REGULAR MEETING
TOWN OF GRAND LAKE BOARD OF TRUSTEES
MONDAY, NOVEMBER 10, 2014  7:30 P.M.

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order by Mayor Judy Burke at 7:30 p.m. at the Town Hall, 1026 Park Avenue.

ROLL CALL
PRESENT: Mayor Burke; Trustees Baird, Gasner, Jenkins, Lanzi, Lewis, and Sabo; Town Manager Hook, Town Clerk Kolinske, and Town Planner Biller.

ABSENT: None.

ANNOUNCEMENTS: Mayor Burke announced that it would be appreciated if cell phones were turned off during the meeting.

Mayor Burke announced that in observance of Veteran’s Day, let us honor and remember those who have served and those who continue to serve our country.

Mayor Burke said remember to register for the December 3rd Livability Workshop. Go to www.townofgrandlake.com in the “News” Section of the home page or email to town@townofgrandlake.com. Please include name, phone number, address and email information.

Trustee Lewis announced that the 25th Annual Delicious Dishes, a fundraiser to benefit Mountain Family Center, will be held Tuesday, December 9th at the Daven Haven Lodge beginning at 5:00 p.m. She said that this is the last year she will be organizing the event. After this she will be turning the event over to the Mountain Family Center.

Trustee Baird then announced that the Grand Lake Juniper Library is hosting Wii Night on Thursday’s beginning at 5:00 p.m. All children are welcome. There will be Wii games, arts and crafts projects and pizza.

CONFLICTS OF INTEREST: Mayor Burke stated that if there are any Trustees wishing to announce a conflict of interest with any items on this evening’s agenda, they should do so at this time.

Trustee Baird announced that she had a conflict with the last item on the agenda which is, “Consideration to select a venue and menu for the Annual Appreciation Dinner” since she is employed by the Daven Haven, one of the places being considered.
UNSCHEDULED PUBLIC
COMMENTS:

Mayor Burke announced that this time is reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. The Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather, the Board will refer the items to staff for follow up. She then asked if there were any unscheduled public comments and noted that comments are limited to 3 minutes.

Ben Blair, 731 Grand Lake Lane, was recognized from the audience. He stated that about a year and a half ago he called the Town and asked if something could be done with Grand Lake Lane as there was a lot of standing water on it, etc. and Public Works Director, Bernie McGinn, was nice enough to go over to his house to talk to him about it and promised to do something about it. He said that Bernie is doing a great job fixing the road. Blair then made a comment about the landscaping at the Chamber and said that from the day it was put in no one maintained it. Within a year the aspen trees were dead. Finally, this summer, three years later, most of the dead aspen trees were cut down. The entire lot is just a mess. We should all be ashamed. The Town is spending all this time on wayfinding and doing all these wonderful projects to make Grand Lake an even better place than it is but asked if there is something that can be done to get the Chamber of Commerce to take care of their yard. If a citizens group were put together he said he would be glad to spend a couple of hours every week to help with the landscaping.

Mayor Burke responded by saying that the landscaping has been a topic of discussion with the Chamber and we are going to make sure it gets done. She thanked him for bringing the matter up and for offering to help.

SCHEDULED PRESENTATIONS/
DELEGATIONS:

Mayor Burke introduced Dee Bartlett, Land Staff for Arapaho-Roosevelt National Forest/Sulphur Ranger District. She said that she was present to ask for the Town’s written support for their recent request for Land and Water Conservation Funds to acquire two properties in an area known as “The Wedge”. “The Wedge” is a narrow strip of land located along the Colorado River headwaters north of Grand Lake between two Congressionally-designated areas: the Arapaho National Forest’s Bowen Gulch Protection Area to the west and Rocky Mountain National Park to the east. In 1995, Rocky Mountain National Park and the Arapaho and Roosevelt National Forests entered into an interagency agreement to establish a common approach to acquiring and managing parcels in “The Wedge” due to its setting between the National Park and the Bowen Gulch Protection Area. The agreement cites the potential “detrimental effect” that development of “The Wedge” would have on the two scenic resources. Over the past 20 years, through a combination of purchases
and exchanges, the Forest Service has acquired seven of the "The Wedge" parcels, or approximately 67 acres. Of the three remaining privately-owned lots, one is a willing seller, the second was recently purchased and contains a residence, and the third was purchased in 2007 by the Rocky Mountain Nature Association with the intent of conveying it to the U.S. Forest Service. In conclusion of her presentation she said that any land purchase or land acquisition is much more successful with the support of community and local government and she said she is hoping to seek support from the Town of Grand Lake.

