

RECORD OF PROCEEDINGS

REGULAR MEETING
TOWN OF GRAND LAKE BOARD OF TRUSTEES
MONDAY, NOVEMBER 24, 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, Lanzi, Lewis, and Sabo; Town Manager Hook, Town Clerk Pro-Tem Lund, and Town Planner Biller.

ABSENT: Mayor Burke announced that Trustee Jenkins was absent from both the afternoon workshop and this evening's meeting because she is out of town. Trustee Lewis moved to excuse Trustee Jenkins from both this afternoon's workshop and this evening's meeting. Trustee Baird seconded the motion and all Trustees voted aye.

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

Mayor Burke wished all a Happy Thanksgiving and noted that once again Town Hall will be closed Friday, November 28th in celebration of the holiday.

Mayor Burke announced that on behalf of the Grand Lake Community, thanks go to Mark & Jacqueline Woodrum for the donation of this year's Town Christmas Tree.

Mayor Burke announced that the Olde Fashioned Holiday Craft Bazaar will be held Friday and Saturday, November 28th & 29th, from 10 a.m. to 5 p.m. in the Grand Arts Center on Park Avenue.

Mayor Burke announced that "The Wonder of Christmas" Tree Lighting Ceremony will be held Friday, November 28th beginning at 5 p.m. Caroling, visits with Santa, cookies, and a hot chocolate bar will follow in the Town Square Park.

Mayor Burke announced that the Grand Chorale's Holiday Concert will be held Saturday, December 6th beginning at 7 p.m. in the Community House.

Mayor Burke then announced that the Delicious Dishes 25th Annual Event will be held December 9th at the Daven Haven from 5-10 p.m.

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.

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None of the Trustees had a conflict of interest with any items on the agenda.

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.

There were no unscheduled public comments.

SCHEDULED PRESENTATIONS/ DELEGATIONS:

None.

CONSENT AGENDA:

Mayor Burke announced that there were no items on the Consent Agenda for the Board to consider.

REPORTS: SALES TAX CASH FLOW REPORT FOR NOVEMBER 2014:

Mayor Burke asked Town Clerk Pro-Tem Lund to present the sales tax cash flow report. Lund reported that the amount of revenue received in November 2014 for the month of September is \$135,006. This amount is 11.59% above what was received through November 2013 and the 2nd highest received since at least 2000.

3RD QUARTER SALES TAX COLLECTION BY VENDOR:

Town Clerk Pro-Tem Lund noted that Town Treasurer Ackerman provided a report consisting of the Third Quarter Sales Tax Collection by Vendor for July – September 2010 - 2014.

REPORTS: FINANCIAL REPORT FOR OCTOBER 2014:

Mayor Burke asked Financial Trustee Gasner to present the Financial Report for October 2014. Gasner reported that the General Fund expenditures through the end of October totaled \$1,389,175.81 or 42.5% of budget. He said the Water Fund expenditures for the same period totaled \$366,248.38 or 51.3% of budget, the Marina Fund expenditures totaled \$133,285.88 or 47.2% of budget and the PAYT Fund expenditures totaled \$18,757.91 or 89.3% of budget.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF APPROVAL OF A SPECIAL EVENTS LIQUOR PERMIT APPLICATION FROM THE GRAND

ARTS COUNCIL FOR A CHRISTMAS CONCERT- Mayor Burke asked Town Clerk Pro-Tem Lund to present this matter to the Board. Lund explained an application for a Special Events Liquor Permit was 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 Arts Council qualifies for a Special Events Permit in that it is incorporated with the State of Colorado as a nonprofit social group, and has not received more than 15 Special Events Permits for 2014 (this is their 2nd request). The proposed location is the Grand Lake Community House at 1025 Grand Avenue. The Community House is more than 500 feet from any educational institution; therefore, State Statute does not prohibit liquor from being sold from this location.

Public notice was posted on the premises on November 13, 2014 and attested to by Grand Lake's Code Administrator, Tony Rendon. The Grand County Sheriff's Department reviewed the application and found no adverse information which would affect this permit.

