TOWN OF GRAND LAKE
BOARD OF TRUSTEES – WORKSHOP/SPECIAL MEETING
Monday, January 9, 2017  3:30 - 7:00 P.M. – Town Hall

Statement of Purpose: Workshops are held in the afternoon prior to each regular Board of Trustees meeting. Workshops are conducted:
1. To ensure that the Board members have adequate information and background to make informed decisions on various agenda items.
2. To provide the Trustees with a forum to frame emerging issues and to discuss potential alternatives to address these issues.
3. To learn about important events affecting the Town and to provide a chance for citizens to bring “for your information” items to the Trustees.
4. To make efficient and effective use of citizens’ time at Board meetings but allow citizens time to make their comments known in a recorded evening meeting.

Please turn cell phones off during the meeting. Be respectful and take personal conversations outside.

CALL TO ORDER

ROLL CALL

CONFLICTS OF INTEREST

Executive Session
* 1.) The topic of the executive session is the “personnel matter involving the Town Manager’s Performance Evaluation, as permitted by CRS 24-6-402(4)(f)(I).” (Page A2)

DELEGATIONS – NONE

DISCUSSION
* 1.) Items from Town Manager. (Page A13)
  2.) Items from Town Attorney.
  3.) Code Administrator’s Update.
  4.) Meeting Updates.

BOARD ACTION ITEMS FOR EVENING MEETING
# 1.) Continuation of consideration of Town Hall roof bids. (Page E60)
# 2.) Consideration of designation of posting notices of public meetings. (Page E76)
# 3.) Consideration of HUTF Mileage Certification. (Page E77)
# 4.) Consideration to grant a change of residency for Trustee Lewis to live outside Town limits. (Page E83)
# 5.) Consideration to grant a Special Event Permit to Colorado Events for a Grand Lake Arts Festival. (Page E84)

FOR YOUR INFORMATION
* 1.) Open Lands Advisory Board Letter. (Page A18)

*items attached to workshop agenda    #items attached to evening agenda    @items provided at workshop
January 9, 2017

To: Mayor Peterson and Town Trustees
From: Katie Nicholls, Town Clerk
RE: Executive Session for Town Manager’s Performance Evaluation

Entering into an Executive Session regarding personnel matters, CRS 24-6-402 states that, to go into executive session:

- 2/3 of the members present must approve a motion to go into executive session. The motion should include a statement such as “for the purpose of discussion of personnel matters involving the Town Manager’s Performance Evaluation.”

- The Mayor must announce that the topic of the executive session is “personnel matter involving the Town Manager’s Performance Evaluation, as permitted by CRS 24-6-402(4)(f)(1).”

Remember that no formal action may occur while in executive session.
To: Mayor Peterson and Town Trustees

From: Jim White, Town Manager

Date: January 9, 2017

RE: 2016/Year in Review

In anticipation of my annual evaluation, I went back through the year’s projects and activities to highlight some of the work we accomplished together in 2016. The chronological events listed here represent the efforts of the Town Staff, the Town Attorney, the Mayor and the Town Board of Trustees, our consultants, and our volunteers.

Collectively, we accomplished a lot. In addition, for the second year in a row (2015/2016), we have topped the one million dollar mark in sales tax collections. Most notably, we secured our $4.3 million dollar Sales Tax Revenue Bond for what we have referred to as our Streetscape Project. We are excited for the possibilities that our revenue bond opens to us!

We were awarded several grants again this year, totaling just short of $100,000.
We continued our monthly newsletter; continued monthly financial meeting with department directors; held quarterly All Staff meetings; and held periodic staff meetings to improve internal communications.

