



**TOWN OF GRAND LAKE
BOARD OF TRUSTEES – WORKSHOP/SPECIAL MEETING
MONDAY, MAY 22, 2017 5:00 - 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 insure 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.** ▶

AGENDA

CALL TO ORDER

ROLL CALL

CONFLICTS OF INTEREST

DELEGATIONS – None

DISCUSSION

- 1.) Items from Town Manager.
- 2.) Meeting Updates.
- * 3.) Streetscape Project Change Orders: Procedure for Approval. *(Page A2)*
- * 4.) Use of Town boats for pulling the fireworks barge. *(Page A5)*

BOARD ACTION ITEMS FOR EVENING MEETING

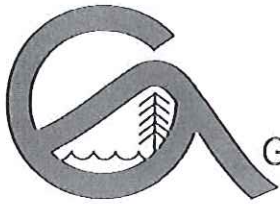
- #1.) Consideration to approve Resolution XX-2017, a Resolution authorizing the opening of two Town of Grand Lake cash accounts, one for the purpose of distributing payroll and one for the collection of water charges, and designating individuals authorized to conduct transactions with respect to these cash accounts. *(Page E51)*
- #2.) **QUASI-JUDICIAL** – Consideration to grant a building permit application for construction of a new boathouse on Block 1, Lot 4 of Lake Kove Subdivision, more commonly referred to as 385 Lake Kove Avenue. *(Page E54)*

FOR YOUR INFORMATION

- * 1.) Apology from Friends of Grand County Library. *(Page A8)*
- * 2.) CIRSA Workers Compensation Safety Award Winner. *(Page A9)*
- * 3.) Letter from Bennett Finnell regarding boardwalk replacement. *(Page A12)*

*items attached to workshop agenda

#items attached to evening agenda



TOWN OF
GRAND LAKE

Date: 05/22/2017

To: Mayor Peterson and Board of Trustees

N.S. From: Nathaniel Shull; Town Planner (on behalf of Town Manager, Jim White)

RE: Streetscape Project Change Orders: Procedure for Approval

Dear Mayor and Trustees,

Big Valley Construction LLC has drafted and brought forth two change orders to the contract originally signed between the Town of Grand Lake and Big Valley Construction LLC for additional work and associated costs. Town staff has included this as a workshop item in order to determine the following...

1. Whether change orders are required for approval by Town Board
2. Where the additional monies for such change orders shall be extracted/taken from.

Mayor and Trustees should discuss this matter and give direction for how to proceed.

Regards,

Nathaniel J. Shull

Town Planner

Town of Grand Lake

970-627-3435

glplanning@townofgrandlake.com

P.O. BOX 99, GRAND LAKE, COLORADO 80447-0099

PH. 970/627-3435

FAX 970/627-9290

E-MAIL town@townofgrandlake.com

Owner Change Order

BIG VALLEY CONSTRUCTION, LLC



62543 US Highway 40 Unit I
P.O. Box 1879
Granby, CO 80446
Office Phone: (970)887-1533
Fax: (970)887-1535

PROJECT: Streetscape Project Phase 1
OWNER NAME: Town of Grand Lake
1026 Park Avenue
Grand Lake, Co 80447

CHANGE ORDER #: 01

DATE: 18-May-17

REFERENCE: CONTRACT DATE

The agreement referred to above shall be modified as set forth below. If any portion of this change order is not acceptable, you must furnish Big Valley Construction, LLC a written notification of such non-acceptance within seven (7) calendar days of the date of this change order as listed above. In the absence of such notice of nonacceptance, after seven (7) calendar days the following change order will be deemed approved.

Estimated

| Item | Description | Quantity | Unit | Unit Price | Extension |
|-------|--|----------|------|------------|-----------|
| 1 | Rock Blasting (Approx. 20' wide x 10' deep x 75' long) | 555 | CY | \$125 | \$69,375 |
| 2 | Contractors Overhead and Fee @ 15% per contract | 1 | LS | \$10,406 | \$10,406 |
| TOTAL | | | | | \$79,781 |

The original Contract Sum was \$2,292,002

Net Change by previously authorized Change Orders \$0

The Contract Sum prior to this Change Order was \$2,292,002

The Contract Sum will be increased or decreased by this Change Order in the amount of \$79,781

