

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 15, 2003

Minutes of a Regular meeting of the **PUBLIC WORKS COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 15th day of May, 2003.

Committee: Chairman Barker, Trustees Doyle and Habecker

Attending: All

Also Attending: Town Administrator Widmer, Public Works Director Linnane, Construction/Facilities Mgr. Sievers, Street/Park Supt. Speedlin, Sr. Electrical Engr. Matzke, Clerk O'Connor

Absent: None

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

MUNICIPAL BUILDING REMODEL PRELIMINARY DESIGN CONCEPT – REQUEST APPROVAL TO PROCEED WITH PHASE I CONCEPT, AND PHASE I CONCEPT DESIGN/BUILD SCOPE OF SERVICES.

Last November, the Town contracted with Thorp Associates to prepare a Preliminary Concept Plan for the remodeling of the first and second floors of the Municipal Building. The entire building was included in the Preliminary Design Concept to provide necessary planning for current future needs.

A Staff Design Review Team (L. McCown, Matzke, Repola, Brandjord, Sievers & Linnane) reviewed the results of the Concept Plan. The Team and Thorp have agreed that the primary areas requiring initial remodeling are the training room (former board room), Finance Dept. work area, reception and common areas, and public restroom relocation and modernization.

The initial remodeling areas were selected based on the following:

1. To make the reception and public access areas more convenient and user-friendly for all.
2. To enhance security for personnel and the computer system.
3. The Finance Dept. work area is overcrowded; personnel satisfaction and customer service will benefit by expanding the area and making the space more user-friendly.
4. To improve access to the public restrooms and modernize the restroom facilities.

Phase I is budgeted in 2003 (\$300,000 in the Community Reinvestment Fund for Design and Construction) and consists of expansion and modernization of the public restroom facilities located at the north entrance, and relocation of the Finance Dept.

Roger Thorp/Thorp Associates gave a schematic concept presentation of all design phases and the reasoning behind the concept, paying particular attention to the proposed initial phase.

Discussion followed concerning the following:

- Construction commencement date – could begin following the 2003 summer season.
- Overall cost estimate – pursuant to the multi-year phasing of the project, there is no overall cost estimate at this time.

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Also, staff is working on a 5-yr. capital improvement plan and this entire project will be factored into the Plan. In this Plan, the Police Dept. would be relocated off-site; a decision on if or when this relocation occurs, has not yet been determined.

- The Training Room will be temporarily taken off-line to facilitate relocation of the Finance Officer and Department Staff.
- The Staff Room will be temporarily relocated on the second floor.
- Reception areas shown on the Plan are not new personnel positions.
- Thorp has obtained a preliminary cost estimate for Phase I - \$300,000-\$310,000.

When appropriate, Staff confirmed that bids will be solicited, and Dir. Linnane provided reasoning for the following recommendations and the design/build concept.

1. Approval of Thorp's concept for the Municipal Building Remodeling Project.
2. Approval to proceed with the initial remodeling project (Phase I) described above.
3. Approval to negotiate with Thorp for the Preliminary Phase of the Design/Build Scope of Services. The Final Phase will be reviewed/approved at a later date.

The Committee recommends approval of Items 1 – 3 listed above.

HWY. 34/36 INTERSECTION UNDERPASS – EAGLE ROCK SCHOOL PROPOSAL TO PAINT MURAL ON THE INTERIOR OF THE UNDERPASS.

Cynthia Elkins, Art Teacher/Eagle Rock School and co-workers, submitted a letter requesting Town approval of an underpass mural painting project by Eagle Rock students. A multi-cultural art concept is proposed, and preliminary sketches could be provided prior to commencing the painting June 13th. Meetings are planned with the Museum Staff and Sybil Barnes/Library to research the ethnicity of Estes Park. Local students are being recruited for this project to enhance a community partnership. Ms. Elkins envisions beginning with "present day" scenes, and, eventually, when progressing through the tunnel, scenes could depict the history. However, the first phase (entrance) would be completed prior to beginning additional scenes.

