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, April 22, 2014
7:00 p.m.

AGENDA

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

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

PROCLAMATION: “Emergency Preparedness Month”.

* PROCLAMATION: “Month of the Tree”.

PRESENTATION: Recognizing YMCA’s efforts during the 2013 flood.

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

TOWN BOARD COMMENTS / LIAISON REPORTS.

TOWN ADMINISTRATOR REPORT.
  ● Policy Governance Report.

1. CONSENT AGENDA (Approval of):

   1. Town Board Minutes dated April 8, 2014.
   2. Bills.
   3. Committee Minutes:
       A. Public Safety, Utilities and Public Works, April 10, 2014:
           1. Community Sponsorship Program for bear-resistant trash/recycling containers.
           2. Replace Retaining Wall at Bristlecone Inn, $75,000.
   4. Tree Board Minutes dated February 20, 2014 (acknowledgement only).
   5. Transportation Advisory Committee Minutes dated March 19, 2014 (acknowledgement only).

NOTE: The Town Board reserves the right to consider other appropriate items not available at the time the agenda was prepared.

ACKNOWLEDGEMENT OF MAYOR PRO TEM BLACKHURST & TRUSTEE ELROD.

- Presentation to Mayor Pro Tem Blackhurst – Mayor Pinkham.
- Presentation to Trustee Elrod – Mayor Pinkham.
- Mountainaires – Song Recognizing outgoing Trustees.

IBL-10 MINUTE RECESS
NEW SLATE – BOARD OF TRUSTEES

2. ACTION ITEMS:

1. **SWEARING-IN CEREMONY FOR NEWLY-ELECTED TRUSTEES.** Municipal Judge Brown.


2. **MAYOR PRO TEM.** Mayor Pinkham.

3. **APPOINTMENTS.** Mayor Pinkham.

   1. Policy Governance 101 Board Assignments
   2. Town Officers
      - Town Clerk
      - Town Treasurer/Town Clerk Pro Tem
      - Town Attorney
      - Assistant Town Attorney
      - Municipal Judge
      - Assistant Municipal Judge
   3. Town Administrator

3. **REPORTS AND DISCUSSION ITEMS.**

   1. **EVENT CENTER & PAVILION CONSTRUCTION UPDATE.** Project Manager Zurn.

   2. **PUBLIC INFORMATION QUARTERLY REPORT.** PIO Rusch.

4. **ADJOURN.**
MEMORANDUM

DATE: April 22, 2014

TO: Board of Trustees

FROM: Frank Lancaster, Town Administrator

SUBJECT: INTERNAL MONITORING REPORT - EXECUTIVE LIMITATIONS
(ANNUAL MONITORING REPORT POLICY 3.7)

Board Policy 2.3 designates specific reporting requirements for me to provide information to the Board. Policy 3.7, Emergency Preparedness, requires annual reporting of compliance in April of each year.

Policy 3.3 states: “The Town Administrator shall have an Emergency Preparedness Process in place for coordination of all emergency management partners - Federal, State, and local governments, voluntary disaster relief organizations, and the private sector to meet basic human needs and restore essential government services following a disaster. “

This report constitutes my assurance that, as reasonably interpreted, these conditions have not occurred and further, that the data submitted below are accurate as of this date.

Frank Lancaster
Town Administrator
3.7.1 **The Town Administrator shall be responsible for the assigned responsibilities identified in the Town of Estes Park Emergency Operations Plan**

REPORT: The current Emergency Operations Plan defines emergency responsibilities for key Town staff. I am therefore reporting compliance.

3.7.2 **The Town Administrator shall not fail to have a business continuity plan for the Town.**

REPORT: The business continuity plan is currently under development, but not yet complete. It should be completed by the end of the year. I am therefore reporting partial compliance.

3.7.3 **In the event of an emergency, the Town Administrator shall not fail to take appropriate action immediately to ensure the safety of the public and public and private assets, including authorizing specific actions by Town staff and declaring an emergency on behalf of the Board of Town Trustees**

REPORT: The most recent emergency situation for the Town was the flood of September 2013. During this event, the Town Administrator did not fail to take appropriate action immediately to ensure the safety of the public and public and private assets, including authorizing specific actions by Town staff and declaring an emergency on behalf of the Board of Town Trustees. I am therefore reporting compliance.
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 8th day of April, 2014.

Present: William C. Pinkham, Mayor
Eric Blackhurst, Mayor Pro Tem
Trustees Mark Elrod
John Ericson
Wendy Koenig
Ron Norris
John Phipps

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

Absent: None.

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

PROCLAMATIONS.
Mayor Pinkham presented the Rotary Club of Estes Park with a proclamation honoring the 26th anniversary of the Duck Race to be held on May 3, 2014.

Mayor Pinkham presented a Resolution of Respect in appreciation for the efforts of the Strong Tomorrow Task Force in helping to educate the Town citizens on the benefit of the 1% sales tax increase and passage of Issue 1A.

Mayor Pinkham proclaimed April as Estes Cares About Bears Month. PIO Rusch along with members of the task force thanked the community for their efforts and responsiveness in reducing conflicts with bears. The task force continues their efforts this year by reaching out to lodging establishments and vacation rental owners. PIO Rusch also thanked Waste Management for their partnership in supporting the effort by providing bear resistant trash containers.

PUBLIC COMMENTS.
Louis Smith/Estes Valley Restaurant Partners thanked the Town for their efforts in reviewing and establishing new liquor code violation guidelines. The proposal as outlined is fair and equitable, and the group would support the approval of the new guidelines.

