

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, June 19, 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 19th day of June, 2003.

Committee: Chairman Barker, Trustees Doylen and Habecker
Attending: All
Also Attending: Town Administrator Widmer, Public Works Director Linnane, Const. Mgr. Sievers, Fire Chief Dorman, Supt. Speedlin, Fleet Supt. Mahany, Clerk O'Connor
Absent: None

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

MUNICIPAL BUILDING REMODELING PROJECT – REQUEST APPROVAL OF DESIGN/BUILD SCOPE OF SERVICES FROM THORP ASSOCIATES.

Thorp Associates has teamed with Westover Construction for this project, and they have worked together on more than 20 projects; Thorp explained the “Architect Lead” concept where the firm will manage the project to the high standard previously established with Heath Construction.

Part 1 consists of the development of preliminary design plans that will eventually become the basis for the Part 2 final construction plans. An outline of the project is as follows:

Part 1

Step 1:

- ✓ Relocate the Finance Officer 's Office to a portion of the Training Room.
- ✓ Demolish the Staff Room and current Finance Officer Office.
- ✓ Temporarily relocate the Staff Room to the second floor.

Step 2:

- ✓ New public restroom construction

Step 3:

- ✓ Demolish the Finance Office
- ✓ Relocate Finance Office personnel into the remaining portion of the Training Room.

Step 4:

- ✓ Construct new Finance Dept. Offices
- ✓ Relocate computer room
- ✓ Return the Training Room to original meeting room area.

Upon completion of Part 1, preliminary plans and estimated costs will be presented to the Town for review/approval. This project is complex and includes a number of “unknowns”. The tentative completion date of Part 1 is 9/15/03. Mr. Thorp added that an attempt was made to include a local contractor, and he confirmed that Westover Const. has a sufficient staff level; bonding capacity; and they are aware that municipal offices must remain open for business during the entire project.

The budgeted amount for design and construction is \$300,000; the Part 1 design/build scope of services is \$14,000. Following discussion, **the Committee recommends approval of the art 1 Design/Build Scope of Services in the amount of \$14,000**

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submitted by Thorp Associates.

FISH CREEK TRAIL CHANGE ORDER – REQUEST APPROVAL.

The Committee reviewed Change Order #1 for work that was not anticipated during the design process:

ITEM	APPROXIMATE COST
Addition of culverts due to high ground water	\$1,710.00
Addition of soil reinforcement at the south end of the project due to wet subgrade Fabric: \$6,000] Washed Rock: \$5,500]	\$11,500.00
Wetland mitigation of 1,400 sq. ft. of wetlands	\$1,000.00
Unit price of embankment material (<u>reduced</u> from \$21.15/cy to \$10.50/cy)	-\$8,850.00
Relocation of trail at Brodie Ave. to accommodate the church property	\$860.00
TOTAL:	\$6,550.00

The summary of budget costs for this project is:

Budget:	\$ 312,800
Original Contract:	<u>- 256,369</u>
Remaining Budget:	\$ 56,431
 Change Order #1:	 \$ 6,550

The Committee recommends approval of Change Order #1 in the amount of \$6,550 submitted by Cornerstone Engineering & Surveying.

RESIDENTIAL YARD WASTE – CITIZEN REQUEST FOR TOWN PICK-UP/DROP OFF PROGRAM.

Based on fire mitigation concerns, Mr. and Mrs. LaRoy Seaver are requesting that the Town provide either: free curbside pickup of organic yard waste, or (2) a central location where citizens could drop-off yard waste at no charge.

The collected waste would then be chipped and recycled as mulch or a compost ingredient. Recycling organic yard waste into compost is difficult in Estes Park, as production requires an area at least equivalent to a football field or greater. That area must also be hard-surfaced due to watering and compost “turning” operations. Zoning and odor problems further complicate the process.

Thus, staff is proposing a “Yard Waste Recycling Program” where the waste is hauled to the Front Range and processed by an independent contractor. As early as July 7th, staff could establish a program and citizens could bring organic yard material to a drop-off area located in the Town’s landfill. Crews would accept only organic materials and A-1 Organics (a Front Range contractor), would chip and haul the material to the Front Range at a reasonable cost. The program would be available for Estes Park residents and they would be asked to avoid excessive volumes; no commercial waste would be accepted.

Having citizens drop-off the material in lieu of the Town providing curbside pick-up will allow better management of this program and ensure the waste is organic with no contaminants, such as household trash. Another benefit is that fewer personnel would

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be involved with a drop-off site versus a pick-up program.

