



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING AGENDA

Monday, September 12, 2022 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/85463610702>

You can also dial in using your phone.

United States: 719 359 4580

Access Code: 854 6361 0702

WORK SESSION 4:30 PM

1. Call to Order
2. Roll Call
3. Conflicts of Interest
4. Items of Discussion
 - A. STR Ordinance Discussion

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
7. Public Comments (limited to 3 minutes)
8. Consideration to Approve Meeting Minutes
 - A. August 22, 2022
 - B. July 11, 2022

C. June 27, 2022

9. Consideration to Approve Accounts Payable

A. Accounts Payable

10. Items of Discussion

A. Presentation of FY 2023 Proposed Budget and Calendar

B. Approval of an IGA with the Grand County Clerk for Ballot Issues

C. Consideration of Resolution 29-2022, a Variance to Roadway Specification 11-2-4 for Access to Lots 9-11, Block 36, Town of Grand Lake

D. 120 GCR 663 Request of Pre-annexation Agreement for Use of Town Water

E. Consideration of Resolution 28-2022, a Resolution Updating the Employee Manual to Provide PTO to Part-time Employees

11. Mayor's Report

12. Future Items for Consideration

13. Adjourn Meeting



To: Mayor Kudron and the Board of Trustees
From: John Crone, Town Manager
Re: Possible STR Regulations

Date: September 12, 2022

Background

Grand Lake has always had an active short-term rental market (“STRs”). For several decades, our housing inventory has been dominated by second homeowners. We currently have approximately 820 housing units of which only 28% are occupied by full-time residents (owners or long-term renters). This is very similar to the inventory in 2010, when we had 712 housing units and only 26% were occupied by full-time residents.

In 2005, the Town first drafted rules and regulations for Nightly Rentals (VRBO started in 1995, Airbnb started in 2008). These rules have been periodically updated since their initial adoption.

The Town currently has 95 active STR licenses. We believe that we have at least 20 non-compliant properties. The STR license fee is \$600 a year with a \$165 initial fee. These fees are consistent no matter the size or number of bedrooms available.

Over the last several months, the Board of Trustees has expressed an interest in changing some of the STR rules. This workshop was set to give community members a chance to let the Board know their thoughts about possible new regulations.

Staff will be presenting several non-controversial changes to the Code addressing advertising requirements.

Possible New Regulations

Limit on Number of STR Licenses

Under the current code, there is no limit to the number of STR licenses that may be granted. All applicants must comply with the requirements set forth in the code, and, if there is any opposition to the license by a neighbor living within 100 feet of the rental location, the



applicants must seek Board approval for the license. If there is no opposition, the license is issued administratively. Current code allows for the transfer of the license if the property is sold and if the new owner submits an approved application.

A recent study that was commissioned by the Town of Breckenridge indicates that approximately 15% of the respondents who are long-term renters (local workforce) did not have their leases renewed because of conversion to STRs. That same study also showed that STRs have a significant positive impact on local businesses.

The Board needs to determine if they want to limit licenses and, if so, how many licenses should the Town issue. The Board should also determine the method that they would like to use to issue licenses. The Town can create a waitlist, or the Town can issue licenses based on a random draw. The Board should also determine if licenses can be transferred if the Town limits the number of licenses.

Fee for a License

Under Colorado state law, the Town can impose fees without a vote of the citizens; however, the fee must be limited to the amount needed to offset the impact of the activity.

The Town currently charges \$600 for an annual license. This fee is the same for any size rental with any number of bedrooms. The Breckenridge study mentioned earlier determined that the impact of STRs would justify a \$756 per bedroom fee. (The same study determined that STR units generated \$585 a night in guest spending in the town). Although staff has not completed the mathematics, it looks as though a fee of approximately \$600 per bedroom could be justified.

If the Board determines that it wants to change either the amount charged or the fee structure (e.g. per bedroom charge), Staff will utilize the equations used by Breckenridge to establish a legally justifiable rate.

Locations Where STRs are Allowed

Our Town Code currently allows STRs in most zoning districts except for multi-family high density (think condos). Condos in PUD districts do allow STRs. Regardless of any allowance that the Town makes for STRs, individual HOAs can still restrict STRs in their own complexes. There have been several licenses issued in error to owners in this district. These licenses are grandfathered in and will be allowed to be renewed under the current code.



The Board recently rejected a proposal to expand STRs to all zoning districts (3-3 vote); however, the Board has indicated that it may be willing to reconsider this issue.

Penalty for Violations

There are multiple violations listed in the Town Code including: failure to have a license, noise violations, trash violations, and parking violations. Currently, Town Code calls for a \$300 penalty for any violation of the Nightly Rental Code after a ten-day grace period to cure the violation. Each day that an STR is breaking the code is considered a new violation. The Town may also seek a court injunction to shut down illegal STRs. Previously, the Town has had difficulty enforcing violations; however, the Town has recently contracted with a new company that should allow for much greater enforcement.

