## AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>12:00 pm</td>
<td>Public Comment</td>
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<td>12:05 pm</td>
<td>Trustee Liaison Update</td>
<td>Trustee Igel</td>
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<td>12:10 pm</td>
<td>Approval of Minutes dated April 17, 2024 (packet)</td>
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<td>12:15 pm</td>
<td>Consultant Presentation</td>
<td>Anthony Pratt, Kimley-Horn</td>
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<tr>
<td></td>
<td>a. Visitor Center Parking Lot Redesign</td>
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<td>b. 2045 Multimodal Transportation Plan &amp; Transit Development Plan</td>
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<tr>
<td>12:40 pm</td>
<td>Downtown River Corridor Study</td>
<td>Engineer Waters</td>
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<td>(May 1 Presentation)</td>
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<tr>
<td>1:00 pm</td>
<td>Parking &amp; Transit Updates</td>
<td>Manager Klein</td>
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<tr>
<td></td>
<td>a. May 14 Town Board Study Session Recap</td>
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<td>b. 2024 Paid Parking Program Changes (if applicable)</td>
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<td>c. Parking Permit Portal &amp; Local Permit Registration Options</td>
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<td>d. Bustang to Estes Service</td>
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<td>e. US 34 Transportation Management Organization (TMO)</td>
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<td>f. The Peak Transit Season Rollout &amp; Route Updates</td>
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<tr>
<td>1:15 pm</td>
<td>Administrative Updates</td>
<td>Director Muhonen</td>
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<td></td>
<td>a. TAB Bylaws Revision (packet)</td>
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<td></td>
<td>b. Big Horn Parking Structure Design</td>
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<td>c. Graves Avenue Safe Routes to School Project</td>
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<td>d. Downtown Estes Loop Construction</td>
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<td>e. CDOT US 34/36 Overlay Project</td>
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<td>1:30 pm</td>
<td>2025 Capital Improvement Plan (CIP) Priority Discussion</td>
<td>Vice-Chair Ekeren</td>
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<td>1:50 pm</td>
<td>Update on Past Public Comment</td>
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<tr>
<td>1:55 pm</td>
<td>Other Business</td>
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Minutes of a Regular meeting of the TRANSPORTATION ADVISORY BOARD of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 17th day of April, 2024.

Board: Chair Belle Morris; Vice-Chair Kristen Ekeren; Members Jessica Ferko, Larry Gamble, Linda Hanick, and Mark Igel; Trustee Patrick Marchink; Staff Liaison Greg Muhonen

Attending: Chair Morris; Vice-Chair Ekeren; Members Gamble, Hanick, and Igel; Trustee Marchink; Director Muhonen; Engineer Bailey; Manager Klein; Manager Pastor; Recording Secretary McDonald; Paul Hornbeck, Community Development; Joan Hooper, Public Attendee; William Oster, Public Attendee

Absent: Member Ferko

Chair Morris called the meeting to order at 12:06 p.m.

PUBLIC COMMENT
Chair Morris read the two Public Comment Forms submitted by Joan Hooper (Resident, Public Attendee) regarding pedestrian safety concerns in construction zones and downtown traffic congestion from private vehicles. Discussion points included the need to accommodate downtown parking, particularly for eastbound drivers; the standard practice for construction contracts to address pedestrian accommodations; and the confusion caused by temporary crosswalks, which could be alleviated by adequate signage and staffing at crosswalks and intersections. Director Muhonen will continue to work with the Downtown Estes Loop (DEL) contractor, Flatiron Construction (FCI), to address pedestrian safety concerns related to DEL construction.

TRUSTEE LIAISON UPDATE
With Trustee Marchink’s term expiring, he and TAB members exchanged mutual appreciation for his service as Trustee Liaison.

APPROVAL OF MINUTES DATED FEBRUARY 21, 2024
It was moved and seconded (Gamble/Hanick) to approve the February 21, 2024, minutes with a minor amendment, and it passed unanimously.

