

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, June 14, 2012*

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 Town Hall in said Town of Estes Park on the 14<sup>th</sup> day of June, 2012.

Committee: Chair Blackhurst, Trustees Koenig and Phipps

Attending: Chair Blackhurst, Trustees Koenig and Phipps

Also Attending: Town Administrator Lancaster, Chief Kufeld, Dir. Bergsten, Engineer Ash, and Deputy Town Clerk Deats

Absent: Assistant Town Administrator Richardson

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

### **PUBLIC COMMENT.**

None

### **PUBLIC SAFETY.**

Chief Kufeld introduced three new Police Officers: Matthew Sychla, Ryan McAuley, and Adam Hersey. All three have previous military experience, one in the Navy and two in the Air Force, and all are looking forward to serving the community of Estes Park. A formal swearing-in of the officers will take place following training and a probationary period.

### **UTILITIES.**

### **REPORTS.**

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

1. Water Department Short & Long Term Planning. Water demand forecasts generated in 2007 predicted exponential growth and a subsequent need to increase water system capacity, leading to a recommendation to replace the Glacier Water Treatment Plant by 2017. Dir. Bergsten reported that water demand has failed to meet these projections and, therefore, staff will be focusing attention on reprioritizing projects and revisiting long-term plans to best meet the future water needs of Estes Park. He noted that the 2012 budget included monies for additional water rights from Glacier Creek, however, these water rights will not be pursued at this time. Dir. Bergsten said that the Town is well-positioned for the short- and long-terms with regard to water rights.
2. Utilities Financial Update. Finance Officer McFarland reported that utility revenues are on target with budget, however, they are behind expectations. He noted that Light & Power (L&P) revenues are cyclical with more revenue received at the beginning and the end of the year due to colder weather conditions that result in higher power demands. Due to a warmer than average winter, demand was below expectations for the first quarter of 2012. At this time staff is estimating L&P revenues will fall short by 3% to 4% by the end of the year. Staff will monitor these revenues to refine forecasts and determine if cuts to expenditures will be needed. Finance Officer McFarland reported that water revenues are expected to exceed budget by 3% to 4% by the end of 2012. Chair Blackhurst commented that conservation of electricity and water decreases demand but does not decrease the need for capital improvements for the utility systems.
3. Enterprise Resources Planning (ERP) Software Project Manager. A Request for Proposal (RFP) was issued with one response received from a local individual who has met all requirements and qualifications of the RFP. Discussions are underway as to the length of employment and the rate of compensation. When finalized, the

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contract will be brought to the Town Board for approval.

On the topic of wireless internet access, Supt. Fraundorf said that Baja has agreed to provide service, at no charge, to several machines in the Town Hall and at the Convention and Visitors Bureau for public use. Supt. Fraundorf also noted that new listening devices have been purchased for the Boardroom as well as a portable sound system for use in Rooms 202/203.

4. Water Main Line Extension Contract. Section 2E of the Water System Engineering Standards allows a developer or landowner to recover a portion of the cost of installing a water main extension across vacant land. A Waterline Extension Across Vacant Land Agreement is executed between the Town and the original landowner allowing for reimbursement when any of the adjacent landowners tie into the contracted water main within a ten year timeframe. The Town's practice has been to divide the total cost of the water main installation equally between all adjacent vacant lots to determine the reimbursement amount. There have been exceptions to this calculation over the years, mostly related to varying the length of the agreement periods. The existing language in Section 2E does not restrict the method by which cost recovery is calculated thereby allowing staff and the developer the opportunity to come to the best agreement based on varying circumstances. Reimbursements related to existing and future waterline extension agreements will be brought before the Town Board as they occur.

**PUBLIC WORKS.**

**REPORTS.**

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

- Public Works staff started the year with 31 capital projects and 11 have been completed to date.
- Virginia Drive project is being finalized with the contractor making a correction to striping in front of businesses along Park Lane, at no cost to the Town.
- The Wiest retaining wall project has been extended for approximately ten days to accommodate work Xcel Energy is completing in the area. The project should wrap-up in early July.
- Repairs to MacGregor Avenue are scheduled for October 1, 2012 through November 21, 2012. All of the brick pavers will be removed and replaced.
- Bond Park Phase V is scheduled to begin October 1, 2012.
- Moraine Avenue improvements are also scheduled for October. The Colorado Department of Transportation (CDOT) is further evaluating the retaining wall in that area.
- Stall Barn design contract was approved at the Town Board meeting on June 12, 2012.
- An RFP for a facilities study will be issued to receive recommendations on improvements needed at Town facilities and how to fund and move forward with taking care of Town-owned buildings.

Trustee Koenig commended staff on the Black Canyon project that was completed earlier this year with the majority of the design and construction work done in-house by Parks Division staff.

There being no further business, Chair Blackhurst adjourned the meeting at 8:42 a.m.