The ten-day cure period makes enforcement of most violations impossible, although second or further violations do not receive a grace period. The Board should determine whether the penalty should be changed and whether they wish to continue with a grace period.

When violations are reported, it triggers a Board review when the license comes up for renewal. The Board may choose to impose stricter penalty for multiple or egregious violations, including the revocation of the license.

Local Contact Person

The Code currently requires that all STRs have a local contact person who is available 24 hours a day whenever the unit is being rented. The local contact is required to live within fifteen minutes driving time from the unit. The Board may wish to reconsider the requirement that the contact lives within 15 minutes because this eliminates several very reputable Grand County management companies.

Limit on Number of Licenses

The Board may choose to limit the number of licenses held or controlled by any individual. This will require that the Town acquire additional information when companies are applying for licenses; however, it is entirely possible to monitor and control this.

The Board may choose to limit all licenses, or they may choose to allow exceptions for people who use the unit as their primary residence or who provide additional long-term rental units in addition to their STR,



Other Possible Code Updates

The Board may also choose to impose restrictions that ARE NOT LISTED ABOVE.



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING MINUTES

Monday, August 22, 2022, 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 Kudron at 6:00 P.M. in the Town Hall Board Room.

B. Pledge of Allegiance

Mayor Kudron led everyone in reciting the Pledge of Allegiance.

C. Announcements

Mayor Kudron announced: Please turn off all cell phones during the meeting.

D. Roll Call

Mayor Kudron, Mayor-Pro-Tem Bjorkman, Trustees Arntson, Bergquist, Packer, Sobon and Strachan. Town Clerk Carrell and Town Manager Crone.

E. Conflicts of Interest

Mayor Kudron stated if there are any conflicts of interest with any item on this evening’s agenda, Trustees may announce their conflict at this time. **NONE**

F. Manager's Report

Changing Seasons

With kids going back to school, we are going to be seeing a change in our visitors as the elk buglers come back to Town. This also means that the Town will soon began preparing for winter. Seasonal water service will be shut off on October 1. The Marina will be closing after Constitution Week.

This is also a good time to make sure that your bleeder valve works (if you have one on your water system). If you are not sure how to do this, contact the Town and we will help you figure it out.

Upcoming Events

We have a couple of big events scheduled for September. Labor Day is coming up in two weeks. This is the last big three-day weekend of the summer. Let’s hope for beautiful weather.

On September 10, we will be hosting the 2nd Annual Troublesome Fest at Gene Stover Lakefront Park. This was a spectacular event last year, and this year’s line-up looks to be even better. You can get more information and purchase tickets at troublesomefest.com.

Constitution Week will be held from September 12 -18. Details about events and speakers can be found at grandlakeusconstituionweek.com.

Boat Sale

The Town still has two Crestliner Fishhawk boats for sale. These boats have been in our rental fleet and were replaced this year with new boats. The boats do not come

with a trailer, but we will deliver them in the Three Lakes area. For more details, please reach out to Capt. Rick at rtomkievich@toglco.com .

Dog Park

Staff has been working on providing a dog park near the Grand Lake Center. This will be a temporary facility that will allow the Town to analyze use and design so that we can make improvements as we move forward after completion of the Public Lands plan. Once the park is open, we ask that everyone help keep it clean (pick up after your pet) and please follow any posted rules.

STRs

Staff, at the Board’s instruction, will be preparing several rule changes for consideration over the next couple of months. If you are concerned about this, please keep an eye on our Board of Trustee agendas.

MJ

Now that the Board has approved ballot language for the possible allowance of marijuana dispensaries in the Town limits, staff has begun preparing possible rules and regulations governing dispensaries if the voters choose to allow them. These rules will be brought to the Board for approval before the November election. Any rules approved by the Board will only go into effect if the voters pass the ballot questions.

Bears

As we work into fall (still a little way away), the bears will be out in force. We have spotted a rather large bear in Town over the past week. Please make sure that your trash is secured and, if a bear does get into it, make sure that you clean up your trash.

Next Meeting

The next scheduled meeting will be held in three weeks. It is scheduled on September 12, 2022.

G. Public Comments

Mike Tompkins- 310 Lakeside Drive U.S. Constitution week is September 12th through the 18th. The Town and American Legion is dedicating the Veterans Memorial Park and have several speakers for the event, all are invited as they are hoping for a lot of attendance. There are more speakers they have ever had for the 200th Anniversary of the United States Constitution. The big event is Saturday kicking off with the dedication at the Veterans Memorial Park, at 10:30 is the parade and fly over at 11:30 events start in Town Park, at 12:30 the keynote speaker, at 2:00 music starts, followed by fireworks beginning at 8:30.

