

TOWN OF AVON, COLORADO
AVON REGULAR MEETING FOR TUESDAY, SEPTEMBER 14, 2010
MEETING BEGINS AT 5:30 PM
AVON TOWN HALL, ONE LAKE STREET



PRESIDING OFFICIALS
MAYOR RON WOLFE
MAYOR PRO TEM BRIAN SIPES
COUNCILORS RICHARD CARROLL, DAVE DANTAS, KRISTI FERRARO
AMY PHILLIPS, ALBERT "BUZ" REYNOLDS, JR.

TOWN STAFF
TOWN ATTORNEY: ERIC HEIL TOWN MANAGER: LARRY BROOKS TOWN CLERK: PATTY MCKENNY

ALL REGULAR MEETINGS ARE OPEN TO THE PUBLIC EXCEPT EXECUTIVE SESSIONS
COMMENTS FROM THE PUBLIC ARE WELCOME DURING CITIZEN AND COMMUNITY INPUT AND PUBLIC HEARINGS
PLEASE VIEW AVON'S WEBSITE, [HTTP://WWW.AVON.ORG](http://www.avon.org), FOR MEETING AGENDAS AND MEETING MATERIALS
AGENDAS ARE POSTED AT AVON TOWN HALL AND RECREATION CENTER, ALPINE BANK, AND AVON LIBRARY
THE AVON TOWN COUNCIL MEETS ON THE SECOND AND FOURTH TUESDAYS OF EVERY MONTH

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

4. COMMUNITY & CITIZEN INPUT

5. DEPARTMENT UPDATES

a. Awards:

1. Police Department 2009 Colorado Law Enforcement Challenge Award (Captain Duran, Colorado State Patrol)
2. Administration 2010 CIRSA Loss Control Award (Patty McKenny, Asst. Town Manager)

b. Internal Staff Promotions:

1. Police: Ken Dammen promoted to Sergeant and Aurion Hassinger reassigned to Detective (Bob Ticer, Police Chief)
2. Public Works: Joe Histed to Parks & Facilities Superintendent, Tim Consadine to Parks Supervisor (Jenny Strehler, Director PW&T)
3. Engineering: Shane Pegram reclassified to Project Engineer (Justin Hildreth, Town Engineer)

c. Professional Development Recognition:

- Debbie Hoppe awarded Judicial Administration Certification by Michigan State University, School of Criminal Justice.
- Karyne Spadi attained Employment Law Essentials Certificate through Program sponsored by Mountain States Employers Council.
- Scott Wright, CPA, CPFO attained his Certified Public Funds Investment Manager (CPFIM) designation in March.
- Joye Gelo attained her certification as a Certified Payroll Professional (CPP) through the American Payroll Association.
- Steve Duckworth received certification on Tracer Summit Systems Operations through the Trane Corporation.
- Shane Pegram passed his Professional Engineering exam.

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6. CONSENT AGENDA

- a. Minutes from August 24, 2010 and August 31, 2010
- d. ESCO Mountain Inc. Contract Award - Town Hall HVAC Controls System (Shane Pegram, Project Engineer)

7. ORDINANCES

8. RESOLUTIONS

9. TOWN MANAGER REPORT

10. TOWN ATTORNEY REPORT

11. MAYOR REPORT

12. ADJOURNMENT

FUTURE COUNCIL AGENDA DATES & PROPOSED TOPICS:

- SEPTEMBER 28TH:** First Reading & Public Hearing on Ordinance No. 10-14 Avon Development Code, Final CIP Budget and 5 Year Long Range Plans, Resolution Noxious Weed Plan, URA: 2011 Mall Improvements, Bid Opening Update for Park Pavilion
- OCTOBER 12TH:** Budget Retreat and Regular Meeting



Memo

To: Honorable Mayor and Town Council
Thru: Larry Brooks, Town Manager
From: Jaime Walker, Community Relations Officer
Date: September 7, 2010
Re: Staff Updates – Staff Promotions, Awards and Professional Development

Summary: The Town would like to recognize town awards, internal staff promotions, and acknowledge the effort of staff to seek out and complete education that furthers their professional development. During a time when the staff is being asked to do more and more as the Town has had to make cuts in staffing and resources because of economic constraints, it is important to reward hard work, ongoing training, and personal commitment.

