CALL TO ORDER

ROLL CALL

CONFLICTS OF INTEREST

DELEGATIONS
1.) Sheena Darland, Grand County Housing Authority – Housing Needs Assessment.

DISCUSSION
* 1.) Items from Town Manager. (Page A2)
* 2.) Code Administrator Update. (Page A23)
* 3.) Meeting Updates.

BOARD ACTION ITEMS FOR EVENING MEETING
# 1.) Consideration to appoint Shawn Bruegger and Nicole Solgot to fill the two Board of Trustees vacancies. (Page E24)
# 2.) Consideration to participate in the Grand County Housing Needs Assessment. (Page E28)
# 3.) Consideration of Resolution XX-2017, a resolution adopting an Exposure Control Plan Policy for the Town of Grand Lake. (Page E29)
# 4.) Consideration to waive Town Facility Use Fees for June 9th Color Me Creative Event. (Page E36)
# 5.) Consideration of Ordinance XX-2017, an emergency ordinance amending the Grand Lake Model Traffic Code as enacted by Ordinance 01-2013 and Ordinance 17-2016 an ordinance relating to the operation of off-highway vehicles in the Town of Grand Lake, Colorado. (Page E38)

FOR YOUR INFORMATION
* 1.) Thank You from Judy Burke. (Page A25)

*items attached to workshop agenda  #items attached to evening agenda
Date: May 8, 2017

To: Mayor Peterson and Town Trustees

From: Jim White, Town Manager

RE: Items from the Town Manager

1. **Streetscape Project/ Update**
   We held a pre-construction meeting at Big Valley in Granby on Thursday, May 4, 2017. Bernie, McGinn, Public Works Director; Dave Johnson, Water Superintendent; Nate Shull, Town Planner and I joined John Enochs, Diamondback Engineering and Troy Neiberger and Dan Freed from Big Valley Construction. Todd Hammerland, ATH Specialties, subcontractor on the project also attended. We discussed the preliminary schedule, contract amendments, permits required, staging, parking, traffic control, and general planning for the commencement for Phase 1 of our Streetscape Project.

   **Our bond closing date is Tuesday, May 9, 2017.**
   **We will host a Public Open House on Wednesday, May 10, 2017.**

2. **Annual Spring Strategic Planning Meeting**
   For our Annual Strategic Planning Meeting, I have scheduled Wednesday, May 24, 2017 from 8:30 am till approximately 3:30pm and Thursday, May 25, 2017 from 8:30am till we finish, anticipating completion no later than 3:30pm.

3. **East Inlet: Boat Ramps and Docks**
   Several staff trips with Grand Environmental this past week solidified planning for the installation of the preliminary construction needed prior to the arrival of our Shore Station docks. Initial construction began on Thursday, May 4, 2017 and will continue until complete. The Shore Station docks should arrive next week, and no later than the following week.

4. **Off Highway Vehicles**
   Town staff has provided results of its research of other local municipal Ordinances and we have this topic on the Work Session agenda today for further discussion. As directed, we do have a Draft Ordinance prepared for the Town Board’s review and consideration. In this version some of the elements which citizens felt we omitted are highlighted. Following discussion at the Work Session, we plan to have this item on the evening agenda for further consideration and possibly for a Board decision.
5. **Invasive Zebra and Quagga Mussel Management Plan**

Ramps are expected to open for inspection on May 19, 2017.

The Bureau of Reclamation and Northern Water are working on the fabrication of the bollards and cable that we will use for potential soft closures at the inspection site on Grand Lake. This was a requirement that came along with the funding from all the contributing financial parties.

6. **Water Tank Schedule and Loan Application**

In your packet as an attachment, I have included a schedule for work on our Water Tank following consultation with the Colorado Water Quality Control Division. Dave Johnson, Water Superintendent and John Enochs and I participated in a conference call with the Division reps last week (SEE ATTACHMENT).

7. **Disney Way Publication Piece**

During the last month, I collaborated with Bill Capodagli, author of “The Disney Way” to write an article with testimonials from local business owners, two of our elected officials, as well as former attendees of the training series. We will now be looking for publication options in anticipation of the next training series to be held in October of this year at the Grand Lake Center. For example, we have sent the article to CML for consideration of publication in its Colorado Municipalities magazine. Bill’s wife Lynn is exploring other publication options and we will continue to share our sources with each other (SEE ATTACHMENT).

8. **West Portal Bridge/Supplemental Funding**

We are now working with CDOT to revise the IGA based on the new infusion of funds ($464,056) on April 19, 2017 which will enable the project to proceed.

