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.

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.

BOARD OF TRUSTEES - TOWN OF ESTES PARK
Tuesday, April 24, 2018
7:00 p.m.

--------- CURRENT BOARD OF TRUSTEES -------

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.
  • Organizational Plan.

1. CONSENT AGENDA:
  1. Town Board Minutes dated April 10, 2018.
  2. Bills.
  3. Committee Minutes:
     A. None.
  4. Transportation Advisory Board Minutes dated March 21, 2018 (acknowledgement only).
  5. Parks Advisory Board Minutes dated March 15, 2018 (acknowledgement only).
  8. Appointments to the Family Advisory Board:
     • Nancy Almond, Reappointment, 3-year term expiring April 30, 2021.
     • Rachel Balduzzi, Reappointment, 3-year term expiring April 30, 2021.
     • Jodi Roman, Reappointment, 3-year term expiring April 30, 2021.
ACKNOWLEDGEMENT OF MAYOR PRO TEM KOENIG, TRUSTEE HOLCOMB AND TRUSTEE NELSON.

10-MINUTE RECESS
NEW SLATE – BOARD OF TRUSTEES

2. ACTION ITEMS:
   1. SWEARING-IN CEREMONY FOR NEWLY-ELECTED TRUSTEES. Municipal Judge Brown.
      Trustees: Carlie Bangs, Marie Cenac & Ken Zornes.
   2. APPOINT MAYOR PRO TEM.
   3. TOWN BOARD POLICY 101 – BOARD ASSIGNMENTS.
   4. STAFF APPOINTMENTS.
      1. Town Officers:
         - Town Clerk
         - Town Treasurer/Town Clerk Pro Tem
         - Town Attorney
         - Assistant Town Attorney
         - Municipal Judge
         - Assistant Municipal Judges
      2. Town Administrator

3. ADJOURN.
Memo

To: Honorable Mayor Jirsa
   Board of Trustees

From: Frank Lancaster, Town Administrator

Date: April 24th, 2018

RE: Town Organizational Plan

Objective: To present the Town Board the 2018 organizational plan and possible changes to the plan, as required by Policy 3.13

Present Situation:
Policy 3.13 states:
With respect to internal organizational structure of the Town, the Town Administrator will maintain a current organizational plan (organizational chart) of the Town, in a graphical format including through the division level. The Town Administrator will update the plan annually. The current plan shall be included in the Comprehensive Annual Financial Report each year and presented to the Board of Trustees at the first regular meeting following the certification of the results of each biennial election.

Proposal:
Currently no changes are proposed to the Town structure and the current plan is attached.

With several new services pending, I am considering several changes to the structure, but I am not proposing any changes at this time. Several of these services are still under consideration by the Town Board and any structural changes would follow Board action on these services. (Parking Management, Stormwater Utility, Broadband Utility)

Advantages:
- Provides formal organizational structure for the efficient and effective operation of Town government.

Disadvantages:
- none
**Action Recommended:**
None required. The organizational plan is the responsibility of the Town Administrator and is presented to the Town Board biennial for information only.

**Level of Public Interest**
Low

**Attachments:**
- a) Current organizational Plan
Organizational Plan

CITIZENS

MAYOR AND TRUSTEES

Municipal Judge

Town Administrator

Town Attorney

Public Information

Asst. Town Administrator

Risk Management

Utilities

Community Development

Administrative Services

Police

Public Works

Finance

Community Services

Cultural Services

Utilities

Light & Power

Water

IT

Planning

Building

Town Clerk

HR

Engineering

Parks

Streets

Facilities

Fleet

Engineering

Parks

Streets

Facilities

Fleet

Fairgrounds and Events

Visitor Services

Museum

January 1, 2018
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 10th day April, 2018.

Present: Todd Jirsa, Mayor
Wendy Koenig, Mayor Pro Tem
Trustees Bob Holcomb
Patrick Martchink
Ward Nelson
Ron Norris
Cody Rex Walker

Also Present: Frank Lancaster, Town Administrator
Travis Machalek, Assistant Town Administrator
Greg White, Town Attorney
Jackie Williamson, Town Clerk

Absent: None

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

AGENDA APPROVAL.
It was moved and seconded (Holcomb/Koenig) to approve the Agenda with the removal of Planning Commission Item 2.2.C, and it passed unanimously.

PUBLIC COMMENTS.
Gordon Peterson/County citizen stated the Town Board should write a letter to WAPA to request a comprehensive study of the cost to underground the Lake Estes power lines in conjunction with the replacement of wooden posts with steel poles currently under review by WAPA.

Gordon Slack/Town citizen stated the individuals speaking out against the workforce housing development off Grand Estates were voicing their concerns regarding issues related to the plan and not workforce housing.

Johanna Darden/Town citizen supported the comments of Mr. Slack and stated the development contained deviations from the Estes Valley Development Code.

Charley Dickey/Town citizen stated support for the job performance of Town Administrator Frank Lancaster. The Estes Valley Partners for Commerce appreciate the support he has shown in key issues that come before the Town and his contributions to the community.

Pat Newsom/Town citizen stated concern with the development of a commercial cultural facility in the Stanley home located at 415 W. Wonderview and zoned E-1 Single-Family Estate. She also stated concern with allowing schools in all zoning districts, including residential.

TOWN BOARD COMMENTS
Mayor Jirsa recognized National Public Safety Telecommunicator Week and thanked the dispatch staff for their service to the community. He stated the 2017-2018 Community Spotlight has been delivered.

Trustee Norris stated the Family Advisory Board met last week. The Estes Valley Planning Commission held a meeting earlier in the day to discuss allowing schools in all
zoning districts, discussed the number of non-compliant properties in the valley, and how the Development Code addresses workforce housing and daycare services.

Trustee Walker thanked the Ambassadors for their service to the community.

Mayor Pro Tem Koenig congratulated those unofficially elected to the Town Board during the April 3, 2018 election, including Carlie Bangs, Marie Cenac and Ken Zornes. She also thanked Trustees Holcomb and Nelson for their service to the community.

TOWN ADMINISTRATOR REPORT.
Governance Policy Report – 3.3 Strategic Planning and 3.7 Emergency Management. Administrator Lancaster reported noncompliance with 3.3.5. because of the late flood recovery reimbursement from FEMA which dropped the ending fund balance in 2017 to 15%. He reported partial compliance with 3.3.8.

Administrator Lancaster recognized the graduation of Captain Rose and Captain Pass from the School of Police Staff and Command (SPSC) at Northwestern University.

1. CONSENT AGENDA:

1. Town Board Minutes dated March 27, 2018.
2. Bills.
3. Committee Minutes – None.
4. Family Advisory Board Minutes dated March 1, 2018 (acknowledgement only).
5. Estes Park Board of Adjustments Minutes dated March 6, 2018 (acknowledgement only).

It was moved and seconded (Walker/Norris) to approve the Consent Agenda, and it passed unanimously.

2. PLANNING COMMISSION ITEMS:

1. CONSENT ITEMS:

A. FINAL TOWNHOME PLAT, RAVEN ROCK TOWNHOMES, PROMONTORY DRIVE AT MARYS LAKE ROAD, JAMES R. MACKEY AND SUSAN M. MACKEY. Request continuance to May 8, 2018. It was moved and seconded (Koenig/Holcomb) to approve the Planning Commission Consent Agenda, and it passed unanimously.

