

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, September 14, 2006

Minutes of a Regular meeting of the **PUBLIC WORKS COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in said Town of Estes Park on the 14th day of September, 2006.

Committee: Chairman Levine, Trustees Blackhurst and Homeier

Attending: Chairman Levine and Trustee Blackhurst

Also Attending: Town Administrator Repola, Acting Public Works Director Goehring, Town Clerk Williamson, Facilities Mgr. Sievers, Public Works Supt. Mahany, Planner Chilcott

Absent: Trustee Homeier

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

PUBLIC COMMENT.

None.

TOWN HALL EXTERIOR STAIRCASE – REQUEST APPROVAL.

Facilities Mgr. Sievers reviewed the request to replace the exterior staircase on the north side of Town Hall. Westover Construction was awarded the contract in March 2006; however, they were unable to fulfill the contract. Based on a steel fabrication design provided by T.W. Beck, Architect and specifications written by staff, the project was sent to 3 local welding contractors for bids.

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| ▪ Lucas Welding | \$16,500 |
| ▪ Ray Duggan Builders | no bid |
| ▪ Steve Martichang Welding | no bid |

Mgr. Sievers informed the Committee that bid packets were delivered to all 3 companies; however, only one bid was returned due to the workloads of the other 2 companies. The new staircase will be made of powder coated green steel with composite treads. Staff recommends hiring Lucas Welding to remove and replace the staircase this year due to the poor condition of the current staircase. The budget (#101-1700-417-32-22) contains \$10,000 for the project with \$1,160 expended on the design. Staff suggests using the remainder of the Brodie Avenue culvert project (#101-3100-431-35-60) in the amount of \$7,660 to complete the staircase. Following discussion, **the Committee recommends approval to contract with Lucas Welding to replace the exterior staircase at a cost not to exceed \$16,500.** Trustee Blackhurst requested RFPs for Town projects be placed on the Town website.

UTILITY & ACCESS EASEMENT VACATION – REQUEST APPROVAL.

Planner Chilcott advised Community Development received a request from the property owners of Lots 1 and 2, Davis Subdivision located on Acacia Drive to vacate a fifty-foot-wide platted utility and access easement. This easement would be replaced by a twenty-foot-wide easement straddling the shared lot line between Lots 1 and 2. All three property owners that benefit from the easement have signed the application and all relevant utility providers have agreed to the easement vacation/dedication. A quit-claim deed would be used to vacate the easements and the new easement would be dedicated through a separate document at the applicant's expense. **The Committee recommends approval to vacate a fifty-foot-wide platted utility and access easement and dedicate a twenty-foot-wide easement.**

REPORTS.

1. Scope of Services. Each department head has drafted a scope of services intended to provide a brief overview of the primary services provided by each department. Most departments provide additional services; however, they are incidental to a primary service, or so infrequent that the impact on operating costs or service levels is nonexistent. In addition, the measures of efficiency and effectiveness are “dashboard” indicators of the performance of each department and provide quarter-to-quarter or year over year comparison of trends or department performance. The objective is to evaluate operations annually. It is anticipated the scope detail and “dashboard” metrics will be modified over time as the tool is utilized to evaluate operations. The scope documents should be useful when evaluating expansion or reduction of services or existing service levels from an operational or budget perspective.
2. Pedestrian Tunnel Mural Tile Project. The original 300 square feet of tiles has been installed with 280 tiles left. Cindy Elkins/Eagle Rock School would like to have the remaining tiles installed and is looking for additional funds to complete the project. The Committee requested a plaque explaining the project be placed at both entrances to the tunnel. Administrator Repola stated that funding could be added to the Parks Department 2007 budget to complete this project.
3. Playground Equipment Cost Report. Supt. Mahany stated Parks and Light & Power Departments prepared the Children’s and Riverside play areas for the new equipment by removing necessary trees and rocks to bring the project in under budget at \$34,162. The new equipment is set in concrete with a wood fiber material a foot thick as the ground cover. The equipment carries a 1 yr. warranty on installation, 3 yrs. on the main structure, 15 yrs. on the plastic parts and 100 yrs. on the steel posts. Administrator Repola thanked Dave and Russ for their efforts in completing the project this summer. The Committee stated they are pleased with the new equipment and thanked staff for all their efforts on a job well done.
4. Moraine Public Restroom Signs. New bathroom signs have been added on Moraine Avenue directing visitors to the restrooms.

MISCELLANEOUS

Mgr. Sievers stated ground has been broken on the Fish Creek Trail Phase III. The Fall River picnic ground restroom groundbreaking is scheduled for the end of September. The annual street improvement project has begun with paving to begin today. East Riverside Drive will be milled and paved September 19th and 20th. The roadway will be shut down during the project; however, access to the businesses behind Elkhorn Avenue and the post office will be accessible from Rockwell and West Riverside Drive.

Trustee Blackhurst questioned what staff was prepared to do this winter to address the condition of the sod in Bond Park. Dir. Goehring stated staff intends to reseed after a period of rest, add dirt to the trouble areas and address additional drainage areas.

Trustee Blackhurst raised concern regarding the current cleaning costs that average \$17,000 to \$18,000 per month. Dir. Goehring informed the Committee that a matrix is being developed to determine the cost per square foot. Administrator Repola stated a review of other municipalities’ practices would be conducted to determine whether or not to bring the service in house or continue to outsource.

There being no further business, Chairman Levine adjourned the meeting at 9:05 a.m.