

RECORD OF PROCEEDINGS

REGULAR MEETING
TOWN OF GRAND LAKE BOARD OF TRUSTEES
MONDAY, MAY 13, 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 7:31 p.m. at the Town Hall, 1026 Park Avenue.

ROLL CALL

PRESENT: Mayor Burke; Trustees Gasner, Lanzi, Lewis, Ludwig, Peterson, and Weydert; Town Manager Hook, and Town Clerk Kolinske.

ABSENT: None.

APPROVAL OF MINUTES

April 22, 2013: Not available.

ANNOUNCEMENTS:

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

Mayor Burke announced that the Town of Grand Lake Beautification Day will be Saturday, May 18 from 9 a.m. to 11 a.m. with a Community BBQ Potluck to follow. The Arbor Day Celebration will be held at Heckert Pavilion at 11:15 a.m. during the BBQ. Volunteers are needed, please call 627-3435 for information.

Mayor Burke announced that the Flowering of Grand Lake will host the 25th Annual Gardeners' Exchange on Saturday, May 18 from noon to 4 p.m. in the Community House.

Mayor Burke announced that the Memorial Day Parade and Observance will be on Monday, May 27 beginning at 10:00 a.m.

Mayor Burke announced that "Rude Awakening" will be Thursday, May 16 at the Daven Haven beginning at 6:00 p.m. There will be a cash bar and a free buffet.

Mayor Burke then announced that the Board of Trustees' second May meeting will be held on Tuesday, May 28 due to the Memorial Day Holiday.

PRESENTATIONS:

GRAND COUNTY COMMISSIONERS - Mayor Burke welcomed Grand County Commissioners Merrit Linke, Gary Bumgarner and James Newberry. Merrit Linke, the Commissioner representing Grand Lake's District, gave a brief update on the progress of the Rollins Pass restoration.

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Commissioner Gary Bumgarner then mentioned that many Grand County municipalities have done a Downtown Assessment. Following Winter Park, Grand County will be next and will be the first County in the State to have done this. Both the Town of Grand Lake and the County applaud Diane Butler, Grand County's Economic Development Coordinator for her accomplishment with this program. Commissioner Bumgarner then briefed the Board on the Highway 9 project.

Commissioner James Newberry gave an update on water issues followed by an update on broadband and internet services.

Having no further comments, Mayor Burke thanked the Commissioners for their time and for coming to this evening's meeting.

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 Ludwig announced that he had a conflict with the Local Liquor Licensing issues as he holds a license for The Rapids Lodge and Restaurant.

Trustee Gasner announced that he had a conflict with the last item under New Business regarding the Grand Lake Open Water Fishing Tournament.

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

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF A SPECIAL EVENTS PERMIT APPLICATION FROM MIDDLE PARK LAND TRUST FOR A FUNDRAISING EVENT – Mayor Burke asked Town Clerk Kolinske

to present this matter to the Board. Kolinske explained that this request is from Middle Park Land Trust for a fundraising event to be held at the Western Riviera Events Center on Saturday, July 6, 2013 from 5:00 to 11:00 p.m. The application documents are in order and complete. The premises are required by statute to be posted for at least 10 days prior to approval of the permit. She suggested action at the May 28th Board Meeting as a regular item of business or as a Public Hearing. Kolinske noted that Marie Hedrick was present representing Middle Park Land Trust.

Trustee Peterson moved to act on this request as a regular item of business at the May 28, 2013 Board Meeting. Trustee Lewis seconded the motion, and all Trustees voted aye.

At 7:55 p.m. Trustee Ludwig resumed his seat.

OLD BUSINESS:

CONSIDERATION OF AN AGREEMENT FOR LANDSCAPING AND GARDENING SERVICES BETWEEN THE TOWN OF GRAND LAKE AND CARLA LAWN AND CAROL ANN THOMPSON, D/B/A HILLY LAWN – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board needs to consider entering into an agreement for landscaping and gardening services for the 2013 season. The Town has utilized the services of Carla Lawn and Carol Ann Thompson, D/B/A Hilly Lawn, for a number of years. The agreement has been signed by Ms. Lawn and Ms. Thompson and a certificate of insurance has been provided. Staff is not aware of any issues that would suggest that Hilly Lawn should not continue as the provider of these services. In fact, in 2012, there were numerous compliments received on the flowers that were under the care of Hilly Lawn. The agreement is consistent with prior agreements for the same services. It reflects the amount adopted in the 2013 budget, a 4% increase for a total of \$30,873. The Board should discuss the schedule, scope and budget for the 2013 landscaping and gardening services. Staff recommends the Board authorize the Town Manager to sign the Agreement for Landscaping and Gardening Services.

