



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING AGENDA

Monday, January 27, 2025 at 4:30 PM

Town Hall Board Room – 1026 Park Avenue

*The Town of Grand Lake upholds the Six Pillars of Character:
Citizenship, Trustworthiness, Respect, Responsibility, Fairness and Caring*

Please join my meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/81889062486>

You can also dial in using your phone.

United States: 719-359-4580

Meeting ID: 818 8906 2486

WORK SESSION 4:30 PM

1. Call to Order
2. Roll Call
3. Conflicts of Interest
4. Items of Discussion
 - A. Grand County Tourism Update
 - B. Grand Lake Chamber Update

EVENING MEETING 6:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Announcements
4. Roll Call
5. Conflicts of Interest
6. Manager's Report
 - A. January 27, 2025
7. Public Comments (Limited to 3 Minutes)
- H. Consent Agenda

- [1.](#) Meeting Minutes- January 13, 2025
- [2.](#) Accounts Payable- January 27, 2025
- 9.** Financial Review
 - [A.](#) November Sales Tax Reports & December Financials
- 10.** Items of Discussion
 - [A.](#) Consideration of 2025 Hilly Lawn Contract for Landscape Services
 - [B.](#) Consideration of Marketing & Visitor Center Contracts with the Grand Lake Chamber of Commerce
 - [C.](#) Consideration of New Special Event Liquor Permit & Resolution 03-2025, Setting Certain Fees for a Special Event Liquor Permit for the Grand Arts Council's, Special Event, "An Evening of Music"
 - [D.](#) Consideration of New Special Event Liquor Permit & Resolution 04-2025, Setting Certain Fees for a Special Event Liquor Permit for the Grand Arts Council's, Special Event, "Moors & McCumber Concert"
 - [E.](#) Consideration to Approve a New Special Event Permit Application & Resolution 05-2025, a Resolution Setting Certain Fees for the Town of Grand Lake's Special Event Winter Carnival
 - [F.](#) Consideration to Approve a New Special Event Permit Application & Resolution 06-2025, a Resolution Setting Certain Fees for the Colorado Skijoring's Special Event, "Grand Lake Skijoring"
 - [G.](#) Consideration to Replace Firewall
- 11.** Future Items for Consideration
- 12.** Mayor's Report
- 13. EXECUTIVE SESSION PURSUANT TO SECTION 24-6-402(4)(b), C.R.S., FOR THE PURPOSE OF CONFERRING WITH THE TOWN ATTORNEY TO RECEIVE LEGAL ADVICE REGARDING SPECIFIC QUESTIONS RELATED TO THE SALE, PURCHASE AND USE OF THE ALCORN TRUST PROPERTY**
- 14.** Adjourn Meeting

Welcome!

Grand County Colorado

Tourism Board



Our Mission Statement



We inspire a sustainable, year-round tourism economy in Grand County with an emphasis on strengthening the vitality of our communities, celebrating our local culture and traditions, and respecting our environment and resources.

History Of The Board



The Grand County Tourism board started in year 1992 and had their first meeting in March of 1993, with the purpose of promoting tourism in Grand County, Colorado.

*Photo of Ken Fosha one of the founding members of the Grand County Colorado Tourism Board

Tourism Board Structure

- A non-profit organization with representatives appointed by the Grand County Board of Commissioners.
- Organization structure:
 - 12-member volunteer Board of Directors:
 - Four members from the 3-Lakes District (Jennifer Brown, Beau Larson, Dave Huber)
 - Four members from the Mainstem District (Jeremy Belnap, Gretta Fosha, Joanna Whitemash, Dakota Cordle)
 - Four members from the Fraser Valley District (Kristen Spronz, Cheryl Spezia, Elizabeth Brumm, Rebecca Bierden)
 - Executive Director (Gaylene Ore - contractor)
 - Marketing (contractor)
 - Public Relations (contractor)
- The board operates through funds generated by the Lodging Tax of 2%, paid by visitors staying in lodging properties, excluding the “Town of Winter Park”. Grand County taxpayers do not pay for tourism board expenditures.

Provide Funding For Local Events

GCCTB has grant funds available to directly support advertising and marketing efforts or special events promoting tourism within the county, particularly those encouraging overnight lodging.

**Year to date, the GCCTB has allocated a total of \$797,000.00 in grants.*

Notable Recipients Of Three Lakes Grants Include:

Destination Granby

Grand Lake Chamber

Grand Lake Trail Grooming

Troublesome Fest - Fire on the Mountain

Colorado Mesa University Cross-Country Skiing and Biathlon Event

Grand Lake Creative District

Rocky Mountain Repertory Theatre

(57% of the Three Lakes District Grants went to Grand Lake)

Public Relations/Social Media

- 2024 Impressions - 81 million
- Ad Value - \$751,000
- Total Article Placements – 29 (18 stories included Grand Lake)

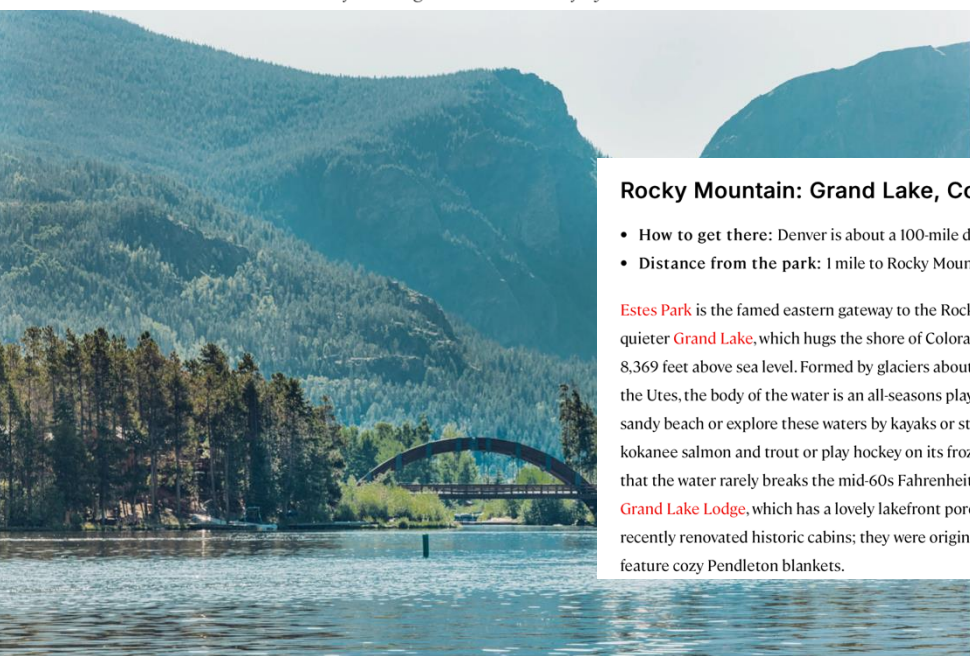
AFAR DESTINATIONS ▾ TRIP IDEAS ▾

TRAVEL INSPIRATION > OUTDOOR ADVENTURE > NATIONAL PARKS

By Nicholas DeRenzo • January 19, 2024

These Gateway Towns Might Be Cooler Than the National Parks Next Door

Use one of these singular towns as a base for your next outdoor adventure.



During the warmer months, you can find the residents of Grand Lake spending most of their time in, on, or around the sparkling body of water. Courtesy of Grand County Colorado Tourism Board

Rocky Mountain: Grand Lake, Colorado

- **How to get there:** Denver is about a 100-mile drive southeast of Grand Lake.
- **Distance from the park:** 1 mile to Rocky Mountain National Park

Estes Park is the famed eastern gateway to the Rockies, but on the park's western edge sits the decidedly quieter **Grand Lake**, which hugs the shore of Colorado's largest and deepest natural lake at an elevation of 8,369 feet above sea level. Formed by glaciers about 12,000 years ago and originally called Spirit Lake by the Utes, the body of the water is an all-seasons playground for the residents: In summer, they enjoy the sandy beach or explore these waters by kayaks or stand-up paddleboards; in winter, they ice fish for kokanee salmon and trout or play hockey on its frozen surface. (You could try swimming, but remember that the water rarely breaks the mid-60s Fahrenheit.) Embrace the rugged western spirit with a stay at the **Grand Lake Lodge**, which has a lovely lakefront porch with swings and rocking chairs and a collection of recently renovated historic cabins; they were originally ordered from the Sears and Roebuck catalog and feature cozy Pendleton blankets.

GUIDES ▾ VIDEOS ▾ TOPICS ▾ **MATADOR NETWORK**



Sign in with Google
Use your Google to sign in to matadornetwork
No more passwords to remember. Signing in is simple and secure.

The 17 Top Destinations in the US for a Snowmobile Adventure: A Visual Guide

Grand Lake, Colorado



Why Go There: Known as the "Snowmobile Capital of Colorado," **Grand Lake** offers scenic views of the Rocky Mountains and Colorado's largest natural lake. Riders can enjoy well-groomed trails and open alpine meadows.

Retailers/Rentals: [On The Trail Rentals](#), [Grand Adventures](#)

Destination Blueprint

Resident Sentiment Survey | 839 responses

Key findings include

- Tourism is headed in the right direction, but concerned that increased visitation during peak times could impact quality of life
- Tourism enhances economic and cultural opportunities, with the overall positive impacts of tourism outweighing the negative
- Top concerns include rising costs, workforce, and housing affordability, while there is strong support for more events, especially during off-peak seasons times

Tourism Stakeholder Survey | 66 responses

Key findings include

- Visitation and revenue increased in 2024 compared to 2023 and are optimistic about the next 12 months
- Top concerns include employee housing costs, hiring and retaining staff, and cost of supplies
- Top priorities are promoting local businesses, encouraging responsible use, promoting off-season visitation and growing out-of-state visitor spending

2025 Priorities

- Organizational Alignment
- Champion Value of Tourism
- Advance Off-Peak Visitation
- Provide Local Businesses and Experience
- Encourage Responsible and Respectful Use

Marketing

FY24 Core Audiences - Resonate Data

Origin DMA	Visitation Share	Avg LOS
Denver, CO	58.5%	1.5
Dallas-Ft. Worth, TX	3.4%	2.9
Colorado Springs-Pueblo, CO	3.0%	1.5
Houston, TX	2.1%	2.8
Kansas City, MO	1.9%	2.9
Wichita-Hutchinson, KS Plus	1.2%	2.8
Lincoln & Hastings-Kearney, NE	1.0%	2.6
Austin, TX	1.0%	3.0
Chicago, IL	1.0%	2.8
Atlanta, GA	0.9%	2.8
Omaha, NE	0.9%	2.7
Oklahoma City, OK	0.9%	3.0
Minneapolis-St. Paul, MN	0.8%	2.8
San Antonio, TX	0.7%	2.7
St. Louis, MO	0.7%	2.8
Des Moines-Ames, IA	0.6%	2.8
Tulsa, OK	0.6%	2.9
Springfield, MO	0.6%	2.9
Salt Lake City, UT	0.6%	2.4
Grand Junction-Montrose, CO	0.6%	1.5

CORE MARKETS

- Top Visitation

KEY GROWTH MARKETS

- Longer Length of Stay
- Increased Propensity to Spend

INITIAL KBOs FOR GRAND COUNTY

1. PROMOTE LONGER STAYS IN GRAND COUNTY

Use paid media and partnerships to highlight the attractions and activities in Grand County. Since 70% of visitors are day-trippers, the goal is to inspire them to stay longer. By improving brand awareness and showcasing the diverse recreation, culture, and local charm, we aim to help visitors see all that Grand County has to offer and encourage extended visits.

2. REFINE USER EXPERIENCE AND TARGETING

Align website content with audience personas to ensure the right message reaches the right people at the right time—from first click to landing page. By focusing on personalized content, we can deliver a more relevant experience that speaks directly to each visitor's interests, making sure our messages stand out and resonate.

3. BOOST OFF-SEASON VISITS THROUGH DATA-DRIVEN CAMPAIGNS

Enhance email marketing and lead generation by using first-party data, especially for shoulder-season promotions. Collaborate with partners to target visitors more effectively and showcase the best Grand County attractions, ensuring a unified strategy that draws more visitors during quieter times of the year.

4. ENCOURAGE RESPONSIBLE TOURISM

Increase responsible tourism by educating visitors on sustainable practices that protect the environment and respect local communities. Our efforts promote eco-friendly, community-focused travel, showing how tourists can positively impact Grand County's environment and economy. By minimizing environmental impacts, engaging local communities, conserving natural and cultural heritage, and fostering inclusivity, tourists contribute to community well-being and long-term sustainability, creating enriching experiences for all.

5. BUILD COMMUNITY SUPPORT FOR TOURISM

Strengthen community pride and support for tourism by involving local businesses, residents, and partners in the tourism efforts. We'll work together to boost tourism revenue, create jobs, and ensure the local community feels positive about tourism's impact. Regular surveys will help track and improve community sentiment, making tourism a win for everyone.

HOW WE VIEW KBOs



Thank You For Your Time Today

Contact Us: grandcountycotourismboard@gmail.com



Grand Lake Area Chamber of Commerce

Town of Grand Lake Year End Report

January 2025

Kelly Kirkpatrick

Grand Lake Area Chamber of Commerce

14700 Hwy 34

Grand Lake, CO 80447

(970) 627-8007

Kelly@GrandLakeChamber.com

Overview:

Director: Kelly Kirkpatrick - kelly@grandlakechamber.com

Finance and Member Management: Stephanie Rhone
bookkeeper@grandlakechamber.com

Guest Services: Brenda Graff, Judy Abusamra, Brooks Geyen

Grand Lake Area Chamber of Commerce supports and promotes its membership by offering resources and assistance to help local businesses thrive, boosting our economy and promoting the energy, connections and entrepreneurial spirit that makes Grand Lake unique.

By continuing successful strategies **already in place**, with an eye to **add new marketing channels** we will enhance the reach of our target audience.

2024 Accomplishments:

- New Website
- New Kiosk
- Billboard refresh
- Update Winter photo and video assets
- Increase Social Media followers
- In House publication of Guidebook

2024 Marketing:

Website

January - October 2024 - 1,611,973 Total user engagement

Top Pages Visited: Lodging, Dining, RMNP, Events **Ad conversion rate:** 5.4% (travel ads average 2.2%)

Kiosk:

Promotes member lodging, dining, shopping, attractions
Ease of timed entry tickets to RMNP

Social Media

42,329 Followers - A 12% increase year to date Link clicks and content interactions have increased as well

Digital Channels

lead generation through eblasts, digital ads redirected to website, social media presence

- **Town Vehicle Counts:** 261,090 though November 2024 (47% increase)
- **West Entrance RMNP Vehicle Counts:** 183,909 though December 2024 (3.8% increase)

Print

Grand Lake Guidebook, Colorado State Vacation Guide, Rocky Mountain Journal, Denver Post, USA Today

TV

Hulu, Disney+ ad buy: 368,000 views
Frequent travelers, \$135k income, millennial/families AZ, CA, CO, TX, NE, WY

Town Event Promotion

Advertising and calendar, cultural events, and two Chamber hosted events: Pond Hockey, which promotes winter visitation, and Buffalo Days, which helps extend the fall visitation

2025 Goals:

Your continuing support allows us to promote Grand Lake as a “must do” when visiting Grand County or RMNP. Embracing a local enterprise focus, our priority remains supporting an economic ecosystem that thrives on local and visitor investment alike.

With that in mind, we plan to implement opportunities for educational workshops, networking events, and marketing support so that all businesses thrive.

Our most prominent location and building has potential to become a community hub for information, and so plans to refresh the visitor center is a key strategy for the next three years.

We will continue to showcase the Town of Grand Lake with ongoing collaborative advertising, print, digital and social means, travel planners, photo and video shoots, and public relations.

- **Collaborate with Events Manager to promote Town Events**
 - Events Calendar, marketing campaigns
 - Collaborate with KFFR
- **Revitalize importance of Visitor Center to GL residents**
 - Create hub atmosphere
 - Refresh materials and technology
 - Host activities
- **Reinvigorate Colorado Headwaters Scenic Byway opportunities**
- **Create multi-day itineraries for combined Grand Lake/Grand County**
 - Offering multi-day itineraries takes the guesswork out of planning travel, increases length of stay
 - Encourages distribution of visitor congestion, and increased spending in lesser known destinations
- **Promote FAM and Media trips**
 - Host Media/press trips: 3-5 day itineraries showcasing RMNP, Trails, Fall/Winter activities, Arts/Folk School,
 - Co-op with CTO office for their press trips and deskside meetings
- **Create lodging/restaurant/activities packages**
 - Bundling and promotion
- **Refresh chamber benefits, membership campaign**
 - Networking events
 - Resources workshops
 - Menu style amenity choices

2025 Marketing:

Target audience: Front Range and traditional drive market, and Texas fall fly/stay market, using RMNP, outdoor recreation, and Arts & Culture to attract visitors. We plan on working to segment our existing newsletter audience over the next two years to deliver specific messaging to segmented audiences.

Continued investment in proven strategies like digital, social and visual media, print, and PR allow us to remain competitive with other highly visible Colorado destinations.

- **Website**
 - Continue to invest in driving engagement to the new website.
 - Create inspirational and itinerary based content and blogs.
 - With the website as our focal messaging center, we will continue to nurture and feed this living document to remain inspiring and informational.
- **Social Media**
 - Social Media: Increase the quality and quantity of online conversations.
 - Include International boosted posts to increase engagement with international audiences.
- **Digital Channels**
 - Primary focus of advertising as engagement activation boosts search results for the brand. We will continue with existing channels for 2025.
 - Placement of video throughout Colorado and targeted domestic audiences to inspire visitation.
- **Media, Public Relations**
 - Engaging with media outlets to create new FAM trip opportunities, and host writers and photographers influencing new audiences.
 - Create new Press Releases to encourage curiosity and research.
 - Denver Snowmobile Show
 - Partner with Trailblazers club to promote Snowmobiling
 - Denver Travel & Adventure Show
 - Represent Grand Lake to 10,000 qualified attendees in 2 day travel event
- **Print**
 - We will continue to produce the Grand Lake Visitor Guide, and invest in ads in travel magazines such as Colorado.com.
- **Event Promotion:**
 - Advertising for town, cultural events, as well as two Chamber-hosted events: Pond Hockey, which promotes winter visitation, and Buffalo Days, which helps extend the fall visitation.
 - Winter photo and video assets

Data Sources

We will continue to collect and share data from the following: website analytics, social media analytics, Datafy, AirDna, as well as Longwoods, Dean Runyon, CADMO surveys, TrueOmni kiosk data collection, and leads from travel shows and lead programs.

Funding Request

We are respectfully requesting \$175,000 for the 2025 year. This amount reflects investment in ongoing efforts and listed new plans and strategies.

Thank You,

Kelly Kirkpatrick

**Grand Lake Area Chamber of Commerce
2024 Visitor Center Expenses**

Building - Maintenance		\$817.56
Cleaning		\$2,050.00
Security		\$275.06
Building Lease		\$2,500.00
Utilities		\$7,168.49
Donations		\$630.77
Dues, Subscriptions & Licenses		\$2,569.50
Economic Development		\$500.00
Insurance		\$2,450.00
Visitor Literature		\$4,221.56
Professional Fees		\$1,500.00
Office		\$4,861.52
Payroll		
Stephanie J. Rhone	\$30,384.70	
Brenda J. Graff	\$15,075.56	
Judy Abusamra	\$9,265.77	
Brooks D. Geyen	\$3,671.27	
Kelly Kirkpatrick	\$4,407.20	
Emily Hagen	\$5,421.36	
Payroll		\$70,885.78
Taxes		\$2,659.92
Total Visitor Center Expense		\$103,090.16
Town Budget for Visitor Center		\$91,000.00
Visitor Center profit/loss		(-12090.16)



MANAGER UPDATE

Meeting Date: 1/27/2025

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

New Code Enforcement Officer/Permit Tech:

The Town has recently hired Brian Kracke as the Code Enforcement Officer & Permit Tech. We received many qualified candidates and are happy to have Brian join the team.

Ice Conditions

The Town’s Ice Rinks are open and being resurfaced regularly. Parks staff surfaced the Lake rink as well as the Town Park rink. Both are lit and skates are available for use at the warming hut in Gene Stover Park.

RFQs Issued

Staff has completed the issuance of five requests for qualifications as discussed in the previous Board of Trustees meeting. The following are the listings and their deadlines:

Affordable Housing Support Consultant RFQ

Utilization of DOLA grant LPC 24-048 *Grand Lake Affordable Housing Planning Assistance*
Responses due *January 31, 2025*

Town Planning Services Support RFQ

Ongoing planning services, Pass through development services, planner recruitment
Responses Due January 31, 2025

Town Treasurer Support Services RFQ

Accounting and Treasurer Support, Reconciliation, Audit & Enterprise Accounting
Responses due February 2, 2025

Architecture/Engineering/Consulting Services – Space to Create

Utilization of DOLA Grand SCIG-IN-116 *Grand Lake Space to Create infrastructure*
Responses Due February 7, 2025

Project Management/Consulting Services – Space to Create

Utilization of DOLA Grand SCIG-IN-116 *Grand Lake Space to Create infrastructure*
Responses Due February 14, 2025

Marquee Progress:

Work continues at the Town Marquee. They are working through the weather.

Winter Town Maintenance:

As the Temperature fluctuates wildly, problems may occur with services around Town. It is important to remember that the Town services the main lines, but all service lines (electric, water, sewer, etc.) are the responsibility of the property owner. The Town will do what we can to support these property issues as they arise.

Equipment can be seen on Town roads almost every day in the wintertime. Please make certain that our workers are afforded your patience and distance when working.

When snow clearing operations occur, berms are a result of that operation. We do not clear every drive or pathway in residential streets as a matter of policy and practice.

February Event Highlights:

1/30/2025: Grand County Library District Senior Lunch & Learn **Community House**

2/1/2025: 8th Annual Pond Hockey Tournament **the Ice on Grand Lake**

2/8/2025: Winter Carnival **Downtown Grand Lake & Charlies Sports Bar & Grill**

2/15/2025: Flight for Life Poker Run Benefit **Grand Lake to Snowmobile Trail System**

2/22/2025: Ice Addiction Ice Fishing Tournament **Grand Lake**

For all of the great events happening in Grand Lake as well as Rocky Mountain Folk School classes, check out the January newsletter on the Town’s website.

Next Board Meeting: February 10, 2025

Request for Qualifications
Consultant Support for Affordable Housing
Planning Assistance



Town of Grand Lake Town
Grand Lake Affordable Housing Planning Assistance
Town of Grand Lake 1026 Park Avenue
Grand Lake, Colorado 80447
January 2025

TABLE OF CONTENTS

Invitation to Propose.....3
Project Purpose and General Background4
Scope of Work..... 5
Submittal and Evaluation Criteria..... 6
Evaluation and Selection Process7
Selection and Performance Schedule.....8
Agreement for Professional Services.....9

Invitation To Propose

Electronic Proposals will be received by the Town of Grand Lake (the “Town”) through the Rocky Mountain E-Purchasing System (“RMEPS”), until **5:00 p.m.**, local time (MST), **January 31, 2025**, for the **Grand Lake Affordable Housing Planning Assistance**. Proposals will be time-stamped by RMEPS upon receipt.

Proposal Submittals: All bids must be submitted electronically using the portal at <https://www.bidnetdirect.com/townofgrandlake>

The required Proposal documents must be received in the RMEPS submission portal on or before the Proposal due date and time. **Hardcopy submittals will not be accepted**. It is the Bidder’s sole responsibility to ensure all required Proposal documents are submitted through RMEPS by the submission deadline. RMEPS does not allow for uploading Proposal documents after the Proposal due date and time has closed.

Proposals will be time-stamped by RMEPS upon receipt. After uploading proposal documents, **Bidders must click the SUBMIT button**. The Town will not accept uploads that are “saved” but not “submitted”. To verify that a Proposal has been submitted successfully, Bidders may contact BidNet Support or verify, via the Bid Management tab in Bidder’s account, that the documents are not in “Draft” status. The Town does not have access to or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline at **800-835-4603**.

The Town assumes no responsibility for payment of any expenses incurred by any respondent to this Invitation to Bid. The Town of Grand Lake is an Equal Opportunity Employer.

Project Purpose and General Background

Purpose

The Town of Grand Lake (“Town”), Colorado is seeking the services of a qualified planning consultant to bolster the Town’s planning department’s initiative to complete the Space to Create affordable creative workforce housing project and revise and review code and policies relating to the advancement of affordable housing initiatives, more generally, within the community. For this Request for Qualifications, we are seeking an experienced consultant team to manage affordable housing projects, implement a system to expedite the development review process for affordable housing projects, and generally advance affordable housing goals in Grand Lake, Colorado. The Department of Local Affairs awarded the Town funds through the Local Planning Capacity Grant Program, which is funded by the State Affordable Housing Support Fund, for the intent of this RFQ.

General Background

The Town opted into the State initiative, Proposition 123, which addresses affordable housing needs around the State. As part of this initiative, the Town has received various funds to promote the Town’s Space to Create affordable housing project. The Space to Create project is intended to support the development of an already selected site for workforce housing within the Town’s downtown area. Additionally, there are two other sites preserved for workforce and affordable housing within the community. An element of this project will be to develop clear guidelines, subsequent developer Requests for Qualifications, and coordinate efforts to advance development of these various sites by creating clear programmatic tools and requirements, as well as by providing administrative support.

Additionally, the Town is seeking a full-time planner. That planner, once selected, will support other policy and administrative duties related to planning that will support this effort. The selected consultant(s) will help to administer and advance these various initiatives, including collecting public feedback, developer solicitation, and developing state and local policy requirements. In sum, the selected consultant(s) will help to advance a clear, concise, and functional affordable housing development program on behalf of the Town.

The selected consultant(s) will also help the Town in the development of RFP/Qs for upcoming projects as well as identify potential methods of cost savings and grant opportunities.

OBJECTIVES

Though the Plan is to be created through the consultant’s and Town’s work together, the following are key objectives for this project:

- Develop clear steps and processes to structure and advance the project in its implementation
- Maximize the accessibility and appeal of the project design for a development partner, as well as future residents.
- Create recommendations for:
 - Affordable housing development agreements
 - Develop best project management practices for the Town
 - Identify and support adoption of development incentives

- Identify additional funding routes and capital stack options, including grant opportunities

The Town seeks to have a consultant selected by February 10, 2025, with the expectation of the work beginning in Q1 of 2025. Once a consultant is selected, the expectation is that this work is completed in no more than twelve (12) months. This timeline will help ensure that the project maintains momentum, as well as meet grant deadlines for the next step of the project process.

Scope of Work

For the purposes of this Request for Qualifications, the following Scope of Work and guidance should be followed. Please note, the Town Planner shall be procured separately. When engaged, that Planner will support the Town Manager and elected officials in administering this program.

- **Task 1 – Data Collection and Summary:** Consultant will collect relevant data, including demographic, land use, zoning, site condition information, and housing data. This will be collected into a summary report that outlines both those properties targeted for development, including Space to Create, as well as affordable housing conditions and opportunities throughout the Town more generally.
- **Task 2 – Housing Space to Create:** A housing meeting to report on the Space to Create project, specifically, will be conducted. The goal of this meeting is to clarify roles, needs, schedules, and next steps around the Space to Create project. In advance of this meeting, the consultant will have reviewed relevant documents, interview key project participants, and developed and meeting agenda, to result in clear direction that aligns with current grant funding requirements and timelines.
- **Task 3 – Housing Policy Review and Recommendations:** Consultant will review existing municipal housing policies and make recommendations to support housing affordability. An effort to reduce complexity and obstacles to affordability will be an important element in this effort.
- **Task 4 – Town Housing Affordability for other projects:** A meeting to focus on the uses of other site opportunities for housing affordability, as well as policy recommendations within the Town. The goal will be to develop a program and schedule for those sites, as well as establish needed policy updates relative to housing needs.
- **Task 5 – Developer/Owners Representative Procurement Support for Space to Create:** The consultant will help to draft and solicit procurement of a developer or owners’ representative for the Space to Create project. This entity will be responsible for advancing the project through completion on behalf of the Town.
- **Task 6 – Project Administrative Support:** The consultant will support reporting, grant guidance adherence, and other administrative needs related to the grant and this project throughout.

Creative tools and approaches to this Scope of Work are encouraged as part of the submittal requirements. These are to be taken as a minimum expectation. If scope items may be combined, or

important and useful elements should be added, please indicate so in the proposal submission.

Codes and Code Compliance

The awardee is required to comply with the Town of Grand Lake approved codes. Code review and compliance is subject to Town procedures and protocols.

Submittal and Evaluation Criteria

All submitted Proposals shall be signed by the Bidder and must include the Bidder’s contact name, business name, address and telephone number. A complete list of partners must be included with the proposal. Proposals by a corporation must be signed in the official corporate name, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation, and shall display the corporate seal. Corporations must designate the state in which they are incorporated, the address of their principal office, and the name and address of their agent for service of process. All Proposals must be submitted electronically using the portal at <https://www.bidnetdirect.com/townofgrandlake> .

Please Note: Addenda may be issued for this RFP/Q and will be posted online at <https://www.bidnetdirect.com/townofgrandlake>. Bidders shall ensure all addenda issued are acknowledged and responses thereto submitted along with the required Bid Documents. Failure to submit such responses may result in disqualification of the respective Bid.

The RMPES website offers both “free” and “paying” registration options that allow for full access of the Town’s documents and for electronic submission. (Note: “free” registration may take up to 24 hours to process. Please plan accordingly.)

The Town does not guarantee accurate information obtained from sources other than RMEPS.

In order to simplify the review process and obtain the maximum degree of comparability, the proposal must follow the outline described below, and at a minimum, contain the required information. Respondents are encouraged to include additional relevant information. **Respondents must also include an introductory cover page with company name, address, phone number, contact name, authorized signature and date.**

Proposal should be limited to 12 pages and minimum 11 pt font (Title page, cover page, resumes, and other addenda are excluded from the page limit). Proposal elements to include:

Cover Page (2-page limit): Introduce the project team, background, and give clear contact information, including email and phone.

Firm Background and Qualifications (4-page limit): Give a summary of the company, team, and team members. Include:

- Company overview
- Team Member Biographies
- 3-5 Relevant Example Projects
- 3 References
- Experience working in similar communities

Project Understanding and Approach (4-page limit): Consultant will illustrate an understanding of the project, as well as the approach to handling the Scope of Work above. At a minimum, please include:

- Project Understanding
- Illustrate capacity and ability to perform project
- Familiarity with Grand Lake
- Proposed Project Schedule
- Approach Strategies

Additional information (2-page limit): Please include the following...

- Firm Fee Schedule
- Certificate of Insurance
- Confirmation of Adherence with Federal, State, and Local guidance and legal requirements

Evaluation and Selection Process

The Town of Grand Lake will review all proposals submitted based on the above request for qualifications submissions. The Town, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the Town, all factors being considered. The following are the evaluation criteria the Town will consider in determining which proposal is most advantageous to the Town:

1. Project Understanding and Approach – Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and desired outcomes for the project.
2. Similar Experience – Successful proposers will have experience completing similar projects which should be demonstrated by providing a description of 2 installations that best match the scope and desired outcomes for this project. Each example should highlight similarities to the proposed Grand Lake project with reference and contact information.
3. Project Personnel – Successful proposers will provide information on personnel to be assigned to this project. Personnel should have experience of similar projects and/or in fields necessary to complete the proposed scope of work.

The Town may, at its discretion, choose to review select consultants. Once all review elements, including possible interviews, have been completed, a Consultant will be selected by the Board for the purpose of negotiating a contract. If a satisfactory contract cannot be negotiated with that Consultant, the Town shall formally end negotiations with that Consultant and select the next most favored provider and attempt to negotiate with that Consultant.

Selection and Performance Schedule

Following is a proposed schedule of events for the RFP process:

Advertisement/RFP Document Available	January 21, 2025
Questions Due	January 27, 2025, at 5:00pm
Final Addendum (if needed)	January 30, 2025
RFP Submittal Due	January 31, 2025, at 5:00pm
Submittal Screening	February 3, 2025
Selection of Awardee/Negotiation of Contract	February 10, 2025

Timetable and Progress

The final schedule for adoption will be determined during the negotiation of the professional services agreement, but in no case shall the timetable provided for completion of all components of the work program exceed twelve (12) months from the date of execution of the contract.

