REGULAR MEETING
TOWN OF GRAND LAKE BOARD OF TRUSTEES
MONDAY, NOVEMBER 25, 2013  7:30 P.M.

CALL TO ORDER:  The regular meeting of the Board of Trustees was called to order by Mayor Judy Burke at 7:33 p.m. at the Town Hall, 1026 Park Avenue.

ROLL CALL
PRESENT:  Mayor Burke; Trustees Gasner, Lanzi, Lewis, Peterson, and Weydert; Town Manager Hook, Town Clerk Kolinske, Town Planner Biller and Town Treasurer Ackerman.

ABSENT:  Mayor Burke announced that Trustee Ludwig was absent from both the afternoon workshop and this evening's meeting because of vacation. Trustee Peterson moved to excuse Trustee Ludwig from both this afternoon's workshop and this evening's meeting. Trustee Lewis seconded the motion and all Trustees voted aye.

APPROVAL OF MINUTES
November 11, 2013:  Trustee Lewis moved to approve the minutes of the November 11, 2013 regular meeting as written. Trustee Peterson 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 everyone a Happy Thanksgiving and said that once again, Town Hall will be closed Friday, November 29th in celebration of the holiday.

Mayor Burke announced that on behalf of the Grand Lake Community, thanks go to Robert and Nancy Lavington for the donation of this year's Town Christmas Tree.

Mayor Burke announced that the Olde Fashioned Holiday Craft Bazaar, sponsored by the Grand Arts Council, will be held November 29th & 30th, from 10 a.m. to 5 p.m. in the Grand Arts Center on Park Avenue.

Mayor Burke announced that the Town’s Tree Lighting Ceremony will be held Friday, November 29th beginning at 5:00 p.m. Caroling and a hot chocolate bar will follow in the Town Square.

Mayor Burke announced that the Independent Sports Club will host a Holiday Gala at 5:30 p.m. on November 30th at the Daven Haven.
Mayor Burke announced that the Grand Chorale’s Holiday Concert will be held on Saturday, December 7th beginning at 7:00 p.m. in the Community House.

Trustee Lewis then announced that the 24th Annual Delicious Dishes, a fundraiser to benefit the Mountain Family Center will be held Tuesday, December 10th at the Daven Haven Lodge from 5 – 9 p.m. Adults $10.00/ kids 12 and under are free.

PRESENTATIONS:

Lindsey Morrow and Jim Kroepfli introduced themselves as members of the Branding Committee and said that they were present to give an update. Lindsey explained that the 13 member group has been meeting biweekly for the past eight months to determine what the brand for Grand Lake should be. Both Lindsey and Jim went over the handout of “How We Got Here” (see attached Exhibit A). Lindsey then explained what the proposed Brand Promise is, “We are Grand Lake. Colorado’s authentic mountain lake town, the source of your inspiration, the soul of the Rockies. Choose your path; memories happen the moment you take your first step. This is your life. Breathe deep, get outside, and live it.” (See attached Exhibit B). She further explained that the slogan they came up with is, “The Soul of the Rockies”. The proposed slogan will become like a tag line to the advertising. Lindsey said that the committee will next be meeting with different groups to get feedback for possible changes then it will move on to the Brand Leadership Team (BLT), the group that will be standing behind the brand. Once the brand is approved, she said that they want to go out to the public for a design of the logo as a contest. They will then go out to bid for a professional to create the logo. Jim added that they will be applying for a grant through the County Tourism Board to professionally develop the logo.

The Board let them know that they liked what was presented to them, told them what a good job they were doing and thanked them for their time.

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 Lanzi announced that he had a conflict with the first item under the Local Liquor Licensing Authority, consideration of approval of a Special Events Liquor Permit for the Grand Lake Area Historical Society for their “Historical Holiday Celebration” and first item under New Business, consideration of Ordinance No. XX-2013, an Ordinance Authorizing the Lease of Real Property to the Grand Lake Area Historical Society by the Town of Grand Lake and Establishing the Terms Thereof as he is a Board Member for the Historical Society.
RECORD OF PROCEEDINGS

REPORTS: SALES TAX CASH FLOW REPORT FOR NOVEMBER, 2013:

Mayor Burke asked Town Clerk Kolinske to present the sales tax cash flow report. Kolinske reported that the amount of revenue received in November 2013 for the month of September is $112,631. This amount is nearly 2% above what was received through November 2012.