Adam Shake/Creative Arts District Task Force member provided an update on the formation of the district, stating on March 17, 2014 the Town of Estes Park was chosen as one of the 11 out of 15 communities that submitted a letter of interest to submit a formal application to be recognized by the State as a formal Arts District. After site visits 7 of the 11 communities will be selected to form official districts. On April 16, 2014 the Creative Industries Division of the Office of Tourism and International Trade would conduct a site visit.

John Meissner/Town citizen requested the Board consider writing a formal invitation to the Earl of Meath and his family to visit Estes Park this fall.

TOWN BOARD COMMENTS / LIAISON REPORTS.
Trustee Norris thanked the electorate of Estes Park for voting during the recent Municipal Election on April 1, 2014. He confirmed the interview process to fill the CEO position for Visit Estes Park would take place on April 21 and 22, 2014 and the community would be able to participate.
Trustee Koenig reported Western Heritage is looking to add new members and new events. Nick Molle/Sister Cities continues to work with both the Town and Costa Rica to ensure the relationship adds value to both communities. EALA has begun to work with Sister Cities to encourage tourism between the communities. She also thanked the citizens for voting and for re-electing her to office.

Mayor Pro Tem Blackhurst stated the Housing Authority would hold its monthly meeting Wednesday, April 9, 2014 in Room 203 at 8:30 a.m. The Public Safety, Utilities and Public Works Committee would meet on Thursday, April 10, 2014 in the Board Room at 8:00 a.m.

Trustee Ericison commented the Transportation Advisory Committee would meet on April 16, 2014 at noon in Room 202. He thanked the Strong Tomorrow Task Force for their efforts in passing Ballot Issue 1A. He also thanked Mayor Pro Tem Blackhurst and Trustee Elrod for their services to the community and stated it had been an honor to serve with them on the Board.

Mayor Pinkham also thanked the voters for the passage of the ballot issues. He congratulated Bob Holcomb and Ward Nelson for their successful bid as Trustee and welcomed them to the Board.

**TOWN ADMINISTRATOR REPORT.**

- Joint meeting of the County Commissioners, Town Board and the Planning Commission would be held on April 9, 2014 to discuss a number of planning issues starting at 2:00 p.m. in Rooms 202/203.
- New 1% Sales Tax – The new sales tax approved by the voters at the April 1, 2014 Municipal Election goes into effect on July 1, 2014. As the State collects the Town’s sales tax and remits it to the Town, the Town would not see funds associates with the increase until September. The Town would begin planning and budgeting for repairs of the roadways in 2015.
- February 2014 sales tax revenues are up 13.2% over February 2013 and 12.6% up for the year.
- In light of a number of projects, grants and the new sales tax to fix the roads, the Town has reorganized the Public Works department. Director Zurn would become the Projects Manager for Public Works and oversee a number of current and upcoming projects. The Town would advertise beginning this week for a new Public Works Director. Kevin Ash/Civil Engineer would be the Interim Director and oversee the operations of the department until a new Director has been hired.

1. **CONSENT AGENDA:**
   
   
   2. Bills.
   
   3. Committee Minutes:
   
   a. Community Development / Community Services, March 27, 2014.
   

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

2. **REPORTS AND DISCUSSION ITEMS:**

   1. **ELECTION REPORT.** Town Clerk Williamson presented the canvassed results for the Municipal Election held on April 1, 2014. The Town held its regular Municipal Election on Tuesday, April 1, 2014 as provided by 31-1-101(10)(a) CRS to elect three Trustee positions, referred Issue 1A to increase the Town sales tax from 4% to 5% for a period of 10 years, referred Question 1B for the
sale of Lot 4, Stanley Historic District to the Grand Heritage Hotel Group, and Question 2 a citizen initiated ordinance to place a conservation easement on Lot 4, Stanley Historic District.

FOR TRUSTEE:  

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<th>Total Votes Cast</th>
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<tbody>
<tr>
<td>Judy Fontius</td>
<td>631</td>
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<tr>
<td>Janna Allerheiligen</td>
<td>399</td>
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<tr>
<td>Ward Nelson *</td>
<td>758</td>
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<tr>
<td>Mike Williams</td>
<td>477</td>
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<tr>
<td>Bob Holcomb*</td>
<td>918</td>
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<tr>
<td>Paul Fishman</td>
<td>689</td>
</tr>
<tr>
<td>Wendy Koenig*</td>
<td>1447</td>
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<tr>
<td>Geraldine Treacy</td>
<td>331</td>
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</tbody>
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TOTAL VOTES CAST = 2,413

*Elected to 4-yr. terms

Total Registered Voters = 4,540
Percentage Turnout = 53%

ISSUE 1A – 1% Sales Tax Increase for 10 Years:  

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<td>YES</td>
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QUESTION 1B – Sale of Lot 4, Stanley Historic District:  

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<td>YES</td>
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QUESTION 2 – Citizen Initiated Ordinance
Open Space– Lot 4, Stanley Historic District:  

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<td>YES</td>
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<td>NO</td>
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As the 2014 election was held as poll election, the Town Clerk as the designated election official sent out over 4,500 postcards to all registered electors within town limits to notify them of the poll election and the need to complete an Absentee Ballot application in order to receive a ballot by mail. The Town saw an overwhelming number of absentee voters with 1,492 absentee ballots issued and 1,405 absentee ballots returned and counted on Election Day.

The Town hired the Larimer County election office to provide election support, including setting up and printing the ballots, envelopes, secrecy sleeves and TABOR notice, programming the AccuVote memory cards used in the election equipment, and assisting in the counting of the Absentee ballots on Election Day. The Town also rented the election equipment from Larimer County needed to conduct the election. The County’s professional team was extremely helpful during every step of the election process.