The below sample Professional Services Agreement will be used by the Town as the contract document for the work. By submitting a Proposal, you accept the terms of this Agreement as stated. Any deviations from this Agreement must be requested in your submitted Proposal.

Agreement For Professional Services

THIS AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into this _____ day of _____, 2025 (the "Effective Date"), by and between the Town of Grand Lake, a Colorado municipal corporation with an address of 1026 Park Avenue, P.O. Box 99, Grand Lake, Colorado 80447, (the "Town"), and _____, Consultant with a principal place of business at _____ ("Consultant") (each a "Party" and collectively the "Parties").

WHEREAS, the Town requires professional services; and

WHEREAS, Consultant has held itself out to the Town as having the requisite expertise and experience to perform the required professional services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Consultant shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the General Requirements of the Request for Proposal & Qualifications, attached hereto and incorporated herein by this reference and known as: **Local Planning Capacity Consultant**

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Consultant proceeds without such written authorization, Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date, and shall continue until Consultant completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

III. COMPENSATION

In consideration for the completion of the Scope of Services by Consultant, the Town shall pay Consultant \$_____. This amount shall include all fees, costs and expenses incurred by Consultant, and no additional amounts shall be paid by the Town for such fees, costs and expenses. Consultant may submit periodic invoices, which shall be paid by the Town within 30 days of receipt.

IV. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

B. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

C. Because the Town has hired Consultant for its professional expertise, Consultant agrees not to employ subcontractors to perform any work except as expressly set forth in the Scope of Services.

D. Consultant shall at all times comply with all applicable law, including without limitation all current and future federal, state and local statutes, regulations, ordinances and rules relating to: the emission, discharge, release or threatened release of a Hazardous Material into the air, surface water, groundwater or land; the manufacturing, processing, use, generation, treatment, storage, disposal, transportation, handling, removal, remediation or investigation of a Hazardous Material; and the protection of human health, safety or the indoor or outdoor environmental, including without limitation the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, *et seq.* ("CERCLA"); the Hazardous Materials Transportation Act, 49 U.S.C. § 1801, *et seq.*; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, *et seq.* ("RCRA"); the Toxic Substances Control Act, 15 U.S.C. § 2601, *et seq.*; the Clean Water Act, 33 U.S.C. § 1251, *et seq.*; the Clean Air Act; the Federal Water Pollution Control Act; the Occupational Safety and Health Act; all applicable environmental statutes of the State of Colorado; and all other federal, state or local statutes, laws, ordinances, resolutions, codes, rules, regulations, orders or decrees regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect.

V. OWNERSHIP

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Consultant shall be exclusively owned by the Town. Consultant expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Consultant hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Consultant.

VI. CONSULTANT

Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or Grand Lake Affordable Housing Request for Qualifications 10

agents of Consultant for all purposes. Consultant shall make no representation that it is a Town employee for any purposes.

VII. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. At a minimum, Consultant shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.
2. Commercial General Liability insurance with minimum combined single limits of \$387,000 each occurrence and \$1,093,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and Consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
3. Professional liability insurance with minimum limits of \$387,000 each claim and \$1,093,000 general aggregate.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees or its Consultants shall be excess and not contributory insurance to that provided by Consultant. Consultant shall be solely responsible for any deductible losses under any policy.

C. Consultant shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

VIII. INDEMNIFICATION

A. Consultant agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant, or which arise out of a worker's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant. Consultant's liability under this indemnification

provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant.

B. If Consultant is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Consultant's obligation to indemnify and hold harmless the Town may be determined only after Consultant's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

IX. ILLEGAL ALIENS

A. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and that Consultant will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

B. Prohibited Acts. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement, or enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. If Consultant has employees, Consultant has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Consultant shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under this Agreement, Consultant shall: notify the subcontractor and the Town within 3 days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under this Agreement; and terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under this Agreement; except that Consultant shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under this Agreement.

D. Duty to Comply with Investigations. Consultant shall comply with any reasonable

request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

E. Affidavits. If Consultant does not have employees, Consultant shall sign the "No Employee Affidavit" attached hereto. If Consultant wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Consultant shall sign the "Department Program Affidavit" attached hereto.

X. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Weld County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the Party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

I. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. Rights and Remedies. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

L. Force Majeure. No Party shall be in breach of this Agreement if such Party's failure to perform any of the duties under this Agreement is due to Force Majeure, which shall be defined as the inability to undertake or perform any of the duties under this Agreement due to acts of God, floods, storms, fires, sabotage, terrorist attack, strikes, riots, war, labor disputes, forces of nature, the authority and orders of government or pandemics.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TOWN OF GRAND LAKE, COLORADO

Stephan Kudron, Mayor

ATTEST:

Alayna Carrell, Town Clerk

CONSULTANT

By: _____

STATE OF COLORADO)

) ss.

COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this day of _____, 2025, by _____ as _____ of _____

My commission expires:

(S E A L)

Notary Public

NO EMPLOYEE AFFIDAVIT

[To be completed only if Consultant has no employees]

1. Check and complete one:

I, _____, am a sole proprietor doing business as _____ . I do not currently employ any individuals. Should I employ any employees during the term of my Agreement with the Town of Grand Lake (the "Town"), I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

OR

I, _____, am the sole owner/member/shareholder of _____, a _____ [specify type of entity – *i.e.*, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the Town, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

2. Check one.

I am a United States citizen or legal permanent resident.

The Town must verify this statement by reviewing one of the following items:

- *A valid Colorado driver's license or a Colorado identification card;*
- *A United States military card or a military dependent's identification card;*
- *A United States Coast Guard Merchant Mariner card;*
- *A Native American tribal document;*
- *In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card; or*
- *Any other documents or combination of documents listed in the Town's "Acceptable Documents for Lawful Presence Verification" chart that prove both Consultant's citizenship/lawful presence and identity.*

OR

I am otherwise lawfully present in the United States pursuant to federal law.

Consultant must verify this statement through the federal Systematic Alien Verification of Entitlement ("SAVE") program, and provide such verification to the Town.

Signature

Date

DEPARTMENT PROGRAM AFFIDAVIT

[To be completed only if Consultant participates in the Department of Labor Lawful Presence Verification Program]

I, _____, as a public Consultant under contract with the Town of Grand Lake (the "Town"), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services ("Agreement") with the Town within 20 days after such hiring date;

2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Agreement; and

3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Agreement.

Signature

Date

STATE OF COLORADO)

) ss.

COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this _____ day of _____, 2025, by _____ as _____ of _____.

My commission expires:

(S E A L)

Notary Public

Request for Qualifications



Town of Grand Lake

Grand Lake Planning Services Support

Town of Grand Lake 1026 Park Avenue

Grand Lake, Colorado 80447

January 2025

TABLE OF CONTENTS

Invitation to Propose.....3
Project Purpose and General Background4
Scope of Work..... 5
Submittal and Evaluation Criteria..... 6
Evaluation and Selection Process7
Selection and Performance Schedule.....8
Agreement for Professional Services.....9

Invitation To Propose

Electronic Proposals will be received by the Town of Grand Lake (the “Town”) through the Rocky Mountain E-Purchasing System (“RMEPS”), until **5:00 p.m.**, local time (MST), **January 31, 2025**, for the **Grand Lake Affordable Housing Planning Assistance**. Proposals will be time-stamped by RMEPS upon receipt.

Proposal Submittals: All bids must be submitted electronically using the portal at <https://www.bidnetdirect.com/townofgrandlake>

The required Proposal documents must be received in the RMEPS submission portal on or before the Proposal due date and time. **Hardcopy submittals will not be accepted.** It is the Bidder’s sole responsibility to ensure all required Proposal documents are submitted through RMEPS by the submission deadline. RMEPS does not allow for uploading Proposal documents after the Proposal due date and time has closed.

Proposals will be time-stamped by RMEPS upon receipt. After uploading proposal documents, **Bidders must click the SUBMIT button.** The Town will not accept uploads that are “saved” but not “submitted”. To verify that a Proposal has been submitted successfully, Bidders may contact BidNet Support or verify, via the Bid Management tab in Bidder’s account, that the documents are not in “Draft” status. The Town does not have access to or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline at **800-835-4603**.

The Town assumes no responsibility for payment of any expenses incurred by any respondent to this Invitation to Bid. The Town of Grand Lake is an Equal Opportunity Employer.

Dated January 21, 2025. TOWN OF GRAND LAKE, COLORADO

Project Purpose and General Background

Purpose

The Town of Grand Lake (“Town”), Colorado is seeking the services of a qualified planning consultant to bolster the Town’s planning department’s capacity for current and upcoming public and private developments.

Due to the recent departure of the Town’s Planner and growth in both the public and private sector, the Town is considering an outside planning firm to perform some of the Town’s Community Development functions. For this Request for Qualifications, we are seeking an experienced planning and engineering team to manage some of the Town’s planning functions to ensure continuity in ongoing projects as well as engaging in the Board of Trustee’s direction regarding affordable housing initiatives and plan for the Town’s future. This includes but is not limited to performing pass-through planning services for subdivisions and annexations, providing code recommendations for change recommendations to the Board and providing and training as needed for the Town’s planner when employed.

The selected consultant will also help the Town in the recruitment of the current Town Planner vacancy.

OBJECTIVES

The Following are Key Objectives for this project:

- Reviews land use applications to ensure development meets Town requirements with the goal of making urban areas functional, safe, and appealing for residents and visitors alike.
- Plan for and manage Town-sponsored development and improvement projects including interfacing with developers and construction team.
- Suggest revisions to Municipal Code sections related to Zoning, Subdivision, Land Use, Building, and Design Standards
- Help to identify additional grant sources for project funding.

The Town seeks to have a consultant selected by February 15, 2025, with the expectation of the work beginning upon contract execution. Once a consultant is selected, the expectation is that the services provided may vary based upon the demands of the Town’s planning staff.

Scope of Work

For the purposes of this Request for Qualifications, the following Scope of Work and guidance should be followed.

- Task 1 – Functional Town Planner: Consultant will be able to perform the required duties of Town Planner until such time as a new planner is hired.
- Task 2 – Perform essential duties and responsibilities:
 - Reviews land use applications to ensure development meets Town requirements with the goal of making urban areas functional, safe, and appealing for residents and visitors alike.
 - Serve as Building Code Administrator; reviewing Building Permit applications and land use (subdivisions, planned developments, variances, etc.) applications.
 - Perform inspections related to development applications and zoning enforcement.
 - Answer homeowner and developer questions regarding land use regulations and the building permit process.
- Task 3 – On-Call Planning Services:
 - Consultant will be available to perform on-call planning services as required, not limited to code, development, annexation and other services as required by the Town.
- Task 4 – Other Duties and Responsibilities:
 - Consultant may be asked to perform cost analysis on proposed code changes or impacts to development as requested by the Board of Trustees.

Creative tools and approaches to this Scope of Work are encouraged as part of the submittal requirements. These are to be taken as a minimum expectation. If scope items may be combined, or important and useful elements should be added, please indicate so in the proposal submission.

Codes and Code Compliance

The awardee is required to comply with the Town of Grand Lake approved codes. Code review and compliance is subject to Town procedures and protocols.

Submittal and Evaluation Criteria

All submitted Proposals shall be signed by the Bidder and must include the Bidder’s contact name, business name, address and telephone number. Proposals by partnerships must be signed with the partnership name followed by the signature and designation of one of the partners or other authorized representative. A complete list of partners must be included with the proposal. Proposals by a corporation must be signed in the official corporate name, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation, and shall display the corporate seal. Corporations must designate the state in which they are incorporated, the address of their principal office, and the name and address of their agent for service of process. All Proposals must be submitted electronically using the portal at <https://www.bidnetdirect.com/townofgrandlake> .

Please Note: Addenda may be issued for this RFP/Q and will be posted online at <https://www.bidnetdirect.com/townofgrandlake>. Bidders shall ensure all addenda issued are acknowledged and responses thereto submitted along with the required Bid Documents. Failure to submit such responses may result in disqualification of the respective Bid.

The RMPES website offers both “free” and “paying” registration options that allow for full access of the Town’s documents and for electronic submission. (Note: “free” registration may take up to 24 hours to process. Please plan accordingly.)

The Town does not guarantee accurate information obtained from sources other than RMEPS.

In order to simplify the review process and obtain the maximum degree of comparability, the proposal must follow the outline described below, and at a minimum, contain the required information. Respondents are encouraged to include additional relevant information. **Respondents must also include a signature page with company name, address, phone number, contact name, authorized signature and date.**

Project Understanding and Approach

- 1. Understanding of the project
- 2. Ability to perform all aspects of the project
- 3. Ability to meet schedules within budget

Similar Experience

- 1. List of clients (2-5) for whom similar work has been done. Include contact name and phone number
- 2. Relevant recent experience in comparable projects
- 3. Experience working with similar-sized municipalities

Qualifications

- 1. Key project staff and resumes (if applicable)
- 2. Company resources

Fees

The proposal shall include a fee proposal with the following information in a **separate file**:

- 1. A not-to-exceed fee
- 2. A subtotal of man-hours and fees
- 3. All anticipated expense items (listed individually)
- 4. An hourly rate fee schedule

Evaluation and Selection Process

The Town of Grand Lake will review all proposals submitted based on qualifications and product availability. The Town, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the Town, price and other factors being considered. The following are the evaluation criteria the Town will consider in determining which proposal is most advantageous to the Town:

A Consultant will be selected by the Board for the purpose of negotiating a contract. If a satisfactory contract cannot be negotiated with that Consultant, the Town shall formally end negotiations with that Consultant and select the next most favored provider and attempt to negotiate with that Consultant.

1. Project Understanding and Approach – Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and desired outcomes for the project.
2. Similar Experience – Successful proposers will have experience completing similar projects which should be demonstrated by providing a description of 2 installations that best match the scope and desired outcomes for this project. Each example should highlight similarities to the proposed Grand Lake project with reference and contact information.
3. Project Personnel – Successful proposers will provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and/or in fields necessary to complete the proposed scope of work.
4. Cost – Provide a detailed cost proposal in a SEPARATE FILE. The cost proposal should be based on the tasks and products described in the above Scope of Work. Once all the proposals have been evaluated, scored, and shortlist compiled, the Town will open the cost proposals of the shortlist firms. Costs will be considered as part of the final selection process.

*The Town reserves the right to interview Consultants submitting proposals in response to the RFP, should it be in the best interests to do so.

Selection and Performance Schedule

Following is a proposed schedule of events for the RFP process:

Advertisement/RFP Document Available	January 21, 2025
Questions Due	January 24, 2025, at 5:00pm
Final Addendum (if needed)	January 27, 2025
RFP Submittal Due	January 31, 2025, at 5:00pm
Submittal Screening	February 3, 2025
Selection of Awardee/Negotiation of Contract	February 10, 2025

Timetable and Progress

The final schedule for adoption will be determined during the negotiation of the professional services agreement, but in no case shall the timetable provided for completion of all components of the work program exceed twelve (12) months from the date of execution of the contract.

The attached sample Professional Services Agreement will be used by the Town as the contract document for the work. By submitting a Proposal, you accept the terms of this Agreement as stated. Any deviations from this Agreement must be requested in your submitted Proposal.

Agreement For Professional Services

THIS AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into this _____ day of _____, 2025 (the "Effective Date"), by and between the Town of Grand Lake, a Colorado municipal corporation with an address of 1026 Park Avenue, P.O. Box 99, Grand Lake, Colorado 80447, (the "Town"), and _____, Consultant with a principal place of business at _____ ("Consultant") (each a "Party" and collectively the "Parties").

WHEREAS, the Town requires professional services; and

WHEREAS, Consultant has held itself out to the Town as having the requisite expertise and experience to perform the required professional services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Consultant shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the General Requirements of the Request for Proposal & Qualifications, attached hereto and incorporated herein by this reference and known as: **Town Planning Support Services**

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Consultant proceeds without such written authorization, Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date and shall continue until Consultant completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

III. COMPENSATION

In consideration for the completion of the Scope of Services by Consultant, the Town shall pay Consultant \$_____. This amount shall include all fees, costs and expenses incurred by Consultant, and no additional amounts shall be paid by the Town for such fees, costs and expenses. Consultant may submit periodic invoices, which shall be paid by the Town within 30 days of receipt.

IV. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

B. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

C. Because the Town has hired Consultant for its professional expertise, Consultant agrees not to employ subcontractors to perform any work except as expressly set forth in the Scope of Services.

D. Consultant shall at all times comply with all applicable law, including without limitation all current and future federal, state and local statutes, regulations, ordinances and rules relating to: the emission, discharge, release or threatened release of a Hazardous Material into the air, surface water, groundwater or land; the manufacturing, processing, use, generation, treatment, storage, disposal, transportation, handling, removal, remediation or investigation of a Hazardous Material; and the protection of human health, safety or the indoor or outdoor environmental, including without limitation the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, *et seq.* ("CERCLA"); the Hazardous Materials Transportation Act, 49 U.S.C. § 1801, *et seq.*; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, *et seq.* ("RCRA"); the Toxic Substances Control Act, 15 U.S.C. § 2601, *et seq.*; the Clean Water Act, 33 U.S.C. § 1251, *et seq.*; the Clean Air Act; the Federal Water Pollution Control Act; the Occupational Safety and Health Act; all applicable environmental statutes of the State of Colorado; and all other federal, state or local statutes, laws, ordinances, resolutions, codes, rules, regulations, orders or decrees regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect.

V. OWNERSHIP

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Consultant shall be exclusively owned by the Town. Consultant expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Consultant hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Consultant.

VI. CONSULTANT

Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is a Town employee for any purposes.

VII. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. At a minimum, Consultant shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.
2. Commercial General Liability insurance with minimum combined single limits of \$387,000 each occurrence and \$1,093,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and Consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
3. Professional liability insurance with minimum limits of \$387,000 each claim and \$1,093,000 general aggregate.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees or its Consultants shall be excess and not contributory insurance to that provided by Consultant. Consultant shall be solely responsible for any deductible losses under any policy.

C. Consultant shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

VIII. INDEMNIFICATION

A. Consultant agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of

Consultant, or which arise out of a worker's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant. Consultant's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant.

B. If Consultant is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Consultant's obligation to indemnify and hold harmless the Town may be determined only after Consultant's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. §13-50.5-102(8)(c).

IX. ILLEGAL ALIENS

A. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and that Consultant will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

B. Prohibited Acts. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement, or enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. If Consultant has employees, Consultant has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Consultant shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under this Agreement, Consultant shall: notify the subcontractor and the Town within 3 days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under this Agreement; and terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under this Agreement; except that Consultant shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under this Agreement.

D. Duty to Comply with Investigations. Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

E. Affidavits. If Consultant does not have employees, Consultant shall sign the "No Employee Affidavit" attached hereto. If Consultant wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Consultant shall sign the "Department Program Affidavit" attached hereto.

X. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Weld County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the Party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

I. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. Rights and Remedies. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies

may be asserted, for work negligently or defectively performed.

K. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

L. Force Majeure. No Party shall be in breach of this Agreement if such Party's failure to perform any of the duties under this Agreement is due to Force Majeure, which shall be defined as the inability to undertake or perform any of the duties under this Agreement due to acts of God, floods, storms, fires, sabotage, terrorist attack, strikes, riots, war, labor disputes, forces of nature, the authority and orders of government or pandemics.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TOWN OF GRAND LAKE, COLORADO

Stephan Kudron, Mayor

ATTEST:

Alayna Carrell, Town Clerk

CONSULTANT

By: _____

STATE OF COLORADO)

) ss.

COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this day of _____, 2025, by _____ as _____ of _____

My commission expires:

(S E A L)

Notary Public

NO EMPLOYEE AFFIDAVIT

[To be completed only if Consultant has no employees]

1. Check and complete one:

I, _____, am a sole proprietor doing business as _____ . I do not currently employ any individuals. Should I employ any employees during the term of my Agreement with the Town of Grand Lake (the "Town"), I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

OR

I, _____, am the sole owner/member/shareholder of _____, a _____ [specify type of entity – *i.e.*, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the Town, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

2. Check one.

I am a United States citizen or legal permanent resident.

The Town must verify this statement by reviewing one of the following items:

- *A valid Colorado driver's license or a Colorado identification card;*
- *A United States military card or a military dependent's identification card;*
- *A United States Coast Guard Merchant Mariner card;*
- *A Native American tribal document;*
- *In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card; or*
- *Any other documents or combination of documents listed in the Town's "Acceptable Documents for Lawful Presence Verification" chart that prove both Consultant's citizenship/lawful presence and identity.*

OR

I am otherwise lawfully present in the United States pursuant to federal law.

Consultant must verify this statement through the federal Systematic Alien Verification of Entitlement ("SAVE") program, and provide such verification to the Town.

Signature

Date

DEPARTMENT PROGRAM AFFIDAVIT

[To be completed only if Consultant participates in the Department of Labor Lawful Presence Verification Program]

I, _____, as a public Consultant under contract with the Town of Grand Lake (the "Town"), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services ("Agreement") with the Town within 20 days after such hiring date;

2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Agreement; and

3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Agreement.

Signature

Date

STATE OF COLORADO)

) ss.

COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this _____ day of _____, 2025, by _____ as _____ of _____.

My commission expires:

(S E A L)

Notary Public

Request for Qualifications
Consultant Support for Town Treasurer



Town of Grand Lake Town
Consultant Support for Town Treasurer
Town of Grand Lake 1026 Park Avenue
Grand Lake, Colorado 80447
January 2025

TABLE OF CONTENTS

Invitation to Propose.....3
Project Purpose and General Background4
Scope of Work..... 5
Submittal and Evaluation Criteria..... 6
Evaluation and Selection Process7
Selection and Performance Schedule.....8
Agreement for Professional Services.....9

Invitation To Propose

Electronic Proposals will be received by the Town of Grand Lake (the “Town”) through the Rocky Mountain E-Purchasing System (“RMEPS”), until **5:00 p.m.**, local time (MST), **January 31, 2025**, for the **Grand Lake Affordable Housing Planning Assistance**. Proposals will be time-stamped by RMEPS upon receipt.

Proposal Submittals: All bids must be submitted electronically using the portal at <https://www.bidnetdirect.com/townofgrandlake>

The required Proposal documents must be received in the RMEPS submission portal on or before the Proposal due date and time. **Hardcopy submittals will not be accepted**. It is the Bidder’s sole responsibility to ensure all required Proposal documents are submitted through RMEPS by the submission deadline. RMEPS does not allow for uploading Proposal documents after the Proposal due date and time has closed.

Proposals will be time-stamped by RMEPS upon receipt. After uploading proposal documents, **Bidders must click the SUBMIT button**. The Town will not accept uploads that are “saved” but not “submitted”. To verify that a Proposal has been submitted successfully, Bidders may contact BidNet Support or verify, via the Bid Management tab in Bidder’s account, that the documents are not in “Draft” status. The Town does not have access to or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline at **800-835-4603**.

The Town assumes no responsibility for payment of any expenses incurred by any respondent to this Invitation to Bid. The Town of Grand Lake is an Equal Opportunity Employer.

Project Purpose and General Background

Purpose

The Town of Grand Lake (“Town”), Colorado is seeking the services of a qualified accounting consultant to bolster the Town’s Treasurers department. Due to the recent departure of the Town’s Treasurer, the Town is considering an outside accountancy firm to perform some of the Treasurer’s duties. For this Request for Qualifications, we are seeking an experienced accounting team to manage some of the Town’s Treasurer functions to ensure continuity in accurate reporting of all revenues and expenditures and other functions as required by the Municipal Code.

General Background

The Town is seeking a full-time Treasurer. Currently, the Town has an opening for a full-time Treasurer. The Town also employs a full-time bookkeeper who manages A/P, A/R water billing and short-term rental compliance. The Town’s Board of Trustees desires a consultant to support the day-to-day operations of the Town Treasury, support the upcoming audit, and provide continuing on-call services after the hiring of a full time Treasurer. The selected consultant(s) will help to maintain effective management of the Town’s various enterprises, comply with all state and federal regulations, prepare financial reports for the Board of Trustees and provide necessary cash management and reconciliations on behalf of the Town.

OBJECTIVES

The following are key objectives for this project:

- Support all ongoing functions of the Town Treasury
- Provide clear and concise reporting as requested
- Maintains all Town financial records and documents per the approved Records Retention Schedule and acts as custodial archivist
- Prepares and delivers all documents required for the annual audit. Completes all State and Federal filing requirements.
- Review investment of Town Funds. Recommend to appropriate Town officials fund security, investment return and availability.

The Town seeks to have a consultant selected by February 10, 2025, with the expectation of the work beginning by February 15, 2025.

Scope of Work

For the purposes of this Request for Qualifications, the following Scope of Work and guidance should be followed.

- **Task 1 – Functional Town Treasurer:** Consultant will be able to perform the required duties of Town Treasurer as outlined in municipal code 2-10-3.
 - **Task 2 – Perform essential duties and responsibilities:**
 - Performs all aspects of accounting for the Town (accounts receivable, cash ledger,
- Grand Lake Town Treasurer Consultant Request for Qualifications 4

- accounts payable, payroll, general ledger, utility billing, fuel billing)
- Prepares month-end financial reports for the Town Manager, the Board of Trustees, and Department Heads.
- Prepares annual financial statements in accordance with general accepted accounting practices in addition to applicable Government Accounting Standards Board (GASB) provisions.
- **Task 3 – Enterprise Fund Accounting:**
 - Consultant will perform all financial accounting of the Water Enterprise Fund. Coordinates water accounting management with Water Superintendent and Water Operator.
 - Maintains the Town’s petty cash funds, including cash handling, payment processing, and funds deposits.
 - Processes payroll for Town employees on a semi-monthly pay schedule. Manages accrual, use, and documentation of paid time off and leaves of absence.
- **Task 4 – Other Duties and Responsibilities:**
 - Coordinates with Town Clerk inventory lists for the purposes of depreciation.
 - Review investment of Town Funds. Recommend to appropriate Town officials fund security, investment return and availability.
 - Responsible for Pay-As-You-Throw inventory, supplying bags to distributors and billing.
 - Complies with IRS requirements regarding vendors W9 acquisition and 1099

Creative tools and approaches to this Scope of Work are encouraged as part of the submittal requirements. These are to be taken as a minimum expectation. If scope items may be combined, or important and useful elements should be added, please indicate so in the proposal submission.

Codes and Code Compliance

The awardee is required to comply with the Town of Grand Lake approved codes. Code review and compliance is subject to Town procedures and protocols.

Submittal and Evaluation Criteria

All submitted Proposals shall be signed by the Bidder and must include the Bidder’s contact name, business name, address and telephone number. A complete list of partners must be included with the proposal. Proposals by a corporation must be signed in the official corporate name, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation, and shall display the corporate seal. Corporations must designate the state in which they are incorporated, the address of their principal office, and the name and address of their agent for service of process. All Proposals must be submitted electronically using the portal at <https://www.bidnetdirect.com/townofgrandlake> .

Please Note: Addenda may be issued for this RFP/Q and will be posted online at <https://www.bidnetdirect.com/townofgrandlake>. Bidders shall ensure all addenda issued are acknowledged and responses thereto submitted along with the required Bid Documents. Failure to submit such responses may result in disqualification of the respective Bid.

The RMPES website offers both “free” and “paying” registration options that allow for full access of the Town’s documents and for electronic submission. (Note: “free” registration may take up to 24 hours to process. Please plan accordingly.)

The Town does not guarantee accurate information obtained from sources other than RMEPS.

In order to simplify the review process and obtain the maximum degree of comparability, the proposal must follow the outline described below, and at a minimum, contain the required information. Respondents are encouraged to include additional relevant information. **Respondents must also include an introductory cover page with company name, address, phone number, contact name, authorized signature and date.**

Proposal should be limited to 12 pages and minimum 11 pt font (Title page, cover page, resumes, and other addenda are excluded from the page limit). Proposal elements to include:

Cover Page (2-page limit): Introduce the project team, background, and give clear contact information, including email and phone.

Firm Background and Qualifications (4-page limit): Give a summary of the company, team, and team members. Include:

- Company overview
- Team Member Biographies
- 3-5 Relevant Example Projects
- 3 References
- Experience working in similar communities

Project Understanding and Approach (4-page limit): Consultant will illustrate an understanding of the project, as well as the approach to handling the Scope of Work above. At a minimum, please include:

- Project Understanding
- Illustrate capacity and ability to perform project
- Familiarity with Grand Lake
- Proposed Project Schedule
- Approach Strategies

Additional information (2-page limit): Please include the following...

- Firm Fee Schedule
- Certificate of Insurance
- Confirmation of Adherence with Federal, State, and Local guidance and legal requirements

Evaluation and Selection Process

The Town of Grand Lake will review all proposals submitted based on the above request for qualifications submissions. The Town, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the Town, all factors being considered. The following are the evaluation criteria the Town will consider in determining which proposal is most advantageous to the Town:

- 1. Project Understanding and Approach – Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and desired outcomes for the project.
- 2. Similar Experience – Successful proposers will have experience completing similar projects which should be demonstrated by providing a description of 2 examples that best match the scope and desired outcomes for this project. Each example should highlight similarities to the proposed Grand Lake project with reference and contact information.
- 3. Project Personnel – Successful proposers will provide information on personnel to be assigned to this project. Personnel should have experience of similar projects and/or in fields necessary to complete the proposed scope of work.

The Town may, at its discretion, choose to review select consultants. Once all review elements, including possible interviews, have been completed, a Consultant will be selected by the Board for the purpose of negotiating a contract. If a satisfactory contract cannot be negotiated with that Consultant, the Town shall formally end negotiations with that Consultant and select the next most favored provider and attempt to negotiate with that Consultant.

Selection and Performance Schedule

Following is a proposed schedule of events for the RFP process:

Advertisement/RFP Document Available	January 21, 2025
Questions Due	January 31, 2025, at 5:00pm
Final Addendum (if needed)	February 1, 2025
RFP Submittal Due	February 2, 2025, at 5:00pm
Submittal Screening	February 3, 2025
Selection of Awardee/Negotiation of Contract	February 10, 2025

Timetable and Progress

The final schedule for adoption will be determined during the negotiation of the professional services agreement, but in no case shall the timetable provided for completion of all components of the work program exceed twelve (12) months from the date of execution of the contract.

The below sample Professional Services Agreement will be used by the Town as the contract document for the work. By submitting a Proposal, you accept the terms of this Agreement as stated. Any deviations from this Agreement must be requested in your submitted Proposal.

Agreement For Professional Services

THIS AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into this _____ day of _____, 2023 (the "Effective Date"), by and between the Town of Grand Lake, a Colorado municipal corporation with an address of 1026 Park Avenue, P.O. Box 99, Grand Lake, Colorado 80447, (the "Town"), and _____, Consultant with a principal place of business at _____ ("Consultant") (each a "Party" and collectively the "Parties").

WHEREAS, the Town requires professional services; and

WHEREAS, Consultant has held itself out to the Town as having the requisite expertise and experience to perform the required professional services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Consultant shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the General Requirements of the Request for Proposal & Qualifications, attached hereto and incorporated herein by this reference and known as: **Local Planning Capacity Consultant**

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Consultant proceeds without such written authorization, Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date, and shall continue until Consultant completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

III. COMPENSATION

In consideration for the completion of the Scope of Services by Consultant, the Town shall pay Consultant \$_____. This amount shall include all fees, costs and expenses incurred by Consultant, and no additional amounts shall be paid by the Town for such fees, costs and expenses. Consultant may submit periodic invoices, which shall be paid by the Town within 30 days of receipt.

IV. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

B. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

C. Because the Town has hired Consultant for its professional expertise, Consultant agrees not to employ subcontractors to perform any work except as expressly set forth in the Scope of Services.

