

RECORD OF PROCEEDINGS

REGULAR MEETING
TOWN OF GRAND LAKE BOARD OF TRUSTEES
MONDAY, MARCH 23, 2015 7:30 P.M.

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order by Mayor Judy Burke at 7:31 p.m. at the Town Hall, 1026 Park Avenue.

ROLL CALL

PRESENT: Mayor Burke; Trustees Baird, Gasner, Jenkins, Lanzi, Lewis, and Sabo; Town Manager White, Town Clerk Kolinske, Town Planner Biller, Town Code Administrator Rendon and Town Attorney Krob.

ABSENT: None.

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

Mayor Burke announced that the Grand Lake Fire Protection District will host an Easter Egg Hunt on Saturday, April 4th in the Town Square Park beginning at 11:00 a.m.

Trustee Baird then announced that a Seasonal Affordable Housing Meeting will be held Tuesday, March 24, 2015 in the Town Hall Board Room beginning at 6:00 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.

Trustee Sabo announced that he had a conflict with the Local Liquor Licensing issues as he holds an interest in the license for Grand Lake Lanes.

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.

RECORD OF PROCEEDINGS

SCHEDULED
PRESENTATIONS/
DELEGATIONS:

Mayor Burke introduced Steve Kudron, Grand Lake Rotary Representative regarding a "Grand Duck Derby". Mr. Kudron, 408 Park Avenue, gave a presentation to the Board (see attached Exhibits A, B and C).

CONSENT AGENDA:

Mayor Burke introduced the Consent Agenda which contained the following: Minutes from the January 26, 2015 Meeting and February 9, 2015 Meeting.

Trustee Gasner moved to separate the two items under the Consent Agenda and vote on them separately. Trustee Baird seconded the motion and all Trustees voted aye.

Trustee Gasner moved to approve the minutes of the January 26, 2015 regular meeting as written, seconded by Trustee Baird. All Trustees voted aye except Trustee Lewis, who abstained.

Trustee Jenkins moved to approve the minutes of the February 9, 2015 regular meeting as written. Trustee Lewis seconded the motion and all Trustees voted aye.

REPORTS: SALES TAX
CASH FLOW REPORT
FOR MARCH 2015:

Mayor Burke asked Town Clerk Kolinske to present the sales tax cash flow report. Kolinske reported that the amount of revenue received in March 2015 for the month of January is \$42,067. This amount is nearly 7% below what was received through March 2014.

REPORTS: FINANCIAL
REPORT FOR
FEBRUARY 2015:

Mayor Burke asked Financial Trustee Gasner to present the Financial Report for February 2015. Gasner reported that the Town is presently at 16% of its Fiscal Year. He said the General Fund expenditures are 5.7% of a budget of \$3,256,902.00. The total assets for this fund are \$1,331,111.10 and total liabilities are \$430,326.85. The Water Fund expenditures for the same period are 9.3% of a budget of \$803,621.00. The total assets are \$2,166,655.90 and total liabilities are \$35,389.08. The Marina Fund expenditures are 5.1% of a budget of \$284,286.00. The total assets are \$255,617.35 and total liabilities are \$10,106.91. The PAYT Fund expenditures are 25.1% of a budget of \$35,394.00. The total assets are \$42,766.94 and total liabilities are \$357.00.

At 7:48 p.m. Trustee Sabo excused himself and left the room.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF A TRANSFER OF OWNERSHIP
APPLICATION FOR THE HOTEL AND RESTAURANT LIQUOR