9. **DOLA Grant Funding Request**

On Thursday, May 4, 2017, I received notification that the Town of Grand Lake has been awarded a $500,000 DOLA grant to use toward utility aspects of our Streetscape Project in Phase 1 (SEE ATTACHMENT).
ANNOUNCEMENTS

• Simply Efficient was awarded the job by the Grand Lake Rotary to install solar lights on two Town Signs, one on Highway 34 and one at Triangle Park. Guy Larson, from Simply Efficient appears to have completed the work at both locations. I will meet with Geoff Elliott, Rotary grants’ designee, to verify substantial completion.

• I will be away May 14-May 19, 2017 on vacation. I will return to work on May 20, 2017 to participate in Clean Up Day and will return to the office on May 22, 2017.

• The Town’s Annual Clean Up Day will be held on Saturday, May 20, 2017. On that same day, we will celebrate Arbor Day and the Flowering of Grand Lake. Bernie McGinn, Public Works Director, has secured the Grand Lake Lodge to provide food for our volunteers, following Clean Up. He is also working with Paul Harrington in an effort to secure a tree to plant to help celebrate Arbor Day.

• Each of the past two weeks, Town Hall staff met with me to review duties and workloads. Next we will be reviewing job descriptions and considering some modifications to better and more equitably share responsibilities and to use the strengths of individual employees more directly in line with their positions.

• Town Hall roof repairs are in progress.

• The Three Lakes Board will meet today to discuss our request for a joint meeting.

• The Town will have two Personal Flotation Device (Life Preserver) Stations again this year, one at the beach and the other at the East Inlet. I have made Dee Mullinex aware of the construction project at the East Inlet in order to set the station in a place, perhaps first in a temporary location.

• We are continuing to work with Lunsford Signs on the James Cairns Public Access signage.

• Save the Date memo. June 9th afternoon and evening, we will have a visit from the Colorado Creative Industry/Boettcher Foundation Board. Some will be here from Thursday to Saturday (SEE ATTACHMENT).

• 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):

"THE SECRET OF CHANGE IS TO FOCUS ALL OF YOUR ENERGY, NOT ON FIGHTING THE OLD, BUT FOCUS INSTEAD ON BUILDING THE NEW." —Socrates
SECTION 00300
CONTRACT BID FORM

00300 Contract Bid Form

1.01 BID FORM

The bid form bound with this Project Manual must be used in submitting a bid. Substitute forms are not acceptable. (See Instructions to Bidders for requirements concerning proper completion and submittal of the Bid Form.)
SECTION 00300
CONTRACT BID FORM

Town of Grand Lake Streetscape Project Phase I

Grand Lake, CO 80447

Re: Streetscape Project Phase I

Gentlemen:

The undersigned hereby states he has carefully examined the project manual, drawings, and other contract documents; has fully investigated the location, character, and extent of the work to be done as described under the invitation to Bid for the referenced project. The undersigned hereby further states he is familiar with the type of work involved.

The bidder agrees to hold this bid open for sixty days from the bid opening date and to accept the provisions of the Instructions to Bidders regarding disposition of bid security. The bidder will enter into and execute a contract within 10 working days from the date of Notice of Award, if awarded on the basis of this bid and will furnish acceptable performance bond, certificates of insurance, construction schedules, and other necessary contract documents.

The undersigned declares that he has exercised his own judgment regarding the interpretation has, in arriving at his conclusions, utilized data from the Engineer, Owner, and his own sources, which he believes pertinent to arriving at the amounts for the work to be completed under these contract documents.

The undersigned is aware that the contract completion time is of the essence to the Owner and that the Owner demands the work be substantially completed within 210 calendar days and ready for final payment 245 after Notice to Proceed is issued as set forth in the agreement and that liquidated damages shall be paid to the Owner at the rate of $200.00 per day for each calendar day of delay thereafter that the work remains substantially uncompleted.

Bidder acknowledges receipt of the following Addenda:

No. One Dated April 7th, 2017
No. Two Dated April 17th, 2017
No. Dated 2017
No. Dated 2017

Town of Grand Lake, Colorado
April 2017

2017 Streetscape Project
00300 Contract Bid Form
Phase 1
**BID SCHEDULE**

The undersigned (in compliance with the Invitation to Bid) hereby proposes to do all work called for in said Project Manual and as shown on said drawings and detail drawings, and to furnish all labor, materials, tools, construction equipment, operation equipment, and all appurtenances necessary for completion of said work at the unit prices shown on the following Bid Schedule. It is understood the description of work and the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work which is more particularly described in Section 001150, Measurement and Payment. The actual final quantities will be field measured and agreed to for final payment. The Town of Grand Lake will pre-purchase all boardwalk materials. Materials will be stored at the Town Maintenance Yard.