D. Consultant shall at all times comply with all applicable law, including without limitation all current and future federal, state and local statutes, regulations, ordinances and rules relating to: the emission, discharge, release or threatened release of a Hazardous Material into the air, surface water, groundwater or land; the manufacturing, processing, use, generation, treatment, storage, disposal, transportation, handling, removal, remediation or investigation of a Hazardous Material; and the protection of human health, safety or the indoor or outdoor environmental, including without limitation the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, *et seq.* ("CERCLA"); the Hazardous Materials Transportation Act, 49 U.S.C. § 1801, *et seq.*; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, *et seq.* ("RCRA"); the Toxic Substances Control Act, 15 U.S.C. § 2601, *et seq.*; the Clean Water Act, 33 U.S.C. § 1251, *et seq.*; the Clean Air Act; the Federal Water Pollution Control Act; the Occupational Safety and Health Act; all applicable environmental statutes of the State of Colorado; and all other federal, state or local statutes, laws, ordinances, resolutions, codes, rules, regulations, orders or decrees regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect.

V. OWNERSHIP

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Consultant shall be exclusively owned by the Town. Consultant expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Consultant hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Consultant.

VI. CONSULTANT

Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant

to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is a Town employee for any purposes.

VII. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. At a minimum, Consultant shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.
2. Commercial General Liability insurance with minimum combined single limits of \$387,000 each occurrence and \$1,093,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and Consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
3. Professional liability insurance with minimum limits of \$387,000 each claim and \$1,093,000 general aggregate.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees or its Consultants shall be excess and not contributory insurance to that provided by Consultant. Consultant shall be solely responsible for any deductible losses under any policy.

C. Consultant shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

VIII. INDEMNIFICATION

A. Consultant agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant, or which arise out of a worker's compensation claim of any employee of Consultant or of

any employee of any subcontractor of Consultant. Consultant's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant.

B. If Consultant is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Consultant's obligation to indemnify and hold harmless the Town may be determined only after Consultant's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

IX. ILLEGAL ALIENS

A. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and that Consultant will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

B. Prohibited Acts. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement, or enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. If Consultant has employees, Consultant has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Consultant shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under this Agreement, Consultant shall: notify the subcontractor and the Town within 3 days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under this Agreement; and terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under this Agreement; except that Consultant shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under this Agreement.

D. Duty to Comply with Investigations. Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

E. Affidavits. If Consultant does not have employees, Consultant shall sign the "No Employee Affidavit" attached hereto. If Consultant wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Consultant shall sign the "Department Program Affidavit" attached hereto.

X. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Weld County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the Party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

I. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. Rights and Remedies. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be

asserted, for work negligently or defectively performed.

K. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

L. Force Majeure. No Party shall be in breach of this Agreement if such Party's failure to perform any of the duties under this Agreement is due to Force Majeure, which shall be defined as the inability to undertake or perform any of the duties under this Agreement due to acts of God, floods, storms, fires, sabotage, terrorist attack, strikes, riots, war, labor disputes, forces of nature, the authority and orders of government or pandemics.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TOWN OF GRAND LAKE, COLORADO

Stephan Kudron, Mayor

ATTEST:

Alayna Carrell, Town Clerk

CONSULTANT

By: _____

STATE OF COLORADO)

) ss.

COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this day of _____, 2023, by _____ as _____ of _____

My commission expires:

(S E A L)

Notary Public

NO EMPLOYEE AFFIDAVIT

[To be completed only if Consultant has no employees]

1. Check and complete one:

I, _____, am a sole proprietor doing business as _____ . I do not currently employ any individuals. Should I employ any employees during the term of my Agreement with the Town of Grand Lake (the "Town"), I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

OR

I, _____, am the sole owner/member/shareholder of _____, a _____ [specify type of entity – *i.e.*, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the Town, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

2. Check one.

I am a United States citizen or legal permanent resident.

The Town must verify this statement by reviewing one of the following items:

- *A valid Colorado driver's license or a Colorado identification card;*
- *A United States military card or a military dependent's identification card;*
- *A United States Coast Guard Merchant Mariner card;*
- *A Native American tribal document;*
- *In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card; or*
- *Any other documents or combination of documents listed in the Town's "Acceptable Documents for Lawful Presence Verification" chart that prove both Consultant's citizenship/lawful presence and identity.*

OR

I am otherwise lawfully present in the United States pursuant to federal law.

Consultant must verify this statement through the federal Systematic Alien Verification of Entitlement ("SAVE") program, and provide such verification to the Town.

Signature

Date

DEPARTMENT PROGRAM AFFIDAVIT

[To be completed only if Consultant participates in the Department of Labor Lawful Presence Verification Program]

I, _____, as a public Consultant under contract with the Town of Grand Lake (the "Town"), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services ("Agreement") with the Town within 20 days after such hiring date;

2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Agreement; and

3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Agreement.

Signature

Date

STATE OF COLORADO)

) ss.

COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this _____ day of _____, 2023, by _____ as _____ of _____.

My commission expires:

(S E A L)

Notary Public

TOWN OF GRAND LAKE, COLORADO



**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

For The

**GRAND LAKE, COLORADO
"SPACE TO CREATE" AFFORDABLE HOUSING PROJECT**

January 24 ,2025

RFQ for Architectural Consulting Services
Town of Grand Lake, Colorado "Space to Create" Affordable Housing Project

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
TOWN OF GRAND LAKE, COLORADO
“SPACE TO CREATE” AFFORDABLE HOUSING PROJECT**

TABLE OF CONTENTS

I. INTRODUCTION

- A. **Project Description/Minimum Requirements/Project Delivery**
- B. **Selection Process**
 - 1. **Architect/Engineer/Consultant Submittals**
 - 2. **Screening Panel/ Short List**
 - 3. **Oral Interviews (If required)**
- C. **Schedule**

II. SUBMITTAL REQUIREMENTS

- A. **Project Team**
- B. **Firm Capabilities**
- C. **Prior Experience**
- D. **Project Approach**
- E. **Work Location**

APPENDICES

- Appendix A: Preliminary Selection/Evaluation Form**
- Appendix A1: Interview Selection/Evaluation Form (IF INTERVIEWS ARE REQUIRED)**
- Appendix A2: Final Ranking Matrix**
- Appendix B: Acknowledgment and Attestation Form**
- Appendix C: Scope of Work**

**ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
TOWN OF GRAND LAKE, COLORADO
“SPACE TO CREATE” AFFORDABLE HOUSING PROJECT**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The Town of Grand Lake, Colorado has received grants from the Colorado Department of Local Affairs (DOLA) to design and construct and The Space to Create Affordable Housing Project which will consist of approximately eighteen (18) units of affordable rental housing. The resulting units shall provide rental residential units to households of 80% Area Median Income (AMI) and remain affordable as defined in C.R.S. 24-32-133(1)(a) for a minimum of twenty (20) years.

Through this Request for Qualifications the Town of Grand Lake wishes to retain a qualified Architectural/Engineering team to design the Space to Create project, located at 1128 Park Avenue in Grand Lake, Colorado. Additionally, The Town of Grand Lake will provide a Project Manager to act as an owner's representative and oversee the Project construction. Work includes design and engineering; construction of utilities: subsurface work and extension of utilities onto the project site; construction and improvement of roads: parking, sidewalks, street connections, earthwork, asphalt, and concrete; stormwater management; and landscaping.

B. SELECTION PROCESS

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process may involve two stages: submittals will be screened and scored. A limited number of firms may be short-listed and invited to participate in oral interviews if required. The Town of Grand Lake will attempt to negotiate a contract with the highest ranked firm following the interview segment. The following is additional information relative to the selection process:

1. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, one digital (1) copy of submittals must be provided. Submittals must be addressed and emailed to:

Steve Kudron, Town Manager
Town of Grand Lake
1026 Park Ave.
Grand Lake, Colorado 80447

e-mail to: skudron@toglco.com

Deadline for receipt is 5:00 MT PM, February 7, 2025

Late submittals will be rejected without consideration. The Town of Grand Lake assumes no responsibility for costs related to the preparation of submittals.

- 2. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with Town policies. The panel will review and score the submittals. Firms ranked the highest may be invited to an oral interview. In the event of oral interviews, it is anticipated no fewer than two (2) may be interviewed.
- 3. Oral Interviews. If required, it is anticipated that oral interviews will be conducted during the week of February 24th, 2025. Interviews will be conducted at: Town Hall, 1026 Park Avenue, Grand Lake, CO 80447. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the Town of Grand Lake.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement	January 24, 2025
Date Email Questions Due	January 31, 2025
Date Email Answers Issued	February 3, 2025
RFQ Submittal Due	February 7, 2025
Interview List Released (If required)	February 11, 2025
Oral Interviews (as scheduled)	Week of February 17th, 2025
Negotiation of A/E Contract	February 24, 2025
Contract Approval (projected)	March 10, 2025
Anticipated A/E professional Services - Start	March 11, 2025
Anticipated Construction Services – Start - Finish	4th quarter 2026

II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. **(Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.)**

Appendix B, Acknowledgement and Attestation Form must be fully completed and certified.

The following are elements that will be used to evaluate each firm's qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

B. FIRM/TEAM CAPABILITIES

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected workload.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs
 - Coordinate value engineering activities
- Quality Control Methodology.
 - Ensure compliance with the requirements of the Town of Grand Lake and the Colorado Department of Local Affairs.
 - Ensure the project is designed for durability and maintainability
- Schedule.
 - Manage the required work to meet the established schedule

E. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- Proximity of firm’s office as it may affect coordination with the State's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

END OF REQUEST FOR QUALIFICATIONS

Appendix A

PRELIMINARY SELECTION/EVALUATION FORM
ARCHITECT/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____
Name of Firm: _____
Name of Project: _____

RFQ REFERENCE
MINIMUM REQUIREMENTS Y ___ N ___

If the minimum requirements have not been met, specify the reason(s):

Acknowledgment and Attestation included: Y ___ N ___

SCORE (PROJECT SPECIFIC QUALIFICATIONS): Weight x Rating = Score

1. PROJECT TEAM

- Qualifications and relevant individual experience. 2 x =
Unique knowledge of key team members relating to the project. 3 x =
Experience on projects as a team. 2 x =
Key staff involvement in project management and on-site presence. 3 x =
Time commitment of key staff. 2 x =
Qualifications and relevant subconsultant experience. 2 x =

2. FIRM CAPABILITIES

- Are the lines of authority and coordination clearly identified 1 x =
Are essential management functions identified? 1 x =
Are the functions effectively integrated (e.g., subconsultants' roles delineated?) 1 x =
Current and projected workload. 2 x =

3. PRIOR EXPERIENCE

- Experience of the key staff and firm with projects of similar scope and complexity. 2 x =
Demonstrated success on past projects of similar scope and complexity. 2 x =
References. 4 x =

4. PROJECT APPROACH

- Budget methodology/cost control.
- Quality control methodology.
- Schedule maintenance methodology.

$$\begin{array}{r} \underline{\quad} 2 \underline{\quad} x \underline{\quad} = \underline{\quad} \\ \underline{\quad} 1 \underline{\quad} x \underline{\quad} = \underline{\quad} \\ \underline{\quad} 2 \underline{\quad} x \underline{\quad} = \underline{\quad} \end{array}$$

5. WORK LOCATION

- Proximity of firm's office as it may affect coordination with The Town's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

$$\begin{array}{r} \underline{\quad} 4 \underline{\quad} x \underline{\quad} = \underline{\quad} \\ \underline{\quad} 3 \underline{\quad} x \underline{\quad} = \underline{\quad} \\ \underline{\quad} 3 \underline{\quad} x \underline{\quad} = \underline{\quad} \end{array}$$

TOTAL SCORE: _____

NOTES:

1. **Ratings:** Evaluator to assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating 0 is missing information. (Use whole numbers)
2. **Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A1

ORAL INTERVIEW SELECTION/EVALUATION FORM (IF REQUIRED)
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____
Name of Firm: _____
Name of Project: _____

SCORE (OVERALL QUALIFICATIONS):		Weight x Rating = Score	
1.	PROJECT TEAM	<u> 2 </u> x _____ = _____	
2.	TEAM CAPABILITIES	<u> 2 </u> x _____ = _____	
3.	PRIOR EXPERIENCE	<u> 2 </u> x _____ = _____	
4.	PROJECT APPROACH	<u> 2 </u> x _____ = _____	
5.	WORK LOCATION	<u> 4 </u> x _____ = _____	
	TOTAL SCORE:	_____	

NOTES:

- 1. Ratings:** Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 0 to 5 with 5 being the highest rating. (Use whole numbers), 0 is missing information.
- 2. Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A2

FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION

(Use this form to rank and determine the most qualified architectural/engineering/consulting services firm for both the preliminary and interview evaluations.)

FIRM	QUALIFICATIONS SCORE ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION or INTERVIEW SELECTION/EVALUATION FORMS. The scores from the Preliminary Selection process are not used to determine the final score or ranking unless there is a tie score during Phase 2.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

Appendix B

ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the RFQ and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

I certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____,
Date City
_____, State of _____,
County State

Applicant or Corporate Officer Signature Date

Witness Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)

Appendix C

SCOPE OF WORK

The Architect/Engineering team will provide a full scope of services typically defined by American Institute of Architects, AIA Document Standard Form of Agreement Between Architect and Owner necessary to complete the project.

The services for this project will include, but not limited to:

- Landscape Architecture
- Civil Engineering to include connections to all off-site improvements and off-site improvements required by the Town of Grand Lake.
- Architecture
- Interior Design
- Structural Engineering
- Mechanical/Plumbing Engineering
- Electrical Engineering/Lighting Design
- Entitlements required by the Town of Grand Lake
- Project Management
- Sustainability (the project will not require certification)

Project delivery (Construction) will be performed by a qualified General Contractor to be selected by the Town of Grand Lake in a separate process at the completion of the Schematic Design phase.

TOWN OF GRAND LAKE, COLORADO



**REQUEST FOR QUALIFICATIONS
FOR PROJECT MANAGEMENT/CONSULTING SERVICES**

For The

**GRAND LAKE, COLORADO
"SPACE TO CREATE" AFFORDABLE HOUSING PROJECT**

January 24 ,2025

RFQ for Project Management Consulting Services
Town of Grand Lake, Colorado "Space to Create" Affordable Housing Project

**REQUEST FOR QUALIFICATIONS
FOR PROJECT MANAGEMENT /CONSULTING SERVICES
TOWN OF GRAND LAKE, COLORADO
“SPACE TO CREATE” AFFORDABLE HOUSING PROJECT**

TABLE OF CONTENTS

I. INTRODUCTION

- A. **Project Description/Minimum Requirements/Project Delivery**
- B. **Selection Process**
 - 1. **Architect/Engineer/Consultant Submittals**
 - 2. **Screening Panel/ Short List**
 - 3. **Oral Interviews (If required)**
- C. **Schedule**

II. SUBMITTAL REQUIREMENTS

- A. **Project Team**
- B. **Firm Capabilities**
- C. **Prior Experience**
- D. **Project Approach**
- E. **Work Location**

APPENDICES

- Appendix A: Preliminary Selection/Evaluation Form**
- Appendix A1: Interview Selection/Evaluation Form (IF INTERVIEWS ARE REQUIRED)**
- Appendix A2: Final Ranking Matrix**
- Appendix B: Acknowledgment and Attestation Form**
- Appendix C: Scope of Work**

**PROJECT MANAGEMENT/CONSULTING SERVICES
REQUEST FOR QUALIFICATIONS
TOWN OF GRAND LAKE, COLORADO
“SPACE TO CREATE” AFFORDABLE HOUSING PROJECT**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The Town of Grand Lake, Colorado has received grants from the Colorado Department of Local Affairs (DOLA) to design and construct and The Space to Create Affordable Housing Project which will consist of approximately eighteen (18) units of affordable rental housing. The resulting units shall provide rental residential units to households of 80% Area Median Income (AMI) and remain affordable as defined in C.R.S. 24-32-133(1)(a) for a minimum of twenty (20) years.

Through this Request for Qualifications the Town of Grand Lake wishes to retain a qualified Project Management team to act as the owner's (Town's) representative. Work includes predevelopment, financial closing, construction administration and lease up/stabilization.

B. SELECTION PROCESS

The selection of a project management/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process may involve two stages: submittals will be screened and scored. A limited number of firms may be short-listed and invited to participate in oral interviews if required. The Town of Grand Lake will attempt to negotiate a contract with the highest ranked firm following the interview segment. The following is additional information relative to the selection process:

1. Project Management/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, one digital (1) copy of submittals must be provided. Submittals must be addressed and emailed to:

Steve Kudron, Town Manager
Town of Grand Lake
1026 Park Ave.
Grand Lake, Colorado 80447

e-mail to: skudron@toqlco.com

Deadline for receipt is 5:00 MT PM, February 14, 2025

Late submittals will be rejected without consideration. The Town of Grand Lake assumes no responsibility for costs related to the preparation of submittals.

2. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with Town policies. The panel will review and score the

submittals. Firms ranked the highest may be invited to an oral interview. In the event of oral interviews, it is anticipated no fewer than two (2) may be interviewed.

- 3. Oral Interviews. If required, it is anticipated that oral interviews will be conducted during the week of February 24th, 2025. Interviews will be conducted at: Town Hall, 1026 Park Avenue, Grand Lake, CO 80447. The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the Town of Grand Lake.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement	<u>January 24, 2025</u>
Date Email Questions Due	<u>January 31, 2025</u>
Date Email Answers Issued	<u>February 3, 2025</u>
RFQ Submittal Due	<u>February 14, 2025</u>
Interview List Released (If required)	<u>February 17, 2025</u>
Oral Interviews (as scheduled)	<u>Week of February 24th, 2025</u>
Negotiation of PM Contract	<u>March 3, 2025</u>
Contract Approval (projected)	<u>March 10, 2025</u>
Anticipated PM professional Services - Start	<u>March 11, 2025</u>
Anticipated Project Finish	<u>Late 2026</u>

II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. **(Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.)**

Appendix B, Acknowledgement and Attestation Form must be fully completed and certified.

The following are elements that will be used to evaluate each firm's qualifications:

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.

- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

B. FIRM/TEAM CAPABILITIES

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected workload.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs
 - Coordinate value engineering activities
- Quality Control Methodology.
 - Ensure compliance with the requirements of the Town of Grand Lake and the Colorado Department of Local Affairs.
 - Ensure the project is designed for durability and maintainability
- Schedule.
 - Manage the required work to meet the established schedule

E. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

- Proximity of firm's office as it may affect coordination with the State's project manager and the potential project location.
- Firm's familiarity with the project area.

END OF REQUEST FOR QUALIFICATIONS

Appendix A

PRELIMINARY SELECTION/EVALUATION FORM
PROJECT MANAGEMENT/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an project management/consulting services selection process.)

Evaluator #: _____ Date: _____
Name of Firm: _____
Name of Project: _____

RFQ REFERENCE
MINIMUM REQUIREMENTS Y ____ N ____

If the minimum requirements have not been met, specify the reason(s):

Acknowledgment and Attestation included: Y ____ N ____

SCORE (PROJECT SPECIFIC QUALIFICATIONS): Weight x Rating = Score

1. PROJECT TEAM

- Qualifications and relevant individual experience. 2 x =
- Unique knowledge of key team members relating to the project. 3 x =
- Experience on projects as a team. 2 x =
- Key staff involvement in project management and on-site presence. 3 x =
- Time commitment of key staff. 2 x =
- Qualifications and relevant subconsultant experience. 2 x =

2. FIRM CAPABILITIES

- Are the lines of authority and coordination clearly identified 1 x =
- Are essential management functions identified? 1 x =
- Are the functions effectively integrated (e.g., subconsultants' roles delineated?) 1 x =
- Current and projected workload. 2 x =

3. PRIOR EXPERIENCE

- Experience of the key staff and firm with projects of similar scope and complexity. 2 x =
- Demonstrated success on past projects of similar scope and complexity. 2 x =
- References. 4 x =

4. PROJECT APPROACH

- Budget methodology/cost control.
- Quality control methodology.
- Schedule maintenance methodology.

2	x	=
1	x	=
2	x	=

5. WORK LOCATION

- Proximity of firm's office as it may affect coordination with The Town's architect/engineer and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

4	x	=
3	x	=
3	x	=

TOTAL SCORE: _____

NOTES:

1. **Ratings:** Evaluator to assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating 0 is missing information. (Use whole numbers)
2. **Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A1

ORAL INTERVIEW SELECTION/EVALUATION FORM (IF REQUIRED)
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____
Name of Firm: _____
Name of Project: _____

SCORE (OVERALL QUALIFICATIONS):		Weight x Rating = Score	
1.	PROJECT TEAM	<u> 2 </u> x _____ = _____	
2.	TEAM CAPABILITIES	<u> 2 </u> x _____ = _____	
3.	PRIOR EXPERIENCE	<u> 2 </u> x _____ = _____	
4.	PROJECT APPROACH	<u> 2 </u> x _____ = _____	
5.	WORK LOCATION	<u> 4 </u> x _____ = _____	
	TOTAL SCORE:	_____	

NOTES:

- Ratings:** Evaluator to assess the strength of each firms qualifications and assign a numerical rating of 0 to 5 with 5 being the highest rating. (Use whole numbers), 0 is missing information.
- Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.

Appendix A2

FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION

(Use this form to rank and determine the most qualified project management/consulting services firm for both the preliminary and interview evaluations.)

FIRM	QUALIFICATIONS SCORE ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION or INTERVIEW SELECTION/EVALUATION FORMS. The scores from the Preliminary Selection process are not used to determine the final score or ranking unless there is a tie score during Phase 2.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

Page 1 APPENDIX A-2

RFQ for Project Management/Consulting Services

Town of Grand Lake, Colorado "Space to Create" Affordable Housing Project

Appendix C

SCOPE OF WORK

The services for this project will include, but not limited to:

1. Predevelopment
 - Identify potential funding sources
 - Capital stack review and coordination of requirements
 - Budget restrictions/requirements
 - Affordability rent/income
 - Pro forma construction and operation modeling
 - Financing
 - Soft costs
 - Transaction costs
 - Reserves
 - Income/expense modeling
 - Operating cash flows
 - Design team coordination
 - Review contract documents
 - Plan review and recommendations
 - OAC coordination
 - Plan development and revision review and recommendations
 - Entitlements
 - Cost review
 - Value engineering
 - Cost reduction review and recommendations
 - General Contractor
 - RFP coordination
 - Review and recommendation of proposal(s)
 - Review contract documents
 - Cost review and recommendations
2. Financial Closing
 - Coordination with Funder team(s)
 - Title and Legal team coordination
 - Due Diligence assembly and review
3. Construction Administration
 - Attend regular OAC meetings
 - Monitor construction progress and schedule impacts
 - Review Change Requests/Change Orders
 - Maintain and update construction budget and draw requests
4. Lease-up/Stabilization
 - Assist in selection of Management Agent
 - Review management agreement and related documents
 - Inform and advise on lease-up schedule, coordination, and operating assumptions
 - Provide framework for creative preference in leasing if/as applicable
 - Manage funding closeout and completion process in coordination with the Town

Project delivery (Construction) will be performed by a qualified General Contractor to be selected by the Town of Grand Lake in a separate process at the completion of the Schematic Design phase.



**GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING
MINUTES**

Monday, January 13, 2025, at 6:00 PM

Town Hall Board Room – 1026 Park Avenue

*The Town of Grand Lake upholds the Six Pillars of Character:
Citizenship, Trustworthiness, Respect, Responsibility, Fairness and
Caring*

A. Call to Order

The regular meeting of the Board of Trustees was called to order by Mayor Pro-Tem Bergquist at 6:00 P.M. in the Town Hall Board Room.

B. Pledge of Allegiance

Mayor Pro-Tem Bergquist led everyone in reciting the Pledge of Allegiance.

C. Announcements

Mayor Pro-Tem Bergquist announced: Please turn off all cell phones during the meeting.

D. Roll Call

Mayor Pro-Tem Bergquist, Trustees Arntson, Causseaux, Miller, Schoenherr, Sobon, Town Manager, Kudron, and Town Clerk, Carrell, were present.

E. Conflicts of Interest

None.

F. Manager's Report

WaterSmart Grant for Stormwater Management Plan:

The Town of Grand Lake’s WaterSmart grant was not selected as a finalist for the implementation of the 2023/2024 Stormwater Management Plan.

The Town and the Three Lakes Watershed Association will be working with the Grand Foundation and Windy Gap Environmental Fund Committee to achieve the most effective outcomes from the Stormwater Management Plan.

Ice Conditions

The Town’s Park Ice Rink is open and being resurfaced regularly. Parks staff have been flooding the lake ring with the goal of surfacing it in the coming week. Fishers are beginning to go onto the lake.

RFQ for Space to Create

Staff are working to complete the RFQ for the Space to Create project. The RFQ details will include options for architect/engineer and developer responses.

Town Treasurer

As noted in a recent email, our Town Treasurer will be leaving the Town at the end of the month. Her last day in the office will be January 13, 2025. Please be sure to stop and share your regards. Heike has been instrumental in not only ensuring our financial position is strong, but she has also positioned the next Treasurer for continued success in the department. A huge thank you to Heike for her wonderful time with us.

Water Billing Changes

The next water bill will contain the increase approved by the Board of Trustees in November of 2024

Marquee Progress:

Work continues at the Town Marquee. They are working through the weather.

Staff Openings:

Code Enforcement/Permit Tech – interviewing ; decision by 1/15/25 Planner – 2 thirty-day postings. To discuss options.

Town Manager. To discuss options.

Treasurer. Prepared to post. To discuss options.

January Event Highlights:

1/14/25: Happening at the House *Wes House from Winding River Resort* Community House

1/24-26/2025: Three Lakes Ice Fishing Tournament Lake Granby, Shadow Mtn Lake & Grand Lake Town Hall

1/30/2025: Grand County Library District Senior Lunch & Learn Community House

2/1/2025: 8th Annual Pond Hockey Tournament the Ice on Grand Lake

For all of the great events happening in Grand Lake as well as Rocky Mountain Folk School classes, check out the December newsletter on the Town’s website.

Next Board Meeting: January 27, 2025

January 13, 2025

G. Public Comments (Limited to 3 Minutes)

Mickey Rourke, 1015 Mountain Avenue- Mr. Rourke discussed his concerns regarding the Leatherwood project.

Daniela Gosselova, 505 E. Spruce Dr.- discussed the upcoming state recycling mandate and encouraged the town to participate.

H. Consent Agenda

1. Meeting Minutes- November 25, 2024

2. Meeting Minutes- December 9, 2024

3. Accounts Payable- January 13, 2025

Trustee Miller made a motion to approve the consent agenda for January 13, 2024. Trustee Arntson seconded the motion. Town Clerk, Carrell, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

I. Items of Discussion

1. Consideration of Designation of Posting Notices of Public Meetings

Presented by Town Clerk, Carrell.

Trustee Arntson made a motion to designate the Grand Lake Post Office and Grand Lake Town Hall. Trustee Sobon seconded the motion. Town Clerk, Carrell, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

2. Consideration of Approval of Resolution 01-2025, a Resolution Appointing the Town Clerk Pro-Tem

Presented by Town Clerk, Carrell.

Trustee Causseaux made a motion to approve Resolution 01-2025, appointing Sarah Weekes as the Town Clerk Pro-Tem for the Town of Grand Lake. Trustee Schoenherr seconded the motion. Town Clerk, Carrell, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

3. Consideration of Emergency Ordinance 01-2025, Amending the Grand Lake Municipal Code to Add Regulations Governing Natural Medicine Businesses

Presented by Town Clerk, Carrell and Town Attorney, Scott Krob.

Trustee Sobon made a motion to approve Emergency Ordinance 01-2025, amending the Grand Lake Municipal Code to add regulations governing natural medicine businesses with the condition all storefronts are located on property within the Commercial Transitional Zoning District or a planned development district. Trustee Causseaux seconded the motion. Town Clerk, Carrell, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

4. QUASI JUDICIAL– Resolution 02-2025, Consideration to Approve a Final Development Plan for the Gateway Inn Located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, More Commonly Referred to as 120 W. Lake Avenue

Presented by Josh Olhava, Ayers Associates.

Trustee Schoenherr made a motion to approve Resolution 012-2025, approving a final development plan for the Gateway Inn located on Block 15, Gateway Inn Grand Lake Estates 2nd Filing, more commonly referred to as 120 W. Lake Avenue. Trustee Sobon seconded the motion. Town Clerk, Carrell, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

5. QUASI JUDICIAL – Resolution XX-2025, Consideration of a Variance Request to the Setback Requirements on Lot 12, Block 12 Grand Lake Subdivision, More Commonly Referred to as 825 Lake Avenue.

PLANNING COMMISSION CONTINUED THE HEARING TO FEBRUARY 5, 2025, AT 6:30PM

6. QUASI JUDICIAL– Resolution XX-2025, Consideration of Four Zoning Regulation Variances to the Leatherwood Development Site located on Lots 4-6, Block 5 Grand Lake Subdivision and Lots 9-14, Leatherwood Inn by the Lake Subdivision, More Commonly Referred to as 1016 Grand Avenue and 1001, 1005, and 1007 Lake Avenue.

PLANNING COMMISSION CONTINUED THE HEARING TO FEBRUARY 5, 2025, AT 6:30PM

7. Town Planner Search Discussion

Presented by Town Manager, Kudron.

J. Future Items for Consideration

- CGFOA Update.
- Chamber Update
- Tourism Update
- Safety Manual Revisions

K. Mayor's Report

L. EXECUTIVE SESSION PURSUANT TO C.R.S. 26-4-401(4)(a) CONCERNING THE PURCHASE, ACQUISITION, OR LEASE OF REAL PROPERTY

M. EXECUTIVE SESSION PURSUANT TO SECTION 24-6-402(4)(b), C.R.S., TO CONFER WITH THE TOWN ATTORNEY ON SPECIFIC LEGAL QUESTIONS RELATED TO THE TOWN MANAGER'S CONTRACT AND EMPLOYMENT.

Trustee Causseaux made a motion to enter executive session pursuant to C.R.S. 26-4-401(4)(a) concerning the purchase, acquisition, or lease of real property and pursuant to C.R.S. 24-6-402(4)(b), to confer with the Town Attorney on specific legal questions related to the Town Manager's contract and employment. Trustee Sobon seconded the motion. Town Clerk, Carrell, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

N. Adjourn Meeting

Trustee Causseaux made a motion to adjourn the meeting. Trustee Sobon seconded the motion. Town Clerk, Carrell, called the vote:

Mayor Kudron	Abstain
Mayor Pro-Tem Bergquist	Aye
Trustee Arntson	Aye
Trustee Causseaux	Aye
Trustee Miller	Aye
Trustee Schoenherr	Aye
Trustee Sobon	Aye

This meeting of the Board of Trustees was adjourned at 9:07 PM.

(Attest)

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem



Request for Board Action

Meeting Date: 1/27/2025

Department: Treasurer	Presenter: Fawkes
--------------------------	----------------------

ITEM:

Consideration to approve Accounts Payable

BACKGROUND:

At every Board meeting, the Town Board of Trustees approves the accounts payable.

FISCAL NOT

All documents were emailed to Trustees for review on Wednesday, January 22, 2025.

STAFF RECOMMENDATION

Approve

SUGGESTED MOTIONS

I make a motion to approve/(deny) the accounts payable for January 27, 2025.