2. **EVENT CENTER & PAVILION CONSTRUCTION UPDATE.** Director Zurn stated the concrete floor in the Pavilion has been completed and the final items for occupancy are being installed. The second floor of the Event Center
was poured and steel light gauge framing has begun. The mechanical, plumbing, and electrical systems are underway. The exterior concrete flatwork, exterior retaining walls and ramps have begun. The Parks division has designed and would install the landscaping and irrigation systems. The Pavilion would be complete and ready for occupancy mid-April. The contractor and staff are working to have the Event Center ready for temporary occupancy for the Wool Market.

3. ACTION ITEMS:

1. **ORDINANCE #11-14 AMENDING THE ISSUANCE OF OPTIONAL PREMISE LICENSES TO INCLUDE THE FAIRGROUNDS AT STANLEY PARK.** Ordinance #09-91 adopted in 1991 allows for outdoor sports and recreational facilities, such as the golf course, to offer liquor service to its patrons while participating/observing an event. The original Ordinance limited eligible facilities to golf courses and swimming pools. Ordinance #11-14 would amend the current Municipal Code 5.31 to add the fairgrounds/Estes Park Events Complex and to update Liquor Code references. An optional premise liquor license at the fairgrounds would allow a concessionaire and the Town the flexibility to operate the property for a number of different events, including private parties and Special Events such as the Highlands festival in the fall without difficulties encountered in the past couple of years with different licenses trying to occupy the same premise; i.e. pouring out or consuming beverages before entering specific areas of the fairgrounds. The optional premise license can be turned off to allow Special Events with very little notice. The current 3.2% On-Premise Beer license does not allow for this type of flexibility. Attorney White read the Ordinance. After further discussion, it was moved and seconded (Blackhurst/Phipps) to approve Ordinance #11-14, and the motion passed unanimously.

2. **ORDINANCE #12-14 ROCKY MOUNTAIN PARK INN CONCESSION AGREEMENT FOR FAIRGROUNDS COMPLEX.** Director Winslow presented the Board with a new agreement between the Town and Rocky Mountain Park Inn LLC (RMPI) to provide exclusive food and beverage services to the facilities at the Estes Park Event Complex (Fairgrounds at Stanley Park). This agreement would be in addition to the current agreement the Town has with RMPI to provide services at the Conference Center. RMPI would be responsible for applying for and maintaining an optional premise liquor license for the facilities. The agreement would provide the Town with 15% of the gross revenues produced, require RMPI to turn off the liquor license for identified and agreed upon events such as Rooftop Rodeo and Longs Peak Scottish Irish Festival, and require RMPI to purchase needed equipment for catering and operations at the complex. RMPI has stated an interest in working with local service clubs to assist in the operations and in return make donations to the club for their services. High quality services must be provided, therefore, evaluations would be completed after each event and a periodic review of services provided.

Board discussion was heard and summarized: the contract should reference a specific date for quarterly reports to be filed; questioned how the agreement would be renewed annually and how the grandfathered events would be identified from year-to-year; requested staff complete an RFP process for the concession services before December 31, 2015 as this agreement has been completed as a sole source agreement; and questioned if the agreement covers the executive Board room and area.

Director Winslow stated the agreement would be reviewed annually with RMPI with regard to grandfathered events, and the contract covers all aspects of the Event Center, Pavilion and Grandstand areas.
Town Attorney White read the Ordinance. It was moved and seconded (Blackhurst/Ericson) to approve Ordinance #12-14 an agreement with Rocky Mountain Park Inn LLC to operate the food and beverage concession at the Estes Park Events Complex, and the motion passed unanimously.

3. LIQUOR VIOLATION SENTENCING GUIDELINES FOR COMPLIANCE & NON-COMPLIANCE CHECK VIOLATIONS. Town Clerk Williamson stated staff utilized the 1999 adopted stipulation guidelines to negotiate stipulation agreements for licensees that failed compliance checks during the 2013 summer. The Board stated concern with the guidelines and requested staff review and compare them to other communities to determine whether or not they should be revised/updated. The current guidelines do not offer flexibility as it relates to a first offense of the sale of alcohol to a minor and the guidelines tend to be more punitive than those established by the State liquor code. Staff reviewed policies from other communities and confirmed the legal use of Restorative Justice as an alternative to suspensions. The proposed draft includes a written warning for the first offense of a sale to a minor, sale to a visibly intoxicated person, and sale or service by an underage employee with the adoption of recommended practices; the ability to pay a fine in lieu of serving time; the addition of mitigating and aggravating factors in determining time served; and the addition of Restorative Justice process in lieu of a suspension. These new guidelines provide more flexibility in assessing penalties. It was moved and seconded (Blackhurst/Norris) to approve the liquor violation sentencing guidelines for compliance and non-compliance check violations, and the motion passed unanimously.

4. AMENDMENT TO NEIGHBORHOOD DEVELOPMENT AGREEMENT, NEIGHBORHOOD SUBDIVISION. Planner Shirk presented an amendment to the Development Agreement between the Town and Pawnee Meadows LLC to increase the median income limit from 100% to 125% for the attainable housing program in the Neighborhood Subdivision. Originally staff and the Estes Park Housing Authority recommended buyer counseling and resale provisions be included; however, the developer did not agree to these changes. It was moved and seconded (Norris/Phipps) to approve the Second Amendment to The Neighborhood Development Agreement to increase the median income limit from 100% to 125% of the Larimer County Median Income, and the motion passed unanimously.