Discussion:

Department Awards:

The Avon Police Department participated in the 2009 Colorado Law Enforcement Challenge. This challenge was designed to strengthen and support traffic enforcement leading to improved safety within the Town of Avon. The challenge focuses on three specific traffic safety priorities: occupant protection impaired driving, and speeding. The ultimate goal of the challenge was to “save lives and reduce injury”.

The Avon Police Department entered the competition in order to recognize the excellent work done by its police officers educating the community about traffic safety. Captain Duran from Colorado State Patrol will present a third place award to the entire Avon Police Department for the 2009 Law Enforcement Challenge.

In addition to this award, the Town of Avon was recognized by the Colorado Intergovernmental Risk Sharing Agency for its “Outstanding Accomplishments” in the management of a successful Loss Prevention Program for 2009. This was awarded to the town because of its employees’ efforts in safe practices and compliance with safety policies resulting in low claim incidents. CIRSA, a property/casualty pool of municipality members, provides tools and support to help public entities build a strong risk management program.

Internal Staff Promotions:

In the Avon Police Department, Detective Ken Dammen was promoted to the rank of Sergeant in August after a rigorous interview process. Sergeant Dammen is a U.S. Marine Corp Veteran, and has 21 years of services in law enforcement. His expertise, motivation, and leadership qualities will be a great asset to the leadership team at the Police Department.

Officer Aurion Hassinger was assigned to Detective in June. Detective Hassinger has been in law enforcement and with the Town of Avon since 2006.

In addition, the Public Works Department promoted Joe Histed to Parks and Facilities Superintendent from Parks Operations Supervisor in July. Joe was selected for this position from a field of qualified candidates. As acting Superintendent during the Fourth of July Salute to the USA celebration, he proved himself capable and deserving of the position on a more permanent basis. Mr. Histed has served the Town of Avon with energy and enthusiasm since 2001.

Filling Mr. Histed's previous position, Tim Consadine was promoted to Parks Operations Supervisor from Parks and Maintenance Worker II. Mr. Consadine is a four year employee of the Town of Avon.

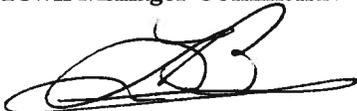
In the Engineering Department, Shane Pegram passed the Professional Engineering exam which earned him a title reclassification from P. E. Engineer II to Project Engineer. Mr. Pegram has been with the Town of Avon for four years.

Professional Development:

Several members of Avon's staff participate in courses of study to further their professional knowledge. Ongoing professional development through continued education demonstrates that these employees are dedicated to their careers and self-improvement. We want to recognize the following employees:

- Debbie Hoppe was awarded the Judicial Administration Certification by Michigan State University, School of Criminal Justice.
- Karyne Spadi participated in the Employment Law Essentials Certificate Program sponsored by Mountain States Employers Council.
- Catherine Mythen graduated from the Colorado Municipal Clerks institute, a three-year continuing educational program.
- Scott Wright, CPA, CPFO attained his Certified Public Funds Investment Manager (CPFIM) designation in March.
- Joye Gelo attained her certification as a Certified Payroll Professional (CPP) through the American Payroll Association.
- Steve Duckworth received certification on Tracer Summit Systems Operations through the Trane Corporation.
- Shane Pegram passed his Professional Engineering exam.

Town Manager Comments:



**MINUTES OF THE REGULAR MEETING OF THE AVON TOWN COUNCIL
HELD AUGUST 24, 2010**

A regular meeting of the Town of Avon, Colorado was held at the Avon Municipal Building, One Lake Street, Avon, Colorado in the Council Chambers.

Mayor Ron Wolfe called the meeting to order at 5:30 PM. A roll call was taken and Council members present were Rich Carroll, Dave Dantas, Kristi Ferraro, Amy Phillips, Buz Reynolds, and Brian Sipes. Also present were Town Attorney Eric Heil, Town Manager Larry Brooks, Assistant Town Manager Patty McKenny, Assistant Town Manager Community Development Sally Vecchio, Town Engineer Justin Hildreth, as well as members of the public.

AGENDA APPROVAL & DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Mayor Wolfe noted that there would be no changes or conflict of interests related to this meeting.