3RD QUARTER SALES TAX COLLECTION BY VENDOR:

Town Clerk Kolinske noted that Town Treasurer Ackerman provided a report consisting of the Third Quarter Sales Tax Collection by Vendor report for July -- September 2009-2013.

REPORTS: FINANCIAL REPORT FOR OCTOBER 2013:

Mayor Burke asked Financial Trustee Peterson to present the Financial Report for October 2013. Peterson reported that the General Fund expenditures through the end of October totaled $1,396,967.14 or 45.9% of budget. He said the Water Fund expenditures for the same period totaled $577,545.28 or 61.8% of budget, the Marina Fund expenditures totaled $125,131.83 or 32.8% of budget and the PAYT Fund expenditures totaled $11,905.90 or 82.2% of budget.

At 7:50 p.m. Trustee Lanzi excused himself and left the room.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF APPROVAL OF A SPECIAL EVENTS LIQUOR PERMIT FOR THE GRAND LAKE AREA HISTORICAL SOCIETY FOR THEIR “HISTORICAL HOLIDAY CELEBRATION” – Mayor Burke asked Town Clerk Kolinske to present this matter to the Board. Kolinske reported that an application for a Special Events Liquor Permit was received with the appropriate state fee, proof of 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 Thursday, December 26, 2013 from 6:00 to 9:00 p.m. The proposed location is the Kauffman House at 407 Pitkin Street. Public notice was posted on the premises on November 14, 2013 and attested to by Grand County Sheriff Deputy Payne. 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. Kolinske noted that Elin Capps was present representing the Historical Society.
Trustee Peterson moved to approve the Special Events Liquor Permit for the Grand Lake Area Historical Society's "Historical Holiday Celebration" on Thursday, December 26, 2013 from 6 to 9 p.m. at the Kauffman House. Trustee Lewis seconded the motion, and all Trustees voted aye.

At 7:53 p.m. Trustee Lanzi resumed his seat.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF REGISTRATION OF A MANAGER FOR LEGS, INC., D/B/A E.G.'S – Mayor Burke asked Town Clerk Kolinske to present this matter to the Board. Kolinske reported that the appropriate form to register a manager and the appropriate fee was received from Judy Lorenz, President of Legs, Inc., d/b/a E.G.'s at 1000 Grand Avenue. In the case of Hotel and Restaurant licenses, where the owner has not chosen to manage the premises personally, the Liquor Code contains special requirements that there be a registered "manager". The manager must be registered with both the state and the local licensing authority. She stated that the Board members have been provided with 53 pages of incident reports pertaining to the proposed registered manager, Darin Foran. Kolinske said that if any of the Board Members have any questions or are concerned with what questions can or cannot be asked regarding this request she suggested calling the Town's attorney.

Judy Lorenz, 1000 Grand Avenue, was then recognized from the audience and said that she is comfortable that Mr. Foran will be a good manager. She noted that Stanton Lorenz will not be returning and at this point in her life she needs a manager.

Trustee Peterson stated that he would like some advice from the Town Attorney Krob, therefore, staff set up the telephone to call him. Once Mr. Krob was on the phone, Trustee Peterson asked him if there is anything in the 53 pages of incident reports that would be considered prejudicial to not allow this person to manage a liquor licensed establishment. Mr. Krob responded by saying that he has not reviewed the incident reports from the Sheriff's Department but understands that the reports consist of Mr. Foran's misuse of funds and other activities. He said that although there are several reports on file, there are no convictions. Also, there were no reports of an alcohol related offence or offences related to managing a licensed premises. Therefore, the Board needs to consider that if it denies accepting Mr. Foran as the registered manager. Krob added that if the Board does consider denying the registration, it will have to specify what information in the reports caused the Board to deny and how it relates to the applicant's ability to manage a liquor licensed establishment.