PARKING & TRANSIT UPDATES
Manager Klein reported that planning continues for the launch of the paid parking and transit season that runs May 24-October 20, 2024. The reduced operational budget for transit will require some schedule modifications for the Gold and Silver Routes. The Brown Route will stop at the newly reopened Estes Park Aerial Tram; the Gold Route will
now stop at the Stanley Home Museum and Education Center. Manager Klein will be meeting with the YMCA of the Rockies to discuss their transit service needs.

The Car Park’s (TCP) new parking permit portal—updated for users nationwide and focused on monthly parking options—is still being refined to accommodate the Town’s seasonal parking permit needs. TCP also conducted a massive purge of duplicate registrations, primarily for the Town’s Local Permit holders.

Bustang to Estes will continue to offer its Saturday and Sunday service on US 36 for $15 per rider for the duration of the 2024 paid parking and transit season. Promotional materials will be accessible at the Estes Park Visitor Center, and the service will be further marketed on radio and in print throughout the region.

The US 34 Transportation Management Organization (TMO) continues to develop and has been named GoNoCo. Board membership will feature 15 directors representing local agencies (9), the private sector (5), and the Colorado Department of Transportation (CDOT; 1), with Manager Klein representing the Town.

The Electric Trolley Facility project will be discussed at a meeting later today. The Peak will offer Special Event service for the April 20 Bigfoot Days Festival. Manager Klein will present on the Town’s electric vehicle (EV) trolleys and EV charger program at the Community Roundtable on Sustainability event to be hosted at the Estes Valley Community Center on April 22.

Discussion points included how hotels and local attractions can promote The Peak to their customers; parking kiosk relocations and the plan to place an additional kiosk in 2025; and the value of TAB member presence at the April 10 DEL Public Meeting.

**ENGINEERING UPDATES**

Engineer Bailey reported great progress on utility relocations in recent days for the Cleave Street Improvements (CSI) project. The Town’s Power & Communications team can now begin its work on April 23. Reclaimed asphalt pavement should be placed by June 30, allowing a clean pause for the project through early fall.

Three bids for the Graves Avenue–Safe Routes to School (SRTS) project all came in over budget. Thanks to the “yes” vote to continue the 1A sales tax through 2034, Public Works staff is working with Finance on a budget amendment to ensure, with Town Board approval, that Town funds will cover construction of both sides of Graves Avenue. With construction starting in early June, the project should be completed before school resumes in August. There was brief discussion about the need for pedestrian crossing signage at business driveway access points.

The Steering Committee for the 2045 Master Transportation Plan and 2030 Transportation Development Plan (MTP-TDP) will meet soon, with a public outreach meeting to follow. Kimley-Horn continues to report activity on the online map and transit survey tools.
The Visitor Center Parking Lot Redesign project is moving forward, with Kimley-Horn developing design alternatives for the TAB to discuss in May. Discussion points included the project’s goals of ensuring a functional, safe space for both transit and pedestrian activity; options for EV charging and micromobility; the recommendation that several concepts for the parking lot design be offered; and the ongoing problem of safely crossing US 34, for which options could be developed in the 2045 MTP.

**ADMINISTRATIVE UPDATES**

Director Muhonen summarized suggested revisions to the TAB bylaws regarding the meeting schedule and number of members; any changes would require Town Board approval. Discussion points included the possible language change from “regular” to “convened” meetings; the benefits of a consistent meeting time and frequency; how the TAB can preserve its value and commitment to being the “voice of the people,” which helps to attract new members; the possibility of meeting together at any time as a public group, which need not be defined by bylaws; and whether a minimum or maximum member count should be established. Trustee Martchink advised that many of these details had recently been discussed by the Town Board. It was agreed that any change to the bylaws resulting from this discussion would be made by Director Muhonen and submitted directly to the Town Board for approval.

Director Muhonen reminded the TAB that the current and future transportation spending decisions made by Public Works staff are guided by the Town’s Strategic Plan, Capital Improvement Program, and budget; therefore, relevant excerpts of these documents and the Master Trails Plan were provided in the current packet for the TAB to review and discuss. Priorities could be established by staff for TAB endorsement, or TAB members could recommend to staff what the community considers priority. It was agreed that TAB members would bring their written recommendations to the May meeting, so that staff could incorporate their input into the Public Works funding request in June. There was brief discussion about factors that influence the Town’s annual pavement condition index (PCI).