LICENSE FROM GRAND LAKE BOWLING LANES, LLC, D/B/A GRAND LAKE LANES TO GRAND LAKE BOWLING LANES, LLC AND CO MANAGEMENT, LLC, D/B/A GRAND LAKE LANES - Mayor Burke asked Town Clerk Kolinske to present this matter to the Board. Kolinske reported that the Town has received a Transfer of Ownership Application for the Hotel and Restaurant Liquor License from Grand Lake Bowling Lanes, LLC, d/b/a Grand Lake Lanes at 824 Grand Avenue to Grand Lake Bowling Lanes, LLC and CO Management, LLC, d/b/a Grand Lake Lanes. Lance and Cindy Sabo, Members of CO Management, LLC have entered into a Management Agreement with Grand Lake Bowling Lanes, LLC and will operate under a joint liquor license. The fees have been paid and all the proper application documents have been completed. A letter has been received from the Grand County Sheriff's Department and there was no adverse information found that would affect the transfer of the license. She said that Town Attorney Krob has reviewed the application documents and is satisfied. The Grand Lake Water Department reports that the account is paid in full through the 1st quarter of 2015, and is, therefore, considered current. Grand Lake Lanes has been operating under a Temporary Transfer Permit issued by the Town Clerk. They have a current Business License and a Sales Tax License from the Town. Sales tax returns for Grand Lake Lanes are filed on a quarterly basis with the Department of Revenue and are considered to be current. For a liquor license transfer, the Board may choose to hold a public hearing, or it may approve the transfer without a public hearing. If the Board chooses to hold a public hearing, notice of the hearing must be posted at least 10 days before the hearing. In that case, the Board's action this evening could be to set a public hearing for April 13, 2015. In the most recent liquor license transfers the Board has chosen to approve the transfers without conducting public hearings. Kolinske then noted that Lance Sabo, Member of CO Management, LLC, was seated in the audience.

Trustee Lewis then moved to approve the transfer of the Hotel and Restaurant Liquor License from Grand Lake Bowling Lanes, LLC, d/b/a Grand Lake Lanes to Grand Lake Bowling Lanes, LLC and CO Management, LLC, d/b/a Grand Lake Lanes without a public hearing. Trustee Gasner seconded the motion and all Trustees voted aye.

At 7:52 p.m. Trustee Sabo resumed his seat.

OLD BUSINESS:

CONSIDERATION TO GRANT A SPECIAL EVENT PERMIT TO MILE HIGH PROWLERS CLUB FOR A VISIT TO GRAND LAKE - Mayor Burke asked Town Code Administrator Rendon to present this matter to the Board. Rendon explained that staff is in possession of a Special Event Permit Application submitted by the Mile High Prowlers Club requesting the use of the Town's Parking Lot on Lake Avenue and additional parking spaces by the parking lot, between 11 a.m. and 4 p.m., on June 25, 2015. The Town will block off the parking lot areas between 7

a.m. and 8 a.m. The Mile High Prowlers Club will not be selling any items for financial profit or collecting monetary funds for financial benefit during this event. The intent of their visit is to spend time in Grand Lake shopping, eating lunch and taking pontoon tours of Grand Lake. According to the Town of Grand Lake Municipal Code, Chapter 11, Article 6, Section 3(B)2 Special Event Permitting Application Required Information: A damage deposit is required and is refundable after the determination by Town staff that no damage to Town Property occurred and no clean-up by the Town staff, billed at an hourly rate as determined by resolution by the Town Board of Trustees, was necessary at a point of 24 hours after the end of the event. The \$100.00 damage deposit has been collected for this event. According to the Town of Grand Lake Municipal Code, Chapter 11, Article 6, Section 3(B)3 Special Event Permitting Application Required Information: The applicant shall provide the Town with an endorsed certificate of insurance, in an amount not less than one million dollars for proposed events involving alcohol, livestock, or events that could cause harm to persons or property, or items of similar nature as determined by the Town. The Town has determined that this event does not involve alcohol or livestock and no cause to harm persons or property or items of similar nature will occur during this event therefore, no certificate of insurance is required for this event. Because this is a first time event, action by the Board of Trustees is required. According to the Town of Grand Lake Municipal Code, Chapter 11, Article 6, Section 3(C) Special Event Permit Application Review and Approval:

11-6-3(C)2(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.

11-6-3(C)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.

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.

This Special Event Permit was presented to the Board of Trustees on 3/9/2015. A motion was presented and approved to table this event and the Board directed staff to contact the business owners along Lake Avenue to determine if they have any concerns with blocking off the parking areas required for this event.