Following discussion, the Board agreed to consider adopting a resolution of support at their next regularly scheduled meeting to be held November 24, 2014.

CONSENT AGENDA:
Mayor Burke introduced the Consent Agenda which contained the following: Minutes for August 11, 2014 and August 25, 2014 and Accounts Payable for October, 2014.

Trustee Gasner moved to approve the Consent Agenda as presented. Trustee Lewis seconded the motion and all Trustees voted aye.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF RENEWAL OF THE HOTEL AND RESTAURANT LIQUOR LICENSE FOR M&S WHEATLEY ENTERPRISES, LLC, D/B/A THE TERRACE INN
Mayor Burke asked Town Clerk Kolinske to present this matter to the Board. Kolinske reported that the fees have been paid and the renewal documents are in order. The water, business license, and sales tax accounts are all current. She noted that the Grand County Sheriff's Department reviewed their files and found no adverse information that would affect the status of the license. She then concluded by saying that Mike and Sharon Wheatley, Members, were present.

Trustee Lewis moved to approve the renewal of the Hotel and Restaurant Liquor License for M&S Wheatley Enterprises, LLC, d/b/a The Terrace Inn. Trustee Baird seconded the motion and all Trustees voted aye.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF A SPECIAL EVENTS LIQUOR PERMIT APPLICATION FROM THE GRAND ARTS COUNCIL FOR A CHRISTMAS CONCERT
Mayor Burke asked Town Clerk Kolinske to present this matter to the Board. Kolinske explained that an application for a Special Events Liquor Permit has been received, with the appropriate state fee, certificate of good corporate standing, and floor diagram, from the Grand Arts Council. The request is to sell malt, vinous and spirituous liquor by the drink for consumption on the premises only for a Christmas Concert to be held Friday, December 19, 2014 from 6:30 to 8:30 p.m. The proposed location is the Grand Lake Community House at 1025 Grand Avenue. It has been the most recent
procedure of this Board to receive the application and then schedule consideration of approval of the permit as a regular item of business at the following meeting. Although a Public Hearing is not required by statute, the Board may choose to set one. Approval of the requested permit may be scheduled for the November 24th regular Board meeting, as either a Public Hearing or regular item of business. Kolinske noted that Jill Buckingham was present representing the Arts Council.

Following brief discussion, Trustee Lewis moved to act on this request as a regular item of business at the November 24, 2014 Board meeting. Trustee Lanzi seconded the motion, and all Trustees voted aye.

OLD BUSINESS:

PUBLIC HEARING - CONSIDERATION OF A PROPOSED BUDGET FOR THE TOWN OF GRAND LAKE FOR THE YEAR 2015 – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the proposed 2015 Budget for the Town of Grand Lake is hereby submitted to the Board of Trustees for consideration at the Public Hearing scheduled for November 10, 2014. Legal Notice No. 10640561A, Notice of Proposed Budget, setting the Public Hearing was published in the Middle Park Times on Thursday, October 23, 2014. The 2015 Budget must be adopted by the Board of Trustees no later than December 15, 2014. The most recent updates through October 27, 2014 have been made to the draft budget. It should be noted that the draft budget being considered at the Public Hearing is subject to further change by the Board up until final adoption in December. After hearing public comment, staff recommends the Board close the Public Hearing and proceed to the next item on the agenda.

Mayor Burke opened the Public Hearing and asked for comments.

