

Town of Estes Park, Larimer County, Colorado, January 27, 2004

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 27th day of January, 2004. Meeting called to order by Mayor John Baudek.

Present: John Baudek, Mayor
Susan L. Doylen, Mayor ProTem
Trustees Jeff Barker
Stephen W. Gillette
David Habecker
Lori Jeffrey-Clark

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

Absent: G. Wayne Newsom, Trustee

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

Swearing-In Ceremony: A Swearing-In Ceremony was conducted by Town Clerk O'Connor for Eric Gliva, Police Officer I. Chief Richardson reported on Officer Gliva's training (Colorado Police Corp.) and all in attendance offered their congratulations to the Officer and introduced members of the Police Volunteer Unit.

PUBLIC COMMENT

None.

TOWN BOARD COMMENTS

None.

1. CONSENT AGENDA (Approval of):

1. Town Board Minutes dated January 13, 2004.
2. Bills.
3. Committee Minutes:
 - A. Public Works, January 15, 2004:
 1. Town-initiated Annexation Proceedings – Approval of expenditure, \$15,000+.
 2. Fall River & Fish Creek Pedestrian Trails, Phase II – Approval of Scope of Services for both trails, Cornerstone Engineering, \$139,429.
 - B. Public Safety, January 22, 2004:

Police Department:

 1. Estes Valley Victim Advocates Contract for Services, Renewal.
 2. Addition of 1 Full Time Employee (see Action Item #2)

Fire Department:

 1. Wildland Fire Truck Purchase, not to exceed \$125,000 (90/10 Fed. Grant Match).
 2. 2004 Election of Officers:

Daryl McCown, 1st Ass't. Chief, Robert Hirning, 2nd Ass't. Chief, Will Birchfield, Secretary, and Jon Landkamer, Treasurer.

4. 2004 Organizational Chart – Minor Revisions to Advisory Boards, Convention and Visitors Board, and Community Development.
5. Conference/Training Policy – Minor Revision pertaining to vehicle allowance.

It was **moved and seconded** (Doylen/Gillette) **the consent agenda be approved**, and it passed unanimously.

2. ACTION ITEMS:

1. **RESOLUTION #3-04 – OFFICIALLY SCHEDULING REGULAR MUNICIPAL ELECTION – APRIL 6, 2004.** Town Clerk O'Connor presented the following items:
 - A. Resolution #3-04 officially scheduling a regulation municipal election on April 6, 2004, establishing the polling place, voting equipment, and payment for services for the Election Judges. The Mayor's seat and three Trustees seats are up for election this year.
 - B. Agreement for Rental of Election Equipment with Larimer County. The standard rental agreement was reviewed and the estimated rental fee is \$790.00 for three Accu-Vote voting units and equipment.

It was **moved and seconded** (Doylen/Barker) **Resolution #3-04 and the Rental Agreement with Larimer County be approved**, and it passed unanimously.

2. **ADDITION OF 1 FULL TIME EMPLOYEE – POLICE DEPARTMENT.** Police Chief Richardson reviewed historical staffing levels in the patrol unit, and reported that his request for the addition of one fulltime employee was favorably recommended by the Public Safety Committee January 22nd. The two determining components used to identify the adequate number of staff required for patrol are: shift relief factors and calls for service. Staff initiated a reorganization of the department following two recent resignations and one retirement, and this reorganization involves eliminating one Police Commander position and one Dispatcher position. Additionally, staff identified additional cost savings within the personnel budget by reducing two positions from the CSO Program, and with these proposed staffing changes, a total savings of \$37,715 could be realized.

Trustees raised the following questions: the possibility of placing an officer at the School in 2004, and reasoning for eliminating one dispatch position. Chief Richardson confirmed that: (1) he has met with the School Supt. and he received a favorable response; and (2) statistics verify the downward trend of calls to the Comm. Center, thus the elimination of one position is warranted. Trustee Barker strongly encouraged the School District to accept a Police Officer on site.