The Board must investigate the application and must deny the permit if its issuance would injure the public welfare by reason of the nature or location of the special event, or failure of the applicant to conduct past special events in compliance with applicable laws and regulations.

Town Clerk Pro-Tem Lund noted that Jim Cervenka was present representing the Grand Arts Council.

Trustee Lewis moved to approve the Special Events Liquor Permit Application from the Grand Arts Council for a Christmas Concert to be held Friday December 19, 2014 from 6:30 to 8:30 p.m. at the Grand Lake Community House. Trustee Baird seconded the motion and all Trustees voted aye.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF A SPECIAL EVENTS LIQUOR PERMIT APPLICATION FROM THE GRAND LAKE AREA HISTORICAL SOCIETY FOR THEIR "HISTORICAL HOLIDAY CELEBRATION" - Mayor Burke asked Town Clerk Pro-Tem Lund to present this matter to the Board. Lund explained an application for a Special Events Liquor Permit has been received, with the appropriate fee, permission for possession, certificate of good corporate standing, and floor diagram, from the Grand Lake Area Historical Society. The request is to sell malt, vinous and spirituous liquor by the drink for consumption on the premises only for their "Historical Holiday Celebration" fundraising event. The requested date is Friday, December 26, 2014 from 6:00 to 9:00 p.m.

The Grand Lake Area Historical Society qualifies for a Special Events Permit in that it is incorporated with the State of Colorado as a nonprofit social group, and has not received Special Events Permits for more than 15 days during 2014 (this is their 3rd request). The proposed location is the Kauffman House at 407 Pitkin Street. The Kauffman House is more than 500 feet from any educational institution; therefore, State Statute does not prohibit liquor from being sold from this location.

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.

The premises are required by statute to be posted for at least 10 days prior to approval of the permit.

Approval of the requested permit may be scheduled for the December 8th regular Board meeting, as either a Public Hearing or regular item of business.

Town Clerk Pro-Tem Lund noted that Jim Cervenka was present representing the Grand Lake Area Historical Society.

Trustee Lewis moved to act on this request as a regular item of business at the December 8, 2014 Board Meeting. Trustee Baird seconded the motion and all Trustees voted aye.

OLD 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. 17, 2014 – The Planning Commission adopting Resolution 22-2014 recommending certain amendments to the development.

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.

Nov. 10, 2014 – The Board tabled consideration until Nov. 24.

Nov. 14, 2014 – The developer re-submitted as-built drawings along with requesting Initial Acceptance by the Town.

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.

Due to the project being covered with snow, Town staff was unable to conduct a site visit to verify completion of improvements in order to issue a Certificate of Completion as required by the SIA Part 6f. Considering the Developer has not obtained a Certificate of Completion, the Town should not begin the Warranty Period; therefore the Town should not release the security.

Staff recommends the Board deny the request.

The Board should discuss the request made by the developer to release \$27,335 currently retained by the Town.

The Board has many options including:

1. Approve the release of \$27,335; or
2. Approve the release of a lesser amount; or
3. Deny the request.

Billier noted that Brian Howard was present this evening.

Following discussion with Brian Howard, Trustee Gasner moved to not grant the request to release the Performance Guarantee for Shadow View Terrace Planned Development. Trustee Lewis seconded the motion and all Trustees voted aye.

NEW BUSINESS:

PUBLIC HEARING - CONSIDERATION TO ADOPT A WAYFINDING MASTERPLAN FOR THE TOWN OF GRAND LAKE – Mayor Burke opened the Public Hearing and asked Town Planner Billier to present this matter to the Board. Billier explained the

Town has received a Final Draft Wayfinding Masterplan from Munn Architecture for adoption by the Town.