5. AGREEMENT FOR INSTALLATION OPERATION AND MAINTENANCE OF WATER MAIN – FISH CREEK WATER ASSOCIATION. Attorney White presented an agreement for the installation, operation and maintenance of a new 8 inch water main between the Town and the Fish Creek Water Association, Inc. This would be an upgrade from the 2 inch water main currently feeding the Fish Creek Water Association system. The Association has made arrangements with Larimer County to fund the design, installation and construction of the new water main through the creation of a Larimer County Local Improvement District #2013-3. The agreement details the responsibilities of each party for the construction and maintenance of the new water main and the transfer of the new water main to the Town once the debt has been fully paid. After the new water main has been installed and accepted by the Town, the Town would be responsible for the normal operation and routine maintenance of the new water main. The Town may use the new water main to connect additional customers to the Town’s system and retain all revenues from the new customers. It was moved and seconded (Norris/Blackhurst) to approve the Agreement for Installation, Operation, Maintenance of Water Main with the Fish Creek Water Association, and the motion passed unanimously.
4. **REQUEST TO ENTER EXECUTIVE SESSION:**
   It was moved and seconded (Blackhurst/Norris) to enter Executive Session for the purpose of discussing a personnel matter; 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. Annual Review of Administrator Lancaster and a personnel matter, and it passed unanimously.

Whereupon Mayor Pinkham adjourned the meeting to Executive Session at 8:47 p.m.

Mayor Pinkham reconvened the meeting to open session at 9:16 p.m.

Whereupon Mayor Pinkham adjourned the meeting at 9:16 p.m.

William C. Pinkham, Mayor

Jackie Williamson, Town Clerk
Minutes of a Regular Meeting of the PUBLIC SAFETY/UTILITIES/PUBLIC WORKS COMMITTEE of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Board Room of Town Hall in said Town of Estes Park on the 10th day of April, 2014.

Committee: Chair Blackhurst, Trustees Koenig and Phipps
Attending: All
Also Attending: Town Administrator Lancaster, Police Commander Rose, IT Manager Fraundorf, Line Superintendent Lockhart, Civil Engineer Ash, Public Information Officer Rusch and Recording Secretary Limmiatis
Absent: None

Chair Blackhurst called the meeting to order at 8:00 a.m.

PUBLIC COMMENT.
None.

PUBLIC SAFETY.

REPORTS.
Reports provided for informational purposes and made a part of the proceedings.
   1. Verbal Updates and Committee Questions – Commander Rose thanked Chair Blackhurst for his efforts in working with the PUP Committee, dedication and service to the community. Chair Blackhurst requested review of the Model Traffic Code with upgraded parking spaces being dedicated to the electric car charging stations.

UTILITIES.

REPORTS.
Reports provided for informational purposes and made a part of the proceedings.
   1. Verbal Updates and Committee Questions – Manager Fraundorf expressed the appreciation of the Utilities Department for Chair Blackhurst’s service to the Town and leadership on the PUP Committee. Superintendent Lockhart updated the Committee on Capital Projects. The Fall River / Big Thompson Project to underground power has been completed, with only requires hydro-seeding to be finalized. The project was completed approximately $180,000 under budget. This project was the first to be taken on in-house and was a success. The overhead project in Allenspark was also completed in-house, and remained under budget by approximately $500,000. Superintendent Lockhart briefed the Committee on the LED Christmas lights installed in Confluence Park as a trial for the switch throughout Downtown during the 2014 holiday season, and two electric car charging stations to be installed in the parking lot behind Town Hall.

PUBLIC WORKS.

BRISTLECONE INN RETAINING WALL.
Engineer Ash informed the Committee of damage from the September flood to the retaining wall located at the Bristlecone Inn which is within the Town right-of-way. Engineer Ash presented three potential solutions to repairing the retaining wall and requested direction from the Committee on how to proceed. The Committee recommended replacing the retaining wall at the Bristlecone Inn at a cost of $75,000.00 as an Consent Item at the April 22, 2014 Town Board meeting.
REPORTS.
Reports provided for informational purposes and made a part of the proceedings.

1. Community Sponsorship for Bear Resistant Trash/Recycle Containers – PIO Rusch presented a new program in which individuals and businesses may sponsor the installation of a public bear-resistant trash or recycling container. Interest has been expressed by the public and the Town would like to proceed with promotion of the program. Up to two individuals or businesses may share the cost of a bear-resistant container and the Town would be responsible for ordering and installation. Sponsors would be recognized with a donation letter, plaque on the container, public announcement and photo. Administrator Lancaster stated the plaque would be designed and regulated by the Town. Chair Blackhurst requested cost information on increasing the amount of recycling bins. Engineer Ash recalled an approximate increase of $2.00 to $3.00 per can would be charged by Doering Disposal due to added sorting responsibility. Administrator Lancaster emphasized the advantage of the bear-resistant containers, stating the containers save staff time and money from having to pick up trash being spread by bears, crows and wind. PIO Rusch stated Rocky Mountain National Park may be ordering containers from Bear Saver and the Town may be able to save on shipping costs by placing orders to coincide with the Park. The Committee recommended the Community Sponsorship Program for Bear-Resistant Trash/Recycling Containers as a Consent Item at the April 22, 2014 Town Board meeting.

There being no further business, Chair Blackhurst adjourned the meeting at 8:35 a.m.

Barbara Jo Limmiatis, Recording Secretary
Memo

To: Honorable Mayor Pinkham
   Board of Trustees
   Town Administrator Lancaster

From: Kate Rusch, Public Information Officer

Date: April 15, 2014

RE: Community Sponsorship Program for Bear-Resistant Trash/Recycling Containers

Objective:
To receive the Town Board’s approval of the establishment of a new community partnership whereby residents and businesses may sponsor the purchase and installation of a public bear-resistant trash/recycling container.