Town of Grand Lake
November Sales Tax Reports and December unadjusted 2024
Financials

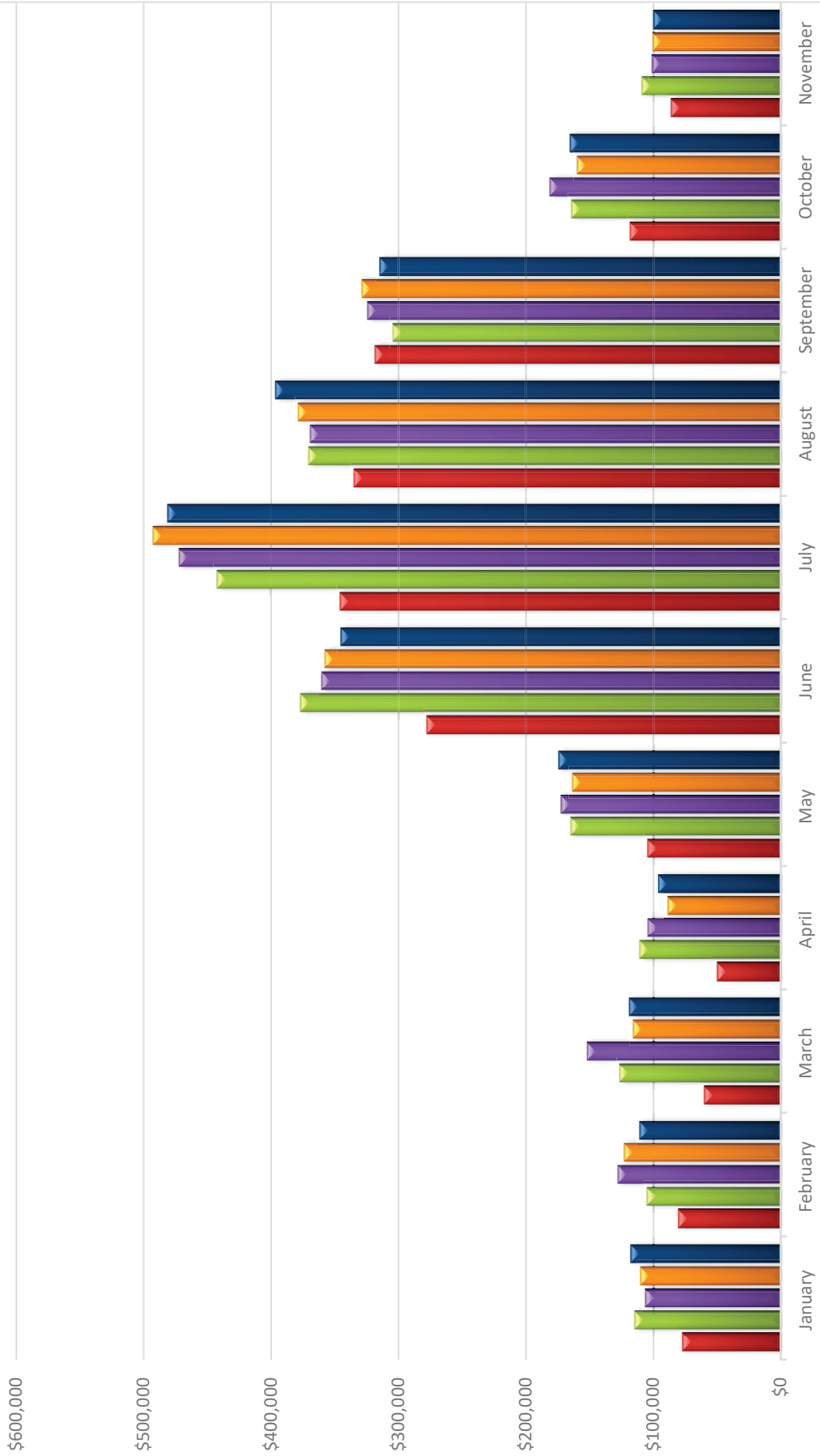
**4% SALES TAX CASH FLOW REPORT:
TOWN OF GRAND LAKE
FISCAL YEAR 2024**

Sales Month	2024	2023	2022	2021	2020
January	\$117,972	\$110,248	\$106,350	\$114,888	\$77,149
February	\$110,759	\$123,072	\$127,918	\$105,125	\$80,166
March	\$118,874	\$115,936	\$151,941	\$126,469	\$60,184
April	\$95,992	\$88,692	\$104,344	\$110,867	\$49,912
May	\$174,513	\$163,725	\$172,788	\$164,901	\$104,689
June	\$345,644	\$357,780	\$360,464	\$377,346	\$277,913
July	\$481,419	\$492,768	\$472,409	\$442,768	\$346,264
August	\$396,761	\$378,782	\$369,399	\$370,626	\$335,005
September	\$314,945	\$328,788	\$324,475	\$304,337	\$318,513
October	\$165,557	\$159,985	\$181,308	\$164,428	\$118,313
November	\$99,969	\$100,490	\$100,997	\$109,224	\$85,868
December		\$134,012	\$129,464	\$132,476	\$125,334

YEAR TO DATE CASH FLOW COMPARISON

	Year to Date Total	Percent of Budget	Percent change from previous Year to Date	Dollar change from previous Year to Date	Budgeted Amount
2024	\$2,422,406	103.61%	0.09%	\$ 2,140.73	\$2,337,968
2023	\$2,420,265	103.52%	-2.11%	\$ (52,126.74)	\$2,337,968
2022	\$2,472,392	100.46%	3.41%	\$ 81,412.96	\$2,461,018
2021	\$2,390,979	137.27%	28.96%	\$ 537,001.54	\$1,741,825
2020	\$1,853,977	111.74%	3045.91%	\$1,795,044.26	\$1,659,230

4% SALES TAX CASH FLOW 2024
 General Fund
 YTD through November



1% SALES TAX CASH FLOW REPORT:

TOWN OF GRAND LAKE
FISCAL YEAR 2024

1 % Sales Tax Month	2024	2023	2022	2021	2020
January	\$29,493	\$27,562	\$26,587	\$28,722	\$19,287
February	\$27,690	\$30,768	\$31,979	\$26,281	\$20,042
March	\$29,719	\$28,984	\$37,985	\$31,617	\$15,046
April	\$23,998	\$22,173	\$26,086	\$27,717	\$12,478
May	\$43,628	\$40,931	\$43,197	\$41,225	\$26,172
June	\$86,411	\$89,445	\$90,116	\$94,336	\$69,478
July	\$120,355	\$123,192	\$118,102	\$110,692	\$86,566
August	\$99,190	\$94,695	\$92,350	\$92,656	\$83,751
September	\$78,736	\$82,197	\$81,119	\$76,084	\$79,628
October	\$41,389	\$39,996	\$45,327	\$41,107	\$29,578
November	\$24,992	\$25,122	\$25,249	\$27,306	\$21,467
December		\$33,503	\$32,366	\$33,119	\$31,333

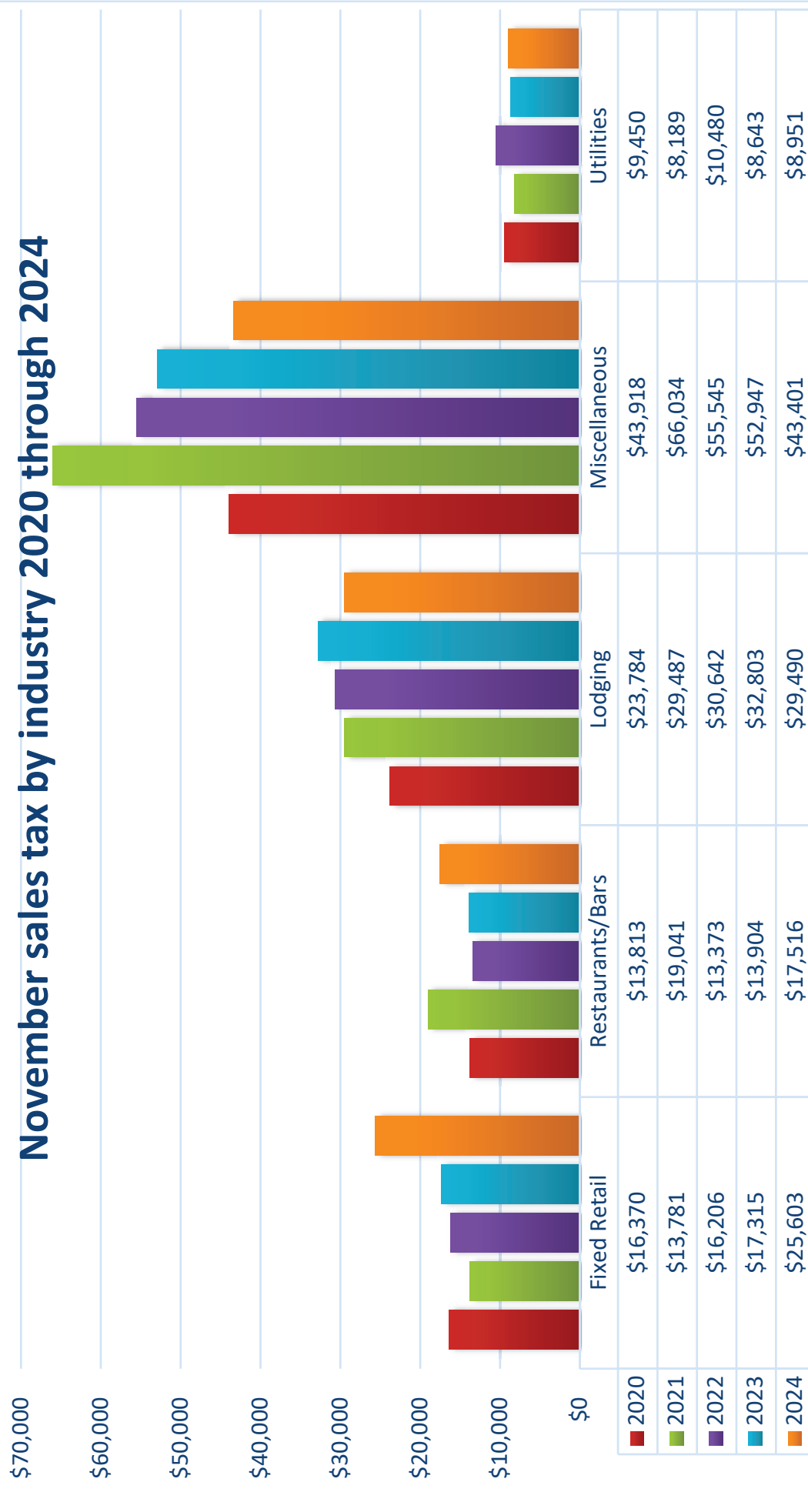
YEAR TO DATE CASH FLOW COMPARISON

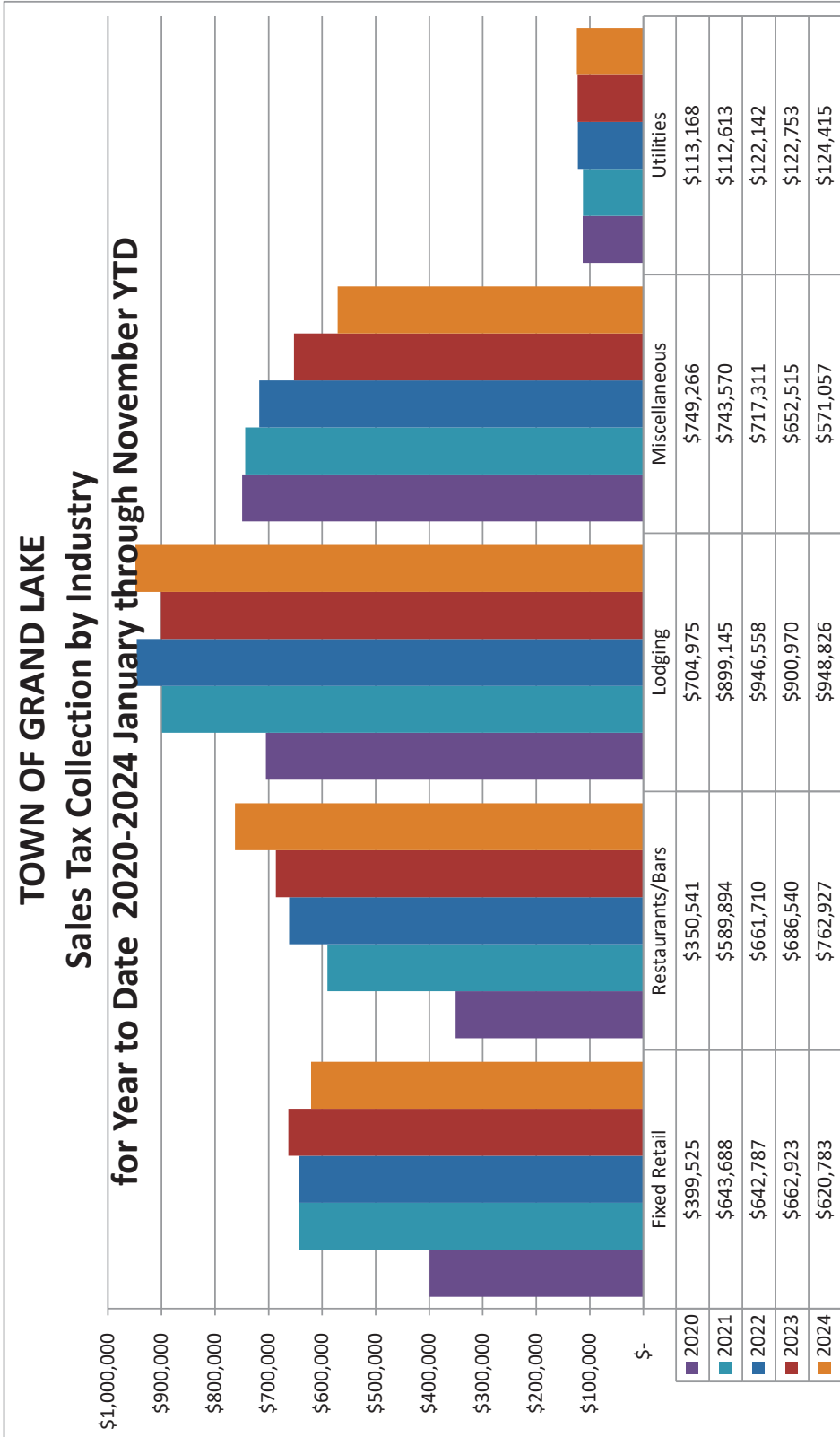
	Year to Date Total	Percent of Budget	Percent change from previous Year to Date	Dollar change from previous Year to Date	Budgeted Amount
2024	\$605,601	104.41%	0.09%	\$ 535	\$580,000.00
2023	\$605,066	103.56%	-2.11%	\$ (13,032)	\$584,250.00
2022	\$618,098	100.46%	3.41%	\$ 20,353	\$615,252.00
2021	\$597,745	137.41%	28.96%	\$ 134,250	\$435,000.00
2020	\$463,494	104.01%	3050.54%	\$ 448,783	\$445,635.00

1% SALES TAX CASH FLOW 2024
Capital Improvement Fund
YTD through November

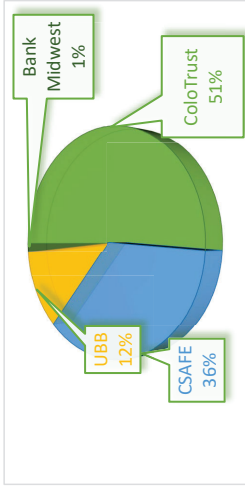


November sales tax by industry 2020 through 2024





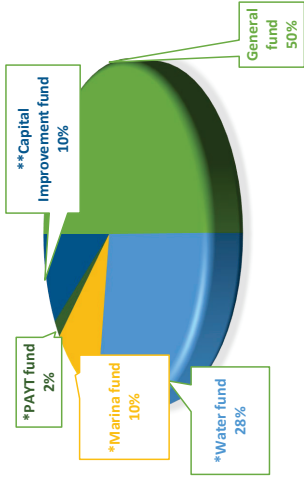
BANK CASH BALANCES



Bank	Amount
ColoTrust	\$4,065,548
CSAFE	\$2,833,979
UBB	\$959,668
Bank Midwest	\$109,609
TOTAL CASH *	<u>\$7,968,804.18</u>

*a portion of the funds are committed or restricted. Funds are also allocated to certain funds - see below

FUND BALANCES



General fund	\$ 3,910,587
*Water fund	\$ 2,161,765
*Marina fund	\$ 817,914
*PAVT fund	\$ 149,665
**Capital improvement fund	\$ 795,678
TOTAL	<u>\$ 7,835,608.45</u>

*enterprise funds

** Restricted for capital road improvements minus bond required reserves as noted below

*balance may differ due to A/R & AP

COMMITTED FUNDS

Parking Fee-In-Lieu	\$ -	funds from new development for parking spaces
Cemetery Funds	\$ 119,256.89	committed fund for the Grand Lake Cemetery
Conservation Trust Funds	\$ 46,073.26	funds from State Lottery restricted for Parks & Open Space
Attainable Housing Fund	\$ 282,006.22	restricted for attainable housing
Emergency Reserves	\$ 117,000.00	TABOR Requirement
Sales Tax Bond Required Reserves	\$ 280,500.00	Streetscape bond requirement (CIP Fund)
TOTAL	\$ 844,836.37	balances are adjusted at year end during an audit

LIABILITIES over \$50K

Certificate of Participation (GF)	\$ 1,299,937.00	issued to finance the acquisition of land
Drinking Water Revolving Fund (WF)	\$ 1,116,584.74	construction of an underground water storage tank in 2018
Sales Tax Bonds (CIP Fund)	\$ 3,090,000.00	construction of streets, sidewalks, drainage and other street-related
TOTAL	\$ 5,506,521.74	

Town of Grand Lake Pre Pairs and Transfer

Company	Date	Amount
Paychex Payroll	12/15/2024	\$ 44,714
Paychex Payroll Taxes	12/15/2024	\$ 18,376
ICMA Retirement	12/15/2024	\$ 7,765
Paychex Payroll	12/30/2024	\$ 41,960
Paychex Payroll Taxes	12/30/2024	\$ 17,691
ICMA Retirement	12/30/2024	\$ 7,998
Hartford life/AD&D Insurance	12/14/2024	\$ 180
Health Saving Reimbursement	12/3/2024	\$ 38
Health Saving Reimbursement	12/10/2024	\$ 298
Health Saving Reimbursement	12/17/2024	\$ 26
Health Saving Reimbursement	12/31/2024	\$ 187
Heartland (marina cc fees)	12/1/2024	\$ 222
CEBT (Health Ins)	12/8/2024	\$ 30,451

Bank Transfers

From	To	Date	Amount
Bank Midwest	Csafe	12/13/2024	\$ 500,000
UBB Money Market	UBB Operating	12/5/2024	\$ 130,000

TOWN OF GRAND LAKE
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2024

Section 9, Item A.

COMBINED CASH ACCOUNTS

01-102000	US BANK CHECKING	(15,783.91)
01-104000	2019 UBB MONEY MARKET		728,894.98
01-104500	2019 UBB CHKG - OPERATIONS		104,971.08
01-106000	RETURNED CHECK CLEARING ACCT		.00
01-106500	BANK MIDWEST / CCB		117,749.37
01-106700	OLD MIDWEST		.00
01-107500	UTILITY CASH CLEARING ACCT		.00
01-107600	AR CASH CLEARING ACCT		.00
			935,831.52
	TOTAL COMBINED CASH		935,831.52
01-200000	ACCOUNTS PAYABLE GENERAL		.00
01-100000	CASH ALLOCATED TO OTHER FUNDS	(935,831.52)
			.00
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND		85,559.74
20	ALLOCATION TO WATER FUND		363,772.27
40	ALLOCATION TO MARINA FUND		347,627.78
50	ALLOCATION TO PAY-AS-YOU-THROW FUND		149,614.67
90	ALLOCATION TO CAPITAL IMPROVEMENT FUND	(10,742.94)
			935,831.52
	TOTAL ALLOCATIONS TO OTHER FUNDS		935,831.52
	ALLOCATION FROM COMBINED CASH FUND - 01-100000	(935,831.52)
			.00
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

TOWN OF GRAND LAKE
 BALANCE SHEET
 DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

ASSETS

10-100000	CASH IN COMBINED CASH FUND	85,559.74	
10-103000	CSAFE	223,261.38	
10-103100	CSAFE - CORE	2,536,134.16	
10-109100	COLOTRUST	1,065,431.90	
10-116000	PETTY CASH	100.00	
10-116500	GLC PETTY CASH	100.00	
10-116501	AFTER SCHOOL PROG PETTY CASH	.00	
10-117000	ACCOUNTS RECEIVABLE	(60,802.47)	
10-117100	PROPERTY TAXES RECEIVABLE	530,203.00	
10-117500	ACCOUNTS RECIVABLE - AR	4,233.83	
10-123000	FUEL AR - FUEL PAYMENTS	1,031.02	
10-129000	UNLEADED GAS INVENTORY	(2,650.65)	
10-130000	DIESEL INVENTORY	7,050.71	
10-131000	DUE FROM WATER FUND	.00	
10-131001	DUE FROM MARINA FUND	.00	
10-131002	DUE FROM PAYT	.00	
10-143100	PREPAID EXPENSES FOR GENERAL F	6,852.00	
10-143500	GLC PREPAID EXPENSES	.00	
10-149000	DEPOSITS PAID BY THE TOWN	.00	
	TOTAL ASSETS		4,396,504.62

LIABILITIES AND EQUITY

TOWN OF GRAND LAKE
BALANCE SHEET
DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

LIABILITIES

10-200000	ACCOUNTS PAYABLE GENERAL	10,232.68	
10-205000	RETAINAGE PAYABLE	.00	
10-217100	SOCIAL SECURITY WITHHOLDING	.00	
10-217200	FEDERAL W/H PAYABLE	.00	
10-217300	STATE W/H PAYABLE	.00	
10-217400	MEDICARE WITHHOLDING	.00	
10-217500	SUTA PAYABLE	.00	
10-217600	WC PAYABLE	.00	
10-219100	FLEX MEDICAL	2,075.08	
10-219200	MEDICAL BENEFIT PAYABLE	.00	
10-220000	ICMA W/H PAYABLE	.00	
10-221000	ICMA EMP LOAN PAYABLE	.00	
10-221001	ICMA/ROTH IRA	.00	
10-221100	MISC DEDUCTIONS PAYABLE	.00	
10-222000	DEFERRED REVENUE-PROPERTY TAX	530,203.00	
10-223100	PREPAID FEES FOR DEPOSITS	.00	
10-223180	PREPAID LICENSES	.00	
10-225000	ESCROW MONIES GENERAL	.00	
10-226000	USE TAX DEFERRED REVENUE	160,166.33	
10-227000	DEFERRED REV	.00	
10-228100	GLC CUSTOMER DEPOSITS	1,001.00	
10-228200	PREPAID RENTAL FEES & DEPOSITS	250.00	
10-228300	GLC PREPAID MEMBERSHIPS	.00	
10-228400	DEPOSITS TOWN EVENTS	1,000.00	
10-228500	LAND USE/MUNI PROP DEPOSITS	2,100.00	
10-228600	ATTORNEY RETAINER	(6,380.00)	
10-230000	HEADSTONE DEPOSIT	3,900.00	
10-231000	FOLK SCHOOL PAYMENTS	1,166.00	
10-231200	WINTER CARNIVAL	743.69	
10-232000	DUE TO WATER FROM GF	.00	
10-233000	DUE TO MARINA FROM GF	.00	
10-234000	AEROLAB, INC PAYMENTS	.00	
10-241000	RENTAL DEPOSITS	1,000.00	
	TOTAL LIABILITIES		707,457.78

FUND EQUITY

10-270000	PARKING FEE-IN-LIEU	.00	
10-275000	FUND BALANCE	2,937,669.82	
10-281000	CEMETERY FUNDS	119,256.89	
10-283000	CONSERVATION TRUST FUNDS	46,073.26	
10-284000	ATTAINABLE HOUSING FUNDS	282,006.22	
10-285000	FUND BAL RESVD - INV & PRE PDS	5,091.51	
10-286000	EMERGENCY RESERVES	117,000.00	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	181,949.14	
	BALANCE - CURRENT DATE		181,949.14
	TOTAL FUND EQUITY		3,689,046.84

TOWN OF GRAND LAKE
BALANCE SHEET
DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

TOTAL LIABILITIES AND EQUITY

4,396,504.62

TOWN OF GRAND LAKE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>GENERAL TAXES</u>					
10-311-100	PROPERTY TAXES	.00	557,423.18	551,550.00 (5,873.18) 101.1
10-311-110	SPECIFIC OWNERSHIP	.00	25,646.17	18,000.00 (7,646.17) 142.5
10-311-120	INTEREST & PENALTY-PROP TAXES	.00	2,299.60	300.00 (1,999.60) 766.5
10-311-130	MOTOR VEHICLE USE & SALES TAX	.00	91,056.48	40,000.00 (51,056.48) 227.6
10-311-140	SALES TAX 4%	.00	2,322,436.62	2,337,968.00	15,531.38 99.3
10-311-150	BUILDING USE TAX	.00	136,560.99	25,000.00 (111,560.99) 546.2
10-311-160	CIGARETTES-SELECT SALES TAX	.00	4,214.11	3,000.00 (1,214.11) 140.5
10-311-161	MARIJUANA TAX	.00	.00	10,000.00	10,000.00 .0
	TOTAL GENERAL TAXES	.00	3,139,637.15	2,985,818.00 (153,819.15) 105.2
<u>UTILITY FRANCHISE TAX</u>					
10-316-170	FRANCHISE CABLE	.00	18,544.67	20,000.00	1,455.33 92.7
10-316-171	FRANCHISE TELEPHONE	.00	2,543.69	10,000.00	7,456.31 25.4
10-316-172	FRANCHISE ELECTRIC	.00	28,708.21	35,000.00	6,291.79 82.0
10-316-173	FRANCHISE NATURAL GAS	.00	16,774.89	25,000.00	8,225.11 67.1
	TOTAL UTILITY FRANCHISE TAX	.00	66,571.46	90,000.00	23,428.54 74.0
<u>LICENSES & PERMITS</u>					
10-321-100	LIQUOR LICENSE FEE	.00	5,811.50	4,500.00 (1,311.50) 129.1
10-321-120	SALES TAX LICENSE \$10	.00	585.00	425.00 (160.00) 137.7
10-321-130	MOTOR VEHICLE LICENSE (RURAL)	.00	2,236.33	2,500.00	263.67 89.5
10-321-140	SIGN PERMIT	.00	500.00	500.00	.00 100.0
10-321-150	GRADING PERMIT	.00	100.00	100.00	.00 100.0
10-321-160	ANIMAL LICENSE	.00	136.50	50.00 (86.50) 273.0
10-321-170	ENCROACHMENT PERMIT/LICENSE	.00	200.00	400.00	200.00 50.0
10-321-175	BUSINESS LICENSE COMMISSION	.00	31,043.75	30,000.00 (1,043.75) 103.5
10-321-180	NIGHTLY RENTAL LICENSE FEE	.00	94,779.55	80,000.00 (14,779.55) 118.5
10-321-190	BOARDWALK SALES PERMIT	.00	25.00	25.00	.00 100.0
10-321-191	MARIJUANA LICENSE FEES	.00	500.00	1,000.00	500.00 50.0
	TOTAL LICENSES & PERMITS	.00	135,917.63	119,500.00 (16,417.63) 113.7
<u>GRANTS</u>					
10-334-900	GRANTS - OTHER	.00	100,000.00	4,000,000.00	3,900,000.00 2.5
	TOTAL GRANTS	.00	100,000.00	4,000,000.00	3,900,000.00 2.5

TOWN OF GRAND LAKE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>INTERGOVERNMENTAL</u>					
10-335-130 GRAND CNTY ROAD & BRIDGE	.00	12,531.00	9,520.00	(3,011.00)	131.6
10-335-200 HIGHWAY USER TAX FUND	.00	37,574.77	32,000.00	(5,574.77)	117.4
10-335-800 CONSERVATION TRUST FUND	.00	2,457.19	3,000.00	542.81	81.9
10-335-900 OTHER INTERGOVERNMENTAL	.00	1,848.65	3,000.00	1,151.35	61.6
TOTAL INTERGOVERNMENTAL	.00	54,411.61	47,520.00	(6,891.61)	114.5
<u>CHARGES FOR SERVICES</u>					
10-341-200 CEMETERY REVENUES	.00	9,959.21	12,000.00	2,040.79	83.0
10-341-202 CEMETERY GRANTS AND DONATION	.00	.00	.00	.00	.0
10-341-300 ZONING & SUBDIVISION REVIEW	.00	2,494.00	3,000.00	506.00	83.1
10-341-400 ATTAINABLE HOUSING FEE REVENUE	.00	8,822.80	4,000.00	(4,822.80)	220.6
10-341-500 EV CHARGING STATION REVENUE	.00	17,082.85	4,000.00	(13,082.85)	427.1
10-341-600 FUEL DEPOT SURCHARGE	.00	1,520.00	2,000.00	480.00	76.0
10-341-700 COPIES/FAXES/SODA	.00	.00	.00	.00	.0
10-341-850 NIGHTLY RENTAL APP FEE \$165	.00	3,541.95	2,000.00	(1,541.95)	177.1
10-341-900 CEMETERY EXCAVATING FEE	.00	2,525.00	6,000.00	3,475.00	42.1
TOTAL CHARGES FOR SERVICES	.00	45,945.81	33,000.00	(12,945.81)	139.2
<u>GRAND LAKE CENTER REVENUES</u>					
10-350-101 GLC - RENTAL FEES	.00	53,186.00	15,000.00	(38,186.00)	354.6
10-350-111 GLC - (T) MERCH SALES	.00	.00	.00	.00	.0
10-350-115 GLC - (N) MERCH SALES	.00	199.35	.00	(199.35)	.0
10-350-121 GLC - MEMBERSHIPS	.00	87,457.00	70,000.00	(17,457.00)	124.9
10-350-131 GLC - REC FEES	.00	17,829.00	15,000.00	(2,829.00)	118.9
10-350-132 GLC GOLF SIM REVENUE	.00	1,880.00	.00	(1,880.00)	.0
10-350-201 GLC - DONATIONS	.00	.00	.00	.00	.0
10-350-202 GLC EVENTS	.00	4,921.58	5,000.00	78.42	98.4
TOTAL GRAND LAKE CENTER REVENUES	.00	165,472.93	105,000.00	(60,472.93)	157.6
<u>FINES AND FORFEITURES</u>					
10-351-100 ORDINANCE/TRAFFIC FINES	.00	(60.00)	500.00	560.00	(12.0)
TOTAL FINES AND FORFEITURES	.00	(60.00)	500.00	560.00	(12.0)
<u>FEES AND LEASES</u>					
10-353-180 RENT - VISITORS CENTER	.00	2,500.00	2,500.00	.00	100.0
TOTAL FEES AND LEASES	.00	2,500.00	2,500.00	.00	100.0

TOWN OF GRAND LAKE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>INVESTMENT INCOME</u>						
10-355-100	INTEREST REVENUE	.00	174,742.16	50,000.00	(124,742.16)	349.5
	TOTAL INVESTMENT INCOME	.00	174,742.16	50,000.00	(124,742.16)	349.5
 <u>OTHER</u>						
10-360-110	SALE OF ASSETS	.00	.00	90,000.00	90,000.00	.0
10-360-130	MUNICIPAL FEE	.00	.00	.00	.00	.0
10-360-140	EVENT RENT - LAND, BUILDINGS	.00	3,701.00	6,000.00	2,299.00	61.7
10-360-160	RENT - ENTERPRISE FUND SITES	.00	2.00	2.00	.00	100.0
10-360-200	MISC. REVENUES - GENERAL	.00	11,777.87	.00	(11,777.87)	.0
10-360-350	MSOB REVENUE	.00	.00	.00	.00	.0
	TOTAL OTHER	.00	15,480.87	96,002.00	80,521.13	16.1
 <u>CAPITAL SPECIFIC</u>						
10-377-140	GRANTS - CAPITAL	.00	.00	.00	.00	.0
10-377-145	COMMUNITY HOUSE UPGRADES GRANT	.00	.00	.00	.00	.0
10-377-160	SPACE TO CREATE REVENUE	.00	.00	.00	.00	.0
10-377-165	REVITALIZING MAIN STREET REV	.00	.00	.00	.00	.0
10-377-166	EV GRANT REVENUE	.00	.00	.00	.00	.0
10-377-170	INSURANCE PROCEEDS DOCK	.00	.00	.00	.00	.0
10-377-175	COLORADO TREE CO REVENUE	.00	.00	.00	.00	.0
	TOTAL CAPITAL SPECIFIC	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	.00	3,900,619.62	7,529,840.00	3,629,220.38	51.8