The new Contract Sum including this Change Order will be. \$2,371,783

The Contract Time will be increased by 0 days

The date of Substantial Completion as of the date of this Change Order therefore is:

Town of Grand Lake

Big Valley Construction, LLC

1026 Park Avenue

62543 US Highway 40 Unit I, PO Box 1879

Grand Lake, Co 80447

Granby, CO 80446

By: _____

By: [Signature]

Date: _____

Date: 5-18-17

Owner Change Order

BIG VALLEY CONSTRUCTION, LLC



62543 US Highway 40 Unit I
P.O. Box 1879
Granby, CO 80446
Office Phone: (970)887-1533
Fax: (970)887-1535

PROJECT: Streetscape Project Phase 1
OWNER NAME: Town of Grand Lake
1026 Park Avenue
Grand Lake, Co 80447

CHANGE ORDER #: 02

DATE: 18-May-17

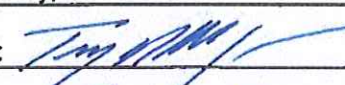
REFERENCE: CONTRACT DATE

The agreement referred to above shall be modified as set forth below. If any portion of this change order is not acceptable, you must furnish Big Valley Construction, LLC a written notification of such non-acceptance within seven (7) calendar days of the date of this change order as listed above. In the absence of such notice of nonacceptance, after seven (7) calendar days the following change order will be deemed approved.

| Item | Description | Quantity | Unit | Unit Price | Extension |
|-------|--|----------|------|------------|-----------|
| 1 | Supply & install approx. 2000 L.F. of 3" PVC for future data/electrical under boardwalk with junction boxes at each street intersection. | 2,000 | LF | \$13 | \$26,000 |
| 2 | Contractors Overhead and Fee @ 15% per contract | 1 | LS | \$3,900 | \$3,900 |
| TOTAL | | | | | \$29,900 |


The original Contract Sum was \$2,292,002
Net Change by previously authorized Change Orders \$79,781
The Contract Sum prior to this Change Order was \$2,371,783
The Contract Sum will be increased or decreased by this Change Order in the amount of \$29,900
The new Contract Sum including this Change Order will be \$2,401,683
The Contract Time will be increased by 0 days
The date of Substantial Completion as of the date of this Change Order therefore is:

Town of Grand Lake
1026 Park Avenue
Grand Lake, Co 80447
By:
Date:

Big Valley Construction, LLC
62543 US Highway 40 Unit I, PO Box 1879
Granby, CO 80446
By: 
Date: 5-18-17



May 22, 2017

To: Mayor Peterson and Town Trustees
From: Katie Nicholls, Town Clerk 
RE: Use of Town boats for pulling the fireworks barge

At the May 8, 2017 Board of Trustees workshop the Board had indicated that they wanted to pursue the potential use of Town boats driven by volunteers to pull the fireworks barge during the Fourth of July and other fireworks events put on by the Grand Lake Fireworks Organization. Since that meeting I have consulted with the Town's insurance provider, CIRSA, and the Town's Marina Director, Jon T. Hall, regarding liability and capabilities.

CIRSA has indicated that there are many liability issues to be addressed, and recommends that if the Board wishes use of Town property that the Town draft up rental agreements for the use of the barge, which will be our property, and use of the Town boats. This will shift some of that liability from the Town to the user's insurance as is standard practice for Town owned property. A letter from CIRSA, outlining the liability issues needing to be addressed is attached for your reference.

The Marina Director has stated concern for the use of the boats for this purpose, specifically the wear and tear it would put on the engines and boats, and the potential revenue loss if something were to happen to a boat. However, more importantly of note is that, none of the boats are currently equipped to tow. In order to use Town boats towing capabilities would need to be installed. Colorado Boat Center was consulted regarding this project for requirements and a price estimate to get the boats equipped properly. They recommend that based upon the current horsepower of the boats being proposed for use, 3 boats be equipped in case of inclement weather or rough lake conditions. An initial estimate of equipment and staff costs by the Marina Director just for the Fourth of July event would be approximately \$1,500 to \$2,100 depending upon the number of boats required. CIRSA has recommended that the installation of the towing system be done by a qualified service provider. The cost of a professional installation is estimated at \$405 to \$1,215, which does not include Staff time to drop off and pick up the boats or the loss of revenue on the boats while installation occurs.

