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

BOARD OF TRUSTEES - TOWN OF ESTES PARK

Tuesday, May 28, 2024
7:00 p.m.

ACCESSING MEETING TRANSLATIONS

(Accediendo a las Traducciones de la Reunión)

To access written translation during the meeting, please scan the QR Code or click this link for up to 48 other languages (Para acceder a la traducción durante la reunión, par favor escanee el código QR o haga clic en el enlace para hasta 48 idiomas más):

https://attend.wordly.ai/join/UOFH-5928

Choose Language and Click Attend (Seleccione su lenguaje y haga clic en asistir)

Use a headset on your phone for audio or read the transcript can assist those having difficulty hearing (Use un auricular en su teléfono para audio o lea la transcripción puede ayudar a aquellos que tienen dificultades para escuchar).

The Town of Estes Park will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements for persons with disabilities. Please call (970) 577-4777. TDD available or use the link above to access audio or read the transcript.

ADVANCED PUBLIC COMMENT

By Public Comment Form: Members of the public may provide written public comment on a specific agenda item by completing the form found at https://dms.estes.org/forms/TownBoardPublicComment. The form must be submitted by 12:00 p.m. the day of the meeting in order to be provided to the Town Board prior to the meeting. All comments will be provided to the Board for consideration during the agenda item and added to the final packet.

PLEDGE OF ALLEGIANCE.
(Any person desiring to participate, please join the Board in the Pledge of Allegiance).

AGENDA APPROVAL.

PUBLIC COMMENT. (Please state your name and address).

TOWN BOARD COMMENTS / LIAISON REPORTS.

TOWN ADMINISTRATOR REPORT.

CONSENT AGENDA:

2. Town Board and Study Session Minutes dated May 14, 2024.
3. Estes Park Planning Commission Minutes dated March 19, 2024 (acknowledgment only).
4. Endorsing Town Attorney Dan Kramer for the Colorado Municipal League Executive Board.
5. Resolution 48-24 First Amendment to the Intergovernmental Agreement with Platte River Power Authority, Fort Collins, Loveland, and Longmont for Fiber Management $0.

6. Revised Policy 601 Purchasing Policy - Spending Authority & Limits.

7. Appointments to the Transportation Advisory Board:
   • Joan Hooper to complete the term of Mark Igel expiring March 31, 2025.
   • Wallace Wood to complete the term of Ann Finley expiring March 31, 2026.
   • Misti Marcantonio to a term expiring March 31, 2027.
   • Kristen Ekeren to a term expiring March 31, 2027.

REPORTS AND DISCUSSION ITEMS: (Outside Entities).

1. BASE FUNDING REPORT - SALUD FAMILY HEALTH, Vice President Morse.

ACTION ITEMS:

1. 6E FUNDING EXPENDITURE FOR CHILDCARE TUITION ASSISTANCE, Manager Bangs.
   Consider the funding request received from EVICS Family Resource Center to support tuition assistance.

2. INTERVIEW COMMITTEE FOR THE ESTES PARK HOUSING AUTHORITY BOARD OF COMMISSIONERS, Town Clerk Williamson.

REPORTS AND DISCUSSION ITEMS:

1. STATE REVOLVING FUND LOAN FOR WATER MAIN REPLACEMENTS, Director Bergsten.
   Report on the proposed use of a loan to finance water main replacements in Carriage Hills and along Joel Estes Drive with Spruce Knob Water Company.

2. GOVERNANCE ORIENTATION, Town Administrator Machalek.

REQUEST TO ENTER EXECUTIVE SESSION:
For discussion of specialized details of security arrangements or investigations Section 24-6-402(4)(d), C.R.S. – Regarding Board Security.

ADJOURN.
Town of Estes Park, Larimer County, Colorado, May 14, 2024

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 14th day of May, 2024.

Present: Gary Hall, Mayor
Marie Cenac, Mayor Pro Tem
Trustees Bill Brown
Kirby Hazelton
Mark Igel
Frank Lancaster
Cindy Younglund

Also Present: Travis Machalek, Town Administrator
Jason Damweber, Deputy Town Administrator
Dan Kramer, Town Attorney
Kimberly Disney, Recording Secretary

Absent: None

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

AGENDA APPROVAL.
Board discussion was heard on whether to add Governance Orientation to the end of the meeting, reschedule the item for an upcoming study session, or schedule multiple orientation session with no more than two Town Board members at a time. It was determined to reschedule Governance Orientation for a future meeting.

It was moved (Brown) to approve the Agenda with the addition of a discussion to allow public comment at study sessions, and the motion died for lack of a second.

It was moved and seconded (Cenac/Younglund) to approve the Agenda, and it passed unanimously.

PUBLIC COMMENTS.
John Meissner/Town citizen inquired what the Town and citizens could do to support searches for missing persons in Rocky Mountain National Park.

TRUSTEE COMMENTS.
Board comments were heard and have been summarized: The April Trustee Talk was held with discussion on 6E Funds; the Regional Elected Officials meeting was held with discussions on emergency responses; Rooftop Rodeo would be held July 6 through July 10, 2024; the Sister Cities Board met and discussed the upcoming reconnaissance trip with Vice Mayor Gonzalez of Monteverde, Costa Rica; increased community engagement for one-on-one meetings with Town Board members; Visit Estes Park met and discussed public access to Board minutes and packets, approved the CEO contract, the Estes Experiences event would be held to allow local workers to experience visitor activities, and Frozen Dead Guy Days fundraising opportunities for local non-profits; Estes Park Chamber of Commerce Economic Development and Workforce Council continues to provide entrepreneur trainings and programs and increasing investor development; and Estes Park Housing Authority Board of Commissioners would meet to discuss the implications of CHAFA potentially purchasing Fall River Village for workforce housing.

TOWN ADMINISTRATOR REPORT.
Town Administrator Machalek stated the Community Meet and Greet for Police Chief finalists would be held May 16, 2024. He also thanked Power & Communications for their response to recent weather events including snow and wind storms.

CONSENT AGENDA:
1. Bills.
2. Town Board Minutes dated April 23, 2024.
3. Transportation Advisory Board Minutes dated February 21, 2024 (acknowledgment only).
7. Reappointment of Guy ‘Wayne’ Newsom to the Estes Park Board of Adjustment for a term expiring March 31, 2027.

It was moved and seconded (Brown/Cenac) to approve the Consent Agenda with the removal of Consent Agenda Item #4 for discussion, and it passed unanimously.

Consent Agenda Item #4 Resolution 38-24 Contract with Wagner Construction Inc. for the Reclamation Neighborhood Improvements, $3,531,040 – Budgeted. Trustee Igel inquired whether items of this magnitude should be presented as Action Items for further discussion. Town Administrator Machalek provided background on the budgetary approval process which included budgeting for this project. Director Bergsten outlined additional background on the project to improve the roadways and water main in the Reclamation Neighborhood which was originally constructed as temporary housing. He highlighted public outreach, the outdated infrastructure of the neighborhood, impacts on the neighborhood and other entities, private service line replacements, project timelines, and roadway improvements included in the project. It was moved and seconded (Igel/Hazelton) to approve Resolution 38-24, and it passed unanimously.

Dick Spielman/Town citizen expressed his concern that the Consent Agenda was not displayed during the meeting for the public to view as opposed to using personal electronic devices.

REPORTS AND DISCUSSION ITEMS: (Outside Entities).

1. 2023 BASE FUNDING REPORT – CROSSROADS MINISTRY. Executive Director Schaffer provided a report on the base and annual funding for Crossroads Ministry. He highlighted the history, mission, and principles of Crossroads, program services, community partnerships, the level of impact on the community, continued support for individuals, philanthropy opportunities, and fundraising events.

2. 2024 NORTHERN COLORADO INTERSECTIONS REPORT. Community Foundation of Northern Colorado Director Bouchard and Program Officer Riesenberger presented the 2024 Northern Colorado Intersections report for regional well-being. They provided an overview of the Foundation, and highlighted the purpose of the report, pressures on the community including housing, water availability, and access to childcare and healthcare, the structure of the report, and key intersections identified in the report consisting of: nourishing, sheltering and caring, transacting, beautifying, connecting, and renewing. They further discussed how the report could provide insight for the future and what initiatives entities were currently reviewing and implementing. The Board discussed the availability of the report to other entities and the Community Foundations services in Estes Park.

3. TUITION ASSISTANCE IN THE ESTES VALLEY. Manager Bangs provided an overview of the tuition assistance resources available to the valley. The 2024 Annual Workforce Housing and Childcare Funding Plan calls for the use of 6E funds to support tuition assistance. She highlighted the cost of childcare versus tuition charged, and affordability of childcare for citizens. Options for tuition
assistance include: EVICS Family Resource Center Childcare Scholarship, Larimer County Childcare Fund, Colorado Childcare Assistance Program (CCAP), and Universal Preschool. As of February 2024, the Larimer County Department of Human Services implemented an enrollment freeze for CCAP due to budget constraints. Utilizing the number of families receiving assistance through the EVICS Childcare Scholarship at the time of the CCAP freeze, and the influx of families who need assistance in the summer, staff estimates $200,000 of 6E funds would be needed to address the need. Staff proposed bringing forward a funding request from EVICS Family Resource Center.