Paul Carlson- 229 Mountain Avenue Mr. Carlson’s property backs up to the Grand Lake Lodge where they keep the commercial beehives. Bird and chipmunk feeders can no longer be used, and they can no longer enjoy sitting on their deck as the bees are a constant nuisance. Contact with the Grand Lake Lodge has been attempted, but phone calls have gone unanswered. Requesting the town research that all protocols are being followed with the hives to see if they can come to a resolution.

Jim Kreutzer- 700 Grand Lake Lane Mr. Kreutzer supplied the Board with a letter, he is requesting “In Lieu Parking Fees” to be returned.

H. Consideration to Approve Meeting Minutes

4. July 25, 2022

Trustee Arnston made a motion to approve the meeting minutes from July 25, 2022, with the change under “roll call” that shows him present and Trustee Bergquist as absent. Mayor Pro-Tem Bjorkman seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

5. August 8, 2022

Trustee Bergquist made a motion to approve the meeting minutes for August 8, 2022. Trustee Strachan seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Abstain
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

I. Consideration to Approve Accounts Payable

6. Accounts Payable

Trustee Sobon made a motion to approve Accounts Payable for August 22, 2022. Mayor Pro-Tem Bjorkman seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

J. Financial Review

1. July Financials

2. Sales Tax Reports

K. Items of Discussion

1. Recommendation to Approve a Lot Consolidation for Lots 1 & 2, Block 2, Ridge at Elk Creek, More Commonly Known as 45 Mad Moose Lane

Trustee Arntson made a motion to approve a Lot Consolidation for Lots 1 & 2, Block 2, Ridge at Elk Creek, more commonly known as 45 Mad Moose Lane, as presented. Trustee Sobon seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

2. Consideration of RFP for Headwater Marina Garage Doors

Mayor Pro-Tem Bjorkman made a motion to approve the RFP for Headwaters Marina garage doors, with a condition to change the deadline date to September 26, 2022. Trustee Sobon seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

3. Consideration of Resolution 28-2022, a Resolution Updating Employee Manual for Part-Time Employees

Town Staff was directed to revise resolution with suggested changes and bring back to the Board for review and approval at the next Board of Trustees meeting on, September 12th.

L. Mayor's Report

The Board spent two days together looking at priorities for the Town to make it a good place to live and work. Mayor Kudron asked for Trustee input on the retreat.

Mayor Pro-Tem Bjorkman reiterated that the Board is being productive and getting things done in our community.

Trustee Arnston praised the Board for being productive by moving forward with standards of STR's.

Trustee Packer suggested we make a resource book for HOA's regarding STR's within the Town.

Mayor Kudron stated, this Board looks no different than previous Board members, but what he found at the retreat is that this Board shares no less passion for the community. This town is our future, and this town is in good hands.

M. Future Items for Consideration

- Liquor License for SEP's for non-profits
- Beehives at the Grand Lake Lodge
- Mr. Kreutzer's "In-Lieu Parking Fees
- Part-time employee PTO
- STR's
- Snowmobile access to the Conoco

N. Adjourn Meeting

Trustee Strachan made a motion to adjourn the meeting. Trustee Bergquist seconded the motion. Town Clerk Carrell called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

This meeting of the Board of Trustees was adjourned at 7:41 PM.

(Attest)

Alayna Carrell, Town Clerk

Steve Kudron, Mayor



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING MINUTES

Monday, July 11, 2022, 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 Kudron at 6:10 P.M. in the Town Hall Board Room.

B. Pledge of Allegiance

Mayor Kudron led everyone in reciting the Pledge of Allegiance.

C. Announcements

Mayor Kudron announced: Please turn off all cell phones during the meeting.

D. Roll Call

Mayor Kudron, Mayor-Pro-Tem Bjorkman, Trustees Arntson, Bergquist, Strachan and Sobon. Town Clerk Pro-Tem Hearsun and Town Manager Crone.

Trustee Arnston made a motion to approve Trustee Packers absence from the July 11, 2022, Board of Trustee’s workshop and evening meeting. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsun called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

E. Conflicts of Interest

Mayor Kudron stated if there are any conflicts of interest with any item on this evening’s agenda, Trustees may announce their conflict at this time. **NONE**

F. Manager's Report

Flooding

There is still serious threat of flooding whenever we have a big rain event. Please be very careful if it is raining in Town or in the RMNP. We still have plenty of free sandbags at the GLC if anyone needs them.