Present Situation:
In 2013, the Town replaced approximately 30 public trash containers with bear-resistant containers; 24 of these were in partnership with the League of Women Voters and Community Recycling Committee. Budget reductions after the September flood meant the Town was unable to continue installing bear-resistant public containers as planned.

Proposal:
In response to inquiries from interested members of the community and the Bear Education Task Force, staff have are proposing a process for individuals and businesses to sponsor public bear-resistant trash or trash/recycling combination containers. If approved by the board, staff would begin program promotion in April, in conjunction with “Estes Cares about Bears Month.”

Staff determined that up to two individuals or businesses could share the cost of a bear-resistant container; the Town will order and install the container. Including freight, the current approximate price of a trash/recycling container is $1700; a trash-only container is $1100. Public Works will work with the sponsor to find the best location, and combination trash/recycling containers will be used where space permits. Sponsors will be recognized with a donation letter, a plaque on the container, and a public announcement by the Public Information Office.
Advantages: The program will help raise public awareness of bear-responsible habits and allow community members to actively participate in the continued efforts of the Town to reduce conflicts with bears in public spaces.

Disadvantages: None.

Action Recommended: Staff recommends approval of the establishment of a community sponsorship program for public bear-resistant trash/recycling containers.

Budget: Minimal installation costs will be drawn from:
101-5200-452.25-03

Trash/recycling collection costs are drawn from:
101-5200-452.25-01

Level of Public Interest Staff expects a moderate level of public interest in this program from the general community. Staff expects minimal interest from potential sponsors, although two sponsorships are already awaiting establishment of the program.

Sample Motion: I move for the approval/denial of the establishment of a community sponsorship program for bear-resistant public trash/recycling containers.
Memo

To: Honorable Mayor Pinkham
Board of Trustees
Town Administrator Lancaster

From: Kevin Ash, PE, Interim Director of Public Works

Date: April 22, 2014

RE: Bristlecone Inn Retaining Wall

Objective:
Repair the 100 year old damaged rock wall along the Bristlecone Inn property.

Present Situation:
As a result of the September 2013 flood, 25' of the rock wall along the Bristlecone Inn property collapsed. Initially this was assumed to be a private property issue, but survey documentation shows this rock wall exists in the public right-of-way of Virginia Drive. Public Works prepared a FEMA Worksheet to request assistance with this repair, however this request was denied by FEMA. Because there was not a structural component to this rock retaining wall, FEMA Engineers considered this nothing more than a stacked rock landscaping feature. Currently, Public Works Parks Division has cleaned up the debris on the sidewalk and stacked the rocks on the property.

Proposal:
Public Works has developed 3 alternatives to improve the present situation:

1. Remove the entire rock wall and slope the grade back into the property. Repair the existing irrigation, fence and landscaping. Utilize a small timber retaining wall at the back of the sidewalk to control the sediment runoff as needed. 
   Approximate construction cost $10,000.

2. Replace only the damaged portion of wall. This includes 25' of new, structurally supported wall, fencing, irrigation and landscaping. This option only repairs the damaged area. The remaining wall is not structurally supported and subject to future damage. 
   Approximate construction cost $25,000.

3. Remove the entire 75' of existing rock wall and replace with a structural engineered block retaining wall (similar to the Wiest parking lot retaining wall). Repair all fencing, irrigation and landscaping. 
   Approximate construction cost $75,000.
**Action Recommended by Staff:**
Public Works recommends proceeding with Alternative 3 and would like authorization to proceed with a $75,000 budget to engineer and construct a replacement retaining wall. With the heavy tourist season approaching, this repair needs to be completed as soon as possible.

**Budget:**
This project was not identified prior to completion of the 2014 budget. This project will be categorized under line item 101-3100-431-25-52 (Walkways/Bikeways). There is currently $8,000 in the 2014 Budget in this line item, so $75,000 will be appropriated from General Fund fund balance, and noted in the amended 2014 Budget.

**Level of Public Interest**
This repair has a direct impact to pedestrian public safety and the Bristlecone Inn business.

**Sample Motion**
I move for the approval/denial of a $75,000 construction services budget to engineer, develop bid documents and contract with a construction company to repair r.o.w. damage and replace the retaining wall along the Bristlecone Inn property.

**Attachments:**
Attached with this memo are project pictures submitted with the FEMA Project Worksheet.
Minutes of a Regular meeting of the Tree Board of the Town of Estes Park, Larimer County, Colorado.
Meeting held in the Engineering Conference Room of Town Hall Room 100 in said Town of Estes Park on the 20th day of February, 2014.

Present:  Celine Lebeau  
Barbara Williams  
Dewain Lockwood  
Apryle Craig  
Chris Reed  

Also Present: Kevin McEachern, Public Works Operations Manager  
Jen Imber, Public Works Administrative Assistant  
John Ericson, Town Board Liaison  

The meeting was called to order at 4:08 p.m.

GENERAL BUSINESS  
It was moved and seconded (Lockwood/Lebeau) to approve the January 16, 2014 minutes and it passed unanimously.

COMMITTEE BYLAWS  
The members reviewed and discussed the draft of the updated bylaws for the transition of the Tree Board to the new Parks Board. Minor amendments were suggested to Section III A regarding the number of committee members and Section III F regarding quorum.

Trustee Ericson reminded the committee that the Town’s original Tree Ordinance directed the formation of the Tree Board and must be taken into consideration when changing the name and scope of the committee. Greg White, the Town’s attorney, would need to be consulted regarding changes to the Tree Ordinance in conjunction with the new bylaws.