Trustee Lewis moved to authorize Town Manager Hook to sign the Agreement for Landscaping and Gardening Services with Hilly Lawn for the 2013 season. Trustee Weydert seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION TO AUTHORIZE MAYOR BURKE TO SIGN A PROCLAMATION PROCLAIMING MAY 18, 2013 AS ARBOR DAY IN GRAND LAKE – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board has an opportunity to consider proclaiming Arbor Day in Grand Lake as May 18, 2013. In 2012, the Board authorized a proclamation recognizing Arbor Day in Grand Lake. Mayor Burke read the 2012 proclamation at the ceremony in Lakefront Park where the Arbor Day participants shared in the planting of a blue spruce donated by Paul Harrington. Staff believes that it is important to recognize the value of trees and forested land to the Grand Lake community and promote the care, maintenance and diversification of our community forest. The proclamation is similar to last year's proclamation and establishes May 18, 2013 as Arbor Day in Grand Lake. The Town's 2013 Arbor Day ceremony will occur at about noon on Saturday the 18th at Heckert Pavilion in Town Square Park, in-between the Town Beautification Day activities and the community BBQ/potluck. The Arbor Day plantings will occur earlier in the day as a part of the Town Beautification Day activities. Staff encourages all of the Board to join in the fun. The Board should discuss the merits of proclaiming May 18, 2013 as Arbor Day in Grand Lake. Staff recommends that the Board authorize Mayor Burke to sign the

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proclamation. The Board should authorize or not authorize execution of the proclamation.

Trustee Lewis moved to authorize Mayor Burke to sign the proclamation as presented, establishing May 18, 2013 as Arbor Day in Grand Lake. Trustee Peterson seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF RECOMMENDATIONS OF THE MARKETING COMMITTEE REGARDING BILLBOARDS –

Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board of Trustees (Board) has an opportunity to consider two proposals to use billboards to market the Grand Lake community. At the community engagement meeting in early April, the marketing discussion group identified the existing billboard along Hwy 34 (east side, about halfway between Visitor's Center and the RMNP boundary, facing southbound traffic) as 'low-hanging fruit' where changing the message could be a quick and easy action item to complete. Subsequent to that meeting, the newly expanded Marketing Committee has met to discuss their plan of action and priorities. At their meeting on April 29, the committee developed a recommendation that addressed the above referenced billboard as well as the possibility of pursuing the use of a billboard on Hwy 40 near the Hwy 34 intersection. As it relates to the billboard along Hwy 34 near the Visitor's Center, staff believes that this is truly low-hanging fruit. Updating the message could be effective to capture the attention of southbound traffic before they pass by Grand Lake. The cost of doing so is nominal, estimated at \$1600. There are only two minor challenges to implementing this recommendation – the new design of the message and the fact that neither the 2013 Town budget nor the 2013 Chamber budget anticipated this expense. The new message can be readily designed with some coordination through the Marketing Committee. Recent conversations with Chamber staff indicates that \$800 of uncommitted marketing funds can be reallocated to this effort if the Town were to also pitch-in an additional \$800 and their board were to agree. Staff believes that the Town budget can support reallocating \$800 to \$900 to this effort without an adverse effect on other needs. As it relates to the billboard near Hwy 40 and Hwy 34, staff believes that the concept warrants consideration but does not believe that this is ideal 'low-hanging fruit'. The time to implement this concept could be significant. The cost to implement this concept is significant, estimated at approximately \$7750 for 12 months. Funds within the Town budget could be reallocated, but not without the sacrifice of some other need. Staff is willing to consider the possibilities if the Board feels that marketing our community on a billboard in this area is a priority. It is within the range of possibilities that any number of messages could be developed that would be effective. Conversations with Chamber staff seems to indicate that new funding from outside sources, such as the Grand County Tourism Board or the