2. ACTION ITEMS:

A. AMENDED PUD, AMENDED DEVELOPMENT PLAN, DP 2017-09, AND AMENDED PRELIMINARY CONDOMINIUM MAP, FALL RIVER VILLAGE II, 200 BLOCK OF SUNNY ACRES COURT. Mayor Jirsa opened the public hearing. Planner Becker stated the amended Development Plan, DP 2017-09 was added in error. She reviewed the requested waiver to density to allow a previously approved two-three-bedroom rental duplex unit and approve the unit as a one bedroom-eight-unit building. The open space approved in Outlot B approved through the PUD process would increase by 20% with the proposed change. A secondary access would enhance emergency access to the lower Fall River Village. All previously approved modifications and approved waivers would not change. Mayor Jirsa closed the public hearing. It was moved and seconded (Koenig/Holcomb) to approve the Amended Fall River Village II PUD and Amended Preliminary Condominium Map, and it passed unanimously.
B. ORDINANCE #05-18 AMENDING THE ESTES VALLEY DEVELOPMENT CODE ADDING SCHOOLS TO CERTAIN RESIDENTIAL AND NON-RESIDENTIAL ZONING DISTRICTS, MODIFYING “SCHOOL” DEFINITIONS, AND ADJUSTING PROCEDURES FOR SCHOOL REVIEWS. Mayor Jirsa opened the public hearing. Planner Woeber provided a review of the amendments to the Estes Valley Development Code (EVDC) to allow schools in all zoning districts with an S2 Special Review, to clarify definitions of various public schools (public and non-public), and to remove procedures for reviewing public school development that are contrary to Colorado Revised Statutes. He stated currently the code allows schools in only four zoning districts. The review of the code regulations was prompted by the potential expansion project at the Eagle Rock school, zoned RE-1 Residential Estate, to include employee housing and other facilities on the campus. The amendment would allow Eagle Rock to move forward with their proposed expansion project in 2018. The revision supports the concept of neighborhood schools in a residential setting and considered a best practice in education and planning and zoning. The change would provide Eagle Rock School the ability to become legally conforming. The Estes Valley Planning Commission recommended approval of the code changes with Commissioner Baker and White voting “No” stating schools should not be located in residential zoning districts.

Jeff Little/Eagle Rock Head of School stated the code change would allow the school to create housing on the property to aid in recruiting employees. The proposal would house 14 staff on campus. The school has funding to build a triplex this summer, however, if delayed the project would not move forward until next year.

Gordon Slack/Town citizen questioned if the proposed code change would allow an auto repair school to go into a residential district. Attorney White stated the school would have to be approved by Special Review.

Johann Darden/Town citizen stated reservation regarding the proposal to allow schools in residential zoning district because of issues such as parking, the need to widen roads, etc.

Kent Smith/Town citizen stated there has been an initiative in the state to have residential schools.

Carlie Bangs/Town citizen stated the Roots Community School, which had to close, included 1st grade and was considered a school. One of the main reasons the school closed was due to the difficulty in finding a location.

Mayor Jirsa closed the public hearing. Attorney White read Ordinance #05-18. It was moved and seconded (Norris/Holcomb) to approve Ordinance #05-18 with the addition of a traffic study, and it passed unanimously.

C. ORDINANCE #06-18 AMENDING THE ESTES VALLEY DEVELOPMENT CODE CHAPTER 6 ADDING PROVISIONS FOR EXTENSION, EXPANSION, OR ENLARGEMENT OF NON-CONFORMING USES. Item removed from the agenda.

3. ACTION ITEMS:

1. MEMORANDUM OF UNDERSTANDING (MOU) WITH PLATTE RIVER POWER AUTHORITY (PRPA) FOR FIBER CONSTRUCTION TO GLEN HAVEN. Director Bergsten presented the MOU to allow Light and Power to construct a fiber optic route from Town Hall to Glen Haven for PRPA to create a redundant fiber optic route between Loveland and Estes Park. The segment between Drake and Glen Haven was completed in 2016 in conjunction with the CR 43 flood recovery construction. Light and Power to install a product which
would lower the cost of installing additional fiber optics in the future, thereby decreasing the cost of future smart grid and broadband construction costs. The division would absorb the $60,000 cost of using the product. PRPA would reimburse Light and Power for the construction cost of $649,000. Attorney White stated a contract outlining the work to be completed would come forward for the Board’s consideration at an upcoming meeting. It was moved and seconded (Holcomb/Koenig) to approve the Memorandum of Understanding with Platte River Power Authority and the Town of Estes Park for fiber construction to Glen Haven, and it passed unanimously.

2. FEE WAIVER REQUEST – GRAY HAWK COURT/CRABAPPLE LANE, HABITAT FOR HUMANITY OF THE SAINT VRAIN VALLEY INC. Planner Woeber presented a request for a fee waiver for building permit fees to facilitate the construction of two attainable housing units to be built by Habitat for Humanity. The fees include permit and plan review fees estimated at a cost of $6,316.05. Staff recommended the Board consider the approval of a fee waiver not to exceed $6,950.00. The request complies with Policy 402.

Board discussion was heard on the need to consider a line item in the 2019 budget for fee waivers instead of decreasing the revenues to the Building division or other departments of the Town. The Board further stated support for Habitat for Humanity and for the work they do in the community. It was moved and seconded (Walker/Martchink) to approve the Fee Waiver Request for Gray Hawk Court/Crabapple Lane by Habitat for Humanity of the Saint Vrain Valley Inc. as recommended by staff, and it passed unanimously.

3. FEE WAIVER REQUEST – 260 STANLEY AVENUE, KINGSWOOD HOMES. Planner Woeber presented a request to waive building permit fees and plan review fees for a seven-unit workforce housing development to be constructed by contractor Mike Kingswood of Kingswood Homes. Staff recommends the approval of $4,125 in fee waivers because the development complies with Policy 402.

Trustee Martchink stated concern with the approval of a fee waiver for a private development versus a nonprofit, Habitat for Humanity. He stated there are additional and larger developments being proposed that contain workforce housing through the density bonus. He stated Policy 402 provides for a fee waiver request and not a fee waiver guarantee.

After further discussion, it was moved and seconded (Koenig/Walker) to approve the Fee Waiver Request for 260 Stanley Avenue by Kingswood Homes as recommended by staff, and it passed unanimously.

Mayor Pro Tem Koenig requested staff review the policy to address larger developments, review other items besides fee waiver to assist the development of workforce housing, and developing fee waiver criteria for workforce housing.

4. ORDINANCE #07-18 AMENDING THE ESTES PARK MUNICIPAL CODE CHAPTER 5.20 BUSINESS LICENSES. Mayor Jirsa opened the public hearing.

Town Attorney White provided a review of the amendments to the Municipal Code to address and clarify a number of issues regarding the types of businesses, occupations, and professions required to obtain and maintain a business license, and address the administration of business licenses. The amendments would provide updated definitions, clarify the need for accommodation units individually owned and operated as vacation homes to obtain a license/registration, establish a bed and breakfast fee in line with vacation homes, establish a $25 fee for outdoor mobile food vending and individual service contractor license, clarify all businesses are required to have a sales tax license must provide a copy of the current sales tax license before obtaining a business license, and provide exception for businesses operating solely on Town owned property, the Estes Valley Recreation and Park District...
and the Park School District, professional performing artists, and any organization/entity having tax exempt status.

Board discussion followed and has been summarized: the individual service contractor language does not provide clear understandable language; the business license fee protects the local businesses from individuals that come to Estes Park for a one-day event; discussion on the need to review the entire business license fee structure as the current fees are substantially higher than other surrounding communities; a reduced fee for short term vendors should be considered; and concern raised on the budgetary impact lowering the fees would have on revenues.

Kent Smith/Town citizen stated the business license provides compliance and the fee charged is irrelevant. The Town needs to ensure businesses are collecting and remitting sales tax.

Charley Dickey/Town citizen stated the Town should gather business and citizen input before making a decision.

Craig Ellsworth/County citizen stated the Town should consider a higher initial fee and a lower renewal fee if paid on time. A late fee commensurate to the initial fee could be established to encourage timely payment of the renewal fee.

Mayor Jirsa closed the public hearing. Attorney White read the Ordinance. It was moved and seconded (Walker/Koenig) to table Ordinance #07-18 and hold a study session meeting in June to discuss the item further, and it passed with Trustee Holcomb voting “No”.

4. REQUEST TO ENTER EXECUTIVE SESSION:
   It was moved and seconded (Koenig/Holcomb) to discuss a personnel matter under Section 24-6-402(4)(f), C.R.S. and not involving: any specific employees who have requested discussion of the matter in open session; any member of the Town Board (or body); the appointment of any person to fill an office of the Town Board (or body); or personnel policies that do not require discussion of matters personal to particular employees – Town Administrator Annual Review, and it passed unanimously.