**Grand Lake Streetscape Project**

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Total Price Written: Two Million Two Hundred Ninety-Two Thousand Two Dollars

In submitting this bid, it is understood that the right to reject any and all bids has been reserved by the Owner.

Dated this _4_th Day of _May_ 2017.

Name of Bidder: Big Valley Construction

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Address:
P.O. Box 1879, Granby, CO 80446

Telephone:
Authorized Agent: Rob Nalberger
Title: Managing Member

END OF SECTION
Dear Friends,

I hope you can SAVE THE DATE for June 9th for an afternoon and early evening event in Grand Lake. As some of you may know Grand Lake is in the process of applying for the Boettcher Grant which would greatly benefit our town.

The Colorado Creative Industry/Boettcher Foundation Board which funds this grant will be having their Board meeting in Grand Lake on the morning of June 9. We are expecting at least 20 board members and staff plus possibly some family members to be in Grand Lake from Thursday night to Saturday.

We had been planning the June 9 event even before we heard the board was coming so the fact that they chose to come after hearing of our June 9 events (50th anniversary of the Rocky Mountain Rep Theater/Color Me Creative afternoon) is exciting. Not only is it a chance to showcase for the Board but also for the Grand Lake community as well to show them how extensive our artistic assets are.

Our plan is to paint the town creative on June 9. We want to have all of our artists involved in displaying their art all day and in performing. We plan to have venues throughout town in shops, studios, the Grand Lake Center and the Community Center. We are hoping to get as many musicians and groups across town as well so that wherever people walk that day they will see art and hear music. It is a chance for the artists and the non artists as well to celebrate our story.

We have been reaching out to everyone we can to participate in this event and in telling our story. The Story will be part of our grant proposal this summer and to future granting agencies. I hope you will SAVE THE DATE and if you are an artist who resides in Grand Lake or can suggest other artists from Grand Lake to participate June 9 please let me know. There is a large definition of the word ARTIST so think outside of the box when recommending others.

SAVE THE DATE and please be a part of the paint the town creative event to show the Boettcher Foundation that we have a community who cares about Grand Lake! We already know we have that....now let’s show the Board that!

JUNE 9 SAVE THE DATE!!!! More info to follow! Please forward this to those who might be interested!
Randi,

Thank you too! It really gave everyone a better understanding of the process. We met yesterday and decided to pursue SRF funding. We also spoke the tank manufacturer about their schedule. The tentative schedule is shown below:

May 5, 2017 Determine depth of EA.
May 19, 2017 Submit Project Needs Assessment
May 15, 2017 Submit Eligibility Survey with 2018 Intended Use Plan
June 15, 2017 Advertise for Public Meeting - After NA and EA are submitted.
June 20, 2017 Advertise for Bids
July 14, 2017 Tank Bid Opening
July 18, 2017 Tank Notice of Award
August 1, 2017 Begin earthwork and piping construction
October 15, 2017 Complete site work
May 1, 2018 Begin Tank Construction
September 30, 2018 Complete Tank Construction
October 1, 2018 Tank on-line

This allows adequate time for all the project components to be completed and factors in weather delays etc.

Let me know if you have any questions.

Thanks again for all your help!

John

John Enochs
Diamondback Engineering & Surveying, Inc.
12640 West Cedar Drive Suite C
Lakewood, CO 80228
303 985 4204 Office
303 985 4214 Fax
303 909 6762 Mobile

From: Johnson-Hufford - CDPHE, Randi [mailto:randi.johnson-hufford@state.co.us]
Sent: Thursday, April 27, 2017 11:39 AM
To: John Enochs <johne@diamondbackeng.com>
Subject: Re: Town of Grand Lake SRF Prequal Application

John,

Thank you for the good conversation on Tuesday for the Grand Lake project. If you have any further questions please feel free to reach out, and I'll wait to hear back on whether the community is interested in pursuing an SRF loan!

Thank you,
Hi Jim,

I hope you had a great weekend!

Attached is pdf of the article to send to your publication contacts. We opted to take out the final “thank you” to Bill because in our experience with journalists, they want “facts” only. I have also included Bill’s bio brief.

Also, please send me the names of the intended recipients of the article, and I will do the same for you. Actually, I will explore a few options and send them to you later today.

We are keeping our fingers crossed that this can be published no later than September; we need to send the article this week because often, there is a long lead time for print. It’s May Day...wow!

Thanks for all of your great collaborative efforts on this piece.

Best,

Lynn

---

On Apr 14, 2017, at 11:54 AM, Jim White <glmanager@townofgrandlake.com> wrote:

Bill and Lynn:

FYI...from Jackie and Mike...