State Tourism Board, for use of a billboard may be possible, but it would take some time to put in place. The Board should discuss the merits of using either billboard in our community marketing strategy. Additionally, the Board should discuss preferences regarding the design process and funding opportunity for either billboard. Staff supports the efforts to update the message on the billboard near the Visitor's Center and recommends that the Board authorize staff to continue coordination with the Marketing Committee and the Chamber on matters of message design and authorize the expenditure of up to \$900 from Town funds if matched equally with marketing funds from the Chamber budget. Regarding the use of a billboard near the Hwy 40 and Hwy 34 intersections, staff recommends that the Board direct staff to continue coordination with the Marketing Committee and the Chamber on matters of design and funding with a particular emphasis on new, outside funding. The Board should direct staff to continue coordination efforts on either billboard and should authorize or not authorize funding on either billboard.

Following discussion, Trustee Weydert moved to authorize staff to continue coordination efforts and expend up to \$900 of Town funds in matching funds with Chamber marketing funds in order to update the message on the billboard along Hwy 34 near the Visitor's Center; and to direct staff to continue coordination efforts on matters of design and funding regarding the billboard near the Hwy 40 and Hwy 34 intersection. Trustee Lanzi seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF RECOMMENDATIONS OF THE DESIGN COMMITTEE REGARDING PLANTERS AND FLOWERS – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that the Board of Trustees (Board) has an opportunity to consider a proposal to expand the use of flowers by downtown businesses to beautify the Grand Avenue corridor. At the community engagement meeting in early April, the design discussion group identified the greenbelt/greenway improvements as ‘low-hanging fruit’ as a quick and easy action item to complete. Subsequent to that meeting, the newly formed Design Committee has met to discuss their plan of action and priorities. The committee has developed a recommendation that focuses on a program available to all downtown businesses for only the 2013 season where, in order to beautify downtown, they would band together to purchase flowers and planters in bulk. While existing Municipal Code does not regulate flowers directly, the use of the greenway area is regulated. The proposal as presented does not strictly conform to existing code. Thus, staff is not able to approve it administratively. Consideration and action by the Board on the 2013 program proposal is a practical solution to create a trial program for 2013 without formally amending existing code. Staff has

worked with the Design Committee as they developed the 2013 program proposal. Staff believes that the proposal is reasonable and fits within the spirit of the recommendations of the Downtown Assessment and *The 20 Ingredients to an Outstanding Destination* video. While the 2013 proposal does allow for more 'obstructions' than existing code, it seems that the community gain in beautification will be extraordinary and the relatively small loss of unobstructed area will not adversely affect the public's ability to otherwise use the greenway. Staff feels that the selection of planters presented in the proposal do not stray too far from the intent of the existing code and should be an acceptable presentation of our community. The Board should discuss the merits of the 2013 Downtown Greenway Program as proposed by the Design Committee. Staff supports the efforts to beautify downtown with a range of flowers and planters as espoused in the 2013 program proposal and recommends the Board approve the 2013 program proposal as presented. The Board should approve or not approve a 2013 Downtown Greenway Program. Hook then noted that Liza Cervenka was present as a representative of the Design Committee.

Following lengthy discussion, Trustee Lanzi moved to approve the 2013 Downtown Greenway Program proposal as presented by the Design Committee. Trustee Gasner seconded the motion and all Trustees voted aye.

NEW BUSINESS:

CONSIDERATION OF A SPECIAL EVENT PERMIT REQUEST FROM THE GRAND LAKE AREA CHAMBER OF COMMERCE FOR THE MEMORIAL DAY PARADE AND OBSERVANCE – 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 Application submitted by the Grand Lake Area Chamber of Commerce (GLACC) related to the annual Memorial Day Parade and Observance that is scheduled for May 27, 2013. According to the Town of Grand Lake Municipal Code, Chapter 11, Article 6, Section 3.A.3 - Special Event Permit Application Review and Approval:

The Mayor, or the Mayor's designee, will refer the matter to the Board of Trustees for approval if the event involves a Special Events Liquor Permit, the event is a first time event, or if the event has had known issues in the past. The Board of Trustees shall take the following factors into consideration:

- 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. Duplication of services or sales items; and

g. Nature of the past event issues.