Supt. Speedlin commented that the wall surface area in the tunnel has been sealed; however, this seal can be removed and power washed to provide a suitable painting surface. Discussion followed on "tagging" and the prevention thereof.

The Committee recommends approval of the project concept, subject to the following:

1. Eagle Rock is to provide 24x36" (minimum) sketches (even if they are preliminary) with a pallet of colors by close of business on Tuesday, June 10th for review/consensus by the entire Town Board; the Town will respond by June 11th or 12th.
2. Eagle Rock will provide a graffiti recovery plan as soon as possible.

REPORTS.

Riverside Drive Project. Asphalt paving, originally scheduled for Wednesday, May 21st, has been moved up to May 19th. The proposed concrete sidewalk is scheduled to be poured prior to paving, as is the normal practice. The existing utility poles must first be removed (the Town is removing the poles) as they are in the middle of the proposed location. Qwest has not yet removed their cable from the poles, thus, if Qwest's work is not completed, the Town will either remove the telephone cable or lay the asphalt against wood forms. Both methods will result in the same asphalt product and no

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change orders will be involved. The project will be open for traffic with the paving complete before Memorial Day Weekend. The Town will continue to strongly communicate with Qwest. The Town has received favorable cooperation from property owners and residents, due in part, to staff and Van Horn Engineering staff.

Highway 34 Gateway Sign. Construction is scheduled to begin next week and be completed by mid-June or earlier. CDOT has approved the sign location, and staff is attempting to resolve a utility easement issue related to electric and water service to the site. Discussion followed, with **the Committee directing Supt. Speedlin to contact the property owner and offer \$500 for the entire strip of land. If the offer is rejected, Administrator Widmer and Director Linnane will provide further direction.**

Fish Creek Trail, Phase II – ISTEA Enhancement Application for CDOT Fiscal year 2003/2004. The Dept. is applying for two ISTEA Enhancement Fund Grants; \$371,000 is available for the CDOT fiscal year 2003 (7/03-7/04), and construction must begin during this time frame. Applications are due May 16th. Staff, with the assistance of Cornerstone Engineering, is in the process of preparing an application for two projects:

- Fish Creek Trail, Phase III – Budget \$190,000; grant application \$150,000
- Fall River Trail, Phase III – Budget \$300,000; grant application \$150,000.

Transportation Plan by Felsburg, Holt and Ullevig. The County and CDOT are managing this report project. Staff recently received the final report and EPURA Exec. Dir. Smith is coordinating a request for presentation to the Town and other involved personnel. This Town Board goal will be discussed during the upcoming Retreat, June 4th. Dir. Smith added that implementation of any piece will be costly; however, the plan has value.

Trail Projects Update:

- Knoll-Willows Trail. Surveying is complete and the preliminary trail location has been staked with input from staff and Knoll-Willows Committee representatives. The Trail Committee will conduct a walk-through within the next week and the trail design will follow. Final design is expected to be completed by July 1st.
- Fall River Trail, Phase II. Mountain Constructors mobilized this week and construction is estimated at 90 days. The original schedule presented at the April Committee meeting indicated construction was to have begun April 14th. Construction workload is the source of the delay.
- Fish Creek Trail, Phase I (Brodie to Creekside). Access easement issues must be resolved prior to executing the contract and beginning construction. Construction is scheduled to begin by the first week of June. The original schedule presented at the April Committee meeting estimated construction to begin May 1st; construction is expected to take 90 days.

Miscellaneous Projects:

- Pedestrian Flag Pilot Project – Bond Park Mid-Block Pedestrian Crosswalk. The intent of this project, which will begin next week, is to increase pedestrian visibility by vehicular traffic and standard-issue orange flags will be placed for use by pedestrians to carry when crossing the street.

There being no further business, Chairman Barker adjourned the meeting at 10:00 a.m.