Following Mr. Krob's comments, Mayor Burke turned the matter over to the Board.
Following discussion, Trustee Gasner moved to accept Darin Foran as the registered manager for Legs, Inc., d/b/a E.G.'s. Trustee Lanzi seconded the motion and all Trustees voted aye except Trustees Lewis and Weydert, who abstained.

**LIQUOR LICENSING AUTHORITY: CONSIDERATION OF RENEWAL OF THE HOTEL AND RESTAURANT LIQUOR LICENSE FOR GRAND LAKE BOWLING LANES, LLC, D/B/A GRAND LAKE LANES** - Mayor Burke asked Town Clerk Kolinske to present this matter to the Board. Kolinske reported that the fees have been paid; all the renewal documents are in order and indicate no changes. She noted that the business license is current but the water and sales tax accounts are delinquent. The Grand County Sheriff's Department provided a copy of report #12-000799 (1-6) regarding an incident between Scott Spearman, Johanna Tompkins' husband, and her brother Thomas Tompkins. The report mentioned Johanna’s name. Kolinske concluded by saying that Johanna Tompkins, Manager, was present.

Following discussion with Johanna, Trustee Peterson moved to approve the renewal of the Hotel and Restaurant Liquor License for Grand Lake Bowling Lanes, LLC, d/b/a Grand Lake Lanes contingent upon the water and sales tax accounts being brought current. Trustee Lewis seconded the motion and all Trustees voted aye.

**OLD BUSINESS:**

**CONTINUATION OF A PUBLIC HEARING - CONSIDERATION OF RESOLUTION NO. XX-2013, A RESOLUTION GRANTING THE RESOLUTION AND VACATION OF AN ALLEY EASEMENT LOCATED IN BLOCK 25 ADJACENT TO LOTS 1 & 13-16, BLOCK 25, TOWN OF GRAND LAKE; MORE COMMONLY REFERRED TO AS 530 PARK AVENUE** – Mayor Burke asked Town Planner Biller to present this matter to the Board. Biller explained that the Town has received a Land Use Application from Julius and Kay Vargo for the purpose of vacating and relocating an existing utility easement located at 530 Park Avenue. The Planning Commission has forwarded a favorable recommendation for relocation and vacation of this easement by Resolution No. 06-2013. Municipal Code 11-2-10(A) Vacation Request and Procedure states:

*On occasion, vacation of Town Streets or various easements may be warranted, due to peculiar circumstances or changes in the overall development patterns.*

1(a) Vacation Procedure

*Procedure for a vacation of Municipal Rights of Way shall be done in accordance with C.R.S 43-2-303.*

2(b) Board of Trustees Review

*The Board of Trustees shall grant no vacation without first conducting a Public Hearing.*
C.R.S. 43-2-303 Methods of Vacation applies specifically to roadways which must be vacated by ordinance. In 1986, the Board of Trustees adopted Resolution No. 8-1986; a resolution vacating a portion of the Jefferson Street right of way and vacating the alley in Block 25, Town of Grand Lake. The vacation attached ownership of the Town rights of way to the surrounding corresponding properties. The resolution also reserved easements in both locations, a 16’ easement in the alley way and a 30’ easement in the Jefferson Street right of way. Staff notified all surrounding property owners within 200’ and utility companies as required by the Municipal Code regarding the time and location of this Public Hearing scheduled originally for July 8, 2013. At that meeting, the Board continued the Public Hearing at the request of the applicant and the Board did not discuss the matter. The Board continued the Public Hearing again at its regular scheduled meeting on September 9, 2013 in order for the applicant to determine if reduction in the existing 16’ wide easement to a 10’ wide easement was adequate for relocating the utilities. Staff is only aware of the following utilities currently occupying the existing easement:

1. Mountain Parks Electric
2. Century Link
3. Comcast

None of the utility companies object to the proposed easement. The Planning Commission’s favorable recommendation was contingent on the following conditions:

1. The applicant provides the Town with a current Improvement Survey Plat (ISP) prior to the Board of Trustees review depicting the location of the new easement and the easement to be vacated.
2. The applicant is solely responsible for the removal of all utilities in the existing easement.
3. The applicant is solely responsible for the installation of all utilities in the proposed easement.
4. All utilities shall be installed underground.
5. The Town of Grand Lake and existing occupying utilities retain full use of the existing easement until all utilities are removed and/or relocated to the new easement.
6. The applicant has one (1) year to complete all utility relocation.  
   a. Failure to install any utilities in the new easement will nullify the creation of said easement.
   b. Failure to remove all utilities from the existing easement shall nullify the vacation of said easement.