The Board entered Executive Session at 9:17 p.m. and concluded at 10:47 p.m.

Whereupon Mayor Jirsa adjourned the meeting at 10:47 p.m.

______________________________
Todd Jirsa, Mayor

______________________________
Jackie Williamson, Town Clerk
Town of Estes Park, Larimer County, Colorado, March 21, 2018

Minutes of a regular meeting of the Transportation Advisory Board of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Room 203 of Town Hall on the 21st day of March, 2018.

Present: Kimberly Campbell
Gordon Slack
Ken Zornes
Tom Street
Belle Morris
Stan Black
Amy Hamrick

Also Present: Bob Holcomb, Town Board Liaison
Greg Muhonen, Public Works Director
David Hook, Engineering Manager
Megan Van Hoozer, Public Works Administrative Assistant
Lochen Wood, RMNP

Absent: Ann Finley

Chair Morris called the meeting to order at 12:03 p.m.

PUBLIC COMMENT:
No public comment.

A motion was made and seconded (Slack/Zornes) to approve the February minutes with minor edits and all were in favor.

DOWNTOWN ESTES LOOP UPDATE:
Corey Lang of AECOM was in attendance to review the updates on the plans for the Downtown Estes Loop (LOOP) with the TAB.

CDOT is approaching 70% design for the LOOP project and are gathering additional input from key stakeholder groups. Lang explained changes in the plan since presenting in July 2017. Then accepted questions from TAB members.

Concerns and suggestions were noted although Lang would explain the background to the existing decision-making.
Some items noted are:

- Request for a visual barrier to separate bike lane from vehicular lane. Flexible delineators seasonally placed were suggested.
- Suggested shared off-road trail in lieu of on-street bike lanes on Riverside Avenue. Muhonen expressed concern about comingling bikes with Riverwalk pedestrians.
- Concern was expressed about potential jaywalking near proposed Riverside crosswalk near the public restrooms. Lang offered the suggestion of a potential railing. Another suggestion was for planter boxes or bike racks be added to prevent jaywalking. Must double-check if fire/emergency access is required. Cannot completely block these areas.
- Evaluate shuttle stops while planning for future growth. TAB recommended giving up some parking to ensure stops are available (out of the main lane) for buses/shuttles/loading.

SHUTTLE UPDATE

Transit Program Manager Brian Wells provided this month’s shuttle update.

- The existing Barlow Plaza shuttle stop will be dropped due to safety reasons.
- Implementation of the Green Route servicing the Transit Facility Parking Structure will not occur in 2018.
- There will be a Town Board presentation by the transportation authority at the June 12 Town Board Meeting. Wells offered to any interested parties, to provide a one-hour special presentation on this information.
- The shuttle sponsorship deadline is March 30. Wells requested that if any members know a business or individual that would like to sponsor to please send them his way.

Lochen Wood of Rocky Mountain National Park (RMNP) announced that RMNP is removing the shuttle stop from Beaver Meadows Visitor Center. The shuttle parking located there is causing those visitors wanting to patronize the Visitor Center to not find any parking available. Member Campbell expressed strong opposition to taking out this shuttle stop. The decision puts the responsibility on the Town of Estes Park to provide parking for the RMNP hikers. If the Bear Lake corridor is shut down from 11A – 2P during peak visitor season, all traffic will go back to Town rather than pushing them to the Park-n-Ride. RMNP has already made the decision to remove the shuttle stop official. The Dynamic Message Signs, once installed, will communicate to drivers when
Bear Lake Road is closed and that Beaver Meadows shuttle parking is closed to help alleviate traffic issues. Member Hamrick suggested that this hiker shuttle traffic get pushed to the parking hub at the Events Complex.

Wood further stated that RMNP is moving forward with establishment of the Day Use Visitation Plan. RMNP is working to define conditions and on identifying strategies to customize for the best outcome for RMNP. Different areas of RMNP have different needs while some strategies affect all paid entry stations. Wood is anticipating the ability to provide more complete information to the TAB in June 2018.

**PROJECT UPDATES, Greg Muhonen, Public Works Director**

**Downtown Parking Management Plan (DPMP):**
Director Muhonen stated the intent to take the request for the transfer of Parking Structure savings to the Town Board on 3/27 in order to proceed with Phase 1 of the DPMP. However, the Town’s Finance Director will be unable to get this prepared for presentation until May 2018. As a result, there will be no Green Route established and there will be a delay in beginning Phase 1 of this program.

Vanessa Solesby of Kimley-Horn sent information on potential new technology. The technology consists of a camera system that operates on solar energy and has other benefits. The Town cannot dive into the details until the new Parking Manager is hired to help ensure technology chosen is best for the Town.

**Fall River Trail Extension**
Muhonen shared that the Town received grant funding in the amount of $400K from the Land and Water Conservation Fund through Colorado Parks & Wildlife (CPW). This will be used for Phase 3 of this project and will extend from the intersection of Fish Hatchery Road and David Drive out to RMNP’s Aspenglen Campground entrance.

**PROJECT UPDATES, David Hook, Engineering Manager**

**2018 Street Improvement Program (STIP):**
Regarding the Brodie Avenue Improvements project, all feedback received from the TAB has been provided to the design consultant. Redesign is currently taking place and the comments were well received.

The Town was awarded grant funding in the amount of $336K from Safe Routes to School through CDOT. As the design continues additional work required is being
discovered due to extreme cross-slopes. Some of the work defined are the removal and replacement of the curb and gutter, and storm drainage work. This results in a much larger scope of work than just street rehabilitation. The Town is currently anticipating construction to begin in June.

The design for chip seal and patching is nearing final design. The Invitations to Bid will be published late this week or early next week.

**Moraine Avenue Improvements:**  
The project continues to progress. Soon the contractors will pour the top deck of the box culvert. Most work taking place can be viewed from the established pedestrian bridge. The river has been diverted into the structure now, freeing up workspace for the contractors. Progress continues on the acceleration process with the goal of the road opening by Memorial Day remaining.

**US36 / Community Drive Turn Lane:**  
The design contract award to Cornerstone Engineering was approved by the Town Board. The design kickoff meeting took place last week.

**DMS – Dynamic Message Sign Installation:**  
Manager Hook reported that the Town has encountered a hurdle in the past month with CDOT. The process requires CDOT sign off on the contract award, however the selected vendor hasn’t met the Disadvantaged Business Enterprise (DBE) requirement. At this time it is reflected the vendor has 0% DBE participation. Monday the Town found out one of the subcontractors was, in fact, DBE qualified. Hook is back to discussing with vendor how to get all the information updated for CDOT signature.

**TAB INITIATIVES:**  
Chair Morris sent an email to the TAB members requesting ideas for board initiatives moving forward. Morris collected responses from the members and recapped with the group those ideas that were expressed most. Member Street requested Morris provide this information to all members prior to the April meeting for review. The discussion and final determination could then take place once all are informed.

Member Campbell suggested it would be a good idea for TAB to handle wayfinding signage captured in the Downtown Plan. Campbell stated the TAB could help with design consistency and the public process.
Julie Pieper of the Shuttle Committee was in attendance to explore the option of becoming a permanent member of the TAB. Other members of the Shuttle Committee expressed constraints of the 2 hours per month required. The Shuttle Committee wants to remain the same as they currently are, with the potential of inviting TAB to their meeting.

Member Campbell suggested to the TAB that one very beneficial activity would be for there to be a 1-day transportation symposium planned and initiated for residents and/or visitors. This would incorporate all facets (STIP, Shuttles, etc.) of transportation at different tables. This would give the residents/visitors a voice in what they feel should happen related to transportation.

Member Hamrick stated she’d appreciate CDOT coming to the TAB meeting to provide updates and status on the Highway 7 project. Director Muhonen will reach out to CDOT.