It was moved and seconded (Williams/Craig) to adopt the revised bylaws with the minor amendments and it passed unanimously.

COMMITTEE MEMBERSHIP  
The committee has two vacant positions to fill, as well as one current member with a term expiring on April 27, 2014. The Town will post for three committee positions. Apryle Craig announced she will be moving out of state in August and will resign from the committee at that time.

ARBOR DAY CELEBRATION UPDATES  
Celine Lebeau updated the committee on Arbor Day events. The Eagle Rock events will take place May 15th and 16th. Estes Park Elementary will hold their celebration on April 24th, with the same programs and presenters as last year. Feedback from teachers and staff indicated that less small prizes, such as pencils and stickers, and more emphasis on education would be valuable. A suggestion was made that the committee could facilitate getting lessons from the ISA or ADF to the classrooms to incorporate with their Arbor Day lessons. Celine is introducing a t-shirt contest this year for the Elementary students, grades kindergarten through 5th grade. The winning design will be featured on the 2014 t-shirt. Another idea that was discussed was producing small tree cookies for each student to take home. Chris Reed will work on this idea, as well as getting a large tree cookie to place in the student library.

It was moved and seconded (Williams/Lockwood) to approve a 2014 Arbor Day budget of $1000 and it passed unanimously.

With no further business to discuss, the meeting was adjourned at 5:00 pm.
Kimberly Campbell called the meeting to order at 12:06 p.m.

GENERAL DISCUSSION
More time was needed to review minutes from the February 19, 2014, TAC meeting, so a vote was postponed until the April meeting.

An update was given on the process of appointing committee members to fill the four vacancies. Seven applications were received in response to the posting that closed March 17th. The applications were forwarded to Mayor Pinkham, who will appoint trustees, and potentially one TAC member, to hold interviews. The Town Board will make recommendations following the interviews.

FUN TYME TROLLEY TOURS UPDATE
Marcia Groome, along with Wayne and Sharon Groome, attended the March meeting to provide an update on Fun Tyme Trolley Tours. Marcia gave a brief presentation which included proposed tours, ticket prices, schedules, logistics and charters. Tours will begin and end at the Estes Park Visitor Center and will not make stops besides at the Stanley Hotel and Elkhorn Lodge. Proposed tour routes will include Fish Creek Road, Marys Lake Road, Moraine Avenue, Elkhorn Avenue, Fall River Road, Highway 36, Wonderview Avenue, St. Vrain Avenue, Big Thompson Avenue, Mall Road, Dry Gulch Road, County Road 63, County Road 43, Devils Gulch Road and MacGregor Avenue.

BIKE-FRIENDLY OPPORTUNITES
Belle Morris presented a number of options for TAC involvement in bike-friendly initiatives for the community. Sub-committees could be formed to tackle the work. Among the potential projects is the continuation of the Fall River Trail. Director Zurn gave a brief update on the grant awarded for this project and explained that now is an ideal time for public input on the project.

The FLAP project also provides ample opportunity to integrate bike lanes with the traffic plans. TAC members’ participation could influence the outcome of the project, especially through public outreach for ideas. Public meetings or a citizen’s survey on the topic could provide useful information.
Other ideas for bike-friendly initiatives included a “bikeway” through the Estes Valley, bike racks throughout Town and a bike share program, with potential funding from the private sector.

Chair Campbell asked for volunteers to form a subcommittee, with Ann Finley and Belle Morris volunteering and Bryon Holmes offering to assist when needed.

It was moved and seconded (Morris/Holmes) to create a subcommittee, consisting of Belle Morris and Ann Finley, to work on bike-related topics, with the motion passing unanimously.

The subcommittee will attend Estes Cycling Coalition meetings. TAC will also hold a public meeting in April to gather ideas from the community to take forward.

**SHUTTLE COMMITTEE UPDATE**
Liaison Sandy Osterman reported on TAC questions she took forward to the Shuttle Committee. In response to concerns about shuttle routes starting too late and ending too early to service downtown employees, the Silver Route will offer additional hours this summer, starting at 8:45 am and running until 9:44 pm. The Shuttle Committee has found that every business has different schedules, which makes it impossible to meet everyone’s needs and cost prohibitive.

Janice Crow, general manager of Rocky Mountain Transit Management, was also in attendance and addressed concerns over environmental issues with diesel fuel. Ms. Crow reported that two new diesel/electric hybrids have been added to their fleet. She assured the committee the company is using the best optimized fleet for this environment and available fuel options.

**DOWNTOWN EMPLOYEE PARKING PROJECT**
The committee continued to explore downtown employee parking issues, discussing alternate methodologies such as parking meters. Many feel that downtown employees and business owners will continue to congest parking in the downtown district unless the free parking options are eliminated. Restrictions could incentivize employees to utilize free parking elsewhere.

Options for incentives/disincentives will be discussed at the next meeting.

**FLAP PROJECT UPDATE**
Director Zurn reported that the MOA with Central Federal Lands has been signed and is in place. Devolution to assume control of West Elkhorn Avenue has begun and the Town will receive $4.3 million in exchange for taking ownership of this section of highway. Those funds will be used as matching funds for the FLAP grant.

Kimberly Campbell adjourned the meeting at 1:48 p.m.
RESOLUTION #10-14

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

That the filing date of the application for a New OPTIONAL PREMISES Liquor License, filed by Rocky Mountain Park Inn, LLC, dba ROCKY MOUNTAIN PARK INN, Estes Park Events Complex, (1125 Rooftop Way, 1115 Rooftop Way, and 1209 Manford Avenue,) Estes Park, Colorado, is April 10, 2014.

