AGENDA

CALL TO ORDER

ROLL CALL

CONFLICTS OF INTEREST

DELEGATIONS
* 1.) None.

DISCUSSION
* 1.) Items from Town Manager. (Page A2)
  2.) Meeting Updates.
* 3.) Trustee Generated Topics of Discussion. (Page A4)

BOARD ACTION ITEMS FOR EVENING MEETING

# 1.) Consideration to waive Community House Rental Fees for Secret Santa in December 2017. (Page E42)
# 2.) Consideration to approve the Resolution No. XX – 2017, a resolution supporting the commitment to partner with Outstanding Grand Lake to complete a Great Outdoors Colorado LPOR Grant Application. (Page E43)
# 3.) Public Hearing – Consideration of proposed budget for the Town of Grand Lake for the year 2018. (Page E49)
# 4.) Consideration to buy-down of 2017 Accrued Comp Time. (Page E50)
# 5.) Consideration to approve On-Call Policy. (Page E51)

FOR YOUR INFORMATION
* 1.) Wildfire Safety. (Page A5)
* 2.) Letter to Lemmon Lodge – Final Acceptance of Improvements. (Page A11)
Date: October 23, 2017

To: Mayor Peterson and Town Trustees

From: Jim White, Town Manager

RE: Items from the Town Manager

1. Streetscape Project/ Update

Our Streetscape Project, Phase I, is beginning to wrap up. The remaining sections of the boardwalk replacement are largely what remains. In addition, Big Valley Construction will be providing a cleanup crew during the next few weeks to resolve punch list items and to remove any remaining debris.

2. Boardwalk Maintenance

Town Staff recently met with Mike de Jong from UC Coatings, the new owners and manufacturers of Seal Once. Dave Conger, Alpine Lumber, set up the meeting and also attended. We are looking forward to creating a maintenance methodology and schedule to maintain the new boardwalks in upcoming years.

3. Grand Lake Center Energy Audit

Chris Mchalowski, Power Use Advisor, Mountain Parks Electric has contacted us to set a schedule to perform a free Energy Audit for the Grand Lake Center. He hopes to be here the week of October 23-October 27, 2017.

ANNOUNCEMENTS

- Currently Secretary/Treasurer, I attended the CAST Executive Board Meeting on Friday, October 13, 2017. The CAST Board is comprised of: Dean Brookie, former Mayor and current Board Member in Durango; Steve Skadron, Mayor of Aspen; Greg Clifton, Town Manager of Vail; Rick Holman, Town Manager of Breckenridge; and me. We spoke of affordable housing needs for Colorado and approved a housing study in partnership with the Northwest Colorado Council of Governments. We approved the 2018 CAST budget and had a long conversation about reserves and the future of the organization. The next CAST meeting is on Thursday and Friday, October 26th and October 27th in Silverton, CO.
• During the past few weeks, Three Lakes Water and Sanitation and Conroy Excavating have made progress on the lift station project from the intersection at Grand and Hancock toward the lake. On September 4, 2017, I was contacted by one of the subcontractor’s regarding the Town’s specifications for asphalt. I referred them to Grand County initially worked toward resolution of the issue. In the end, John Enochs, Diamondback Engineering, provided a response to the proper asphalt mix to use.

• I will be away from Saturday, October 21, 2017 through Wednesday, October 26, 2017 attending the International City Managers Association’s annual conference.

• As always, please let me know if you have any questions or concerns. You may also directly contact department directors with questions as well.

**Quotable Quote(s):**

“Learning never exhausts the mind”

...Leonardo daVinci
TOWN OF GRAND LAKE
TRUSTEE GENERATED TOPICS OF DISCUSSION*
Monday, September 25, 2017 – Board of Trustees Workshop

*This is an ongoing list of topics the Trustees would like discussed. Topics may not necessarily be discussed at this workshop and postponed until a later workshop depending on time constraints and at the Board’s discretion.

<table>
<thead>
<tr>
<th>TRUSTEE</th>
<th>TOPIC</th>
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<tr>
<td>All Trustees  - (10/23/17)</td>
<td>Discussion regarding the evening meeting agenda. Maintain Consent Agenda format or list Minutes and Accounts Payable separately on the agenda?</td>
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5 Wildfire Safety Steps Everyone Should Know

October 11, 2017 • by Rachel Engel
Hundreds of acres of land are damaged by wildfires each year, leaving behind a trail of destruction. However, by utilizing proper wildfire safety procedures, these disasters don’t have to result in the loss of life.