Fourth of July Recap and Upcoming Events

The Town saw another very busy Fourth of July, and everything went very smoothly. We saw approximately 7000 cars each of the three days. Grand Avenue and the beach were packed. The fireworks show was amazing! Thank you to everyone who helped! The Grand Lake Arts and Crafts Fair and the Peaks and Pines Quilt Show had some beautiful days this past weekend to hold their events. Once again, everything went

very smoothly, and we heard lots of great comments about both shows from locals and visitors.

Our next big event is the Live Water Event, which will be held at the Lakefront on July 16. Additionally, there are multiple programs being offered by the library and by the GLAHS. Please go to gograndlake.com for up-to-date event calendars.

Staffing

The Town is recently offered a job to an applicant for Public Works. We are still looking to bring on one more PW worker by this winter. We will also be looking for another Water Department Operator. Additionally, we are still posting the position of Administrative Assistant / Permit Tech. If you know anyone interested in any of these positions, please have them reach out to Town staff.

Town Code

We have just finished putting the Town Code into a searchable, cross-referenced web page. The page is up on running on our new website. Staff will now start reviewing the code for inconsistencies and needed changes, which we will bring to the Board for future actions.

Ballot Questions for November’s Election

The Town will be discussing the marijuana ballot question at the July 11th workshop. At that time, we hope to finalize some of the large level items that will be included in the question (number of stores, tax rate, etc.). It appears that we may not need to take the ArtSpace question to the voters given some potential changes in financing. When we have the details, we will be presenting to the Board.

New Boats

The Marina just took possession of the four new fishing boats that it purchased for its rental fleet. These are great looking boats that should provide many years of fun and entertainment for our locals and our visitors.

Rights of Nature Resolution

Our attorney has reviewed the Rights of Nature Resolution and had some small concerns about some of the language. They are going to make the necessary changes, then we will bring it back to the Board for consideration.

Next Meeting

The next scheduled meeting will be held in two weeks. It is scheduled on July 25, 2022. We will be having a joint workshop with the Planning Commission to hear a report on the Public Lands Plan.

Following the Manager’s Report, Trustee Bergquist made an announcement regarding the upcoming Troublesome Fest event. First responders do not have to pay the service fee if you purchase the tickets from Kristi or someone local in town, tickets are available to purchase online, but you must pay the service fee.

G. Public Comments

Jim Kreutzer- 700 Grand Lake Lane has a conflict with Town Hall after trying to reach out for meetings with no response. Mr. Kreutzer discussed his concern with the use tax and his affordable housing units he had currently in development. Requests the Town look into the documentation he provided to Town Manager Crone so they can come to a resolution.

Melinda Nelson- 1398 County Road 4466 expressed her concerns regarding snowmobiles crossing the roadway to get to the Conoco this winter in a safe manner. Mrs. Nelson requests the town work on a plan of action.

H. Consideration to Approve Accounts Payable

Trustee Sobon made a motion to approve Accounts Payable for June 2022. Trustee Bergquist seconded the motion. Town Clerk Pro-Tem Hearsum called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

I. Items of Discussion

1. Consideration of Appointment of Town Clerk

Mayor Pro-Tem Bjorkman made a motion to appoint Alayna Carrell, as Town Clerk for the Town of Grand Lake. Mayor Kudron seconded the motion. Town Clerk Pro-Tem Hearsum called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Nay
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

2. Consideration of Appointment of Administrative Hearing Officer

Trustee Strachan made a motion to appoint Brian Bloomingfield, as Administrative Hearing Officer for the Town of Grand Lake. Mayor Pro-Tem Bjorkman seconded the motion. Town Clerk Pro-Tem Hearsum called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

3. Quasi Judicial: Consideration of a Liquor License Transfer- Lake Liquors

No public comment made during public hearing.

Trustee Bergquist made a motion to approve a liquor license transfer for Vacant Mary LLC., d/b/a Lake Liquors, as presented. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsum called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

4. Quasi Judicial: Consideration of a Liquor License Transfer- Cy's Deli

No public comment made during public hearing.

Mayor Pro-Tem Bjorkman made a motion to approve a liquor license transfer application from Challenge Consulting Inc., d/b/a Cy's Deli, as presented. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

5. A Resolution Granting a Variance Pursuant to 12-2-27 of the Grand Lake Municipal Code to Allow the Expansion of a Non-Conforming Structure into Required Setback, for Property Located at 301 Park Ave.

Trustee Arnston made a motion to approve Resolution 23-2022, granting a variance pursuant to 12-2-27 of the Grand Lake Municipal Code to allow the expansion of a non-conforming structure into required setback, for property located at 301 Park Avenue, as presented. Mayor Pro-Tem Bjorkman seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

6. A Resolution Recommending Approval of a Lot Consolidation of Lots 9 and 10, Block 33 Town of Grand Lake More Commonly Known as 301 Park Ave.