On 3/11/2015, staff issued certified letters to the following business owners with a request to respond no later than 3/18/2015 by 4:30 p.m.:

- Headwaters Marina – Jerry Hassoldt
- Grand Lake Marina – Kevin Cox
- Miyauchi's Snack Bar – Joan Miyauchi
- Grand Lake Yacht Club – Juliana Cohen
- Western Riviera – Mike and Jackie Tompkins

Staff received responses from Joan Miyauchi, Kevin Cox and Jerry Hassoldt indicating they had no concerns with the parking requirements for this event.

Based on the responses received from business owners along Lake Avenue, staff believes that this event is not in conflict with the consideration factors listed above and should be a successful event for the Mile High Prowlers Club and the Town of Grand Lake. Staff believes that this event should not require a Public Hearing. Also, due to the minimal impact to the Town, during this event, staff did not recommend that the applicant be present for discussion. Staff recommends approval and execution of the Special Event Permit as presented. 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. The Board should approve, modify, deny or table the Special Event Permit Application.

During discussion, Trustee Gasner asked why the applicant is not required to provide a Certificate of Insurance as he feels that insurance should always be required for Town owned property.

Town Code Administrator Rendon responded by saying that this is nothing more than a group of individuals that will be arriving on a certain day and parking in the Town's parking lot.

Town Attorney Krob made the comment that this group will be using the parking lot for its intended purpose, which is to park, and in that case the Town is covered by its insurance; therefore, he did not see a reason for them to provide a Certificate of Insurance. If this group were to be doing anything more than that, such as tailgating, then there would be a greater risk to the Town.

Following discussion, Trustee Lewis moved to authorize Mayor Burke to sign the Special Event Permit for the Mile High Prowlers Club as presented, upon confirmation from staff that all other application requirements have been met and the Special Event Permit is ready for signature. Trustee Jenkins seconded the motion and all Trustees voted aye except Trustee Gasner, who voted nay.

NEW BUSINESS:

CONSIDERATION TO RATIFY A NORTHWEST COLORADO COUNCIL OF GOVERNMENT (NWCCOG) TECHNICAL ASSISTANCE GRANT APPLICATION – Mayor Burke asked Town Planner Biller to present this matter to the Board. Biller explained that staff submitted a grant application on March 16, 2015 to NWCCOG for technical assistance relating to the East Inlet Boat Ramp and Colorado Parks & Wildlife (CPW) Fishing is Fun Grant received in 2014. The Board has requested approval of grant applications. The 2015 Town budget has an expenditure line item of \$50,000 for improvements to the East Inlet. (Revenue of \$25,000 from CPW). The grant request is for technical assistance necessary to complete the pre-construction requirements for use of the CPW grant. The technical services requested are for the hiring of two (2) consultants to perform the following:

- An executed Management Agreement for use of the East Inlet Recreation Area.
- An environmental assessment and proper environmental permit for construction.

The grant request is for \$4,525 with a required dollar for dollar cash match required by the Town.

NWCCOG	\$4,525
Town of Grand Lake	\$4,525
Project Total	\$9,050

Staff apologizes for not bringing the application to the Board prior to submittal to NWCCOG. It was not possible for Board review prior to the submittal deadline. Staff is scheduled to give a short presentation to NWCCOG on March 26th on our grant proposal. Staff recommends the Board ratify the submittal of a Technical Assistance Grant to NWCCOG by Town staff and authorize the Town Manager to administer the grant, if awarded. The Board should discuss the grant application and, if awarded, the administration of the grant. The Board has the following two options:

1. Ratify the technical assistance grant submitted by Town staff to NWCCOG; or
2. Not ratify the grant.

Following a brief discussion, Trustee Jenkins moved to ratify the submittal of a Technical Assistance Grant submitted to NWCCOG and authorize the

RECORD OF PROCEEDINGS

Town Manager to administer the grant, if awarded. Trustee Gasner seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION TO AUTHORIZE THE MAYOR TO SIGN A LETTER IN SUPPORT OF A FUNDING REQUEST OF THE GRAND LAKE AREA HISTORICAL SOCIETY – Mayor Burke asked Town Manager White to present this matter to the Board. White explained that the Town of Grand Lake received a request from Elin Capps of the Grand Lake Area Historical Society in support of a grant application it is submitting to History Colorado. A letter from the Town of Grand Lake will augment and strengthen the Historical Society’s request. The letter was drafted for consideration by the Town Trustees and explains the historic significance of this project as the Smith Eslick Cottage Court. It is thought to be the earliest, original-condition “Motor-Court” in the nation. It has been placed on the Colorado State Register of Historic Properties. Town staff supports the application and recommends approval and requests Town Board direction to have the Mayor sign the letter of support from the Town of Grand Lake. He noted that Elin Capps was present.