OTHER BUSINESS

With the resignation of Member Claudine Perrault, the vice-chair position is vacant. Nominations were requested and Member Campbell nominated Member Tom Street as new vice-chair. Member Black seconded the nomination and all were in favor.

There remain 2 member vacancies on the TAB, with 1 having been filled and Member Gordon Slack being reappointed to a new 3-year term. Chair Morris asked that members encourage folks they know, with the required experience, to apply. Director Muhonen reminded the group that the entire area defined as the Estes Valley (controlled by the Estes Valley Development Code) is where TAB applicants need to reside in order to qualify for the TAB positions.

With no other business to discuss, Chair Morris adjourned the meeting at 1:59 p.m.
Town of Estes Park, Larimer County, Colorado, March 15, 2018

Minutes of a regular meeting of the Parks Advisory Board of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Conference Room of the Estes Park Museum on the 15th day of March, 2018.

Present Carlie Bangs
Vicki Papineau
Merle Moore
Ronna Boles
Wade Johnston
Dewain Lockwood

Also Present: Patrick Martchink, Town Board Liaison
Brian Berg, Parks Supervisor
Kevin McEachern, Public Works Operations Manager
Greg Muhonen, Public Works Director
Megan Van Hoozer, Public Works Administrative Assistant
Frank Lancaster, Town Administrator
Rob Hinkle, Fairgrounds & Events Director

Absent: Geoffrey Elliot

Chair Merle Moore called the meeting to order at 8:30 a.m.

**DOWNTOWN ESTES LOOP UPDATE, James Herlyck, Corey Lang - AECOM**

Corey Lang of AECOM provided updated plans for the Downtown Estes Loop, with Director Muhonen clarifying changes from the last update of July 2017.

The PAB shared concerns about the current layout and asked for clarification on specific items. Lang shared that the splash pad that was originally considered has now been cut due to increasing design costs.

Lang also shared that the Downtown Plan is being utilized as an overall guide related to gateway and wayfinding signage and confirmed ADA compliance. There will be a lighting plan for the entire portion of updates being made.
AECOM anticipates that the landscape concepts will be brought back to the PAB in May. Once PAB sees the concept design, ideas can be shared on what type of decorative fence panels they’d like to see along the new sidewalks.

PUBLIC COMMENT
No public comments

GENERAL BUSINESS
It was moved and seconded (Johnston/Moore) to approve the February meeting minutes and the motion passed unanimously.

PAB BY-LAW MODIFICATIONS – Roles and Responsibilities
Town Administrator Frank Lancaster attended this meeting to provide clarification on roles and responsibilities of the different types of Boards. There are constituent committees; content advice-giving Boards (i.e., PAB, TAB, etc.), working groups (i.e., Rodeo Committee, etc.); quasi-judicial committees (i.e. Planning Commission); and decision-making Board (i.e. Board of Appeals, etc.).

For Advisory Boards, there is no supervision over staff. The Town Board will consider input but may or may not take advice. Advisory boards are not to speak for the Town and cannot direct staff. Staff does not need to get all work approved through an advisory board, as it would be inappropriate, with AIPP being an exception.

Co-Chair Bangs stated that it is appropriate to give advice on items such as Mrs. Walsh’s Garden (MWG) and its usage for the Town to take or leave. The Mrs. Walsh’s Garden Advisory Committee (MWGAC) is not a governing board and does not dictate what takes place in MWG. An example of another specialized area fitting the same criteria is Veterans Monument Park.

Bangs expressed her concern that MWG is a scientific garden with native plants which is what created the strong reaction to it being a proposed wedding venue. The PAB and MWGAC are just trying to protect the garden. It has a mission and is open to the public.

Chair Moore stated that there are two separate budgets for the PAB to monitor: one for MWG and one for Tree City USA. Lancaster disagreed stating that it is not the role of the PAB to enforce compliance but is the Town’s role. The PAB can however, make a request to see these budgets and can provide comments.
Lancaster discussed the endowment. He clarified that the Town does not have the MWG funds but that all money is held by the Community Foundation of Northern Colorado. This entity holds all funds and only distributes as requested. The Town answers to the Foundation for any and all expenditures.

The PAB By-Law modifications are as follows:

- I.A. Advise the Public Works Parks Division Staff on compliance with Tree City USA Standards. through the development of a tree care ordinance, a community forestry program with an annual budget of at least $2 per Capita, and an annual Arbor Day observance and proclamation.
- I.C. Advise the Public Works Parks Division Staff and the Board of Trustees on content and implementation of technical standards for public and private parks, open lands, conservation easements, trails, plantings, invasive plants, noxious weed, and pest control.

A motion was made and seconded (Bangs/Johnston) and all were in favor. The PAB extended their appreciation to Town Administrator Lancaster and Director Hinkle for their attendance and clarifying the roles and responsibilities of the PAB.

PARKS DIVISION UPDATE
Due to the number of items on the agenda, Parks Division Updates were skipped this month.

MRS WALSH’S GARDEN ADVISORY COMMITTEE:
Chair Merle Moore shared that Mrs. Walsh’s Garden Advisory Committee met yesterday and are planning attendance with a booth at the Mountain Heritage Festival.

MRS WALSH’S GARDEN – EVENTS USAGE:
Karen Lynch of the Events Center went to the February MWGAC meeting as a courtesy to provide information to the group. Member Boles expressed frustration that MWG was advertised as a wedding venue when the MWGAC and PAB asked Lynch to hold off on this action. Lancaster stated that he wasn’t sure who agreed to hold off, but they didn’t have the authority to make that decision.
Moore asked if any Town employees would remain at the site during the wedding events. He stated his concern is that if attendees have children some may step on the scientific plants. Fairgrounds and Events Director Rob Hinkle stated the charge of $500 doesn’t cover staff support per event and pointed out that children could step on the plants at any time, not just wedding events.

Hinkle further stated that the number of weddings hasn’t increased and only 2 or 3 are booked at this time. Lancaster stated the wedding events should be small (20-50). When Lynch presented to the MWGAC she stated that the $500 charge will be going to the Town’s Parks Division for event cleanup and that there’d be 150+ people able to attend. Hinkle stated that the Special Events staff will be performing the clean-up. No General Fund dollars are used to help with events. They earn their own money through charges/fees to pay for administrative work and cleaning, etc.

Hinkle requested PAB guidance when looking at limitations. He only wants wedding events scheduled on certain days of the week and no more than two events per week. Hinkle also expressed the desire to include a write-up on the importance and specialties of MWG. Special Events does not want to over-abuse the garden. He also clarified that the $500 is for three hours of use. Lancaster stated the MWG was donated to town for exposure to the residents and guests for enjoyment. Member Bangs stated she feels that exposure to MWG and the enjoyment to be had far outweighs the risk in her mind.

Moore requested that Special Events come back to the April PAB meeting to show the contract packet to be put out to interested parties and get PAB member thoughts. Moore suggested that we take a look at how things go the first year and book no more than one wedding event per week.

**DECORATING UTILITY BOXES (DUB) UPDATE**

Member Boles updated the PAB on the DUB process. Boles provided the same RFP as last year with updated verbiage. One of the changes is for electronic submissions rather than actual boxes. Each picture should be labeled with where, on the utility box each will be painted.

Artists have discretion on how presented as long as they ensure they’re meeting the requirements. The deadline for submissions is 4/12/18. Once all information is compiled it will be sent to the PAB for review prior to the 4/18/18 meeting.
During review and discussion of the RFP, Town Administrator Lancaster questioned the requirement for the artists to have a business license and stated they should be exempt. Lancaster further stated there is an existing clause exempting the business license requirement if work performed is on Town property. The Town will still need to require an invoice for payment.

The Light and Power Division will be invited to the April meeting to participate in the vote of the art selected for 2018. One other thing changing this year is the need for Light & Power to place their stickers prior to painting. Artists will need to incorporate their designs around these stickers. A motion was made and seconded (Boles/Johnston) to proceed with the RFP as modified and all were in favor.

