

RECORD OF PROCEEDINGS

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REGULAR MEETING  
TOWN OF GRAND LAKE BOARD OF TRUSTEES  
MONDAY, SEPTEMBER 24, 2012 7:30 P.M.

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order by Mayor Judy Burke at 7:39 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

July 23, 2012: Trustee Peterson moved to approve the minutes of the July 23, 2012 regular meeting as written. Trustee Lewis seconded the motion and all Trustees voted aye.

August 13, 2012: Trustee Lewis moved to approve the minutes of the August 13, 2012 regular meeting as written. Trustee Peterson seconded the motion and all Trustees voted aye.

August 27, 2012: Not available.

September 10, 2012: Trustee Weydert moved to approve the minutes of the September 10, 2012 regular meeting as written. Trustee Lewis 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 announced that the Grand Lake Fire Protection District will conduct an Open House on Wednesday, October 3 from 4 – 7 p.m. at the Grand Lake Fire Station.

Mayor Burke then announced that Grand Lake's "Race for the Cure", a fundraiser for breast cancer research, will be held on Sunday, October 7. Register online with Team Grand Lake at [www.komenddenver.org](http://www.komenddenver.org). The Pub Crawl will be held on Saturday, October 6 beginning at the Gateway Inn. All funds raised will go to the Race for the Cure.

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.

REPORTS: SALES TAX  
CASH FLOW REPORT  
FOR SEPTEMBER 2012:

Mayor Burke asked Town Clerk Kolinske to present the sales tax cash flow report. Kolinske reported that the amount of revenue received in September 2012 for the month of July is \$200,787. This amount is over 5.72% above what was received through September 2011.

REPORTS: FINANCIAL  
REPORT FOR  
AUGUST 2012:

Mayor Burke asked Financial Trustee Peterson to present the Financial Report for August 2012. Peterson reported that the General Fund expenditures through the end of August totaled \$791,406.13 or 31.1% of budget. He said the Water Fund expenditures for the same period totaled \$265,432.82 or 35% of budget, the Marina Fund expenditures totaled \$114,545.16 or 36.7% of budget and the PAYT Fund expenditures totaled \$4,753.61 or 38.7% of budget.

At 7:43 p.m. Trustee Ludwig excused himself and left the room.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF RENEWAL OF THE 3.2 PERCENT BEER RETAIL LIQUOR LICENSE FOR MOUNTAIN FOOD MARKET, INC., D/B/A MOUNTAIN FOOD MARKET – 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. The business license and sales tax accounts are all current. She said that the Town of Grand Lake Water Department reports that the building is serviced by a private well. The Grand County Sheriff's Department found no adverse information which would affect the status of the license. She then concluded by saying that Jon Linton, Vice President, was present.

Trustee Peterson moved to approve the renewal of the 3.2 Percent Beer Retail Liquor License for Mountain Food Market, Inc., d/b/a Mountain Food Market. Trustee Lewis seconded the motion and all Trustees voted aye.

LIQUOR LICENSING AUTHORITY: CONSIDERATION OF RENEWAL OF THE 3.2 PERCENT BEER RETAIL LIQUOR LICENSE FOR CIRCLE D OF GRAND LAKE, INC., D/B/A CIRCLE D FOODS – 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. The water, business license, and sales tax accounts are all current. She noted that the Grand

County Sheriff's Department found no adverse information which would affect the status of the license. She concluded by saying that Craig Downing, President/Treasurer, was present.

Trustee Lewis moved to approve the renewal of the 3.2 Percent Beer Retail Liquor License for Circle D of Grand Lake, Inc., d/b/a Circle D Foods. Trustee Peterson seconded the motion and all Trustees voted aye.

At 7:48 p.m. Trustee Ludwig resumed his seat.

OLD BUSINESS:

**CONSIDERATION TO AUTHORIZE THE TOWN MANAGER TO SIGN AN AGREEMENT OF SERVICES FOR AN AS-BUILT SURVEY FOR THE GRAND CAMP COMMERCIAL SUBDIVISION** – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that at the last regular scheduled meeting, the Board adopted Resolution 21-2012; a resolution outlining the use of securities for the Grand Camp Commercial Subdivision. Staff has determined a suitable surveyor to perform an as-built survey for Grand Camp and has drafted an agreement for services. Staff is requesting the Board to authorize the Town Manager to enter into this agreement. Staff would like the Board to also consider authorizing the Town Manager or his designee the ability to sign future contracts associated with Resolution No. 21-2012. Staff requested an as-built survey proposal from 4 (four) professional surveyor's. The Town received 3 (three) proposals in response. All bids were comparable and were all from qualified professionals. The quotes ranged from \$1,950 to \$2500. The Board should remember that at the last meeting, staff informed the Board of the Town Attorney's interpretation of the Municipal Code's procurement and bidding process. To reiterate, the Town is not obligated to publish legal notification for proposal requests utilizing the use of private funds. The Municipal Code does indicate the Board is ultimately response for contracts and professional services. Staff was unclear from the last Board meeting, if the Trustees gave or intended to give staff carte blanche permission to proceed with Grand Camp including the signing of agreements for services. The Board should discuss the authorization process it deems necessary for agreements for services at Grand Camp. The Board may:

- 1) Authorize the Town Manager to sign the current agreement for services.
- 2) Authorize the Town Manager or his designee to sign future agreements as it relates strictly to Resolution 21-2012.