EVICS President Boatman and Interim Executive Director Miller provided the 2023 EVICS Family Resource Center Tuition Assistance Report. They highlighted the history of EVICS, qualifications for tuition assistance, the importance of consistent quality childcare, and impacts a family can encounter if childcare costs are not supported. The Board discussed impacts should EVICS not employ a childcare resource manager, current staffing at EVICS, whether the upcoming 6E funding request would solely support tuition assistance, if 6E funds were negatively impacting the ability to obtain tuition funding through other means, how additional funds were obtained to support tuition assistance in 2023, the number of children under the age of five in Estes Park, estimated 6E funds for 2024, and the allocation process of 6E funds for childcare.

**ACTION ITEMS:**

1. **RESOLUTION 41-24 SUPPLEMENTAL BUDGET APPROPRIATIONS #3 TO THE 2024 BUDGET.** Director Creamean provided an overview of the third amendment to the 2024 budget which included appropriations for 1A Sales Tax extension funds to the Wildfire Mitigation Fund, the Trails Improvement and Extension Funds, Street Improvement Fund, and Stormwater Fund. He outlined the appropriation for the Enterprise Resource Planning (ERP) project would be funded by the Community Reinvestment Fund, Power and Communications Fund, and Water Fund. An increase to the General Fund due to receiving the Revitalizing Main Street grant from the State. Several errors were identified in the budget as follows: due to system errors some purchase orders and projects were rolled over and included incorrectly in budget amendment #2, certain items were recorded in 2023 accounts payable which were no longer needed and resulted in a net reduction of $800,533, and an error in the budgeting software calculated the 2024 payroll incorrectly for some employees; this was previously discussed with the Town Board during policy governance reporting on April 9, 2024 and April 23, 2024. The Board discussed the estimated amount to fully fund the Trolley Barn project, clarifications on the process for fund balances and appropriations, the use of the workforce housing regulatory linkage fee, staff actions to reduce future errors, and whether the new ERP system would address communication and calculation issues which have occurred. It was moved and seconded (Hazelton/Cenac) to approve Resolution 41-24, and it passed unanimously.

   John Meissner/Town citizen stated his appreciation that the errors were identified but questioned if there may be additional errors not discovered by staff.

2. **RESOLUTION 42-24 CONTRACT WITH TYLER TECHNOLOGIES FOR ACCOUNTING SOFTWARE ACQUISITION AND IMPLEMENTATION.** ERP Manager Hudson presented a resolution to contract with Tyler Technologies for implementation of the core accounting software. The 2023 Needs Assessment Report identified the need to replace the accounting software and in December 2023, a Request for Proposals was issued with nine proposals submitted and reviewed by staff. Software demonstrations were provided to several Town departments and it was recommended to contract with Tyler Technologies for core accounting, fleet management, purchasing, accounts payable, miscellaneous accounts receivable, inventory, general ledger, and reporting software. He highlighted the advantages, disadvantages, and financial implications of the contract. The Board questioned if the software was new, what was included with the implementation services, the annual costs, ongoing
customer service support, previous experiences with Tyler Technologies, and risks of cloud-based services opposed to server based. It was moved and seconded (Igel/Cenac) to approve Resolution 42-24, and it passed unanimously.

It was moved and seconded (Hazelton/Brown) to extend the meeting past 10:00 p.m., and it passed with Mayor Pro Tem Cenac voting “No”.

3. RESOLUTION 43-24 CONTRACT WITH SPRYPOINT SERVICE, INC. FOR UTILITY BILLING SOFTWARE ACQUISITION AND IMPLEMENTATION. ERP Manager Hudson presented a resolution to contract with SpryPoint Service Inc. for implementation of utility billing software. The 2023 Needs Assessment Report identified the need to replace the accounting software and in December 2023, a Request for Proposals was issued with nine proposals submitted and reviewed by staff. Software demonstrations were provided to a number of Town departments and it was recommended to contract with SpryPoint Service Inc. for utility billing and customer online payment portal software. He highlighted the advantages of the SpryPoint software and it was moved and seconded (Igel/Lancaster) to approve Resolution 43-24, and it passed unanimously.

4. RESOLUTION 44-24 CONTRACT WITH RATP DEV USA, INC. FOR 2024 OPERATION OF THE PEAK’S RED ROUTE. Manager Klein presented a resolution to contract with RATP Dev USA, Inc. for the 2024 operation of the Peak’s Red Route from May 24, 2024 through October 20, 2024. The Town utilizes the same third-party transit provider as Rocky Mountain National Park (RMNP) and RMNP has continued their contract with RATP Dev through 2028. As allowed by the adopted Finance Policies and Procedures Manual, section 3.7.3, staff intends to dovetail with RMNP’s contract for 2024 services. He stated a separate contract with RATP Dev would be presented to the Town Board following receipt of the grant agreement with CDOT for the Federal Transit Administration 5311 grant funds. He provided 2023 ridership and detailed the adjustment to hours of operation for the route due to a lack of ridership during the early morning hours. The Board discussed anticipated costs of the remaining routes to come before the Board, cost adjustments from 2023, and the operating hours of the express route. It was moved and seconded (Hazelton/Cenac) to approve Resolution 44-24, and it passed unanimously.

5. RESOLUTION 45-24 INTERGOVERNMENTAL AGREEMENT WITH CDOT FOR 2024 THE “BUSTANG TO ESTES” TRANSIT SERVICE. Manager Klein presented a resolution to contract with CDOT for the 2024 operation of “Bustang to Estes” transit service. Bustang, the interregional express bus service, connects commuters along the I-25 and I-70 corridors. Since 2019, and expanded in 2021, the Town, CDOT, and RMNP have partnered for Bustang operations from Denver’s Union Station to Estes Park. Bustang would begin service to Estes Park on May 27, 2024 ending October 1, 2024 and comes at no cost to the Town. The Board discussed the 2023 ridership and increases from previous years, access to RMNP, and Park admission fees. It was moved and seconded (Igel/Cenac) to approve Resolution 45-24, and it passed unanimously.

6. RESOLUTION 46-24 CONTRACT WITH COULSON EXCAVATING COMPANY INC FOR THE 2024 OVERLAY & PATCHING PROGRAM. Engineer Wittwer presented a resolution to contract with Coulson Excavating Company Inc. for the 2024 Overlay & Patching Program. At the February 27, 2024 Study Session, staff presented plans to maintain the condition of Town roads at an overall system-wide Pavement Condition Index of 80. A Request for Proposals was published on March 21, 2024 and four bids were received. Martin Marietta submitted the low bid for the 2024 project year, however, due to previous dissatisfaction with Martin Marietta’s performance and management during 2023, staff recommended the contract be awarded to the next lowest bid from Coulson Excavating. He highlighted the scope of work, reconstruction of Pine Knoll Drive, and minimal construction impacts. The Board requested clarifications on the timeline for West
Elkhorn Avenue construction and discussed review of the previous contractor’s performance and the Town’s experience with Coulson Excavating.

Ken Carter/Chief Estimator for Martin Marietta spoke to the Town’s dissatisfaction of work performed during 2023 and the delay in receiving notification until the 2024 bid process and acknowledged the issues were addressed, noted other work the company has completed in the Town, and inquired whether their bid would have been dismissed if the next lowest bid was excessively higher.

The Board further discussed the letter sent by Martin Marietta, additional scrutiny the Board conducted in reviewing the contract, and providing review of contracted work to contractors on a timelier basis. It was moved and seconded (Lancaster/Hazelton) to approve Resolution 46-24, and it passed with Trustee Brown voting “No”.

7. RESOLUTION 47-24 CONTRACT WITH DIETZLER CONSTRUCTION CORPORATION FOR GRAVES AVENUE SAFE ROUTES TO SCHOOL IMPROVEMENTS PROJECT. Engineer Wittwer presented a resolution to contract with Dietzler Construction Corporation for the Graves Avenue Safe Routes to School Improvements Project. Currently, Graves Avenue does not have sidewalks or trails along its entirety to connect Colorado Highway 7 and Community Drive. Graves Avenue has a central location to provide safe routes for pedestrians to travel from CO 7 to public amenities including the Estes Park Schools and Estes Valley Community Center. A Request for Proposals was published and after three weeks of advertising, two bids were received. Staff has confirmed the production capabilities and experience of the contractor. He highlighted federal funds received in 2019 and the difference of staff cost estimates from the proposed amount. The Board discussed what constitutes a trail versus a sidewalk and the use of 1A Sales Tax Revenue. It was moved and seconded (Igel/Younglund) to approve Resolution 47-24, and it passed unanimously.

8. INTERVIEW COMMITTEE FOR THE ESTES PARK PLANNING COMMISSION. Town Clerk Williamson presented the Interview Committee for the Estes Park Planning Commission (EPPC). To address vacancies on a Board or Commission, per Policy 101, the Town Board may appoint members of the Board to an interview committee. The EPPC consists of five-members with two vacancies currently. The Clerk’s Office has advertised the vacancies and has received three applications. It was moved and seconded (Younglund/Cenac) to appoint Mayor Hall and Trustee Lancaster to the Estes Park Planning Commission Interview Committee, and it passed unanimously.

REQUEST TO ENTER EXECUTIVE SESSION:
Trustee Lancaster inquired whether the executive session could be continued to May 28, 2024 and after discussion of the importance of the executive session, it was moved and seconded (Lancaster/Cenac) to continue the Executive Session to May 28, 2024, and it passed with Trustees Hazelton and Younglund voting “No”.

Whereupon Mayor Hall adjourned the meeting at 10:35 p.m.

Gary Hall, Mayor

Kimberly Disney, Recording Secretary
Minutes of a Study Session meeting of the TOWN BOARD of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in the Board Room in said Town of Estes Park on the 14th day of May, 2024.