The PAB then discussed the utility box options for 2018 at various locations. The utility boxes ultimately selected were:

- Post Office Lot (multiple)
- Performance Park
- Behind Kirk’s Fly Shop on Riverwalk
- Behind Ed’s Cantina on Riverwalk

A motion was made and seconded (Boles/Bangs) to approve utility box selection and all were in favor.

**OTHER BUSINESS**

No other business.

With no further business to discuss, the meeting was adjourned at 11:16 a.m.
Chair Leavitt called the meeting to order at 1:30 p.m. There were approximately 10 people in attendance.

1. OPEN MEETING
   Planning Commissioner Introductions

2. APPROVAL OF AGENDA
   It was moved and seconded (White/Hull) to approve the agenda as presented and the motion passed 6-0.

3. PUBLIC COMMENT
   Dick Speilman/ Town Citizen, questioned why the town can’t find money to redo the comprehensive plan.
   Pat Newsom/ Town Citizen, shared thoughts and concerns about town and revision of the comprehensive plan taking into account single family housing.
   Johanna Darden/ Town Citizen, spoke in regard to the EVCP and questioned how it may relate to the Larimer County plan.

4. CONSENT AGENDA
   A. Approval of January 16, 2018 Planning Commission meeting minutes.
   B. Approval of February 20, 2018 Planning Commission meeting minutes.
   C. Large Vacation Home Review: 2745 Eaglecliff Drive, 6-bedroom, 14-person occupancy; Owner: Talsma

   It was moved and seconded (Hull/Baker) to approve the consent agenda as presented and the motion passed 6-0.

5. LARGE VACATION HOME REVIEW – 1060 Otis Lane. 6-bedroom, 14-person occupancy. Owners: Leslie Peng/Eric Neeb, Lotis LLC
Estes Valley Planning Commission  
March 20, 2018  
Board Room, Estes Park Town Hall

Code Compliance Office Hardin stated that the home sits on a lot size of .96-acre, Large Vacation Home use requires 1-acre lot size. There have been no public comments received.

It was moved and seconded (White/Hull) to approve the vacation home at 1060 Otis Lane and to allow a maximum of fourteen (14) occupants. The motion passed 6-0.

6. LARGE VACATION HOME REVIEW - 1004 Rambling Drive. 4-bedroom, 10-person occupancy. Owner: Gordon Coakley  
CCO Hardin stated that the home sits on a lot size of .45-acre, Large Vacation Home use requires 1-acre lot size. Setback on one side is 9 feet, which is less than the 25-foot requirement. There have been no public comments received.

Public Comment:  
Johanna Darden/town citizen, stated that the property should not be allowed to be a Large Vacation Home and should adhere to the codes that are in place.

Commission Discussion:  
Commission asked if the neighbors were notified, and if new property owners would be able to object to the Large Vacation Home. CCO Hardin answered in the negative to both questions.

It was moved and seconded (Hull/White) to approve the vacation home at 1004 Rambling Drive and to allow a maximum of ten (10) occupants. The motion passed 4-1 with Commissioner Baker voting against and Commissioner Leavitt recusing himself.

7. LARGE VACATION HOME REVIEW - 1901 Silversage Court. 5-bedroom, 12-person occupancy. Owner: Jim Rasmuson  
CCO Hardin stated that the home sits on a lot size of .34-acre, Large Vacation Home use requires 1-acre lot size; setback on three sides is 15 feet, which is less than the 25-foot requirement. There have been no public comments received.

It was moved and seconded (Foster/Hull) to approve the vacation home at 1901 Silversage Court and to allow a maximum of twelve (12) occupants. The motion passed 6-0.

8. AMENDMENT TO THE ESTES VALLEY DEVELOPMENT CODE TO ADD “PUBLIC SCHOOLS” AND “NON-PUBLIC SCHOOLS” AS USES ALLOWABLE IN ALL ZONING DISTRICTS AND REVISE THE DEFINITIONS OF SCHOOLS.  
Continued from 2/20/18 meeting  
Senior Planner Woeber discussed that due to Colorado liquor licensing laws there were potential issues regarding allowing schools in certain areas. Staff is now not proposing
allowing any non-public school use in the CD, Downtown Commercial Zoning District. The Town is also exploring eliminating the 500-foot separation distance requirement partially or entirely, within the Estes Park Town limits. Staff is also adding “Parochial Schools” to be included within the “Non-Public Schools” use. Staff recommended approval of this Amendment.

Staff and Commission Discussion
Commissioner Foster questioned the definition of public schools in this amendment compared to the Colorado Revised Statute definition; what standards would be used if a S2 Special Review would come before the Planning Commission, since the EVDC, Section 5 doesn’t reflect standards for schools, making this premature; what attempt has staff made to tailor this amendment to Eagle Rock, rather than applying to all schools; and what evidence is there for a need of this amendment. Planner Woeber answered that the standards are more general in nature and it was staff’s decision to broaden the amendment. Director Hunt explained the history of pedagogical school sites and noted that we are rectifying a mistake made years ago by passing this amendment. Attorney White stated that there is no effect on existing public schools in the Estes Valley. Commissioner Baker questioned the necessity of the amendment, relating to changes and conditions, noting that owners in all Residential Zoning areas are potentially affected, taking away some people’s rights while giving rights to others. Hunt stated that the changing condition is that there was a poorly written Development Code in 2000 which now needs to be rectified in a more rational approach to this matter. Commissioner Hull stated that she does not see that the amendment is taking away rights from other residential areas. Commissioner White expressed her concern that a couple of small non-public schools have sprung up in the past and given that they could be placed in residential areas, under this proposal, we need standards for review. The Commission is in agreement that they want to help Eagle Rock.

Public Comment:
Johanna Darden/Town Citizen, objects to zone changes that will affect her and her neighborhood, recommending that the Planning Commission should vote this amendment down and come up with a new amendment that helps Eagle Rock.

Commission Discussion:
Commissioner Foster gave four reasons for voting against this amendment: 1) it is not adequately (narrowly) tailored to Eagle Rock, 2) there hasn’t been an adequate analysis of consequences, 3) the amendment doesn’t meet the Development Code standards, and 4) there is no existing standard of review in Section 5. Table’s 5.1 and 5.2 of the Development Code need to be reviewed regarding Accessory Uses. Commissioner Baker agreed with Foster adding that schools are already allowed by special review in R2 and RM, and by right in CO and A. He stated that for him it’s an issue of putting them in single family neighborhoods, pushing them everywhere in the Valley, when there are plenty of other opportunities for private schools within the Estes Valley.
Commissioner Schneider stated that we are in a situation of trying to create code revision for just one specific site and that the amendment needs greater review and questioned if there might be an easier way of doing this, perhaps by amending the specific site use or a Special Review. Director Hunt answered that a “spot zone”, or a Code Amendment Alternative for dealing with nonconforming uses and how they can expand are the only available options.

Commissioner Hull asked how Eagle Rock can become legally conforming - what would be the fastest way for Eagle Rock to be allowed to continue with their expansion plan. Michael Whitley explained that Larimer County has a special review procedure of nonconforming use done on a case by case basis, up to a fifty percent (50%) expansion. This procedure is called an Expansion of Nonconforming Use. Trustee Norris expressed his personal concern with moving ahead and not delaying Eagle Rock, asking how quickly could staff look at the Larimer County process, and plan a special meeting. It was noted that a 15 day published legal notice is needed.

It was moved and seconded (Foster/Hull) to continue the EVDC Amendment relating to Schools, pending a Special Meeting in April. The motion was approved 6-0.

9. AMENDMENT TO THE ESTES VALLEY DEVELOPMENT CODE, SECTION 3.15 GENERAL NOTICE PROVISIONS.

Director Hunt explained the objective of the proposed Code Amendment is to change the format in which mailed public notifications are sent, expand the property perimeter within which mailed public notices are sent, and require posting of “Development Under Review” public-notice signage for applicable properties. A fee increase would have to be built into this Amendment.