Manager Pastor was introduced as the new Public Works Project Manager, and he briefly explained the Big Horn Parking Structure ideas to be discussed at the May 14 Town Board Study Session. Discussion points included expanding the structure with two additional levels with different access points; the Estes Park Housing Authority’s (EPHA) interest in developing the fourth level for elevator-access housing; and the opportunity to expand downtown living as envisioned in the 2018 Downtown Plan.

TAB members were encouraged to sign up for the DEL project email updates and access the public meeting recordings using the project website link in the agenda. Director Muhonen will talk with Flatiron Construction (FCI) about maintaining a project completion percentage on the project website.

TAB members were also encouraged to sign up for the CDOT US 34/36 Overlay Project email updates using the project website link on the agenda.
Director Muhonen congratulated Manager Klein on his selection as the Town’s new Parking & Transit Manager, effective March 24.

**UPDATE ON PAST PUBLIC COMMENT**
See Public Comment item above.

**OTHER BUSINESS**
Member Hanick updated the TAB on her discussion with the Estes Park Newcomers Club (EPNC) regarding a volunteer crossing guard program for kids crossing Colorado Highway 7 (CO 7). She was advised that the EPNC volunteer coordinator position is transitioning, but that the group affirmed interest in coordinating this pilot program.

There being no further business, Chair Morris adjourned the meeting at 1:53 p.m.

Lani McDonald, Recording Secretary
I. ROLE
The mission of the Town of Estes Park Transportation Advisory Board (TAB) is to advise the Town Board of Trustees and the Public Works staff on:

A. *Local and Regional Comprehensive Transportation Planning Policies* that protect air quality, diminish congestion, and enhance the safety and quality of life for the citizens, businesses, and visitors to the Estes Valley, including but not limited to pedestrian, bicycle, automobile, and transit modes; and

B. *Maintenance, Operation, and Expansion Programs* for all modes of the Town's transportation system; and

C. *Transportation Capital Projects* to ensure the Town’s transportation goals and policies for roads, trails, parking, signage, and transit are implemented.

“Chair” in the remainder of this document will refer to the Chair of the TAB.

II. MEETINGS

A. *Regular Meetings*. Shall be held at least one time per month, with additional meetings scheduled when needed, as determined on a monthly basis by the Chair and the Public Works Director. Regular meetings shall occur at regular times each month as *A consistent meeting date and time shall be* set by the TAB majority vote. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting and shall have priority over any other matters to be heard and considered.

B. *Special Meetings*. May be held at any time upon call by the Chair or Public Works Director. Notice of at least three (3) calendar days shall be given to each member of the TAB. The time, place, and purpose of the special meeting shall be specified in the notice to the committee members. Should a special meeting be scheduled, notification must be provided to the Public Works Director in an effort to adequately notify the public in accordance with the State of Colorado Open Meetings Law Section 24-6-402(2)(c) C.R.S.

C. *Cancellation of Meetings*. Regularly scheduled meetings of the TAB may be cancelled or rescheduled upon determination by the Chair. Any cancelled meeting requires notification to the Public Works Director in an effort to adequately notify the public.
D. *Meeting Procedures.* Chair shall preside in accordance with generally accepted norms for the conduct of parliamentary procedure. The TAB may overturn a parliamentary determination of the Chair by majority vote. Robert's Rules of Order may be considered as a parliamentary guide.

E. *Open Meetings.* All meetings and action of the TAB shall be in full compliance with state statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the assigned staff member of the Public Works Department to be familiar with these statutes and regulations.

F. *Attendance by Non-Members.* Meetings may be attended by persons who are not members of the TAB. At the discretion of the Chair, nonmembers may be allowed to speak at meetings. However, in no event shall nonmembers be allowed to vote on matters for which a vote is required.

III. MEMBERS AND QUORUM

A. *Membership.* The TAB shall consist of a maximum of nine (9) members. Members must reside within the Estes Park R3 School District. Appointments of members shall be made by the Town Board in accordance with Policy 102.

