

Town of Estes Park, Larimer County, Colorado, March 24, 2009

Minutes of a Regular meeting of the Board of Trustees of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall in said Town of Estes Park on the 24th day of March, 2009. Meeting called to order by Mayor Pro Tem Levine.

Present: Mayor Pro Tem Chuck Levine
Trustees Eric Blackhurst
Dorla Eisenlauer
John Ericson
Richard Homeier
Jerry Miller

Also Present: Greg White, Town Attorney
Jacquie Halburnt, Town Administrator
Lowell Richardson, Deputy Town Administrator
Jackie Williamson, Town Clerk

Absent: William C. Pinkham, Mayor

Mayor Pro Tem Levine called the meeting to order at 7:00 p.m. and all desiring to do so, recited the Pledge of Allegiance.

FINANCIAL REPORTING AWARD.

Finance Officer McFarland presented the Board with the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending on December 31, 2007.

GRADUATION CEREMONY: 2009 CITIZENS INFORMATION ACADEMY (CIA).

Mayor Pro Tem Levine, Museum Director Kilsdonk and Town Administrator Halburnt - Present Participation Certificates and Town of Estes Park hats to the following class members:

Dwayne Ballard	Sallie Baugh	Pat Blume
Barbara Boyer Buck	Bruce Cairns	Marti DeYoung
Becky Elrod	Mark Elrod	Robert Ernst
Wayne Groome	Cory LaBianca	Sandy Lindquist
Ron Norris	Sandy Osterman	Larry Purdy
Michael Richardson	Barbara Sellers	Don Sellers
Carol Smith	Pete Smith	Scott Thompson
Karen Thompson	Doug Warner	

Mayor Pro Tem Levine declared a 10-minute recess where a public reception was held immediately following the graduation ceremony.

Mayor Pro Tem Levine reconvened the meeting at 7:25 p.m. Administrator Halburnt thanked Dir. Kilsdonk for her efforts in conducting the CIA this year.

PUBLIC COMMENT.

Lou Larek/Town Citizen requested the Town address the traffic issues on 5th Street with barricades, no parking signs on both sides of the street and a security light on the nearby telephone pole. Town Administrator Halburnt stated Police Chief Kufeld and Director Zurn will meet with Mr. Larek to discuss the issue.

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David Habecker/Town Citizen requested the Town Board refrain from reciting the ‘under God’ Pledge of Allegiance at Board meetings.

Patrick Cipolla/Town Citizen expressed concern with the building code regulations that allow building inspectors to inspect an entire home when a permit was only issued for the replacement of a boiler. The Town’s Chief Building Inspector wrote a correction notice for the lack of smoke detectors in the house. He questioned whether this practice is legal.

TOWN BOARD COMMENTS.

None.

1. CONSENT AGENDA:

1. Town Board Meeting Minutes dated March 10, 2009 and Town Board Study Session dated March 10, 2009.
2. Bills.
3. Committee Minutes:
 - A. Community Development, March 5, 2009:
 1. Tri-State Fireworks, \$30,000 – Budgeted.
 2. Party Time Rental Inc., \$17,933.50 – Budgeted.
 3. Special Event Policy Manual Update – Stanley Fairground Parking Fees.
 4. Special Event Policy Manual Update – Bond Park Usage Fees & Vendor Fees.
 5. 2009 Rooftop Rodeo Committee Spring Appointments.
 6. McDonald Transit Associates, 2009 Shuttle Contract - \$180,509 – Budgeted.
 - B. Utilities, March 12, 2009:
 1. HDR Engineering, Corrosion Control Report, \$6,771.
4. Estes Valley Planning Commission Minutes February 17, 2009 (acknowledgement only).
5. Estes Park Urban Renewal Authority, February 18, 2009 (acknowledgement only).

It was **moved and seconded** (Blackhurst/Miller) **to approve the consent agenda**, and it passed unanimously.