It is hereby ordered that a public hearing on said application shall be held in the Board Room of the Municipal Building, 170 MacGregor Avenue, on Tuesday, May 13, 2014, at 7:00 P.M., and that the neighborhood boundaries for the purpose of said application and hearing shall be the area included within a radius of 4.05 miles, as measured from the center of the applicant's property.

DATED this 22nd day of April, 2014.

TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk
TOWN BOARD POLICY GOVERNANCE
BOARD OF TRUSTEES DIVISION OF RESPONSIBILITIES
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 Standing Committees:** “At the first regular meeting following the certification of the results of each biennial election, the Mayor shall appoint three (3) Trustees to the following standing committees: community development, public safety, public works and utilities.” (Estes Park Municipal Code 2.08.010)

      i. **Assignment of Standing Committee Chairs** – At the meeting where the Mayor appoints the trustees to the two standing committees, the Mayor shall also appoint a trustee to serve as the Chair of the committee.

   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 Tem 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 appoint trustees to serve on temporary 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 inform the entire board of any special assignments and 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.
Effective Period: Until Superseded  
Review Schedule: After each municipal election  
Effective Date: April 22, 2014  
References: Governing Policies Manual; Governance Policy Manual 1.6 Board  
Appointed Committee Principles  

TOWN BOARD POLICY GOVERNANCE  
BOARD OF TRUSTEES DIVISION OF RESPONSIBILITIES  
101  

Board Assignments  

Mayor Pro-Tem - ____________________________  

Board and Commission and Community Representation  

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<thead>
<tr>
<th>Board, Commission or Task Force</th>
<th>Liaison</th>
<th>Staff Liaison</th>
<th>Type of Committee</th>
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<tr>
<td>Creative Sign Design Review Board</td>
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<td>Alison Chilcott</td>
<td>Decision Making</td>
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<td>Advisory/ Decision Making</td>
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<td>Derek Fortini</td>
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<td>Ambassadors</td>
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<td>Wes Kufeld</td>
<td>Working Group</td>
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<td>Kevin McEachern</td>
<td>Advisory</td>
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<td>Kevin Ash</td>
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<td>Lori Mitchell</td>
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<td>Estes Valley Restorative Justice</td>
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<td>Melissa Westover</td>
<td>Working Group</td>
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<tr>
<td>Local Marketing District (Visit Estes Park)</td>
<td>Trustee Norris</td>
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Revisions: draft 4/22/2014
Effective Period: Until Superseded
Review Schedule: After each municipal election
Effective Date: April 22, 2014
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>
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<th>Type of Committee</th>
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<td>Advisory/Decision Making</td>
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<td>Sister Cities</td>
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<td>Working Group</td>
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<td>Trustee Norris</td>
<td>Lowell Richardson</td>
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<td>Audit Committee</td>
<td>Mayor Pinkham, Trustee Ericson</td>
<td>Steve McFarland</td>
<td>Advisory</td>
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<td>Platte River Power Authority Board of Directors</td>
<td>Mayor Pinkham</td>
<td>Reuben Bergsten</td>
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<td>Public Works/Utilities/Public Safety Committee</td>
<td>Trustees Norris (chair) Koenig</td>
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<td>Board Committee</td>
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<tr>
<td>Community Development/ Community Services Committee</td>
<td>Trustees Ericson (chair), Holcomb, Phipps</td>
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<td>Board Committee</td>
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<td>Larimer County Open Lands Board</td>
<td>Trustee Nelson</td>
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<td>Trustee Ericson, Trustee Koenig, Jackie Williamson</td>
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<td>Board Committee</td>
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Revisions: draft 4/22/2014
**Effective Period:** Until Superseded
**Review Schedule:** After each municipal election
**Effective Date:** April 22, 2014
**References:** Governing Policies Manual; Governance Policy Manual 1.6 Board
Appointed Committee Principles

## TOWN BOARD POLICY GOVERNANCE
### BOARD OF TRUSTEES DIVISION OF RESPONSIBILITIES

101

| Estes Park Economic Development Corporation Board of Directors | Mayor Pinkham, Frank Lancaster | Outside |

**Revisions:** draft 4/22/2014
Memo

To: Honorable Mayor Pinkham
   Board of Trustees
   Town Administrator Lancaster

From: Jackie Williamson, Town Clerk

Date: April 18, 2014

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 1, 2014. 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
- Steve McFarland – Town Treasurer/Town Clerk Pro Tem
- Greg White – Town Attorney
- Roger Clark - Assistant Town Attorney
- Randy Williams - Assistant Town Attorney
- Gary Brown – Municipal Judge
- John Easley – 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 Steve McFarland 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 Gary Brown as Municipal Judge.

I move to approve/deny the appointment of John Easley as 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 18, 2014

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 2.4.030 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 $180 per hour beginning May 1st, 2014, with an increase to $200 per hour beginning January 1, 2015. 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,

[Signature]

Gregory A. White

GAW/lDr
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-five 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-five 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.

I am recommending that John Easley be reappointed as the Assistant Municipal Judge. Mr. Easley has served in this capacity since the 1990s. Mr. Easley is retired from his law practice in Loveland, but currently serves as the appointed Municipal Judge for the Town of Berthoud and the Town of Milliken.
Report

To: Honorable Mayor Pinkham
   Board of Trustees
   Town Administrator Lancaster

From: Scott Zurn, PE, Project Manager

Date: April 22, 2014

RE: Event Center & Pavilion Construction Update

Objective:
To update the Town Board and public on the progress of the MPEC and Pavilion project at the Stanley Fairgrounds.

