

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, January 27, 2009*

Minutes of a Regular meeting of the **TOWN BOARD STUDY SESSION** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in Rooms 202 & 203 in said Town of Estes Park on the 27<sup>th</sup> day of January, 2009.

Board: Mayor Pinkham, Mayor Pro Tem Levine, Trustees Blackhurst, Eisenlauer, Ericson, Homeier and Miller

Attending: All

Also Attending: Town Administrator Halburnt, Deputy Town Administrator Richardson, Town Attorney White, Mgr. Winslow and Town Clerk Williamson

Absent: None

Mayor Pinkham called the meeting to order at 5:00 p.m.

### **BOND PARK USE FEES AND VENDOR FEE.**

Town Administrator Halburnt reviewed the issues related to the Bond Park usage fee and the special event vendor fees. At the October 14, 2008 meeting, the Town Board requested staff review the usage fees for Bond Park with the non profit community. Mgr. Winslow contacted event organizers and found the usage fee was acceptable; however, they requested the electric fee be combined with the usage fee to simplify the fee structure. Staff agrees with the recommendation to charge a flat fee. The usage fee would offset staff time and repairs, including electrical outlets, broken sprinklers and repairs to the turf.

Discussion followed on the intent of the fee and the possibility of charging a damage deposit in lieu of the usage fee. Mgr. Winslow stated the usage fee would generate approximately \$1,000 and recover a portion of the maintenance costs. After further discussion, the Board requested staff establish a use fee for the parks to be presented to the Community Development Committee.

### **PARKING LOTS**

Mgr. Winslow presented a proposed fee per parking space with a minimum charge of \$25 per day. The fairground parking lot is currently used by the Farmers Market during the summer and pays \$50 per day. The fee would offset maintenance and repair.

The Board agreed with a fee for parking spaces at the fairgrounds; however, they requested staff reexamine the fee schedule because the fees appear to be low. It was suggested a per square foot cost may be more appropriate. Staff would present a new schedule to the Community Development Committee.

### **VENDOR FEES**

Town Administrator Halburnt provided background on the ordinance passed by the Board in 2007 to address downtown business owners concerns with special event vendors. After one season, two organizations that utilize Bond Park for special events have come forward to request the Community Development Committee retract the vendor fee and the affidavit of lawful presence that must be completed by all sole proprietors as required by state law.

Statements were heard from the Art Center and from the Fine Arts Guild. Both stated the vendors collect and pay sales tax to the Town and spend money on accommodations and food during their stay. The new fee and lawful presence affidavit

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has made the process for vendors more difficult. There has been additional cost to the non profits sponsoring the show.

The Board discussed the licensing process, the need to address the downtown businesses concerns, the ability to ensure vendors are collecting and remitting sales tax and the trigger for the lawful presence affidavit. The Board requested staff investigate options to eliminate the need for the affidavit and still retain the ability to track sales tax: 1) charging the event coordinator an additional fee per vendor; 2) event coordinator to collect sales tax information from vendor; 3) staff to establish a best practices guidelines for event coordinators.

**MISCELLANEOUS**

Trustee Blackhurst provided an overview of the recent strategic meeting held by the Estes Park Housing Authority.

There being no further business, Mayor Pinkham adjourned the meeting at 6:30 p.m.

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Jackie Williamson, Town Clerk