

## RECORD OF PROCEEDINGS

*Town of Estes Park, Larimer County, Colorado, October 1, 2009*

Minutes of a Regular meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in Town Hall in said Town of Estes Park on the 1<sup>st</sup> day of October 2009.

Committee: Chair Levine, Trustees Eisenlauer and Miller

Attending: Chair Levine, Trustees Eisenlauer and Miller

Also Attending: Town Administrator Halburnt, Deputy Town Administrator Richardson, Directors Pickering, Kilsdonk, and Joseph; Managers Marsh, Mitchell and Winslow; and Deputy Town Clerk Deats

Absent: None

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

### **PUBLIC COMMENT.**

None

### **CONVENTION & VISITORS BUREAU.**

#### **ROOFTOP RODEO COMMITTEE MEMBERSHIP AND OFFICERS.**

Staff requested approval of the Rodeo Committee Membership and Officers for 2009-2010 and provided the Committee with a complete membership listing. Nine new interns were added to the roster with five members having resigned due to other commitments.

The following members were selected to serve as officers:

- President – Jo Adams
- Vice President – Debbie Holgorsen
- Secretary – Ronella Rissler
- Treasurer – Don Cunningham

The Committee acknowledged the commitment of the Rodeo Committee members and congratulated them on the Rooftop Rodeo being named the Best Small Rodeo of the Year in 2003, 2006, and 2008; and **recommended approval of the Rodeo Committee Membership.**

#### **ROOFTOP RODEO STOCK CONTRACT.**

Bids for the Rooftop Rodeo stock contract were solicited to five rodeo stock contractors with the following results:

Bar T Rodeo	Chester, Utah	No Response
Broken Arrow Rodeo	Tucson, Arizona	No Response
Burch Rodeo Company	Gillette, Wyoming	No Response
JS Rodeo Company	Vaughn, Montana	\$61,605 for 2010 with a 2.0% increase each year thereafter
Powder River Rodeo	Riverton, Wyoming	\$74,150 for 2010 with a 2.5% increase each year thereafter

Bids were evaluated based on criteria that included the ability of the contractor to serve the needs of the Rooftop Rodeo, sufficient livestock numbers, National Finals Rodeo qualifying animals, personnel, equipment, insurance, and experience.

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Staff recommends approval of a contract with Powder River Rodeo which has been the stock supplier for the Rooftop Rodeo for the past 17 years. The company meets all requirements, supplies top quality stock and provides personnel with top accreditations. The three-year contract, which contains an option to extend the contract for two additional years, has been reviewed by Town Atty. White. After discussion, the **Committee recommends the approval of a contract with Powder River Rodeo in the amount of \$74,150 for 2010 with a 2.5% increase for each year thereafter from account #222-5500-455-29-18, subject to appropriations.**

**REPORTS.**

Reports provided for informational purposes and made a part of the proceedings.

- Marketing Committee
- Visitors Services

Mgr. Marsh reported that requests for visitor guides had increased 59% over 2008 and advertising generated requests were up 76%.

**MUSEUM/SENIOR CENTER SERVICES DEPARTMENT.**

**REPORTS.**

Reports provided for informational purposes and made a part of the proceedings.

- Museum Monthly Report
- Senior Center Monthly Report

**COMMUNITY DEVELOPMENT.**

**SKILLS AND KNOWLEDGE-BASED QUALIFICATIONS FOR CONTRACTOR LICENSING.**

The Town currently requires all contractors and subcontractors working inside the city limits to purchase a business license. The cost for a Building Contractor Business License is \$200; the purchase of said business license is not based on skills, qualifications or testing. Larimer County recently adopted a qualifications-based contractor licensing program. Community Development staff recommends the adoption of a similar program for the licensing of contractors and all commercial building permit applicants within the Town of Estes Park, with exceptions for certain licensed trades and homeowners working on their own homes. Staff recommends that the types of contractor licenses and licensing requirements be consistent with those of Larimer County, with no cost increase over the current \$200 business license fee. The Committee discussed the following topics: distinguish between business license and contractor's license; accept testing-based and experience-based qualifications from Larimer County or other Colorado jurisdictions adhering to the same locally adopted standards; who will review qualifications for contractor licensing; utilize International Code Council (ICC) standardized test results; business license will continue to be issued with an added component for contractors and subcontractors; what will procedures be; and when will licensing requirement go into effect. Subsequent to the discussion, the **Committee recommends including Skills and Knowledge-Based Qualifications for Contractor Licensing as an action item on the agenda of an upcoming Town Board meeting to provide an opportunity for additional input from the construction industry and the full Town Board.**

**SIGN CODE SUMMARY OUTLINE.**

At the September Community Development Committee meeting, staff presented a summary of recommendations for revisions to the sign code. These recommendations were the product of meetings of the Sign Code Task Force which was created to review the existing sign code. The Committee requested that staff prioritize the recommendations providing an outline for implementation of sign code revisions. Dir. Joseph presented the outline which prioritized the recommendations into medium and

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high priority major revisions; housekeeping revisions; low priority revisions; and policy and administrative issues. Discussion ensued on the following topics: address signs with moving components such as scrolling; scrolling signs may require a different standard for downtown and outlying areas; write new regulation and definition for banners; murals are not currently regulated in the sign code; determining if a mural is a sign with commercial content or art; deal with murals through a process separate from the sign code; sign code currently in municipal code and regulated by the Town Board; and possible future consideration of a valley-wide sign code as part of the Estes Valley Development Code. The Committee expressed satisfaction with the process the Sign Code Task Force utilized in reviewing the existing sign code and their subsequent recommendations and approved the prioritized list as an outline to move forward. As each revision reaches a draft form it will be reviewed by the Community Development Committee with final approval by the full Town Board.

**REPORTS.**

Reports provided for informational purposes and made a part of the proceedings.

- Community Development Financial

**ADMINISTRATION.**

**PROCUREMENT POLICY UPDATE.**

At the September Community Development Committee meeting staff presented a draft policy on “Procurement and Purchase of Services and Goods” and directed to provide revisions to the draft policy. The revisions are as follows:

- 1) Add a policy for purchases of less than \$30,000.
- 2) Add a section on reporting requirements for recipients of Community Service Grant funds.
- 3) Separate procedures for RFPs and Bids.
- 4) Revise Sole Source purchasing.
- 5) Provide definitions for multi-phase projects.
- 6) Include local contractor preferences and notification to contractor association for construction projects.

In addition, a section containing definitions common to purchasing goods and services was included in the draft policy. Discussion ensued with requests for minor formatting and word changes to the draft policy. The **Committee recommends approval of the revised Procurement Policy with minor changes.**

There being no further business, Chair Levine adjourned the meeting at 9:26 a.m.

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Cynthia Deats, Deputy Town Clerk