

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, July 10, 2003.*

Minutes of a Regular meeting of the **UTILITIES COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 10<sup>th</sup> day of July, 2003.

Committee: Chairman Jeffrey-Clark, Trustees Gillette and Newsom

Attending: Trustees Gillette and Newsom

Also Attending: Town Administrator Widmer, Public Works Director Linnane, Utilities Supt. Goehring, and Deputy Clerk van Deutekom

Absent: Chairman Jeffrey-Clark

Trustee Gillette called the meeting to order at 8:00 a.m.

### **LIGHT AND POWER DEPT.**

**Citizen Request to Underground Electric Service at Town Expense.** At the June meeting, staff was directed to consult with George and Dorothy Gibbs regarding their request to underground electric service at Town expense. Staff met with the Gibbs' and neighbor, Frank Schageman, to discuss possible options. The following determinations were made:

- 1) Mr. Schageman favored locating the line along the horse trail; however, the Gibbs' did not. They requested the service line be placed along the fence line located primarily on Mr. Schageman's property (except for approximately 20 feet). Mr. Schageman agreed to their request.
- 2) The Gibbs' favored moving the transformer on the existing electric pole to the Schageman property. Mr. Schageman did not favor the relocation and it was agreed that the transformer would remain at the current location.

The estimated project cost is \$6,500. Director Linnane noted that funds were not budgeted for this project; however, the Light and Power Service Extensions Account could accommodate the cost.

Trustee Newsom voiced an objection to burying lines on private property at Town expense, stating his concern for setting a precedent and other homeowners that have buried lines at their own expense.

Town Administrator Widmer explained Attorney White's position that an agreement may exist and approval of Town funds for this project will not set precedence resulting in a change of policy. This is a unique situation involving a lengthy staff level agreement issue.

George Gibbs reiterated his comments from the June meeting.

Concluding all discussion, **a unanimous consensus was not obtained. Therefore, the request will be presented at the July 22<sup>nd</sup> Town Board meeting for consideration.**

### **Reports**

- Monthly Financial Report. The Light and Power Financial Reports and associated graphs for June were reviewed.
- Black & Veatch Financial Plan. A presentation of the rough draft is anticipated at the August 14<sup>th</sup> meeting.

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- Billing Department Late Payment Policy. The current late payment procedures, as written in the Utilities Policy Manual, are as follows:
  - 1) Due date - 30 days
  - 2) “Subject to discontinuance” – 60 days
  - 3) Late notice sent – 77 days
  - 4) “Final Notice” door hanger (plus \$10 door hanger charge) – 87 days
  - 5) Discontinuance of service – 88 daysStaff is revising the entire late payment policy section to include finance charges and will present a recommendation at a future Committee meeting.
- Charter Communications. At the June meeting, Attorney White was directed to establish a Steering Committee and review the Channel 39 third-party issue, as well as review Charter’s current contract and the Uplands Subdivision service issue. These issues are being reviewed and the findings will be presented at a future Committee meeting.
- Misc. Projects Update. No major projects are underway.

### WATER DEPT.

**Water Dept. Change Order and Project Reductions.** Director Linnane presented a change order request for the 2002 West Wonderview Loop Project. The asphalt patch across MacGregor Ave. was estimated at 9 tons for the contract bid quantity. Due to additional width from cracking, existing asphalt depth requirement and driveway repair, an additional 62.44 tons of asphalt was required. The total change order amount to E-Z Excavating is \$7,703.80.

Director Linnane also presented projects completed under their budgeted amounts: 1) Marys Lake Raw Water Pump Station (-\$52,500) and 2) the 2002 Country Club Drive/Big Horn Drive Loop Projects (-\$38,650.31).

**The Committee acknowledged the cost savings from the Marys Lake Raw Water Pump Station and Country Club/Big Horn Drive Loop Projects and recommends approval of the change order request from E-Z Excavating for \$7,703.80.**

### Reports

- Monthly Financial Report – Water. The Water Financial Reports were reviewed.
- Black & Veatch Water Rate Study Update. Changes to the Study are being made by Black and Veatch. Presentation of a final draft is anticipated at the August 14<sup>th</sup> Committee meeting.
- Miscellaneous Projects Update. None.

Nick Mollé/Nick Mollé Productions reported that Channel 8 is currently being broadcast worldwide via the Internet.

There being no further business, Trustee Gillette adjourned the meeting at 8:30 a.m.

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Rebecca van Deutekom, CMC, Deputy Town Clerk