Staff and Commission Discussion
Commissioner Foster thanked Community Development staff for coming up with this proposal with Commissioner White agreeing. Commissioner Leavitt questioned the sentence regarding failure to give appropriate notice. Attorney White stated that is a standard legal disclaimer. Commissioner Schneider suggested changing the words “meeting” to “hearing”.

It was moved and seconded (White/Foster) to approve the Text Amendment to the Estes Valley Development Code as presented in Exhibit A with changed verbiage. The motion passed 6-0

10. RECOMMENDATION FOR APPROVAL OF MOUNTAIN VIEW TOWNHOME SUBDIVISION PRELIMINARY PLAT.

Proposed four townhome lots in Windcliff Estates on 0.574 acre lot, each with single family residence. The current Subdivision/PUD is a recorded plat, with E-1 Zoning, which allows this proposal to be applied. Staff recommended approval with the following
RECORD OF PROCEEDINGS

Estes Valley Planning Commission
March 20, 2018
Board Room, Estes Park Town Hall

condition: Owner shall submit an Improvement Guarantee which will be reviewed by town and Larimer County staff.

Staff and Commission Discussion
Questions were raised on whether or not there were other waivers besides those relating to access and if the drainage plan is in final plat. Both were answered in the affirmative by Planner Woeber.

Applicant Discussion:
David Bangs from Van Horn Engineering was available for questions.

It was moved and seconded (Baker/Foster) to approve the Mountain View Townhome Subdivision Plat according to findings of fact, including findings and conditions recommend by staff and the motion passed 6-0.

11. REPORTS
A) Planner II interviews going along well, with a lead candidate identified.
B) Staff asked the Commission to think about the following changes: Increase Planning Commission Meetings to twice a month and change meeting time to 4:30.
C) Study Session’s will need to be held in the Board Room for the next few months due to the sound system in Room 202/203.
   Study Sessions will possibly be recorded going forward.
D) Application reviews
   1. Wind River Development Plan (no longer pre-app as of 3/14, now ex parte)
   2. Jimmy John’s/Donuts/Urgent Care/Housing: Steamer Drive
   3. Habitat for Humanity pre-app
   4. Stanley Historic Home Museum
   5. Amended Plats, Supplemental Condo Maps
   6. McDonalds: subdivision of property pre app
   7. 920 Dunraven Street: Rezone from CH to CO for Microbrewery with back-in diagonal parking (no longer pre-app as of 3/14, now ex parte)
   8. Cheley Camp High Ropes Course: height variance and amended plat
E) Plans of posting “current project spreadsheet” on Town web site.

There being no further business, Chair Leavitt adjourned the meeting at 3:25 p.m.

_________________________________
Bob Leavitt, Chair

__________________________________
Karin Swanlund, Recording Secretary
Memo

To: Honorable Mayor Jirsa  
   Board of Trustees

Through: Town Administrator Lancaster

From: David Hook, PE, Public Works Engineering Manager  
      Greg Muhonen, PE, Public Works Director

Date: April 24, 2018

RE: Dynamic Message Signs Construction Contract

Objective:  
Public Works (PW) seeks approval of a construction contract with Sturgeon Electric Company, Inc. (Sturgeon) for the installation of the dynamic message signs (DMS).

Present Situation:  
In February 2018, the Board of Trustees (Board) authorized a contract with DaVinci Sign Systems, Inc. (DaVinci) to install the four previously purchased DMS, contingent upon CDOT’s concurrence in award for this CMAQ grant funded project. Although DaVinci was the low bidder in the second round of bids in 2017, they were disqualified by CDOT because they were not able to meet the Disadvantaged Business Enterprise (DBE) goal of 5% as set by CDOT. Given the disqualification, the Town was clear to consider awarding the project to the #2 low bidder (Sturgeon). CDOT has provided their concurrence of award to Sturgeon.

As with DaVinci, Sturgeon’s bid value is larger than the budgeted funds available for this project. Also as with DaVinci, staff has taken the same negotiation approach with Sturgeon to identify portions of the work that the Town can self-perform, thus reducing Sturgeon’s scope sufficient to get the project cost within budget. Most of the cost savings has been achieved using in-house labor (PW/Stubrs, PW/Parks, Utilities/IT, Utilities/P&L) to accomplish a few select tasks (sign relocation, landscape restoration, conduit & pull box installation; installation of communications equipment).

Because of the unique situation involving this post-bid negotiation, staff is simultaneously presenting a contract for the as-bid value and a deductive change order to reduce the contract value to within the available budget for an outside contractor.

Proposal:  
PW proposes to expend up to $174,394 to install the DMS. This includes three components of expenditures: (1) Contract and Change Order #1 with Sturgeon for the net
amount of $153,250; estimated costs of $10,000 for materials related to the self-perform work by Town crews; and a construction contingency of $11,144 (6.8%).

**Advantages:**
- This project advances several objectives identified in the Town Board’s Strategic Plan:
  - **Transportation:** *We will continue to reduce traffic congestion throughout the Town.*
  - **Infrastructure:** *We will continue to address parking options throughout the Town.*
  - **Public Safety, Health and Environment:** *We will improve and protect the quality of the environment.*
- The DMS will provide pertinent messages regarding parking, closures or any other traffic messages needing conveyed to the visitors. This is critical to overall traffic congestion mitigation during our busy visitor season.
- The ability and willingness of Town crews to adjust their spring work schedules and take on some in-house construction tasks allows the Town to partner with the contractor so that the DMS can be put into service within approved budget and prior to the onset of the 2018 visitor season.

**Disadvantages:**
- A perpetual increase in electronic sign operation and maintenance costs will be incurred.
- Large electronic signs are considered unsightly by some folks.
- The spring workload of the PW/Streets and PW/Parks crews will be adversely affected.

**Action Recommended:**
PW staff recommends the mayor sign the construction contract and the deductive change order for installation of the DMS with the understanding that some project related work will be self-performed by Town crews.

**Finance/Resource Impact:**
No new budget impact is created through this award and change order contracting sequence. The total project budget is $234,000. Funding resources include $136,000 from two CMAQ grant awards, $98,000 in local matching funds ($50,000 from CRF and $48,000 reallocated from surplus parking garage funds). Expenses are allocated to design ($11,200), DMS purchase ($48,406), installation ($163,250), and contingency ($11,144) if needed for unanticipated changes encountered during construction.

**Level of Public Interest**
The level of public interest in this item is expected to be low.

**Sample Motion:**
I move to approve authorization of the PW staff to spend up to $174,394 for the installation of the DMS through a combination of outside contracting and in-house self-performed work.

**Attachments:**
1. [Click here for Construction Contract](#)
2. Change Order #1
3. Aerial Sign Location Map
CONTRACT CHANGE ORDER NO. 1

Date 4/25/2018

Submitted by Town of Estes Park

Project name Digital Message Signs Install 2017 Project

Project # -

Contractor Sturgeon Electric Company, Inc.

Address 12150 East 112th Avenue

City State Zip Henderson, CO 80640

Instructions: Complete all sections with sufficient details. If not applicable insert "NA". Expand narrative space or attach additional pages as needed.

1 Reason for change (narrative)

Initial Scope of Work (SOW) caused bid value to fall outside the Town’s available funded budget for this project.

2a Description of change (narrative)

Representatives of Public Works and the Contractor have negotiated an adjusted SOW such that the adjusted contract amount is within budget parameters.

2b

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SEE ATTACHED PW PREPARED SPREADSHEET FOR DETAILS

COSTS

Original contract amount $257,020

Change in contract costs previous change order/s # $ -

Change in contract costs this change order $ (103,770)

Adjusted contract amount $ 153,250

Percent change to contract costs (informational only) -40.4%

TIME

Original contract time N/A working days

Change in contract time previous change order/s # N/A working days

Change in contract time this change order N/A working days

Adjusted contract time N/A working days

Original substantial completion date 5/21/2018

Adjusted substantial completion date 5/21/2018

Final completion date 5/24/2018

APPROVAL: This Change Order is accepted and the Contract is amended to conform thereto.