Staff has received an Easement Diagram and legal descriptions in electronic form for the existing and proposed easement. The proposed easement is described as an electrical easement, which should be revised to include all utilities. For recording purposes, the Town needs original copies of the survey and legal descriptions signed, stamped and sealed by the surveyor. The Board may recall discussion regarding the Planning Commission’s
approval of a 16’ wide or a 10’ easement. The Planning Commission’s Resolution No. 06-2013 includes attached Exhibit A which depicts a proposed 10’ easement. Staff contacted Chairman Southway to determine if staff mislead the Commission during review. Chairman Southway does not believe the Commission was mislead in their approval of Resolution No. 06-2013. Staff recommends the Board grant the vacation and relocation of the easement by adopting Resolution XX-2013 which contains the following conditions of approval:

1. The applicant revises the Easement Diagram and Proposed Legal Description to include all utilities.
2. The applicant provide the Town with original copies of the Easement Diagram and legal descriptions signed, stamped and sealed by a licensed Colorado Professional Land Surveyor.
3. The applicant is solely responsible for the removal of all utilities in the existing easement.
4. The applicant is solely responsible for the installation of all utilities in the proposed easement.
5. All utilities shall be installed underground.
6. The Town of Grand Lake and existing occupying utilities retain full use of the existing easement until all utilities are removed and/or relocated to the new easement.
7. The applicant has one (1) year to complete all utility relocation.
   a. Failure to install any utilities in the new easement will nullify the creation of said easement.
   b. Failure to remove all utilities from the existing easement shall nullify the vacation of said easement.

The Board should conduct the Public Hearing according to the following:
1. Allow staff to present the matter.
2. Allow the applicant the opportunity address the Board.
3. Take public comment.
5. Allow for Board discussion.
6. Take action as appropriate.

The Board has several options to consider including:
1. Grant the relocation and vacation of the utility easement located in Block 25 by adopting Resolution XX-2013; or
2. Grant easement relocation with other conditions; or
3. Deny the request.

Biller noted that Julius and Kay Vargo were present to answer questions.

Having no questions or further comments, Mayor Burke closed the Public Hearing and turned the matter over to the Board of Trustees.
Trustee Lanzi then moved to adopt Resolution No. 18-2013; a Resolution Granting the Relocation and Vacation of an Alley Easement Located in Block 25 Adjacent to Lots 1 & 13-16, Block 25, Town of Grand Lake; More Commonly Referred to as 530 Park Avenue, as presented. Trustee Gasner seconded the motion and all Trustees voted aye.

OLD BUSINESS:

CONTINUATION OF A PUBLIC HEARING - CONSIDERATION OF A PROPOSED BUDGET FOR THE TOWN OF GRAND LAKE FOR THE YEAR 2014 – Mayor Burke asked Town Treasurer Ackerman to present this matter to the Board. Ackerman reported that Legal Notice No. 9652390A, Notice of Proposed Budget, setting the Public Hearing was published in the Middle Park Times on Thursday, October 31, 2013. The 2014 Budget must be adopted by the Board of Trustees no later than December 15, 2013. On November 11, 2013 the proposed 2014 Budget for the Town of Grand Lake was submitted to the Board of Trustees for consideration at the Public Hearing and it was continued until this evening.

