

Town of Estes Park, Larimer County, Colorado, January 11, 2005

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 11th day of January, 2005. Meeting called to order by Mayor John Baudek.

Present: John Baudek, Mayor
Susan L. Doylen, Mayor ProTem
Trustees David Habecker
Lori Jeffrey-Clark
Chuck Levine
Wayne Newsom
Bill Pinkham

Also Present: Randy Repola, Town Administrator
Jackie Williamson, Deputy Town Clerk
Gregory A. White, Town Attorney

Absent: None

Mayor Baudek called the meeting to order at 7:00 p.m and all recited the Pledge of Allegiance.

Swearing-In Ceremony: A Swearing-In Ceremony was conducted by Deputy Town Clerk Williamson for Alan Steinhage, Police Officer I and Jesse Reeves, Police Officer I.

Lions Club representative Cathy Homeier presented the Town with a check for \$9,432.49 for the use of the Stanley Fairground's concession stand.

PUBLIC COMMENT

Richard Homeier, 1201 Scott Avenue, requested the Town Board to reconsider changing the employee vision insurance plan provider. VSP, the current provider, allows only optometrist owned businesses to participate, preventing Mr. Homeier's business Optical Perspectives from participating.

TOWN BOARD COMMENTS

Trustee Jeffrey-Clark gave a brief synopsis of the NLC Congress of Cities Conference she attended in Phoenix, AZ. Discussion centered around economic vitality at the local level in such areas as Community Block Grants, Section 8 Housing, Homeland Security, Tax Reform, and the 1996 Telecom Act. The steering committee is proposing a joint meeting that may be held in Estes Park this year.

Trustee Habecker, commented the Town should investigate other vision plan providers.

1. CONSENT AGENDA (Approval of):

1. Town Board Minutes dated December 14, 2004.
2. Bills.
3. Committee Minutes:
 - A. **Public Works**, December 16, 2004:

- 1, CVB Construction Project – Award General Contractor Selection to Dallman Construction.
2. Purchase of 3 Speed Awareness & Offender Alert Signs, \$13,050 (co-funded by the Police & Public Works Depts.).
- B. **Community Development**, January 6, 2005:
 1. Museum Dept.:
 - A. Street Closure: MacGregor Ave. from Park Lane North to the Hwy. 34 Bypass, July 4th for Coolest Car Show.
 2. Community Development Dept.:
 - A. Knoll/Willows Birch Ruins Viewing Platform – Authorizing up to \$25,000 from the Larimer County Open Space Fund for Final Design and Construction of the Viewing Platform.
 3. Special Events Dept.:
 - A. Agreement with Hogwild Productions for a Motorcycle Rally at the Fairgrounds, June 1st – 5th.
 - B. Street Closure: MacGregor Ave. from Elkhorn Ave. to Park Ave., August 20th for Auto Extravaganza.
4. Estes Park Housing Authority, November 10, 2004 (acknowledgment only).
5. Firemen’s Pension Board, January 3, 2005 (acknowledgement only).
6. Resolution #1-05 - Public Posting Area Designation.

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

1A. PLANNING COMMISSION AGENDA (Approval of):

Mayor Baudek opened the Public Hearing for the following Consent Agenda Item. If the Applicant, Public or Town Board wish to speak to this item, they will be moved to the “Action Item” Section.

1. **CONSENT ITEMS:**

1. **FINAL CONDOMINIUM MAP:**

The Overlook Condominiums, Supplemental Map #2, Stanley Historic District, Applicant: The Overlook Development at the Historic Stanley, LLC – Applicant requests continuation to February 8, 2005.

There being no public testimony, Mayor Baudek closed the public hearing, and it was moved and seconded (Doysten/Habecker) Consent Item 1.1 be continued to February 8, 2005, and it passed unanimously.

2. ACTION ITEMS:

1. **AGREEMENT WITH LARIMER COUNTY FOR RENTAL OF ELECTION EQUIPMENT.** Deputy Town Clerk Williamson presented the Agreement for Rental of Election Equipment with Larimer County. The standard rental agreement was reviewed and the estimated rental fee is \$600.00 for two Accu-Vote voting units and equipment and registration list.