Trustee Arnston made a motion to approve Resolution 24-2022, granting a Lot Consolidation of Lots 9 & 10, Block 33, Town of Grand Lake, more commonly known as 301 Park Avenue. Trustee Sobon seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

J. Mayor's Report

Today was our monthly Mayors & Managers Commissioners Meeting here in Grand Lake. The discussions were not a lot different than what we have here. We are all faced with many of the same problems. Grand Lake welcomed our new County Commissioner that replaced Commissioner Manguso. Discussion was had on short term rentals, there was a recent study done by our county as well as five others by Air B&B that showed our economic steady growth and development is all because of short term rentals. However, it doesn't take into consideration what many of our towns are faced with which is how to help affordable housing for our workforce and our community.

Everyone is working to move in the same direction, as we as government must help. One of the good things that came out of it, specifically Winter Park and Fraser have upcoming affordable housing projects that we will be able to look at and model moving forward. We also discussed bringing the workforce to our county, the problem is far beyond just housing; we need to have opportunities that are the complete package to attract and retain workers to our communities.

Many families were in town over the weekend enjoying Grand Lake’s festivities. I think we are starting to see what we have asked for, which is more visitors.

I did get feedback regarding the craft show that was put on by the Grand Lake Area Chamber of Commerce. A concern of local business owners state they lose business due to these types of events. I would like to remind the retailers when events like these are put on, it still brings people to town. Other events such as Memorial Day or the Fourth of July are more driven towards our local businesses.

The Board will be having an upcoming retreat and utilizing the Mathews property, an agenda will be posted as soon as we have that put together.

K. Future Items for Consideration

- Grand County Sheriff’s Office
lowering the speed limit and possible new signage.
- “Main Street Open for Business” update
- Use tax (Jim Kreutzer)
- Marijuana ballot questions

L. Executive Session Pursuant to C.R.S. Section 24-6-402(e)(1) to determine positions relative to matters that may be subject to negotiations; develop strategy for negotiations and instruct negotiators regarding a sale of Town-owned land at Lake Avenue and Ellsworth Street.

Mayor Pro-Tem Bjorkman made a motion to move into executive session pursuant to C.R.S. Section 24-6-402(e)(1) to determine positions relative to matters that may be subject to negotiations; develop strategy for negotiations and instruct negotiators regarding a sale of Town-owned land at Lake Avenue and Ellsworth Street. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

Town Attorney Krob was present and closed out the executive session.

M. Adjourn Meeting

Trustee Strachan made a motion to adjourn the meeting. Trustee Bergquist seconded the motion. Town Clerk Pro-Tem Hearsum called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Absent
Trustee Sobon	Aye

This meeting of the Board of Trustees was adjourned at 8:56 PM.

(Attest)

Katie Hearsum, Town Clerk Pro-Tem

Steve Kudron, Mayor



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING MINUTES

Monday, June 27, 2022, 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 Kudron at 6:17 P.M. in the Town Hall Board Room.

B. Pledge of Allegiance

Mayor Kudron led everyone in reciting the Pledge of Allegiance.

C. Announcements

Mayor Kudron announced: Please turn off all cell phones during the meeting.

D. Roll Call

Mayor Kudron, Mayor-Pro-Tem Bjorkman, Bergquist, Packer, Sobon and Strachan. Town Clerk Pro-Tem Hearsom and Town Manager Crone.

Trustee Arnston will be late as he’s attending his son’s last baseball game.

Mayor Pro-Tem Bjorkman made a motion to excuse Trustee Arnstons absence from the workshop meeting and tardiness to the evening meeting. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Absent
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

E. Conflicts of Interest

Mayor Kudron stated if there are any conflicts of interest with any item on this evening’s agenda, Trustees may announce their conflict at this time.

Trustee Strachan has a liquor license renewal for his restaurant, One Love Rum Kitchen Inc.

Trustee Bergquist wanted to note that she does sit on the Board for Rocky Mountain Repertory Theatre who is on the agenda tonight. Stated she has no financial or personal gain and can make unbiased decisions, all Trustees felt comfortable moving forward.

F. Manager's Report

Flooding

Public Works staff worked hard to get the road up to the water plant and the North Inlet Trailhead open this week.

New Town Clerk

The Town has hired Alayna Carrel to be our new Town Clerk. Alayna previously worked as the Clerk for the Town in 2017-2019 and will be able to jump into the job with both feet. She is currently working on processing our liquor license applications.

Upcoming Events

The Fourth of July is on a Monday this year. At this time, the Town is still planning on having fireworks over the lake; however, we will be keeping a close eye on fire conditions as we approach the date. We are expecting a lot of people in Town next week, so be careful and be kind.