Present Situation:
The MPEC main structural elements are completed and the grain silo architectural features are currently being installed. The rough-in electrical, plumbing and HVAC systems are 75% complete. Currently the stairways up to the second floor are installed and the front area of the MPEC is taking shape. Staff continues to work through many questions from Dohn Construction on final architectural and finish elements, as the construction is going into its final weeks.

The Pavilion project is now substantially complete and is going into its final inspection stages and punch lists. The Pavilion building project is 8% under budget in its completed form.

Regarding the civil site construction, underground utilities are complete and phone service is available. The exterior retaining walls are ongoing as is concrete sidewalks curb and gutter. The Public Works Parks division is designing and installing the landscaping and irrigation system’s in-house and will be working in concert with the contractor over the next several weeks. The delivery date for occupancy of the Pavilion is this week and the MPEC is scheduled for the first week in June.

Budget:
Community Reinvestment Fund - $5,682,050. The project remains within budget.

Level of Public Interest
This project has a very high level of public interest.
Memo

To: Honorable Mayor Pinkham
    Board of Trustees
    Town Administrator Lancaster

From: Kate Rusch, Public Information Officer

Date: April 17, 2014

RE: Public Information Office Quarterly Report

Public Information Officer Responsibilities

- Manage public outreach and information across departments
- Receive and respond to public input and inquiries
- Serve as spokesperson and liaison to the news media
- Assist in facilitating internal communications
- Serve as webmaster for www.estes.org
- Lead the web and public information (newsletter) teams
- Serve as command staff during emergencies
- Supervise the Administration Department’s Executive Assistant

Flood Response and Recovery

- River and infrastructure restoration
- Partner communications and support

Public Information and Involvement Planning

- Runoff preparedness
- Emergency Preparedness Month
- Staff training for emergency response
- Ballot Issue 1A
- Citizen Survey 2014
- Downtown highway realignment/FLAP grant
- Administration and public information policies
- Events complex construction and marketing
- Bear Education Task Force facilitation
- Bike to Work Day/Week planning
- America in Bloom
Town Newsletter

- The most recent newsletter “Spotlight on 2013” included Mayor Pinkham’s “State of the Town” and was mailed in February.
- Planning is underway for the next issue of the “Town Bugle,” to be mailed in June.

Social Media

- The Town began actively using Facebook and Twitter in August of 2013.
- First Quarter 2014 engagement has remained steady compared to Fourth Quarter 2013
- April 1 election caused increase in engagement on all channels.
- Normal posting schedule is one to two times daily depending on current news.
- The Police Department now has Facebook and Twitter pages.

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<th>04/16/14</th>
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<tbody>
<tr>
<td>Facebook</td>
<td>9,158 likes</td>
<td>9,323 likes</td>
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<tr>
<td>Twitter</td>
<td>2,157 followers</td>
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<tr>
<td>Constant Contact</td>
<td>1,399 contacts</td>
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Website

- Staff is currently preparing for the upcoming migration of www.estes.org to a new platform offered by the Statewide Internet Portal Authority. The platform will provide more user-friendly features for the public and the staff who manage the website content.
- Visitation for www.estes.org
  - First quarter 2014 (attachment 1): The website received 40,395 visits by 26,070 unique visitors. This is a 26% decrease in visitation over the same period in 2013. Reasons for the decrease may include hot topics that drew significant attention in 2013, such as the EPIC Performing Arts Theater proposal and FLAP grant application in early 2013. Also, there is increasing use of the Town’s social media for convenient delivery of information, which may reduce website traffic.
- Visitation for recorded and live-streamed meetings on Pegcentral via [www.estes.org/videos](http://www.estes.org/videos)
  - First quarter 2014 (attachment 2): Together, the pages for recorded and live-streamed meetings received 1,064 visits by 582 unique visitors, more than double the visitation for the same period in 2013.
First quarter 2014 www.estes.org

Total Visits

Jan 1, 2014 - Mar 31, 2014
40,395 % of Total: 100.00% (40,395)

Jan 1, 2013 - Mar 31, 2013
54,496 % of Total: 100.00% (54,496)

Visits

Jan 1, 2014 - Mar 31, 2014:
Sessions
1,200

Jan 1, 2013 - Mar 31, 2013:
Sessions
1,200

Unique Visitors

Jan 1, 2014 - Mar 31, 2014
26,070 % of Total: 100.00% (26,070)

Jan 1, 2013 - Mar 31, 2013
34,853 % of Total: 100.00% (34,853)

Pages/ Visit

Jan 1, 2014 - Mar 31, 2014
3.23 Site Avg: 3.23 (0.00%)

Jan 1, 2013 - Mar 31, 2013
2.83 Site Avg: 2.83 (0.00%)

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### First Quarter 2014 Pegcentral Videos

#### Total Visits

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<th>Period</th>
<th>Visits (Total %)</th>
<th>% of Total</th>
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<tr>
<td>Jan 1, 2014 - Mar 31, 2014</td>
<td>1,064 (100.00%)</td>
<td>100.00%</td>
</tr>
<tr>
<td>Jan 1, 2013 - Mar 31, 2013</td>
<td>496 (100.00%)</td>
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#### Unique Visitors

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<td>Jan 1, 2014 - Mar 31, 2014</td>
<td>582 (100.00%)</td>
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<td>Jan 1, 2013 - Mar 31, 2013</td>
<td>278 (100.00%)</td>
<td>100.00%</td>
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#### Pages / Visit

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<td>2.14 (0.00%)</td>
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<td>Jan 1, 2013 - Mar 31, 2013</td>
<td>2.61 (8.00%)</td>
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