Board: Mayor Hall, Trustees Brown, Cenac, Hazelton, Igel, Lancaster, and Younglund

Attending: All

Also Attending: Town Administrator Machalek, Deputy Town Administrator Damweber, Town Attorney Kramer, and Town Clerk Williamson

Absent: None.

Mayor Hall called the meeting to order at 4:30 p.m.

BIG HORN PARKING STRUCTURE DESIGN CONSIDERATIONS FOR 3RD AND 4TH LEVEL. Director Muhonen presented three options for the construction of a parking structure at the corner of Cleave Street and Big Horn Avenue. Option 1 proposed a two-level microstructure consisting of ground level parking accessed from Cleave Street, an additional level accessible from Big Horn Drive with an estimated 40-45 new parking spaces and $2 million to construct. Option 2 would create a three-level structure with an additional level accessible from Big Horn Drive, an additional 40-45 spaces on the third level and an estimated $4 million to construct. Option 3 would consist of design only for a future fourth level to accommodate residential housing units with no additional parking, elevator design, foundation and structural elements for housing, and a construction cost element of $8 million. Increased flexibility would allow staff to implement construction in phases and adapt to changing needs for parking and/or housing. Financing for the project would be dependent on the option supported; however, Town parking revenues consist of $190,000 that could be used for design. Additional funding would be needed to pay for the design of Options 2 and 3. The annual operational costs would increase by $15,000 for Facilities to maintain the structure. Staff requested input on a preferred option to be incorporated into a Request for Proposal for the design of the parking structure and future budget requests.

Board discussion was heard and has been summarized: questioned if the number of housing units had been identified; the need for ADA accessible parking located on the first level of the parking structure due to the slope of Big Horn Drive; use of the parking garage by residents and businesses; questioned the clearance for ADA vans in the lower-level; structural design capable of converting into future housing; neighborhood impact concerns; and interest in an RFP with additional alternates to provide information on other costs associated with Option 3.

Staff would issue an RFP for Option 2 with an additional alternate to consider design costs for Option 3.

RELIEF FOR DOWNTOWN BUSINESS IMPACTS FROM CONSTRUCTION. Town Administrator Machalek provided a brief review of the $42 million “Downtown Estes Loop” project which leverages a Town investment of $5.71 million to improve access to Rocky Mountain National Park by reducing traffic congestion in downtown Estes Park. Construction by partner agencies, Central Federal Lands Highway Division and the Colorado Department of Transportation, began in the spring of 2023 with completion estimated by January 2025. With construction at its most impactful phase and with widespread disruption to traffic, businesses in the downtown core have reported financial losses attributed to the construction activities. Sales tax receipts for
the first two months of the year have been down 8.71% from the same period in 2023. Staff presented options for the Board’s consideration to provide relief to downtown businesses, including direct financial aid payments similar to relief provided during COVID-19, sales tax rebate program, Town utility assistance, marketing match, and a one-time moratorium on paid parking in 2024. It was noted that any program developed would not fully compensate businesses for losses during the construction.

Board discussion followed and has been summarized: the impacts to the local businesses are greater than the downtown businesses due to the totality of the construction within and around Estes Park; questioned if businesses downtown pay utilities; could relief be provided by other partner agencies such as CDOT; concern was raised on the loss of future year visitation and how to encourage return visits; marketing the community through VEP and reminding visitors the construction would be temporary; utilizing criteria to evaluate the business loss was successful during COVID and could be developed for the construction impact; marketing that the Town remains open would benefit the entire community; a moratorium on paid parking for 2024 may have the opposite impact with employees rather than visitors using the parking spaces; a moratorium on parking would increase frustration of visitors circling for open spaces; questioned what the threshold should be for providing support to businesses in the current circumstances and future situations; the Town created the impact and negative situation and should consider a one-year moratorium on paid parking for 2024 as a good will offer to the visitors; would support the development of talking points for businesses and staff to assist in addressing the issue in a positive manner; potential sales tax relief with a cap for individual businesses would be the fiduciarily responsible option; validating parking could assist with the paid parking element; marketing takes time and may not be impactful for the 2024 season;

Public comment was heard from Chuck Scott/Coffee on the Rocks, Colleen DePasquale/Estes Park Chamber of Commerce, John Meissner/Town citizen, and Val Thompson/You Need Pie stating concern with the lack of urgency to complete construction especially the Moraine Avenue wall; daily comments have been received by the Chamber regarding the impact to revenues; efforts to identify grant funding for additional marketing continue; the impacts to businesses are significant and well exceed what the Town could support; commented the Town should have had the forethought to set aside funds to support the businesses during construction; and visitors to the community state Estes Park has become unfriendly due to paid parking, the Park reservation system, construction, etc.

Additional comments included the need to encourage use of the trolley and other outlying parking options versus parking downtown; request the support of the Estes Park Chamber of Commerce for any distribution of the direct payments to businesses; requested a review of the sales tax numbers for the Colorado Association of Ski Towns (CAST) communities to determine how the current economy and construction are impacting similar communities; a moratorium on paid parking would make a large news impact; and service industry businesses do not collect sales tax.

Board conversation was heard to provide the staff direction on next steps and included a consensus against a moratorium on paid parking, support for additional marketing of the community, provide relief funding to businesses similar to the efforts used during COVID, continue outreach with partner agencies to complete necessary construction before Memorial Day and support the Mayor in writing a letter to Governor Polis.

GOVERNANCE ORIENTATION.
The Board requested the item be moved to the regular session.

TRUSTEE & ADMINISTRATOR COMMENTS & QUESTIONS
Trustee Lancaster requested a future discussion on licensing arborist within town limits and requiring certification and worker’s compensation. With insurance companies requiring the removal of trees within 30 feet of homes, it would benefit the community to
have trained, certified, and skilled individuals performing the work. He stated other communities in Colorado require certification for licensing.

Mayor Hall requested a discussion on reorganizing Trustee Talks to include the Mayor attending each with one other Trustee in lieu of a separate Mayor Talk.

**FUTURE STUDY SESSION AGENDA ITEMS.**
It was determined to add Mayor/Trustee Talk and Bed & Breakfast and Vacation Home Cap discussions for May 28, 2024, Guiding Policy for the Implementation of the Electric Vehicle Infrastructure and Readiness Plan and Occupancy Limit Code Changes to Comply with New State Law on June 11, 2024, next steps for the Town-owned parcel at Elm Rd and Moraine Ave on June 25, 2024, Capacity Improvements along the Big Thompson and Fall River for September 10, 2024, and Arborist Licensing, Liquor Licensing Process and Curb and Gutter Philosophy to Approved/Unscheduled.

There being no further business, Mayor Hall adjourned the meeting at 6:49 p.m.

Jackie Williamson, Town Clerk
Town of Estes Park, Larimer County, Colorado, March 19, 2024

Minutes of a Regular meeting of the ESTES PARK PLANNING COMMISSION of the Town of Estes Park, Larimer County, Colorado. Meeting held in said Town of Estes Park on March 19, 2024.

Commission: Chair Matt Comstock, Vice-Chair Matthew Heiser, Charles Cooper, Chris Pawson, David Shirk

Attending: Chair Comstock, Vice-Chair Heiser, Commissioners Cooper, Shirk, Community Development Steve Careccia, Senior Planner Paul Hornbeck, Recording Secretary Karin Swanlund, Town Attorney Dan Kramer, Town Board Liaison Barbara MacAlpine

Absent: Pawson, Shirk

Chair Comstock called the meeting to order at 1:30 p.m. There were eight people in attendance.

AGENDA APPROVAL
It was moved and seconded (Heiser/Cooper) to approve the agenda. The motion passed 3-0.

INTRODUCTIONS

PUBLIC COMMENT: none

CONSENT AGENDA APPROVAL
It was moved and seconded (Cooper/Heiser) to approve the consent agenda. The motion passed 3-0.

ACTION ITEMS

Election of Officers:

It was moved and seconded (Heiser/Cooper) to table the item to the next scheduled Planning Commission meeting. The motion passed 3-0.

Development Plan Dream View Inn on Fall River Senior Planner Hornbeck Hansen/Dale LLC, owner/applicant

The proposed development includes 11 new accommodation units in four buildings and one existing cabin. Also proposed is a swimming pool, laundry facility, and guest parking. On-site development is limited to Lot 1, where topography, while considerable, is less steep than that of Lot 2, where no development is proposed. Off-site improvements include replacing the private access drive and bridge on the property to the east. Staff recommended approval of the Dream View Development Plan and Minor Modification requests, subject to the following conditions:

1. All staff and outside agency comments shall be addressed prior to issuance of the first building permit;

2. Applicant shall have a Traffic Impact Analysis (TIA) or Traffic Letter accepted by CDOT prior to issuance of a building permit;

3. A CDOT State Highway Access Permit must be issued prior to beginning any work in the Fall River Road ROW and prior to issuance of a building permit. A Town ROW permit is also required based on the CDOT Access Permit;

4. Floodplain Development Permit (FDP) shall be provided and approved before Construction Plans are submitted;
5. The Floodplain Development Permit (FDP) and bridge design submittal shall be approved prior to the Town Engineer signing the Development Plan;

6. Construction plans shall be approved prior to issuance of first building permit;

7. No Certificates of Occupancy (COs) will be approved until the off-site bridge is constructed and the FDP is closed out;

8. An erosion control plan sheet shall be required with the construction plans for the development, in accordance with the Mile High Flood District Urban Storm Drainage Criteria Manual and other current standards. The erosion control measures must be installed prior to beginning any grading or work on the site;

9. A Colorado Department of Public Health and Environment COR400000 Construction Stormwater Discharge Permit is required and must be in place prior to beginning any grading or work on the site;

10. Density Agreement shall be recorded prior to issuance of first building permit;

11. Landscape Plan shall be finalized with the Development Plan in accordance with staff comments prior to the Development Plan being signed by the Planning Commission Chair;

12. Reciprocal parking license shall be amended to guarantee the use of off-site parking for a minimum of 10 years in accordance with EPDC §7.11.G.1.d and be recorded prior to issuance of the first building permit;

13. All exterior light fixtures shall be dark sky compliant in accordance with EPDC §7.9; and

14. Trees and vegetation shall be protected in accordance with EPDC §7.3 and as depicted on the Landscape Plan.

Vice-Chair Hieser stated that he has a business relationship with the applicant and that no discussion of this project has occurred.