The 2006 Comprehensive Plan states Action Item 4.12 *"Town Manager and Town Planner to contract with landscape architects / architects to evaluate costs and implementation of conceptual monument signage sketches."*

The 2013 Downtown Community Assessment states *"This is a lack of wayfinding signage in downtown"* and recommends the Town *"implement a consistent master signage plane and design aesthetic."*

The 2014 Gateway Community Livability Assessment & Recommendation Report (pg 19) does state *"The Assessment Team supports the observations and recommendations regarding wayfinding and signage made in the 2013 Downtown Assessment Report..."*

The Town contracted with Munn Architecture in June 2014 to complete a Wayfinding Masterplan. The consultant has provided the final draft of the deliverable as required by the contract with the Town. The Design Committee supports the concepts presented in the plan.

Town Staff has been minimally involved with the project from its conception. On Wednesday, October 22, using Wayfinding Masterplan dated 10.31.14 staff provided feedback to the consultant.

Town staff reviewed the presented draft dated 11.12.14 and provided comments to the consultant at the Planning Commission Public Hearing. In general, those comments are for clarification and do not affect overall content.

As stated in the email from the consultant, there is some work left to do including:

- A thorough proof by the consultant
- Final Pricing

Staff recommends the Board adopt the resolution as presented which contains the following conditions of approval:

1. The Wayfinding Masterplan is proof read and appropriately edited by the Consultant for spelling and grammar; and,
2. The Consultant incorporates comments made by the Commission, the Board, and Town staff, subject to review and approval by the Town Manager or his designee.

The Board should conduct this portion of the meeting as follows:

1. Open the Public Hearing
2. Allow staff to present the matter, including the consultant

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3. Open the meeting for public comment
4. Close the Public Hearing
5. Allow for Board discussion
6. Take action as appropriate

The Board has the following options:

1. Adopt the Resolution with or without conditions; or
2. Continue review of the plan; or
3. Not adopt the resolution, thus not adopting the plan.

Mayor Burke opened the Public Hearing for public comment.

Paul Legan, 315 E. Agate, Granby, CO was recognized from the audience and he said that he was present to answer any questions or address any concerns.

Jim Kroepfl, 133 Alpine Circle, Grand Lake, CO was then recognized from the audience. He urged the Board to approve the Masterplan. He said that it will be a great tool to go out and seek grants, compete for grants and bring this to fruition. Investments in wayfinding could be the Town's biggest bang for its buck in terms of increasing sales tax. If a visitor were come to in and see where the park is, see where the lake is and see where public facilities are, they are more likely to get out of their cars and spend some money. He felt the process was very good; there was public input, public meetings, committee meetings and Board updates.

Elwin Crabtree, 252 County Rd. 443, Grand Lake, CO was then recognized from the audience. He said that he was a member of the Design Committee. He said that there was a letter in the Board's packet from the Design Committee that he drafted concerning the adoption of this plan. This has been in the works for almost two years now and, while it may not be perfect, the Committee feels that it's pretty good. It's going to make getting around Town a lot easier.

Having no other comments, Mayor Burke closed the Public Hearing and turned the matter over to the Board of Trustees.

Following discussion, Trustee Lewis moved to adopt Resolution No. 36-2014, a Resolution Adopting a Wayfinding Masterplan for the Town of Grand Lake as presented. Trustee Baird seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION TO ADOPT RESOLUTION NO. XX-2014, A RESOLUTION SUPPORTING THE ENERGY AND MINERAL IMPACT ASSISTANCE PROGRAM APPLICATION TO THE DEPARTMENT OF LOCAL AFFAIRS FOR IMPLEMENTATION

OF VEHICULAR DIRECTIONAL SIGNAGE FROM THE WAYFINDING MASTERPLAN - Mayor Burke asked Town Planner Biller to present this matter to the Board. Biller explained Town staff is preparing to submit a Tier 1 grant application to Department of Local Affairs (DOLA) for funding assistance to implement vehicular directional signage from the Wayfinding Masteplan. The application deadline is December 1.

During the 2015 budget workshops, the Board has already discussed the leveraging \$10,000 of town monies specifically for this project. The Town was awarded a \$25,000 administrative matching grant from DOLA earlier this year for the creation of the Wayfinding Masterplan.