B. *Terms.* Members shall be appointed to a three (3) year term. The terms of the members shall be staggered so that the terms of an equal number of the members, or as equal a number as possible, expire on the last day of March each year. There are no term limitations, and members may be reappointed by the Town Board in accordance with Policy 102.

C. *Vacancies.* Vacant positions shall be filled by appointment by the Town Board for the unexpired portion of the term of the position to be filled.

D. *Quorum.* A quorum for transaction of business of the TAB shall consist of a majority of the appointed (voting) member positions that are filled at the time. This is the minimum number of members required to be present to open a meeting and conduct business.

E. *Action.* Any action by the TAB shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided by law or ordinance. A tie vote shall constitute failure of the motion on the floor.

F. *Town Board Liaison.* The Town Board may appoint one of its members as a liaison to the TAB, who shall receive copies of all notices, documents, and records of proceedings of the TAB which any member would also receive.

IV. OFFICERS
A. *Officers.* There shall be a Chair and a Vice Chair as selected by the TAB.

B. *Elections.* Officers shall be elected by the members annually, at the first regularly scheduled meeting of each year. Officers shall be members of the TAB. Notification of who is elected Chair and Vice Chair will be sent to the Town Clerk.

C. *Chair Responsibilities:*
   1. Preside at all meetings
   2. Ensure that all meetings are conducted with decorum and efficiency
   3. Call special meetings in accordance with the bylaws
   4. Authority to cancel a meeting
   5. Sign any documents prepared by the TAB for submission to the Town Board or town departments
   6. Represent the TAB in dealings with the Town Board or other organizations
   7. The Chair has the same right as any other member of the Board to vote on matters before the TAB, to move or second a motion, and to speak for or against proposals

D. *Vice-Chair Responsibilities:*
   1. Assist the Chair as requested
   2. Accept and undertake duties delegated by the Chair
   3. Preside over meetings or perform other duties of the Chair in the event the Chair is absent or unable to act

E. *Chair Pro Tem.* In the absence of the Chair and Vice-Chair at a given meeting, the TAB may elect a voting member to serve as Chair for the duration of that meeting.

V. **STAFF ROLE**

Assigned staff member for the Public Works Department is responsible for proper notification of meeting, preparation and distribution of agenda, assembly of packet and taking minutes for all meetings.

VI. **ATTENDANCE**

Regular attendance by the members of the TAB is expected. In the event any member misses three (3) consecutive regular meetings or a total of four (4) regular meetings in a calendar year, the Town Board may remove its appointed member for neglect of duty and designate a new member to fill the vacancy.

VII. **GENERAL PROVISIONS**

Recommendations for amendments to these bylaws may be adopted at any regular or special meeting of the TAB by a majority of the membership of the TAB provided that notice of such possible amendments is given to all members at least 5 days prior to the
meeting at which action is to be taken. Any amendments shall be subject to approval by the Town Board.

VIII. COMPLIANCE WITH TOWN POLICIES

A. In addition to these bylaws, the TAB shall operate in compliance with the adopted Town Board policy on Town Committees, Policy 102, as amended. The terms of this policy are incorporated into these bylaws by this reference. A copy of Policy 102, along with these bylaws, shall be provided to each member at the time of their appointment.

B. Failure to comply with applicable Town policies may be grounds for an official reprimand or censure by the TAB and/or a recommendation to the Town Board for removal.

IX. CONFLICT OF INTEREST:

All members of the TAB are subject to the standards of conduct under the State of Colorado Code of Ethics, Sections 24-18-101 et seq., C.R.S., and Article XXIX of the Colorado Constitution (Amendment 41). At the time of introduction of an individual item on the TAB agenda in which the member has a conflict of interest, the member shall state that he or she has a conflict of interest and then abstain from participating and voting on the matter. A member having a conflict of interest on any matter shall not attempt to influence other members of the TAB at any time with regard to said matter.

Adopted this ___ day of ______________, 2024

ESTES PARK BOARD OF TRUSTEES

By: __________________________
Mayor