Jim White
Town Manager
P.O. Box 99
Grand Lake, Co 80447
glmanager@townofgrandlake.com
970-627-3435 (w)
970-531-8900 (cell)
The Disney Way Sparks a Customer-Centric Cultural Movement in Grand Lake, Colorado

By Jim White, Town Manager Grand Lake, Colorado & Bill Capodagli, Author, Consultant, Keynote Speaker

Jim and Bill first met one evening at dinner after a workshop based upon The Disney Way – A Fortune magazine “Best Business Book”, cited as “so useful, you may whistle while you work.” Jim had just returned from purchasing the abandoned Grand Lake Elementary School from the school district and was in a quandary as to what to do with the building.

Planting the Seeds of a Movement
Bill recounts the events of the birth of The Grand Lake Center in the 3rd edition of *The Disney Way*:

"Henry David Thoreau said, 'I know of no more encouraging fact than the unquestionable ability of man to elevate his life by conscious endeavor.' Thoreau's words need not only apply to a single individual. In fact, one entire community—Grand Lake, Colorado—has proven that they, as a team, have an 'unquestionable ability' to 'elevate' the lives of so many through a team-based 'conscious endeavor.'" Most significantly, the results are far beyond what any of the members could have done on their own.

At the western edge of Rocky Mountain National Park, Grand Lake is a dream-like place that has been dubbed the "Soul of the Rockies" and the "Snowmobile Capital of Colorado," equally captivating in its summer splendor, or in its seasonal changes. The sheer beauty, tranquility, and therapeutic aura of the entire region would seem to dwarf the worries of everyone fortunate enough to call it home. But when its citizens were unable to save their beloved community school, the ensuing void and pain that resulted were anything but small.

For the Town of Grand Lake, the school had always been a central gathering place, not only for parents and children but for the entire community as well. The flurry of activity that defined the school had produced a unified spirit of belonging. Unfortunately though, with declining enrollment, the school district's 2011 decision to relocate the children left the building without a purpose. In the spring of 2015, Bill traveled to Grand Lake and presented *The Disney Way* principles to the community. The keynote and workshop event enticed 160 people to come to their local repertory theater to learn what it takes to embrace a brand new culture. Ed Moyer, Assistant County Manager and Director of Community Development stated, "*The Disney Way* keynote was where we learned how to become customer centric, and the storyboarding workshop started the groundswell and the grassroots efforts going."

What was about to happen was totally unexpected. After *The Disney Way* events, Bill met with the team of community leaders (including Jim White and DiAnn Butler, Grand County's Economic Development Coordinator) to strategize how they could repurpose the old school building. Over dinner, Bill asked the team, "Wouldn't it be exciting to have a center right here in Colorado where people from all over the country could come
to learn *The Disney Way* principles and create their own customer-centric cultures?”

Then, a week later, DiAnn called Bill and asked him, “Are you serious about helping us create this ‘center’? It could have a huge economic impact [for the community]...” Bill answered, “Absolutely.”

Soon the reinvented school building became the Grand Lake Center where *The Disney Way* Workshop is now being offered. The three-day signature event called “Dream” was launched in the fall of 2015, and annual sessions are being planned for years to come. DiAnn Butler proclaimed, “I am excited for Grand County because this means one of the experts on the success formula of Walt Disney, a consultant to world leaders in industry and entertainment, will be in our county. Here, he will help hopefully thousands of people provide some of the most magical and amazing guest experiences in the world.”

The Grand Lake Center has become the symbol of the revitalization of an entire region. However, Grand Lake Town Manager, Jim White, cautions, “To provide the best experience to guests in Grand Lake and throughout the county, we need to promote being customer-centric in-house, in our own towns and county first and foremost. We can’t have people coming here to learn *The Disney Way*, then go down the street and have a bad experience.”

*The Movement Gains Momentum: Early Results*

Too many customer service training programs focus on helping frontline workers be “nicer” — more “smiles”, “pleases” and “thank-yous.” This approach sends the message to frontline workers that they are the problem — if only you were nicer, our service would improve. *The Disney Way* Workshop focuses on creating a culture that permeates the organization and is based upon principles and values that drive results.

Several of the initial workshop participants have become true ambassadors of *The Disney Way*, and they commented on the relevance of small town businesses developing a customer-centric culture:

Jean-Claude Cavalera, French chef and owner of the Stillwater Grill, learned that a vision or story should set the stage for the mood organizations are trying to create for their guests or customers. After the workshop, he returned to his
restaurant and encouraged his staff to “go to every table” and “tell our story”.