A Tier 1 grant is funding up to \$200,000 and applicants are encouraged to provide dollar for dollar matching funds. The Town's funding request would be smaller than typical requests received by DOLA. Town staff, along with the volunteer assistance of Ginny Wilkinson, have prepared the draft application.

The application is 99.9% complete. A few minor edits may be necessary after preliminary review by DOLA and to incorporate comments from the Board. This project is for the installation of 4 out of 6 vehicular directional signs proposed in Wayfinding Masterplan. The cost associated with the entire Directional Signage proposed in the plan is outlined below:

Item	Item Costs	BIAF Match	Town Cash	Town In-Kind
Design & Assembled D1 Pedestrian Tourist Oriented Directional Signs (TODS) (\$2,500 per sign x 7 signs)	\$17,500	\$8,750	\$8,750	\$0
Installed D1 -- Pedestrian (TODS) (\$400 per sign x 7 signs)	\$2,450	\$0	\$0	\$2,450
Design & Assembled D2 -- Vehicular (TODS) (\$4,000 per sign x 6 signs)	\$24,000	\$12,000	\$12,000	\$0
Installed D2 -- Vehicular (TODS) (\$800 per sign x 6 signs)	\$4,800	\$0	\$0	\$4,800
Design & Assembled D3 -- Town Off Premise Signs (TOPS) (\$2,500 per sign x 4? signs)	\$10,000	\$5,000	\$5,000	\$0
Installed D3 -- Town Off Premise Signs (TOPS) (\$400 per sign x 4? signs)	\$1,600	\$0	\$0	\$1,600
TOTAL	\$60,350 (100%)	\$25,750 (43%)	\$25,750 (43%)	\$8,850 (14%)

In-Kind services would be Town Public Works Department installing the signs.

Again, the portion of the directional signage proposed (4 signs) in this application is based on the \$10,000 in the draft budget. The Design Review Committee is discussing an "Adopt-a-Sign" program. However, this idea has not been implemented.

He said that based on his discussions with Greg Winkler, it is most likely a waste of time to submit this application and may be little any future grants.

The Board should discuss the project and funding request application.

The Board has the following options:

1. Adopt the resolution as presented thus moving forward with the grant application; or
2. Adopt the resolution with revisions; or
3. Not adopt the resolution, thus directing staff to not pursue the grant application.

Trustee Baird moved not to adopt Resolution No. XX-2014, thus directing staff to not pursue the grant application. Trustee Lewis seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF RESOLUTION NO. XX-2014, A RESOLUTION IN SUPPORT OF TWO CERTAIN PORTIONS OF LAND KNOWN AS THE RMNA-KUEKER PARCEL AND THE WOOD PARCEL, LOCATED WITHIN AN AREA REFERRED TO AS THE WEDGE, TO BECOME A PART OF THE UNITED STATES FOREST SERVICE, ARAPAHO NATIONAL FOREST - Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained the Board has an opportunity to support the US Forest Service (Service) and the Arapaho National Forest (Forest) in their quest to seek funding for the purchase of two parcels in The Wedge.

The Service is once again seeking funding to acquire land within 'The Wedge', a narrow area of non-federal land located between Rocky Mountain National Park and the Forest north and west of Grand Lake on the west side of the Colorado River. They have requested an updated resolution from the Town in support of the new request for funding.

Previously, the Town has provided Resolutions 14-2004, 16-2008 and 19-2012 in support of acquisition by the Service of several parcels within The Wedge.

Over time, most of the parcels have been successfully acquired. With this funding request, the Forest will seek to acquire the RMNA-Kueker parcel and the Wood parcel.

Staff believes that support from the Town can make a positive difference in the consideration of funding requests by funding agencies.

Staff believes that acquisition of the wedge properties by the Service will be beneficial to the Forest and the region.

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Resolution XX-2014 has been prepared to mirror the previous resolutions, with only a few minor revisions.