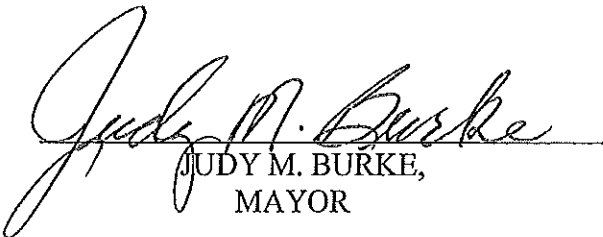
Trustee Lewis moved to support the funding request made by the Grand Lake Area Historical Society to stabilize and preserve the Smith Eslick Cottage Court and to authorize the Mayor to sign the letter for submittal to History Colorado. Trustee Jenkins seconded the motion and all Trustees voted aye.

MAYOR’S REPORT AND COMMENT:

Mayor Burke said that Spring Break has been pretty good to us this year; the weather has been really good and Town has been busy.

ADJOURNMENT:

Trustee Lewis moved to adjourn, seconded by Trustee Baird. All Trustees voted aye, and the meeting was adjourned at 8:11 p.m., March 23, 2015.


JUDY M. BURKE,
MAYOR

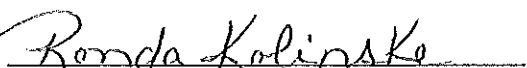
ATTEST: 
RONDA KOLINSKE, CMC,
TOWN CLERK

Exhibit A

March 23, 2015

Re: The Grand Lake Rotary 2015 Grand Duck Derby

Dear Board of Trustees:

The Grand Lake Rotary club will be holding their first Grand Duck Derby this June. The club is excited to revive a duck race community fundraising project to the town after a hiatus of many years. It is our intention as a club to keep the Grand Lake Board of Trustees informed as to our project and progress. In addition, your experience with our community is invaluable feedback to help us ensure a successful event. Duck Derby's have been a successful tool for creating revenues by non-profits for over twenty years. The country's largest derby is held in Cincinnati, OH and supports the local food bank. They race more than 100,000 ducks each year. To date the Freestore Food Bank has raised more than \$8.3m from their duck race. The Grand Lake Rotary has had great success supporting the Rotary's mission of community service and philanthropy through their successful bingo and pancake breakfast operations. By establishing a duck derby in Grand Lake, the Grand Lake Rotary intends to increase their fundraising capacity and be able to support and grow their philanthropic activities.

The 2015 1st Annual Grand Duck Derby will be held on June 27, 2015. The beneficiary of this year's race has been determined to be the Grand Lake Trailhead Hub. Working with the Citizen's Design Committee, it is our intention to compliment the town's wayfinding plan, by using the design characteristics outlined in the design plan. This project will renovate the existing Information kiosk and information boards located in Grand Lake's Town Park. The renovation will convert the facility into a 24/7 tourism information center and interpretive trails locator. Future beneficiary projects will be determined on a yearly basis.