Tracy Woolverton, General Manager of the Western Riviera (a hotel and event business), was enlightened by techniques she and others on her team learned. She commented that her workshop experience led her to adopt “a more upbeat, fun attitude and enabled all staff members to be a part of the changing dynamics, offering different perspectives on changes that could be made to improve customer service.”

Lisa Jenkins, General Manager of the Gateway Inn, is another role model for *The Disney Way* values, as the following story reveals: After one of the workshops, Bill was having coffee in the lobby of the Gateway Inn. He noticed that the front desk clerk was barefooted. Looking a little embarrassed, she explained her shoeless situation. Her family had checked out earlier that morning; they had packed the car and were going for an early morning drive. Her husband had planned to meet his wife at a local restaurant in about one hour. To his wife’s dismay, she realized that her shoes had been packed and she couldn’t reach her family because of poor cell phone reception. When she explained her situation to the front desk clerk, the clerk took off her shoes and gave them to her guest so she could meet her family for breakfast. She said to Bill, “I remembered something you said in the workshop, ‘Treat your customer like a guest in your own home!’ and I did.” Lisa said, “This is just one of many examples of truly embracing a customer-centric culture.”

Jackie Tompkins of Western Riviera proudly remarked, “You can check out the impact the training has had on our staff by seeing what our guests say about our customer service on Trip Advisor (increased from 4 to 4.5 stars) and Booking.com (increased from 8.2 to 8.6 rating). We have made changes that are significantly improving the way we work together on a day-to-day basis among ourselves, our guests and our community.”
Mayor Jim Peterson added, "We have a fortuitous location, yet our guest experience must be optimal. We take pride in the fact that we can be the home of The Disney Way. We proudly display that on our town marquee."

**Reasons to Begin a Movement**

The impact that service can have on an organization is overwhelming. Walt Disney World had an attendance of over 54 MILLION in 2015. That figure is amazing in itself, but over 70% of their guests are repeat visitors. Unfortunately, most companies believe that they provide superior service. Recently, the consulting firm of Bain & Company studied 362 organizations and asked interviewees if they felt they provided superior customer service. 80% responded "yes"—they truly believed they provided superior service. Bain had also "secretly" interviewed over 3000 of these organizations’ customers and asked the same question; only 8% reported that their service was superior! I assume that most of those 362 companies did not have a guest return rate of over 70%. 
Leading the Movement

The goal of The Disney Way Workshop is to help organizations "experience" the principles needed to adopt a customer-centric culture.

Disney Way Experience

Dream/Vision

Values

Disney Way
Customer-Centric
Culture

Show
- Story
- Setting
- Roles
- Backstage

Casting
- Hiring
- Orientation
- Feedback
- Development Plans

Reviews
- Moments of Truth
- What to Measure
- How to Measure
For the past several years, teams from all over Colorado have identified elements of their stories, their customer centric values and their codes of conduct in The Disney Way Workshop. Participants also identified barriers that would impede their implementation efforts, and began to recommend solutions for removing them. Two of the most powerful tools that participants experience are Storyboarding and the Myers-Briggs Type Indicator (MBTI). Storyboarding is a visual technique used to assist a team to generate scores of ideas in a short period of time. The MBTI is an introspective self-report personality questionnaire that can be helpful in both leadership and team development.

Traci Woolverton, General Manager of Western Riviera stated, “Storyboarding helps open up others to share their ideas, making all voices equally important in the process. Its collective gathering methodology is fast paced and freewheeling, yet in the end the viewpoint of the entire team is consolidated in a way that represents common goals.”

Scott Trainor, Town Manager of Fountain, Colorado commented about the Myers-Briggs experience: “Understanding how different personalities interpret information, learn new information, and interact with others all contribute to a better understanding of how teams can function more deliberately and successfully.”

Throughout the workshop experience, participants are clustered in teams and they experience the importance of producing their own “show.” They learn how to hire, orientate, and provide regular feedback to their employees. Lastly, participants learn meaningful ways of measuring great service.
Reflections of a Movement

In *Leadership Lessons from a Dancing Guy*, Derek Sivers states that a movement begins with the leader having the guts to stand-alone and look ridiculous. Many times during Walt Disney's career, he stood alone and appeared to look ridiculous: Snow White was referred to as Disney’s Folly; in 1938, who would sit through a 90-minute cartoon? In 1955, no one gave Walt a chance to make his amusement park, Disneyland, a success! Sivers explains that a leader needs a “first follower” to create a movement: “If the leader is the flint, the first follower is the spark to make the fire.”

The real work begins when the participants return to their organizations after *The Disney Way* Workshop. They need to excite the “first followers” in the idea of creating a new customer-centric culture. Only then can a movement begin.