The Board should discuss the merits of supporting the Service in their efforts to obtain funding to purchase properties in The Wedge and discuss the content of the supporting resolution.

Staff recommends the Board ratify the resolution as presented.

The Board should adopt or not adopt the resolution.

Trustee Lewis moved to approve Resolution No. 38-2014, a Resolution in Support of the Proposed Acquisition of Two Certain Portions of Land Known as the RMNA-Kueker Parcel and the Wood Parcel, Located Within an Area Referred to as The Wedge, to Become a Part of the United States Forest Service, Arapaho National Forest. Trustee Baird seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF RESOLUTION NO. XX-2014, A RESOLUTION AUTHORIZING THE TOWN OF GRAND LAKE TO RETAIN CREDIT CARDS WITH CREDIT UNION OF COLORADO AND TO AUTHORIZE THE MAYOR TO SIGN AN AGREEMENT TO ACCEPT LIABILITY ON BEHALF OF THE TOWN - Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Resolution and Agreement to Accept Liability in connection with the annual renewal of the Town's two credit cards with Credit Union of Colorado. The credit limit on each card is \$2,000.00 for a total of \$4,000.00 liability. David Hook, Town Manager, and Martha Lund, Administrative Assistant, are currently the authorized users.

Staff recommends that the Board adopt Resolution No. XX-2014 and authorize the Mayor to sign the Agreement to Accept Liability in connection with the reissuance of the Town's credit card with Credit Union of Colorado.

Following discussion, Trustee Lewis moved to table consideration of Resolution No. XX-2014 until the December 8, 2014 Board meeting. Trustee Gasner seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF THE TOWN MANAGER'S RESIGNATION LETTER - Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that he hereby offered his resignation effective Thursday, February 19, 2015. This date provides slightly more than the 90 days notice required by his employment agreement with the Town.

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He said that his prospective future employer understands his obligation to provide the Town with at least 90 days notice and his commitment to fulfill that obligation. However, ideally, his future employer would like for him to start in January 2015.

To that extent that his employment agreement allows for a "lesser amount of advance notice as may be otherwise mutually agreed to", he respectively requested that the Board consider accepting an earlier effective date.

In carefully considering an earlier effective date, he suggested that the Board take in to account many factors, including the potential start date of his successor and the impact his absence may have on Town operations.

He said that he is open to any date earlier than February 19 that suits the needs of the town. The ideal last day of work to accommodate his personal and professional preferences would be Friday, January 9, 2015. Hook then thanked the Board for the honor of serving the Town of Grand Lake.

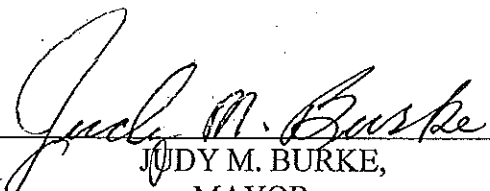
Trustee Gasner moved to accept the Town Manager's letter of resignation and the mutually agreeable effective date of December 31, 2014. Trustee Sabo seconded the motion and all Trustees voted aye.

MAYOR'S REPORT
AND COMMENT:

Mayor Burke said with Thanksgiving coming up, many of us have a lot to be thankful for and she said that she is thankful to everyone for the dedication and thoughtfulness as Trustees and staff and hopes for a better year next year. She also thanked the military and first responders and wished everyone a Happy Thanksgiving.

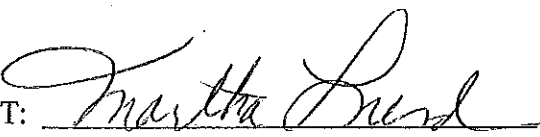
ADJOURNMENT:

Trustee Lewis moved to adjourn, seconded by Trustee Gasner. All Trustees voted aye, and the meeting was adjourned at 8:24 p.m., November 24, 2014.



JUDY M. BURKE,
MAYOR

ATTEST:



MARTI LUND,
TOWN CLERK PRO-TEM