James Shockey, 101 Lake Avenue, Unit #1, was recognized from the audience. He said that he was present to ask the Board to reconsider the request he made at the last workshop session concerning the development of a base flood elevation for the floodplains in the Town. He said that at the workshop session he made a presentation as to why and how it would benefit property owners within a floodplain. Since then he has done additional research with some engineering companies locally and was told that the cost to do both at the same time would be approximately $20,000. He said that he was told that each one could be done separately, even different years. For one homeowner do a base flood elevation for their zone is considerably expensive. He said that in looking at the information on FEMA’s website, insurance premiums can be reduced by up to 45% with a base flood elevation in a Zone A which is where he resides. He said that in as much as he would like to obtain the elevation certificate himself he said that he would find it difficult when he is presently paying $2,500 per year in insurance. Typically in Zone A’s they over estimate the floodplains so once a study is done it
shinks down considerably and at that point structures can actually be removed from it. He also noted that he called the Colorado Water Conservation Board and spoke with their director. They have technical assistance grants and they also have grants that are given to municipalities to study floodplains and determine base flood elevations. In conclusion, he said that there is money available so that the Town wouldn’t have to bear the entire cost and it would be nice if the Town had some matching funds set aside in the event grant monies are obtained.

It was explained to Mr. Shockey that it hasn’t been ruled out and that it has been discussed.

Having no other comments, Mayor Burke closed the Public Hearing and moved on to the next item on the agenda.

NEW BUSINESS:

CONSIDERATION TO ADOPT RESOLUTION NO. XX-2014; A RESOLUTION GRANTING A NIGHTLY RENTAL LICENSE IN A RESIDENTIAL NEIGHBORHOOD LOCATED AT LOT 9, BLOCK 14, TOWN OF GRAND LAKE; MORE COMMONLY REFERRED TO AS 801 PARK AVENUE – Mayor Burke asked Town Planner Biller to present this matter to the Board. Biller explained that the Town received a Nightly Rental License application from Moose Ridge, LLC, represented by Benjamin Blair. During the application process, the Town received three (3) written objections which requires Board review. The Planning Commission has forwarded a favorable recommendation for granting the license.

Municipal Code 12-2-31(B)4 Nightly Rental Conditional Use Permits states:

(a)1(i) Town Action:
1. If Town staff determines that the application satisfies the requirements of Section 12-2-31(B)4, all adjoining property owners within 100’, whichever includes the largest number of properties, will be notified in writing by the Town of the applicants proposed use. All notified property owners will be given fifteen (15) days to object to the proposed use in writing.
2. If one (1) or more notified property owners object to the proposed use in writing, the application shall be treated as a conditional use as outlined in Section 12-2-31(B)3. The owner of the subject property shall be given a copy of all written complaints. In consideration of the proposed use, the Planning Commission may hold a Public Meeting to determine its recommendation to the Board of Trustees. The Board of Trustees may hold a Public Hearing on the
proposed use to decide whether to approve, modify, or disapprove the Planning Commission’s recommendation.

(b) Site Plan Criteria
There is a clearly-defined trash storage area and an adequate number of trash containers provided and the trash company hired for regular pick-up must be identified. The owner or property manager may use the Pay As You Throw (PAYT) trash program in lieu of hiring a trash company for regular pick-up.

The written objections explain many reasons for their objections including, but not limited to:
Excess Noise
Parking Concerns
Trespassing Concerns
Snowmobile Parking
Offensive Language

Staff recommends the Board adopt the resolution as presented which contains no conditions for granting the license. If the Nightly Rental License is issued by the Board, the applicant would be subject to all the provisions for Nightly Rental License renewal, which includes written complaints in the previous 12 month period.

The Board should first determine if a Public Hearing is necessary. If the Board determines a Public Hearing is not necessary, they should discuss the Nightly Rental License Application and the written objections received. The Board has the following options:
1. Require a review of the Nightly Rental License Application at a Public Hearing; or
2. Grant the Nightly Rental License by adopting the resolution; or
3. Grant the license with conditions; or
4. Not grant the license.

Biller noted that Ben Blair was present representing the owner.

During discussion Trustee Baird said that she would like to reiterate her stance on nightly rental licenses. She feels that they take business away from local lodging facilities and it adds to the Town’s lack of housing problem since the rentals are not available on a long term basis. She noted that she will be voting against it.

