



**BOARD OF TRUSTEES REGULAR MEETING AGENDA  
FRASER TOWN HALL**

**WEDNESDAY, FEBRUARY 4, 2015 6:00 p.m.**

Members of the Board may have dinner together @ 5:30 p.m. - Fraser Town Hall

- 6:00     **1.     Workshop** – Emergency Preparedness and the Grand County Multi-Hazard Mitigation Plan
- 7:00     **2.     Roll Call**
- 3.     Approval of Agenda**
- 4.     Consent Agenda**
- a)     Minutes – February 2, 2015
- b)     Resolution 2015-02-01 Providing for Adoption of the Grand County Multi-Hazard Mitigation Plan
- 5.     Open Forum**
- a)     Business not on the agenda
- 6.     Public Hearing**
- 7.     Discussion and Possible Action Regarding**
- a)     Ordinance 427 Infrastructure Design and Construction Standards Amendments
- b)     Resolution 2015-02-02 Authorizing a Five Year Extension for the Execution of All Final Plat Documents Pertaining to the Village at Grand Park-Filing 2 in Accordance With the Final Plat Phasing Plan, The Village at Grand Park-Filing 2
- c)     Resolution 2015-02-03 Extending the Approval of the Village at Grand Park – Filing 2, Lot 10 & Tract C, Lot 11A And Tract A and Lot 11B & Tract B Final Plats
- 8.     Staff Reports**
- 9.     Other Business**

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Upcoming Meetings:

Wed. February 18, 2015  
Wed., February 25, 2015

Board of Trustees  
Planning Commission

Posted January 29, 2015

[Lu Berger](#)

Lu Berger, Town Clerk



## **Town Board Briefing**

August 20, 2014

Please note that members of the Town Board will have dinner together starting at 5:30pm.

The Board will be in Workshop between 6:00pm and 7:00pm for an overview of the Grand County Multi-Hazard Mitigation Plan that is pending adoption. Nowell Curran, with the Grand County Office of Emergency Management will be attending to provide background. The Resolution adopting the Plan is on Consent Agenda, but can be moved to discussion items or tabled to a pending meeting if additional discussion or information is desired by the Board.

Additionally, we hope to provide some general information and discussion regarding emergency preparedness. We are planning to schedule an informational session regarding the National Incident Management System (NIMS) which helps elected officials understand their roles in emergency situations. Please bring your calendars to assist with scheduling this session. Many of our local emergency service professionals are assisting with the 2015 World Ski Championships, look forward to hearing more about this!

Additional briefings and materials related to the other agenda items are included in the packet.

*As always, feel free to contact me if you have any questions or need any additional information.*

*Jeff Durbin*



**Town Manager Newsletter  
January 29, 2015**

In addition to our quarterly newsletter (Icebox News), we are initiating a “newsletter” from the desk of the Town Manager. This will replace the departmental briefings that have been provided as part of Town Board Agenda Packets. This newsletter will be posted concurrent with Town Board Agenda Packets, and will also be posted separately on our website.

It is my hope that this newsletter provides an overview of happenings at Town Hall and throughout the community. Additionally, I expect this format will allow department heads to more efficiently use their time to address pressing problems and responsibilities.

**Organizational Matters**

We are pleased to welcome our newest employee, Bektur Sakiev, who will be providing administrative assistance to the organization. Bektur is a graduate student at the University of Colorado, Denver and is pursuing his Master’s Degree in Political Science. The position is underwritten with significant funding via a grant from the Colorado Department of Local Affairs.

We also look forward to welcoming Petras Raila back to our Public Works Department. Petras was an equipment operator for eight years and is returning to fill the new equipment operator position after a brief tour in North Dakota.

**Community Matters**

December brought visitors to the community in great numbers. While traffic was an inconvenience at times, it was a welcome sign for local businesses. Best wishes for a safe and successful 2015 to all of our businesses, residents, property owners, and guests!

Visit [www.playwinterpark.com](http://www.playwinterpark.com) for listings of all the community events upcoming this season.



The Fraser Town Board met with the Winter Park Town Council on January 27th to discuss matters of mutual interest. It was a very positive discussion, primarily revolving around transportation and transit enhancements. All the elected officials expressed a strong commitment to continue to work collaboratively on transit enhancements and other matters yet to be defined.

## Administration

The Town Clerk spent the first week of January attending the Laserfiche Conference, learning how to best utilize the many features in our new Laserfiche RIO. Since returning she has been prepping for the installation of our new server, (which will provide a more robust platform to utilize all RIO has to offer) ordering new hardware and the preparing to transfer the remaining files from our old Laserfiche platform to our new platform. We have integrated our financial software to Laserfiche and are looking forward to integrating our GIS and building software soon.