Since the draft budget remains incomplete, Trustee Peterson moved to continue the Public Hearing until the next regularly scheduled meeting to be held December 9, 2013. Trustee Weydert seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF ORDINANCE NO. XX-2013, AN ORDINANCE AUTHORIZING THE LEASE OF REAL PROPERTY TO THE GRAND LAKE AREA HISTORICAL SOCIETY BY THE TOWN OF GRAND LAKE AND ESTABLISHING THE TERMS THEREOF – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board of Trustees (Board) has the opportunity to consider renewing the lease with the Grand Lake Area Historical Society (Society) for a portion of the Town’s modular building on the Grand Lake Elementary School property. The Lease Agreement with the Society will expire December 31, 2013. Staff reviewed the existing Lease Agreement and made a few minor formatting and date changes. The proposed Lease Agreement has been reviewed and executed by the Society. The new Lease Agreement runs through December 31, 2014. The 2014 rent ($1) payment to the Town is pending. The lease arrangement has been a good fit for the Town and the tenants, the Grand Lake Metropolitan Recreation District, Grand County Water Information Network, and the Society. All of the tenants get along, the Town gets a building that is put to use and no longer has to pay the utilities. The Board should review the Lease Agreement and discuss the concept of leasing a portion of the modular building to the Society, in combination with the separate Lease Agreements for the Grand County Water Information Network and the Grand Lake Metropolitan Recreation District. Staff recommends adoption of the Ordinance and execution of the Lease Agreement. The Board should adopt or not adopt the Ordinance. If the
Ordinance is adopted, Mayor Burke should be authorized to sign the Lease Agreement.

Following brief discussion, Trustee Peterson moved to adopt Ordinance No. 6-2013, an Ordinance Authorizing the Lease of Real Property to the Grand Lake Area Historical Society by the Town of Grand Lake and Establishing the Terms Thereof, and authorize Mayor Burke to sign the Lease Agreement upon staff’s confirmation of receipt of the 2014 rent payment. Trustee Lewis seconded the motion and all Trustees voted aye except Trustee Lanzi, who abstained.

**NEW BUSINESS:**

CONSIDERATION OF ORDINANCE NO. XX-2013, AN ORDINANCE AUTHORIZING THE LEASE OF REAL PROPERTY TO THE GRAND LAKE METROPOLITAN RECREATION DISTRICT BY THE TOWN OF GRAND LAKE AND ESTABLISHING THE TERMS THEREOF – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board of Trustees (Board) has the opportunity to consider renewing the lease with the Grand Lake Metropolitan Recreation District (District) for a portion of the Town’s modular building on the Grand Lake Elementary School property. The Lease Agreement with the District will expire December 31, 2013. Staff reviewed the existing Lease Agreement and made a few minor formatting and date changes. The proposed Lease Agreement has been reviewed and executed by the District. The new Lease Agreement runs through December 31, 2014. The 2014 rent ($1) payment to the Town is pending. The lease arrangement has been a good fit for the Town and the tenants, the District, Grand County Water Information Network, and the Grand Lake Area Historical Society. All of the tenants get along, the Town gets a building that is put to use and no longer has to pay the utilities. The Board should review the Lease Agreement and discuss the concept of leasing a portion of the modular building to the District, in combination with the separate Lease Agreements for the Grand County Water Information Network and the Grand Lake Area Historical Society. Staff recommends adoption of the Ordinance and execution of the Lease Agreement. The Board should adopt or not adopt the Ordinance. If the Ordinance is adopted, Mayor Burke should be authorized to sign the Lease Agreement.

Trustee Peterson moved to adopt Ordinance No. 7-2013, an Ordinance Authorizing the Lease of Real Property to the Grand Lake Metropolitan Recreation District by the Town of Grand Lake and Establishing the Terms Thereof, and authorize Mayor Burke to sign the Lease Agreement upon staff’s confirmation of receipt of the 2014 rent payment. Trustee Lewis seconded the motion and all Trustees voted aye.