Following discussion, Trustee Lanzi moved to adopt Resolution No. 33-2014; a Resolution Granting a Nightly Rental License in a Residential Neighborhood Located at Lot 9, Block 14, Town of Grand Lake; More Commonly Referred to as 801 Park Avenue, as presented. Trustee Jenkins seconded the motion and all Trustees voted aye except Trustee Baird, who voted nay.
NEW BUSINESS:

CONSIDERATION TO RELEASE THE PERFORMANCE GUARANTEE FOR SHADOW VIEW TERRACE PLANNED DEVELOPMENT – Mayor Burke asked Town Planner Biller to present this matter to the Board. Biller explained that the Town has received a request for the release of the Performance Guarantee for Shadow View Terrace Planned Development. The developer is LJH, LLC, represented by Brian Howard, and has submitted the request to release $27,335.

Apr. 2006 – The SIA was executed.
July 2007 – The developer discussed making changes to the approved plat with the Commission.
Apr. 2009 – The SIA expired.
July 2010 – The Board of Trustees released a portion of the letter of credit.
June 2014 – Staff received a request for initial acceptance from the developer.
July 14, 2014 – The Town called the Letter of Credit in the amount of $45,854.
Aug. 4, 2014 – The Developer submitted an amendment request.
Sept. 29, 2014 – The Developer submitted dates for project completion as required by the Planning Commission with a completion date of 10/24/14.
Oct. 22, 2014 - The Town received Initial Acceptance Request from the Developer.
Oct. 28, 2014 – The Town conducted a site visit as required by the SIA.
Nov. 3, 2014 – The Town sent “punch list” items for project completion.
Nov. 4, 2014 – The Town received an amended completion date of 11/15/14.

The developer has verbally committed to complying with the amendments recommended in Planning Commission Resolution 22-2014. The amendments recommended do not require a Public Hearing before the Board. The release of the Performance Guarantee will ultimately start the two (2) year warranty period. Per the SIA, an $18,520 Warranty Performance Guarantee is held by the Town for two (2) years.

12-9-6 Procedure for Approval of As-Built Plats states

(C) Approval Procedure

2. Should the Town staff determine that substantial differences exist between the approved and recorded development plat/plan and the as-built plat to warrant review by the Planning Commission, Town staff shall place the development in question on the agenda of the next Planning Commission meeting for discussion and review. The developer will be notified of the Planning
Commission meeting and be asked to appear and discuss the concerns of Town staff. The results of these discussions may involve physical changes on the site or within buildings. In such cases, new as-built maps are to be drawn and resubmitted before final approval can be made.

(a) As-built plats that have been discussed by the Commission may be referred to the Board of Trustees for their review, should circumstances dictate, before signature by the Mayor.

As stated numerous times to the Planning Commission and the Board, staff believes the developer will not complete the project in the foreseeable future. The developer has a list of items to complete in order to gain a Certificate of Completion from the Town. As stated by staff in the July 14 Board meeting, the developer knows these deadlines and the process required moving forward. Staff is reluctant to extend yet another deadline for the developer. Staff recommends the Board continue consideration of the request for release of the Performance Guarantee until their next regular scheduled meeting on November 24, 2014. The Board should discuss the request made by the developer for the release of monies currently retained by the Town. The Board has many options including:

1. Continue consideration of the request; or
2. Approve the release of $27,335, thus starting the warranty period; or
3. Approve the release of a lesser amount; or
4. Not approve the release of monies, thus directing staff to start pursuing Completion of Improvements by the Town as allowed in the SIA.

Biller noted that the developer, Brian Howard, was not present.