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CEMETERY COMMITTEE</u>					
10-410-211 CEMETERY SUPPLIES/MISC EXP	.00	4,093.28	2,000.00	(2,093.28)	204.7
10-410-215 GRAVE MARKERS	.00	209.90	1,000.00	790.10	21.0
10-410-242 CEMETERY MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
TOTAL CEMETERY COMMITTEE	.00	4,303.18	8,000.00	3,696.82	53.8
 <u>PC/BOA</u>					
10-412-211 OFFICE SUPPLIES	.00	78.00	300.00	222.00	26.0
10-412-311 POSTAGE/ADS/LEGAL NOTICES	.00	748.80	500.00	(248.80)	149.8
10-412-314 PURCHASED SERVICES	.00	18,748.86	18,000.00	(748.86)	104.2
10-412-319 MISC.-PLANNING COMMISSION/BOA	.00	.00	300.00	300.00	.0
10-412-320 COMPUTER HARDWARE	.00	136.53	1,000.00	863.47	13.7
10-412-351 PLANNING LEGAL SERVICES	.00	1,215.25	12,000.00	10,784.75	10.1
10-412-370 TRAINING/TRAVEL	.00	5,232.38	6,000.00	767.62	87.2
10-412-380 COMP PLAN UPDATE	.00	.00	10,000.00	10,000.00	.0
TOTAL PC/BOA	.00	26,159.82	48,100.00	21,940.18	54.4
 <u>BOARD OF TRUSTEES</u>					
10-413-142 WORKERS' COMPENSATION	.00	913.00	800.00	(113.00)	114.1
10-413-143 BOT COMPENSATION	.00	15,396.92	18,000.00	2,603.08	85.5
10-413-211 OFFICE/MEETING SUPPLIES	.00	6,756.24	5,000.00	(1,756.24)	135.1
10-413-215 ELECTIONS	.00	816.40	3,000.00	2,183.60	27.2
10-413-316 DUES/MEMBERSHIPS	.00	22,471.00	20,000.00	(2,471.00)	112.4
10-413-370 TRAINING/TRAVEL	.00	996.02	7,500.00	6,503.98	13.3
10-413-460 LONG RANGE/MISC	.00	.00	1,000.00	1,000.00	.0
10-413-461 APPRECIATION PROGRAM	.00	8,240.86	9,000.00	759.14	91.6
10-413-462 COMPUTER EQUIPMENT	.00	717.64	2,500.00	1,782.36	28.7
10-413-463 WATER QUALITY ISSUES	.00	.00	250.00	250.00	.0
10-413-465 COMPUTER SOFTWARE	.00	1,180.25	1,200.00	19.75	98.4
10-413-728 MISCELLANEOUS DONATIONS	.00	10,000.00	10,000.00	.00	100.0
10-413-843 ROCKY MTN REP THEATRE	.00	2,250.00	1,350.00	(900.00)	166.7
10-413-859 GRAND FOUNDATION	.00	51,500.00	51,500.00	.00	100.0
10-413-870 BOARD CONTINGENCY	.00	38,047.12	17,000.00	(21,047.12)	223.8
TOTAL BOARD OF TRUSTEES	.00	159,285.45	148,100.00	(11,185.45)	107.6

TOWN OF GRAND LAKE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GREENWAYS COMMITTEE</u>					
10-414-211 GENERAL SUPPLIES	.00	10,876.18	10,800.00	(76.18)	100.7
10-414-238 TREES/SHRUBS/PLANTINGS	.00	6,289.45	10,000.00	3,710.55	62.9
10-414-241 ARBOR DAY SUPPLIES	.00	752.12	500.00	(252.12)	150.4
10-414-319 CONTRACT LABOR	.00	64,317.38	61,042.00	(3,275.38)	105.4
10-414-320 CONTRACT LANDSCAPING SERVICES	.00	.00	.00	.00	.0
10-414-726 MISCELLANEOUS SERVICES	.00	.00	.00	.00	.0
10-414-870 CONTINGENCY	.00	.00	.00	.00	.0
TOTAL GREENWAYS COMMITTEE	.00	82,235.13	82,342.00	106.87	99.9

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>ADMINISTRATION</u>					
10-415-100	GROSS WAGES - ADMINISTRATION	.00	368,062.82	439,727.00	71,664.18 83.7
10-415-103	OT/COMP TIME BUYOUT	.00	1,269.18	2,000.00	730.82 63.5
10-415-105	BONUS	.00	4,500.00	7,000.00	2,500.00 64.3
10-415-110	GROSS WAGES-ADMIN PT/SEASONAL	.00	.00	.00	.00 .0
10-415-130	GLC MEMBERSHIP BENIFIT	.00	.00	.00	.00 .0
10-415-132	ICMA TOWN PAID BENEFIT	.00	31,601.30	35,178.16	3,576.86 89.8
10-415-133	HEALTH/DENTAL-EMPLOYEE	.00	17,927.81	85,000.00	67,072.19 21.1
10-415-134	ALTERNATIVE BENEFIT	.00	1,925.00	6,600.00	4,675.00 29.2
10-415-135	DEP HEALTH/DENTAL	.00	90,151.12	69,300.00	(20,851.12) 130.1
10-415-136	MEDICAL BENEFIT ALLOWANCE	.00	11,195.29	10,000.00	(1,195.29) 112.0
10-415-141	UNEMPLOYMENT INSURANCE	.00	329.03	879.00	549.97 37.4
10-415-142	WORKERS' COMPENSATION	.00	17,592.79	15,000.00	(2,592.79) 117.3
10-415-143	SOCIAL SECURITY MATCH	.00	22,297.36	27,263.00	4,965.64 81.8
10-415-144	MEDICARE MATCH	.00	5,214.65	6,376.00	1,161.35 81.8
10-415-145	FAMILI BENEFIT ADMIN	.00	4,698.18	1,979.00	(2,719.18) 237.4
10-415-211	OFFICE SUPPLIES	.00	10,372.86	9,000.00	(1,372.86) 115.3
10-415-215	COMPUTER SOFTWARE	.00	11,792.85	23,000.00	11,207.15 51.3
10-415-220	COMPUTER HARDWARE	.00	1,289.06	7,000.00	5,710.94 18.4
10-415-226	SMALL EQUIPMENT	.00	557.31	3,000.00	2,442.69 18.6
10-415-231	GAS/FUEL	.00	676.29	1,200.00	523.71 56.4
10-415-232	VEHICLE MAINTENANCE	.00	1,231.27	3,000.00	1,768.73 41.0
10-415-233	OFFICE EQUIPMENT MAINTENANCE	.00	2,898.41	3,000.00	101.59 96.6
10-415-237	BUILDING MAINTENANCE	.00	1,556.48	11,000.00	9,443.52 14.2
10-415-238	TOWN HALL FURNISHINGS	.00	.00	1,000.00	1,000.00 .0
10-415-311	POSTAGE/FREIGHT	.00	5,352.00	7,000.00	1,648.00 76.5
10-415-312	COMPUTER SERVICES	.00	60,034.97	50,000.00	(10,034.97) 120.1
10-415-314	ADS & LEGAL NOTICES	.00	3,694.60	5,000.00	1,305.40 73.9
10-415-316	DUES & MEMBERSHIPS	.00	1,402.74	1,650.00	247.26 85.0
10-415-318	JANITORIAL SERVICES	.00	.00	.00	.00 .0
10-415-319	MISCELLANEOUS SERVICES	.00	1,558.00	3,200.00	1,642.00 48.7
10-415-330	BANK FEES	.00	652.99	500.00	(152.99) 130.6
10-415-341	ELECTRIC UTILITY	.00	5,229.96	5,500.00	270.04 95.1
10-415-342	SEWER UTILITY	.00	1,341.60	1,600.00	258.40 83.9
10-415-343	WATER UTILITY	.00	1,431.00	1,200.00	(231.00) 119.3
10-415-344	TELEPHONE/INTERNET UTILITY	.00	8,997.95	11,000.00	2,002.05 81.8
10-415-345	NATURAL GAS UTILITY	.00	4,559.17	6,500.00	1,940.83 70.1
10-415-346	WEBSITE HOSTING SERVICES	.00	4,285.00	2,500.00	(1,785.00) 171.4
10-415-347	RECYCLING - TOWN HALL	.00	.00	500.00	500.00 .0
10-415-351	LEGAL SERVICES	.00	69,041.18	30,000.00	(39,041.18) 230.1
10-415-352	AUDIT	.00	9,600.00	9,300.00	(300.00) 103.2
10-415-353	JUDGE-MUNICIPAL COURT	.00	.00	500.00	500.00 .0
10-415-355	PROFESSIONAL SERVICES-OTHER	.00	1,559.00	2,500.00	941.00 62.4
10-415-370	TRAINING/TRAVEL	.00	16,822.28	15,000.00	(1,822.28) 112.2
10-415-371	MISC EMPLOYEE EXPENSES	.00	(64,566.39)	15,000.00	79,566.39 (430.4)
10-415-385	TRANSIT SERVICE	.00	.00	.00	.00 .0
10-415-386	TRANSIT PLANNING	.00	.00	.00	.00 .0
10-415-387	TRANSIT CAPITAL INVESTMENT	.00	.00	.00	.00 .0
10-415-393	DOCUMENT RECORDING	.00	56.02	250.00	193.98 22.4
10-415-394	DEVELOPER REIMBURSEMENT	.00	.00	.00	.00 .0
10-415-513	PROPERTY/CASUALTY INSURANCE	.00	41,059.86	35,000.00	(6,059.86) 117.3
10-415-514	POSITION BONDS	.00	200.00	400.00	200.00 50.0
10-415-560	TREASURER'S FEES	.00	11,194.69	9,000.00	(2,194.69) 124.4

100 % OF THE FISCAL YEAR HAS ELAPSED

10

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
10-415-721 CHAMBER SERVICE AGREEMENT	.00	35,232.00	35,232.00	.00	100.0
10-415-722 BLC FEE REMITTANCE	.00	38,000.00	38,000.00	.00	100.0
10-415-723 VISITOR CENTER REPAIRS & MAINT	.00	353.00	1,500.00	1,147.00	23.5
10-415-724 NRL VC OP	.00	30,000.00	30,000.00	.00	100.0
10-415-800 ATTAINABLE HOUSING EXPENSES	.00	15,827.73	19,000.00	3,172.27	83.3
10-415-870 CONTINGENCY - GENERAL ADMIN	.00	49,000.00	61,000.00	12,000.00	80.3
10-415-875 MARKETING CONTINGENCY	.00	.00	.00	.00	.0
10-415-880 CHAMBER PUBLIC RELATIONS	.00	10,000.00	10,000.00	.00	100.0
10-415-885 EVENTS TOWN	.00	13,978.83	12,500.00	(1,478.83)	111.8
10-415-886 MSOB EXPENSES	.00	.00	.00	.00	.0
10-415-887 CONTINENTAL DIVIDE TRAIL	.00	.00	2,500.00	2,500.00	.0
10-415-888 CHAMBER CONTRACT	.00	.00	.00	.00	.0
TOTAL ADMINISTRATION	.00	983,037.24	1,190,334.16	207,296.92	82.6
<u>ECONOMIC DEVELOPMENT GRANTS</u>					
10-416-100 TRAIL GROOMERS	.00	30,000.00	30,000.00	.00	100.0
10-416-250 HEADWATERS TRAIL ASSOC- HTA	.00	5,000.00	5,000.00	.00	100.0
10-416-260 GRAND ART COUNCIL	.00	.00	.00	.00	.0
10-416-261 CREATIVE DISTRICT	.00	100,000.00	100,000.00	.00	100.0
TOTAL ECONOMIC DEVELOPMENT GRANTS	.00	135,000.00	135,000.00	.00	100.0
<u>PUBLIC SAFETY</u>					
10-421-100 GROSS WAGES - PUBLIC SAFETY	.00	.00	.00	.00	.0
10-421-105 BONUS	.00	.00	.00	.00	.0
10-421-110 GROSS WAGES-PUBLIC SAFETY PT	.00	.00	.00	.00	.0
10-421-130 GLC MEMBERSHIP BENEFIT	.00	.00	.00	.00	.0
10-421-131 LONGEVITY BENEFIT	.00	.00	.00	.00	.0
10-421-132 ICMA TOWN PAID BENEFIT	.00	.00	.00	.00	.0
10-421-133 HEALTH/DENTAL-EMPLOYEE	.00	.00	.00	.00	.0
10-421-135 DEP HEALTH/DENTAL	.00	.00	.00	.00	.0
10-421-136 MEDICAL BENEFIT	.00	.00	.00	.00	.0
10-421-141 UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	.0
10-421-142 WORKERS' COMPENSATION	.00	.00	.00	.00	.0
10-421-143 SOCIAL SECURITY MATCH	.00	.00	.00	.00	.0
10-421-144 MEDICARE MATCH	.00	.00	.00	.00	.0
10-421-314 DISPATCH OPERATIONS	.00	27,115.01	20,585.00	(6,530.01)	131.7
10-421-339 SHERIFF'S CONTRACT	.00	257,000.00	257,000.00	.00	100.0
10-421-340 SPECIAL EVENT SECURITY	.00	.00	.00	.00	.0
TOTAL PUBLIC SAFETY	.00	284,115.01	277,585.00	(6,530.01)	102.4

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>PUBLIC WORKS</u>					
10-431-100	GROSS WAGES - PUBLIC WORKS	.00	406,224.23	460,097.00	53,872.77 88.3
10-431-103	OT/COMP TIME BUYOUT	.00	20,187.01	40,000.00	19,812.99 50.5
10-431-105	BONUS	.00	7,750.00	7,000.00 (750.00) 110.7
10-431-111	ON CALL PAY	.00	18,150.00	18,250.00	100.00 99.5
10-431-130	GLC MEMBERSHIP BENEFIT	.00	.00	.00	.00 .0
10-431-131	LONGEVITY	.00	.00	.00	.00 .0
10-431-132	ICMA TOWN PAID BENEFIT	.00	30,231.45	25,000.00 (5,231.45) 120.9
10-431-133	HEALTH/DENTAL-EMPLOYEE	.00	100,826.56	91,500.00 (9,326.56) 110.2
10-431-135	DEP HEALTH/DENTAL	.00	58,580.87	53,000.00 (5,580.87) 110.5
10-431-136	MEDICAL BENEFIT ALLOWANCE	.00	8,321.56	5,000.00 (3,321.56) 166.4
10-431-141	UNEMPLOYMENT INSURANCE	.00	12,669.88	1,037.00 (11,632.88) 1221.8
10-431-142	WORKERS' COMPENSATION	.00	47,489.68	50,000.00	2,510.32 95.0
10-431-143	SOCIAL SECURITY MATCH	.00	31,869.24	32,138.00	268.76 99.2
10-431-144	MEDICARE MATCH	.00	7,453.22	7,516.00	62.78 99.2
10-431-145	FAMILI BENEFIT PW	.00	3,389.72	2,333.00 (1,056.72) 145.3
10-431-222	GENERAL SUPPLIES	.00	12,215.03	7,000.00 (5,215.03) 174.5
10-431-224	SAFETY SUPPLIES	.00	6,427.47	12,000.00	5,572.53 53.6
10-431-226	VEHICLE SUPPLIES	.00	4,672.06	6,000.00	1,327.94 77.9
10-431-227	SMALL TOOLS	.00	7,989.54	7,500.00 (489.54) 106.5
10-431-231	GAS/FUEL/LIQUIDS	.00	34,573.23	40,000.00	5,426.77 86.4
10-431-232	VEHICLE MAINTENANCE	.00	6,153.81	10,000.00	3,846.19 61.5
10-431-233	EQUIPMENT MAINTENANCE	.00	46,068.96	37,500.00 (8,568.96) 122.9
10-431-235	TIRES/CHAINS	.00	7,836.60	15,000.00	7,163.40 52.2
10-431-236	MISC. BRIDGE WORK	.00	.00	1,000.00	1,000.00 .0
10-431-237	BUILDING MAINTENANCE	.00	6,374.00	6,000.00 (374.00) 106.2
10-431-238	STREET LIGHT MAINTENANCE	.00	4.49	2,000.00	1,995.51 .2
10-431-239	MISCELLANEOUS MAINTENANCE	.00	.00	2,500.00	2,500.00 .0
10-431-242	ROAD MAINTENANCE	.00	73,352.16	55,000.00 (18,352.16) 133.4
10-431-245	BOARDWALK MAINTENANCE	.00	8,901.34	5,000.00 (3,901.34) 178.0
10-431-253	TREE REMOVAL	.00 (6,650.00)	.00	6,650.00 .0
10-431-254	TREE SPRAYING	.00	3,068.00	3,500.00	432.00 87.7
10-431-255	STORMWATER FILTER MAINTENANCE	.00	.00	.00	.00 .0
10-431-256	EV STATION MAINTENANCE	.00	12,920.00	4,500.00 (8,420.00) 287.1
10-431-257	FIRE MITIGATION	.00	5,500.00	7,500.00	2,000.00 73.3
10-431-312	COMPUTER SERVICES	.00	7,271.52	3,200.00 (4,071.52) 227.2
10-431-314	ADS/BID NOTICES	.00	44.82	2,000.00	1,955.18 2.2
10-431-317	UNIFORM ALLOWANCE	.00	2,600.00	3,600.00	1,000.00 72.2
10-431-318	TRASH/RECYCLE SERVICES	.00	22,034.76	13,000.00 (9,034.76) 169.5
10-431-319	MISC. PURCHASED SERVICES	.00	2,536.99	2,500.00 (36.99) 101.5
10-431-341	ELECTRIC UTILITY	.00	14,462.01	13,200.00 (1,262.01) 109.6
10-431-343	WATER UTILITY	.00	588.00	700.00	112.00 84.0
10-431-344	TELEPHONE/INTERNET UTILITY	.00	5,947.84	9,000.00	3,052.16 66.1
10-431-345	NATURAL GAS UTILITY	.00	5,439.20	8,000.00	2,560.80 68.0
10-431-349	STREET LIGHT ELECTRIC UTILITY	.00	4,677.83	11,000.00	6,322.17 42.5
10-431-354	ENGINEERING/SURVEYING SERVICES	.00	4,255.00	10,000.00	5,745.00 42.6
10-431-370	TRAINING/TRAVEL	.00	1,246.45	10,000.00	8,753.55 12.5
10-431-399	EQUIP RENTAL	.00	8,597.19	15,000.00	6,402.81 57.3
10-431-400	WINTER LIGHTS	.00	59,125.00	39,000.00 (20,125.00) 151.6
10-431-870	CONTINGENCY- PUBLIC WORKS	.00	1,230.50	2,000.00	769.50 61.5
TOTAL PUBLIC WORKS		.00	1,122,607.22	1,157,071.00	34,463.78 97.0

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>%</u>
----------------------	-------------------	---------------	-------------------	----------

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GRAND LAKE CENTER EXPENDITURES</u>					
10-450-100	GROSS WAGES - GL CENTER	.00	154,579.71	158,539.00	3,959.29 97.5
10-450-103	OT/COMP TIME BUYOUT	.00	1,044.48	.00 (1,044.48)	.0
10-450-105	BONUS	.00	2,000.00	2,000.00	.00 100.0
10-450-110	GROSS WAGES-GLC PT/SEASONAL	.00	.00	.00	.00 .0
10-450-130	GLC MEMBERSHIP BENEFIT	.00	.00	770.00	770.00 .0
10-450-132	ICMA TOWN PAID BENEFIT	.00	9,350.65	12,683.00	3,332.35 73.7
10-450-133	HEALTH/DENTAL-EMPLOYEE	.00	32,587.73	38,000.00	5,412.27 85.8
10-450-135	DEP. HEALTH/DENTAL	.00	16,684.92	12,000.00 (4,684.92)	139.0
10-450-136	MEDICAL BENEFIT ALLOWANCE	.00	3,349.18	2,400.00 (949.18)	139.6
10-450-141	UNEMPLOYMENT INSURANCE	.00	258.64	317.00	58.36 81.6
10-450-142	WORKERS' COMPENSATION	.00	8,855.71	6,000.00 (2,855.71)	147.6
10-450-143	SOCIAL SECURITY MATCH	.00	10,284.78	9,829.00 (455.78)	104.6
10-450-144	MEDICARE MATCH	.00	2,405.32	2,299.00 (106.32)	104.6
10-450-145	FAMILI BENEFIT (GLC)	.00	1,359.14	713.00 (646.14)	190.6
10-450-211	OFFICE SUPPLIES	.00	1,700.53	1,500.00 (200.53)	113.4
10-450-220	OPERATING SUPPLIES	.00	3,679.21	4,000.00	320.79 92.0
10-450-226	DO NOT USE OFFICE EQUIP LEASE	.00	.00	.00	.00 .0
10-450-233	NO LONGER USOFFICE EQUIP MAINT	.00	.00	.00	.00 .0
10-450-234	SIGNAGE	.00	.00	600.00	600.00 .0
10-450-235	FITNESS EQUIP MAINT	.00	735.00	2,000.00	1,265.00 36.8
10-450-236	MINOR/MISC EQUIPMENT	.00	1,239.27	1,500.00	260.73 82.6
10-450-237	BUILDING MAINTENANCE	.00	9,803.56	5,000.00 (4,803.56)	196.1
10-450-238	MINOR/MISC FURNISHINGS	.00	1,399.53	2,000.00	600.47 70.0
10-450-239	MINOR INFRASTRUCTURE MAINT	.00	.00	2,000.00	2,000.00 .0
10-450-250	BACKFLOW MAINTENANCE	.00	.00	600.00	600.00 .0
10-450-252	RESALE SUPPLIES	.00	.00	.00	.00 .0
10-450-312	COMPUTER SERVICES	.00	12,183.81	5,000.00 (7,183.81)	243.7
10-450-317	UNIFORM ALLOWANCE	.00	.00	.00	.00 .0
10-450-318	TRASH/RECYCLE SERVICES	.00	.00	.00	.00 .0
10-450-320	MARKETING	.00	3,409.59	5,000.00	1,590.41 68.2
10-450-341	ELECTRIC UTILITY	.00	9,269.39	16,500.00	7,230.61 56.2
10-450-342	SEWER UTILITY	.00	4,602.72	4,850.00	247.28 94.9
10-450-343	WATER UTILITY	.00	1,067.00	1,200.00	133.00 88.9
10-450-344	TELEPHONE/INTERNET/TV UTILITY	.00	6,508.23	8,000.00	1,491.77 81.4
10-450-345	NATURAL GAS UTILITY	.00	5,065.47	12,000.00	6,934.53 42.2
10-450-346	COPIER LEASE & MAIN	.00	1,553.70	1,600.00	46.30 97.1
10-450-350	MAINTENANCE AGREEMENT	.00	5,487.83	5,800.00	312.17 94.6
10-450-351	LEGAL SERVICES	.00	.00	.00	.00 .0
10-450-352	AUDIT	.00	1,120.00	1,190.00	70.00 94.1
10-450-355	PURCHASED PROFESSIONAL SERV.	.00	1,423.04	1,700.00	276.96 83.7
10-450-360	GLC SALES TAX	.00	.00	.00	.00 .0
10-450-361	GL OVER/SHORT CASH	.00	.00	.00	.00 .0
10-450-370	TRAINING/TRAVEL	.00	117.79	300.00	182.21 39.3
10-450-400	GOLF SIMULATOR EXPENSE	.00	238.65	.00 (238.65)	.0
10-450-513	PROPERTY/CASUALTY INSURANCE	.00	13,325.75	12,000.00 (1,325.75)	111.1
10-450-755	EXERCISE EQUIPMENT	.00	3,093.11	4,000.00	906.89 77.3
10-450-869	SUMMER CAMP	.00	65,000.00	30,000.00 (35,000.00)	216.7
10-450-870	CONTINGENCY - GL CENTER	.00	343.72	500.00	156.28 68.7
10-450-871	GLC EVENT EXPENSES	.00	3,047.19	3,000.00 (47.19)	101.6
<u>TOTAL GRAND LAKE CENTER EXPENDITUR</u>		.00	398,174.35	377,390.00 (20,784.35)	105.5

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>PARKS</u>					
10-452-100	GROSS WAGES - PARKS	.00	.00	.00	.00 .0
10-452-103	OT/COMP TIME BUYOUT	.00	.00	.00	.00 .0
10-452-105	BONUS	.00	.00	.00	.00 .0
10-452-130	GLC MEMBERSHIP BENEFIT	.00	.00	.00	.00 .0
10-452-131	LONGEVITY	.00	.00	.00	.00 .0
10-452-132	ICMA TOWN PAID BENEFIT	.00	.00	.00	.00 .0
10-452-133	HEALTH/DENTAL-EMPLOYEE	.00	.00	.00	.00 .0
10-452-135	DEP. HEALTH/DENTAL	.00	.00	.00	.00 .0
10-452-136	MEDICAL BENEFIT ALLOWANCE	.00	.00	.00	.00 .0
10-452-141	UNEMPLOYMENT INSURANCE	.00	.00	.00	.00 .0
10-452-142	WORKERS' COMPENSATION	.00	.00	.00	.00 .0
10-452-143	SOCIAL SECURITY MATCH	.00	.00	.00	.00 .0
10-452-144	MEDICARE MATCH	.00	.00	.00	.00 .0
10-452-145	FAMILI BENEFIT PARKS	.00	.00	.00	.00 .0
10-452-220	RESTROOM OPERATING SUPPLIES	.00	17,561.92	27,000.00	9,438.08 65.0
10-452-221	LAWN SUPPLIES	.00	4,309.64	10,000.00	5,690.36 43.1
10-452-226	NO LONGER USED SMALL EQUIPMENT	.00	.00	.00	.00 .0
10-452-227	NO LONGER USED SMALL TOOLS	.00	.00	.00	.00 .0
10-452-232	BEAR-RESISTANT CANS MAINT	.00	1,179.20	.00 (1,179.20) .0
10-452-233	DO NOT USEEQUIPMENT MAINTENANCE	.00	.00	.00	.00 .0
10-452-234	INFORMATION SIGNS	.00	.00	5,000.00	5,000.00 .0
10-452-235	IN CIP GREENBELT MAINTENANCE	.00	.00	.00	.00 .0
10-452-236	SAND & DREDGE	.00	1,056.80	5,000.00	3,943.20 21.1
10-452-237	BUILDING MAINTENANCE	.00	19,517.56	55,000.00	35,482.44 35.5
10-452-238	DOCK MAINTENANCE	.00	31,571.91	40,000.00	8,428.09 78.9
10-452-239	MISCELLANEOUS MAINTENANCE	.00	3,130.92	5,000.00	1,869.08 62.6
10-452-243	BENCHES/PLANTERS/FENCES	.00	529.52	5,000.00	4,470.48 10.6
10-452-244	THOMASSON PARK MAINTENANCE	.00	520.80	1,000.00	479.20 52.1
10-452-248	IRRIGATION SYSTEM MAINTENANCE	.00	3,255.60	5,000.00	1,744.40 65.1
10-452-250	BACKFLOW MAINTENANCE	.00	1,800.81	3,000.00	1,199.19 60.0
10-452-317	UNIFORM ALLOWANCE	.00	.00	.00	.00 .0
10-452-319	MISCELLANEOUS SERVICES	.00	4,800.00	3,000.00 (1,800.00) 160.0
10-452-341	ELECTRIC UTILITY	.00	11,780.38	7,700.00 (4,080.38) 153.0
10-452-342	SEWER UTILITY	.00	597.84	600.00	2.16 99.6
10-452-343	WATER UTILITY	.00	14,850.44	13,000.00 (1,850.44) 114.2
10-452-345	NATURAL GAS UTILITY	.00	7,329.92	7,000.00 (329.92) 104.7
10-452-399	NO LONGER USEDEQUIPMENT RENTAL	.00	.00	.00	.00 .0
10-452-400	GRAND AVENUE GARDENS	.00	.00	.00	.00 .0
10-452-450	PARK IMPROVEMENTS	.00	4,751.62	10,000.00	5,248.38 47.5
10-452-870	CONTINGENCY - PARKS	.00	.00	.00	.00 .0
10-452-961	MEMORIAL BENCHES	.00	.00	.00	.00 .0
TOTAL PARKS		.00	128,544.88	202,300.00	73,755.12 63.5
 <u>DEPARTMENT 460</u>					
10-460-750	FIREWORKS	.00	.00	.00	.00 .0
TOTAL DEPARTMENT 460		.00	.00	.00	.00 .0

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>ADMIN CERTIFICATE OF PARTICIPA</u>						
10-815-982	LAND ACQUISITION - PRINCIPAL	.00	90,000.00	90,000.00	.00	100.0
10-815-983	LAND ACQUISITION-INTEREST	.00	37,048.21	37,050.00	1.79	100.0
	TOTAL ADMIN CERTIFICATE OF PARTICIPA	.00	127,048.21	127,050.00	1.79	100.0
<u>ADMIN CAPITAL</u>						
10-915-922	ADMIN CAPITAL EXPENDITURES	.00	2,697.07	5,000.00	2,302.93	53.9
10-915-923	TOWN HALL CAPITAL OUTLAY	.00	.00	50,000.00	50,000.00	.0
10-915-950	SPACE TO CREATE EXPENDITURES	.00	5,461.00	4,010,000.00	4,004,539.00	.1
	TOTAL ADMIN CAPITAL	.00	8,158.07	4,065,000.00	4,056,841.93	.2
<u>PUBLIC WORKS CAPITAL</u>						
10-931-910	CAPITAL EQUIPMENT PURCHASE	.00	149,862.23	150,000.00	137.77	99.9
10-931-911	CAPITALIZED EQUIPMENT REPAIR	.00	.00	.00	.00	.0
10-931-921	PAVING	.00	9,800.00	50,000.00	40,200.00	19.6
10-931-922	DRAINAGE	.00	22,003.29	50,000.00	27,996.71	44.0
10-931-973	PUBLIC WAY FINDING SIGNS	.00	.00	5,000.00	5,000.00	.0
	TOTAL PUBLIC WORKS CAPITAL	.00	181,665.52	255,000.00	73,334.48	71.2
<u>PARKS CAPITAL</u>						
10-952-500	DOCK IMPROVEMENTS	.00	.00	.00	.00	.0
10-952-600	COMMUNITY HOUSE UPGRADES EXPEN	.00	38.94	.00	(38.94)	.0
10-952-971	PARK IMPROVEMENTS	.00	78,297.46	165,000.00	86,702.54	47.5
10-952-972	BOARDWALKS	.00	.00	.00	.00	.0
10-952-995	LAKEFRONT IMPROVEMENTS	.00	.00	.00	.00	.0
	TOTAL PARKS CAPITAL	.00	78,336.40	165,000.00	86,663.60	47.5
	TOTAL FUND EXPENDITURES	.00	3,718,670.48	8,238,272.16	4,519,601.68	45.1
	NET REVENUE OVER EXPENDITURES	.00	181,949.14	(708,432.16)	(890,381.30)	25.7

TOWN OF GRAND LAKE
BALANCE SHEET
DECEMBER 31, 2024

Section 9, Item A.

WATER FUND

ASSETS

20-100000	CASH IN COMBINED CASH FUND	363,772.27	
20-101000	US BANK	.00	
20-102000	CSAFE	74,583.70	
20-109100	COLOTRUST	1,723,409.05	
20-117000	ACCTS RECEIVABLE/WATER SALES	12,788.21	
20-117099	ACCTS RECEIVABLE-OTHER	.00	
20-117500	ACCOUNTS RECIVABLE - AR	934.80	
20-118000	ASSET - LAND	2,270.00	
20-119000	ASSET - DISTRIBUTION SYSTEM	2,831,627.28	
20-122000	ASSET-TREATMENT FACILITY	145,541.60	
20-124000	ASSET - WELLS	109,870.82	
20-125000	ASSET-TANK RESERVOIR	1,466,565.72	
20-126000	ASSET-EQUIPMENT	455,988.36	
20-127000	ASSET-METERS/INSTL IN PROGRESS	.00	
20-128000	ASSET-CONSTRUCTION IN PROGRESS	.00	
20-129000	ACCUM. DEPRECIATION/ALL PRPRTY	(3,130,006.59)	
20-133000	ASSET/BLDG-TOWN HALL	26,934.62	
20-135000	DUE FROM GENERAL FUND	.00	
20-136000	DUE FROM MARINA FUND	.00	
20-143100	PREPAID EXPENSES	.00	
	TOTAL ASSETS		4,084,279.84

LIABILITIES AND EQUITY

LIABILITIES

20-200000	ACCOUNTS PAYABLE GENERAL	(7,032.31)	
20-201001	DWRF PAYABLE-PRINCIPAL	1,187,968.57	
20-217100	SOCIAL SECURITY PAYABLE	(.01)	
20-217200	FEDERAL W/H PAYABLE	.00	
20-217300	STATE TAX W/H PAYABLE	.00	
20-217400	MEDICARE WITHHOLDING	.01	
20-217500	SUTA PAYABLE	.00	
20-217600	WC PAYABLE	.00	
20-218100	HEALTH/DENTAL/VISION	.00	
20-219100	FLEX MEDICAL	.00	
20-219200	MEDICAL BENEFIT PAYABLE	.00	
20-220000	ICMA W/H PAYABLE	.00	
20-221000	ICMA LOAN PAYABLE	.00	
20-221001	ICMA/ROTH IRA	.00	
20-222000	DEFERRED REVENUE-PREPAID FEES	8,390.11	
20-223000	ACCRUED VACATION PAYABLE	44,952.89	
20-231000	DUE TO G.F. FROM WATER FUND	.00	
	TOTAL LIABILITIES		1,234,279.26

FUND EQUITY

20-275000	UNAPPROP. RETAINED EARNINGS	(853,253.11)	
20-281000	CIP RESERVE	1,526,004.00	
20-287000	CONTRIBUTED CAPITAL EQUITY	2,215,142.08	

TOWN OF GRAND LAKE
BALANCE SHEET
DECEMBER 31, 2024

Section 9, Item A.