The Fraser Town Manager serves on the Board for E911 and they had their quarterly meeting on January 21<sup>st</sup>. The E911 Board is appointed by the County Commissioners and is responsible for oversight of the 911 surcharge fees collected on all telephone service in Grand County. These funds cover approximately 50% of the costs related to the Grand County Dispatch Center. Remaining expenses are paid by users of the Dispatch Center (2014 Town of Fraser contribution is approximately \$15,000). We heard from Sheriff Schroetlin regarding staffing changes pending in the organization, specifically related to dispatch and communications.

On January 23<sup>rd</sup> Mayor Smith and the Town Manager attended the Colorado Association of Ski Towns (CAST) meeting in Dillon. CAST meets bi-monthly at locations throughout Colorado and Fraser was a founding member of the organization. In addition to providing networking opportunities for mountain resort communities, CAST provides resources on common matters of concern such as vacation rentals by owner. The agenda for this meeting included a summary of challenges and projects ongoing in Dillon, a presentation regarding the proposed expansion at Arapahoe Basin Ski Area, and panel discussions related to resort development and recreational marijuana.

Last week we initiated work on our 2015 Sustainability Planning Project. Our first steps are to reconnect and coordinate with our consultant team, and more importantly we are submitting a grant application to leverage our funding. We hope to bring this matter to the Town Board in March for discussion.

Requests for Proposals (RFPs) for Town Engineer Services have been distributed and proposals are due on February 13<sup>th</sup>. The RFP is located on our website (<http://www.frasercolorado.com/index.aspx?page=143>) on the job posting page, but note that this is for a consulting position (either an individual or firm).

Town Manager Durbin also serves on the Board of Directors for CIRSA (a member-owned government insurance pool, which the Town uses for insurance coverage) and will be attending the Board Retreat January 28-30<sup>th</sup>.

During the Town Board Workshop on February 4th (6pm) we will be providing the Board with an overview of emergency preparedness and hope to schedule an educational session regarding the National Incident Management System (NIMS) in the near future. The Town is fortunate to have so many first responders that are both highly skilled professionals and dedicated public servants.

## **Building**

The Winter Park/Fraser/Granby Building Department is gearing up for what hopefully will be a busy construction season. The winter months and associated slowdown in construction activity provides an opportunity to review our current operating procedures and make improvements that help applicants better understand and navigate through the building permit process.

A project of interest is the expansion of the Fraser Medical Clinic into an adjacent tenant space at the Fraser Market Place. Grand Park Homes, LLC has submitted building permit applications for two single family dwellings in the Cozens Meadow subdivision as well. Seems as 2015 is picking up right where 2014 left off.

## **Finance**

Sales Tax receipts are still running 2% above last year for the same time period. We feel there were several large submitters missing from our receipts for November so the Town Finance Manager is anticipating a better November number once he adjusts December's submittal.

The Town Finance Manager and Utilities Administrator are continuing their efforts on a digital finance office as well as year-end close and audit prep.

## **Planning**

The Town Planner's office just received two new building permits for single family dwellings in Cozens Meadow, Grand Park and is currently revising the building permit forms in preparation for the building season.

Also, the office is working on the Great Outdoors Colorado (GOCO) grant project. To reiterate, the Town of Fraser received \$136,000.00 to construct a pedestrian bridge over the Fraser River south of the existing Lions Ponds and to enhance an existing social trail located behind Safeway. Thanks to all the community support for this project! It is important to note that this specific project is prioritized in the 2010 Town of Fraser Comprehensive Plan and also a recommendation in the 2014 Community Trails Plan, which presents a cohesive framework for the future of Fraser and Winter Park's community trails.

The demand in this GOCO grant cycle was extremely high and GOCO staff recommended approval of this project because we have prepared for this project for years and we are indeed shovel-ready! To date, the Town has incurred costs on surveying documents, civil and structural engineering plans, and HEC-RAS hydraulic analysis of the 100-year and 500-year floodplain in the vicinity of the proposed bridge, including a hydraulic scour analysis of the proposed abutments. We submitted a Jurisdictional Wetland Delineation to the US Army Corps of Engineers and have received notification that our proposed activities have been authorized by a nationwide permit.

The proposed weathering steel connector pedestrian bridge has a 60' span and is 8' wide. The bridge abutments will be concrete. There will be 170 linear feet of raised boardwalk accessing the bridge. The raised boardwalk design allows high water flows to

pass underneath to protect sensitive riparian areas and hand railings are required per building code where the boardwalk is higher than 30 inches above the ground. The boardwalk will have a diamond pier foundation system. The grant application is certainly available for your review.