The new board is settling into its first full year ahead and we are geared up for four major projects in 2017, coupled with our daily operations and special events.
2016 Review

January

- Worked with UCD and Jeff Wood to establish DOLA grant to use for work on the Grand Lake Center...resulted in banners, models, scenarios for use, and exhibits at local events. Town paid $5167 and received a grant in the same amount in services from DOLA.
- Secured $6260 funding from the Colorado Energy Office for our Electric Vehicle Charging station. Later received an additional $3000 from Mountain Parks Electric Green Program for a total of $9160.
- Reviewed bids on the Hydro-electric generator with Dave Johnson, Water Superintendent and selected Rentricity to complete the design and installation.
- Started sales tax revenue bond research. Contacted Dee Wisor at Butler, Snow, LLC to gather information.
- T.J Humble, Public Works Operator, resigned 1/29/16 and moved to Texas.
- Revised Sheriff’s Office contract. Saved $40,000 every two years by amending contract to reflect replacement vehicle to the Town every two years rather than every four years.
- Contacted Alan Matlosz, George K. Baum, investment banker to continue research about sales tax revenue bond.

February

- Grand Lake Center Implementation Team formed 2/1/16.
- Sam Mamet, Executive Director, CML, invited to speak to Town Board 2/8/16.
- Alan Matlosz, George K. Baum, presented to the Town Board on 2/8/16.
- John Zeleznihar, Public Works Operator, started on 2/16/16.
- I was re-elected to the Colorado City and County Managers’ Association Board of Directors through February 2018.
- Notified we were selected to host Ride the Rockies...first time in 31 years!
- National Snow and Ice Date Center tested a new Antarctic weather station on Grand Lake.
2016 Review

March

- Scheduled 3/3/16 presentation in an attempt to secure OHV grant funding.
- Continued work on REDI grant application with Greg Winkler, DOLA rep.
- On 3/3/16, we received “Notice to Proceed for Design” from CDOT for the West Portal Bridge Project.
- 3/4/16 deadline for bids on East Inlet...no bids received.
- Met again with Ride the Rockies representatives to continue planning for the event to be held 6/15 and 6/16/16 in Grand Lake.
- Attended Candidates Forum 3/15/16 at the Fire Station.
- Sent out RFQ for EV Charging station equipment and installation.
- Submitted a story to CML for publication about our Commercial Enhancement grant program.
- Auditors were here 3/21/16 through 3/24/16.
- Established lease with the Grand Lake Area Historical Society for a second modular unit.
- Convened a meeting with the Fire District and EMS Representatives regarding the level of service from EMS in Grand Lake.

April

- Our REDI grant submittal was neither approved nor denied; we were informed by DOLA we needed to do a revision.
- Organized and held the first public Community Open House 4/28/16 to discuss the Sales Tax Revenue Bond plan. Scott Munn Architecture partnered with the Town in making the presentation.
- On 11/5/16, the new town Board of Trustees was elected.
- RFP’s for EV Charging station due 4/12/16.
- Organized annual Strategic Planning meeting 4/25/16 and 4/26/16 with Tami Tanoue CIRSA legal counsel and the new Town Board.
- Attended the Rulemaking Hearing 4/11/16 at the Water Quality Control Commission regarding Grand Lake Clarity standard.
- On 4/15/16, we met again with Ride the Rockies representatives to go over plans to date for the June event.
- Contact through conference calls with Rentricity continues in anticipation of May or June installation planning for the hydro electric generator.
- On 4/25/16, I was notified Bernie McGinn was selected as a winner of the Municipal Hero Award from CML.
2016 Review

May

- Held book signing 5/18/16 at GLC for Bill Capodagli, "Disney Way" author.
- Scheduled 5/19/16 joint meeting with the Grand Lake Chamber Board of Directors and the Grand Lake Board of Trustees facilitated by Bill Capodagli, author of the "Disney Way".
- Continued work on REDI grant application with Greg Winkler, DOLA rep.
- Sought letter of support for the Upper Colorado River Watershed Group from the Board of Trustees.
- Town Clerk Katie Nicholls, attends first of three years of Municipal Clerk School 5/1/16 through 5/7/16.
- Ride the Rockies held 5/15/16 and 5/16/16 at the Grand Lake Center with rave reviews from participants.
- Clean Up Day and Arbor Day celebration commenced 5/21/16.
- Encouraged Board members to participate in Town Float for Memorial Day Parade 5/27/16.
- Ordered removal and replacement of Boiler Pumps at GLC.
- Worked on RFP for Design Services for the Streetscape Project, subject of the sales tax revenue bond.
- Sent in revision of the REDI grant by the 5/31/16 deadline.
- Had Comcast install phone lines at GLC.
- Our EV Charging station was installed from 5/27 through 5/31/16. A Tesla X owned by Bruce and Linda Robinson from Loveland, CO were the first users.
- They added our site to the plugshare.com web site.