TOWN OF ESTES PARK

Approved by Project Manager

Approved by Engineering Manager

Approved by Public Works Director

Approved by Town Administrator

Approved by Mayor

CONTRACTOR

Contractor signature

Contractor title

TOWN SIGNATORY AUTHORITY THRESHOLDS

ENGINEERING MGR $30,000

DIRECTOR $50,000

TOWN ADMINISTRATOR $100,000

Copies to: project file, Finance Dept, Town Clerk
### Adjustments to Scope of Work and Contract Value

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<th>DESCRIPTION</th>
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<th>CONTRACT AS REVISED BY PCO #1</th>
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Note:
Town to self-perform work for line items as indicated above. Other line items will involve both Town and Sturgeon or only Sturgeon. Generally, Sturgeon will install all bored conduit, some conduit, all wire, all meters, some pullboxes, all power accessories, all power final connections; install foundations, support structure, and DMS; provide traffic control. Generally, the Town will install erosion control; relocate existing ground signs; install most conduit, all FO cable, some pullboxes, equipment cabinet, all communications accessories, all communications final connections; install landscape restoration.

Regarding electrical work:
Sturgeon to (1) pull a state electrical permit; (2) supervise the Town crew installing the conduit under Sturgeon's permit; (3) install conduit, wire, power accessories & components, etc. as noted above (including wire within the conduit installed by the Town); (4) coordinate Sturgeon permit inspections & permit close-out. See plan sheet markup.

Town will install: (i) conduit and pullboxes under Sturgeon's permit (Town installed conduit to terminate in pullboxes about 5' from each power source and about 5' from each DMS post; (b) FO cable (including withing conduit installed by Sturgeon); (c) DMS equipment cabinet on sign posts installed by Sturgeon; (d) communication equipment and accessories within the equipment cabinet; (e) final communication connections. See plan sheet markup.

**Note:**
- Some values are estimated and may be subject to change.
- The Town and Sturgeon will work in coordination to complete the project.
Memo

To: Honorable Mayor Jirsa
    Board of Trustees

Through: Town Administrator Lancaster

From: Jackie Williamson, Town Clerk

Date: April 24, 2018

RE: Family Advisory Board Appointments

Objective:
To appoint members to the Family Advisory Board to fill terms that expired on April 15, 2018 for Nancy Almond, Rachel Balduzzi and Jodi Roman.

Present Situation:
The Town Board approved the formation of the Family Advisory Board at their February 14, 2017 Town Board meeting and appointed 12 members to the Board. The FAB bylaws provide for the FAB to consist of no fewer than 10 and no more the 15 members. The Town advertised the positions and received applications from the current members by the closing date of March 26, 2018.

Proposal:
Staff recommends foregoing the interview process and to reappoint the current members of the Board. Each member was appointed to and initial term of one year. The reappointment would provide continuity on this new Board.

Staff continues to advertise for three additional positions on the Board due to resignations through the end of the April. An interview team will be selected at the May 8, 2018 Town Board meeting.

Advantages:
To fill the open positions on the Board.

Disadvantages:
If the appointments are not made, the positions would remain vacant until the position can be re-advertised and interviews conducted.

Action Recommended:
To appoint the Board members as listed above.

Budget: None.

Level of Public Interest: Medium.

Sample Motion:
I move to approve/deny the reappointment of Nancy Almond, Rachel Balduzzi and Jodi Roman to three-year terms expiring April 30, 2021.
Memo

To: Honorable Mayor Jirsa
    Board of Trustees

From: Frank Lancaster, Town Administrator

Date: April 24th, 2018

RE: Policy 101 – Board of Trustees Division of Responsibilities

Objective: To adopt Board of Trustee committee and liaison assignments for the next two years

Present Situation: Board policy specifies that at the first regular meeting following the certification of the results of each biennial election, the Board of Trustees determines each Board and Commission Primary Liaison assignments and responsibilities for the remainder of the term of the current standing Town Board.

Proposal: The proposed assignments, as recommended by the Mayor are attached. All proposed changes and new assignments are indicated in red.

Advantages:
- Distributes the workload of the Trustees equitably
- Trustees with interest in a specific area are able to provide service in that area
- Liaisons serve an important role in facilitating communication between the board/commission to which they serve and the Board of Trustees

Disadvantages:
- Liaison and Board representatives may have more information regarding their assigned board than other Trustees.

Action Recommended: Review the proposed board assignments, make any changes deemed necessary and adopt Policy 101.

Finance/Resource Impact: none
**Level of Public Interest**
Moderate

**Recommended Motion:**
I move to approve Policy 101, Board of Trustees Division of Responsibilities, (as presented/ as amended.)

**Attachments:**
  a) Draft Policy 101
1. **Purpose** The Board of Trustees has many varied responsibilities. In order to effectively use their time, the Board finds it necessary to divide duties and responsibilities among the Board members.

2. **Assignments To Ongoing Committees:** At the first regular meeting following the certification of the results of each biennial election, the Board of Trustees determines each Board and Commission Primary Liaison assignments and responsibilities for the remainder of the term of the current standing Town Board.

   a. **Interim Assignments:** Should the Board deem it necessary to create a new liaison assignment or to modify assignments at some time other than as described in 101.2, the Board may do so at any regular meeting of the Board.

3. **Assignment To Committees Of The Board Of Trustees** (committees comprised solely of members of the Board of Trustees)

   a) **Assignments to Audit Committee:**

      At the first regular meeting following the certification of the results of each biennial election, the Mayor shall appoint two (2) Trustees to the Audit committee with the Mayor serving as the third member.

      (Ord. 26-88 §1(part), 1988; Ord. 7-03 §1, 2003; Ord. 10-10 §1, 2010; Ord. 10-14 §1, 2014; Ord. 13-15, § 1, 9-22-2015)

   b) **Assignment to Special Committees:**

      Special committees may be established by the Board of Trustees. The Mayor shall appoint all members of any special committee subject to the approval of the Board of Trustees. (Estes Park Municipal Code 2.08.020)

4. **Appointment of Mayor Pro-Tem:** “At its first meeting following the certification of the results of each biennial election, the Board of Trustees shall choose one (1) of the Trustees as Mayor Pro Temp who, in the absence of the Mayor from any meeting of the Board of Trustees, or during the Mayor's absence from the Town or his or her inability to act, shall perform his or her duties.” (Estes Park Municipal Code 2.16.010)
5. **Special Assignments to Ad-Hoc and Temporary Committees:** The Mayor may nominate trustees to serve on committees, community groups, or in some other capacities as a representative of the Town, except in cases where a Board Liaison has been approved by the Board of Trustees (Policy 1.7.) The Mayor shall present the nomination of any such appointments to the Board for approval at a regular town board meeting. The Mayor will make every effort to distribute special assignments equitably among the members of the Board.

6. **Interview panels for Town Committees** – In accordance with Section IV A 6 of Policy 102, Town Committees, “Applicants for all committees will be interviewed by the Town Board, or its designees. Any designees will be appointed by the full Town Board.”

7. **Outside Committees** – Outside committees are committees or boards where the Town is represented by a member of the Board of Trustees and/or staff. These are not committees of the Town of Estes Park and therefore the rules and guidelines for membership are those of the outside entity not the Town. At times, they may request that the Trustees assign an individual(s) to represent the Town, however they may also request a specific individual or position as the Town’s representative to the committee.