Trustee Gasner moved to table consideration of this matter until the next regularly scheduled meeting to be held November 24, 2014. Trustee Sabo seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION TO AUTHORIZE MAYOR BURKE TO SIGN A SPECIAL EVENT PERMIT FOR THE GRAND ARTS COUNCIL’S HOLIDAY CONCERT - Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that staff is in possession of a Special Event Permit (SEP) Application submitted by the Grand Arts Council (GAC) for a new event – Holiday Concert. This will be a fundraiser for GAC. The concert is proposed to be held in the Community House the evening of Friday, December 19. Rehearsal is proposed for the evening of Thursday, December 18. Portions of Town Hall (kitchen, dressing room, bathrooms) will also be used in association with the Community House use. Final clean up will
occur on Saturday the 20th. According to the Town of Grand Lake Municipal Code, Chapter 11, Article 6, Section 3(C) – Special Event Permit Application Review and Approval:

1. Review Considerations
The following factors shall be considered prior to approval of a SEP:
(a) The predominant use of the primary facility being used; and
(b) The proposed event and the event hours; and
(c) Neighborhood compatibility; and
(d) Effect of the proposed event on the community; and
(e) The Town's anticipated cost in staff time and equipment use; and
(f) The benefit to non-profit from the event; and
(g) The benefit to local businesses from the event; and
(h) Duplication of services or sale items; and
(i) Nature of the past event issues or similar past event issues.

2. Special Event Permit Approval
(a) Approval by the Mayor
The Mayor or the Mayor's Designee may review and may approve the SEP based on 11-6-3(C)1 Review Considerations and the following additional criteria:
1. This is a reoccurring event with no issues in the past; and
2. The event does not involve a Special Events Liquor Permit.

The Mayor or the Mayor's Designee, for any reason, may defer review and approval of the SEP to the Board of Trustees.

(b) Approval by Board of Trustees
If approval is not obtained by 11-6-3(C)2(a) Approval by the Mayor, the Board of Trustees shall review the SEP application.

The Board shall review and may approve the application based on 11-6-3(C)1 Review Considerations. The Board, at its discretion, may require one or more of the following:
1. Require review of the SEP at a Public Hearing; and/or
2. Permit all or only a portion of the SEP application; and/or
3. Impose permit conditions on the event.

Because this is a first time event and because the Council will also be seeking a Special Events Liquor Permit, action by the Board of Trustees (Board) is required on the SEP Application. Staff believes that this event is not in conflict with the consideration factors listed above and should be a successful event for GAC. Further, staff believes that this event should not require a public hearing. Approval of this Special Event Permit will allow the Special Event Permit Liquor License process to move forward in advance of the event. The application was not submitted at least 90 days prior to the event as required by Municipal Code 11-6-3(B)1.a. The Board should review and discuss the
application, taking into consideration the factors listed above. Additionally, the Board should decide if a public hearing is necessary. Staff recommends approval and execution of the Special Event Permit as presented. The Board should approve, deny or table the Special Event Permit application.

Hook noted that Jill Buckingham was present representing the Grand Arts Council.

Trustee Lewis moved to authorize Mayor Burke to sign the Special Event Permit for the Grand Arts Council event known as Holiday Concert as presented, upon confirmation from staff that all other application requirements have been met and the permit is ready for signature. Trustee Baird seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION TO ADOPT RESOLUTION NO. XX-2014; A RESOLUTION GRANTING THE TEMPORARY PLACEMENT OF A BANNER BY THE GRAND ARTS COUNCIL ON THE ENTRANCE MARQUEE TO THE TOWN OF GRAND LAKE — Mayor Burke asked Town Planner Biller to present this matter to the Board. Biller explained that the Town has received a request to install a temporary banner on the entrance marquee. Andrea Cox, on behalf of the Grand Arts Council (GAC), has submitted the request for advertisement of the Olde Fashioned Holiday Craft Bazaar. The banner does meet all requirements of Municipal Sign Code 6-2-1. The applicant is requesting use of public property as allowed per the Sign Code. The dates of the request are beginning on Friday, November 21, 2014 thru Saturday, November 30 2014. The Town has allowed this request and similar uses in the past. The location of the banner may be problematic considering the revisions made by the Town to the marquee since last year's use by the GAC. Staff recommends the Board adopt the resolution as presented which contains the following conditions:

1. The Grand Arts Council shall be allowed to temporarily place the banner for a time period beginning on Friday, November 21, 2014 thru Saturday, November 30, 2013; and

2. If necessary, the Mayor is authorized to determine an alternate location for the banner or alternate Town property for the placement of the banner.