The important thing to remember about wildfires is their unpredictability; they can jump over barriers that would seemingly stop them, such as highways. If there is a risk of wildfire near your community, or you become aware of a wildfire heading your way, it’s time to follow wildfire safety protocols and be ready if the threat continues to move closer.

The following five steps are critical to a community’s emergency planning for wildfires.

### #1 Listen to Emergency Notices

Most deaths from natural disasters occur due to people ignoring the warnings and notices of first responders and other rescue organizations. Wildfire safety and preparation mean understanding what each step of an emergency notification means, and heeding the information.

**Fire Weather Watch** — Issued when the potential for severe fire weather exists in the near future. A watch is used when there is a relatively low probability of occurrence and less chance of verifying. The fire danger rating is usually in the high to extreme category. A Fire Weather Watch normally will be issued 12 to 24 hours in advance of the expected onset of severe fire weather conditions.

**Red Flag Warning** — Issued to indicate the imminent danger of severe fire weather and a relatively high probability of occurring. The fire danger is usually in the high to extreme category. A Red Flag Warning will normally be issued for severe fire weather events less than 12 hours away from occurring.

**Evacuation Order** — Evacuations are issued when there is an extensive threat to life and property, and should be taken seriously and followed.

### #2 Wildfire Safety Requires Planning Ahead

There are areas around the country that are susceptible to wildfires; most of the states out west, particularly California, see hundreds of wildfires each year. If you live in an area that has a history of being threatened by wildfires, you need to be planning ahead. That includes:

- Mapping multiple evacuation routes, in case your preferred route is closed
- Gathering important documents that can be easily grabbed before evacuating
- Putting a change of clothes, first-aid kit, non-perishable food and water in your car

https://efficientgov.com/blog/2017/10/11/5-wildfire-safety-steps-everyone-should-take?NewsletterID=&utm_source=iContact&utm_medium=email&utm...
If you have pets, you should plan accordingly to prevent tough decisions in the heat of the moment. Service animals will be accepted at shelters, but if you need to evacuate with a pet, visit PetsWelcome.com to help find lodging that can accommodate both your two-legged and four-legged family members.

#3 Protect Your Home From Wildfire

With strong, severe wildfires, even the most well-developed wildfire safety preparation won't be enough to prevent damage to your home, but certain measures could help stop smaller fires from creeping upon your property. The following wildfire safety tips could prevent extreme damage to your home and may be helpful to communities in regions that experience regular wildfires.

- Remove and clear anything that could be considered additional fuel, such as dry leaves, from all areas surrounding the home, including gutters.
- Remove flammable lawn furniture and put in inside, in the middle of your home, away from the doors and windows.
- Create fuel breaks, such as cement or gravel walkways.
- Purchase and install extra-long garden hoses that are able to reach every part of your home, from front to back.

#4 Confirm Wildfire Danger Has Passed Before Returning Home

In the aftermath of a disaster, wildfire safety is still important. There are many hazards left behind by the flames that could be a threat to human life. Watch out for:

- Ash pits, which are large holes of hot ash from burned up trees
- Hot spots, which are areas of the ground that are still hot from extinguished flames and have the potential to flare up
- Falling debris from damaged homes and buildings
- Downed power lines

#5 Stay Vigilant While Surveying Wildfire Damage

Visit the attic to check for damage and any signs that part of your home is still on fire, such as smoldering areas or smoke. If you find evidence of fire, evacuate the house immediately and call 9'1.

If the house is safe, before touching anything, document your entire home and property every and record area of damage for insurance claims.
SAFETY TIPS: SMOKE PRECAUTIONS

Who is most at risk from exposure to smoke?
Young children, the elderly, and people with heart or lung conditions, like asthma, chronic bronchitis, emphysema, and congestive heart failure are more sensitive to the adverse effects of exposure to smoke. Risks increase when smoke becomes heavier and as the length of time a person is exposed increases.

What are the symptoms of smoke exposure?
Exposure to smoke can cause sore eyes, tears, cough and a runny nose. If the smoke lasts days to weeks or is very heavy, it can cause lung problems and a longer-lasting cough. Exposure to smoke can also make heart and lung conditions worse.

What should I do if I'm concerned about smoke?
You can take the following precautions:
- Limit outdoor activities, especially if it makes you tired or short of breath.
- Stay inside and keep windows and doors closed. If you have an air conditioner set it to "re-circulate" and keep it running to help filter the air and keep you cool. If you do not have air conditioning, if possible, try spending some time in an air conditioned place (such as a mall or library) to cool off.