These Special Event Permit Applications are being referred to the Board of Trustees because the GLACC proposes, for the first time, to close Grand Avenue to vehicle traffic during the observance ceremony. The concept of closing Grand Avenue during the observance ceremony is to reduce traffic noise that could interfere with the ceremony. It will be reopened as soon as the ceremony ends. Staff is aware that there were moments during the ceremony last year where traffic noise was disruptive to some of the folks in the crowd. Staff believes that the request to close Grand Avenue is reasonable, especially since the road will have been closed to through traffic just before the ceremony for the parade. The Board should review and discuss the application, taking into consideration the factors listed above. Staff recommends approval and execution of the Special Event Permit as presented. The Board should approve, deny or table the application.

Trustee Lanzi moved to authorize Mayor Burke to sign the Special Event Permit for the GLACC event known as the Memorial Day Parade and Observance as described in the application, upon confirmation from staff that all other application requirements have been met and the permit is ready for signature. Trustee Lewis seconded the motion and all Trustees voted aye.

At 8:28 p.m. Trustee Gasner excused himself and took a seat in the audience.

NEW BUSINESS:

CONSIDERATION OF A SPECIAL EVENT PERMIT REQUEST FROM THE GRAND LAKE AREA CHAMBER OF COMMERCE FOR THE GRAND LAKE OPEN WATER FISHING TOURNAMENT – 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 Application submitted by the Chamber for a new annual fundraising event – the Grand Lake Open Water Fishing Tournament. It is scheduled for Saturday, June 1, 2013 and Sunday, June 2, 2013. According to the Town of Grand Lake Municipal Code, Chapter 11, Article 6, Section 3.A.3 - Special Event Permit Application Review and Approval:

The Mayor, or the Mayor's designee, will refer the matter to the Board of Trustees for approval if the event involves a Special Events Liquor Permit, the event is a first time event, or if the event has had known issues in the past. The Board of Trustees shall take the following factors into consideration:

- a. The predominant use of the primary facility being used; and
- b. The proposed event and the event hours; and
- c. Neighborhood compatibility; and

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- d. Effect of the proposed event on the community; and
- e. The Town's anticipated cost in Staff time and equipment use; and
- f. Duplication of services or sales items; and
- g. Nature of the past event issues.

This Special Event Permit Application is being referred to the Board of Trustees because the Chamber is proposing a new event. Staff believes that this event is not in conflict with the consideration factors listed above and should be a successful fund raiser for the Chamber. The Board should review and discuss the application, taking into consideration the factors listed above. Staff recommends approval and execution of the Special Event Permit as presented. The Board should approve, deny or table the application.

Trustee Lewis moved to authorize Mayor Burke to sign the Special Event Permits for the Chamber event known as the Grand Lake Open Water Fishing Tournament as described in the application, upon confirmation from staff that all other application requirements have been met and the permit is ready for signature. Trustee Weydert seconded the motion and all Trustees voted aye.

At 8:30 p.m. Trustee Gasner resumed his seat.

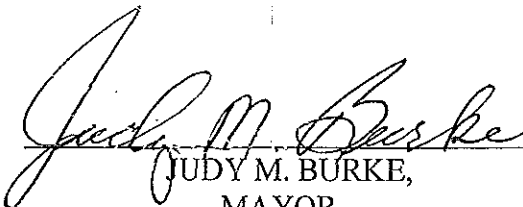
ACCOUNTS PAYABLE
April, 2013:

Trustee Peterson moved to examine the Accounts Payable and Prepaid for all Funds for the Town of Grand Lake. Trustee Weydert seconded the motion and all Trustees voted aye. Trustee Peterson then moved to approve the Accounts Payable and Prepaid for all Funds for the Town of Grand Lake. Trustee Weydert seconded the motion and all Trustees voted aye.

CITIZEN PARTICIPATION: None.

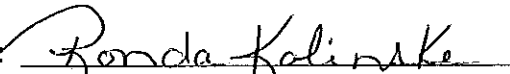
ADJOURNMENT:

Trustee Weydert moved to adjourn, seconded by Trustee Peterson. All Trustees voted aye, and the meeting was adjourned at 8:31 p.m., May 13, 2013.



JUDY M. BURKE,
MAYOR

ATTEST:



RONDA KOLINSKE, CMC,
TOWN CLERK