June

- Rita Snock, started 6/1/15 as new Administrative Assistant for the Town.
- Through Northern Water, I arranged a special tour of the Farr Pumping Plant.
- Marti Lund retires after 17 years with the Town of Grand Lake on 6/15/16.
- Soft Opening Days 6/21, 6/23, 6/25 at GLC.
- Selected Benesch Engineering for preliminary design work on the West Portal Bridge Project.
- Ordered two Keiser stationary bikes for the Grand Lake Center fitness room.
- Attended CML Annual Conference in Vail, CO 6/21 through 6/24/16.
- I was elected to the Colorado Association of Ski Towns Executive Board at the CAST meeting in Vail during the CML annual conference.
2016 Review

July

- On 7/1/16, Jane Binford was hired to coordinate the opening of the Grand Lake Center.
- On 7/5/16, we had a post-review meeting to discuss the Fireworks and explore reasons for the delay. Subsequently, many changes were made to improve future shows.
- Scheduled 7/7/16 and 7/19/16 as dates for the next Community Open Houses to continue discussion on the proposed Streetscape Project and the effort to secure a sales tax revenue bond. We had approximately 15-20 attendees at each of the meetings.
- Final installation of the hydro-electric generator at the Water Treatment Plant took place from 7/11/16 through 7/13/16.
- Public Works completed repairs to the public docks downtown.
- On 7/25/16, I reported that we received funding from DOLA in the REDI grant in the amount of $70,000.
- Internet was connected at the Grand Lake Center on 7/20/16.
- Katie Nicholls, Town Clerk, finished her first year of Municipal Clerk education.

August

- We planned and held two more Community Open House meetings on 8/9/16 and 8/24/16 to receive feedback regarding the proposed sales tax revenue bond election for the Streetscape Project slated for November 2016.
- Diamondback Engineering was selected for surveying and design services and to help with preliminary construction plans and cost estimates for the project.
- On August 8, 2016, the Town Board continued support for Lisa Jenkins to be our primary representative to the CML Policy Committee and for me to serve as our alternate representative.
- Tony Rendon, Code Administrator, resigned on 8/18/16 and moved to Arizona.
- On 8/10/16 and 8/15/16, we held two committee meetings to discuss the East Inlet boat ramp replacement, deciding to plan construction for the spring of 2017.
- On 8/22/16, the Town Board reviewed the proposed Ordinance and the language for the sales tax revenue bond ballot question.
• 2016 Review
  August (continued)

• Throughout the summer and especially in August, Mark McLean, GLC volunteer provided countless hours refurbishing picnic tables, improving the exterior basketball court surfaces, carpet cleaning, and painting exterior window frames.
• On 8/12/16, United Systems came to re-install the Fire Alarm System at the Grand Lake Center.
• On 8/19/16, two Keiser stationary bikes arrived at the GLC.
• On 8/29/16, we held our first budget planning session with the Town Board, Town Manager, Town Treasurer, and department directors.
• The Sheriff’s Office was relocated to the Grand Lake Center.
• I attended the CAST meeting 8/25/16 and 8/26/16 in Fraser, CO.
• DiAnn Butler and I participated in a voice over video with O2 Creative for the Disney Way. Mike Tompkins and Traci from Western Riviera participated as well as Jean Claude from Stillwater Grille.
• We signed a one year lease with artist Margaret Watts to rent space at the Grand Lake Center.