Discussion:
David Bangs, Trail Ridge Consulting Engineers, was available to answer questions. Stormwater drainage will collect on the northeast end of the parking areas. Most flow is captured in curb and gutter and rock bed and dispersed through vegetation before discharge into the river.

Attorney Kramer explained that the number of conditions included was to speed up the approval. The Commission can continue the project; however, if the review criteria are met, moving forward with the conditions is okay. A suggestion was made that a Planning Commission Resolution could help simplify this type of situation in the future.

Chair Comstock had concerns with the removal of trees. Code states that if you remove one, you need to replace it with two. It was explained that an exception to this is for expressly approved construction activity (7.3.d.5 of the Development Code).

Borrowing parking and dumpster use from the adjacent property, which the same owner owns, was discussed. The Development Code requires use of off-site parking which must be guaranteed for a minimum of 10 years. The density agreement will run with the land.

Public Comment: none

Heiser spoke on future developments like this, stating that challenges should not restrict owners from utilizing their property. This plan works well with the land.
Bob Choat, legal counsel for the applicant, explained the exception of the tree replacement to the Commission, stating that it encourages good planning and doesn’t swallow the rule.

**It was moved and seconded** (Heiser/Cooper) to approve the Development Plan and Minor Modifications, according to findings recommended by Staff, including the findings listed throughout the Staff Report and with the conditions recommended by Staff.  
**The motion passed 3-0.**

**REPORTS:**  
Development Code rewrites will be discussed with the Town Board on March 26, emphasizing the RFP. A complete rewrite would be preferred.

With two open positions and only one applicant, filling the positions for the Planning Commission is actively being discussed.

There being no further business, Chair Comstock adjourned the meeting at 2:40 p.m.

_______________________________  
Chair Comstock

_______________________________  
Karin Swanlund, Recording Secretary
Memo

To: Honorable Mayor Hall
   Board of Trustees

From: Town Attorney Dan Kramer

Date: May 28, 2024

RE: Endorsing Town Attorney Dan Kramer for the Colorado Municipal League Executive Board

Objective:
Endorse Town Attorney Dan Kramer to serve on the Colorado Municipal League Executive Board.

Present Situation:
The Colorado Municipal League (CML) is governed by its Executive Board, which develops its goals and strategic direction, determines its positions, and generally oversees the organization. The Executive Board is composed of 21 municipal officials representing different categories of cities and towns based on size. Estes Park qualifies as a small municipality, and three seats representing small municipalities are up for election of the CML membership at the CML Annual Conference next month. To apply for a position, a municipal official must be endorsed for it by their municipal board.

I serve as the Town’s representative on CML’s Policy Committee, which I have found to be a fruitful way to advocate for the Town’s positions and, in a small way, influence the formation of state law. Based on my participation on that committee, CML staff and board members have encouraged me to apply for the Executive Board. They have noted in particular the current need for more attorneys to participate. Trustee Lancaster formerly served on the Executive Board when he was Town Administrator, and he and I have discussed this. The role involves a monthly meeting, and I do not expect it to be a significant demand on my time.

Unfortunately, I will be unable to attend the Annual Conference this year, when the board members are selected. If enough officials apply to require a contested election, I may ultimately withdraw for this year due to my absence.

Proposal:
Approve a letter endorsing Town Attorney Dan Kramer for the CML Executive Board.

Advantages:
My participation on the Policy Committee very quickly integrated me into CML’s decision-making and fostered connections with municipal leaders across the state. This relationship building has helped me gather information on the Town’s behalf and has positioned the Town to influence state policy when we decide to assert our interests. I expect serving on the Executive Board would bring these benefits to a new level. I also see value in strengthening the connections between CML and the membership of the Colorado Association of Ski Towns, working together to advocate for useful laws for mountain towns. More generally, I believe the Town improves its ability to serve its residents when we work in collaboration with other local governments to give us more options and tools to meet our needs, and when we collectively question potential state policies that would be unworkable or unpractical for us to implement.

**Disadvantages:**
Expense of attorney time; however, the time commitment would be manageable and would be kept to a reasonable level commensurate with the value brought to the Town.

**Action Recommended:**
Approve and authorize the Mayor to sign the letter of endorsement of Town Attorney Dan Kramer to the CML Executive Board in substantially the form now before the Board.

**Finance/Resource Impact:**
None.

**Level of Public Interest**
Low.

**Sample Motion:**
I move to approve and authorize the Mayor to sign the letter of endorsement of Town Attorney Dan Kramer to the CML Executive Board in substantially the form now before the Board.

**Attachments:**
1. Letter of Endorsement of Town Attorney Dan Kramer to the CML Executive Board.
May 28, 2024

CML Nominating Committee  
1144 Sherman Street  
Denver, Colorado 80203  
VIA EMAIL

Dear Committee Members:

The Board of Trustees for the Town of Estes Park endorses the application of Town Attorney Dan Kramer for nomination to the Colorado Municipal League’s Executive Board for the slate of nominees who are to be voted on by the membership at the 2024 CML Annual Business Meeting.

Sincerely,

Mayor Gary Hall  
Town of Estes Park
Memo

To: Honorable Mayor Hall
   Board of Trustees

Through: Town Administrator Machalek

From: Reuben Bergsten, Utilities Director

Date: May 28, 2024

RE: Resolution 48-24 First Amendment to the Intergovernmental Agreement with Platte River Power Authority, Fort Collins, Loveland, and Longmont for Fiber Management, $0

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☒ CONTRACT/AGREEMENT ☒ RESOLUTION ☐ OTHER______________

QUASI-JUDICIAL ☐ YES ☒ NO

Objective:
To ensure proper accounting of PRPA (Platte River Power Authority) fiber asset revenues generated from PRPA owned long-haul fiber.

Present Situation:
PRPA owns miles of fiber optic cable connecting Estes Park, Fort Collins, Loveland, and Longmont. Though primarily used for electric operations, the excess fiber is leased to monetize the asset.

In 2019, an Intergovernmental Agreement was established to set operational procedures and organizational oversight for the joint use of fiber. Additionally, an account was set up for PRPA to hold long-haul lease revenues while the PRPA owner communities considered how they could convey ownership of long-haul fiber to the municipalities and distribute the lease revenues in an equitable manner. With no clear need to convey ownership of long-haul fiber, no equitable disbursement long-haul fiber ownership was ever established.

Since municipalities had no need to own long-haul fiber, they never developed a fair method for conveying ownership or lease revenues.

Proposal:
This first Amendment allows PRPA to properly record the proceeds of their excess leased fiber as revenues.

Advantages:
• Allows PRPA to correctly record revenues generated from PRPA assets
• Creates revenue from excess fiber and the revenue helps cover PRPA’s operations and maintenance costs

**Disadvantages:**
• None

**Action Recommended:**
Staff recommends approval of this agreement.

**Finance/Resource Impact:**
$0. No impact to the Town’s budget. This agreement releases PRPA revenues for PRPA expenditures.

**Level of Public Interest**
Low

**Sample Motion:**
I move for the **approval/denial** of Resolution 48-24.

**Attachments:**
1. Resolution 48-24
2. First Amendment to the IGA
RESOLUTION 48-24

A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT FOR FIBER MANAGEMENT

WHEREAS, Platte River Power Authority (PRPA) and the PRPA owner municipalities entered into an Intergovernmental Agreement for Fiber Management in 2019 (“Fiber IGA”); and

WHEREAS, the owner municipalities and Platte River pondered an equitable conveyance of PRPA’s ownership of the excess fiber long-haul to the owner municipalities; and

WHEREAS, the Fiber IGA defines a process for collecting and holding lease revenue from the lease of excess long-haul fiber in a Long-Haul Fiber Account, which PRPA would equitably distribute with a future equitable conveyance of excess long-haul fiber; and

WHEREAS, no equitable ownership distribution of the excess long-haul fiber has been developed; and

WHEREAS, the current method of recording the revenues and expenses lacks proper accounting transparency and clarity; and

WHEREAS, no municipal need exists requiring ownership conveyance from PRPA to the municipalities; and

WHEREAS, PRPA continues to own, operate, maintain, and perform capital replacement of the long-haul fiber; and

WHEREAS, it is righteous for revenues generated from PRPA assets to be recorded as PRPA revenues; and

WHEREAS, the revision to the Fiber IGA allows for revenues generated from PRPA long-haul fiber assets to be recorded as PRPA revenues.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

The Board approves and authorizes the Mayor to sign the agreement referenced in the title of this resolution in substantially the form now before the Board.

DATED this _______ day of ________________, 2024.

