ◆ Program schedule.
- ◆ Attendance statistics for June and July.
- ◆ A donation totaling \$8,445 was received from the Estes Park Car Club.

Trustee Habecker requested an event critique of the “Coolest Car Show” be presented at the September meeting.

### COMMUNITY DEVELOPMENT.

#### REPORTS.

Building Permit Summary. Director Joseph presented a monthly Building Permit Summary from 1999-2003. Permit totals year-to-date are up 21% from the previous year. Items discussed include staffing, equipment, and efficiency improvements.

American Institute of Certified Planners (AICP) Certification. Director Joseph announced the receipt of a department-wide American Institute of Certified Planners (AICP) certification. This is the highest national standard of professional planning certification and involves education and practice requirements, as well as a written examination. The purpose of certification is both to assist planners in their practice of sound, ethical planning and to assure the public that planners with such credentials have the expected expertise and that that expertise will be utilized in accordance with the AICP code of ethics.

Town Marketing and Fulfillment – Discussion. Items discussed include objectives of the Task Force and Town Board expectations. Trustee Habecker requested this item be placed on the August 12<sup>th</sup> Town Board Agenda for further discussion by the entire Board.

There being no further business, Chairman Doylen adjourned the meeting at 9:02 a.m.