The Board should determine if the sign is appropriate for use on Town property and if the $10 fee waiver to the sign permit is appropriate. The Board has the following options:

1. Adopt the resolution as presented, thus allowing the use of Town property for an event banner; or

2. Adopt the resolution with alternate conditions; or

3. Not adopt the resolution, thus denying the request.
Following brief discussion, Trustee Lewis moved to adopt Resolution No. 34-2014; a Resolution Authorizing the Temporary Placement of a Banner by the Grand Arts Council on the Entrance Marquee to the Town of Grand Lake, as presented. Trustee Gasner seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION TO SET A PUBLIC HEARING TO CONSIDER A 2014 SUPPLEMENTAL BUDGET FOR THE PAY-AS-YOU-THROW ENTERPRISE FUND – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that staff hereby submits the proposed 2014 Supplemental Budget for the Town of Grand Lake Pay-As-You-Throw Enterprise Fund to the Board of Trustees. For several years now, the popularity of the Pay-As-You-Throw trash service program has caused an increase in the amount of dumpster collections. Therefore, the Board needs to adopt a supplemental budget for the Pay-As-You-Throw Enterprise Fund for the 2014 budget year. Budget law requires us to notice the proposed supplemental budget and hold a public hearing regarding the same, just as we do for the regular budget. Staff recommends the Board set the proposed 2014 Pay-As-You-Throw Enterprise Fund Supplemental Budget for public hearing on Monday, December 8, 2014, with notice of the public hearing to be published in the Middle Park Times on Thursday, November 20, 2014.

Trustee Lewis moved to set a Public Hearing for December 8, 2014 to consider a 2014 Supplemental Budget for the Pay-As-You-Throw Enterprise Fund. Trustee Gasner seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF A BUY-DOWN OF 2014 ACCRUED COMP TIME – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that most employees earn compensation time ("comp time") at the rate of 1.5 times hours worked in excess of 40 hours in a single work week. The current personnel guidelines allow comp time hours to be accrued up to a maximum of 480 hours for public works and water personnel and 240 hours for office staff. The guidelines offer two options for reducing comp time liability: order an employee to take comp time off in order to keep the employee’s accrued comp time within the allowable limit; or the Board may elect to buy-down a portion of accrued comp time to a pre-determined level when the Board feels it would be fiscally responsible to do so. At this time, no employees have accrued the maximum comp time for their department classification. In the past, the Board has elected to buy-down comp time accrued to a pre-determined level in order to reduce leave time liability. In those years when the buy-down has been authorized, the level has been set at 160 hours (20 days). The Board can, of course, set the buy-down at any level it chooses.
Trustee Gasner moved to approve the comp time buy-down to the 160 hour level and to spread the disbursement over the last four pay periods, which begins November 15, 2014. Trustee Jenkins seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION TO AUTHORIZE THE TOWN CLERK TO SIGN THE CONTRACT FOR SCREENING SERVICES BETWEEN THE TOWN OF GRAND LAKE AND BISI (BACKGROUND INFORMATION SERVICES, INC.) FOR ALL FUTURE EMPLOYEES TO INCLUDE PART TIME AND SEASONAL AND TO AUTHORIZE THE TOWN CLERK TO ORDER SUCH SCREENINGS – Mayor Burke asked Town Clerk Kolinske to present this matter to the Board. Kolinske explained that along with receiving resumes from Town Manager candidates, she received an email from Gleason & Associates, Inc. regarding Town Manager Finalist Background Screening. She said that she requested a “Free, No Obligation Information Packet” as was offered on page 2 of their email. Gleason & Associates, Inc. listed 6 Colorado municipalities as previous local government clients. Kolinske said that she contacted all of the 6 listed and the response she received was that they were not aware of Gleason, they are not currently using Gleason, and if they did in the past, it was long enough ago that no one remembers. During her phone conversations, the Town of New Castle highly recommended a company by the name of BISI (Background Information Services, Inc.). They are located in Boulder and are listed on the CML HR’s Listserv. She contacted Joe Baker with BISI and was promptly sent information. In reviewing this information it made her realize how important it would be to run background checks on all future employees to include part time and seasonal. In the last 6 pages of the information Mr. Baker has highlighted in red a package suitable for the Town of Grand Lake with an average price per search of $38.00; there is no subscription fee or annual fee. If you were to compare this with Gleason & Associates, Inc. you will see that BISI charges much less. BISI provides special pricing for Towns and Cities. There may be an occasion where the Town has an applicant from a State other than the 14 listed; the Town would have to pay additional fees. Worst case scenario, we may be charged $75.00 to $80.00. If the Board is comfortable with hiring BISI for future background screening services and with entering into a contract with them, a motion should be made.