2. ACTION ITEMS:

1. **APPOINTMENT TO TREE BOARD.**
Director Zurn reviewed the application and interview process the Tree Board initiated to fill a vacancy on the board. The Tree Board recommends J. Rex Poggenpohl to complete the term of Sue Doyley expiring on 3/31/12. It was **moved and seconded** (Miller/Blackhurst) **to approve the appointment of J. Rex Poggenpohl to the Tree Board as outlined above**, and it passed unanimously.
2. **CONTRACT AWARD FOR OFFICE REMODEL.**
Administrator Halburnt stated the remodel would close of the southwest entrance to Town Hall to create a new office for the Public Information Officer by moving EPURA into this newly created office. This entrance was slated to be closed in the 2002 Town Hall master plan in an effort to address building

security. The project was sent to local contractor and bids were received with Three Peaks Construction submitting the low bid of \$15,521.66.

Town Board discussion followed: questioned if there are alternatives within the building for an additional office, the historic access to the building should not be closed, the access provides handicap access, and other options need to be reviewed such as moving EPURA to a new location as it is not a Town department.

It was **moved and seconded** (Homeier/Eisenlauer) **to defer the office remodel discussion to the next regularly scheduled meeting**, and it passed unanimously. Administrator Halburnt suggested the Board develop a policy for building access and security.

3. **RESOLUTION #06-09, SURPRISE SIDEWALK SALE.**

Director Pickering stated the Community Development Committee recommended approval of the Resolution for the April 18th and 19th Surprise Sidewalk Sale at the March 5th meeting. The Committee did raise concern with policing the regulations contained in the Resolution and requested Code Enforcement Officer Hart work with the Downtown Merchant Association to improve compliance during the sale. It was **moved and seconded** (Blackhurst/Miller) **Resolution #06-09 be adopted**, and it passed unanimously.

4. **RESOLUTION #07-09 – SUPPORT FOR FIRE SERVICE PLAN.**

Initiative Committee Chair Tom Anderson stated the Committee has completed the Service Plan and filed it with the County Planning Department for review. Once reviewed, the County Commissioners would hold a formal public hearing in May or June for approval of the plan. The Committee requests the Board consider a Resolution supporting the proposed Fire Services Plan. It was **moved and seconded** (Eisenlauer/Ericson) **that Resolution #07-09 be adopted**, and it passed unanimously. The Board thanked the Initiatives Committee for their work on the issue.

5. **ORDINANCE #02-09 – AMENDING SECTIONS 5.20 OF THE MUNICIPAL CODE PERTAINING TO LICENSING OF COMMUNITY SPECIAL EVENT VENDORS.**

Town Clerk Williamson stated the Community Development Committee reviewed an Ordinance to delete from the Municipal Code the requirement for community special event vendor licensing, community special event coordinator licensing and add a licensing exemption for businesses renting town owned facilities. The fees would still be collected through the rental fee process established in the Special Event Policy Manual approved in the Consent Agenda. Town Attorney White read the Ordinance into the record. It was **moved and seconded** (Miller/Homeier) **that Ordinance #02-09 be adopted**, and it passed unanimously.

6. **TOWN MISSION AND VISION STATEMENTS.**

Administrator Halburnt stated at a recent Town Board retreat and a second final goal setting work session, the Board completed the process of redefining the Town's Mission and Vision statements.

Mission Statement

The Mission of the Town of Estes Park is to provide reliable, high-value services for the benefit of our citizens, visitors, and employees, while being good stewards of public resources and our natural setting.

Vision Statement

The Town of Estes Park will enhance our position as a premier mountain resort

community.

It was **moved and seconded** (Blackhurst/Ericson) **to approve the new Mission and Vision statement outlined above**, and it passed unanimously.

7. **TOWN ADMINISTRATOR REPORT.**

None.

8. **REQUEST TO ENTER EXECUTIVE SESSION:**

It was **moved and seconded** (Eisenlauer/Blackhurst) **the Town Board enter into Executive Session for the purposes of determining positions relative to negotiations under C.R.S. Section 24-6-402(4)(e) with regard to the Mary's Lake Water Treatment Plan and a conference with Town Attorney White to receive legal advice under C. R. S. Section 24-6-402(4)(b) with regard to EPURA**, and it passed unanimously.

Mayor Pro Tem Levine called a 10-minute break at 8:27 p.m. prior to entering into Executive Session.

Mayor Pro Tem Levine reconvened the meeting at 9:35 p.m. from Executive Session whereupon he adjourned the meeting at 9:35 p.m.

Chuck Levine, Mayor Pro Tem

Jackie Williamson, Town Clerk