

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, April 14, 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 Room 130 in said Town of Estes Park on the 14th day of April, 2009.

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

Attending: Mayor Pro Tem Levine, Trustees Blackhurst, Eisenlauer, Homeier and Miller

Also Attending: Deputy Town Administrator Richardson, Town Attorney White and Town Clerk Williamson

Absent: Mayor Pinkham, Trustee Ericson, Town Administrator Halburnt

Mayor Pro Tem Levine called the meeting to order at 5:10 p.m.

STANLEY PARK FAIRGROUND MULTI-PURPOSE EVENT CENTER AND INDOOR ARENA RFP.

Director Zurn reviewed the process used to develop the RFP for the new facilities at the fairgrounds. He stated the RFP has been written to allow the architects to bid the projects together or separately. Bidding the projects together allows for economy of scale, increases efficiencies and the indoor arena could be added as an add-alternate to the event center. Two meetings will be held to develop the programming for the facilities and one meeting to discuss financial issues. A Development Plan would be reviewed by the Planning Commission and any variance, i.e. height, would be reviewed by the Board of Adjustment.

Trustee comments: agree with the language to allow separate bidding of each component (event center, indoor arena and utilities); the RFP should require the use of the 2009 IBC codes as locally amended; remove all marketing requirements by the architect; and a public meeting should be held at the beginning of the process.

Trustee Miller questioned the need for a traffic impact and if a study is required it should be completed for the entire site. Director Zurn stated a study would be required for the Development Plan and encouraged the Board to focus on the specific site improvements. A study reviewing the entire site could cause traffic concerns for CDOT that otherwise would not be of concern at this time.

The Board agreed to move forward with the proposed RFP with the changes mentioned. Trustee Miller repeated his concern that the RFP be three separate documents for each project.

SECURITY ISSUES AND PIO OFFICE.

PIO Office

Trustee Blackhurst recused himself from the PIO office discuss and left the meeting. The Board discussed the need for the PIO to be located in the Administration offices. EPURA currently has an office in Administration and could be moved to a different location. Discussion followed on the potential to complete the upstairs area of the CVB to be used as an office for EPURA. The Board requested staff complete the design and construction of the upstairs area of the CVB for EPURA.

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Security Issue

Deputy Town Richardson commented a Master Plan for the municipal building was completed in 2002/2003 and envisioned a single point access for the building. The Board requested a security assessment be completed for the building at the March 24, 2009 Board meeting. The assessment supports the closure of the southwest access point (Elkhorn/McGregor). Sergeant Kenney outlined the methods used to perform the assessment. He stated adding layers to the security of the building and restricting the unrestricted access would help to reduce the potential of a violent act within the building.

Board discussion is summarized: Government buildings have single access control to address safety issues; concerns expressed with regard to ADA access, emergency access and historical entrances; what methods would be used to monitor access throughout the building; several recent events throughout the nation have made it clear the Town should address the issue of security to protect employees and the public in the building; and staff needs to evaluate the risks and develop security options.

The Board requested staff 1) Develop a list of threats and measures to resolve them and 2) Develop a security proposal for the upcoming 2010 budget process.

There being no further business, Mayor Pro Tem Levine adjourned the meeting at 6:40 p.m.

Jackie Williamson, Town Clerk