TOWN OF ESTES PARK

ATTEST:

Mayor

______________________________
Town Clerk

APPROVED AS TO FORM:

______________________________
Town Attorney
April 18, 2024

BY EMAIL:

The Town of Estes Park          Dan Kramer (dkramer@estes.org)
City of Fort Collins            Cyril Vidergar (cvidergar@fcgov.com)
City of Longmont                Jaime Roth (Jaime.Roth@longmontcolorado.gov)
City of Loveland                Laurie Wilson (Laurie.Wilson@cityofloveland.org)

Re: First Amendment to Intergovernmental Agreement for Fiber Management between the Town of Estes Park, City of Fort Collins, City of Longmont, City of Loveland and Platte River Power Authority

Dear Representatives,

The owner communities and Platte River entered into an Intergovernmental Agreement for Fiber Management in 2019 ("Fiber IGA").

The Fiber IGA defines the process for collecting lease revenue from the long-haul fiber assets. At the time the Fiber IGA was signed, the owner communities took ownership of their local fiber rings. The owner communities and Platte River discussed the possibility of conveying ownership of the excess fiber within the long-haul to the owner communities. As a temporary solution, the Fiber IGA created a separate account (Long-Haul Fiber Account) on Platte River’s books for the revenues while a distribution was considered. Long-haul expenses approved by the Fiber Optic Executive Committee ("Committee") outside of the Fiber Optic Accounting Policy were offset to this account.

An equitable distribution of the excess fiber within the long-haul has not occurred and Platte River continues to own, operate, and maintain the long-haul fiber assets. As a result, revenues must be retained by Platte River to maintain the assets and to comply with accounting practices. The revenues collected from leasing these assets must be recorded as income, and the cost for new fiber assets, upgrades or replacements, must be properly recorded as a capital asset or expense, not netted in a “balance sheet” account only.

The manner of recording the revenues and expenses today does not provide proper accounting and transparency. The Platte River board-approved Fiber Optic Accounting Policy requires Platte River to maintain these assets as part of its bulk electric system for reliability. The corresponding revenues from the leases on the long-haul must remain with Platte River. Platte River continues to invest and ensure a robust and reliable fiber optic network system and bulk electric system.

At the Committee meeting on Monday, April 8, 2024, the Committee recommended approval of an Amendment to the Fiber IGA. The Amendment removes the requirement for Platte River to maintain long-haul license revenues in a separate Long-Haul Fiber Account.

The Amendment is attached for your governing body to review and approve as appropriate. After all parties have approved the Amendment, Platte River will send the Amendment through DocuSign for signatures.
Thank you,

Caroline B. Schmiedt
Senior Counsel
Platte River Power Authority

Enclosure

Copies Only:

Town of Estes Park
Reuben Bergsten
rbergsten@estes.org

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Monica Mecca
mmecca@estes.org

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Jeff Grant
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Esther Velasquez
velasquez@prpa.org

Contract Administration
contractadmin@prpa.org
FIRST AMENDMENT TO
INTERGOVERNMENTAL AGREEMENT FOR FIBER MANAGEMENT

This First Amendment to the Intergovernmental Agreement for Fiber Management ("Amendment") is made and entered into ___________________, (the “Effective Date”) by and between The Town of Estes Park ("Estes Park"), the City of Fort Collins ("Fort Collins"), the City of Longmont ("Longmont"), the City of Loveland ("Loveland"), collectively the "Municipalities," individually a "Municipality," and Platte River Power Authority ("Platte River"), sometimes individually referred to in this Amendment as a “Party” and collectively as the “Parties.”

RECITALS

A. The Parties entered into an Intergovernmental Agreement for Fiber Management, dated May 15, 2019, ("Fiber IGA").

B. To conform with standard accounting practices the Parties desire to amend the Fiber IGA to remove the Long-Haul Fiber Account as a separate account maintained by Platte River.

AGREEMENT

1. Section 4.B of the Fiber IGA is amended to delete the language shown in strikeout below:

   4.B The Executive Committee consists of the utility or broadband directors of each of the four Municipalities and Platte River’s General Manager, each of whom shall have one vote. Provided, however, that Platte River shall have the final decision-making authority with respect to decisions of the Executive Committee that impact the reliability of Platte River’s electric system. The Executive Committee will meet as necessary or as requested by members of the Executive Committee. The Executive Committee will evaluate Platte River’s fiber management, provide policy direction to Platte River relating to the leasing of Excess Fiber on the Long-Haul and operation of the Long-Haul Fiber Account, resolve any disputes that arise in the management of the Fiber Optic Network and address any other policy issues that require executive decision-making authority.

2. The first paragraph of Section 9 of the Fiber IGA is amended to delete the language shown in strikeout below and add the new language shown in underlined, contrasting font:


   In October 1998, the Platte River Board of Directors adopted Resolution 17-98 which authorized the General Manager to negotiate dark fiber leases on behalf of the Municipalities. Since that time, Platte River has been leasing dark fiber within the Local Loops in Fort Collins, Loveland and Estes Park to third parties and returning the revenue associated therewith to the Municipality within whose electric service area the leased dark fiber is located. Platte River maintains ownership of dark fiber the Excess Fiber within the Long-Haul to cover its operating expenses, and will retain revenues from Long-Haul leases.
3. **Section 9.d** of the Fiber IGA is deleted.

9.d So long as Platte River retains ownership of the Excess Fiber within the Long-Haul, net revenues (gross revenues less administrative expenses deducted in accordance with Section 6 of this Agreement) from Long-Haul Leases shall be maintained in an account to be managed by Platte River for the benefit of the Municipalities (the “Long-Haul Fiber Account”). The Long-Haul Fiber Account shall be used by Platte River, in a manner consistent with the policy direction provided by the Executive Committee, to pay for expenses associated with the Long-Haul which are not covered in the Fiber Optic Network Accounting Policy, including, but not limited to easement acquisition and technology upgrades to, or expansion of, the Long-Haul. Expenses shall not exceed the balance in the account. In the event that ownership of the Excess Fiber within the Long-Haul is transferred to the Municipalities, funds remaining in the Long-Haul Fiber Account shall be transferred with such ownership in the same proportion (i.e., if ownership is transferred to each Municipality equally, the account balance shall be distributed equally); and

SIGNATURE PAGES FOLLOW
SIGNATURES

PLATTE RIVER POWER AUTHORITY

By: ____________________________
    General Manager/CEO

ATTEST:

By: ____________________________
    Secretary

APPROVED AS TO FORM:

By: ____________________________
    Senior Counsel

TOWN OF ESTES PARK, COLORADO

By: ____________________________
    Mayor

Date: ________________

ATTEST:

By: ____________________________
    Town Clerk

APPROVED AS TO FORM:

By: ____________________________
    Town Attorney

CITY OF FORT COLLINS, COLORADO

By: ____________________________
    City Manager

Date: ________________

APPROVED AS TO FORM:

By: ____________________________
    Deputy City Attorney
CITY OF LOVELAND, COLORADO

By: ____________________________
    City Manager

Date:____________________

APPROVED AS TO FORM:

By: ____________________________
    Assistant City Attorney

CITY OF LONGMONT, COLORADO

By: ____________________________
    Mayor

Date:____________________

APPROVED AS TO FORM AND SUBSTANCE:

By: ____________________________
    Director of Longmont Power & Communications

APPROVED AS TO FORM:

By: ____________________________
    Assistant City Attorney

PROOFREAD:

By: ____________________________
Memo

To: Honorable Mayor Hall
   Board of Trustees

Through: Town Administrator Machalek

From: Jeremy Creamean, Finance Director

Date: 5/28/2024

RE: Revised Policy 601 Purchasing Policy – Spending Authority & Limits

(Mark all that apply)

☐ PUBLIC HEARING  ☒ ORDINANCE  ☐ LAND USE
☐ CONTRACT/AGREEMENT  ☐ RESOLUTION  ☒ OTHER Policy

QUASI-JUDICIAL  ☐ YES  ☒ NO

Objective:
Finance staff is seeking Town Board approval to amend Finance Policy 601 to reflect the recent Internal Services reorganization, including creating spending authority for the new Internal Services Director position at the $30,000 level. Furthermore, we are seeking approval to remove the spending authority from the Mobility Services Manager position, which no longer exists. While some other positions moved, there are no changes to those positions spending authority.

Present Situation:
As currently written, Policy 601 does not give the new Internal Services Director any spending authority. Policy 601 also allows spending authority for a position that no longer exists. Positions under the Internal Services Director are still in the original department.

Proposal:
Staff is seeking to create a proper level of spending authority for the new Internal Services Director position of $30,000. Staff is seeking to remove spending authority from a position that no longer exists. Staff is also seeking to move positions (without changing their spending authority) under the new Internal Services department.

Advantages:
The new Internal Services Director will have the ability to authorize expenditures of up to $30,000 in accordance with Policy 601’s provisions. As state in policy 601, the spending authority limit applies to the formal contract/purchase order level, not the individual partial payment level. Certain exceptions apply to the spending authority limit, such as expenditures approved by the Board through the annual budget process for insurance claims and premiums, debt obligations, utility payments, continuing
purchased power and water rights payments, payroll tax and withholding payments, and other specific Board approved expenditures.

Finally, the policy will reflect the department to which several positions were reassigned.

**Disadvantages:**
If this policy change is not made, the Internal Services Director may not be able to approve purchases. Positions will still appear under their old departments as well.