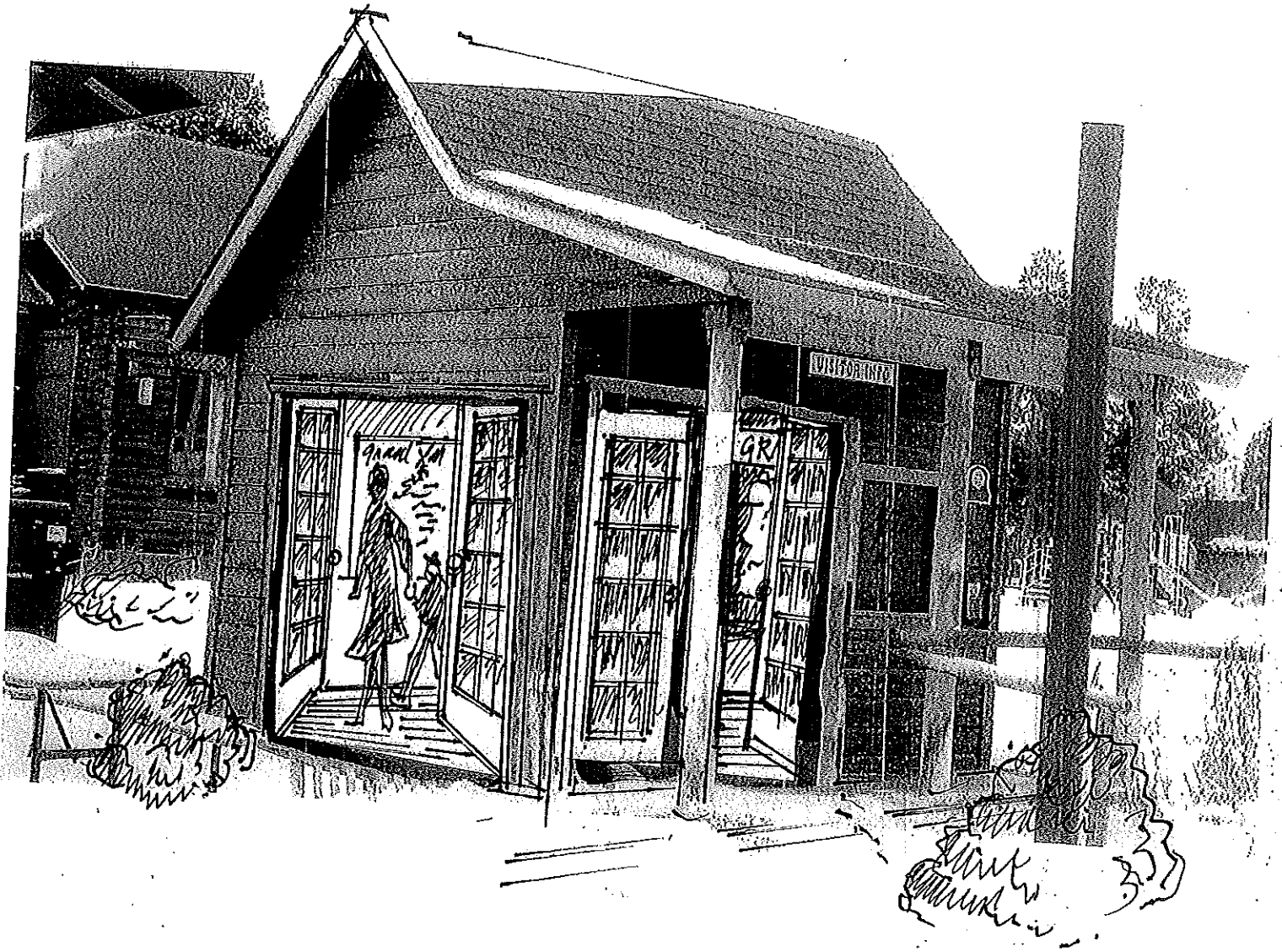
The Middle Park Interact Club will be a participant in this event as both a beneficiary and participating organization. The Grand Lake Rotary will be able to provide great opportunity for this club to experience organization development, community involvement and volunteerism for our local High School Rotary Interact club.

As the event grows, there are additional opportunities for the club to engage additional clubs in the area to participate in the event. Some organizations, hold festivals, black tie dinners, corporate races, health fairs and even races within races to benefit different charities in conjunction with the race itself.

Race proceeds should surpass \$5,000 in proceeds for 2015. As the race grows, so will the revenue opportunity. Duck races not only are an effective fundraiser, but they are also a source of community pride and engagement. From positive publicity to an event that encourages complete community involvement, the event fulfills many of Rotary's community directives. Our committees have begun marketing, promotions, ticket sales strategies, financial prudence and development.

