

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, July 26, 2012

Minutes of a meeting of the **COMMUNITY DEVELOPMENT / COMMUNITY SERVICES COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in Town Hall in said Town of Estes Park on the 26th day of July 2012.

Committee: Chair Ericson, Trustees Elrod and Norris

Attending: All

Also Attending: Town Administrator Lancaster, Assistant Town Administrator Richardson, Director Chilcott, Managers Fortini, Mitchell, Salerno and Winslow, Public Information Officer Rusch and Town Clerk Williamson

Absent: None

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

PUBLIC COMMENT.

None.

COMMUNITY SERVICES DEPARTMENT.

Museum Collection Inventory Temporary Position.

Museum staff began the inventorying of approximately 24,194 objects, with an annual increase of 500 items, in January 2012 to assure the inventory database is up to date and accurate. This is important in light of the recent master planning and Collection and Research Center discussions, and allows staff to speak to the collections current and future storage needs. To date staff and volunteers have completed an inventory of 3,211 objects in 84 hours. In order to complete the inventory by the end of the year, it is estimated 445 hours are needed. A staff analysis was recently completed and determined the inventorying would not be completed due to the other duties required of the Curator of Education and Collections. It is estimated the cost of a temporary position would be \$8,113 at \$15/hour including taxes and retirement benefits. Once the inventory is complete, the Museum would have an accurate accounting of the objects, and it will be able to refine the collection to meet the Museum's mission. This expenditure was not budgeted; however, the Community Services fund has a current fund balance of approximately \$306,887. After discussion, **the Committee recommended the Museum hire a temporary position as outlined above due to the importance of creating a complete inventory to ensure emergency preparedness and for insurance coverage, and requested the item be placed as an Action Item on August 14, 2012.**

Reports.

Reports provided for informational purposes and made a part of the proceedings.

- Senior Center Quarterly Report.
- Museum Quarterly Report.
- Visitor Center Quarterly Report.
- Upcoming Event Report.

Manager Mitchell commented a meal survey would be completed in the near future; a program evaluation survey had been discussed, however, 75% of the program suggestions come from attendees; and the Master Planning RFP would be sent out tomorrow.

Manager Fortini stated that the Museum loaned a number of items to The Stanley Hotel

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through a signed contract at no cost; History on Call has been established again this year at select shuttle stops; and the Museum continues to explore programs to reach different audiences in 2013.

Manager Salerno informed the Committee that visitor counts are down slightly .65%; phone calls continue to decrease in the second quarter by 14%; and staff has added a retail sales report.

Manager Winslow reported on the upcoming events in August stating staff is finalizing the rodeo and preparing for the Hunter Jumper show. The Pro Bike Challenge, including riders from the Tour de France, would hold informational meetings in August to discuss bringing the race to Estes Park. Information on the meeting dates and times would be forwarded to the Board. Trustee Ericson requested a review of the overall Community Services budget during the 2013 budget process to understand the investment in programming and events.

Brian Wells/Temporary Transportation Coordinator stated shuttle use is up 5.9%; additional antennas have been added to three of the four buses to aid connectivity and improve information on bus location and arrival time; the shuttle system has been made available on Google transit; and the shuttle system continues to be used by visitors, residents and the local work force. It was suggested to place bus identification on both sides of the busses to help riders identify the routes easier.

COMMUNITY DEVELOPMENT.

Estes Park Housing Authority Fee Waiver Request for the Pines Condominiums.

The Estes Park Housing Authority has requested a fee waiver of \$4,670 in development application fees for a minor subdivision application to subdivide Lot 2, Pine Knolls Subdivision into two lots; preliminary and final condominium map applications to condominiumize proposed Lot 2A; and preliminary and final condominium map applications to condominiumize proposed Lot 2B. If approved, The Pines Condominium Association would not be dissolved; however, 24 of the units would be removed from the original HOA and added to the newly formed HOA. The subdivision would improve the sale and financing options for the units. EPHA Director Kurelja stated there are 8 units to be sold with 5 of the 8 rented month-to-month. Community Development Director Chilcott commented the fee waivers requested have been approved in the past to help provide affordable housing. This request is consistent with past requests. **The Committee recommends the Estes Park Housing Authority Fee Waiver for the Pines Condominiums development application fees as outlined above to the Town Board as an Action Item on August 28, 2012.**

Reports.

Reports provided for informational purposes and made a part of the proceedings.

- Community Development Monthly Report.

Director Chilcott highlighted staff activities the past month, including efforts on the Woodland Heights fire aftermath and assistance in preparing documents for victims of the fire; contracting with Pollard Consulting to hold community meetings in September on enhancing Planning and Building services; and code enforcement efforts continue to focus on life-safety concerns. The Courtyard Shops are an example of a property undergoing a change in ownership; therefore, staff has completed a walk through with the potential owner to address potential life-safety issues.

ADMINISTRATION.

Reports.

Reports provided for informational purposes and made a part of the proceedings.

- Public Information Quarterly Report.

PIO Rusch stated staff continues to work on special projects including the coordination

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of the 2012 shuttle map, web page, signage design and fabrication, and local promotion of the shuttle system. Staff completed the 2012 Community Profile, implementation of Constant Contact for news subscribers, and Woodland Heights fire communications and future improvements during an event. She presented a Google analytics report which demonstrates website usage with over 77,000 visits in the second quarter.

There being no further business, Chair Ericson adjourned the meeting at 9:10 a.m.

Jackie Williamson, Town Clerk