**Action Recommended:**
Finance staff recommend Town Board approve the revisions to Policy 601.

**Finance/Resource Impact:**
This will ensure that the Internal Services Director can perform their duties efficiently. No further specific finance or resource impacted noted.

**Level of Public Interest**
Limited – no comments received.

**Sample Motion:**
I move for the approval/denial of the revisions to Finance Policy 601.

**Attachments:**
1. Revised Policy 601
2. Revised Policy 601 redline
1. PURPOSE
   a. To ensure that the best values for goods and services are obtained when using Town Funds.
   b. To efficiently delegate spending authority/responsibilities to Town Staff so that Purpose “a” can be achieved.

2. POLICY
   The Town of Estes Park Board of Trustees authorizes the Town Administrator, Department Directors, Managers and Supervisors with purchasing limits as set forth in this policy (Table 1). Exceptions to spending limits include expenditures approved by the Board through the annual budget process for insurance claims and premiums, debt obligations, utility payments, continuing purchased power and water right payments, payroll tax and withholding payments, and other specific Board approved expenditures.

3. PROCEDURE
   Administrative procedural guides have been developed to outline processes for Town purchases. These are outlined under the Purchasing Policies, which are approved under the authority of the Town Administrator.

   The following purchasing limits apply at the formal contract / purchase order level, not the individual partial payment level. If a formal contract or purchase order is executed, the purchasing authority limit applies at that level. Subsequent partial payment invoices on these properly approved contracts or purchase orders can be approved for payment by the appropriate manager or department director level, regardless of the amount of the partial payment invoice.
### Table 1: Purchasing Authority by Title & Amounts

<table>
<thead>
<tr>
<th>Department</th>
<th>Town Job Title/Role</th>
<th>Purchasing Limit</th>
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<tr>
<td>Town Admin Office</td>
<td>Town Administrator</td>
<td>$100,000</td>
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<td>Deputy Town Administrator</td>
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<td>Museum Director</td>
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Approved:

Mayor, Town of Estes Park

Date

05/28/2024
FINANCE
601

Purchasing Policy – Spending Authority & Limits

1. PURPOSE
   a. To ensure that the best values for goods and services are obtained when using Town Funds.
   b. To efficiently delegate spending authority/responsibilities to Town Staff so that Purpose “a” can be achieved.

2. POLICY
   The Town of Estes Park Board of Trustees authorizes the Town Administrator, Department Directors, Managers and Supervisors with purchasing limits as set forth in this policy (Table 1). Exceptions to spending limits include expenditures approved by the Board through the annual budget process for insurance claims and premiums, debt obligations, utility payments, continuing purchased power and water right payments, payroll tax and withholding payments, and other specific Board approved expenditures.

3. PROCEDURE
   Administrative procedural guides have been developed to outline processes for Town purchases. These are outlined under the Purchasing Policies, which are approved under the authority of the Town Administrator.

   The following purchasing limits apply at the formal contract / purchase order level, not the individual partial payment level. If a formal contract or purchase order is executed, the purchasing authority limit applies at that level. Subsequent partial payment invoices on these properly approved contracts or purchase orders can be approved for payment by the appropriate manager or department director level, regardless of the amount of the partial payment invoice.
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Approved:

____________________________
Mayor, Town of Estes Park

____________________________
Date
Memo

To: Honorable Mayor Hall
   Board of Trustees

Through: Town Administrator Machalek

From: Jackie Williamson, Town Clerk

Date: May 28, 2024

RE: Appointments to the Transportation Advisory Board: Joan Hooper to complete the term of Mark Igel expiring March 31, 2025, Wallace Wood to complete the term of Ann Finley expiring March 31, 2026, Misti Marcantonio to a term expiring March 31, 2027, and the reappointment of Kristen Ekeren to a term expiring March 31, 2027

(Mark all that apply)

☐ PUBLIC HEARING   ☐ ORDINANCE   ☐ LAND USE
☐ CONTRACT/AGREEMENT   ☐ RESOLUTION   ☒ OTHER Appointments

QUASI-JUDICIAL   ☐ YES   ☒ NO

Objective:
The Town Clerk’s Office advertised for vacant positions on the advisory board. Six applications were received, with one applicant withdrawing. The interview committee, consisting of Trustees Hazelton and Igel, conducted interviews on May 16 and May 20, 2024.

Proposal:
The interview committee recommends the appointments of Joan Hooper to complete the term of Mark Igel expiring March 31, 2025, Wallace Wood to complete the term of Ann Finley expiring March 31, 2026, Misti Marcantonio to a three-year term expiring March 31, 2027, and the reappointment of Kristen Ekeren to a three-year term expiring March 31, 2027.
**Advantages:**
Filling the positions would bring the membership to eight, with one remaining vacancy, and assist in completing the nine-member advisory board.

**Disadvantages:**
If the appointments are not made, the positions would remain vacant until additional applications are received and interviews conducted.

**Action Recommended:**
Appoint Joan Hooper to complete the term of Mark Igel expiring March 31, 2025, Wallace Wood to complete the term of Ann Finley expiring March 31, 2026, Misti Marcantonio to a three-year term expiring March 31, 2027, and reappoint Kristen Ekeren to a three-year term expiring March 31, 2027.

**Finance/Resource Impact:**
None.

**Level of Public Interest**
Low.

**Sample Motion:**
I move to approve/deny the Transportation Advisory Board appointments of Joan Hooper to a term expiring March 31, 2025, Wallace Wood to a term expiring March 31, 2026, and Misti Marcantonio to a term expiring March 31, 2027, and the reappointment of Kristen Ekeren to a term expiring March 31, 2027.

**Attachments:**
None.
Our Mission

To provide a quality, integrated health care home to the communities we serve.
Salud’s History

We were founded in 1970 in response to the health care needs of the migrant, farmworker population working in the agricultural area surrounding Fort Lupton, Colorado.

Salud Family Health Service Area
Estes Park Clinic
1950 Redtail Hawk Drive

First clinic opened in 1992, Current clinic in 2007

2023: 2,109 patients and 6,582 visits

Staffing:
- Tanya Trujillo, Center Director (started 5/21/2024)
- Physician Assistant (expected start date, June 2024)
- Timothy Nagel, MD- 0.5 FTE
- Albert Hong, DDS, 1.0 FTE (just transferred from Longmont)
- 1.0 FTE Dental Hygienist
- MeeMee Lahman,
- Medical Assistants, 4.0 FTE
- Customer Service Assistants- 2.0 FTE
- Dental Assistants – 2.0 FTE
- Dental Front Desk – 1.0 FTE
- Enrollment Specialist – 2 days/ week

We accept Medicaid, Medicare, CHP+ and Private Insurance. A sliding fee scale is offered based on family size and income. Insurance enrollment assistance is also available.

Hours of Operation, Monday – Friday 7:30 am – 5:00 pm
2023: 2,109 patients and 6,582 visits

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<th>Service Line</th>
<th>Count</th>
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<td>Dental Hygienists</td>
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<td>Medical</td>
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<td><strong>Total</strong></td>
<td><strong>6,582</strong></td>
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<th>Behavioral Health</th>
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<th>Dental Hygienists</th>
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<td>100</td>
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<td>19-45</td>
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<td>46-75</td>
<td>520</td>
<td>322</td>
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<td><strong>Total</strong></td>
<td><strong>1,293</strong></td>
<td><strong>688</strong></td>
<td><strong>601</strong></td>
<td><strong>4,000</strong></td>
<td><strong>6,582</strong></td>
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<th>Poverty Level</th>
<th>Income Amount</th>
<th>EP Salud Patients</th>
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<td>100% FPL below</td>
<td>$15,060/ individual or $31,200/ family of four</td>
<td>1,185 (56%)</td>
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<td>101-200% FPL</td>
<td>$15,060- $30,120/ individual or $31,300-$62,400 for a family of four</td>
<td>636 (30%)</td>
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<td>Over 200% FPL</td>
<td>Over $30,120 for an individual or $62,400 for a family of four</td>
<td>288 (14%)</td>
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<td>Medicare</td>
<td>104 (5%)</td>
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<td>CHP+</td>
<td>22 (1%)</td>
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<td>Dental CHP+</td>
<td>46 (2%)</td>
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<tr>
<td>Uninsured</td>
<td>954 (45%)</td>
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Community Health Centers

- Founded in 1965, operate as private 501 c3
- 51% of Board is required to be patient consumers.
- HRSA funds approximately 1,400 health centers and approximately 100 Health Center Program look-alike organizations, collectively operating more than 14,000 service delivery sites in communities across the country.
- In 2023, health centers achieved a historic milestone of serving more than 36 million people.
- Salud is one of Colorado's 20 Community Health Centers (CHCs) that together are the backbone of the primary health care safety-net in Colorado.
Salud Family Health Today

- 13 clinics in 11 communities in 11 counties in Northeastern, North Central and Southern Colorado
- 2023: 67,400 patients, 279,420 visits

### SALUD STAFFING

- **Medical Staffing:**
  - Physicians: 38
  - Mid-Levels: 39
- **Dental Staffing:**
  - Dentists: 20
  - Dental Hygienists: 20
- **Behavioral Health Providers:** 26
- **Front Desk and Enrollment Staff:** 64
- **Administrative and Other Support Staff:** 417
- **Total Staff:** 667

### Salud Family Health Core Values

**CORE VALUES**

- **Integrity**
- **Dignity**
- **Creativity & Innovation**
- **Quality & Excellence**
- **Compassion**
- **Teamwork**
- **Commitment**

Integridad  Dignidad  Creatividad e Innovación  Excelencia y Calidad  Compasión  Trabajo en Equipo  Compromiso
Salud Challenges and Estes Park clinic Challenges

- **Salud’s current challenges:**
  - Federal funding hasn’t increased in # years, to keep up with inflation
  - Medicaid unwinding, due to end of PHE
  - Compounding impacts of health inflation
  - Workforce recruitment/retention (primary care workforce shortages)

- **Estes Park Salud Clinic challenges:**
  - Difficulty recruiting/retaining professional staff
  - Cost of living for staff
  - Changing patient demographics

Estes Park Salud Foundation

- Committed individuals who fundraise and provide community outreach to ensure access to services in Estes Park.

