

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, October 13, 2009

Minutes of a Study Session meeting of the **TOWN BOARD** 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 13th day of October, 2009.

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

Also Attending: Town Administrator Halburnt, Deputy Town Administrator Richardson, Town Attorney White, Town Clerk Williamson, Directors Kilsdonk, McFarland, Pickering and Zurn

Absent: None

Mayor Pinkham called the meeting to order at 4:30 p.m.

MULTI PURPOSE EVENT CENTER (MPEC) SCHEMATICS.

Roger Kenney/Kenney Associates Inc. reviewed the final schematics for the MPEC and Indoor Arena. Changes to the two structures are minimal and include moving the MPEC building 15 feet to ensure trucks can maneuver the grade between the parking lot and the building; increase the lobby to include interior stairs in an effort to keep the building from sitting too far below the parking lot; added ticketing area within the lobby; increase the upper meeting area in conjunction with the increased lobby for an additional 1,000 square feet to the overall building; concession/catering kitchen added to allow for interior and exterior access and an adjacent outdoor food court; and a square base has been added underneath the silo with a stone façade to allow for more efficient use of office space. The Indoor Arena schematics have remained the same from the August 25th review.

Construction costs are estimated at \$3.185 million for the MPEC and an additional \$250,000 for FF&E. A traffic impact study confirmed the need for turn lanes on Community Lane at a cost of \$267,689. The parking lot adjacent to the MPEC including landscaping is estimated at \$547,827. The estimates do not include landscaping around the building, interior or exterior signage and tap fees. Kenney suggested the Board send the two buildings out for bid before eliminating items from the design. Administrator Halburnt stated the Town has approximately \$2 million in funds, not including the funds set aside for SOPA that could be used to fund the construction of the MPEC.

Discussion followed amongst the Board: the Town should move forward with construction documents; timing of construction; a defined list of items should be developed that are not included in the estimated price; the MPEC should not be decreased in size because the building was designed based on user input; and to make the building marketable you need the appropriate floor space to rent.

Administrator Halburnt stated staff has completed a pro forma for the MPEC with an estimated \$200,000 needed to subsidize the operations; however, she suggested the Board have a professional pro forma conducted. Director Zurn stated an extended delay in the project would limit the ability for completion of civil site work this fall.

A study session would be held the week of October 19th to discuss the next steps and the pro forma.

CVB STAKEHOLDER FEES.

Administrator Halburnt stated the Estes Park Local Marketing District Chair Ken Larson requested two members from the District and the Town Board meet to discuss retaining

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a portion or all of the revenue generated by Stakeholder Services. Staff does not recommend additional funding for the LMD because the Town has committed over \$300,000 annually to pay for employee salaries and benefits for 5 years; paid for all marketing and advertising to allow the LMD to collect and accumulate the approved 2% tax during 2009 with an estimated fund balance of \$750,000; and the large fund balance allows the LMD to have a better financial position than the Town at this time. The LMD would like to modify the fee structure and cannot move forward with the changes without affecting the Town's budget. An option could include the LMD retaining the stakeholder fees and providing the Town with a credit for staff salaries to offset the stakeholder revenue lost.

Discussion followed and is summarized: the LMD has a revenue source and salaries are being paid for by the Town; the stakeholder fees paid for the hiring of one FTE and to offset building maintenance costs; and the LMD could retain the stakeholder fees and reimburse the Town an amount equal to the average increase in fees collected over the years.

PROPERTY TAX MIL LEVY REDUCTION.

Don Widrig/Fire District Task Force Member informed the Board there are four classes of voters for the proposed Fire District, including those that would vote no and yes, business owners opposed due to the Gallagher amendment, and Town residents that already pay Town property tax for fire protection. The Task Force requests the Board consider lowering the property tax by 6%, the perceived cost of fire protection, as a good faith jester for the two undecided groups. The reduction would have a small effect on the overall Town budget; however, it would have a greater effect on the business owners. Reduction of the property tax would have a positive effect on the election. Frank Theis/Task Force Member stated the passage of the Fire District would decrease the cost to County residents and increase the cost to the Trustees constituents. The reduction in property tax could save the Town money in the future with the passage of the district.

The Board consensus was not to move forward with a reduction in the mil levy. Comments were heard and are summarized: the Fire District Task Force should have addressed this issue at the beginning; the budget process does not allocate percentages to departments; the Town is already facing reductions in 2009 and 2010; and the reduction would be an insignificant amount of money per Town household. The Board requested the Task Force advertise to the community the benefits of the Fire District; i.e. new equipment, paid staff, lower ISO rating, etc.

There being no further business, Mayor Pinkham adjourned the meeting at 6:38 p.m.

Jackie Williamson, Town Clerk