

*Town of Estes Park, Larimer County, Colorado, January 9, 2001*

Minutes of a Regular meeting of the Board of Trustees of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 9<sup>th</sup> day of January, 2001. Meeting called to order by Mayor John Baudek.

Present: John Baudek, Mayor  
Susan L. Doylen, Mayor ProTem  
Trustees Jeff Barker  
David Habecker  
G. Wayne Newsom

Also Present: Rich Widmer, Town Administrator  
Vickie O'Connor, Town Clerk  
Gregory A. White, Town Attorney

Absent: Stephen W. Gillette, Trustee  
Lori Jeffrey, Trustee

Mayor Baudek called the meeting to order at 7:00 p.m.

PUBLIC COMMENT

None.

TOWN BOARD COMMENTS

Trustee Habecker urged the Board to be concerned and cognizant of proposed front-range methods for funding for a new transit system along the front range. Town Administrator Widmer noted that a northern front-range transportation district, similar to RTD, may be organized and that it may be in the best interest of the Town to participate in said district. Town Attorney White noted that the Town may be included with Larimer County.

Mayor ProTem Doylen introduced Jean Michaelson, staff person for the Estes Park Housing Authority (EPHA). Ms. Michaelson gave her personal background and experiences that will assist her in proposing ideas for affordable housing in Estes Park. The Rental Assistance Section 8 Program is underway, and the Authority received 20 vouchers, and 8 families have received assistance. EPHA anticipates utilizing the remaining vouchers by the end of January. Ms. Michaelson has experienced a good response with businesses and Town staff; in the future, plans include a round table for groups with similar goals. It is very important for the community to realize there is a need for housing for all income levels. A challenge is being faced with the cost of property in Estes Park.

Mayor Baudek announced the **resignation** of **Carl Henderson** from the Estes Park **Urban Renewal Authority**; the resignation is **effective immediately**. Commissioner Henderson has served as a member of the Board since July, 1990. The Board expressed their appreciation to Mr. Henderson for his dedicated service to the community. Thus, Mayor Baudek presented the name of **Steve Jackson** to fill the **unexpired 5-year term** of Mr. Henderson. It was **moved and seconded** (Newsom/Doylen) **Steve Jackson be so appointed**, with his **term expiring September 14, 2004**, and it passed unanimously.

**1. CONSENT AGENDA (Approval of):**

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1. Town Board Minutes dated December 12, 2000.
2. Bills.
3. Committee Minutes:
  - A. Light & Power, December 14, 2000:
    1. Fall River Hydro Plant Restoration Contract Change Orders, \$18,248.
  - B. Public Safety, January 4, 2001:
    1. Estes Park Volunteer Fire Dept. Officers for 2001.
4. Estes Park Housing Authority, November 8, 2000 (acknowledgment only).
5. Estes Valley Planning Commission, December 19, 2000 (acknowledgement only).
6. Resolution #1-01 – Public Place for Posting Notices of Town Meetings.

It was **moved and seconded** (Doysten/Barker) **the Consent Agenda be approved**, and it passed unanimously.

### **1A. PLANNING COMMISSION CONSENT AGENDA (Approval of):**

Mayor Baudek announced the following Planning Commission items:

1. SUBDIVISION. Amended Plat of Lot 2, Mountain Man Subdivision, Windy City, LLP/Applicant; combine two lots into one lot.
2. SUBDIVISION. Amended Plat of the Amended Plat of Lot 20, Amended Plat of Peak View Subdivision and Lot 16, S. St. Vrain Addition, Harold B. Miller Estate/Applicant; divide one lot into two lots.
3. PRELIMINARY PLAT. Bristlecone Subdivision, Tract 3, Arapaho Meadows Addition, Pawnee Meadow, LLC/Applicant.

Attorney White requested Item #3 be removed from the Consent Agenda to conduct a public hearing.

As there were no persons present offering testimony on Items 1 and 2, it was **moved and seconded** (Doysten/Barker) **they be approved**, and it passed unanimously.

Mayor Baudek opened the public hearing on Item #3 – Bristlecone Subdivision. Planner Joseph presented the staff report, and reviewed/clarified the public street right-of-way, thru-street connection exception, historic access, and Planning Commission recommendations for conditional approval. Mayor ProTem Doysten questioned the emergency access, and staff confirmed that the plat was routed to the Police and Fire Departments, and no concerns were expressed.

