

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 6, 2004

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 6th day of May, 2004.

Committee: Chairman Doyle, Trustees Habecker and Levine
Attending: All
Also Attending: Assistant Town Administrator Repola, Mgr. Mitchell, Clerk O'Connor
Absent: Directors Joseph and Kilsdonk

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

COMMUNITY DEVELOPMENT.

Reports:

Building Permit Summary. The summary for January-March, 2004 was reviewed, noting that March permits were up 217% from 2003; however, year-to-date permits are down approximately 7%.

MUSEUM/SR. CENTER.

Photocopier – Request authorization to seek bids. Mgr. Mitchell provided background information on the Museum and Sr. Ctr. copy machines, reporting that the combined (both facilities) copier budget is \$15,000, and staff is recommending the purchase one large-volume quality copier to be housed at the Museum, and one desktop-quality multi-function model with scanner and fax capabilities to be housed at the Sr. Ctr. Copier maintenance costs would be shared between the two facilities.

Discussion followed on leasing options in lieu of purchasing; maintenance inclusions/exclusions; outsourcing; and an internal print shop. **The Committee recommends: (1) staff be authorized to seek bids for the large-volume quality copier (Museum) and the desktop multi-function model (Sr. Ctr.) as outlined above, with staff authorized to proceed with the purchase within the established budget, and (2) the Tech Team was directed to analyze all copy machines (purchase/replacement costs, cost/copy, etc.), maintenance agreements, etc., comparing costs for outsourcing, internal print shop, and the like, with a long-term recommendation being submitted for consideration.**

Reports.

Museum:

Personnel. Staffing levels and existing issues were reviewed, with the following revisions:

- Offer one FTE Curator position with benefits at Grade Level 33.
- Adjust the Grade 31 Assistant Curator position (that has benefits), to a Grade 33 Museum Curator position.
- Start the employee currently in Grade 31 at their current salary plus 5% to avoid grade compaction, and acknowledge three years of service at the curatorial level.

There are no additional appropriations required to the current

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budget to effect this change.

Bi-Monthly Report

- Construction Update. The project is on schedule and budget for the July 3rd facility re-opening. Staff is working on designing and ordering interior furnishings and exhibits, and the re-opening is scheduled from Noon to 4:00 p.m. with refreshments sponsored by the Estes Park Seniors, Inc. Entertainment is sponsored by the Museum Friends.
- May/June Activities were outlined.
- Historic Fall River Hydroplant will open for the season Memorial Day and Bob Seifert is returning as the part-time interpreter. Various repairs are underway and a tour is scheduled May 24th.

Senior Center:

Bi-Monthly Report. Mgr. Mitchell outlined general operations, Sr. Ctr. Board activities, and programming. Of note is that May is *Older Americans Month*, and several special events are planned.

Statistics for meals and site use/visitation were presented.

SPECIAL EVENTS.

Stanley Park Master Plan RFP – Request authorization to solicit proposals.

Assistant Town Administrator Repola presented the Goal Team's draft RFP for review/discussion. Professional land planning services will complete the master plan for revitalization of the fairgrounds in the following areas:

- Architectural Design
- Landscape/Hardscape Design
- Outdoor Arenas
- Sports Field
- Other

A five-six month timeframe is expected, with final presentations targeted for late fall 2004. **The Committee recommends staff be authorized to solicit proposals as requested.**

There being no further business, Chairman Doylen adjourned the meeting at 8:42 a.m.

Vickie O'Connor, CMC, Town Clerk