It was **moved and seconded** (Pinkham/Newsom) **the Rental Agreement with Larimer County be approved**, and it passed with Trustee Habecker Abstaining.

2. **RESOLUTION #2-05 – FLEXIBLE SPENDING PLAN CERTIFICATE OF ADOPTION.** Town Administrator Repola reviewed the Flexible Spending Plan (Section 125 Cafeteria Plan) that allows employees to receive pre-tax

treatment of qualifying medical and dependent care expenses paid by the employee. The Town is required to adopt the plan annually by resolution to continue the program. In addition, the maximum allowable for employee contributions for medical expenses has been increased from \$3,360 in 2004 to \$5,500 for 2005. It was **moved and seconded** (Newsom/Levine) **Resolution #2-05 be approved**, and it passed unanimously.

3. **2005 PAY PLAN RECOMMENDATION**. In a memorandum dated January 7, 2005, Town Administrator Repola briefed the Trustees on the 2005 Pay Plan.

Market Analysis: Staff surveyed 14 Colorado municipalities to determine compensation for 2005. These cities and towns are adjusting salaries through merit and cost of living adjustment on an average of 4%. None of the surveyed entities is using a bonus system at this time; the trend is to provide a COLA based on the Denver-Boulder Consumer Price Index which was a -.7% for the first 6 months of 2004, which indicates no COLA for 2005.

Options: Staff is recommending two pay plans for the Board's consideration:

Option #1: 2% merit pool and 3% bonus pool. Merit increases would be awarded in February following 2004 performance reviews and any bonus awards would be authorized on the employee's anniversary date.

Option #2: Supervisory personnel in grades 58 and above, would receive merit and/or bonus awards from pools of 2% and 3% respectively. All other personnel would receive merit from a 4% pool. All awards would be authorized on each employee's anniversary date following a performance review.

Both options would require future performance reviews to be conducted on the employee's anniversary date rather than the current practice of conducting all reviews in January.

Trustee Habecker commented that the employee salaries with COLA and merit pool have gone up 10% in the past 3 years while sales tax has only increased 4%. He is concerned the cost of salaries will soon exceed 100% and leave the Town unable to finance other projects.

Public Comment:

Richard Homeier, 1201 Scott Avenue, stated the general impression is that the Town employees are well compensated.

Trustee Habecker suggested giving employees additional time off instead of a monetary bonus. Administrator Repola will look into this option for next year.

Following discussion, it was **moved and seconded** (Doylen/Habecker) **Option #1 be approved with a 1% merit pool and 2% bonus pool**, and it passed unanimously.

4. **ORDINANCE #1-05 – CONVERSION OF TEMPORARY USE PERMIT FOR ONE UNIT OF CBT WATER TO SECTION 131 CONTRACT**. Town Attorney White reported the Town acquired one unit of Colorado Big Thompson Water (CBT) pursuant to the Water Lease Agreement with owners in the Glacier View Subdivision. Pursuant to the rules and regulations of the Northern Colorado Water Conservancy District (NCWCD), the Town is required to transfer this one unit of CBT water to a Permanent Section 131 Contract by

March 1, 2005. This ordinance authorizes application to the NCWCD for conversion of one acre-foot of CBT water from a Temporary Use Permit to a Permanent Allotment Contract.

Town Attorney White read Ordinance #1-05, and it was **moved and seconded** (Doysten/Levine) **Ordinance #1-05 be approved**, and it passed unanimously.

5. **APPOINTMENT: INTERIM TREASURER AND FINANCE OFFICER (Municipal Code Section 2.24.020)**. Town Administrator Repola stated with Pete Brandjord's resignation, Debbie McDougall has been named Interim Finance Officer. This interim appointment must be approved by the Board in order to modify signature requirements with the bank.

It was **moved and seconded** (Newsom/Doysten) **Debbie McDougall be appointed as the interim Treasurer and Finance Officer**, and it passed unanimously.

6. **TOWN ADMINISTRATOR'S REPORT.**

None.

Trustee Habecker thanked the Lions Club for there presentation and all their hard work.

There being no further business, Mayor Baudek adjourned the meeting at 8:22 p.m.

John Baudek, Mayor

Jackie Williamson, Deputy Town Clerk