The Grand Lake Arts and Crafts Fair and the Peaks and Pines Quilt Show will both start on July 9 and 10. The Live Water Event will be held at the Lakefront on July 16. Additionally, there are multiple programs being offered by the library and by the GLAHS. Please go to gograndlake.com for up-to-date event calendars.

Sandbags

Although peak runoff has occurred, there is still a chance of flooding if we get severe rain events (HWY 125 was closed by a mudslide this weekend). There are still sandbags at the Grand Lake Center field. These sandbags are free to anyone who needs them. You can just stop by the field and pick up however many you need.

Still Hiring

The Town is still looking to bring on another Public Works member, as well as continuing to look for summer marina workers. We have also posted the positions of Administrative Assistant / Permit Tech and Town Clerk. If you know anyone interested in any of these positions, please have them reach out to Town staff.

Summer Day Camp

Summer Day Camp is up and running at the Grand Lake Center on Wednesdays, Thursdays, and Fridays (9:00 am – 4:00 pm). We are very happy that the Town can provide this service and we hope to expand next year.

Ballot Questions for November’s Election

The Town will be discussing the marijuana ballot question at the July 11th workshop. At that time, we hope to finalize some of the large level items that will be included in the question (number of stores, tax rate, etc.). Staff is meeting with ArtSpace later this week to discuss the ballot question about the park and Hancock parcel.

Next Meeting

The next scheduled meeting will be held in two weeks. It is scheduled on July 11, 2022.

G. Public Comment

Kyle Masterson- 405 Mountain Avenue expressed his concern about the town not having a designated space to let their dogs run freely. Mr. Masterson encouraged the town to expedite a dog park for visitors and residents in the field behind the Grand Lake Center.

Melinda Nelson- 1398 County Road 466 was upset how her liquor license transfer was not being efficiently processed.

H. Items of Discussion

1. Consideration to Approve Accounts Payable

Mayor Pro-Tem Bjorkman made a motion to approve Accounts Payable for May 2022. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Absent
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

2. May Financial Report

Presented by Town Manager Crone on behalf of Town Treasurer, Heike Wilson.

3. Public Works Report

Public Works Director, Keith Everhart, provided an update to the Board.

4. Consideration of Resolution 19-2022 Fee Waiver for Peaks and Pines Quilt Show

Mayor Pro-Tem Bjorkman made a motion to approve Resolution 19-2022 to waive the fee for Peaks and Pines Quilt Show. Trustee Packer seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

5. Consideration of Resolution 20-2022 waiving the requirements of municipal code section 12-10-1, affordable housing fees, for Rocky Mountain Repertory Theatre's new employee residence to be located at lots 9-11, Block 19, Town of Grand Lake

Mayor Pro-Tem Bjorkman made a motion to approve Resolution 20-2022 granting approval of the final development application and plat for 450 Broadway Street. Trustee Sobon seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

Trustee Arntson made a motion to deny Resolution 21-2022 waiving affordable housing fees for Rocky Mountain Repertory Theatre's employee housing development. Trustee Sobon seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

6. Consideration of Liquor License Renewal for One Love Rum Kitchen Inc.

Trustee Strachan left the Board Room.

Trustee Packer made a motion to approve a liquor license renewal for One Love Rum Kitchen Inc. Mayor Pro-Tem Bjorkman seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye

Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Abstain
Trustee Packer	Aye
Trustee Sobon	Aye

Trustee Strachan returned to the Board Room.

7. Consideration of Liquor License renewal for Gateway Inn Inc.

Trustee Arntson made a motion to approve a liquor license renewal for Gateway Inn Inc. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

8. Consideration of Liquor License Renewal for GLL Real Estate Ltd. dba Rockies

Trustee Bergquist made a motion to approve a liquor license renewal for GLL Real Estate Ltd. d/b/a Rockies. Trustee Strachan seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

9. Consideration of Rights of Water Resolution 22-2022

Trustee Bergquist made a motion to approve Resolution 22-2022, . Trustee Packer seconded the motion. Town Clerk Pro-Tem Hearsom called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

10. FAMLI Discussion

The Board directed Town Manager Crone to come back when more information has been gathered. The deadline to opt out is January 1, 2023.

11. Discussion of Use of Matthew's Parcel Home for Employee Housing

Town Manager Crone asked the Board to approve renting the Matthew's Parcel bunkhouse to two marina employees for the remainder of the season at affordable market value, being \$500 per tenant. Tenants would be responsible for utilities.

The Board directed Town Manager Crone to draw up a lease with our Town Attorney.