- **Unique programs funded:**
  - Possibility to cover 50% of your co-pay for Salud services.
  - Pay for services outside of Salud, including labs, specialty visits, & medicines
  - Receive free dental care if you’re pregnant or for children ages 0-17.
  - Receive a free eye exam.
  - Receive a free continuous glucose monitoring device.
Salud Services- a system of care

- Family Medicine
- Pediatrics
- Family Planning
- Prenatal Care and Delivery
- Health Education
- Laboratory, x-ray and ultrasound
- Immunizations
- Pharmacy
- Family and Pediatric Dentistry
- Same-day care and walk-ins
- After-hours nurse line
- Hospitalization
- Cross cultural, bilingual staff
- Enrollment

Patient-Centered Medical Home

Salud provides a AAAHC Accredited “Medical Home” where medical, dental, behavioral health and pharmacy services are integrated to provide quality patient care.
Salud Dental Services

*Services are provided to all ages,*

*from little ones who have yet to develop teeth to Seniors!*

- General dental services including regular cleanings and exams
- Children’s dental services including cleanings, fluoride varnishes, sealants
- Diagnostic services, including x-rays
- Fillings of all types
- Prosthetic services (partials & dentures)
- Crowns and bridges
- Treatment of gums & supporting tissues
- Root canal therapy
- Oral surgery procedures

Salud Behavioral Health Services

- Routine screening of all patients for psychosocial stressors and mental health conditions
- Brief Intervention, referral, and follow-up for positive screens
- Provides Consultation: PCP requests evaluation and/or intervention by Behavioral Health Provider
- Psychotherapy
- Psychological assessments
- Supports Shared Medical Appointments
- Medication Assisted Treatment (MAT)
Contact Information

(303) MYSALUD (697-2583)
(970) 484-0999
saludclinic.org
Memo

To: Honorable Mayor Hall
   Board of Trustees

Through: Town Administrator Machalek

From: Carlie Bangs, Housing & Childcare Manager

Date: May 28, 2024

RE: 6E Funding Expenditure for Childcare Tuition Assistance

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☐ RESOLUTION ☑ OTHER Funding Request

☐ QUASI-JUDICIAL ☐ YES ☑ NO

Objective:
Consider the application from EVICS Family Resource Center for tuition assistance in 2024.

Present Situation:
In August 2023, EVICS Family Resource Center was awarded $100,000 to support the existing tuition assistance program they offer. $50,000 was provided to directly support families in the Estes Valley with tuition assistance awards, while the other $50,000 was to fund the administration of the program with a full-time “Tuition Assistance Navigator” position. The position of Tuition Assistance Navigator as described in the original funding application is currently vacant and EVICS has posted an advertisement for a new position to carry over the responsibilities. EVICS has paused the use of 6E grant funds for this position while it is vacant.

The EVICS Childcare Scholarship program provides temporary childcare and preschool tuition assistance to Estes Park families who demonstrate financial need and for whom other funding sources are not available. Applicants are first reviewed to see if they may qualify for the Colorado Childcare Assistance Program (CCAP). If they do not qualify for CCAP, EVICS then considers applications for scholarships.

Per the EVICS tuition assistance report, in 2023:
- 57 tuition assistance applications were received
- 36 families were supported through the program
- 12 families applied and were declined tuition assistance because income was too high
- $110,000 in tuition assistance funds distributed
- 23 families were enrolled in the program as of January 2024
EVICS Childcare Scholarship program is one of just a few assistance programs available to parents of children in childcare. Others include the Larimer County Childcare Fund, Colorado Childcare Assistance Program, and Universal Preschool. As of February 2024, due to budget constraints, the Larimer County Department of Human Services implemented an immediate enrollment freeze for CCAP. Current CCAP families can remain on the program, provided that they continue to meet eligibility criteria. Prospective applicants are still encouraged to apply, but a full eligibility review is postponed until the freeze is lifted. Exceptions are made for families in child welfare or the Colorado Works program, ensuring their eligibility determination and potential inclusion in the program if qualified.

Proposal:
While CCAP enrollment is frozen, we expect to see an increase in dependency on local assistance. To that end, EVICS Family Resource Center is requesting $200,000 to fund tuition assistance for all of 2024. These funds, which would go directly to families in need (rather than towards administration of the program), will allow EVICS to provide stable assistance to families who are currently enrolled in the EVICS Childcare Scholarship program, as well as serve new families seeking assistance that may or may not be eligible for CCAP during the freeze. Of the $200,000, $51,928.90 covers the distribution of tuition assistance from January through April of this year, providing $148,072 in available funds until December 31, 2024.

Financial need for the program was projected by EVICS Family Resource Center based on experience over the past several months. More information is included in an amendment to their original application. Both the original application and the amendment are attached to this memorandum. The projection is based on the following factors:

- Summer program increases *including* school-age children.
  - In a typical summer, EVICS sees a 15% increase in assistance.
  - When including school-age children due to the CCAP freeze, EVICS expects an even higher increase in need.
  - Children who were enrolled in Universal Preschool need assistance in the summer.
- A new provider is expected to open in the late summer providing care to infants, toddlers, and preschool age children.

Town and EVICS Family Resource Center staff have been in close and frequent discussions about the tuition assistance program as it currently exists. Moving forward, learning from our experience navigating the changing funding landscape and needs of families, we will be working together and with other partners to develop strategies to:

1. Stabilize the families that currently need tuition assistance and would normally rely upon CCAP.
2. Increase efficiency in the application process and develop a more streamlined process for administering assistance.
3. Increase collaboration and communication with CCAP/LCCF.
4. Decrease administrative costs for local assistance.
5. Pursue the utilization of the existing online platform, Bridgecare, that ECCLC uses to administer the LCCF assistance program.

**Advantages:**
- Provides stability to families currently receiving assistance through EVICS and unable to access CCAP during the freeze.
- Efficient disbursement of 6E funds to support tuition assistance for working families in the Estes Valley.

**Disadvantages:**
- None.

**Action Recommended:**
Approval of the 6E Expenditure to EVICS Family Resource Center for distribution of tuition assistance through the EVICS Childcare Scholarship program.

**Finance/Resource Impact:**
*Up to $200,000 from the 6E Childcare Assistance fund 270-1948-419.29-75*

**Level of Public Interest**
None.

**Sample Motion:**
I move for the approval/denial of the funding request from EVICS Family Resource Center up to $200,000, and to authorize the Town Administrator to approve a contract for that purpose.

**Attachments:**
1. Funding Application - Link
2. Application Amendment - Link
3. EVICS 2023 Tuition Assistance report - Link
Memo

To: Honorable Mayor Hall
   Board of Trustees

Through: Town Administrator Machalek

From: Jackie Williamson, Town Clerk

Date: May 28, 2024

RE: Interview Committee for the Estes Park Housing Authority Board of Commissioners

(Mark all that apply)

☐ PUBLIC HEARING   ☐ ORDINANCE   ☐ LAND USE
☐ CONTRACT/AGREEMENT ☐ RESOLUTION   ☑ OTHER Committee

QUASI-JUDICIAL ☐ YES  ☑ NO

Objective:
To appoint Town Board Members to the interview committee for the vacancy on the Estes Park Housing Authority (EPHA) Board of Commissioners.

Present Situation:
Prior to the April 2, 2024 regular Municipal Election, Trustee Bill Brown served on the EPHA Board for a term expiring April 30, 2028, creating a vacancy on the seven-member board. The Town Clerk’s Office has advertised the opening and has received two (2) applications as of the date of this memo.

Proposal:
Policy 101 Section 6 states all applicants for Town Committees/Boards are to be interviewed by the Town Board, or its designee. Any designee will be appointed by the Town Board. Therefore, two members of the Board would interview all interested applicants for the board position.

Advantages:
To move the process forward and allow interviews to be conducted of interested applicants.

Disadvantages:
None.

Action Recommended:
To appoint two Town Board members to the interview committee.
Finance/Resource Impact:
None.

Level of Public Interest
Low.

Sample Motion:
I move to approve/deny the appointment of Trustees __________ and __________ to the Estes Park Housing Authority Board of Commissioners interview committee.

Attachments:
None.
Report

To: Honorable Mayor Hall
    Board of Trustees

Through: Town Administrator Machalek

From: Reuben Bergsten, Utilities Director
       Jacqueline Wesley, P.E., Project Manager

Date: 5-28-2024

RE: State Revolving Fund Loan for Water Main Replacements

Objective:
Update Town Board regarding State Revolving Fund (SRF) financing for the Carriage Hills and Spruce Knob Water Systems Improvement Project.

Present Situation:
The Crystal Water Company, purchased by the Town in 1988, built their Carriage Hills water mains with brittle cast iron pipes prone to leaks due to cold water and our Rocky Mountains. Today, the Carriage Hills area has the highest frequency of emergency leak repairs on our system. Reactive leak repairs are costly and do not advance long-term reliability. These leaks also create localized traffic disruptions as we excavate roadways to repair the pipes.

