

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 5, 2005

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 5th day of May, 2005.

Committee: Chairman Doylen, Trustees Levine and Pinkham
Attending: All
Also Attending: Town Administrator Repola, Directors Kilsdonk, Joseph and Pickering, Mgr. Mitchell, Clerk O'Connor
Absent: None

Chairman Doylen called the meeting to order at 8:00 a.m. and rearranged the Agenda order as follows:

ESTES PARK HOUSING AUTHORITY.

Waiver of Building Permit Fee. Housing Director Kurelja appeared requesting a waiver of the building permit fee for the Cleave Street Renovation Project. Fees were waived for the remodel of the first phase in 2001, and this waiver of building permit and plan check fees is \$2,656.09. The Authority's construction budget for this project is \$210,000 and varied grants and donations have been received. Due to a potential perceived conflict of interest, Trustee Pinkham did not participate in the recommendation, thus, **Committee consensus was reached to recommend approval of the request to waive building permit and plan check fees of \$2,656.09.**

MUSEUM/SENIOR CENTER DEPARTMENTS.

Reports - Museum:

1. *Lost Inns of the Estes Park Area*, May 13-Nov. 20, Joint Reception with the Art Center of Estes Park on May 13th.
2. Upcoming Programs through July 4th
3. Friends Gift Store – Grossed \$2,917 as compared to \$683 in 2004.
4. Federal Grant Update – Conversion of paper collections records to searchable database. A Tech has been on entering records since 2/05.
5. Attendance – February = 698 total (increase).

Reports – Senior Center:

1. Meals on Wheels – ahead of 2004 by 486 meals.
2. Senior Center Board – finalizing their mission statement; developing an Accounting Procedures Manual and altering the Endowment and Investment Policies.
3. Programming for the Month of May.
4. Miscellaneous. (1) local vendor donation of sponsorship of coffee service will allow free coffee for the Center; (2) public relations; (3) United Way Site visit; and El Pomar Grant.
5. Intergenerational Program. Mgr. Mitchell was encouraged to research an Intergenerational Program with the Art Center for potential interest to Senior Center attendees.

COMMUNITY DEVELOPMENT DEPARTMENT.

Policy Manual – Proposed establishment of fee for Preliminary Plat Time Extension Requests. As prior background information was not prepared, **staff will prepare a memo, to include rationale, and return to the Committee in July** for consideration.

Stanley Park Master Plan, Phase I – Request Approval of Contract for Final Design and Construction Bid Documents. As a revised memo containing a 20% increase in the contract fee, **this item will be considered by the Committee at a yet to be determined date.**

Design of Knoll/Willows Viewing Platform at the Ruins – Request approval of Contract. A viewing platform (budgeted item) is necessary to protect the ruins and provide a safe viewing experience for the public. As previously authorized by the Committee, staff has obtained a proposal for final design, contract administration, and site observation from Cornerstone Engineering & Surveying (CES). Bids are expected in June, with construction to be completed this summer. Following clarification of the area relative to public safety and noted concern with sufficient budget allocation, **the Committee recommends approval of the Contract with CES in the amount of \$4,600.**

Reports:

1. Monthly Building Permit Summary. The Committee reviewed the report that verified significant construction projects. The total valuation for April 2004 was \$2,098,150 as compared to April 2005 that was \$3,398,901.

There being no further business, Chairman Doylen adjourned the meeting at 8:22 a.m.

Vickie O'Connor, CMC, Town Clerk