The Board of Directors should take into consideration the information provided and decide whether they wish to use Town boats or not and direct Staff accordingly to either:

- Move forward with the idea by properly equipping boats and having lease or rental agreements drafted for Board approval; or
- Informing the Grand Lake Fireworks Organization they cannot have use of the boats so that there is adequate time for a capable boat within the community to be located.

Neither option currently requires a motion, however, due to the potential added costs in equipment, installation, staff time, and attorney fees, direction should be provided. If the topic requires official Board action, such as in the event approval of a lease or rental agreement is needed, the topic will be brought before the Board at the next Board of Trustees meeting.

Katie Nicholls

From: Jill Padbury [jillp@cirsa.org]
Sent: Thursday, May 18, 2017 1:22 PM
To: Katie Nicholls
Subject: FW: Fireworks and boats

Katie,

Based on this information, it is my understanding that the "volunteers" driving the Town's boats would be volunteers of the Fireworks Committee. I understand that the Fireworks Committee has insurance. I think it would be important to know if their liability coverage extends to cover volunteers. The other concern would be if their liability insurance will cover the operations of boats. Some policies have exclusions or limitations concerning the operations of watercraft. If you end up allowing your boats to be used for this activity, I highly recommend that you verify that they have adequate limits, volunteers are covered, and there are no exclusions concerning watercraft AND that the Town is listed as additional insured. It is also highly recommended that you require their insurance be primary over any other collectible insurance. Also, make sure their liability insurance limits are adequate to cover any potential losses that might occur.

As a reminder, the limits will be shared by the insured and all additional insureds listed on their policy. You will need to require that they provide you with Certificates of Insurance evidencing proof of coverage along with copies of the additional insured endorsements.

It is recommended that the contract between the Town and Fireworks Committee requires them to indemnify and hold harmless the Town.

Are the boats that will be used equipped to tow anything? Even towing a skier or tuber is much different than towing something as heavy and/or large as a barge. While I realize these boat are rental boats and get rented to people with varying experience levels, pulling something with a boat requires difference experience than just cruising around the lake. Do you know how experienced these volunteers are with driving and towing something behind a boat? My concern is that fireworks can tend to be unstable and I understand that there are going to be multiple boats involved in towing the barge. If not pulled evenly, could all the jostling cause the fireworks to explode? Could they end up firing horizontally instead of vertically?

If equipment has to be added to the boats to make them "tow ready", in order to limit your liability, it is recommended that you have the work done by qualified service provider that will assure that the equipment is adequate to tow the barge and that the installation is done properly. Another concern is that if people see these boats being used for towing, you could be setting a precedence for others down the line.

Are you using your regular rental agreement or are you having a different one drawn up in the event you allow the Fireworks Committee to rent the Town's boats? Is the agreement making them responsible for any and all damage to the boat? This is another area that you need to find out if the Fireworks Committee has insurance coverage for this. In the event CIRSA ends up paying a claim for direct physical loss of or damage to the boat, then the Town will be responsible for its deductible. The amount paid could impact the Town's loss history and its future contributions for several years.

I would suggest that you include or address who is responsible for any damage to the barge in the rental agreement.

I hope this helps. Please let me know if you have any questions or concerns with the above.

Thank you!

Katie Nicholls

From: Jon Hall [blueump22@yahoo.com]
Sent: Friday, May 19, 2017 10:35 AM
To: Katie Nicholls
Subject: Use of Town Boats for Fireworks

\$40/ per boat -- Tow Rope

\$25/per boat -- Tow harness

\$36 (\$9 each) /per boat -- Tow Clips

\$80/ X2 (4 people) 2-way Radio tocommunicate with person on the Barge (1 pair)

\$100/ per boat -- Anchor System

\$140/ per boat -- 200' Anchor Line

\$135/ hour Labor charges on professional installation on setting up boats for towing. Some installations may take up to 3 hours.

Loss of Revenue for the boats, due to getting towing capabilities installed. Average revenue is \$500-\$800 per boat each day depending on which boat.

Double Time wages for Employees to be here from 9:00 am throughout the end of the Celebration.

\$1000 approximately.