Following discussion, Trustee Lewis moved to authorize the Town Clerk to sign the Contract for Screening Services between the Town of Grand Lake and BISI (Background Information Services, Inc.) for all future employees to include part time and seasonal and to authorize the Town Clerk to order such screenings. Trustee Jenkins seconded the motion and all Trustees voted aye.
NEW BUSINESS:

CONSIDERATION TO AUTHORIZE MAYOR BURKE TO SIGN A LETTER OF SUPPORT FOR THE VISITOR FEE INCREASES PROPOSED FOR ROCKY MOUNTAIN NATIONAL PARK — Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board has the opportunity to support Rocky Mountain National Park (Park) in their effort to increase visitor fees. When submitting letters of support on behalf of the Town of Grand Lake, it is normal practice for staff to seek the authorization of the Board in advance. Additionally, letters signed by Mayor Burke need Board action. Park staff are proposing to add a new day-use pass and to increase fees for other entrance and camping fees beginning in 2015. The current fee structure has been in place for nine years. Staff at the Park has requested the Town’s support in their effort to increase visitor fees. The Park is accepting public comment and feedback through December 1, 2014. In the past, the Board has provided letters of support for organizations, primarily related to their funding requests. This is the first time in recent years that the Park has made a request regarding visitor fees. Staff believes that feedback from the Town can make a positive difference in the consideration of proposed fee increases by agencies. Staff believes that, with sufficient funding, the Park will continue to provide an excellent visitor experience that will continue to contribute to the success of our local economy. Suggestions on modifying the letter to accurately capture the Board’s thoughts are welcome. Hook noted that the Park’s Superintendent, Vaughn Baker, reviewed the letter and thought that it was more than adequate but suggested adding the following: “We believe that the proposed new day use fee is an appropriate addition to the fee schedule and appropriately priced. It will be valuable option to the one day visitor.” (See attached Exhibit A). The Board should discuss the merits of supporting the request of the Park and the contents of the draft letter of support. Staff recommends the Board authorize Mayor Burke to sign the letter of support. The Board should authorize or not authorize execution of the letter of support.

During discussion, Trustee Baird asked, “Are we going to see increased staff on our side of Rocky Mountain National Park, for example the free day that they had last spring, we didn’t have any events happening on our side of the Park because there wasn’t enough staff because there wasn’t enough funding. If we are going to support this fee increase I think that we should see an increase in staff on our side of the Park. Our number one attraction to Grand Lake is that you can go to Rocky Mountain National Park. With inflation and increased gas prices I have to wonder if this will have a positive effect on our community.”

Town Manager Hook responded by saying that it is his understanding that these increased fees will not go to staffing. Based on what he read in the explanation the increased fees will go toward projects and
improvements within the Park such as camping, picnicking, hazard tree mitigation, buses for their shuttle system and trail enhancements.

Following discussion, Trustee Jenkins moved to authorize Mayor Burke to sign the revised letter of support as presented. Trustee Gasmer seconded the motion and all Trustees voted aye except Trustee Baird, who voted nay.

At 8:47 Trustee Baird excused herself and left the room.