**NEW BUSINESS:**

CONSIDERATION OF ORDINANCE NO. XX-2013, AN ORDINANCE AUTHORIZING THE LEASE OF REAL PROPERTY
TO THE GRAND COUNTY WATER INFORMATION NETWORK
BY THE TOWN OF GRAND LAKE AND ESTABLISHING THE
TERMS THEREOF – Mayor Burke asked Town Manager Hook to
present this matter to the Board. Hook explained that The Board of
Trustees (Board) has the opportunity to consider renewing the lease with the
Grand County Water Information Network (GCWIN) for a portion of the
Town’s modular building on the Grand Lake Elementary School property.
The Lease Agreement with the GCWIN will expire December 31, 2013.
Staff reviewed the existing Lease Agreement and made a few minor
formatting and date changes. The proposed Lease Agreement has been
reviewed and executed by GCWIN. The new Lease Agreement runs
through December 31, 2014. The 2014 rent ($1) payment to the Town is
pending. Jane Tollett, Director of GCWIN, has acted as the prime point of
contact between the Town and the three tenants, arranging the utility
payments, addressing maintenance issues, etc. Staff appreciates that Jane
has taken on that role. The lease arrangement has been a good fit for the
Town and the tenants, the Grand Lake Metropolitan Recreation District,
GCWIN, and the Grand Lake Area Historical Society. All of the tenants get
along, the Town gets a building that is put to use and no longer has to pay
the utilities. The Board should review the Lease Agreement and discuss the
concept of leasing a portion of the modular building to GCWIN, in
combination with the separate Lease Agreements for the Grand Lake
Metropolitan Recreation District and the Grand Lake Area Historical
Society. Staff recommends adoption of the Ordinance and execution of the
Lease Agreement. The Board should adopt or not adopt the Ordinance. If
the Ordinance is adopted, Mayor Burke should be authorized to sign the
Lease Agreement.

Trustee Lewis moved to adopt Ordinance No. 8-2013, an Ordinance
Authorizing the Lease of Real Property to the Grand County Water
Information Network by the Town of Grand Lake and Establishing the
Terms Thereof, and authorize Mayor Burke to sign the Lease Agreement
upon staff’s confirmation of receipt of the 2014 rent payment. Trustee
Peterson seconded the motion and all Trustees voted aye.

NEW BUSINESS:

PUBLIC HEARING - CONSIDERATION OF ORDINANCE NO. XX-
2013, AN ORDINANCE REPEALING AND REPLACING MUNICIPAL CODE CHAPTER 12: ARTICLE 5: FLOOD DAMAGE
PREVENTION – Mayor Burke asked Town Planner Biller to present this
matter to the Board. Biller explained that staff is proposing Municipal Code
changes to stay compliant with the Flood Insurance Rate Program. The
Planning Commission forwarded a favorable recommendation by
Resolution 14-2013. In general, the Town Manager or his designee is
currently the Floodplain Administrator. The potential flood areas of the
Town are currently along Little Columbine Creek and the North Inlet as
shown on the Flood Insurance Rate Map (FIRM). The Town does not have
a Flood Boundary-Floodway Map (FBFM). Currently, the Town does not
have a prescribed administrative enforcement procedure for this chapter. The proposed revisions to the current Municipal Code are shown as follows:

- Current code is in **BLACK** text
- Proposed revision are in **RED** text
  - Proposed deletions are: strikethrough
  - Proposed additions are: underlined

The proposed revisions are taken from the model ordinance recommended by the Colorado Water Conservation Board (CWCB). In general, the proposed revisions include more definitions, criteria for critical structures, public buildings, fire stations, etc., and established criteria for floor elevations above the base flood elevation. The Town flood areas are both classified as Zone A and requires all property owners within the boundary to purchase mandatory flood insurance. Zone A designations have been established on the FIRM map with no hydraulic analysis being conducted by FEMA. The Planning Commission provided three recommended comments:

1. The definition for Base Flood Elevation (BFE) is revised to include Zone A.
2. The alteration of a water course shall be design by a licensed Colorado Professional Engineer only.
3. The comments made by the Town Attorney are incorporated.

The amended regulations would only apply to new construction and alterations to existing structures or use changes of existing structures located in the flood zones established by FEMA. Staff believes administrative enforcement should be addressed. Currently, the draft municipal code makes a violation of the flood damage prevention follow the tier 1 code enforcement process; a warning, then a citation. Staff has made the changes as recommended by the Planning Commission. Town Attorney Kroh has provided comments and they were discussed at the afternoon workshop as a table setting.

Mayor Burke then opened the meeting for public comment. Having none, she closed the Public Hearing and turned the matter over to the Board of Trustees.

Trustee Weydert then moved to adopt Ordinance No. 9-2013; an Ordinance Repealing and Replacing Municipal Code Chapter 12: Article 5: Flood Damage Prevention, as presented. Trustee Gasner seconded the motion and all Trustees voted aye.