Trustee Peterson moved to authorize the Town Manager to sign an Agreement for Services between the Town of Grand Lake and Mountain

States Surveying, Inc. for an amount not to exceed \$1,950.00. Trustee Weydert seconded the motion and all Trustees voted aye.

**AND**

**CONSIDERATION TO AUTHORIZE THE TOWN MANAGER OR HIS DESIGNEE TO SIGN FUTURE CONTRACTS FOR SERVICES ASSOCIATED WITH RESOLUTION NO. 21-2012 –**

Town Manager Hook stated that this matter will only need Board action if the Board should choose to designate the Town Manager to sign future contracts without bringing them before the Board. If the Board does want the contracts brought before them, the understanding will be that the normal procurement process for the Town will be followed and updates will be given to the Board.

No formal action was taken by the Board to authorize the Town Manager or his designee to sign future contracts for services associated with Resolution No. 21-2012.

OLD BUSINESS:

**CONSIDERATION OF RESOLUTION NO. XX-2012, A RESOLUTION PERMITTING THE CONTINUED USE OF 2 (TWO) NON-CONFORMING SIGNS FOR THE GRAND ESCAPE COTTAGES LOCATED WITHIN THE SUNNYSIDE ADDITION TO GRAND LAKE, BLOCK 2, LOTS 4 & 5 AND PORTIONS OF LOTS 6 & 7; MORE COMMONLY REFERRED TO AS 1204 GRAND AVENUE -** Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that at the last regular scheduled meeting, the Board approved 2 (two) sign code variance applications. Staff recommended the Board adopt a resolution for the variances and that staff would draft a resolution for the Board. Staff recommends the Board adopt the resolution as drafted. The required sign permit fee of \$10 per sign has not been collected for the 2 (two) sign applications. The applicant has stated both of these signs were existing non-conforming signs prior to revising of the Sign Code. Staff does not have enough experience to determine if one or both of the fee's are appropriate. The Board should discuss if the resolution meets the intent of the Board. The Board should discuss if the applicant should be required to pay the \$10 sign permit fee for one or both of the sign permits. The Board should either:

- Adopt Resolution XX-2012
- Adopt Resolution XX-2012 with conditions

Also, the Board should determine if the sign permit fee, of \$10 per sign, is required by the applicant.

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Following discussion, Trustee Peterson moved to adopt Resolution No. 22-2012, a Resolution Permitting the Continued Use of 2 (Two) Non-Conforming Signs for the Grand Escape Cottages Located Within the Sunnyside Addition to Grand Lake, Block 2, Lots 4 & 5 and Portions of Lots 6 & 7; More Commonly Referred to as 1204 Grand Avenue and to charge the \$10.00 sign permit fee for the newer neon sign. Trustee Lewis seconded the motion and all Trustees voted aye.

NEW BUSINESS:

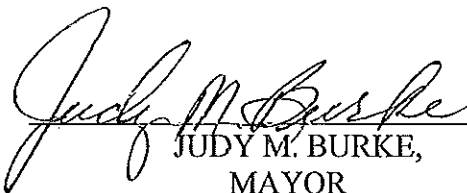
**CONSIDERATION TO AUTHORIZE THE MAYOR TO SIGN A LETTER OF SUPPORT FOR GRAND LAKE TRAILGROOMING, INC.** – Mayor Burke asked Town Manager Hook to present this matter to the Board. Hook explained that Grand Lake Trailgrooming, Inc. depends heavily on grant funding and donations to finance their grooming operations. In addition to the funding that the Town of Grand Lake provides annually, they make application to a number of other organizations and agencies in search of revenue. The Town has contributed \$15,000 annually to Grand Lake Trailgrooming, Inc. since at least 2005. In preparation for their upcoming grant cycle funding requests, Grand Lake Trailgrooming, Inc. has requested that the Town provide a letter of support that can be included in their application packets. Hook said that he has prepared a draft letter of support for the Board’s consideration. Staff recommends supporting Grand Lake Trailgrooming, Inc. in their effort to solicit and acquire funding from other agencies and organizations. Their efforts are a major reason that recreational snowmobiling in the Grand Lake area draws so many enthusiasts from near and far, thus making it a significant part of the local winter economy.

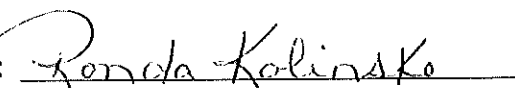
Trustee Peterson moved to authorize the Mayor to sign a Letter of Support for the Grand Lake Trailgrooming, Inc. as presented. Trustee Lewis seconded the motion and all Trustees voted aye.

CITIZEN PARTICIPATION: None.

ADJOURNMENT:

Trustee Peterson moved to adjourn, seconded by Trustee Lewis. All Trustees voted aye, and the meeting was adjourned at 8:09 p.m., September 24, 2012.

  
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JUDY M. BURKE,  
MAYOR

ATTEST:   
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RONDA KOLINSKE, CMC,  
TOWN CLERK