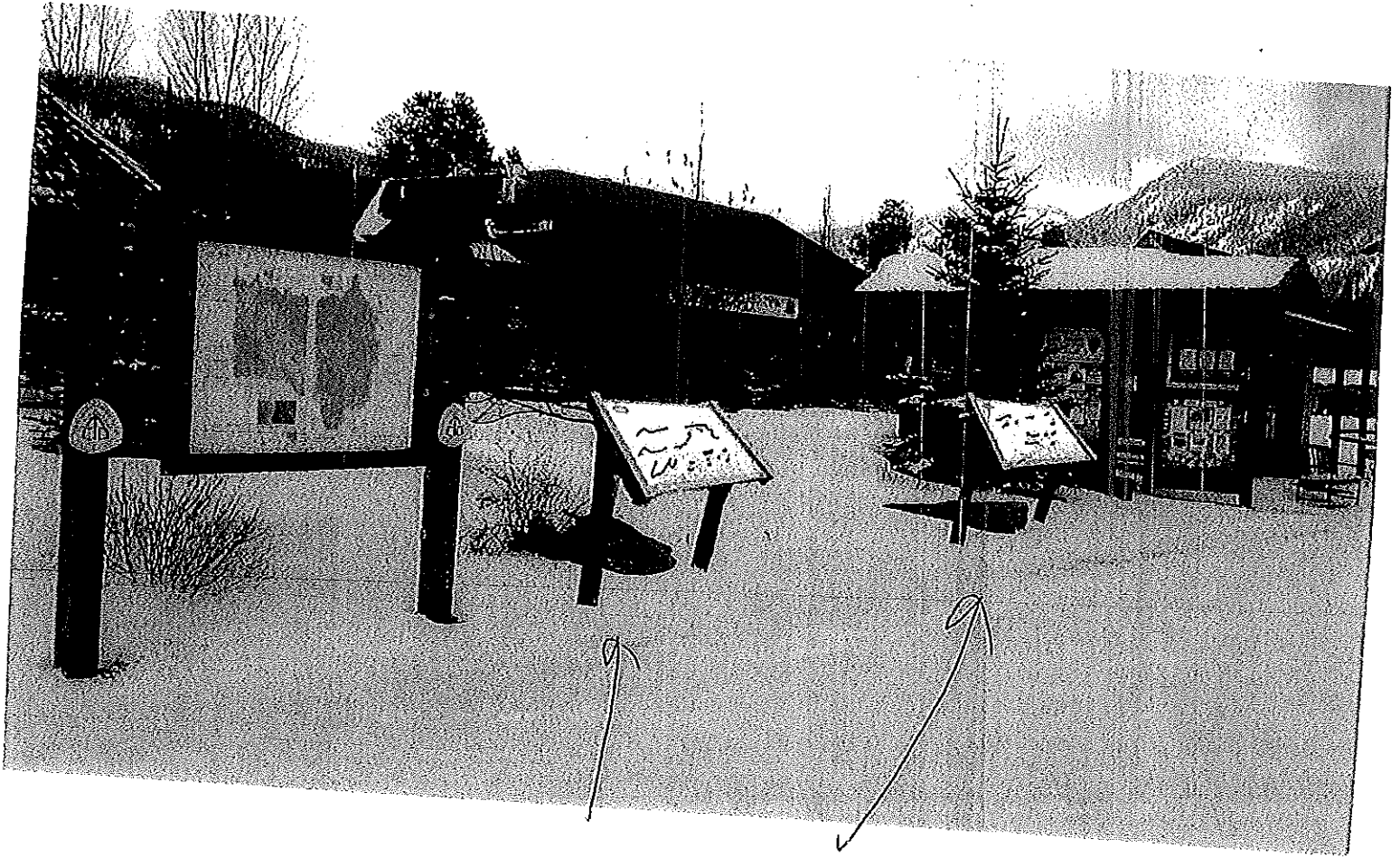
We will be submitted our Special Use permit applications for the north inlet waterway and Heckert Pavilion this week. We are in the process of developing landowner notifications for those properties who will see ducks passing by their property and requesting access permission to those landowners whose property we would like to access directly. We have contacted the Fire District for safety support during the event and are amassing a volunteer base among our club as well as the general community for volunteer support. Should the town like to support our event with sponsorship, we would welcome the opportunity to present again in that matter.

Exhibit B



Grand Lake Visitor/Info

Exhibit C



interpretive signs