8. **Liaison Assignments** - The Mayor may nominate trustees to serve as a Board Liaison. The Mayor shall present the nomination of any such appointments to the Board for approval at a regular town board meeting. The Mayor will make every effort to distribute special assignments equitably among the members of the Board.
Effective Period: Until Superseded
Review Schedule: After each municipal election
Effective Date: April 24th, 2018
References: Governing Policies Manual; Governance Policy Manual 1.6 Board
Appointed Committee Principles

TOWN BOARD POLICY GOVERNANCE
BOARD OF TRUSTEES DIVISION OF RESPONSIBILITIES
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Board Assignments

Mayor Pro-Tem - __ Trustee Walker

<table>
<thead>
<tr>
<th>Board, Commission or Task Force</th>
<th>Liaison</th>
<th>Staff Liaison</th>
<th>Type of Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estes Valley Planning Commission</td>
<td>Trustee Norris</td>
<td>Randy Hunt</td>
<td>Advisory/Decision Making</td>
</tr>
<tr>
<td>Estes Valley Board of Adjustment</td>
<td></td>
<td>Randy Hunt</td>
<td>Decision making</td>
</tr>
<tr>
<td>Western Heritage Inc</td>
<td>Trustee Cenac</td>
<td>n/a</td>
<td>Outside</td>
</tr>
<tr>
<td>Estes Park Museum Friends and Foundation Inc.</td>
<td></td>
<td>Derek Fortini</td>
<td>Outside</td>
</tr>
<tr>
<td>Ambassadors</td>
<td></td>
<td>Teri Salerno</td>
<td>Outside</td>
</tr>
<tr>
<td>Police Auxiliary</td>
<td></td>
<td>Wes Kufeld</td>
<td>Working Group</td>
</tr>
<tr>
<td>Parks Advisory Board</td>
<td>Trustee Martchink</td>
<td>Brian Berg</td>
<td>Advisory</td>
</tr>
<tr>
<td>Transportation Advisory Board</td>
<td>Trustee Bangs</td>
<td>Greg Muhonen</td>
<td>Advisory</td>
</tr>
<tr>
<td>Estes Valley Restorative Justice</td>
<td></td>
<td>Melissa Westover</td>
<td>Working Group</td>
</tr>
<tr>
<td>Local Marketing District (Visit Estes Park)</td>
<td>Trustee Zornes</td>
<td>n/a</td>
<td>Outside</td>
</tr>
<tr>
<td>Estes Park Board of Appeals</td>
<td></td>
<td>Randy Hunt</td>
<td>Advisory/Decision Making</td>
</tr>
<tr>
<td>Sister Cities</td>
<td>Trustee Bangs</td>
<td>n/a</td>
<td>Working Group</td>
</tr>
<tr>
<td>Family Advisory Board</td>
<td>Trustee Norris</td>
<td>Travis Machalek</td>
<td>Advisory</td>
</tr>
</tbody>
</table>

Proposed changes shown in Red

Revisions: 4/24/2018
Effective Period: Until Superseded
Review Schedule: After each municipal election
Effective Date: April 24th, 2018
References: Governing Policies Manual; Governance Policy Manual 1.6 Board
Appointed Committee Principles

TOWN BOARD POLICY GOVERNANCE
BOARD OF TRUSTEES DIVISION OF RESPONSIBILITIES

101

<table>
<thead>
<tr>
<th>Committee or Board</th>
<th>Appointed Member(s)</th>
<th>Staff Liaison</th>
<th>Type of Committee</th>
</tr>
</thead>
</table>
| Audit Committee                                         | Mayor Jirsa
              | Trustee Walker,            | Frank Lancaster       | Advisory          |
              | Trustee Cenac            | Duane Hudson             |                     |
| Colorado Association of Ski Towns (CAST)                | Voting Designee – Mayor Jirsa| n/a                   | Outside           |
| Platte River Power Authority Board of Directors         | Mayor Jirsa                  | Reuben Bergsten       | Outside           |
| Larimer County Open Lands Board                         | Trustee Zornes              | n/a                   | Outside           |
| Estes Park Economic Development Corporation Board of Directors | Trustee Walker              | n/a                   | Outside           |
| Larimer County Wastedsh Policy Group                    | Trustee Zornes              |                        |                   |

___________________________________
Todd Jirsa
Mayor

Revisions: 4/24/2018
Memo

To: Honorable Mayor Jirsa
   Board of Trustees

Through: Town Administrator Lancaster

From: Jackie Williamson, Town Clerk

Date: April 24, 2018

RE: Appointments – Town Officers & Town Administrator

Objective:
To appoint Town Officers per Municipal Code 2.24 & 2.28

Present Situation:
The Town held the regular Municipal Election on April 3, 2018. Per the Municipal Code Section 2.24.010, at the first regular meeting following certification of the results of each biennial election, the Board of Trustees shall appoint a qualified person as Town Clerk, Town Treasurer, Town Attorney, Municipal Judge and Assistant Municipal Judge, and any other officers the Board of Trustees deems necessary for the good governance of the Town.

Municipal Code section 2.28.10 Town Administrator; appointment states at the first regular meeting following certification of the results of each biennial election, the Board of Trustees shall appoint a qualified person as Town Administrator.

Proposal:
To appoint the following officers:

- Jackie Williamson – Town Clerk
- Duane Hudson – Town Treasurer/Town Clerk Pro Tem
- Greg White – Town Attorney
- Roger Clark - Assistant Town Attorney
- Randy Williams - Assistant Town Attorney
- David Thrower – Municipal Judge
- Teresa Albao – Assistant Municipal Judge
- Gary Brown – Second Assistant Municipal Judge
- Frank Lancaster – Town Administrator

Advantages:
To comply with the Municipal Code and State Statute requirements.
Disadvantages:
None.

Action Recommended:
Approve the appointments outlined above through separate motions.

Budget:
None.

Level of Public Interest:
Low

Sample Motion:
I move to approve/deny the appointment of Jackie Williamson as Town Clerk.

I move to approve/deny the appointment of Duane Hudson as Town Treasurer/Town Clerk Pro Tem.

I move to approve/deny the appointment of Greg White as Town Attorney.

I move to approve/deny the appointment of Roger Clark as Assistant Town Attorney.

I move to approve/deny the appointment of Randy Williams as Assistant Town Attorney.

I move to approve/deny the appointment of David Thrower as Municipal Judge.

I move to approve/deny the appointment of Teresa Albao as Assistant Municipal Judge.

I move to approve/deny the appointment of Gary Brown as Second Assistant Municipal Judge.

I move to approve/deny the appointment of Frank Lancaster as Town Administrator.

Attachments:
- Letter from Greg White related to his services/fees.
- Memo from Greg White regarding the appointment of Roger Clark and Randy Williams as Assistant Town Attorney.
April 20, 2018

Town of Estes Park
Attn: Mayor and Board of Trustees
P O Box 1200
Estes Park, CO 80517

RE: Town Attorney Fee Schedule

Dear Mayor and Board of Trustees:

Pursuant to the provisions of Section 2.24.030 of the Municipal Code, the Town Attorney shall be compensated in accordance with a Fee Schedule approved by the Board of Trustees. With regard to compensation for my duties as the appointed Town Attorney, I will bill at the rate of $200.00 per hour. The billing is monthly and billed according to billing codes directed by the Town Administration. I am not reimbursed nor do I bill for travel time to the Town for all meetings, consultations, or other related business matters. I bill the Town at the hourly rate for any travel time for Town business where the destination is not the Town of Estes Park.

The Town is not responsible for any other costs or reimbursements for my services as Town Attorney other than the above stated hourly rate.

Very Truly Yours,

Gregory A. White

GAW/ldr
Memo

To: Honorable Mayor Jirsa
    Board of Trustees
    Town Administrator Lancaster

From: Gregory A. White, Town Attorney

Date: April 20, 2018

RE: Assistant Town Attorney

I am recommending that the Town Board appoint Roger Clark and Randy Williams of Loveland, Colorado, to the position of Assistant Town Attorney. I have worked with Mr. Clark and Mr. Williams for the past thirty-nine years and feel that they will bring a high degree of integrity, competence, and legal experience to this appointment. Mr. Clark and I were partners from 1980 to 1997, and Mr. Clark served as Assistant Town Attorney during that period of time. Mr. Williams has maintained a private practice in the City of Loveland for approximately thirty-nine years and also was Assistant City Attorney for the City of Loveland. They are currently partners in the firm of Clark Williams & Matsunaka in Loveland. The purpose of appointing both of them to the Assistant Town Attorney position is to provide legal services in the event of potential conflict of interest and/or unavailability of either one.