Mike Tompkins, owner of Western Riviera Lakeside Lodging and Events, noted that *The Disney Way* has created a positive, tourist-oriented atmosphere throughout the town, including the local government. He said, “The entire town is embracing the customer-centric culture, and I hope visitors will discover that Grand Lake is as friendly and happy as Walt Disney World.”

For over 60 years, The Walt Disney Company has sustained a legendary customer-centric movement at Walt Disney World with 54 Million Guests and over 70,000 Cast
Members. But is it possible for any other organization, town or county to create this type of exemplary long-lasting culture? The answer is “yes.” Begin your movement by asking “What if?” and “Why not us?” Walt once said, “It’s fun to do the impossible.”
In the past decade, Bill Capodagli has become the most sought after keynote speaker on the cultures of Disney and Pixar.

With over three decades of management consulting and corporate research expertise, Bill Capodagli co-authored *The Disney Way: Harnessing the Management Secrets of Disney in Your Company*. Fortune magazine cited *The Disney Way* as a “Best Business Book” and “so useful, you may whistle while you work.” Entrepreneur magazine cited the book as “One of the FIVE books to Read Before Starting Your Business.”

In 2016, McGraw-Hill released the 3rd edition of *The Disney Way* that includes exciting customer-focused organizations such as Rainbow Babies – Children’s Hospital, TYRA Beauty, Science Center of Iowa, and Acts Retirement-Life Communities.

In 2010, Bill coauthored the definitive account of Pixar’s creative culture – *Innovate the Pixar Way: Business Lessons from the World’s Most Creative Corporate Playground*. Bill also coauthored the enormously popular *The Disney Way Fieldbook: How to Implement Walt Disney's Vision of "Dream, Believe, Dare, Do" in Your Company*.

Prior to co-founding Capodagli Jackson Consulting in 1993, Bill held managerial positions at the consulting firms of AT Kearney, and Ernst & Whinney (now Ernst and Young). Bill was a director on the Extended Services faculty of the University of Southern Indiana from 1991-1993 and presented *The Disney Way* principles to a vast client base. Bill holds degrees in economics and mathematics from Illinois State University.

For nearly forty years, Bill’s expertise in leadership, innovation and customer service has been the catalyst for transforming the cultures of numerous organizations.
May 4, 2017

The Honorable James Peterson, Mayor
Town of Grand Lake
P.O. Box 99
Grand Lake, CO, 80447

RE: EIAF 08416 Grand Lake Infrastructure and Street Improvements

Dear Mayor Peterson:

The Department of Local Affairs is in receipt of your application for state Energy and Mineral Impact Assistance funds. These revenues are derived from oil, gas, carbon dioxide, coal and metals extracted in Colorado.

Your project was reviewed based on a variety of factors such as its connection to energy impact, degree of need, measurable outcomes, amount of request, relationship to community goals, level of local match and community support, management capacity and readiness to go. Competition for these limited funds was intense, and we had many more requests than we had funds available.

Congratulations! After thorough review, I am excited to offer a grant award in the amount of $500,000. This grant offer is made from federal mineral lease proceeds.

Please contact your DOLA Regional Manager, Greg Winkler, at (970) 668-6160 for information on how to proceed. Expenditure of State funds prior to the contract being fully executed cannot be included in the contract budget or reimbursed by the State. If a circumstance arises and a grantee must spend their match dollar sooner than the full execution of the grant agreement, the Regional Manager for the respective grantee must be contacted immediately to discuss the need and offer an appropriate solution. Per our program guidelines this offer is valid for one year from the date of this letter.

I wish you success with your project.

Sincerely,

Irv Halter
Executive Director

cc:
Randy Baumgardner, State Senator
KC Becker, State Representative
Jim White, Town Manager
Greg Winkler, DOLA
To: Board of Trustees
From: Erin O'Rourke - Code Administrator
Date: May 8, 2017
Re: Code Admin Update

Complaints

- The HOA at Yacht Club Estates has denied a homeowner’s request to renew his Nightly Rental License. The homeowner is currently advertising his home as a nightly rental without a valid license which is not allowed per the Municipal Code. Code Admin consulted with Town Attorney Krob and drafted a cease and desist letter that the homeowner has until May 8th to comply with. If the homeowner chooses not to comply the Town would issue a citation and fine.

Sign Applications

- Sign Code Update – After review by Town Attorney Krob it was determined that the Sign Code update needed a few more tweaks. Once the edits have been completed Code Admin will forward to the Trustees for review then submit for final approval at the next Board meeting.