**NEW BUSINESS:**

**CONSIDERATION OF A BUY-DOWN OF 2013 ACCRUED COMP TIME** – Mayor Burke asked Town Treasurer Ackerman to present this matter to the Board. Ackerman explained that all 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 or 12 hours in a work day. 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 Peterson 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 began November 15, of 2013 as was previously directed to Staff on November 11, 2013. Trustee Weydert seconded the motion and all Trustees voted aye except Trustee Lewis, who abstained.

NEW BUSINESS:

CONSIDERATION OF RESOLUTION NO. XX-2013, A RESOLUTION AUTHORIZING THE TOWN OF GRAND LAKE TO RETAIN A CREDIT CARD 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 Treasurer Ackerman to present this matter to the Board. Ackerman made reference to Resolution No. XX-2012 and the Agreement to Accept Liability and explained that both are in connection with the annual reissuance of the Town’s two credit cards with Credit Union of Colorado. The credit limit on each card is $2,000, for a total of $4,000 liability. David Hook, Town Manager, and Martha Lund, Administrative Assistant, are currently the authorized users. Staff recommends that the Board adopt Resolution No. XX-2013 and authorize the Mayor to sign the Agreement to Accept Liability in connection with the reissuance of the Town’s credit card with the Credit Union of Colorado.

Trustee Weydert moved to adopt Resolution No. 19-2013 and authorize the Mayor to sign the Agreement to Accept Liability in connection with the reissuance of the Town’s credit card with the Credit Union of Colorado. Trustee Gasner seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF RESOLUTION NO. XX-2013, A RESOLUTION DESIGNATING INDIVIDUALS AUTHORIZED TO CONDUCT TRANSACTIONS WITH RESPECT TO THE TOWN OF GRAND LAKE’S CASH AND INVESTMENT ACCOUNTS – Mayor Burke asked Town Treasurer Ackerman to present this matter to the Board. Ackerman explained that the draft resolution authorizes the following
individuals to transact business with respect to the cash and investment accounts on behalf of the Town:

Judy M. Burke, Mayor  
James C. Peterson, Mayor Pro Tem/Financial Trustee  
Kathy Lewis, Trustee  
David G. Hook, Town Manager  
Ronda Kolinske, Town Clerk

This authorization will apply to the following accounts:

Grand Mountain Bank: 1 Checking Account/1 Money Market Fund  
CSafe: 2 Money Market Funds  
ColoTrust: 1 Money Market Fund  
Advantage Bank: 1 Certificate of Deposit  
Flat Irons Bank: 1 Certificate of Deposit  
Mile High Banks: 1 Certificate of Deposit  
Gill & Associates: Investment Bonds

In addition, Ackerman said that the Resolution authorizes her, in her capacity as Town Treasurer, to receive information with respect to these accounts, limited specifically to requesting account statements from the various institutions. Staff recommends the Board adopt Resolution No. XX-2013, a Resolution Designating Individuals Authorized to Conduct Transactions with Respect to the Town of Grand Lake’s Cash and Investment Accounts.

Trustee Peterson moved to adopt Resolution No. 20-2013, a Resolution Designating Individuals Authorized to Conduct Transactions with Respect to the Town of Grand Lake’s Cash and Investment Accounts. Trustee Weydert seconded the motion and all Trustees voted aye.

NEW BUSINESS:

Added to the agenda was CONSIDERATION TO SET A PUBLIC HEARING FOR A 2013 SUPPLEMENTAL BUDGET FOR PAY-AS-YOU-THROW ENTERPRISE FUND – Mayor Burke asked Town Treasurer Ackerman to present this matter to the Board. Ackerman explained that staff hereby submits the proposed 2013 Supplemental Budget for the Town of Grand Lake Pay-As-You-Throw Enterprise Fund to the Board of Trustees. Due to the increasing popularity of the Pay-As-You-Throw trash service program, expenses for the program are more than originally budgeted, in that we saw an increase in pricing for trash services in addition to more frequent dumpster collections. Happily, the revenues have far outpaced anything expected as well. Therefore, the Board needs to adopt a supplemental budget for the Pay-As-You-Throw Enterprise Fund for the 2013 budget year. Budget law requires the Town to notice the proposed supplemental budget and hold a public hearing regarding the same, just as is done for the regular budget. Staff recommends the Board
set the proposed 2013 Pay-As-You-Throw Enterprise Fund Supplemental Budget for public hearing on Monday, December 9, 2013, with notice of the public hearing to be published in the Middle Park Times on Thursday, November 28, 2013.

