

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, January 5, 2006*

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 5<sup>th</sup> day of January, 2006.

Committee: Chairman Doyley, Trustees Levine and Pinkham

Attending: All

Also Attending: Town Administrator Repola, Directors Kilsdonk and Mitchell, and Deputy Clerk Schares

Absent: None

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

### **CONVENTION & VISITORS BUREAU**

**Visitors Center Change Orders 6-9 – Request for Approval.** Manager Marsh explained the change order requests for the Visitors Center. The following changes are being requested:

# 6	Fasteners and Framing	\$21490.22
#7	Fire Hydrant credit	(\$2398.00)
#8	Additional electric	\$989.39
#9	Retain parking/walk	(\$20,165.00)

The total cost of the change orders is a credit of \$83.39, leaving a balance of \$19,239.22 in the contingency fund. Staff recommends approval of change orders 6-9. Concluding all discussion, **the Committee recommends approval of the change order requests from Dallman Construction totaling a credit of \$83.39 to be credited to the contingency fund for this project.**

**CVB 2006 Out-of-Town Membership Fees – Request for Approval.** Manager Marsh explained the proposed 2006 out of town CVB membership fees. The policy is as follows:

All out of town businesses located within a 12.5 mile regional boundary may become members of the Estes Park Convention & Visitors Bureau and participate in all of the services at the same rate as in town businesses by paying the following membership fees:

Retail, Restaurants and other non-accommodations businesses will pay the annual membership fee of \$495.00.

Home based, non-accommodations, businesses located in the same region may join at the annual membership fee of \$295.00.

Accommodations located in the 12.5 mile region may join by paying a base fee of \$295.00 and an additional fee of \$40.00 per hotel/ motel unit, an additional \$80.00 per condo/cabin/house.

R.V. and campgrounds located in the 12.5 mile region will pay a base fee of \$295.00 and an additional fee of \$10.00 per campsite / R.V. site.

The projected revenue is \$32,000 for an estimate of 15 out-of-town members. Staff recommends approval of the proposed 2006 out-of-town CVB membership fee structure. Concluding all discussion, **the Committee recommends approval of the CVB membership fee structure and opens an invitation to any business within the 12.5 mile radius of Estes Park to join the CVB.**

**CVB Association Membership Policy – Request for Approval.** Manager Marsh explained the proposed membership policy, which will allow any association within a 12.5 mile radius of Estes Park to join the Estes Park Convention and Visitors Bureau. Staff recommends approval of the CVB Association Membership Policy. Concluding all discussion, **the Committee recommends approval of the policy.**

**CVB Policy for Reciprocal Distribution of Regional Travel Partners Visitors Guides – Request for Approval.** Manager Marsh explained an agreement has been entered into with Colorado’s Front Range Region to distribute each others Convention & Visitors Bureau’s visitors’ guide. The CVB will distribute the primary travel piece for the towns of Fort Collins, Greeley, Loveland, Longmont, Boulder, and Grand Lake. Chairman Doyle stated the new travel guide is available and looks great. Concluding all discussion, **the Committee recommends approval of the policy.**

**Lions Club Concession Stand Lease – Request for Approval.** Director Hinze presented the Lions Club Concession Stand Lease. The term is January 1, 2006 through December 31, 2007. Tim Schiller, President and Les Foiles, Treasurer of Lions Club of Estes Park announced that a check is forthcoming to the Town in the amount of \$9,679.82 for the 2005 concession stand. **The Committee, with Levine abstaining, recommends approval of Lease as presented.**

**Shelly Doggett, Insurance Associates of Estes - Request for CVB to Assume Workman’s Compensation Program.** Shelly Doggett, Insurance Associates of Estes, requested the CVB sponsor the Workers Compensation Association Program. The program provides savings and economies of scale for smaller businesses in the area. The Town and CVB will help market the program and human resources will work with Insurance Associates and Pinnacol to administer the program. The Town will not incur any direct cost for the sponsorship. However, there is the potential for the CVB to earn a cash dividend. Staff recommends approval of the CVB being designated as sponsor for the Workers Compensation Association program. Concluding all discussion, **the Committee recommends approval of the sponsorship.**

**Reports.**

Reports provided for informational purposes and made a part of the proceedings.

- Communications
- Group Sales and Marketing
- Special Events – No Report
- Business Development – No Report

**MUSEUM/SENIOR CENTER**

**Senior Center Van Purchase– Request Approval.** Senior Center Director Mitchell reviewed the bids received. The following bids were received:

- Davey Coach Sales Inc. - Sedalia, Co.  
2006 Ford E-450 w/Turtle Top/Terra Transit Body - (minor spec’s not met)  
.....\$70,316.50
- Phil Long Ford - Colorado Springs, Co.  
2006 Ford E-450 w/Startrans Body - **DOES NOT MEET SPEC’S**  
.....\$51,886.60

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- Spradley Barr Ford – Ft. Collins, Co.  
2005 Ford / Daimler-Chrysler Body – Used Van – **DOES NOT MEET SPEC'S**  
.....\$45,949.00
  
- Burt Arapahoe Ford – Centennial Co.  
..... NO RESPONSE

Staff recommends that due to the extent of the specifications not met by the low bidders, staff recommends purchase of the van from Davey Coach Sales Inc. for \$70,316.50. **The Committee recommends approval of the bid from Davey Coach Sales Inc. as recommended by staff at a cost of \$70,316.50.**

**Reports.**

Reports provided for informational purposes and made a part of the proceedings.

- Museum Monthly
- Museum Annual List of Acquisitions
- Senior Center Monthly

**COMMUNITY DEVELOPMENT**

**Reports.**

Reports provided for informational purposes and made a part of the proceedings.

- Activity and Budget Summaries

**MISC.**

There being no further business, Chairman Doyley adjourned the meeting at 8:40 a.m.

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Suzy Schares, Deputy Town Clerk