September

• Our Sales Tax Revenue Bond is assigned as ballot issue #2A.
• On 9/2/16, we received a schematic design report from Benesch Engineering related to the rehabilitation of the West Portal Bridge Project. The proposed construction schedule is targeted for 4/1/17 through 6/30/17.
• The Town Board approved the contract to Diamondback Engineering for $134,200 to refine project costs and preliminary construction plans in preparation for future infrastructure improvements.
• I met with representatives from Columbine Lake HOA to discuss issues related to short term rentals.
• I met with Scott Springston, Grand County Higher Education Coordinator to discuss higher education prospects in Grand County.
2016 Review

September (continued)

- On 9/19/16, we held our second budget planning meeting with the Town Board, Town Manager, and Town Treasurer.
- Erin ORourke was hired as Code Administrator/ Special Projects Coordinator, effective 9/16/16.
- Crystal Meyers was hired as the second part time Grand Lake Center Coordinator, effective 9/16/16.
- Boardwalk inspections and follow up were completed this month.
- The Town Board considered a letter of support for Outstanding Grand Lake.
- Constitution Week was held in Grand Lake and drew massive crowds.
- We held the third quarter All Staff Meeting on 9/20/16.
- I attended the ICMA Annual Conference in Kansas City, MO from 9/25/16 through 9/28/16.
- A letter to the County Commissioners was penned and signed and sent to the County Commissioners about funding issues and receipt of financial information from the Library District.
- Scott Krob validated the waiver for use at the GLC so fitness memberships can now be purchased.
- Jeff Babcock, Town Mechanic, resigned and took a fireman's job as Lieutenant in Garden City, Kansas. His last day was 9/30/16.

October

- On 10/5/16, boardwalk re-inspections were completed by Joe Biller, Town Planner and Erin ORourke, Code Administrator.
- The Public Hearing to review the 2017 Town Budget was held on 10/10/16.
- Joe Biller, Town Planner, prepared a GOCO grant to augment work planned at the East Inlet next spring.
- Serious electrical issues were found at the Community House by Bernie McGinn, Public Works Director. He secured the services of local electrician Jeff Hauck to access the problems and make initial repairs.
- Disney Way Workshops were held 10/17-10/19/16 and again 10/24-10/26/16 at the Grand Lake Center. The Gateway Inn, on behalf of the Town of Grand Lake, hosted to evening receptions during each of the sessions.
2016 Review

October (continued)

- Steve Kudron, Trustee, Ginny Wilkinson, Grant Writer, and I met to begin discussions about developing a Builders Forum to address Municipal Code issues, to consider an update to our 2006 Comprehensive Plan, and to review grant opportunities that the Town can pursue.
- Following up on a citizen recommendation, Fire Chief Long and I visited Hancock Street and agreed to recommend FIRE LANE/ NO PARKING signs for placement there next year.
- Public Works secured Accord Asphalt to overlay 810' x 24' of Jericho Road.
- A concrete base was made by Public Works for the Grand County ballot box placed outside Town Hall.
- On 10/11/16, Jane Binford and I made a presentation to the Grand County Commissioners about the Grand Lake Center. Following our presentation, one of the Commissioners dubbed it “a community success.”
- Mark McLean installed a keyless entry pad at the Grand Lake Center.
- On 10/21/16, Honeywell adjusted the temperature controls at the GLC.
- On 10/24/16, the Town Board approved an Ordinance allowing OHV use within the town limits.
- On 10/24/16, the Town Board approved the 2017 Town Budget. Special thanks to Town Treasurer, Erin Ackerman for her diligent efforts on revisions and iterations throughout the process.

November

- On 11/1/16, a major delivery of exercise equipment was delivered and installed at the GLC. Kudos to Jane Binford and Crystal Meyers for their work in expanding recreation opportunities at the facility.
- As instructed at the November 7, 2016 Board meeting, I contacted CIRSA regarding the sale of two pontoon boats and the process of selling Town property.
- On 11/8/16, the Town’s $4.3 million Sales Tax Revenue Bond passed!
- On 11/9/16, I met with John Enochs, Diamondback Engineering to begin discussions about phasing the Streetscape Project.
- I prepared and sent a letter to Thomason representatives pursuant to the extension of the Town’s Lease Agreement. The next automatic extension is scheduled in 2017.
- Chris Ruske was hired as the new Mechanic/Operator for the Town of Grand Lake, effective 11/16/16.
2016 Review
November (continued)

