

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, July 6, 2006

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in Town Hall in said Town of Estes Park on the 6th day of July 2006.

Committee: Chairman Pinkham Trustees Eisenlauer and Levine
Attending: Trustees Pinkham, Eisenlauer and Levine
Also Attending: Administrator Repola, Directors Pickering, Kilsdonk, and Mitchell, Manager Sievers and Clerk Williamson
Absent: None

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

PUBLIC COMMENT

None.

CONVENTION & VISITORS BUREAU

Auto Extravaganza Car Show Street Closure – Request Approval. Dir. Pickering stated the Estes Park Car Club has requested a car show in Bond Park August 19th and requests a street closure from MacGregor Avenue bus turnout to Park Lane.

Estes Park Heritage Festival Street Closure – Request Approval. Dir. Pickering stated the festival would be held on August 26th and 27th. The festival committee requests a street closure from the MacGregor Avenue bus turnout to Park Lane.

Elk Fest Street Closure – Request Approval. Dir. Pickering explained this year's festival would be held on September 29th, September 30th and October 1st. The Special Events Department requests a street closure from the MacGregor Avenue bus turnout to Park Lane.

All street closures have been discussed with McDonald Transit, which has agreed to alter the bus routes on the days listed above. The buses will pull directly back onto Elkhorn Avenue from the MacGregor bus pullout. Dir. Pickering stated the businesses on Park Lane have raised concerns with the street closures, citing a decrease in business on those days. He suggested staff evaluate each request and event to determine the need for a street closure. **The Committee recommends approval of the street closures as outlined above.** Trustee Levine questioned the use of Bond Park for car events in the future. He stated the car show on July 4th damaged the grass extensively. Administrator Repola explained Bond Park usage and improvements need further review.

2006 Intercept Study – Request Approval. Dir. Pickering stated the last intercept study was conducted in 1996. In 2006, the Economic Advisory Council hired RRC to conduct an economic study. RRC completed most of the assimilation data required to complete the economic modeling; however, additional work is required. Therefore, staff is recommending RRC complete the economic study in conjunction with the 2006 Intercept Study at a cost of \$11,500. The primary objective is to identify and document the characteristics and experiences of Estes Park users and to assist the CVB and the Town in better understanding the issues and concerns of the various user groups and to help set priorities for improving the overall experience. Dir. Pickering reviewed the process for which data would be collected by RRC. Questionnaires would be handed out at the Visitor Center, shuttle buses and the information cabin in Bond Park during a

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representative group of 30 “study days” selected by the consultant from late June through the end of September. These questionnaires would be followed by a survey to be completed once the visitor arrives home from vacation. 3,000 questionnaires have been printed and RRC anticipates a 25% - 30% return rate for the surveys. The Committee requested RRC provide a presentation of the study findings once completed for an additional cost of approximately \$700. After further discussion, **the Committee recommended approval to contract with RRC to complete the 2006 Intercept Study as budgeted (101-1100-411-22-98) including a presentation to the Committee at a cost not to exceed \$12,200.** The Committee requested staff not initiate work with consultants prior to Committee approval of a contract.

Reports.

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

- Advertising
- Communications
- Visitor Center
- Special Events – Wool Market Summary

Dir. Pickering reported the new arena at the Stanley Fairgrounds has received positive reviews from the Arabian Horse show. The new drainage infrastructure is performing well with no standing water on site. He also thanked all the Town employees that participated in setting up the fireworks for the 4th of July. The American Legion is still actively fundraising. Last year they raised \$19,000 of the \$30,000 it cost to produce the display. The Town will have further discussion on how to fund future displays.

MUSEUM/SENIOR CENTER.

Fall River Picnic Area Restroom Guaranteed Maximum Price (GMP) and Final Design– Request Approval. Mgr. Sievers stated the Town Board approved a modern pit toilet on the south side of the river near the picnic shelter on June 13, 2006 and directed staff to return to Committee with a GMP and final design. Duggan Builders have submitted a GMP of \$82,973 and staff recommends proceeding with construction with a 5% (\$4,148.65) contingency for a total project cost of \$87,121.65. Construction should be completed by mid September with no construction during weekends, holidays or scheduled events. **The Committee recommends approval of the final design and the guaranteed maximum price with a 5% contingency of \$87,121.65 (220-4600-462-35-60) for the construction of a modern pit toilet as budgeted by Duggan Builders.**

Museum/Senior Center Facility Rental Policy– Request Approval. Dir. Kilsdonk explained the rental policy and fees presented to the Committee in March have not changed and were reviewed by Attorney White. However, the policy was not formally adopted as part of the Museum/Senior Center policy manual. Committee requests removal of item #2 under Curfew and allow staff to coordinate events and hunting in the area during the fall. **The Committee recommends adding the 2006 rental guidelines to the Museum/Senior Center policy manual.**

Reports.

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

- Museum Monthly
- Senior Center Monthly

Dir. Kilsdonk expressed her appreciation for the hard work and effort of the Friends of the Museum and the Museum staff during the recent fundraisers.

Chairman Pinkham thanked Directors Kilsdonk and Mitchell for their reports that are easy to read and understand.

COMMUNITY DEVELOPMENT.

Reports.

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

- Dept. Revenues and Expenditures.
- The current inspections and plan reviews being completed by Code Consultant International were not budgeted for 2006 and will appear as a new line item in the budget.

MISCELLANEOUS

Dir. Pickering stated the shuttle bus started operating on July 1st. Staff will make changes to the schedule as more information becomes available. Currently the shuttle service runs 2 buses from 8:00 a.m. to 7:00 p.m. and 1 bus from 7:00 p.m. to 10:00 p.m. An additional bus will be added to the evening hours to eliminate an hour delay at some stops. Administrator Repola stated additional funds are available to accommodate the changes to the bus schedule. The hiker shuttle is averaging 200 riders a day. Mayor Baudek stated there have been some complaints that the hiker shuttle should start earlier.

Dir. Pickering informed the Committee the Visitor Center welcomed over 10,000 visitors during the extended 4th of July weekend with the parking lots almost filled to capacity.

There being no further business, Chairman Pinkham adjourned the meeting at 9:11 a.m.

Jackie Williamson, Town Clerk