Trustee Peterson moved to set a Public Hearing for a 2013 Supplemental Budget for Pay-As-You-Throw Enterprise Fund for Monday, December 9, 2013. Trustee Lewis seconded the motion and all Trustees voted aye.

CITIZEN PARTICIPATION: None.

ADJOURNMENT: Trustee Gasner moved to adjourn, seconded by Trustee Lewis. All Trustees voted aye, and the meeting was adjourned at 8:34 p.m., November 25, 2013.

JUDY M. BURKE, MAYOR

ATTEST: RONDA KOLINSKE, CMC, TOWN CLERK
EXHIBIT A

***KEEP CONFIDENTIAL***

The Grand Lake Brand

How We Got Here

The Branding Committee, a volunteer group of thirteen Grand Lake residents, business owners and government officials with varied levels of marketing experience, has met regularly since April. The Committee’s process is illustrated by the following steps:

- Training on How to Create a Town Brand
- Research on What Makes an Effective Brand (What is a brand? What does it do?)
- Review of Relevant Case Studies (What has worked? What hasn’t?)
- Surveyed Visitors, Residents, and Part-Time Residents
  - 600 Survey Participants
  - 10 Specific Questions (What drew you here? What should Grand Lake be known for? etc.)
  - Conducted Additional Informal Interviews with Visitors
- Analyzed Brands of Competition (Estes Park, Winter Park, Steamboat, Salida, Jackson Hole, etc.)
- Put Together an Extensive List of Potential Brands and Brand Strategies:
  - Asset-based (lake, park, trails, arts, etc.)
  - Activity-based (hiking, snowmobiling, fishing)
  - Demographic-based (retirees, working weekenders, Midwest/Texas visitors)
  - Event Based (holidays, Constitution Week, etc.)
- Ran All Brand Ideas Through A 10-Point Filtering Test
  1. Can visitors have this experience closer to home?
  2. Can the private sector invest in this idea?
  3. Can we make it obvious when people come into town?
  4. Is it experiential (based on an experience, not a thing)?
  5. Will local residents buy into it?
  6. Are there significant capital costs, and if so, when will the town see a return on investment?
  7. Will it attract a wide audience?
  8. Will it extend our seasons?
  9. Are there potential local champions?
  10. Can we expand the scope of the brand (start with skiing and expand to include other sports?)

- Conclusion: Our research and analysis revealed two major concepts that both visitors and residents thought of as the Grand Lake experience:
  - Authentic (being in Grand Lake is a genuine, meaningful experience), and
  - A Place You Can Breathe (A Relaxing Place with magnificent natural assets and an alternative to more commercialized destinations).

- Next Steps:
  - Create Brand Leadership Team
  - Develop New Grand Lake Logo (via grant money and contest)
  - Develop Brand Bank (Ideas that will reinforce and support the brand)
  - Develop an Action Plan (To Do List)
Proposed Brand Promise
Grand Lake, CO

“We are Grand Lake. Colorado’s authentic mountain lake town, the source of your inspiration, the soul of the Rockies. Choose your path; memories happen the moment you take your first step. This is your life. Breathe deep, get outside, and live it.”

Note: The Brand Promise is the paragraph that describes what Grand Lake is today, and what it will be twenty years from now; both what we are, and what we aspire to become. This is the statement that will inform future marketing, advertising, design, and special event decisions. This is the promise we make to visitors, potential residents and businesses regarding the experience they will have here. Business prospects should read this and think, “Gee, there’s a business opportunity for me here. I want to open my business in Grand Lake.” People planning events should think, “I want to hold my event there.” People looking for a weekend getaway, summer vacation, or second home should think, “I want to be there.”

The Slogan

“The Soul of the Rockies”

Note: The slogan will always be positioned with the forthcoming new Grand Lake logo.