CONSENT AGENDA

Mayor Wolfe asked for a motion on the consent agenda. Councilor Carroll moved to approve the consent agenda; Councilor Phillips seconded the motion and it passed unanimously:

- a. Minutes from August 17, 2010

ORDINANCES

Public Hearing Continued From July 27, 2010 on Ordinance No. 10-14, Series of 2010, First Reading, An Ordinance Amending the Avon Municipal Code by Enacting Title 7, The Avon Development Code; Repealing Title 16: Subdivisions; Repealing Title 17: Zoning; and Repealing Portions of Title 2: Administration and Personnel (Sally Vecchio, Asst Town Manager Community Development, Eric Heil, Town Attorney) Review proposed Development Code as adopted by the Planning & Zoning Commission /

Town Council commented on numerous items related to the following topics / chapters:

- ✓ Chapter 7.16 Development Review Procedures
- ✓ Chapter 7.20 Zone Districts and Official Zoning Map
- ✓ Chapter 7.24 Use Regulations

More specifically the PUD, Bonus Density, and the FAR were discussed as well as parking. Mayor Wolfe opened the public hearing and the input was received from Todd Goulding, Chris Green, Phil Struve.

Councilor Carroll asked about the legislation that would extend the emergency ordinance timeframe from the end of September until the code is adopted. It was suggested that an emergency ordinance be included for the next meeting on August 31, 2010.

There being no further business to come before the Council, the regular meeting adjourned at 9:45 PM.

RESPECTFULLY SUBMITTED:

Patty McKenny, Town Clerk

APPROVED:

Rich Carroll _____

Dave Dantas _____

Kristi Ferraro _____

Amy Phillips _____

Albert "Buz" Reynolds _____

Brian Sipes _____

Ron Wolfe _____

**MINUTES OF THE SPECIAL MEETING OF THE AVON TOWN COUNCIL
HELD AUGUST 31, 2010**

A special meeting of the Town of Avon, Colorado was held at the Avon Town Hall, One Lake Street, Avon, Colorado in the Council Chambers.

Mayor Ron Wolfe called the meeting to order at 5 PM. A roll call was taken and Council members present were Rich Carroll, Dave Dantas, Kristi Ferraro, Amy Phillips, Buz Reynolds, and Brian Sipes. Also present were Town Attorney Eric Heil, Town Manager Larry Brooks, Assistant Town Manager Patty McKenny, Assistant Town Manager Community Development Sally Vecchio, Town Engineer Justin Hildreth, as well as members of the public.

AGENDA APPROVAL & DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Mayor Wolfe noted that there would be no changes or conflict of interests related to this meeting.

ORDINANCES

Public Hearing Continued From July 27, 2010 on Ordinance No. 10-14, Series of 2010, First Reading, An Ordinance Amending the Avon Municipal Code by Enacting Title 7, The Avon Development Code; Repealing Title 16: Subdivisions; Repealing Title 17: Zoning; and Repealing Portions of Title 2: Administration and Personnel (Sally Vecchio, Asst Town Manager Community Development, Eric Heil, Town Attorney) Review proposed Development Code as adopted by the Planning & Zoning Commission /

Sally Vecchio, Assistant Town Manager Community Development, presented the following sections that received Council attention and discussion:

- Chapter 7.28.090 Design Standards
- Chapter 7.28.100 Natural Resource Protection
- Chapter 7.32 Engineering Improvement Standards

The Town Council continued its dialogue on the above topics. Since the review was completed this evening, it was noted that first reading would be scheduled for September 28th. The document would be released to the Town Council and the public on September 17, 2010. It was suggested that the following two topics be considered as follows:

- ✓ Housing to be discussed on the 9/28/10 meeting.
- ✓ Wildlife mitigation program be forwarded to P&Z commission to review.

Town Attorney Eric Heil presented Ordinance No. 10-16, Series of 2010, An Emergency Ordinance Amending the Avon Municipal Code Section 17.12.025

Home rule charter states 7 days; however,

Town Manager Report

Commented on the resident letter addressing the Russian Olive Tree; the topic would be addressed with a resolution on 9/28/10 that amends the noxious weed plans.

There being no further business to come before the Council, the regular meeting adjourned at 9:05 PM.