**NEW BUSINESS:**

**CONSIDERATION TO SELECT A VENUE AND MENU FOR THE ANNUAL APPRECIATION DINNER** – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board needs to select a location and menu for the Town’s annual appreciation dinner. The Town’s annual appreciation dinner is tentatively scheduled for Saturday, December 6, 2014, with cocktails at 6 PM and dinner at 7 PM. Staff contacted several local establishments to invite them to propose on hosting the Town’s annual appreciation dinner. The three establishments listed below responded to the request by the November 3 deadline.

- Daven Haven
- O-A Bistro
- Rapids Restaurant

As a reminder, the appreciation dinner was held at the following locations in recent years:

- 2013 – O-A Bistro (at Gateway Inn)
- 2012 – Sagebrush BBQ & Grill
- 2011 – Pancho & Lefty’s
- 2010 – Rapids Restaurant
- 2009 – Daven Haven

Based on the invitation list and RSVPs in recent years (2011 = 83; 2012 = 77; 2013 = 70), staff expects 75 to 100 to join in the fun this year. This year’s preliminary invitation list is about 130 guests. Staff believes that all three establishments will provide excellent food and service and that all our special guests will have a terrific evening. While the details of menu and costs differ from establishment to establishment, no one seems to stand out, good or bad. Cost varies between $25 and $31 per guest for appetizers, a plated meal, dessert, and gratuity. Menus and costs seem proportional.

Everyone offers multiple choices of entrée and sides, and desserts. Vegetarian substitutions are available at all the establishments. Buffet style was offered by Daven Haven. Everyone offers a cash bar for our guests. A poll of staff yielded a few comments and suggestions for the Board’s consideration: all three establishments have great food; the decorations at Daven Haven are great; Daven Haven has great prime rib; Daven Haven with the prime rib menu was the popular choice. The Board should review and discuss the proposals, taking into consideration menu options and
related costs. In the interest of rotating the venue and given the feedback from Town staff and with consideration of balancing menu and cost, staff recommends Daven Haven with the prime rib/turkey/tilapia menu. The Board should select one establishment to host the annual appreciation dinner.

Trustee Jenkins said that she didn’t realize that O-A Bistro was using the Gateway Inn for a venue and because of this she announced that she had a conflict of interest with this matter. She then excused herself and left the room.

Following brief discussion, Trustee Lewis moved to select the Daven Haven to host the Town’s annual appreciation dinner on Saturday, December 6, 2014, including the prime rib, turkey & tilapia menu at $27/plate. Trustee Gasner seconded the motion and all Trustees voted aye.

At 8:51 p.m. Trustees Baird and Jenkins resumed their seats.

MAYOR’S REPORT AND COMMENT:
Mayor Burke mentioned that there is a great deal of information gained from the Grand Profile such as demographic data on things like housing and availability of jobs. She said that anybody in business has a responsibility to look at it to see how they can improve their business and what they can do to help in the future to improve the tourism in the County.

ADJOURNMENT:
Trustee Lewis moved to adjourn, seconded by Trustee Gasner. All Trustees voted aye, and the meeting was adjourned at 8:52 p.m., November 10, 2014.

JUDY M. BURKE, MAYOR

ATTEST: RONDA KOLINSKE

RONDA KOLINSKE, CMC,
TOWN CLERK

11/10/14

Town of Grand Lake – Board of Trustees
November 10, 2014

Rocky Mountain National Park

RE: Support for proposed fee increases

To Whom It May Concern:

The Grand Lake Board of Trustees, representing the citizens of Grand Lake, supports the visitor fee increases proposed by Rocky Mountain National Park staff.

We believe that Rocky Mountain National Park does an outstanding job at providing an extraordinary visitor experience and that they utilize visitor fees well.

We believe that the proposed new day use fee is an appropriate addition to the fee schedule and appropriately priced. It will be valuable option to the one day visitor.

Given the nominal increases that are proposed and given that the current fee structure has been unchanged for five and nine years, we believe that the proposed fee structure is reasonable.

Given our partnership role with RMNP as a gateway community to RMNP, we do not feel that the proposed fees will have an adverse effect on visitors to RMNP or on our community.

Thank you for the opportunity to provide this feedback to your process.

Respectfully Submitted,

Judy M. Burke, Mayor