WATER FUND

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	(<u>37,892.39</u>)	
BALANCE - CURRENT DATE		(<u>37,892.39</u>)
TOTAL FUND EQUITY			<u>2,850,000.58</u>
TOTAL LIABILITIES AND EQUITY			<u><u>4,084,279.84</u></u>

TOWN OF GRAND LAKE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>WATER REVENUES</u>					
20-344-100 WATER SALES	.00	686,945.25	680,000.00	(6,945.25)	101.0
20-344-110 TAP FEES - CAPITAL	.00	39,000.00	13,000.00	(26,000.00)	300.0
20-344-120 RESALE METERS INCOME	.00	6,540.90	10,000.00	3,459.10	65.4
20-344-140 INTEREST REVENUE	.00	92,537.14	30,000.00	(62,537.14)	308.5
20-344-160 MISC. REVENUES	.00	.00	.00	.00	.0
20-344-190 BULK WATER PERMITS	.00	1,975.24	500.00	(1,475.24)	395.1
TOTAL WATER REVENUES	.00	826,998.53	733,500.00	(93,498.53)	112.8
TOTAL FUND REVENUE	.00	826,998.53	733,500.00	(93,498.53)	112.8

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>WATER OPERATIONS</u>						
20-430-100	GROSS WAGES - WATER	.00	396,613.12	398,125.00	1,511.88	99.6
20-430-103	OT/COMP TIME BUYOUT	.00	4,298.14	.00	(4,298.14)	.0
20-430-105	BONUS	.00	3,500.00	3,000.00	(500.00)	116.7
20-430-110	GROSS WAGES-WATER PT/SEASONAL	.00	.00	.00	.00	.0
20-430-111	ON CALL PAY	.00	18,150.00	18,200.00	50.00	99.7
20-430-119	YEAR END LEAVE EXPENSE	.00	.00	.00	.00	.0
20-430-130	GLC MEMBERSHIP BENEFIT	.00	50.00	.00	(50.00)	.0
20-430-132	ICMA TOWN PAID BENEFIT	.00	16,740.29	25,600.00	8,859.71	65.4
20-430-133	HEALTH/DENTAL-EMPLOYEE	.00	69,229.53	54,000.00	(15,229.53)	128.2
20-430-135	DEP HEALTH/DENTAL	.00	.00	6,000.00	6,000.00	.0
20-430-136	MEDICAL BENEFIT ALLOWANCE	.00	3,299.98	3,600.00	300.02	91.7
20-430-141	UNEMPLOYMENT INSURANCE	.00	747.13	676.00	(71.13)	110.5
20-430-142	WORKERS' COMPENSATION	.00	38,564.20	40,000.00	1,435.80	96.4
20-430-143	SOCIAL SECURITY MATCH	.00	27,311.14	19,840.00	(7,471.14)	137.7
20-430-144	MEDICARE MATCH	.00	6,387.27	4,640.00	(1,747.27)	137.7
20-430-145	FAMILI BENIFIT	.00	862.65	1,522.00	659.35	56.7
20-430-210	OFFICE SUPPLIES	.00	1,493.27	1,500.00	6.73	99.6
20-430-211	COMPUTER SUPPLIES	.00	.00	28,000.00	28,000.00	.0
20-430-215	COMPUTER SOFTWARE	.00	7,793.54	8,000.00	206.46	97.4
20-430-220	COMPUTER HARDWARE	.00	.00	2,500.00	2,500.00	.0
20-430-221	CHEMICALS	.00	24,725.78	20,000.00	(4,725.78)	123.6
20-430-222	LAB SUPPLIES/EQUIPMENT	.00	1,544.21	1,500.00	(44.21)	103.0
20-430-223	WELL/PLANT SUPPLIES	.00	136.16	600.00	463.84	22.7
20-430-225	METER PARTS	.00	.00	500.00	500.00	.0
20-430-227	SMALL EQUIPMENT/TOOLS	.00	233.96	600.00	366.04	39.0
20-430-228	SAFETY EQUIPMENT	.00	129.97	1,000.00	870.03	13.0
20-430-229	MISC OPERATING SUPPLIES	.00	.00	.00	.00	.0
20-430-231	GAS/FUEL/FLUIDS	.00	3,333.40	4,000.00	666.60	83.3
20-430-232	VEHICLE MAINTENANCE	.00	1,676.81	3,000.00	1,323.19	55.9
20-430-233	EQUIPMENT MAINTENANCE	.00	3,730.58	5,000.00	1,269.42	74.6
20-430-234	WELL/PLANT MAINTENANCE	.00	888.55	3,500.00	2,611.45	25.4
20-430-235	TIRES & CHAINS	.00	.00	1,000.00	1,000.00	.0
20-430-237	BUILDING MAINTENANCE	.00	388.05	1,000.00	611.95	38.8
20-430-238	DISTRIBUTION LINE MAINTENANCE	.00	36,634.81	25,000.00	(11,634.81)	146.5
20-430-239	MISC. MAINTENANCE	.00	.00	150.00	150.00	.0
20-430-240	ROAD MATERIALS	.00	375.24	3,000.00	2,624.76	12.5
20-430-241	MOTORS & PUMPS	.00	867.85	4,000.00	3,132.15	21.7
20-430-251	RESALE PARTS	.00	.00	150.00	150.00	.0
20-430-252	RESALE METERS EXPENSE	.00	133.78	.00	(133.78)	.0
20-430-253	COGS-METER	.00	.00	8,000.00	8,000.00	.0
20-430-310	MISC SERVICE FEES	.00	.00	.00	.00	.0
20-430-311	POSTAGE/FREIGHT	.00	2,350.00	2,000.00	(350.00)	117.5
20-430-314	LEGAL NOTICES/ADS	.00	295.03	600.00	304.97	49.2
20-430-316	MEMBERSHIPS	.00	712.00	700.00	(12.00)	101.7
20-430-317	UNIFORM ALLOWANCE	.00	1,200.00	1,800.00	600.00	66.7
20-430-318	TESTING SERVICES	.00	2,497.62	3,000.00	502.38	83.3
20-430-319	MISCELLANEOUS SERVICES	.00	.00	100.00	100.00	.0
20-430-320	TELEMETRY MAINTENANCE	.00	5,832.40	4,000.00	(1,832.40)	145.8
20-430-321	COMPUTER SYSTEM SUPPORT	.00	24,480.74	25,000.00	519.26	97.9
20-430-330	BANK FEES	.00	93.82	200.00	106.18	46.9
20-430-341	ELECTRIC UTILITY	.00	30,469.08	30,000.00	(469.08)	101.6
20-430-344	TELEPHONE UTILITY	.00	3,949.59	3,000.00	(949.59)	131.7

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
20-430-345 NATURAL GAS UTILITY	.00	3,243.65	8,500.00	5,256.35	38.2
20-430-347 INTERNET SERVICE	.00	.00	.00	.00	.0
20-430-351 LEGAL SERVICES	.00	.00	600.00	600.00	.0
20-430-352 AUDIT	.00	3,200.00	3,100.00	(100.00)	103.2
20-430-354 SYSTEM ANALYSIS/ENG & SURVEY	.00	.00	5,000.00	5,000.00	.0
20-430-355 STATE FEES	.00	350.00	400.00	50.00	87.5
20-430-370 TRAINING/TRAVEL	.00	2,251.99	2,000.00	(251.99)	112.6
20-430-513 PROPERTY/CASUALTY INSURANCE	.00	19,337.53	17,000.00	(2,337.53)	113.8
20-430-514 POSITION BONDS	.00	.00	100.00	100.00	.0
20-430-700 DEPRECIATION RESERVE	.00	.00	.00	.00	.0
20-430-870 CONTINGENCY-OPERATIONS	.00	.00	1,000.00	1,000.00	.0
TOTAL WATER OPERATIONS	.00	770,102.86	805,303.00	35,200.14	95.6
 <u>WATER DEBT SERVICE</u>					
20-830-640 DWRF LOAN - PRINCIPAL	.00	71,383.83	71,384.00	.17	100.0
20-830-645 DWRF LOAN - INTEREST	.00	23,404.23	23,404.00	(.23)	100.0
TOTAL WATER DEBT SERVICE	.00	94,788.06	94,788.00	(.06)	100.0
 <u>WATER CAPITAL</u>					
20-930-994 SYSTEM UPGRADES	.00	.00	.00	.00	.0
20-930-995 CAPITAL CONTINGENCY	.00	.00	.00	.00	.0
20-930-997 CAPITAL DIRECT PURCHASE	.00	.00	.00	.00	.0
20-930-999 CONTRA CAPITAL OUTLAY	.00	.00	.00	.00	.0
TOTAL WATER CAPITAL	.00	.00	.00	.00	.0
 TOTAL FUND EXPENDITURES	 .00	 864,890.92	 900,091.00	 35,200.08	 96.1
 NET REVENUE OVER EXPENDITURES	 .00	 (37,892.39)	 (166,591.00)	 (128,698.61)	 (22.8)

TOWN OF GRAND LAKE
 BALANCE SHEET
 DECEMBER 31, 2024

Section 9, Item A.

MARINA FUND

ASSETS

40-100000	CASH IN COMBINED CASH FUND	347,627.78	
40-109100	COLOTRUST	470,285.74	
40-116000	PETTY CASH	.00	
40-117000	ACCOUNTS RECEIVABLE	.00	
40-117500	ACCOUNTS RECIVABLE - AR	4,600.00	
40-118000	ASSET - BOATS	532,371.71	
40-118500	ASSET - BOATS-IN PROGRESS	.00	
40-119000	ASSET - OTHER	32,814.17	
40-123000	DUE TO MARINA FROM GF	.00	
40-129000	ACCUM DEPRECIATION/ALL PROP	(375,739.48)	
40-143100	PREPAID EXPENSES	.00	
	TOTAL ASSETS		1,011,959.92

LIABILITIES AND EQUITY

LIABILITIES

40-200000	ACCOUNTS PAYABLE GENERAL	8,982.95	
40-217000	WAGES PAYABLE	.00	
40-217100	SOCIAL SECURITY PAYABLE	.00	
40-217200	FEDERAL W/H PAYABLE	.00	
40-217300	STATE TAX W/H PAYABLE	.00	
40-217400	MEDICARE WITHHOLDING	.00	
40-217500	SUTA PAYABLE	.00	
40-217600	WC PAYABLE	.00	
40-218100	HEALTH/DENTAL/VISION	.00	
40-219100	FLEX MEDICAL	.00	
40-219200	MEDICAL BENEFIT PAYABLE	.00	
40-220000	ICMA W/H PAYABLE	.00	
40-221000	ICMA LOAN PAYABLE	.00	
40-221001	ICMA/ROTH IRA	.00	
40-223000	ACCRUED VACATION PAYABLE	3,336.14	
40-231000	DUE TO GF FROM MARINA	.00	
40-232000	DUE TO WATER FROM MARINA	.00	
	TOTAL LIABILITIES		12,319.09

FUND EQUITY

40-275000	UNAPPROP. RETAINED EARNINGS	966,834.18	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	32,806.65	
	BALANCE - CURRENT DATE	32,806.65	
	TOTAL FUND EQUITY		999,640.83
	TOTAL LIABILITIES AND EQUITY		1,011,959.92

TOWN OF GRAND LAKE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>MARINA REVENUES</u>					
40-344-113 RENTALS (NON-TAXABLE)	.00	364,332.00	350,000.00	(14,332.00)	104.1
40-344-115 TOURS	.00	72,861.70	70,000.00	(2,861.70)	104.1
40-344-120 BUILDING SPACE RENTAL	.00	3,890.91	3,584.00	(306.91)	108.6
40-344-145 KAYAK SLIP RENTAL	.00	3,600.00	3,600.00	.00	100.0
40-344-155 SUP SLIP RENTAL	.00	4,600.00	4,600.00	.00	100.0
40-344-160 MISC REVENUE	.00	200.02	.00	(200.02)	.0
40-344-170 INTEREST EARNED	.00	24,213.77	8,000.00	(16,213.77)	302.7
40-344-180 BOAT DAMAGE	.00	.00	1,000.00	1,000.00	.0
40-344-200 SALE OF ASSETS	.00	.00	.00	.00	.0
40-344-220 CONTRIBUTED SERVICES	.00	.00	.00	.00	.0
TOTAL MARINA REVENUES	.00	473,698.40	440,784.00	(32,914.40)	107.5
TOTAL FUND REVENUE	.00	473,698.40	440,784.00	(32,914.40)	107.5

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>MARINA OPERATIONS</u>					
40-460-100	GROSS WAGES - MARINA	.00	96,137.62	78,000.00 (18,137.62) 123.3
40-460-103	OT/COMP TIME BUYOUT	.00	5,899.76	8,000.00	2,100.24 73.8
40-460-105	BONUS	.00	.00	4,000.00	4,000.00 .0
40-460-110	GROSS WAGES-MARINA PT/SEASONAL	.00	105,392.10	120,000.00	14,607.90 87.8
40-460-119	ACCRUED LEAVE EXPENSE	.00	.00	.00	.00 .0
40-460-130	GLC MEMBERSHIP BENEFIT	.00	.00	.00	.00 .0
40-460-132	ICMA TOWN PAID BENEFIT	.00	2,088.81	5,000.00	2,911.19 41.8
40-460-133	HEALTH/DENTAL - EMPLOYEE	.00	23,237.85	25,000.00	1,762.15 93.0
40-460-135	DEP HEALTH/DENTAL	.00	.00	.00	.00 .0
40-460-136	MEDICAL BENEFIT ALLOWANCE	.00	1,631.80	2,600.00	968.20 62.8
40-460-141	UNEMPLOYMENT INSURANCE	.00	851.68	800.00 (51.68) 106.5
40-460-142	WORKERS' COMPENSATION	.00	41,956.82	20,000.00 (21,956.82) 209.8
40-460-143	SOCIAL SECURITY MATCH	.00	13,092.06	12,276.00 (816.06) 106.7
40-460-144	MEDICARE MATCH	.00	3,061.87	2,871.00 (190.87) 106.7
40-460-145	FAMILI BENIFIT	.00	150.40	.00 (150.40) .0
40-460-211	OFFICE SUPPLIES	.00	694.91	900.00	205.09 77.2
40-460-214	SMALL EQUIP/COMP HRDWARE	.00	.00	500.00	500.00 .0
40-460-222	SHOP SUPPLIES	.00	475.81	2,000.00	1,524.19 23.8
40-460-223	BOAT SUPPLIES	.00	1,490.91	1,500.00	9.09 99.4
40-460-227	TOOLS	.00	760.89	500.00 (260.89) 152.2
40-460-231	FUEL	.00	6,984.65	11,000.00	4,015.35 63.5
40-460-232	VEHICLE MAINTENANCE	.00	52.08	500.00	447.92 10.4
40-460-233	EQUIPMENT (BOAT) MAINTENANCE	.00	29,374.75	20,000.00 (9,374.75) 146.9
40-460-237	BUILDING/FACILITY MAINTENANCE	.00	15,812.89	2,000.00 (13,812.89) 790.6
40-460-301	CONTRIBUTIONS	.00	.00	.00	.00 .0
40-460-312	COMPUTER SERVICES	.00	5,594.76	3,500.00 (2,094.76) 159.9
40-460-314	ADS AND LEGAL NOTICES	.00	.00	2,000.00	2,000.00 .0
40-460-316	DUES/MEMBERSHIPS	.00	124.26	350.00	225.74 35.5
40-460-317	UNIFORMS	.00	760.15	1,000.00	239.85 76.0
40-460-318	MISCELLANEOUS SERVICES	.00	127.03	300.00	172.97 42.3
40-460-320	MARKETING	.00	325.00	700.00	375.00 46.4
40-460-330	BANK/CREDIT CARD FEES	.00	19,295.39	15,000.00 (4,295.39) 128.6
40-460-341	ELECTRIC UTILITY	.00	894.43	1,000.00	105.57 89.4
40-460-342	SEWER UTILITY	.00	258.00	600.00	342.00 43.0
40-460-343	WATER UTILITY	.00	588.00	588.00	.00 100.0
40-460-344	TELEPHONE/INTERNET UTILITY	.00	3,417.30	1,500.00 (1,917.30) 227.8
40-460-350	BOAT REGISTRATION	.00	.00	900.00	900.00 .0
40-460-351	LICENSES	.00	.00	100.00	100.00 .0
40-460-355	PURCHASED PROFESSIONAL SERV.	.00	1,252.25	1,000.00 (252.25) 125.2
40-460-360	SALES TAX	.00	.00	.00	.00 .0
40-460-361	MARINA OVER/SHORT	.00	.00	.00	.00 .0
40-460-370	TRAINING/TRAVEL	.00	191.86	500.00	308.14 38.4
40-460-510	LEGAL	.00	.00	.00	.00 .0
40-460-512	AUDIT	.00	1,600.00	1,700.00	100.00 94.1
40-460-513	PROPERTY/CASUALTY INSURANCE	.00	4,703.30	5,200.00	496.70 90.5
40-460-514	POSITION BONDS	.00	.00	300.00	300.00 .0
40-460-515	ENGINEERING/SURVEY	.00	.00	3,000.00	3,000.00 .0
40-460-516	SITE LEASE	.00	1.00	1.00	.00 100.0
40-460-700	DEPRECIATION RESERVE	.00	.00	.00	.00 .0
40-460-750	FIREWORKS	.00	52,500.00	70,000.00	17,500.00 75.0
40-460-870	CONTINGENCY	.00	111.36	500.00	388.64 22.3
40-460-880	ICE RINK EXPENSES	.00	.00	2,000.00	2,000.00 .0

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
TOTAL MARINA OPERATIONS	.00	440,891.75	429,186.00	(11,705.75)	102.7
<u>MARINA CAPITAL</u>					
40-960-610 CAPITAL EQUIPMENT	.00	.00	.00	.00	.0
40-960-750 CAPITAL CONTRIBS (INTERFUND)	.00	.00	.00	.00	.0
40-960-995 FACILITIES IMPROVEMENTS	.00	.00	60,000.00	60,000.00	.0
40-960-999 CONTRA CAPITAL OUTLAY	.00	.00	.00	.00	.0
TOTAL MARINA CAPITAL	.00	.00	60,000.00	60,000.00	.0
TOTAL FUND EXPENDITURES	.00	440,891.75	489,186.00	48,294.25	90.1
NET REVENUE OVER EXPENDITURES	.00	32,806.65	(48,402.00)	(81,208.65)	67.8

TOWN OF GRAND LAKE
 BALANCE SHEET
 DECEMBER 31, 2024

Section 9, Item A.

PAY-AS-YOU-THROW FUND

<u>ASSETS</u>			
50-100000	CASH IN COMBINED CASH FUND	149,614.67	
50-116000	PETTY CASH	50.00	
50-117000	ACCOUNTS RECEIVABLE	.00	
50-117500	ACCOUNTS RECIVABLE - AR	(600.00)	
50-127000	ASSET - BAG INVENTORY	7,860.06	
50-143100	PREPAID EXPENSES	.00	
		<hr/>	
	TOTAL ASSETS		156,924.73
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
50-200000	ACCOUNTS PAYABLE GENERAL	.00	
50-223100	PREPAID ACCOUNTS	.00	
50-231000	DUE TO G.F. FROM PAYT	.00	
		<hr/>	
	TOTAL LIABILITIES		.00
<u>FUND EQUITY</u>			
50-275000	UNAPPROP. RETAINED EARNINGS	185,376.53	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(28,451.80)	
		<hr/>	
	BALANCE - CURRENT DATE	(28,451.80)	
		<hr/>	
	TOTAL FUND EQUITY		156,924.73
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		156,924.73
			<hr/> <hr/>

TOWN OF GRAND LAKE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

PAY-AS-YOU-THROW FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>PAYT REVENUES</u>					
50-344-110 PAYT BAGS: DIRECT SALES (T)	.00	2,820.00	4,000.00	1,180.00	70.5
50-344-111 PAYT TAX	.00	.00	.00	.00	.0
50-344-115 PAYT BAGS: VENDOR PUR (NT)	.00	64,778.00	75,000.00	10,222.00	86.4
50-344-140 INTEREST REVENUE	.00	.00	1,000.00	1,000.00	.0
	.00	67,598.00	80,000.00	12,402.00	84.5
TOTAL PAYT REVENUES					
	.00	67,598.00	80,000.00	12,402.00	84.5
TOTAL FUND REVENUE					

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

PAY-AS-YOU-THROW FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>PAYT OPERATIONS</u>					
50-470-200	PAYT BAGS FOR RESALE	.00	9,586.35	2,000.00 (7,586.35) 479.3
50-470-250	PAYT COGS - BAGS	.00	.00	6,500.00	6,500.00 .0
50-470-300	DUMPSTER SERVICE	.00	29,973.72	30,000.00	26.28 99.9
50-470-301	RECYCLING CONTRIBUTION	.00	1,500.00	1,500.00	.00 100.0
50-470-305	RECYCLING PROGRAM	.00	.00	.00	.00 .0
50-470-310	SITE LEASE	.00	1.00	1.00	.00 100.0
50-470-312	COMPUTER SERVICES	.00	.00	500.00	500.00 .0
50-470-315	SITE MAINTENANCE	.00	35,871.99	50,000.00	14,128.01 71.7
50-470-320	BUSINESS LICENSE	.00	.00	165.00	165.00 .0
50-470-350	SALES TAX	.00	194.21	700.00	505.79 27.7
50-470-512	AUDIT	.00	480.00	510.00	30.00 94.1
50-470-870	CONTINGENCY	.00	.00	300.00	300.00 .0
	TOTAL PAYT OPERATIONS	.00	77,607.27	92,176.00	14,568.73 84.2
<u>PAYT CAPITAL</u>					
50-970-751	SITE IMPROVEMENTS	.00	18,442.53	20,000.00	1,557.47 92.2
	TOTAL PAYT CAPITAL	.00	18,442.53	20,000.00	1,557.47 92.2
	TOTAL FUND EXPENDITURES	.00	96,049.80	112,176.00	16,126.20 85.6
	NET REVENUE OVER EXPENDITURES	.00 (28,451.80) (32,176.00) (3,724.20) (88.4)

TOWN OF GRAND LAKE
 BALANCE SHEET
 DECEMBER 31, 2024

Section 9, Item A.

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>		
90-100000	CASH IN COMBINED CASH FUND	(10,742.94)
90-109100	COLOTRUST	806,421.00
90-117000	ACCOUNTS RECEIVABLE	58,625.50
90-117500	ACCOUNTS RECIVABLE - AR	.00
		<hr/>
	TOTAL ASSETS	854,303.56
		<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
90-200000	ACCOUNTS PAYABLE GENERAL	.00
		<hr/>
	TOTAL LIABILITIES	.00
<u>FUND EQUITY</u>		
90-270000	SURPLUS FUND	280,500.00
90-275000	RETAINED EARNINGS - PRIOR	663,991.73
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(90,188.17)
		<hr/>
	BALANCE - CURRENT DATE	(90,188.17)
		<hr/>
	TOTAL FUND EQUITY	854,303.56
		<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY	854,303.56
		<hr/> <hr/>

TOWN OF GRAND LAKE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

CAPITAL IMPROVEMENT FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>%</u>
<u>CIF REVENUES</u>					
90-344-110 SALES & USE TAX 1%	.00	580,609.15	580,000.00	(609.15)	100.1
90-344-140 INTEREST REVENUES	.00	41,520.58	15,000.00	(26,520.58)	276.8
90-344-160 MISC REVENUE	.00	.00	.00	.00	.0
90-344-310 CO TREE GRANT	.00	.00	.00	.00	.0
90-344-910 DOLA 2017 TIER II PHASE 1	.00	.00	.00	.00	.0
90-344-920 DOLA 2017 TIER II PHASE 2	.00	.00	.00	.00	.0
TOTAL CIF REVENUES	.00	622,129.73	595,000.00	(27,129.73)	104.6
 <u>CIF OTHER REVENUES</u>					
90-391-360 TXFR IN FROM WATER ENTERPRISE	.00	.00	.00	.00	.0
TOTAL CIF OTHER REVENUES	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	.00	622,129.73	595,000.00	(27,129.73)	104.6

TOWN OF GRAND LAKE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Section 9, Item A.

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAP IMP FUND OPERATIONS</u>					
90-431-870 CONTINGENCY	.00	275.00	300.00	25.00	91.7
90-431-999 TABOR REQ'D EMERGENCY RESERVE	.00	.00	.00	.00	.0
TOTAL CAP IMP FUND OPERATIONS	.00	275.00	300.00	25.00	91.7
<u>CIF EXPENSES</u>					
90-444-300 EV EXPENSES	.00	.00	.00	.00	.0
90-444-310 COLORADO TREE COALITION EXPENS	.00	.00	.00	.00	.0
TOTAL CIF EXPENSES	.00	.00	.00	.00	.0
<u>CAP IMP FUND DEBT SERVICE</u>					
90-831-471 SALES TAX BONDS - PRINCIPAL	.00	125,000.00	125,000.00	.00	100.0
90-831-472 SALES TAX BONDS - INTEREST	.00	153,450.00	153,450.00	.00	100.0
TOTAL CAP IMP FUND DEBT SERVICE	.00	278,450.00	278,450.00	.00	100.0
<u>CAP IMP FUND CAPITAL</u>					
90-931-200 CAPITAL PAVEMENT	.00	384,701.43	350,000.00	(34,701.43)	109.9
90-931-201 CAPITAL BOARDWALKS	.00	44,329.47	100,000.00	55,670.53	44.3
90-931-202 GREENBELT MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
90-931-203 CAPITAL PROFESSIONAL SERVICES	.00	4,562.00	25,000.00	20,438.00	18.3
90-931-204 CAPITAL MAINTANCE	.00	.00	50,000.00	50,000.00	.0
90-931-910 STREETScape	.00	.00	.00	.00	.0
90-931-912 STREETScape-MAINTENANCE	.00	.00	.00	.00	.0
90-931-915 STREETScape PLAN/PROJECT MAN	.00	.00	.00	.00	.0
90-931-916 STREETScape- BELOW GROUND	.00	.00	.00	.00	.0
90-931-917 STREETScape-ABOVE GROUND	.00	.00	.00	.00	.0
90-931-918 STREETScape- MISC.	.00	.00	.00	.00	.0
90-931-919 STREETScape-LANDSCAPING	.00	.00	.00	.00	.0
TOTAL CAP IMP FUND CAPITAL	.00	433,592.90	530,000.00	96,407.10	81.8
TOTAL FUND EXPENDITURES	.00	712,317.90	808,750.00	96,432.10	88.1
NET REVENUE OVER EXPENDITURES	.00	(90,188.17)	(213,750.00)	(123,561.83)	(42.2)



MEMORANDUM

Meeting Date: 1/27/25

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Contract for Landscaping Services

Staff has reached an agreement with Hilly Lawn to continue landscape and gardening services. Attached is the 2025 contract for your review and consideration.

The Board should consider the contract and direct the mayor to sign the agreement as appropriate.

AGREEMENT FOR LANDSCAPING AND GARDENING SERVICES

THIS AGREEMENT, dated this 27th day of January 2025, is by and between the Town of Grand Lake (the “Town”) and Carol Ann Thompson and Carla Lawn, d/b/a Hilly Lawn, 9921 Highway 34, #31, Grand Lake, Colorado (the “Landscape”) for contract gardening and landscaping services as more specifically set forth below:

WITNESSETH:

That in and for consideration of the services to be rendered and the compensation to be received, the Town and Landscape covenant and agree as follows:

Landscape is hired by the Town for contract gardening and landscaping. Total compensation for the period of this Contract shall be Sixty-Eight Thousand Nine-Hundred Seventy-Seven Dollars (\$68,977.00), which shall be prorated over six months in equal payments (\$11,496.17) and Reimbursed fuel at Two Thousand Eight Hundred dollars (\$2,800.00), which shall be prorated over six months in equal payments (\$466.66) beginning in June (for month of May) and ending in November (for month of October). It shall be the Landscape's responsibility to bill the Town in accordance with the Town's normal billing/accounts payable cycles.

1) General supplies, including plants, fertilizer, plant food, etc., whether purchased by the Landscape and reimbursed by the Town or charged to a Town credit account, shall not exceed Eighteen Thousand Dollars (\$18,000.00). Landscape shall keep a written record of all supplies purchased. Any reimbursement or expenditures in excess of these amounts must be approved in advance, in writing, by the Town Manager.

2) Landscape is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Landscape to perform services under the terms of this Agreement shall be, and remain at all times, employees or agents of Landscape for all purposes. Landscape shall make no representation that it is the employee of the Town for any purposes. **Disclosure: Landscape is not entitled to workers’ compensation benefits, unemployment insurance benefits unless unemployment compensation coverage is provided by the Landscape or some other entity, and Landscape is obligated to pay federal and state income tax on any moneys earned pursuant to this Agreement.**

3) Landscape shall be responsible for the acts, errors, or omissions of Landscape and its employees, consultants, agents and any other persons employed or retained on behalf of Landscape in connection with this Agreement. Landscape agrees to indemnify, hold harmless and defend the Town and its directors, officers, trustees, employees, agents, and attorneys for the actions, errors and omissions of Landscape and Landscape's employees, consultants, agents and any other persons employed or retained on behalf of Landscape in the performance of this Agreement. The parties recognize that the Town is a governmental entity subject to the provisions of the Colorado Governmental Immunity Act, Section 24-10-101. et seq., C.R.S., and the Town does not waive any of its rights under the Act by entering into this Agreement.

4) At its sole cost, Landscape agrees to purchase and maintain in effect through the terms of this Agreement, insurance that will protect the Town and Landscape from claims which may arise out of, result from or be related to the Landscape’s performance of the work outlined in this

Agreement, whether such performance be by the Landscaper or by someone directly or indirectly retained or employed by Landscaper or by anyone for whose acts, errors, or omissions any of them may be liable. A copy of all policies or signed certificates of insurance shall be on file with the Town at all times, shall be appropriately endorsed to give the Town a minimum of thirty (30) days notice of cancellation or intention of non-renewal or restriction of coverage, and shall be statutory in conformance with the laws of the State of Colorado. Such insurances required herein shall be written for limits as follows:

- A. Commercial General Liability
 - i. Bodily Injury and Property Damage
 - \$2,000,000 each occurrence
 - \$4,000,000 aggregate
 - ii. Personal Injury
 - \$2,000,000 each occurrence
 - \$4,000,000 aggregate

- B. Commercial Automobile Liability
 - i. Bodily Injury & Property Damage (Combined Single Limit)
 - \$1,000,000 any one accident or loss

6) It is specifically agreed that neither Landscaper nor any person working on its behalf on the project shall discriminate against any person because of age, race, sex, national origin, ancestry, disability or religion.

7) Landscaper's work shall be coordinated with, and overseen by, the Town's Public Works Director with policy guidance from the Town's Greenways Committee.

8) Landscaper will comply with all local, State and Federal laws and regulations.

9) This Agreement may be terminated by either party upon ten (30) days written notice.