Approximately \$1500-\$2200 costs to the Town. The Marina isn't budgeted for extra costs for July 4th. Not to mention hidden costs that may arise. Not including any other Firework events i.e. Constitution Day.

Thanks,
Jon T. Hall
Marina Director
Headwaters Marina

Sent from my iPhone

May 10, 2017
Board of Trustees
Town of Grand Lake

I would like to apologize
for missing the town meeting
for the approval of the Special
Events Liquor License for
Tops of the Rockies. I meant
no disrespect for the Board
or the process in place. I
honestly just forgot.

Thank you for approving the
license even though I was
not present. This is the 12th
year for Tops and it is a
great fundraiser for Friends
of the Library.

Sincerely,

Connie Graham
Friends of Grand County Library

Katie Nicholls

From: Greg Barlow [gregb@cirsa.org]
Sent: Monday, May 15, 2017 2:32 PM
To: Greg Barlow
Subject: CIRSA Workers Compensation Safety Award Winner
Attachments: SafetyForum2017.pdf

Good Afternoon,

Your entity has won a Workers Compensation Safety Award. Please provide our congratulations!

Award winners will be announced at the Safety forum meeting after the upcoming General membership Meeting. Details are attached.

We will recognize the award winners and ask them to stay for photo's at the end of the forum meeting.

Please RSVP if you and/or an alternate plans to attend. Thank you!

***Note:** 2016 Award winners are selected for having an audit score greater than or equal to 90%, for having a loss ratio less than or equal to 20%, having a Loss Experience Factor less than or equal to 1.0, and a final subjective criteria of proactive/cooperative participation in CIRSA's overall Loss Control Program Standards.*



Greg Barlow, CSP, CET, Loss Control Manager

303.757.5475
800.228.7136
CELL: 303.517.4762
FAX: 303.757.8950
www.cirsa.org

SAFETY AWARDS

We will be honoring the award recipients and their respective entities during the meeting portion of the Forum and the speaker will follow. Individuals will be asked to wait until the end of the meeting to accept their award. This is necessary due to the growing list of award winners each year, which is a great accolade for the pool. The winners will be given their plaques at the end of the forum and then asked to stay for a group photo by category. It is not necessary to be present to receive an award, but attendance is encouraged.

The awards categories that will be recognized at the Safety Forum are as follows:

Safety Manager of the Year – This award recognizes a city/town manager/administrator, department/division manager, or a safety program manager for providing top-notch support and demonstrating commitment to their entity's (or division/department's) safety program(s).

Safety Champion Award – This award recognizes individual employees or groups who go above and beyond the call of duty to foster a positive safety culture within their entity.

Loss Prevention Award, Property/Casualty – This award recognizes member entities who achieve an audit score of 90% or higher, as well as a Loss Ratio below 20%. Additional factors include proactive member participation in CIRSA safety standards, such as their annual survey, training, attention to loss control standards, etc.

Loss Prevention Award, Workers' Compensation – This award recognizes member entities who achieve an audit score of 90% or higher, as well as a Loss Ratio below 20%. Additional factors include proactive member participation in CIRSA safety standards, such as their annual survey, training, attention to loss control standards, etc.



YOU ARE CORDIALLY INVITED

2017 SAFETY FORUM

TUESDAY, JUNE 20 2017 2:30 P.M. TO 4:00 P.M.

BRECKENRIDGE

MEETING LOCATION:

Beaver Run Resort and Conference Center –
Breckenridge Ballroom

620 Village Road, Breckenridge, CO 80424

<http://www.beaverrun.com/>

CLICK
FOR MAP

Nate Shull

From: Bennett Finnell [bunnieandclydes2000@yahoo.com]
Sent: Friday, May 19, 2017 12:22 PM
To: Nate Shull
Subject: boardwalk replacement

Hello Nate,

I won't be able to make the meeting on Monday, 5/22/17, so I am sending my concerns by e-mail. Please record my concerns at the meeting.

The town is replacing boardwalk in front of some people's businesses, and not in front of others in the same commercial area.

This seems very unfare and unjust.

To leave me still responsible for my boardwalk at 405 Pitkin St. makes me feel like

I am being segregated against. It is not right and I would hope the town will make it right.

Thank you,

Bennett Finnell

1033 Park Ave.

Grand Lake, Co