- On 11/22/16, Joe Biller and I met with Jason Huddle and other CDOT representatives regarding the Schematic Design Report prepared by Benesch Engineering on the West Portal Bridge Project. The project is now under CDOT review.
- On 11/22/16, Jane Binford submitted her resignation form GLC, effective 12/31/16.
- Mountain Parks Electric approved a $2500 contribution to the Town of Grand Lake as a result of our new hydro electric generator at the Town’s Water Treatment plant. We are making a $10/month contribution to Mountain Park’s Green Power Program.
- The motor for our hydro electric unit was taken in for repairs. It is under full warranty.
- The Car Wash opened for business!
- The Laundromat opened for business!
- Blackout shades and new curtains were installed in the Community House. Thanks to Rita Snick for coordinating this project.
- Sealed roof bids on the Town Hall roof were received on 11/30/16 from Acevedo Roofing and from The Roofing Company.
- Draft copies of the modular leases were sent to GCWIN and GLAHS.
- A draft copy of the Chamber of Commerce Agreement(s) was sent to the Chamber for review.
- The Town was asked to submit a name of a representative to the Commissioners for the Grand County Open Lands Advisory Board. Subsequently, Cindy Southway was submitted as Grand Lake’s proposed representative.
- On 11/29/16, I attended the Pre-NEPA Grand Lake Water Clarity meeting at the Jefferson County Building.
- On 11/30/16, I attended Key Leader orientation for Communities That Care.
2016 Review

December

- On 12/1/16, sealed roof bids were opened, witnessed by Bernie McGinn, Erin Ackerman, and myself.
- Staff evaluations were completed in December 2016.
- The Bames Auction previews were held on 12/8/16, and 12/9/16 with the actual auction on 12/10/16.
- Brad Clements, Colorado Parks and Wildlife, reported that funding for the boat inspections for mussels has been steadily declining the past several years. Currently there is no funding available in 2017.
- On 12/12/16, Mayor Peterson and I attended the Mayors/Managers/Commissioners' meeting in Kremmling, CO.
- Joe Biller's resignation became effective, December 31, 2016.

Respectfully submitted,

Jim White

Town Manager
January 9, 2017

To: Mayor Peterson and Town Trustees

From: Jim White, Town Manager

RE: Items from the Town Manager

1. **CDOT Review/West Portal Bridge**

   We are now planning the FIR/FOR meeting with CDOT, Benesch Engineering, and Town Staff on February 1, 2017.

2. **Communities That Care**

   Grand County Public health has been awarded a grant by the Colorado Department of Health and the Environment for implementation of Communities That Care (CTC). Communities That Care is an evidence based prevention planning system that uses existing coalitions and community partners to address health concerns affecting youth in a community. Assigned by the Mayors/Managers/Commissioners group to represent local governments throughout Grand County, I am invited to attend evening meetings now on January 24th and January 31st, 2017 from 4:30pm till 8:30pm.

3. **Sales Tax Revenue Bond Process**

   On January 5, 2017, I spoke with Alan Matlosz, Investment Banker, about the process for our bonds. He will initiate contact with Dee Wisor, Bond Attorney and be back in touch next week.

4. **Diamondback Engineering Proposal/Streetscape Project**

   John Enochs, Diamondback Engineering has sent in a proposal for discussion with the Town Board of Trustees at the Work Session. He will be present to answer any questions (SEE ATTACHMENT).
ANNOUNCEMENTS

- Bernie McGinn is planning to travel to Ecuador to participate in a pilgrimage from January 22-February 6, 2017. Randy Lewis would be in charge of Public Works while Bernie is out of the country.

- Staff evaluations are completed. Each Department Director is responsible for the evaluations of their subordinates. Staff members are required to provide a self evaluation as well.

- Beginning January 18, 2017, the Planning and Zoning meetings will begin at 6:30pm rather than 7:30pm.