Paul Kochevar, Applicant's Representative, stated Planner Joseph presented the Applicant's proposal accurately, and clarified the location of the gate that is planned to control access. There being no further comment, Mayor Baudek closed the public hearing, and it was **moved and seconded** (Newsom/Barker) **the Preliminary Plat of Bristlecone Subdivision be approved, including the exception relative to Section 10.5 A.7 and conditions 1 through 4** as further defined in the Staff Report dated January 4, 2001, and it passed unanimously.

### **2. ACTION ITEMS:**

1. **POLICE CHIEF EXECUTIVE SEARCH CONSULTANT SELECTION - APPROVAL**. Assistant Town Administrator Repola reported that staff believes that a full-time Police Chief is instrumental to the future success of the Police Department, thus, this position was included in the 2001-2002 Budget. An executive search consultant is being requested to aid in the selection process (recruitment, interview and reference checks), and the following firms have submitted their fee estimates:

Rainguet-Morrison Assoc., LLP	\$4,500 + expenses
Booth Research Group, Inc.	\$10,000 “
Gerald Plock Assoc.	\$15,000

Based on the estimates and the inclusion of final recommendations/notifications and interviews with the Town Board and Police Department employees, staff is recommending acceptance of the Rainguet-Morrison Agreement for \$6,000. (Mr. Rainguet is an Allenspark resident). Town Board questions included: (1) whether a fixed hourly rate was provided. Staff responded such was not specifically provided, however, it is assumed the total agreement amount would not be exceeded; and (2) firm experience—all firms have Colorado experience and personal experience was observed with Rainguet-Morrison and Gerald Plock Assoc. Mayor Pro Tem Doyle stated that the Town Board wants to be a part of this process, and the Board was assured a similar process will be followed as with the Finance Officer vacancy. The firm will determine Town Board desires, as well as interview Police Department employees, and possibly gather citizen input. The firm will also select and screen/pre-screen candidates. The anticipated timeframe to fill this position is mid-April. Mayor Baudek stated that “for the record”, the process will be open to internal candidates. The Town would be responsible for expenses incurred in bringing any non-local candidate to Estes Park. It was **moved and seconded** (Habecker/Doyle) **the Rainguet-Morrison Assoc., LLP firm be approved for a fee of \$6,000 + expenses**, and it passed unanimously.

### 3. **TOWN ADMINISTRATOR’S REPORT**.

- A. **Street Computer Database Presentation**. Public Works Director Linnane reviewed the Pavement Management Program and introduced Mgr. Sievers who presented the Micro-paver Street Database Program. This program provides a systematic method to determine street priorities for optimal repair. A question and answer period followed, with appreciation expressed for the presentation.
- B. **City of Loveland Transit (COLT) Service**. On February 8, 2000, the Town Board approved funding in the amount of \$6,000 for a one-year pilot program for COLT. Due to the low utilization of this service, COLT recommended ceasing this service at the end of December, 2000. Town Administrator Widmer concurred with the recommendation and paid a pro-rated invoice in the amount of \$4,000. As included in the Budget, an additional day has been added to the Special Transit Contract.
- C. **Stamey Resignation**. Community Development Director Stamey has officially resigned to accept a job for the Town of Erie. Sr. Planner Joseph has been named Acting Community Development Director, and the position will not be advertised at this time.
- D. **Business License Statistics**. For informational purposes, an analysis of all business licenses issued from 1995 through 2000 was distributed.

- E. **Customer Service Postcard.** Mayor Baudek introduced his new customer service program: a postage paid postcard that includes a comment section and poses questions all relative to an employee's assistance. The postcard is self-addressed to the Mayor and all comments are strictly confidential. Distribution points include all Municipal Building reception desks, including the Police Dept., and Special Events, Museum and Senior Center. It will also be included with all Building Permits.
4. **EXECUTIVE SESSION**. Request to enter Executive Session to discuss property negotiations. It was moved and seconded (Barker/Newsom) the Board enter executive session and it passed unanimously.

Following completion of all agenda items, Mayor Baudek adjourned the meeting to Executive Session at 8:27 p.m.

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John Baudek, Mayor

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Vickie O'Connor, Town Clerk