Nightly Rental Licenses

- New Nightly Rental applications continue to be submitted by individuals who have purchased homes over the winter or have recently decided to rent out their homes. We are now at 80 NRLs plus 1 pending application for 2017.

Special Event Permits

- One new event has come to Staffs attention. The Color Me Creative Event to be held on June 9th throughout the Town of Grand Lake will serve as a showcase for Grand Lake artists and other creatives.

Grand Lake Center

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<td>Classes (Fitness, art, etc.)</td>
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<tr>
<td>Pickle Ball</td>
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- The Disney Way customer service training seminar will again be hosted at the Grand Lake Center. There will be one training session offered this year – October 23 – 25.

**GL Enhancement Grant**

The Town received four Enhancement Grant applications by the April 17, 2017 spring deadline. Code Admin will be meeting with the Grand Lake Design Committee to review the applications on May 9\(^{th}\). Grant awards will be made no later than May 17\(^{th}\). It looks like there will be budgeted money left over to open the grant up for fall applications this year as well. The deadline for those applications will be August 14, 2017. The grant application can be found on the Town’s website.
Mayor & Town Board

Thanks!

Just a note of "thanks" for the Grand Foundation Gala tickets. Had a "bravo" time and was glad to represent Grand Lake as there were very few there from one end of the county.

Judy Huske
Request for Proposal (RFP)

Housing Needs Assessment

Grand County Colorado

Introduction:

Grand County, in conjunction with the Towns of Kremmling, Granby, and Grand Lake are seeking a qualified consulting firm to submit a full proposal for the preparation of a completed Housing Needs Assessment. The purpose of this assessment is to analyze present and future, affordable, accessible, retirement, second, and resort homes.

Grand County has not invested in a Housing Needs Assessment study since December 2007, which may be found on the Grand County Website. (www.co.grand.co.us). In an effort to advise government entities, form goals, and implement Housing into a long term strategic plan for the county and applicable towns, the County and the surrounding towns feel it necessary to have a Housing Needs Assessment completed in an effort to promote economic growth and stability. This is required in both the segregated towns and throughout the county. Countywide stakeholders attending a housing workshop determined that a new Housing Needs Assessment would be needed to move forward.

Background and Goals:

Grand County is a diverse mountain county that spans over 1,870 square miles. Grand County was named after the Grand River which was the old name for the upper Colorado River and Grand Lake. U.S. Highway 40 stretches the length of the county entering at the southeast side near the top of Berthoud Pass and exiting on the northwest side. U.S. Highway 40 passes through 5 of 6 incorporated towns in Grand County and 2 unincorporated towns. As you drive along U.S. Highway 40, starting from the southeast side and working your way through to the northwest side, you will notice the diversity of the county. Grand County was once a very rural agricultural area. As people began to discover the natural beauty of the county, it began to grow and become more tourism based. Grand County offers an abundance of year-round recreational activities for everyone, drawing people from throughout Colorado and across the nation. There are two ski areas, access to Rocky Mountain National Park by way of Grand Lake, the famous - 5 Lakes and/or Reservoirs, 5 rivers offering gold medal waters, hunting befitting a sportsman’s paradise, hiking and bicycling trails, including the Bikecentennial Route, easy access to Rabbit Ears Pass, a popular snowmobiling destination. Grand County’s secret is out; it has become a popular destination for year round fishing, biking, hiking, skiing, horseback riding, boating, snowmobiling, four
wheeling, and so many more recreational pleasures for the outgoing, outdoorsmen and women of the nation.

The East end of the county thrives off of winter tourism, with Winter Park Resort, the Town of Winter Park’s charm, and Mary Jane, a skier’s haven. The West end of the county remains more rural with large stretches of agricultural land. The Grand Lake area thrives during the summer months with 3 lakes, access to Rocky Mountain National park, and historic mountain charm.

Over the years, longtime residents have witnessed an influx of second homeowners, retirees, and seasonal workers changing the workforce and housing needs throughout the county; forcing a fast acceleration in price and a lack of market, not just in rentals, but also in for sale property. Nearly 40% of homeowners are paying over 30% of their AMI here in Grand County and many renters are also paying more than 30% of AMI. These factors clearly indicate the serious need for affordable housing in Grand County.