- Mayor Peterson and I were scheduled to attend the Western Mayors/Managers meeting in Montrose on January 17-19 in Montrose, CO. I am unable to attend due to having the Planning and Zoning meeting on January 18, 2017. I am providing staff coverage for planning issues until we find a replacement for the Town Planner position. I am also looking into temporary planning coverage options as well.

- Interviews for the Grand Lake Center Lead Coordinator position took place on Wednesday, January 4, 2017 and two more will be conducted on January 10, 2017.

- Interviews for the new Public Works position were held on Friday, January 6, 2017.

- We were unable to secure a quorum for the Zoning Board of Adjustment for the January 5, 2017 meeting. The last meeting previously was held in 2013. I will be checking with the members to reschedule as soon as possible.

- The ice rink has been set up at the Grand Lake Center. We have had a number of complaints about the new location, with the most common refrain being that it is too far from Town itself.

**Quotable Quote(s):**

“As I look back on my life, I realize that every time I thought I was being rejected from something good, I was actually being re-directed to something better!”

---Anonymous---
December 22, 2016

Town of Grand Lake
Attn: Jim White – Town Manager
1026 Park Avenue
Grand Lake, CO 80447

Re: Scope of Services for Final Design Services for Streetscape Master Plan Improvements

Dear Mr. White:

Diamondback Engineering and Surveying, Inc. (DES) is enthusiastic about partnering with the Town of Grand Lake to provide the surveying and engineering services that will ensure the Town’s ability to implement the Streetscape Master Plan improvements.

As you know, DES completed the 50% design drawings for the Streetscape Master Plan Project in October 2016. The purpose of this proposal is to provide the Town of Grand Lake with the Phasing Plan and associated costs for the completion of design for the Streetscape Master Plan Project. DES understand that the Town of Grand Lake will likely not have all the funds available to complete the project at one time, so DES has identified three different phases in which the Town may implement the improvements. If funding requires, DES can further divide the phases into sub-phases, to ensure that the Town only spends the funds that are available and allocated for this project.

Scope of Services:

The Town of Grand Lake is proactive in its approach to revitalize business and residential districts, and maintaining Grand Lake’s rustic and authentic character is paramount. In addition, one of the key focuses of the Streetscape Master Plan is to make Grand Lake a more pedestrian and bicycle friendly town by connecting the west end and east end of Grand Avenue. DES has completed the 50% design drawings, and it is DES’s understanding that the Town of Grand Lake wants to complete the drawings and specifications such that the improvement project can be bid and constructed. DES has identified the phasing plan, and below, we have described our approach to these steps in further detail.

Phase 1: Historic Grand Avenue from Vine Street to Hancock Street

- Storm sewer in Garfield from Lake to Park (approx. 835 linear feet of 18”, 36” and 42” culverts)
- Storm sewer along Grand between Vine and Hancock (approx. 650 linear feet of 18”, 24” and 30” culverts)
- Storm sewer from Grand to Park on Ellsworth and Pitkin (approx. 825 linear feet of 18” and 24” culverts)
- Mill and overlay Grand Avenue between Vine and Hancock (4 blocks)
- Mill and overlay Vine, Ellsworth, Pitkin and Hancock from Grand Avenue to alley
- Mill and overlay Garfield from Grand Avenue to Park Avenue
- Boardwalk (both sides of road except along the Town Park) from Vine to Hancock
- Striped parking along Grand, Ellsworth, Garfield and Pitkin
- Bulbouts with curb and gutter at Pitkin, Garfield and Vine
- Painted bulbouts at Hancock at Ellsworth
- Landscaping at three bulbouts including benches, planters, irrigation
- Planter boxes in middle of Grand Avenue for traffic calming
- New Signage
- New Lighting