We have been approached by a Board member and asked to research the possibility of expanding the bridge to 12' which entails more than simply purchasing a wider bridge. Additional information may be provided to the Board.

Spreadsheets and general ledger accounts for audit preparation are being arranged, as it relates to surety for grading permits, subdivision improvements, driveway and ROW surety.

The office also is researching the Village at Grand Park plat and previous approvals for TB packet; and working with HTA to determine additional trail signage.

**Planning Commission**

The Planning Commission met on January 28, 2015 to review and consider the proposed amendments to Chapter 14 of the Fraser Municipal Code, Design Criteria and Construction Standards. Many of the Planning Commissioners have heard this presentation already at Town Board or Water/Wastewater Committee. We are lucky to have such dedicated people represent the Town of Fraser!

We watched a video after the PC adjourned...Delightful Density!

On January 14, 2015, we hosted a Planning Refresher Workshop and extended the invitation to neighboring appointed and elected officials. Andy Hill and Shay Ives from the Colorado Department of Local Affairs facilitated the workshop. The topics discussed were background and planning authority; roles and responsibilities; long range planning and implementation; meetings and decision making; and legal and ethical issues. We wrapped up with the following review: importance of and authority to plan; nurture relationships and roles; integrate and implement your plans/policies; annexation overview; downtown revitalization planning and the Main Street Program; meeting management and decision making; solid findings and record of decision; ethical issues. The DOLA website is a wealth of information: <http://www.dola.colorado.gov/cdo>. The Town Planner has the PowerPoint and hand out materials, if needed.

**Public Works**

The Public Works Department is continuing to perform data input from last summer's maintenance activities including GIS mapping updates and maintenance data.

Staff is currently putting together our 2015 sanitary sewer line replacement project bid documents.

Ordinance 427 Series 2015 - Chapter 14 - Code update of the Design and Construction Standards will be presented to the board for adoption. The Town Board, Planning Commission and Water and Wastewater Committee reviewed the proposed amendments at their January meetings and directed staff to move forward with the changes.

We are preparing bid documents for slurry sealing the Fraser-Winter Park (F-WP), the Rendezvous Road and the Old Victory Road paved trails. The 2 mile long F-WP paved trail was completely reconstructed in 2007 and was last seal coated in 2010.

Trustee Andy Miller requested to address the Board on February 4<sup>th</sup>, to gather Trustee input regarding researching what additional consultant fees (civil, structural and environmental), construction costs and schedule delays associated with redesigning the pedestrian bridge project over the Fraser River (GOCO grant). He is proposing a change from the original 8 foot width to a 12 foot width in order to accommodate a snow cat grooming machine.



We're proud to announce the informational maps & logos have been installed at the Goranson Station shelter. The poly panels for the outside of the shelter structure are on the work plan, to be installed in the next week or so.

Staff continues to get fully informed on our USDOT records management and random drug testing requirements for drivers that hold commercial driver's licenses, all of this falling under the watchful eye of the U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA).

An extensive amount of administration time will be spent on this program.

### **Wastewater Treatment Plant**

New wastewater flow recorders have been installed in the meter pits at County Road 8 and Highway 40 (fire station).

In our Secondary Treatment and Disinfection Facilities, all systems and equipment is working well.

Staff has finished repairs to the mixer in digester #2 and put it back in service.

The new Loader has been delivered and the old loader was sold via sealed bid on January 13<sup>th</sup>.

We continue to work on the Fraser River copper study related to our permit requirements. There are some questions on how long and how many samples should be taken to insure that an accurate water quality analysis of the receiving water is taken.

Flow to the treatment plant was up for the month of December. The plant recorded 20 million gallons of water, a large increase to the plant. Previously, in 2007 and 2008, the plant recorded 20 and 22 million gallons of water, respectfully, for the month. During the following five years (2009-2013) the plant recorded 17 million gallons of water each December.

## **Water and Wastewater Committee**

The Water and Wastewater Committee (WWC) met on January 13<sup>th</sup>. First, the WWC heard a presentation regarding the annual water and sewer system maintenance programs. This can be located in the WWC Agenda Packet on our website (<http://www.frasercolorado.com/index.aspx?page=186>).

The WWC also reviewed proposed amendments to the infrastructure design and construction standards. The WWC discussed water main construction materials and operational concerns related to “dead end water mains.” The WWC recommended approval with some conditions (outlined in briefing to Town Board in Board Packet <http://www.frasercolorado.com/index.aspx?page=110>).

## **For Further Information**

*Please feel free to contact me*  
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