4 Steps to Disaster Safety for Seniors in Emergencies

From having an advance plan to preparing for the limitations of a shelter, these steps to ensuring disaster safety for seniors can save lives.
To: All Counties and Municipalities

From: CCI, CML, CDOT

Date: October 13, 2017

Re: Off-System Bridge Grant Program Changes

Administration of the Off System Bridge Grant Program is a long-standing partnership between the Colorado Department of Transportation (CDOT), Colorado Counties, Inc. (CCI) and the Colorado Municipal League (CML) that has awarded millions of dollars in federal and state grants for repair and replacement of county and municipal bridges. In an effort to ensure that this program can continue to operate effectively and efficiently for years to come, the three organizations are working together to review the status of existing grants and provide a better mechanism for ensuring timely expenditure of future grants.

Background

The grant program awards $5-$9 million per year, depending on federal fund availability, split roughly between counties and municipalities. The grant decisions are made based on recommendations by the Special Highway Committee, an ad hoc committee made up of members of both CCI and CML. The grant program has historically required a 20% local match and the funding is not guaranteed until the local match has been made available. Federal regulations require that the funds be spent within four years from the date of the grant.

Once a grant has been awarded, CDOT typically hands over responsibility for contract drafting and execution to the appropriate engineering region office. Several issues have contributed to problems administering the grant dollars: inconsistency in reporting between CDOT headquarters and the regional offices, local match funds not being available as specified, and unanticipated changes to local transportation priorities and other budget complications. In some cases, awarded grants have gone unspent for as long as seven years.

CDOT has been able to mitigate some of the delays in project execution by swapping state dollars and federal dollars so that the federal funds are used within the four-year time limit. However, tracking the status of these projects has become increasingly difficult and CDOT is not able to gauge with certainty what
the fund balance should be to cover grants that were awarded years ago and may or may not be moving forward. This could be tying up millions of dollars that could be used on projects that are “shovel-ready.”

**Plan of Action**

CCI, CML and CDOT are working together in an attempt to fix this problem going forward. This “fix” will include the following steps:

- Enhanced reporting between regional offices and CDOT headquarters and the creation of a single tracking system for off-system bridge grants;
- A new policy establishing a FOUR-YEAR deadline for spending off-system bridge grant awards.
- Inventory of the current status of all bridge grant projects that have been awarded since 2007.

CDOT would like to verify the necessary fund balance needed to cover the off-system bridge grant projects previously awarded that are moving forward. If they can do this, CDOT can then reassign the remaining fund balance for spending on additional off-system bridge projects in 2018.

**CDOT needs your help in making this additional funding a reality.** If you have received an off-system bridge grant award letter in the last 10 years, please tell us:

- The year of the grant award
- The amount of the grant award
- The status of the bridge project (completed, in progress, not yet begun, etc.) and, if the project has not yet begun, the status of the local match.

**We would ask that you contact Eric Bergman at CCI or Morgan Cullen at CML by November 10th with this information.** Staff contact information is provided below. CCI and CML staff will compile the information and provide it to CDOT to assist in the “trueing up” of their grant fund balance.

Thank you for your help in this endeavor and please don’t hesitate to call with any questions.

Eric H. Bergman
CCI Staff to the Special Highway Committee
303.861.4076 // ebergmar@ccionline.org

Morgan Cullen
CML Staff to the Special Highway Committee
303.831.6411 // mcullen@cml.org
October 2, 2017

Mr. Bruce Howell
Lemma Lodge Association
1224 Lake Ave
Grand Lake, CO 80447

RE: Final Acceptance of Improvements – Lemon Lodge Subdivision Improvement Agreement

Dear Mr. Howell,

This letter is to confirm that the improvements as specified under section 1; b and c of the Subdivision Improvement Agreement, receipt #2014006419, have been properly completed by the Lemon Lodge Association within the designated time period.

A final inspection of improvements was conducted by Town staff on Thursday, September 21st at 9:00 A.M. The following improvements were noted to have been completed per the Subdivision Improvement agreement:

- Parking Spaces: The Association will provide and construct six additional parking spaces as shown on the plat, which will require tree and boulder removal. In addition, the parking spaces for units 4, 17, 21, and 24 will be expanded so each is 10 feet by 20 feet.

- Cabin Numbers: Cabin numbers will be changed to comply with fire department requirements.

A revised redevelopment plat showing as-built parking plan and snow storage including the above improvements was submitted to the Town on 10/11/17. The Town of Grand Lake will maintain a copy of this revised plat for its records. The Town will also release the performance bond obtained from the Association on 8/13/20 4.

Town of Grand Lake approval:

Erin O'Rourke
Town Clerk Pro-Tem

Jim White
Town Manager

10/16/17

10/12/17

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