Phase 2: Park Avenue from Vine Street to Hancock Street

- Storm sewer along Park from Vine to Hancock (approx. 1,189 lineal feet of 18" and 24" culverts)
- Water line along Park from Vine to east of Ellsworth (approx. 460' lineal feet)
- Force main along Park from Vine to Ellsworth (approx. 467 lineal feet)
- Asphalt multiuse path on Vine from Grand to Park
- Asphalt multiuse path on Park from Vine to Hancock
- New pavement along Vine from alley to Park
- New pavement along Park from Vine to Hancock
- New pavement along Hancock from Park to alley and Grand to Lake
- New pavement in Alley from Pitkin to Hancock
- Parking lot along Park from Pitkin to Hancock
- Striped parking along Vine, Park Ave and Hancock
- Striped parking in new parking lot between Pitkin and Hancock
- Landscaping along multiuse path
- Planters in streets for traffic calming
- New lighting along multiuse path
- New signage

Phase 3: West Portal Road from Highway 34 to Grand Avenue to Vine Street

- Drainage improvements and Grand Avenue and Broadway
- Drainage improvements at West Portal and Grand Avenue
- Drainage improvements at Harmon and Grand Avenue
- Bridge improvements at Visitors Center and south of Lake Avenue
- Multiuse path from Lake Avenue and Hwy 34 to Vine and Grand Avenue
- New asphalt from Highway 34 and West Portal to Grand and Broadway
- Sidewalks along West Portal from Harmon/Center to Grand Avenue
- Sidewalks along Grand Avenue from West Portal to Broadway
- Striped parking along Grand Avenue
- Landscaping along multiuse path
- New lighting along multiuse path
- New signage

DES proposes to prepare the final design documents for all three phases at one time. This will be the most economical means of preparing the documents and will ensure a cohesive set of design plans and specifications. However, the Town may decide to bid and construct the three phases at different times. Diamondback will prepare design documents, including specifications, civil plans and profiles, details, and general process drawings. This phase of the project will include electronic deliverables at 80% design and final design. Design documents will include the following:
• 80% Plans and Specifications
• Final Plans and Specifications

Upon final design, DES will provide the City with two sets of specifications, two sets of half-size drawings (11x17) and two sets of full size drawing (22x34).

DES has worked with local contractors to develop conceptual Opinions of Probable Construction Costs for the proposed infrastructure. To ensure that the Town is informed of all potential costs, the OPCCs contain estimates for contractor's overhead and profit, final design and surveying, permitting, bidding phase services, construction administration and materials testing, construction phase services, as well as total construction costs. DES will refine OPCCs for each phase of the project, and will review each of the refined OPCCs with the Town.

This proposal includes the final design for the Work as outlined above. This fee does not include any future changes in the scope of work. Work outside the scope of this agreement will be completed either on a lump sum or time and materials basis and will not be started without formal authorization from the Town of Grand Lake. Payment for additional services shall be based on the time required to perform the services at the current billable rates for the employees engaged directly on the project, plus charges for expenses and equipment. A schedule of these fees has been provided to the Town of Grand Lake with this proposal as Attachment A. DES will commence services promptly after receipt of the Town of Grand Lake’s authorization. If there are delays in the Project that are beyond DES’s control, the Town agrees to grant additional time to complete the services.

DES proposes to provide the aforementioned services for ENGINEERING SERVICES for a lump sum fee of $194,000.00.

DES will initiate services upon the Town signing the acceptance on this Proposal and returning one copy to our attention. The other copy is to be retained for your records.

Thank you for the opportunity to present this proposal. We look forward to working with you. Please call me at 303-985-4204 with any questions.

Sincerely,

[Signature]

John Enochs, P.E.
President, Diamondback Engineering & Surveying

ACCEPTED BY:

Jim White, Town Manager
Town of Grand Lake, Colorado
To: Grand County Commissioners

From: Jim White, Town Manager

Date: January 5, 2017

Re: Open Lands Advisory Board

At its last meeting of the year on December 12, 2016, the Grand Lake Board of Trustees nominated Cindy Southway by motion and unanimous approval to be the Town’s nominee to the Grand County Open Land Advisory Board, for your consideration.

Cindy also had support from other representatives in town as well. She has a vast amount of relevant experience and would serve well in this capacity.

Please accept her as the only representative put forth by the Mayor and Board of Trustees for the Town of Grand Lake.

Cc:
Lee Staab, Grand County Manager
Ed Moyer, Assistant County manager
Kelley Oxley, Administrative Assistant