RESPECTFULLY SUBMITTED:

Patty McKenny, Town Clerk

APPROVED:

Rich Carroll _____
Dave Dantas _____
Kristi Ferraro _____
Amy Phillips _____
Albert "Buz" Reynolds _____
Brian Sipes _____
Ron Wolfe _____

Memo

To: Honorable Mayor and Town Council
Thru: Larry Brooks, Town Manager
Legal Review: Eric Heil, Town Attorney
Approved by: Sally Vecchio, Assistant Town Mgr/Director of Comm. Dev.
From: Justin Hildreth, P.E., Town Engineer
Shane Pegram, P.E., Project Engineer
Date: September 8, 2010
Re: Town Hall HVAC Control System – Project Award to ESCO Mountain, Inc.

Initials



Summary: The Town Hall heating, ventilating, and air conditioning system (HVAC) has experienced many operational problems over the years. Previously the Town contracted with Rader Engineering to evaluate the system and recommend changes to improve system performance. The recommended improvements were advertised for Bid in August. ESCO Mountain, Inc. submitted one of five bids received for the Town Hall HVAC Control System project. Staff recommends approval of ESCO's low bid of \$96,660.

Discussion: Rader Engineering conducted a complete investigation and evaluation of the Town Hall's HVAC control system and the condition of all mechanical components. Rader Engineering's report dated July 30, 2010 records the deficiencies that were found and makes the following recommendations:

1. Replace the existing direct digital control (DDC) system.
2. Replace the existing variable air volume (VAV) boxes.
3. Remove and replace the existing thermostatic control valves on the baseboard heaters with electric valves and wall mounted thermostats.
4. Seal existing duct work.
5. Replace additional defective components.
6. Balance the VAV system.
7. Commission the system.

Rader Engineering then developed plans and specifications for completing the full set of recommendations. The project was advertised for bid on August 12, 2010. Five conforming bids were received on September 3, 2010 from Frontier Mechanical, Westco Systems, Climate Control Company, R&H Mechanical, and ESCO Mountain. ESCO Mountain's bid of \$96,660 is the low bid.

The bid of \$96,660 is \$12,660 greater than the funds currently available in the project budget. However, the extent of defective components found in the Rader Engineering investigation exceeds the original project scope. A portion of the work could be completed at this time and additional work in the future, but that plan would limit the systems ability to operate efficiently as one system.

Staff recommends completing the entire project at one time to increase the systems efficiency, therefore decreasing annual energy costs, and decrease annual maintenance costs. Staff recommends reallocated \$25,000 from an under budget project such as the Fishing Pier project into the HVAC Control System project to account for additional construction costs and a project contingency. The overall 2010 CIP budget will not be exceeded.

September 8, 2010
Town Hall HVAC Project –Project Award to ESCO Mountain, Inc.

Financial Implications: The 2010 Capital Improvements budget includes \$100,000 for upgrading the Town Hall HVAC system. The table below shows the existing and proposed budgets for the project (Table 1). The proposed budget will require a 2010 CIP budget amendment to reallocate \$25,000 from an under budget 2010 CIP project to the HVAC Control System project. A CIP budget amendment that does not increase the overall 2010 CIP budget will be brought to Council for approval at a future meeting.

Table 1: HVAC Control System Upgrade Budget

Budget Item	Existing Budget	Proposed Budget
Design Fees	\$ 16,000	\$ 16,000
HVAC Control System Upgrades	\$ 84,000	\$ 96,660
Contingency		\$ 12,340
Total	\$ 100,000	\$125,000

Recommendation: Award theTown Hall HVAC Control Project to ESCO Mountain, Inc. in the amount of \$96,660.

Town Manager Comments:



Attachment:

Exhibit A – Town Hall HVAC Control Project Bid Summary Sheet

**Town Hall HVAC Control System Project
 BID OPENING
 9/3/2010 14:00**

	BIDDER NO. 1	BIDDER NO. 2	BIDDER NO. 3	BIDDER NO. 4
	Frontier Mechanical, Inc.	ESCO Mountain, Inc.	Westco Systems, Inc.	Climate Control
Base Bid	\$161,400.00	\$96,660.00	\$139,731.00	\$148,315.00
Bid Bond	5%	5%	5%	5%

	BIDDER NO. 5	BIDDER NO. 6	BIDDER NO. 7	BIDDER NO. 8
	R&H Mechanical			
Base Bid	\$159,810			
Bid Bond	5%			

	BIDDER NO. 9	BIDDER NO. 10	BIDDER NO. 11	BIDDER NO. 12
Base Bid				
Bid Bond				