

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, January 11, 2007*

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 11<sup>th</sup> day of January, 2007.

Committee: Chairman Levine, Trustees Blackhurst and Homeier  
Attending: All  
Also Attending: Town Administrator Repola, Acting Public Works Director Goehring, Facilities Mgr. Sievers, Police Chief Richardson, Public Works Supt. Mahany, Deputy Town Clerk Deats  
Absent: None

Chairman Levine called the meeting to order at 8:02 a.m.

### **PUBLIC COMMENT.**

None.

### **PARKING LOT NAMING PROJECT – REQUEST APPROVAL.**

In 2005, the Town of Estes Park contracted the services of Republic Parking to conduct a comprehensive parking study. Police Chief Richardson stated that one of the study recommendations was the renaming of Town parking lots. Currently, many old parking lot names remain in place, even though the businesses they were named after no longer exist. Staff researched various naming systems to ensure lot names would remain in tact regardless of other changes occurring within the lot location, such as business name changes. Therefore staff recommends naming the parking lots after adjacent streets. The project would require the purchase of new signs to be posted in each parking lot at a cost of \$30/double-sided sign (total cost of \$1,020).

This is not a budgeted item; however the project would be funded from a portion of the budgeted street name sign project. Staff recommends purchasing the signs from the Lyle Sign Company and having the Streets Department install the signs by June 1, 2007.

The Committee discussed the need for parking lot names to be consistent on signs, maps, brochures, etc., throughout Town and that signage should be highly readable and compatible with designs, colors, and fonts currently in use. Following discussion, **the Committee recommends the adoption of the proposed parking lot names and the purchase of signs from the Lyle Sign Company at a cost of \$1,020 (101-3100-431.25).** An ordinance will be prepared and presented at the Town Board meeting on January 23, 2007 to officially adopt the parking lot names and update the Model Traffic Code.

### **REPORTS.**

1. Snow Report. Director Goehring and Supt. Mahany presented the Committee with an estimate of costs incurred by the Streets Department for snow removal over a three-week period from December 18, 2006 to January 4, 2007 due to the unusual amount of snow received in the Estes Valley. The Committee recognized, with appreciation, all staff that assisted in this large task and noted that people from all departments were involved. Director Goehring and Town Administrator Repola indicated that a reimbursement request to FEMA had been completed and submitted for financial assistance related to the storms; however, the Town of Estes Park and Larimer County did not qualify based on

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the amount of snow received.

2. Town Hall Exterior Staircase Replacement. Facilities Mgr. Sievers reported that the replacement of the exterior staircase is proceeding at a rate slower than anticipated due to weather delays. Railings, handrails, treads, and decking still need to be installed. A mid-February completion date is expected.
3. Fall River Picnic Grounds Restroom. Facilities Mgr. Sievers reported that weather delays are affecting progress on the restroom. The building is approximately 75% complete and the contractor will return in the spring to finalize the work.
4. Security and Access to Town Hall. Facility Mgr. Sievers reported that money has been budgeted to upgrade the security system on the municipal building, water plants, and shops. Funds have been encumbered through the IT Department for acquisition of a digital wireless lock system for exterior doors. The new security system, which will utilize either an electronic fob or electronic card to permit access to the buildings, is scheduled to be in place by the end of 2007.

**MISCELLANEOUS**

Trustee Blackhurst asked what was being done to remedy a security issue relating to a sliding glass door located in the dispatch area on the second floor. Mgr. Sievers stated that there are funds in the 2007 budget to replace the sliding door with a storefront-type hinged door with an upgraded lock.

Chairman Levine inquired as to the starting time of construction on the Post Office parking lot. Mgr. Sievers said that the project time line allows for the contract to be awarded by mid-March for an April start to construction, and for the project to be completed by Memorial Day. Director Goehring stated that if extraordinary conditions occur that might jeopardize completion of the project by Memorial Day, the construction could be delayed until fall or next year.

Chairman Levine raised a concern that the signage at the main entrance of the municipal building does not clearly indicate that the main entrance should be used to access the police department. He requested that a sign be installed at the main entrance of the building stating such. Director Goehring stated \$1,000 was budgeted in 2007 for this sign.

There being no further business, Chairman Levine adjourned the meeting at 9:29 a.m.

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Cynthia Deats, Deputy Town Clerk