Consultants Role and Scope of Services:

Grand County desires the consultant to develop a Housing Needs Assessment that includes an estimate of the existing housing as well as future needs. The goal is to identify specifically where and how the housing market is not meeting the current and future needs of residents and workforce in terms of product, location, and pricing. The future need for housing should include long term projections for the next 20 years, preferably in 5-year increments. Information should be county wide with a focus on Granby, Grand Lake, and Kremmling, as well as unincorporated Grand County around and near towns or designated places (i.e. Tabernash). The Needs Assessment should include a description of the methodology used and rationale behind all assumptions used. It should also describe how the projection takes into account the many variables that affect long term, workforce, second home, retirement, and short term housing demand, supply, and affordability, including but not limited to:

- Population and demographic trends
- Wage and household income
- Jobs and employment forecasts
- Lending Practices and interest rates
- Seasonality of jobs
- Seasonality of tourists and retirees
- Local housing market trends
- Local housing stock (price, appreciation, affordability, age, condition)
- Impact of historic preservation requirements
- Impact of tourists, retirees, baby boomers, second home owners, vacation homes, and short term rentals
• Loss of current affordable/section 8 housing
• Loss of accessible employee units
• Loss of long term units due to short term rentals
• Distribution of jobs and housing throughout Grand County and issues of fair share of housing (over concentration of income level, equitable mix, etc.)
• Commuting Patterns

In addition, the consultant should be prepared to address these specific questions as part of the deliverables of this project:

1. What incentives would generate interest in building affordable and accessible units on private property and/or by private investors?
2. What regulatory policies should the cities/county consider adopting to require affordable and accessible units as part of a larger development or plan?
3. How should the steps outlined in the needs assessment be implemented?
4. Should they collaborate with existing agencies in a support role or should the county/town consider a program to administer goals?

The Needs Assessment should be specific enough so it can be utilized to develop public policies and also plan for and evaluate new housing projects. The Needs Assessment should provide an estimate time frame and potential costs for keeping this assessment updated to remain relevant over time. All assumptions, as well as the rationale for consultant’s methodology, must be fully explained within the Needs Assessment.

Any suggestions regarding alternatives or additions to this scope of services are welcome.

Grand County would like the consultant to consider the following past studies:

• Grand County Housing Needs Assessment December 2007, Rees Consulting Inc.
• Town of Fraser Housing Needs and Development Study May 2016
• Town of Winter Park Housing Needs Assessment September 2015

Required Deliverables:

The consultant will present a draft Needs Assessment at a meeting of the board of County Commissioners as well as a Town Council meeting for the applicable towns. Based upon feedback and direction, the consultant will modify the draft and complete the final Housing Needs Assessment.

The final product shall be an electronic product. The consultant will provide the County and the applicable towns with this electronic file in pdf and word form.
The Housing Needs Assessment should be suitable for distribution among the citizens and business community. The Consultant will present the final Housing Needs Assessment at a public meeting in front of the Board of County Commissioners.

Proposals:

The following information should be included in the proposal:

- Provide examples of your team’s prior experience in Housing Needs Assessments and the results of recommendations made.
- Provide PDF Samples of the examples for the Housing Needs Assessments and the success made from the Assessment.
- Provide a list of references for each of the experiences outlined above.
- Outline, in sufficient detail, the methods for identifying the Housing Needs and a proposed outline of the contents of the Housing Needs Assessment.
- Identify the project manager and all team member(s) responsible for completing tasks. Include their resumes, area of expertise, hourly rates and the Level of Effort for each member involved.
- Identify any tasks for which the county/towns will be responsible.
- Specify the time, resources, and costs required to complete the Needs Assessment.
- Include a total timeline and total cost for the entire project with each task clearly identified in the timeline.
- Describe quality control procedures, scheduling, and cost control methods to be utilized to ensure delivery of contracted services.
- Provide a financial statement that indicates the ability of the lead entity to complete this project. Please include any other projects that the team is working on.
- Provide a Detailed Proposed Project Plan for Grand County.
- Describe availability of the consultant team to participate in a presentation to the proposal review/selection team.

The consultant should be aware of the potential for new tasks to be added to the scope of services both before and after the process gets underway. Any tasks added by the county or towns will be negotiated with the consultant and between all participating parties.

1) Proposals should be received by __________a.m. MST, Monday_____________. Submit proposals to:

2) Proposals may be submitted electronically or via one hard copy. Whether a proposal is submitted via hard copy or electronically, the due date and time applies to any form of submittal.
3) Grand County will respond to any written requests for information/clarification by submitting a copy of the question and response to all who express an interest in this project.

4) Proposals should be submitted in PDF format.

5) Selection of contractor will be made by ______________________. Consultants should be prepared to participate in video teleconference, as part of the selection process, as outlined previously.

Grand County and the Towns reserve the right to reject any and all proposals at its sole discretion.

For questions contact:

Grand County and the towns will not pay costs incurred by the applicants associated with responding to this RFP. Grand County and the Towns reserve the right to cancel this RFP process at its discretion. All proposals submitted in response to this RFT shall be considered public information.