The program would operate similarly to Larimer County's Chemical Round-up Program for hazardous waste that was held June 14th. Staff researched other municipalities to determine if other municipalities offer a yard waste recycling program and Dir. Linnane provided specific details for Breckenridge, Loveland, Steamboat Springs and Ft. Collins.

The estimated cost is \$7,000 for chipping/hauling by A-1 Organics, plus the cost of Town personnel to manage the drop-off site, and this program was not budgeted in 2003. Staff suggests the proposed program could be an alternative to a full-scale compost producing project. The budget could be supplemented during the budget review process or possibly from the Community Reinvestment Fund.

Mr. Seaver was in attendance and confirmed his request, adding that he resides outside Town limits. Fire Chief Dorman commented that Mr. Seaver does have a valid concern; the basic concern with mitigation efforts is material disposal; The State Forrest Service has a 50-50 grant match for fire mitigation, however, the grant may be restricted to residential use—additional information is needed; and associated with the grant, a collection site being researched. It should be noted that the grant relates to the removal of large trees and not organic yard waste.

Discussion followed concerning the potential inclusion of Larimer County (i.e. funding partner), lack of funding due to reduced sales tax revenues, the inside/outside Town Limits issue, and confirmation from Chief Dorman that ladder fuels (branches) in lieu of pine needles, would provide assistance in fire mitigation. Concluding discussion, **the Committee recommends staff define a pilot program to be included in the 2004 budget discussions.** Chairman Barker expressed the Committee's appreciation to the audience for concerns expressed.

REPORTS

Street Dept. Loader Exchange Program Savings. The existing "Rollover Agreement" for the front-end loader purchased in November 2001 specifies a November payment of approximately \$12,500. The John Deere Co. will reduce the price by approximately \$10,500 if payment is made by mid-July.

Lone Pine Acres – Deed to Town for 10' strip of land. As noted in the May 15th Public Works Committee meeting, Trustee Doylen and Supt. Speedlin met with Ted Shanks, co-owner of the one of the 10' strips being requested by the Town to facilitate a gateway sign. Negotiations are very promising and it is still possible that the Town may be deeded the 10' strip. The Committee commended Mr. Shanks, Trustee Doylen and Supt. Speedlin for their negotiations.

Pedestrian Trials:

- ✓ **Fall River, Phase II.** The concrete has been poured and the bridge should be completed by the end of June. Although not totally completed, the trail is useable at this time.
- ✓ **Fish Creek, Phase I.** Wet weather conditions have slowed progress; however, construction has begun at the south end and the Town is currently adding vegetation along the church property as promised in exchange for an access easement for the additional 20' of access along the Fish Creek right-of-way.
- ✓ **Knoll-Willows.** The final alignment and design will be completed immediately following the July 4th holiday. Construction of the first phase (either the high road or low road) is anticipated to begin at the end of July. The Parks Dept. has cleared the property and creek of litter and debris and the site is much improved and rehabilitated.

Gateway Sign, Phase I. Construction will begin when the easement or property issue

is settled.

Pedestrian Underpass Mural. The Town Board was not given sufficient time to review the preliminary sketches of the proposed mural by Eagle Rock art students, as itemized in the May Public Works Committee meeting minutes, and upon advice of the Public Works Dept., Cynthia Elkins, Art Teacher, will not proceed with the project at this time as previously discussed.

Vehicle Replacement Policy. During the March Utilities Committee meeting, staff was directed to review the Vehicle Replacement Policy. Fleet Supt. Mahany reported that he has reviewed other municipalities' policies and he confirmed that the Town is providing current industry standards, and no changes to the Policy are being recommended at this time. This information was also presented to the Utilities Committee.

East Riverside Drive – “No Overnight Parking” sign on west side (300 Block) in the “Champion Tree” area (east side of river). Due to the increase of interest for this tree, the small section of land encompassing the wetlands and tree has been designated “no overnight parking”. The property line will be staked.

Miscellaneous Projects:

- A. **Riverside Dr./Elkhorn Ave. Pedestrian Timers.** The pedestrian timers were installed June 16th at the intersection of Riverside Dr. and Elkhorn Ave. The timers and “chirpers” appear to be working very well in assisting pedestrian traffic to flow in an organized and timely fashion.
- B. **Pedestrian Flag Pilot Project.** Flags are disappearing as anticipated and being replaced; thus, this project will be continued.

There being no further business, Chairman Barker adjourned the meeting at 9:20 a.m.

Vickie O'Connor, CMC, Town Clerk