The Spruce Knob Water Company serves properties along Joel Estes Drive. The State issued a "Cease-and-desist use of the Spruce Knob well" because Spruce Knob did not have an augmentation plan nor replacement water.

Resolution 102-22 approved a bulk water supply agreement with Spruce Knob Water Company requiring Spruce Knob to replace their water mains to Town standards by December of 2024. The Town would then take ownership of their system, and the Spruce Knob Water Company Customers would become Town water customers.

Since 2022, shifting circumstances include the pressing need to complete the Mall Road looping project (identified as the Lake Estes Loop in the 1985 Master Plan) and influence from DOLA (Department Of Local Affairs) and CDPHE (Colorado Department of Public Health and Environment).

Spruce Knob Water Company is a small entity that lacks the necessary experts to handle the technical, managerial, and financial demands of its pipe replacement project. The Colorado Department of Health and Environment (CDPHE) asked the Town to support Spruce Knob, and the Department of Local Affairs endorsed CDPHE's request with strong encouragement that combining our Carriage Hills and Spruce Knob projects
would give the Town a competitive DOLA Tier II grant application. The Town Board passed Resolution 25-24 supporting the DOLA grant application.

Project Manager Wesley identified an elegant distribution system solution. In collaboration with the Spruce Knob Water Company project's pipe, the Mall Road Looping project is to extend from the end of that project's pipe on Joel Estes Drive and connect to the water main in front of the redeveloping Olympus Lodge. Doing so eliminates a dreaded dead-end.

The federal Infrastructure Investment and Jobs Act (IIJA) added the potential for additional grant funding. The IIJA program initially indicated qualifying projects financed through the State Revolving Fund (SRF) program could get up to 50% principal loan forgiveness, capped at five million dollars. Staff worked diligently to develop a $10M project to maximize the 50%/$5M principal loan forgiveness. The State recently informed us the maximum principal loan forgiveness has dropped to a maximum of $1M in principal forgiveness.

The SRF application requires multiple steps. Our professional engineer, Wesley, has completed a Project Needs Assessment (PNA), engineering design, and an opinion of probable costs. The PNA provides the SRF program staff with information about the project need, reasons for the project, and alternatives analysis.

With the unfortunate reduction in principal forgiveness, Wesley has re-evaluated and reduced the scope of the Carriage Hills project to better match the available principal forgiveness with the water system's needs and future financial demands. The current project is estimated to be six to eight million dollars with up to $1M in principal forgiveness and possibly the $1M DOLA grant.

SRF loan applications run in cycles, and the next due date is June 5, 2024. The loan and principal forgiveness process is competitive, with final approval announced in fall 2024. At that time, we will know the loan and principal forgiveness terms. If favorable, staff will bring the project financing package to the Town Board for consideration acceptance or dismissal of the project financing.

On May 7th, Wesley held a public meeting which was advertised in the local paper. The information can also be found on the Water Division web page, www.estes.org/waterprojects

Proposal:
Staff proposes continued search for favorable capital project financing to stretch our financial capacity to complete prioritized capital projects.

Advantages:
- Maximize the potential for principal forgiveness through SRF and obtaining a DOLA grant by combining the Spruce Knob project with the Carriage Hills project.
- Reduces reactive maintenance and local traffic disruption in an area of highest frequency leaks.
• Collaborates with a private, distressed water company (Spruce Knob) while increasing the water quality delivered to those Spruce Knob customers by eliminating a dead-end pipe at the end of Joel Estes Drive.

Disadvantages:
• The water division has to execute prioritized capital projects on a financially constrained budget. This often leads to staff disappointment when they realize that we can't undertake all our high-priority projects at once; however, we have been managing that disappointment for a long time. For instance, we are only now addressing the Mall Road Looping project, which was listed as a priority in the 1985 master plan.
• Capital projects place increasing rate pressure on our water customers; however, choosing to do nothing only postpones the problem instead of solving it.

Action Recommended:
Staff recommends we continue to pursue favorable financing to implement capital improvement projects.

Finance/Resource Impact:
TBD, Water Fund, $6 to $8 million with terms TBD

Level of Public Interest
Moderate – Carriage Hills is a significant percentage of our water customers. The Carriage Hills area also experiences a significant number of water main breaks or leaks. Low interest rate loans and potential principal forgiveness offer opportunities to complete a portion of this rehabilitation with reduced financial impact to our users.

Attachments:
  1. Presentation
Carriage Hills and Spruce Knob Water System Improvements

May 7, 2024
1:00 - 2:00 pm
Town Hall (MacGregor)

Public Hearing Agenda

- Project Introduction
  - Carriage Hills
  - Spruce Knob
- Alternatives Analysis
- Preferred Alternative
- Funding and Rate Impacts
- Construction and Environmental Considerations
- Next Steps and Open Discussion
Town Water System Details

- Established in the 1930's
- Customer Accounts: +5,000
- Over 120 Miles of Pipe
- Two Treatment Facilities
- 16 Staff
- Raw Water Sources
  - Glacier Creek
  - Colorado-Big Thompson System

Project Locations
Carriage Hills Water System Overview

- Serves over 1,000 people
- 540 properties
- Private system incorporated into the Town in 1988/89
- Not constructed to Town standards
- Prevalent waterline breaks and costly maintenance history (50 breaks since 1995)
- Pressure issues and limited looping
- Fire protection

Carriage Hills Water System Improvements Project Phasing Plan

- Phase 1: Carriage Dr, Whispering Pines Dr, Gray Fox Dr and Pawnee Dr
- Phase 2: Dunraven Ln, Ponderosa Ave, Sunset Ln, Ridge Ln
- Phase 3: Lakeshore, Pine Meadows, and Wildwood
- Phase 4: Remaining Areas
Carriage Hills Water System Improvements (Phases 1 & 2 – Construction in 2025)

- Carriage Drive
  - Ramshorn to Highway 7
- Whispering Pines Drive
  - Ponderosa to Pine Meadows
- System Connection Points
  - Grey Fox and Pawnee
- Bid alternatives
  - Spruce, Dunraven, Ponderosa, Sunset and/or Ridge

Spruce Knob Water System Improvements (Construction in 2025)

- Serves 12 households
- Public safety issues, inadequate fire flows
- Offers the Town a key system looping opportunity
- Incorporates system into Town’s larger network
- Costs paid by benefiting property owners
Project Goals

- Mitigate prevalent breaks
- Bring systems to current standards
- Improve water quality
- Balance system pressures
- Ensure compliant fire flows
- Reduce resident service interruptions

Project Alternatives

- Both #1 - No Project/Action
  - Most Expensive Option
  - Poor Level of Service
- Carriage Hills #2 - Cast Iron Replacement
  - Interim Solution
  - Partial Resolution of Issues
- Spruce Knob #2 - Replace as Currently Exists
  - Does not meet goals of fire protection or Town standard compliance
- Both #3 - Full Replacement Meeting Town Standards
  - Lowest Long-Term Costs
  - Highest Customer Level of Service
Preferred Alternative #3

- Replace pipe and system components
  - Carriage Hills Water System
  - Joel Estes Drive (Spruce Knob)
- Base BID + Additives
  - Carriage Hills Phases 1 & 2

<table>
<thead>
<tr>
<th>Project Element</th>
<th>Impacted Properties</th>
<th>Project Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spruce Knob</td>
<td>12 Homes</td>
<td>1,225’ of 8” Ductile Iron Pipe, 3 Fire Hydrants, Meters, and Service Lines</td>
</tr>
<tr>
<td>Carriage Hills (Phases 1 &amp; 2)</td>
<td>71 Homes</td>
<td>20,180’ of 8” Ductile Iron Pipe, 40 Fire Hydrants, 3 Pressure Reducing Valves, and Service Line Connections</td>
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</tbody>
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Funding and Financial Strategy

- Project Costs
  - $12.0 M for Carriage Hills (reduced to align with available funding)
  - $400,000 - $500,000 for Spruce Knob
- Rate Revenue
  - Cash/Reserves (~5% Inflationary Rate Increases Planned, Rate Study to be completed in 2024/25)
  - CDPHE Drinking Water State Revolving Fund (SRF) Loan
  - Possible Bipartisan Infrastructure Law (BIL) Forgiveness
- DOLA Energy Impact Assistance Grant (~$1.0 Million)
- Spruce Knob Resident Payback
Construction and Environmental Impacts

- **Construction Impacts**
  - Temporary noise, dust, and increased construction traffic
  - Contractor mitigation to the extent possible
  - Traffic detours will be required

- **Environmental Impacts**
  - Primarily within existing roads
  - Environmental Assessment (EA) Required
  - Consultation with state/federal historical, wildlife, and environmental agencies
  - No significant impact findings expected

Next Steps and Questions

- **Available Documents:**
  - Project Needs Assessments
  - Environmental Assessment (will be made available)
  - Basis of Design Reports

- **Questions and Comments**
  - Jacqui Wesley, P.E.
  - Town Project Manager
  - jwesley@estes.org
  - (970) 577-3611

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**Infrastructure Design**

2024

**Loan Application**

*June 2024*

**Public BID Process**

*Late 2024/Early 2025*

**Construction**

*Summer 2025*
Thank You for Attending
Governance Orientation.

1. Link to Presentation – Governance Orientation
2. Link to Policy Governance
3. Link to Policy 103 Town Board Code of Conduct and Operating Principles
4. Link to Policy 105 Agendas