It was **moved and seconded** (Gillette/Barker) **the Police Department be authorized to hire one additional fulltime employee (Officer) and reducing two positions from the CSO Program in 2005.**

3. **APPOINTMENT – ESTES VALLEY PUBLIC LIBRARY DISTRICT:** Mayor Baudek presented Ray Neider for appointment to the Library District, a 4-yr.

term, beginning 1/01/04, expiring 12/31/07. It was **moved and seconded** (Doylen/Habecker) **Ray Neider be so appointed**, and it passed unanimously.

4. **REPORT ON IMPLICATION TO THE TOWN BY THE YMCA IN SEEKING A PROPERTY TAX REBATE FROM THE STATE.** Finance Officer Brandjord briefed the Board on the YMCA's request, and, although the Town does not assess property tax on the Estes Park Center, several other local governments and districts that provide services to Estes Park citizens receive significant revenue from the property tax the Center generates. The most adversely affected would be the following:
- School District, which would lose \$123,899 in general fund revenue and \$61,994 in revenue to its bond fund.
 - Larimer County could lose \$5,995 in tax revenue.
 - Northern Colorado Water Conservancy District would lose \$4,592.
 - Park Hospital District would lose \$34,903 ($\pm 2\%$ of its total property tax revenue).
 - Library District revenues could decline by \$14,603.
 - Recreation District, decline by \$5,995.

In recent discussions with staff and officials of the above-mentioned officials, the preliminary response included reduced services, such as decreased media purchases at the Library; increased fees and taxes were also suggested, along with greater reliance on other funding sources. Additionally, the Center competes with private sector businesses within the Town, primarily the accommodations segment. This could have an adverse effect on the sales tax generated for the Town by this industry, which, during the most recent 12-mo. period, generated \$1,240,592 in sales tax revenue to the Town's general fund. The number of clients that could be served at the Center is 3,311, roughly 47% of the total area accommodations. Allowing tax exemption for these dwellings would reduce their annual expenses by \$350,268 in property tax, or \$105.78/pillow/yr, and create a competitive advantage for the Center over the local accommodations that are subject to property taxes. A resulting loss of profitability and revenue for the taxable accommodations industry would have a ripple effect in the local economy, and could directly affect the sales tax revenue generated by this industry and related support businesses.

The current status of the request for exemption is that the application is being reviewed at the Larimer County Assessors Office, followed by further administrative review and approval by the State.

Audience comments were heard from Don Gleich (questioned how the loss in revenues would be replaced), followed by a question and answer period by the Trustees and staff. Rick Patten/Trail Gazette urged that all meetings on this subject be held in public session. **Consensus was reached for Town Administrator Widmer to contact the affected entities to schedule a meeting.**

5. **TOWN ADMINISTRATOR'S REPORT.**

A. None.

6. **REQUEST TO ENTER EXECUTIVE SESSION.** For discussion of a personnel matter - 24-6-402(4)(f), C.R.S. and not involving: any specific employees who have requested discussion of the matter in open session; any member of the Town Board (or body); the appointment of any person to fill an office of the Town Board (or body); or personnel policies that do not require discussion of matters personal to particular employees.

Motion: It was moved (Doylen/Barker) the Town Board enter Executive Session to discuss a personnel matter as specified above, under C.R.S. Section 24-6-402(4)(f), and it passed unanimously.

Thus, Mayor Baudek declared a 5-minute recess at 7:47 p.m. and adjourned the meeting to Executive Session.

Following completion of all agenda items, Mayor Baudek adjourned the meeting.

Mayor Baudek reconvened the meeting to Open Session at 8:35 p.m.

PERSONNEL. It was moved and seconded (Gillette/Jeffrey-Clark) Town Administrator Widmer's Contract be renewed for 2-years, retroactive to September 10, 2003, and it passed unanimously.

There being no further business, Mayor Baudek adjourned the meeting at 8:36 p.m.

John Baudek, Mayor

Vickie O'Connor, Town Clerk