10) In the event this Agreement is terminated prior to completion of any portion of the Scope of Services as set forth in Exhibit A, the Town shall be entitled to reduce the amount of final payment to Landscaper in an amount proportional to the service to be provided or in the amount of the product not furnished by the Landscaper.

11) Any notice or communication between Landscaper and the Town which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States mail, addressed as follows:

The Town: Town of Grand Lake
Attn: Town Manager
1026 Park Avenue
P.O. Box 99
Grand Lake, Colorado 80447

Landscaper: Hilly Lawn
9921 Highway 34, #31
Grand Lake, Colorado 80447
Email: _____

12) This Agreement and the attached Exhibit A is the entire Agreement between Landscaper and the Town, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified or changed, except as specified herein.

13) This Agreement shall become effective following execution by both Landscaper and Town. This Agreement may be executed in counterparts, including by facsimile or electronically, each of which shall be considered an original, but all of which together shall constitute one instrument.

14) This Agreement shall be in force and effect beginning on May 1, 2025, and shall terminate on or before October 31, 2025, with the understanding that there is a budget amount of \$68,977 for landscaping services, \$18,000 for supplies and \$2800 for fuel, which may not be exceeded in the fiscal year 2025, unless authorized in advance, in writing, by the Town Manager.

TOWN OF GRAND LAKE

By: _____
Stephan Kudron, Mayor

By: _____
Carol Ann Thompson

By: _____
Carla Lawn

Hillylawn Gardening Services

*Entrance
Veterans Park
Point Park
Town Hall
Community House
Town Park
Pitkin
Swedish aspens
Point Park
Lampposts*

*Spring and Fall seasonal cleanup
Weeding, and all other maintenance throughout the season as
needed.*

Spring

*Preparing soil, planting annual baskets ,window boxes and
containers. Watering and maintaining
in our greenhouse until they are ready and weather is
conducive.*

As well as maintaining all annuals throughout the season



MEMORANDUM

Meeting Date: 1/27/25

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Contract for Marketing Services and Visitor Center Operations

Staff has reached an agreement with the Grand Lake Area Chamber of Commerce to continue visitor center operations and marketing services with the Grand Lake Area Chamber of Commerce. Attached is the 2025 contract for your review and consideration.

The Board should consider the contract and direct the mayor to sign the agreement as appropriate.

2025 CHAMBER AGREEMENTS

PART ONE/AGREEMENT FOR MARKETING SERVICES

THIS AGREEMENT, dated this 27 day of January, 2025, is by and between the Town of Grand Lake, Colorado, a Colorado municipal corporation (the “Town”) and the Grand Lake Area Chamber of Commerce, Inc., a Colorado nonprofit corporation (hereinafter the “Chamber”) for marketing services to promote tourism and in connection with the operation of the Grand Lake Visitors’ Center.

WITNESSETH:

That in and for consideration of the services to be rendered and the compensation to be received, the Town and the Chamber covenant and agree as follows:

- 1) Benefits to the Community. The economy of the inhabitants and businesses of the Town relies substantially upon income from tourism and the promotion of tourism accrues to the general welfare of the community as a whole.

- 2) Chamber Authority. The Chamber was incorporated in 1946 for the purpose of promoting business and is a tax-exempt organization under Section 501(c) (6) of the Internal Revenue Code of 1986 in addition to holding trademarks or trade names such as “Snowmobile Capital of Colorado” and “the Soul of the Rockies”.

- 3) Town Authority.
 - a) The Town is authorized by statute to advertise and promote tourism.

 - b) The Town is authorized to enter into contracts for the provision of municipal services pursuant to statute and the Colorado Constitution.

 - c) The Town has the authority to collect Business License Fees and Peddlers, Solicitors and Transient Merchant Fees and may spend a portion of that revenue for community marketing purposes.

 - d) The Town has the authority to collect Nightly Rental License Fees and may spend a portion of that revenue for community marketing purposes.

- 4) Town and Chamber Relationship.
 - a) In the past, the Town has, from time to time, provided limited funding of certain activities of the Chamber, e.g. marketing of the Town and operation of the Visitors’ Center.

b) The Town has elected to continue to assess Business License Fees and Peddlers, Solicitors and Transient Merchant Fees and has determined that it receives substantial value for the services provided by the Chamber and it is therefore reasonable to allocate \$30,000 from such fees collected to fund certain marketing efforts of the Town and the Chamber as described below.

c) The parties deem these fees necessary and desirable so that the agreed upon functions are carried out with the support of the business community.

5) Term. This agreement shall commence on January 1, 2025 and shall remain in effect for a period of one year, expiring on December 31, 2025.

6) Obligations of the Town.

a) The Town agrees to appoint a representative to serve as liaison to the Board of Directors of the Chamber, as needed.

b) The Town agrees to remit to the Chamber the annual allocation designated to the Chamber by the Town for fiscal year 2025 related to License Fees, Peddlers, Solicitors and Transient Merchants Fees actually collected by the Town, and General Fund Revenues, as specified in the approved 2025 Town budget up to thirty thousand dollars (\$30,000).

c) The Town agrees to remit eighty-thousand dollars (\$80,000) to the Chamber in to offset the costs of providing marketing and public relations services.

c) The Town agrees to review this Agreement with the Chamber annually.

d) The Town agrees to provide timely review and comment on documents submitted by the Chamber as required by this Agreement.

e) All amounts due to the Chamber by the Town pursuant to Parts 1 and 2 of this Agreement shall be paid in 4 quarterly equal payments at a time and method acceptable to both the Town and Chamber.

7) Obligations of the Chamber.

a) The Chamber agrees to adhere to the provisions of Town Code, and to all subsequent modifications and amendments thereof.

b) The Chamber agrees to use all funding remitted by the Town to the Chamber to fund advertising, to promote existing events, to execute marketing of the Town, for administrative costs and to operate the Visitors' Center. Full financial transparency and reporting is expected.

- c) The Chamber agrees that any costs or expenses exceeding the funding allocated by the Town in these agreements that relate in any manner to the operation of the Visitors' Center or performance of these Agreements shall be borne solely by the Chamber.
- d) The Chamber agrees that any additional or future funding by the Town shall be subject to annual appropriation, to be made at the sole discretion of the Town.
- e) The Chamber agrees to prepare a proposed 2025 Marketing Plan and proposed marketing budget, subject to review by the Town Board, to be effective March 1, 2025.
- f) The Chamber agrees to carry out the 2025 Marketing Plan and diligently and faithfully perform in accordance with the terms thereof.
- g) The Chamber agrees to comply with all provisions of the Service Agreement between the Town and the Chamber for Visitors' Center Operations, as set forth in Part Two.
- h) The Chamber agrees to comply with all provisions of the Lease Agreement between the Town and the Chamber for the Visitors' Center.
- i) The Chamber agrees to operate and maintain a website with current information.
- j) The Chamber agrees to annually publish and distribute a Visitors' Guide/Vacation Planner digitally or in print.
- k) The Chamber agrees to review this Agreement with the Town annually.
- l) The Chamber agrees to submit and present semi-annual reports for review and comment by the Town Board of Trustees. At a minimum, said semi-annual reports shall include the following:
 - i) Access to financial report(s) to address how Town funding has been expended on marketing services over the previous quarter and year-to-date.
 - ii) Marketing report(s) to describe completed, ongoing, and upcoming marketing efforts.
 - iii) Statistics on various other marketing efforts, including but not limited to Facebook activity and website activity.

m) On or before March 1, 2025, the Chamber agrees to make available to the Town Board of Trustees the following information for its review:

- i) A list of the current Chamber officers.
- ii) A copy of the current corporate filing with the Secretary of State showing the non-profit and good standing status of the corporation.
- iii) A copy of the current insurance certificate.
- iv) The proposed 2025 Marketing Plan.
- v) The proposed 2025 Chamber budget, including the marketing budget.
- vi) The last completed final audit report or financial review.

n) Unless specifically indicated otherwise, in writing, all obligations of the Chamber shall be performed at the expense of and paid for by the Chamber.

(This area intentionally left blank)

PART TWO/AGREEMENT FOR VISITORS' CENTER SERVICES

1) Town and Chamber Relationship.

- a) The Chamber has successfully operated the Visitors' Center for the past several years under a Service Agreement similar to this Agreement.
- b) The parties deem these fees necessary and desirable so that the agreed upon functions are carried out with support of the business community.

2) Visitors' Center Operations.

- a) It is essential to the success of the promotion of tourism that there is a fully functional Visitors' Center available to visitors.
- b) It is in the best interests of the Town and the Chamber to again contract to operate the Visitors' Center according to the terms and conditions below.

3) Term. This agreement shall commence on January 1, 2025, and shall remain in effect through December 31, 2025.

4) Obligations of the Town.

- a) The Town agrees to provide the Visitors' Center to the Chamber as outlined in the Lease Agreement dated December 10, 2018 as authorized by Ordinance 07-2018, to be operated as both a Visitors' Center and as Chamber offices.
- b) The Town agrees to plow the Visitors' Center parking lots as part of its routine snow removal. Major arterials will always be a priority over this parking lot. At the Town's discretion, some snow may need to be kept on site, and will likely be stored at the lower parking lot.
- c) The Town agrees to allow the Chamber to utilize the Town's dumpster located on the site of the Public Works Shop to dispose of trash generated at the Visitors' Center and Chamber Office. Furthermore, the Town agrees to empty the outside trash containers as part of its regular schedule, with the understanding that the overall upkeep of the site is a Chamber responsibility and that from time to time, other Town responsibilities may take precedence over this function, leaving the duties of trash removal instead to Chamber staff and volunteers. If the Town determines that trash from the Chamber becomes an unfavorable situation, due to quantity, handling or otherwise, the Town may require the Chamber to provide trash disposal at the Chamber's expense.

- d) The Town agrees to share in the costs of operating the Visitors' Center. For the budget year 2025, the Town agrees to pay \$35,000 from undesignated General Fund revenues towards this goal. This money will be remitted quarterly by the Town.
- e) The Town will allocate an amount up to \$30,000 in 2025 from Nightly Rental License fees collected to be used by the Chamber for Visitors' Center services.
- f) The Town and the Chamber will coordinate and agree on schedule, scope and budget of the any maintenance or improvement work prior to starting the work.

5) Obligations of the Chamber.

- a) Unless otherwise agreed to by the Town, the Chamber agrees to operate and staff the Visitors' Center at least seven (7) days per week, and six (6) hours per day, during the Town's busy season, herein defined as the day that Trail Ridge Road officially opens, until the day that Trail Ridge Road officially closes. At a minimum, these busy season hours shall begin Memorial Day weekend and run through Labor Day weekend, regardless of when Trail Ridge Road officially opens and closes. The Chamber agrees to be responsive to visitor needs regardless of the status of Trail Ridge Road.
- b) Unless otherwise agreed to by the Town, the Chamber agrees to operate and staff the Visitors' Center at least four (4) days per week, and four (4) hours per day, when Trail Ridge Road is closed for the season or as otherwise defined above, and also to staff the Visitors' Center during special events or when the Town is otherwise busy, such as during the Thanksgiving and Christmas holiday seasons. Specifically, the Visitors' Center shall be open the week of Thanksgiving, the week before Christmas, and the week before New Year's Eve Day. The Visitors' Center will not be required to be open on Thanksgiving Day, Christmas Day, and New Year's Day.
- c) The Chamber agrees to provide training for all staff and volunteers that work at the Visitors' Center, to ensure a knowledgeable and pleasant Visitors' Center workforce.
- d) The Chamber agrees to track Visitors' Center activity, including walk-ins, phone and e-mail inquiries.
- e) The Chamber agrees to always keep the Visitors' Center and surrounding site orderly and clean and in excellent condition as required by the Lease Agreement. Specifically, all trash and debris shall be policed, blemishes on/in the building shall be addressed promptly and appropriate preventative maintenance, minor repairs, carpet cleaning and other routine maintenance activities will be undertaken.

- f) The Chamber agrees to work with the Town to maintain all landscaping in a manner that always reflects a positive image of the Town, with weeds pulled or sprayed, plants and flowers watered, etc. Town Parks department will complete a spring landscape preparation and a fall landscape cleanup in coordination with Chamber staff.

- g) The Chamber agrees to take on the duties of trash removal utilizing Chamber staff and volunteers when, from time to time, other Town responsibilities take precedence over this function and keep the Town from removing trash as described in 4(c) above.

- h) The Chamber agrees to provide trash disposal at the Chamber's expense when, at the discretion of the Town, the trash removal responsibilities described in 4(c) above become an unfavorable situation, due to quantity, handling or otherwise.

- i) The Chamber agrees to shovel any and all snow not removed by the Town when plowing as described in 4(b) above.

- j) The Chamber agrees to review this Agreement with the Town annually.

- k) The Chamber agrees to use the undesignated General Fund revenues remitted by the Town to the Chamber to fund Visitors' Center services. When remitted fees for Visitors' Center services remain unspent at year's end, the Chamber may reallocate those unspent funds towards marketing expenses.

- l) The Chamber agrees that any costs or expenses exceeding the funding described above that relate in any manner to the operation of the Visitors' Center or the Chamber's performance of its obligation under this Agreement shall be borne solely by the Chamber.

- m) The Chamber agrees that any additional or future funding by the Town shall be subject to annual appropriation, to be made at the sole discretion of the Town.

- n) The Chamber agrees to provide crisis communication services at Incident Command in special circumstances such as fire, severe weather events, accidents, etc. These services may include, but are not limited to: coordinating with the Town, emergency services agencies and organizations and other agencies and organizations regarding uniform communication with the public; answering inquiries regarding the special circumstance; allowing the posting of maps, flyers and other relevant information in and near the Visitors' Center; posting of information, photos, etc. on the Chamber website and social media outlets; and, dissemination of any other relevant information in any number of ways to assist in getting important information out to those who need it.

o) The Chamber agrees to submit and make available to the Town semi-annual reports for review and comment by the Town Board of Trustees. At a minimum, said semi-annual reports shall include the following:

- i) Financial report(s) to address how undesignated Nightly Rental License and General Fund monies have been expended on Visitors' Center services year-to-date.
- ii.) A report of statistics of Visitors' Center activity described in 5(f) above. Data by month for the current year and multiple prior years will be included for comparison of seasonal and annual trends.
- iii.) The effective date and the days/hours of operation for the busy season, as soon as the information is known, but no later than the effective date.
- iv) The effective date and the days/hours of operation for the Trail-Ridge-Road-is-closed season, as soon as the information is known, but no later than the effective date.

p) Unless specifically indicated otherwise, in writing, all obligations of the Chamber shall be performed at the expense of and paid by the Chamber.

6) Default by the Chamber/ Remedies.

a) If the Chamber defaults in the performance of any of its obligations under this Agreement, the Town may give written notice of such default to the Chamber. If the default is not cured within ten (10) days after such written notice is given, the Town may elect to terminate this Agreement by giving written notice of such termination to the Chamber. If such notice of termination is given, this Agreement shall terminate on the date fixed in such notice as completely as if that were the date herein definitely fixed for expiration of the term of this Agreement. The Chamber shall then surrender the Leased Property to the Town. When returned to the Town, the Leased Property shall be in the same or better condition as it existed at the time the Chamber took possession of it, except for ordinary wear and tear.

b) No remedy conferred upon or reserved to the Town shall exclude any other remedy herein or by law provided, but each shall be cumulative and in addition to every other remedy given hereunder or now or hereafter existing at law or in equity.

7) Default by the Town/Remedies

a) If the Town defaults in the performance of any of its obligations under this Agreement, the Chamber may give written notice of such default to the Town. If the default is not cured within ten (10) days after such written notice is given, the Chamber may elect to terminate this Agreement by giving written notice of such termination to the Town. If such notice of termination is given, this Agreement shall terminate on the date fixed in such notice as completely as if that were the date herein definitely fixed for expiration of the term of this Agreement. The Chamber shall then surrender the leased property to the Town. When returned to the Town, the Leased Property shall be in the same or better condition as it existed at the time the Chamber took possession of it, except for ordinary wear and tear.

b) The remedies available to the Chamber in the event of a default by the Town shall be limited to termination as described in subsection a) above, or an action for specific performance, but under no circumstances shall the Chamber's remedies include a claim against the Town for damages.

8) Future Appropriations. Nothing in these Agreements shall be construed as an obligation by the Town to provide an appropriation or approve a budget for services provided by the Chamber beyond the term hereof and in any event for no period greater than one year.

9) Compliance with Laws. In performing these Agreements, the Chamber shall comply with all applicable federal, state, county, municipal, local and other laws and regulations. In the event any law or regulation conflicts with the provisions of this Agreement, the stricter requirement shall control. The Chamber shall promptly notify the Town of any complaint, citation, order, or other notice of non-compliance or alleged non-compliance with any law regarding these Agreements or which might affect the Town in any manner.

10) Review Requirements. By accepting the funds and assistance from the Town as provided herein, and entering into these Agreements, the Chamber agrees to make arrangements to conduct an audit of all monies received and expended in the 2024 fiscal year, prepared by an independent certified public accountant, independent registered accountant, or independent partnership of certified public accountants or registered accountants licensed to practice in the State of Colorado, and acceptable to the Town. For clarification, by "independent" it is intended that this firm is retained by the Chamber for the sole purpose of conducting an audit, and that the Chamber shall have no other dealings with such auditor during the year.

11) Termination. Either party may terminate these Agreements with or without cause at any time upon thirty (30) days written notice to the other party. Upon termination, the Town shall have no further obligation to provide funding to the Chamber, beyond the amounts budgeted by the Town as of the date of termination. Any such termination shall not relieve the Chamber of its obligations to fully account for all funds received by the Chamber from the Town through the date of termination, nor the obligation of the Chamber to provide all reports and information required by

this agreement through the date of termination. Any funds not spent for the benefit of the Town pursuant to this Agreement shall be returned to the Town upon cancellation on a pro-rated basis. By way of example and not limitation, if the Agreement is terminated August 31, 2025 (75% of the way through the year) the Chamber shall return a minimum of 25% of the funds it received from the Town. Such accounting, reports, and information shall be provided to the Town within thirty (30) days of termination.

12) Notice. Except as otherwise expressly provided herein, all notices required or permitted under Section 8 and Section 9 of these Agreements shall be in writing and shall be delivered in person or sent by United States Postal Service certified mail, return receipt requested. If sent by mail, a notice shall be deemed to have been properly given when deposited in any post office, branch post office, or mail depository regularly maintained by the United States Postal Service and sent by certified mail, return receipt requested, with postage thereon pre-paid, addressed as follows:

Town of Grand Lake
Attn: Town Manager
P.O. Box 99
Grand Lake, CO 80447-0099

Grand Lake Area Chamber of Commerce, Inc.
Attn: President
P.O. Box 429
Grand Lake, CO 80447-0429

13) Non-Waiver. Any indulgence granted by the Town to the Chamber as to the performance of any portion of these Agreements and any waiver by the Town given to the Chamber as to the performance or non-performance or the timing of any performance or non-performance of any part of these Agreements shall not be deemed or considered to be an indulgence or waiver of any other part of this Agreement or of any subsequent non-performance by the Chamber.

14) No Assignment. These Agreements may not be assigned by the Chamber without the written consent of the Town.

15) Agreement, Amendment. These written Agreements constitute a portion of the agreement between the parties. The entire agreement also includes Visitors' Lease Agreement (for the Visitors' Center property). All prior agreements except those mentioned above, negotiations or discussions are hereby superseded and merged herein. These Agreements shall not be amended except in writing, signed by both of the parties.

16) Severability. In the event any provision of these Agreements shall be deemed to be invalid or unenforceable for any reason, such provision shall be severed from the remainder of these Agreements and shall not render the entire Agreement(s) void or unenforceable.

17) Applicable Law. In the event a dispute should arise as to the terms and provisions of these Agreements, these Agreements shall be interpreted and enforced pursuant to the law of the State of Colorado.

18) Binding Effect. These Agreements shall be binding on the parties hereto, their heirs, successors and assigns.

19) Consultation with Counsel. By affixing their signatures hereto, the parties hereby acknowledge that they understand their right to consult with an attorney before entering into this agreement and they further affirm that they have consulted with an attorney to the extent they wish to do so.

20) Limitation of Liability, Indemnification.

a) The Town shall undertake and be under no obligation other than those expressly provided for herein and shall make no financial commitment to the Chamber other than the expressly approved budget, as modified from time to time.

b) The Chamber shall make no undertaking or obligation which would purport to obligate the Town without the express prior approval of the Town.

c) At its sole cost, Chamber agrees to purchase and maintain in effect through the terms of these Agreements, insurance that will protect the Town and Chamber from claims which may arise out of, result from or be related to the Chamber's performance of the work outlined in these Agreements, whether such performance be by the Chamber or by someone directly or indirectly retained or employed by Chamber or by anyone for whose acts, errors, or omissions any of them may be liable. A copy of all policies or signed certificates of insurance shall be on file with the Town at all times, shall be appropriately endorsed to name the Town as additional insured, give the Town a minimum of thirty (30) days notice of cancellation or intention of non-renewal or restriction of coverage, and shall be statutory in conformance with the laws of the State of Colorado. Such insurances required herein shall be written for limits as follows:

Commercial General Liability
Bodily Injury and Property Damage
\$1,000,000 each occurrence

\$2,000,000 aggregate
Personal Injury
\$1,000,000 each occurrence
\$2,000,000 aggregate

Workers' Compensation and Employers' Liability
Workers' Compensation
Statutory levels
Employer's Liability
\$1,000,000 each accident
\$1,000,000 disease – each employee
\$1,000,000 disease – policy limit

d) In the event the Colorado Governmental Immunity Act is amended, the Chamber shall be required to provide increased coverage so that the total amount of insurance is not less than the limit of liability under the Act as amended, plus \$100,000.

e) Furthermore, the Chamber shall indemnify and hold the Town harmless against any and all claims resulting from or connected in any manner with the actions of the Chamber, its directors, employees, or other agents. Such indemnification shall include, but not be limited to, all costs, attorney fees and liabilities incurred in connection with such claim. If a claim or action is brought, the Chamber shall, on notice from the Town, resist or defend such action or proceeding by counsel, approved by the Town, which shall not be unreasonably withheld.

21) Governmental Immunity Act. By entering into this Agreement, the Town does not waive and does not intend to waive any of the rights and protections provided to the Town under the Colorado Governmental Immunity Act, Sections 21-10-101, et seq., Colorado Revised Statutes.

IN WITNESS WHEREOF, the Parties have hereunto subscribed their signatures, effective the date first above mentioned.

GRAND LAKE AREA CHAMBER OF COMMERCE, INC.

By: _____
Patrick Randall, President

ATTEST:

By: _____
Mindy Nelson, Treasurer

TOWN OF GRAND LAKE

By: _____
Stephan Kudron, Mayor

ATTEST:

By: _____
Alayna Carrell, Town Clerk



Meeting Date: 1/27/2025

To: Mayor Kudron & Town Trustees

From: Alayna Carrell, Town Clerk

ITEM:
SPECIAL EVENT LIQUOR PERMIT APPLICATION & RESOLUTION 03-2025, A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR THE GRAND ARTS COUNCIL’S, SPECIAL EVENT, “AN EVENING OF MUSIC”

BACKGROUND:

Grand Arts Council has returning members of the Central City Opera Company who will perform romantic selections just in time for Valentines Day. All are welcome to attend on Saturday, February 15, from 5:00pm to 9:00pm at the Grand Lake Community House.

The request is to waive the \$100.00 special event liquor permit fee as they are non-profit organization.

When reviewing the application, the Board of Trustees is to consider the following for approval:

44-5-102. Qualifications for permit. (1) A special event permit issued under this article 5 may be issued to:

(a) An organization, whether or not presently licensed under articles 3 and 4 of this title 44, that:

(I) Has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, educational, or athletic nature, and not for pecuniary gain;

(II) Is a regularly chartered branch, lodge, or chapter of a national organization or society organized for the purposes specified in subsection (1)(a)(I) of this section and is nonprofit in nature;

(III) Is a regularly established religious or philanthropic institution; or

(IV) Is a state institution of higher education;

(b) A political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1; or



- (c) Any municipality, county, or special district.*
- (2) Repealed.*
- (3) Notwithstanding any law to the contrary, and subject to this article 5, the state or local licensing authority may issue a special event permit to a state agency, the Colorado wine industry development board, created in section 35-29.5-103, or an instrumentality of a municipality or county that promotes:*
 - (a) Alcohol beverages manufactured in the state; or*
 - (b) Tourism in an area of the state where alcohol beverages are manufactured.*

When reviewing the application, the Board of Trustees can deny the application for the following:

44-5-106. Grounds for denial of special permit.

- (1) The state or local licensing authority may deny the issuance of a special event permit upon the grounds that the issuance would be injurious to the public welfare because of the nature of the special event, its location within the community, or the failure of the applicant in a past special event to conduct the event in compliance with applicable laws.**
- (2) Public notice of the proposed permit and of the procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least ten days before approval of the permit by the local licensing authority.**

FISCAL NOTE

To date we have waived \$00.00 in special event liquor permit fees for the Grand Arts Council.

SUGGESTED MOTIONS

I make a motion to approve/(deny) SPECIAL EVENT LIQUOR PERMIT APPLICATION & RESOLUTION 03-2025, A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR THE GRAND ARTS COUNCIL’S, SPECIAL EVENT, “AN EVENING OF MUSIC”

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 03-2025**

A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR THE GRAND ARTS COUNCIL’S, SPECIAL EVENT, “AN EVENING OF MUSIC”

WHEREAS, Grand Arts Council’s has scheduled a special event, “An Evening of Music”, February 15, 2025; and,

WHEREAS, the fee for a special event liquor permit is set at \$100.00; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1) (c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the special event liquor permit fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the \$100.00 special event liquor permit fee for Grand Arts Council’s event, “An Evening of Music”, to be held February 15, 2025, from 5:00pm to 9:00pm.

DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE THIS 27th DAY OF JANUARY 2025.

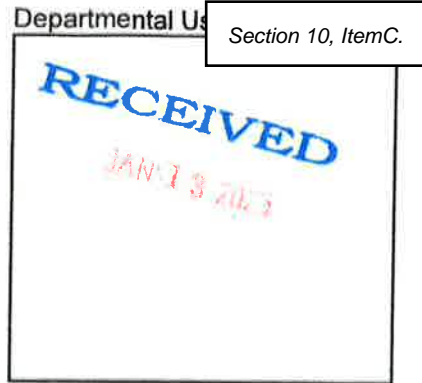
Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem



Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- Social
- Athletic
- Philanthropic Institution
- Fraternal
- Chartered Branch, Lodge or Chapter
- Political Candidate
- Patriotic
- National Organization or Society
- Municipality Owned Arts Facilities
- Political
- Religious Institution
- Chamber of Commerce

LIAB Type of Special Event Applicant is Applying for:

2110 Malt, Vinous And Spirituous Liquor \$25.00 Per Day

2170 Fermented Malt Beverage \$10.00 Per Day

Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)

GRAND ARTS COUNCIL

Mailing Address of Organization or Political Candidate

City State ZIP Code

GRAND LAKE CO 80447

Address of Place to Have Special Event

COMMUNITY HOUSE 1025 Grand Avenue

City State ZIP Code

GRAND LAKE CO 80447

Authorized Representative of Qualifying Organization or Political Candidate

Alan Walker

Date of Birth (MM/DD/YY) Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City State ZIP Code

GRAND LAKE CO 80447

Event Manager

Section 10, Item C.

Alan Walker

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State

ZIP Code

GRAND LAKE

CO

80427

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?

Yes No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No Yes, How many days?

For this event

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

Yes No

6. For Chambers of Commerce - Please list all members participating in the SEP.

Empty box for listing members participating in the SEP.

List Below the Exact Date(s) for Which Application is Being Made for Permit

Section 10, Item C.

Date	Date
Feb 15, 2025	
From:	From:
5pm	
To:	To:
9pm	

Date	Date
From:	From:
To:	To:

Date	Date
From:	From:
To:	To:

Date	Date
From:	From:
To:	To:

Date	Date
From:	From:
To:	To:

Date	Date
From:	From:
To:	To:

Date	Date
From:	From:
To:	To:

Date	Date
From:	From:
To:	To:

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Section 10, Item C.

Title

Signature

Date (MM/DD/YY)

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

City County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999) \$.00



Meeting Date: 1/27/2025

To: Mayor Kudron & Town Trustees

From: Alayna Carrell, Town Clerk

ITEM:
SPECIAL EVENT LIQUOR PERMIT APPLICATION & RESOLUTION 04-2025, A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR THE GRAND ARTS COUNCIL’S, SPECIAL EVENT, “MOORS & MCCUMBER CONCERT”

BACKGROUND:
Grand Arts Council continues to bring music to the stage from Moors & McCumber for everyone to enjoy. On Saturday, March 15, from 5:00pm to 10:00pm watch their stories and songs come to life at the Grand Lake Community House.

The request is to waive the \$100.00 special event liquor permit fee as they are non-profit organization.

When reviewing the application, the Board of Trustees is to consider the following for approval:

44-5-102. Qualifications for permit. (1) A special event permit issued under this article 5 may be issued to:

(a) An organization, whether or not presently licensed under articles 3 and 4 of this title 44, that:

- (I) Has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, educational, or athletic nature, and not for pecuniary gain;**
- (II) Is a regularly chartered branch, lodge, or chapter of a national organization or society organized for the purposes specified in subsection (1)(a)(I) of this section and is nonprofit in nature;**
- (III) Is a regularly established religious or philanthropic institution; or**
- (IV) Is a state institution of higher education;**

(b) A political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1; or



- (c) Any municipality, county, or special district.*
- (2) Repealed.*
- (3) Notwithstanding any law to the contrary, and subject to this article 5, the state or local licensing authority may issue a special event permit to a state agency, the Colorado wine industry development board, created in section 35-29.5-103, or an instrumentality of a municipality or county that promotes:*
 - (a) Alcohol beverages manufactured in the state; or*
 - (b) Tourism in an area of the state where alcohol beverages are manufactured.*

When reviewing the application, the Board of Trustees can deny the application for the following:

44-5-106. Grounds for denial of special permit.

- (1) The state or local licensing authority may deny the issuance of a special event permit upon the grounds that the issuance would be injurious to the public welfare because of the nature of the special event, its location within the community, or the failure of the applicant in a past special event to conduct the event in compliance with applicable laws.**
- (2) Public notice of the proposed permit and of the procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least ten days before approval of the permit by the local licensing authority.**

FISCAL NOTE

To date we have waived \$00.00 in special event liquor permit fees for the Grand Arts Council.

SUGGESTED MOTIONS

I make a motion to approve/(deny) SPECIAL EVENT LIQUOR PERMIT APPLICATION & RESOLUTION 04-2025, A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR THE GRAND ARTS COUNCIL'S, SPECIAL EVENT, "MOORS & MCCUMBER CONCERT"

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 04-2025**

A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR THE GRAND ARTS COUNCIL’S, SPECIAL EVENT, “MOORS & MCCUMBER CONCERT”

WHEREAS, Grand Arts Council’s has scheduled a special event, “Moors & McCumber Concert”, March 15, 2025; and,

WHEREAS, the fee for a special event liquor permit is set at \$100.00; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1) (c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the special event liquor permit fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the \$100.00 special event liquor permit fee for Grand Arts Council’s event, “Moors & McCumber Concert”, to be held March 15, 2025 from 5:00pm to 10:00pm.

DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE THIS 27th DAY OF JANUARY 2025.

Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem

RECEIVED

JAN 16 2025

Application for a Special Events Permit

Section 10, Item D.

Departmental Use Only

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- Social Athletic Philanthropic Institution
- Fraternal Chartered Branch, Lodge or Chapter Political Candidate
- Patriotic National Organization or Society Municipality Owned Arts Facilities
- Political Religious Institution

LIAB Type of Special Event Applicant is Applying for:

- 2110 Malt, Vinous And Spirituous Liquor \$25.00 Per Day
- 2170 Fermented Malt Beverage \$10.00 Per Day

Name of Applicant Organization or Political Candidate

GRAND ARTS COUNCIL

State Sales Tax Number (Required)

Mailing Address of Organization or Political Candidate

City

GRAND LAKE

State

CO

ZIP Code

80447

Address of Place to Have Special Event

COMMUNITY HOUSE 1025 GRAND AVE

City

GRAND LAKE

State

CO

ZIP Code

80447

Authorized Representative of Qualifying Organization or Political Candidate

ALAN WALKER

Date of Birth (MM/DD/YY)

Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City

GRAND LAKE

State

CO

ZIP Code

80447

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date		Date	
	MARCH 15, 2025		

From:	To:	From:	To:
5 PM	10 PM		

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Date		Date	

From:	To:	From:	To:

Event Manager

Alan Walker

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State

ZIP Code

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?

Yes No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes No

Oath of Applicant

Section 10, Item D.

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

BOARD PRESIDENT

Signature

[Handwritten Signature]

Date (MM/DD/YY)

01/16/25

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

City County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999)

\$

.00



Meeting Date: 1/27/2025

To: Mayor Kudron & Town Trustees

From: Sarah Weekes, Event Manager

ITEM:

A NEW SPECIAL EVENT PERMIT APPLICATION & RESOLUTION 05-2025, A RESOLUTION SETTING CERTAIN FEES FOR THE TOWN OF GRAND LAKE’S WINTER CARNIVAL ON FEBRUARY 8TH, 2025

BACKGROUND:

The Winter Carnival was established in 2002 by Suzi Maki. Throughout the years, the Winter Carnival has provided different activities throughout the day, bringing lots of fun and enjoyment for all. This year, the Winter Carnival is a Town of Grand Lake ran and organized event.

They request the Board waive the new event fee of \$250.

When reviewing the application, the Board of Trustees is to consider the following:

Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.

1. Review Considerations. The following factors shall be considered prior to approval of a SEP:

- (a) The predominant use of the primary facility being used; and*
- (b) The proposed event and the event hours; and*
- (c) Neighborhood compatibility; and*
- (d) Effect of the proposed event on the community; and*
- (e) The Town's anticipated cost in staff time and equipment use; and*
- (f) The benefit to non-profit from the event; and*
- (g) The benefit to local businesses from the event; and*
- (h) Duplication of services or sale items; and*
- (i) Nature of the past event issues or similar past event issues.*

FISCAL NOTE

In 2025, the Board of Trustees has not yet waived fees for any Town of Grand Lake special event.



SUGGESTED MOTIONS

I make a motion to approve/(deny) A SPECIAL EVENT PERMIT APPLICATION & RESOLUTION 05-2025: A RESOLUTION SETTING CERTAIN FEES FOR THE TOWN OF GRAND LAKE'S, WINTER CARNIVAL ON FEBRUARY 8TH, 2025

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 05-2025**

**A RESOLUTION SETTING CERTAIN FEES FOR THE TOWN OF GRAND LAKE’S SPECIAL
EVENT WINTER CARNIVAL**

WHEREAS, the Town of Grand Lake has scheduled a special event, Winter Carnival, February 8th, 2025; and,

WHEREAS, the fee for a new special event application is set at \$250; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1) (c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the new special event application fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the new special event fee for the Town of Grand Lake’s Winter Carnival to be held February 8th, 2025.

**DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GRAND LAKE THIS 27th DAY OF JANUARY 2025.**

Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem



Town Of Grand Lake Special Event Permit (SEP) Application

For a one-day Special Event, this application must be submitted at least 30 days prior. If the special event is for more than one day or involves liquor, this application must be submitted at least 90 days prior. This application must be submitted in full, with all required supporting documentation, to be considered for approval.

A permit will not be issued if the applicant is delinquent on any accounts of the Town or any of its enterprise funds.

Contact Information

Contact Person Name: Sarah Weekes Phone Number: 970-531-4795
 Address: 1020 Park Ave City: Grand Lake
 State: CO Zip: 80447 Email: sweekes@toglco.com

Organization or Entity Information

Organization: Town of Grand Lake Phone Number: 970-627-3435
 Address: 1020 Park Ave City: Grand Lake
 State: CO Zip: 80446 Email: sweekes@toglco.com

Event Information

Event Name: Winter Carnival Dates of Event: 2/18/25
 Is this the first occurrence of the event? Yes No
 During Event Contact: Sarah Weekes Phone Number: _____
 Post Event Clean-up Contact: Sarah Weekes Phone Number: _____

Event Details

Document Check List

The following items must be submitted with the application. If no applicable, please note NA.

Documents	Included in Application	Received By Town
Site Plan – Including the following:		
Dimensions and Locations of Specific Activities	✓	✓
Delineation for Liquor Service & Consumption	✓	✓
Ingress and Egress Points	✓	✓
Off-Street Parking and Track Circulation	✓	✓
Location of Any Signage	✓	✓
Trash Can/Dumpster Location	✓	✓
Restrooms/Porta-Potties Location	✓	✓
Copies of Colorado and Grand Lake Sales Tax Licenses	n/a	n/a
Copy of Government or Non-Profit Status	n/a	n/a
Copy of Grand Lake Business License and/or Peddler's Applications	✓	✓
Copy of Liquor License Application or License	n/a	n/a
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured	✓	✓
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)	n/a	n/a
Any Additional Information or Documents Which Pertain to the Event or this Application	✓	✓

Event Details Continued

Please answer the following questions in detail. If more space is needed to adequately respond to the questions, please attach them to this application; note in the space given where to find the response in the additional documentation.

What is the precise nature of the event: winter carnival is a full day of fun events in Town Park

Detail the itinerary (dates & times) for event and clean-up: see attached

List all Town facilities or parks to be used for the event: Town Park, Grand Ave Heckert Pavilion to be used by Folks School for
Please fill out the Facility Rental Application for each facility to be utilized Ice sculpting workshop

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses. Comments from surrounding businesses may be requested. impact will be Grand Ave closure otherwise businesses may see a slight increase of foot traffic

List exact dates, times, and locations of requested street closures or blocking of parking spaces: Grand Ave Garfield to Pitkin closed 27 evening - 29 morning + all parking

What is the anticipated impact to on-street parking: Grand Ave closed from Friday 27 evening through Sunday 29 morning (snow placement + removal)

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: NO extra signage. A frame chalk boards located by all activities

Detail trash and waste plan, including placement & removal or containers and post event clean up: standard trash accumulation expected. Town staff to remove + clean up. requesting bear bins to be uncovered + used

List any special requests or services to be provided by the town such as electricity sprinkler shut-off, sound system use, marquee announcement, use of Town Park kiosk: marquee announcement to be put up 1/31.

By signing below the applicant acknowledges they have received, reviewed, and understands the requirements set forth in Municipal Code Chapter 11: Municipal Property Regulations, including the notes below*. The applicant further acknowledges the information contained on the application is true and correct and that submission of false information shall be cause for the SEP to be immediately revoked without notice or hearing. During the event, the SEP shall be available and presented upon demand at the location of the Special Event.

- * Clean-up must be completed within 24 hours of the end of the event. If this is not accomplished the Town Staff will finish the clean-up resulting in a \$50.00 per hour per staff member charge to the even organization and no refunding of the damage deposit.
- * No stakes may be used in any town park
- * No alcohol is allowed unless a Special Event Liquor Permit has been issued

Sarah Weeks
Signature

1/1/2025
Date

For questions contact the town: Phone: 970-627-3435 Email: town@togco.com

9:00am-9:45am Driver meeting/registration for snowmobile racing at Charlie's Sports Bar & Grill (1120 Lake Ave.)

9:30am Parade lineup at Rocky Mountain Repertory Theater

10:00am-10:20am Snowmobile Parade on Grand Avenue

10:00am-12:00pm Ice Sculpture Workshop with the Rocky Mountain Folk School - register by January 25!

10:45am-12:45pm XMR Snowmobile Racing (swag bags provided for all participants and prizes awarded for 1st, 2nd and 3rd place)

12:45pm Bed sled Race Lineup (prizes for 1st, 2nd and 3rd place)

1:00pm-1:45pm - Bed sled Race

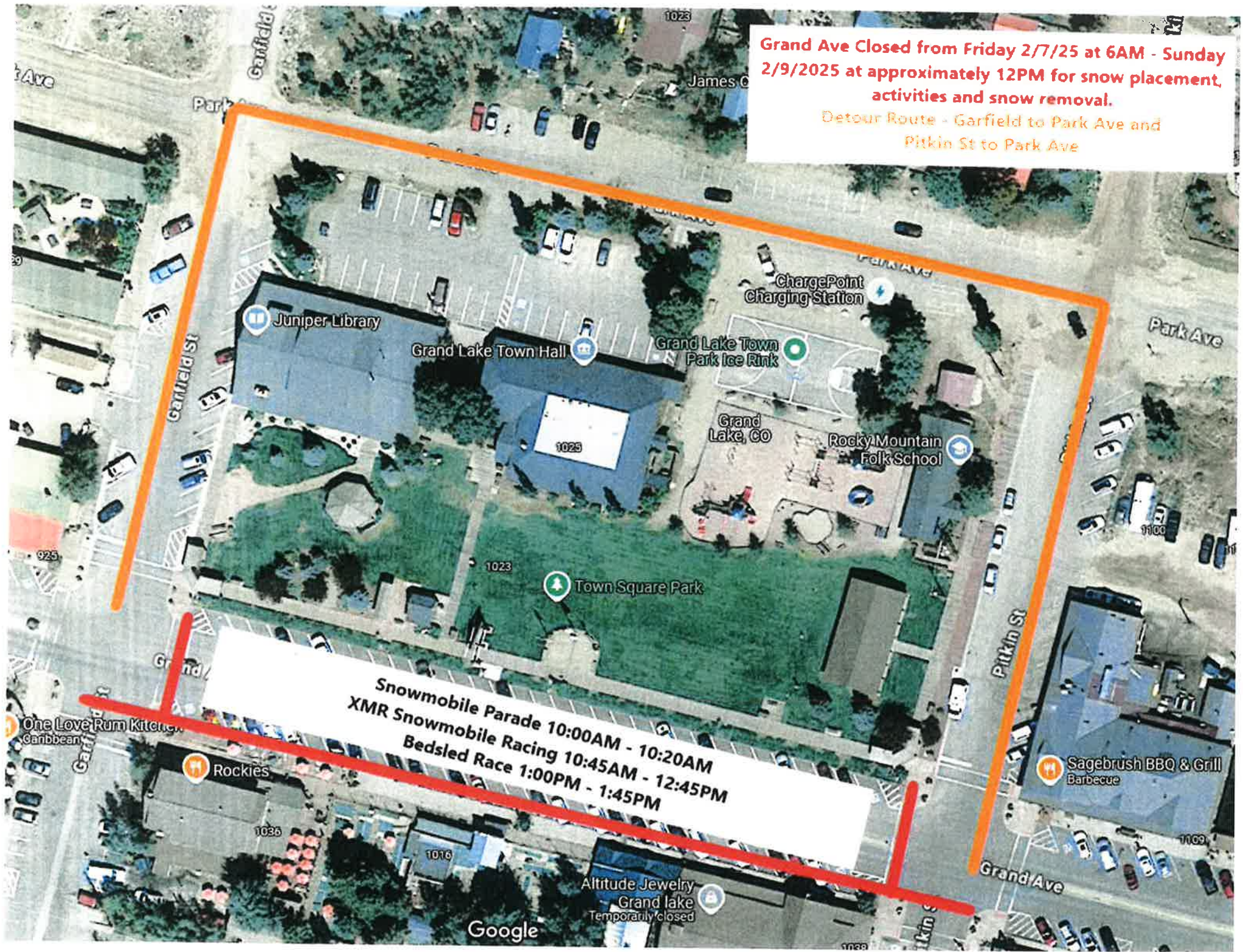
2:00pm Lineup for Parent/Child Sled Race (prizes for 1st, 2nd and 3rd place)

2:00-4:00pm Mini Golf, Tea Pot Curling, Snowman Contest (in Town Park - 1026 Park Ave.)

7:00pm-2:00am Winter Carnival Ball hosted at Charlies Sports Bar & Grill

- Casino games (poker, blackjack, craps, roulette)
- Live music "FinalEyes Band" + Dancing
- Best Dressed prizes for 1st, 2nd and 3rd place





GRAND LAKE'S WINTER CARNIVAL



SATURDAY, FEBRUARY 8TH 2025

SNOWMOBILE PARADE - 10:00AM - 10:20AM
9:30AM PARADE LINEUP AT REPERTORY THEATER

XMR SNOWMOBILE RACING - 10:45AM - 12:45PM
9:00AM-9:45AM DRIVER MEETING/REGISTRATION FOR SNOWMOBILE RACING AT CHARLIES

PRIZES FOR 1ST, 2ND AND 3RD PLACE, WITH SWAG BAGS PROVIDED TO ALL PARTICIPANTS!

AN IGNITION TETHER DISCONNECT NEEDS TO BE ON ALL RACING SNOWMOBILES FOR SAFETY

BED SLED RACES - 1:00PM-1:45PM
PRIZES FOR 1ST, 2ND AND 3RD PLACE
PARTICIPANTS MUST PRE-REGISTER AT TOWN HALL, LINE UP AT 12:45

ADULT/CHILD SLED RACE - 2:00PM
PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

SNOW MINI GOLF (TOWN PARK) - 2:00PM - 4:00PM
PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

TEAM POT CURLING (TOWN PARK) - 2:00PM - 4:00PM
PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

SNOWMAN CONTEST (TOWN PARK) - 2:00PM - 4:00PM
PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

ICE SCULPTING CLASS (TOWN PARK) - 10:00AM - 12:00PM
REGISTRATION BY 1/25 REQUIRED. VISIT ROCKYMOUNTAINFOLKSCHOOL.ORG FOR MORE INFO

WINTER CARNIVAL BALL HOSTED AT CHARLIES - 7:00PM-2:00AM
DON'T MISS AN UNFORGETTABLE NIGHT OF EXCITEMENT AT THE CASINO & DANCE PARTY! ENJOY CASINO GAMES LIKE POKER, BLACKJACK, CRAPS, AND ROULETTE, WHILE GROOVING TO LIVE MUSIC FROM THE FINALEYES BAND. DRESS TO IMPRESS FOR A CHANCE TO WIN BEST DRESSED, WITH AMAZING PRIZES FOR 1ST, 2ND, AND 3RD PLACE! DON'T MISS OUT ON THE FUN!

SCAN FOR MORE!



GRAND LAKE'S WINTER CARNIVAL



BEDSLED RACES

GATHER YOUR TEAM OF 4 RUNNERS AND 1 RIDER FOR THE ICONIC WINTER CARNIVAL BED SLED RACE!

BED SLEDS WILL BE PROVIDED, SO ALL YOU NEED TO DO IS BRING YOUR ENERGY AND COMPETITIVE SPIRIT. TO REGISTER, CALL SARAH AT 970-627-3435 OR EMAIL SARAH AT SWEEKES@TOGLCO.COM OR ALAYNA AT ACARRELL@TOGLCO.COM BY FEBRUARY 7TH.

PRIZES WILL BE AWARDED FOR 1ST, 2ND, AND 3RD PLACE!

WE'RE ALSO LOOKING FOR VOLUNTEERS TO HELP MAKE THE EVENT A SUCCESS—IF YOU'RE INTERESTED, PLEASE CONTACT SARAH TO SIGN UP.

SCAN FOR MORE!





Request for Board Action

Meeting Date: 1/27/2025

To: Mayor Kudron & Town Trustees

From: Sarah Weekes, Event Manager

ITEM:
A NEW SPECIAL EVENT PERMIT APPLICATION & RESOLUTION 06-2025, A RESOLUTION SETTING CERTAIN FEES FOR COLORADO SKIJORING’S SPECIAL EVENT, “GRAND LAKE SKIJORING”

BACKGROUND:
Skijoring is a winter sport that originated as a way to travel across snow-covered landscapes. The sport’s history can be tracked back hundreds of years to Scandinavia, where the Sami people used reindeer to pull them across the snow. Skijoring is now a competitive sport where competitors navigate a course of jumps, gates and sometimes spear rings. Skijoring is practiced by cowboys, skiers and horses. There are also some versions of the sport where riders tour behind dogs, cars or snowmobiles.

Colorado Skijoring is a non-profit organization established this year to facilitate the first Grand Lake Skijoring Event on March 8th & 9th, 2025. It has been the desire to bring Skijoring to Grand Lake for several years. This event is expected to bring many competitors and spectators to Grand Lake to enjoy the fun and excitement of the sport.

They request the Board waive the new event fee of \$250 as they are a non-profit.

When reviewing the application, the Board of Trustees is to consider the following:

Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.

1. Review Considerations. The following factors shall be considered prior to approval of a SEP:

- (a) The predominant use of the primary facility being used; and*
- (b) The proposed event and the event hours; and*
- (c) Neighborhood compatibility; and*
- (d) Effect of the proposed event on the community; and*
- (e) The Town's anticipated cost in staff time and equipment use; and*
- (f) The benefit to non-profit from the event; and*



- (g)The benefit to local businesses from the event; and*
- (h)Duplication of services or sale items; and*
- (i)Nature of the past event issues or similar past event issues.*

FISCAL NOTE

In 2025, the Board of Trustees has not waived any fees for Colorado Skijoring.

SUGGESTED MOTIONS

I make a motion to approve/(deny) A NEW SPECIAL EVENT PERMIT APPLICATION & RESOLUTION 06-2025, A RESOLUTION SETTING CERTAIN FEES FOR COLORADO SKIJORING'S SPECIAL EVENT, "GRAND LAKE SKIJORING"

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 06-2025**

**A RESOLUTION SETTING CERTAIN FEES FOR COLORADO SKIJORING’S SPECIAL
EVENT, “GRAND LAKE SKIJORING”**

WHEREAS, Colorado Skijoring has scheduled a special event, “Grand Lake Skijoring”, March 8th, 2025 – March 9th, 2025; and,

WHEREAS, the fee for a new special event application is set at \$250; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1) (c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the new special event application fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the special event application fee for Colorado Skijoring’s, special event, “Grand Lake Skijoring” to be held March 8th, 2025 – March 9th, 2025.

**DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GRAND LAKE THIS 27th DAY OF JANUARY 2025.**

Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem



Town Of Grand Lake Special Event Permit (SEP) Application

For a one-day Special Event, this application must be submitted at least 30 days prior. If the special event is for more than one day or involves liquor, this application must be submitted at least 90 days prior. This application must be submitted in full, with all required supporting documentation, to be considered for approval.

A permit will not be issued if the applicant is delinquent on any accounts of the Town or any of its enterprise funds.

Contact Information

Contact Person Name: Delphine Eytel Phone Number: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Email: _____

Organization or Entity Information

Organization: Grand Lake Skijoring Phone Number: _____
 Address: _____ City: Fairplay
 State: CO Zip: 80440 Email: _____

Event Information

Event Name: Grand Lake Skijoring Dates of Event: March 8-9, 2025
 Is this the first occurrence of the event? Yes No
 During Event Contact: Delphine Eytel Phone Number: _____
 Post Event Clean-up Contact: Delphine Eytel Phone Number: _____

Event Details

Document Check List

The following items must be submitted with the application. If no applicable, please note NA.

Documents	Included in Application	Received By Town
Site Plan – Including the following:		
Dimensions and Locations of Specific Activities	✓	✓
Delineation for Liquor Service & Consumption	✓	✓
Ingress and Egress Points	✓	✓
Off-Street Parking and Track Circulation	✓	✓
Location of Any Signage	na	na
Trash Can/Dumpster Location	✓	✓
Restrooms/Porta-Potties Location	✓	✓
Copies of Colorado and Grand Lake Sales Tax Licenses	✓	✓
Copy of Government or Non-Profit Status	✓	✓
Copy of Grand Lake Business License and/or Peddler's Applications	✓	✓
Copy of Liquor License Application or License	na	na
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured	✓	✓
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)	✓	✓
Any Additional Information or Documents Which Pertain to the Event or this Application		✓

*\$250 fee waiver board meeting 1/27
 * 250 deposit PD*

Event Details Continued

Please answer the following questions in detail. If more space is needed to adequately respond to the questions, please attach them to this application; note in the space given where to find the response in the additional documentation.

What is the precise nature of the event: _____

Sports Competition with horse/rider and skier

Detail the itinerary (dates & times) for event and clean-up: _____

Access to Grand Ave between Hancock & Garfield starting Thursday 3/6 at 1am

List all Town facilities or parks to be used for the event: _____

Grand Ave - Hancock to Ellsworth. ~~Town Pavilion~~

Please fill out the Facility Rental Application for each facility to be utilized

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses. Comments from surrounding businesses may be requested. _____

Parking will be restricted on Grand ave

List exact dates, times, and locations of requested street closures or blocking of parking spaces: _____

March 7 1am until March 10 8am, Grand Ave Hancock to Ellsworth. Alleys and side streets remain

What is the anticipated impact to on-street parking: _____

No street parking on Grand Ave, parking at Trinity Church lot.

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: _____

No signage

Detail trash and waste plan, including placement & removal or containers and post event clean up: _____

Added trash cans on block corners, will be removed by 1/10. 2 Dumpsters and 20 trash cans with liners dumpster at start line dumpster on _____

List any special requests or services to be provided by the town such as electricity sprinkler shut-off, sound system use, marquee announcement, use of Town Park kiosk: _____

Use of Town Park pavilion and Library for volunteer

By signing below the applicant acknowledges they have received, reviewed, and understands the requirements set forth in Municipal Code Chapter 11: Municipal Property Regulations, including the notes bellow*. The applicant further acknowledges the information contained on the application is true and correct and that submission of false information shall be cause for the SEP to be immediately revoked without notice or hearing. During the event, the SEP shall be available and presented upon demand at the location of the Special Event.

- * Clean-up must be completed within 24 hours of the end of the event. If this is not accomplished the Town Staff will finish the clean-up resulting in a \$50.00 per hour per staff member charge to the even organization and no refunding of the damage deposit.
- * No stakes may be used in any town park
- * No alcohol is allowed unless a Special Event Liquor Permit has been issued

Delphine Eytel Digitally signed by Delphine Eytel
Date: 2025.01.13 07:29:32 -07'00'

Signature

Date

For questions contact the town: Phone: 970-627-3435 Email: town@toglco.com

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Colorado Skijoring

is a

Nonprofit Corporation

formed or registered on 01/07/2025 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20251028143 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 01/15/2025 that have been posted, and by documents delivered to this office electronically through 01/16/2025 @ 12:23:47 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 01/16/2025 @ 12:23:47 in accordance with applicable law. This certificate is assigned Confirmation Number 16904079 .

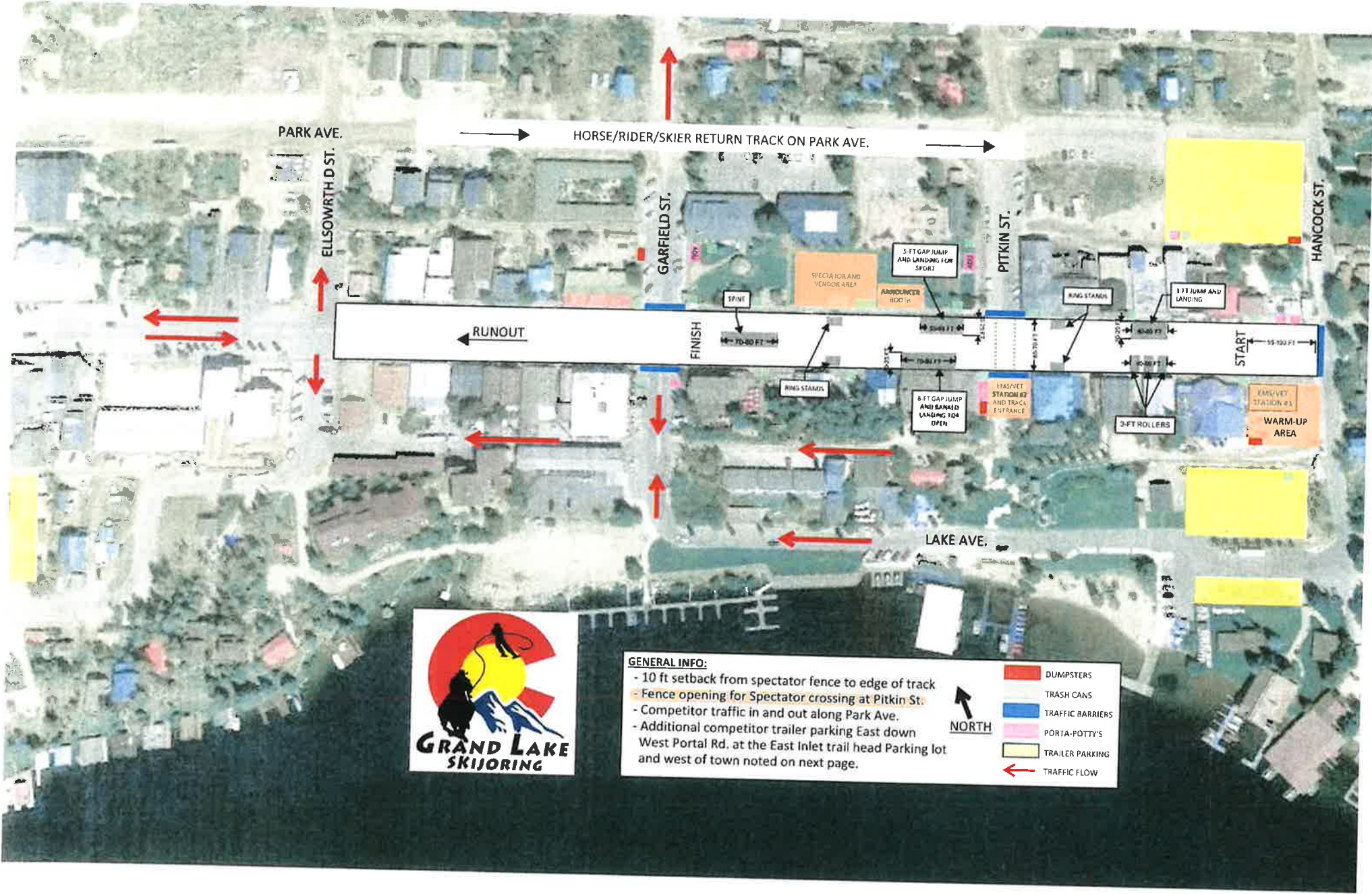


Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



GENERAL INFO:

- 10 ft setback from spectator fence to edge of track
- Fence opening for Spectator crossing at Pitkin St.
- Competitor traffic in and out along Park Ave.
- Additional competitor trailer parking East down West Portal Rd. at the East Inlet trail head Parking lot and west of town noted on next page.





LEGEND:

- DUMPSTERS
- TRASH CANS
- TRAFFIC BARRIERS
- PORTA-POTTY'S
- TRAILER PARKING
- TRAFFIC FLOW

NORTH ↑

ADDITIONAL COMPETITOR PARKING INFO:

- No parking available in designated overnight holding areas
- Panels will be provided by GLS in overnight holding area

 COMPETITOR TRAILER PARKING	 DUMPSTERS
 OVERNIGHT HORSE HOLDING AREA	 PORTA-POTTY'S



PUBLIC WORKS REQUEST FORM

Please complete and return to Sarah Weekes sweekes@toglco.com for Special Event requests. This will be forwarded to Public Works. You will need to list any specific items needed from our Public Works Department such as road closures and parking closures.

Event Name: Grand Lake Skijoring

Event Date: March 8th, 2025 – March 9th, 2025

Contact: Delphine Eytel

Contact Info: 970-389-9112 / grandlakeskijor@gmail.com

1. Event to be listed on Town Marquee by February 28th, 2025
2. Road Closures (list dates and times road closures occur)
 - Road closure signs and cones
 - Grand Ave closure - Hancock to Ellsworth March 6th 7 am to March 10th at 2 am
 - Cross streets will be open
3. Block parking (list lots and any parking spaces that will need to be blocked off for event and overnight holding areas)
 - Block off Lariat parking lot
 - Block off Beach parking lot
 - Block off PAYT Parking lot
 - Block off shoulder space on center drive and lake ave
 - Block off East inlet parking area/boat parking
 - Block off fire dept parking lot - in partnership with Fire Dept
4. Fencing provided by Town of Grand Lake Public Works. (list where fencing needs to be placed/used)
 - All trash cans with liners put out on Grand ave (25)
 - Dumpster on garfield
 - Dumpster outside of Charlies
 - Dumpster in lariat parking lot
 - Dumpster at east inlet parking lot
 - Dumpster at PAYT Parking
 - 3000 ft of Track fencing put up and taken down
 - Cross street crowd control barriers
 - 2 8 yard dumpster on Pitkin
 - Open pitkin house bathroom
 - Open east inlet trailhead bathroom



MEMORANDUM

Meeting Date: 1/27/25

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Consideration to Replace Firewall

On December 30, 2024, staff received notice from our IT Support that the current Firewall license is set to expire and a quote for renewal was issued. Upon investigation it was found that the firewall hardware was nearing the end of its lifecycle and would need to be replaced in 2026. Staff asked for and received a quote to replace the hardware now instead of paying for a maintenance agreement for 12 months.

When the replacement quote was received, it included a multi-year service agreement. As a result, staff are asking your consideration to continue with the one-year maintenance agreement and budget for a replacement hardware in 2026 or consider the replacement with a multiyear maintenance contract in 2025.

The Board should consider alternatives and direct staff further.
Quotes for Service Contract and Hardware Replacement/Contract are included for review.



Prepared for:
City - Grand Lake, CO

Prepared by:
Jerry Smaha

We have prepared a quote for you

SonicWall TZ400 Support Renewal

Quote # DENJS000515
Version 1



Software

Description	Price	Qty	Ext. Price
<p>01-SSC-1440-ING SonicWall Advanced Gateway Security Suite For TZ 400 - 1 Year</p> <p>Model: Sonicwall TZ400</p> <p>SN: 18B169F73E30</p> <ul style="list-style-type: none"> - Subscription License - 1 License - TAA Compliant <p>REF: QUO-21291077-Q2V6Z4</p>	\$1,524.98	1	\$1,524.98
Subtotal:			\$1,524.98



SonicWall TZ400 Support Renewal

Prepared by:

Denver Region

Jerry Smaha
801.253.4541
jerry.smaha@executech.com

Prepared for:

City - Grand Lake, CO

PO Box 99
Grand Lake, CO 80447
Accounts Payable
(970) 627-3435
invoices@toglco.com

Quote Information:

Quote #: DENJS000515

Version: 1
Delivery Date: 01/03/2025
Expiration Date: 01/28/2025

Quote Summary

Description	Amount
Software	\$1,524.98
Total:	\$1,524.98

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Denver Region

City - Grand Lake, CO

Signature: _____

Signature: _____

Name: Jerry Smaha

Name: Accounts Payable

Title: Procurement Specialists

Date: _____

Date: 01/03/2025



Prepared for:
City - Grand Lake, CO

Prepared by:
Will Mullin

We have prepared a quote for you

DEN - Town of Grand Lake - New Firewall

Quote # DENWM000573
Version 1



Services

Description	Price	Qty	Ext. Price
Project Labor - Project Labor Rate WA/OR/CO	\$200.00	7	\$1,400.00
Subtotal:			\$1,400.00

Hardware

Description	Price	Qty	Ext. Price
XT118Z36ZZPC Sophos XGS 118 Network Security/Firewall Appliance - 3 Year US-ING STANDARD PROTECTION - 9 Port - 2.5GBase-T - 2.5 Gigabit Ethernet - 15.14 Gbit/s Firewall Throughput - TLS - 9 x RJ-45 - 2 Total Expansion Slots - Desktop, Rack-mountable	\$1,996.88	1	\$1,996.88
Subtotal:			\$1,996.88



DEN - Town of Grand Lake - New Firewall

Prepared by:

Denver Region
Will Mullin
303-309-1165
will.mullin@executech.com

Prepared for:

City - Grand Lake, CO
PO Box 99
Grand Lake, CO 80447
Town Manager
(970) 627-3435
glmanager@townofgrandlake.com

Quote Information:

Quote #: DENWM000573
Version: 1
Delivery Date: 01/20/2025
Expiration Date: 02/03/2025

Quote Summary

Description	Amount
Services	\$1,400.00
Hardware	\$1,996.88
Total:	\$3,396.88

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Denver Region

City - Grand Lake, CO

Signature: _____
 Name: Will Mullin
 Title: Director of Technical Implementation
 Date: 01/20/2025

Signature: _____
 Name: Town Manager
 Date: _____