I. Mayor's Report

Mayor Kudron reviewed the Board of Trustees mission statement that was revised in 2013 and finds this mission statement applies. "The Board of Trustees continues to dedicate its efforts to ensuring an improved quality of life for all citizens and visitors of Grand Lake. The Board affirms its responsibility to provide for the health and safety of its citizen. Generate a favorable climate for new and existing local businesses and maintain the unique character in favor of the community. The Board recognizes its duty to discharge these duties with fiduciary responsibility to the benefit of the taxpayer." The priorities that are coming out of this Board are becoming clear and thinks they are on the right track. They are making decisions that not only have an impact today, but on the future of Grand Lake. Thank you to the community who share their thoughts, we can't get better unless we know we aren't doing it well.

J. Future Items for Consideration

- Lease for tenants
- Rights of Water
- FAMLI

K. Adjourn Meeting

Mayor Pro-Tem Bjorkman made a motion to adjourn the meeting. Trustee Packer seconded the motion. Town Clerk Pro-Tem Hearsum called the vote:

Mayor Kudron	Aye
Mayor Pro-Tem Bjorkman	Aye
Trustee Bergquist	Aye
Trustee Arntson	Aye
Trustee Strachan	Aye
Trustee Packer	Aye
Trustee Sobon	Aye

This meeting of the Board of Trustees was adjourned at 9:19 PM.

(Attest)

Katie Hearsum, Town Clerk Pro-Tem

Steve Kudron, Mayor



Town of Grand Lake will post Accounts Payable online after Board of Trustees Approves it.

Feel free to reach out to Heike Wilson, Treasurer at hwilson@toglco.com or call 970-776-0779 if would like to view Accounts Payable before the Board of Trustees Approves it. List will be available the Thursday before the 2nd and 4th Monday of each month.



TO: Mayor Kudron and Town Trustees

FROM: John Crone, Town Manager/Budget Officer
Heike Wilson, Town Treasurer

DATE: September 12, 2022

RE: Presentation of the 2023 Budget

We are presenting the draft of the 2023 budget ahead of the budget workshop(s) for everyone to have time to look it over. This also fulfills CRS 29-1-105 requirements. This is the first draft, and it is expected that line items will change before and after the workshop(s).

Proposed Schedule

- September 22 – publish of “Notice of Budget” for Public hearing on October 24th CRS 29-1-106-(1)
- October 10th BOT workshop with department heads to answer any questions you may have
- October 24th Public Hearing on proposed budget
- Nov. 14th BOT to adopt 2023 Budget

Methods of preparing Budget

The budget is mostly based on the 2022 budget and YTD estimates and known expenses. Sales tax was reduced by 5%; property tax was calculated off the Mill Levy preliminary assessed property values from GC; Each department research and proposed their budget with some modifications by the Town Manager. We expect to see an increase in some expenses such as property insurance, workman’s comp, wages and supplies. We also have been actively perusing grants and will update the budget once we have been awarded funds. We have also highlighted a few expenses the BOT will need to discuss and give us direction on during the workshop on Oct. 10th.

	Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023
Summation - General Fund Revenues and Expenditures					
General Fund Beginning Balance	\$2,018,575	\$2,723,638	\$3,056,705	\$2,681,222	\$2,382,130
Operating Budget					
General Revenue	\$2,498,927	\$3,487,204	\$3,246,928	\$3,391,095	\$3,143,339
Operations	(\$2,839,584)	(\$2,774,381)	(\$3,529,850)	(\$2,772,969)	(\$3,068,830)
Debt Service	(\$162,703)	(\$428,951)	(\$199,741)	(\$311,749)	(\$129,615)
Total Operating Budget	(\$503,360)	\$283,872	(\$482,663)	\$306,377	(\$55,105)
Capital Budget					
Capital Revenue	\$2,030,000	\$1,570,000	\$401,421	\$235,000	\$25,000
Capital Outlay	(\$2,539,305)	(\$1,896,287)	(\$1,170,221)	(\$840,469)	(\$207,500)
Total Capital Budget	(\$509,305)	(\$326,287)	(\$768,800)	(\$605,469)	(\$182,500)
Revenues Over (Under) Expenditures	(\$1,012,665)	(\$42,416)	(\$1,251,463)	(\$299,092)	(\$237,605)
Appropriate From (To) Fund Balance	\$1,012,665	\$42,416	\$1,251,463	\$299,092	\$237,605
General Fund Ending Balance	\$1,005,910	\$2,681,222	\$1,805,242	\$2,382,130	\$2,144,525

		Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023
23	Summation - General Fund Expenditures By Department					
24						
25						
26	Cemetery Committee	\$11,550	\$9,849	\$11,550	\$4,500	\$8,000
27						
28	Planning Commission/Board of Adjustments	\$20,300	\$50,231	\$90,000	\$99,537	\$41,600
29						
30	Greenways Committee	\$47,585	\$47,536	\$51,585	\$53,102	\$52,750
31						
32	Board of Trustees	\$112,009	\$123,410	\$132,600	\$141,084	\$106,200
33						
34	Administration					
35	Personnel	\$448,850	\$416,230	\$503,428	\$516,617	\$551,718
36	Operations	\$894,542	\$911,177	\$1,029,534	\$428,597	\$495,482
37	Administration Subtotal	\$1,343,392	\$1,327,407	\$1,532,962	\$945,214	\$1,047,200
38						
39	Public Safety					
40	Personnel					Moved under admin
41	Operations	\$165,858	\$223,049	\$282,000	\$277,858	\$277,858
42	Public Safety Subtotal	\$165,858	\$223,049	\$282,000	\$277,858	\$277,858
43						
44	Public Works					
45	Personnel	\$415,439	\$424,794	\$457,865	\$496,278	\$525,750
46	Operations	\$290,000	\$203,885	\$385,000	\$300,200	\$377,000
47	Public Works Subtotal	\$705,439	\$628,679	\$842,865	\$796,478	\$902,750
48						
49	Grand Lake Center					
50	Revenues	\$59,600	\$86,698	\$59,600	\$61,474	\$67,000
51	Personnel	\$160,139	\$145,151	\$177,298	\$178,165	\$205,687
52	Operations	\$112,802	\$91,351	\$144,022	\$97,644	\$141,100
53	Capital	\$0	\$0	\$0	\$0	\$0
54	Grand Lake Center Expenditures	\$272,941	\$236,502	\$321,320	\$275,809	\$346,787
55	Grand Lake Center Totals	(\$213,341)	(\$149,804)	(\$261,720)	(\$214,335)	(\$279,787)

		Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023
56						
57	Parks					
58	Personnel	\$62,760	\$32,271	\$69,717	\$69,748	\$80,645
59	Operations	\$97,750	\$95,448	\$195,250	\$109,640	\$205,040
60	Parks Subtotal	\$160,510	\$127,719	\$264,967	\$179,388	\$285,685
61						
62	Debt Service	\$162,703	\$428,951	\$199,741	\$311,749	\$129,615
63						
64	Capital Outlay	\$2,539,305	\$1,896,287	\$1,170,221	\$840,469	\$207,500
65						
66	All Department/Committees					
67	Personnel Total*	\$1,087,188	\$1,018,446	\$1,208,308	\$1,260,808	\$1,363,800
68	Operations Total*	\$1,752,396	\$1,755,935	\$2,321,541	\$1,512,161	\$1,705,030
69	Debt Service Total*	\$162,703	\$428,951	\$199,741	\$311,749	\$129,615
70	Capital Outlay Total	\$2,539,305	\$1,896,287	\$1,170,221	\$840,469	\$207,500
71						
72	Total General Fund Expenditures	\$5,541,592	\$5,099,620	\$4,899,811	\$3,925,187	\$3,405,945

	Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023
93					
94	Summation - Marina Enterprise Fund Revenues and Expenditures				
95					
96	Marina Enterprise Fund Beginning Balance	\$801,395	\$854,669	\$1,016,255	\$988,228
97					
98	Revenues	\$423,200	\$388,237	\$470,200	\$430,699
99					
100					
101	Operations	(\$350,280)	(\$254,678)	(\$425,161)	(\$348,922)
102	Debt Service	\$0	\$0	\$0	\$0
103	Capital Outlay	\$0	\$0	\$0	\$0
104	Total Expenditures	(\$350,280)	(\$254,678)	(\$425,161)	(\$348,922)
105					
106	Revenues Over (Under) Expenditures	\$72,920	\$133,559	\$45,039	\$81,777
107	Appropriate From (To) Fund Balance	(\$72,920)	(\$133,559)	(\$45,039)	(\$81,777)
108					
109	Marina Enterprise Fund Ending Balance	\$874,315	\$988,228	\$1,061,294	\$1,070,005

	Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023
110	Summation - Pay-As-You-Throw (PAYT) Enterprise Fund Revenues and Expenditures				
111					
112					
113	PAYT Enterprise Fund Beginning Balance	\$91,183	\$117,747	\$146,333	\$153,995
114					\$191,208
115	Revenues	\$79,050	\$78,715	\$79,050	\$78,200
116					\$79,300
117	Expenditures				
118	Operations	(\$56,923)	(\$42,468)	(\$64,040)	(\$40,986)
119	Capital Outlay	\$0	\$0	\$0	\$0
120	Total Expenditures	(\$56,923)	(\$42,468)	(\$64,040)	(\$40,986)
121					(\$89,150)
122	Revenues Over (Under) Expenditures	\$22,127	\$36,247	\$15,010	\$37,214
123	Appropriate From (To) Fund Balance	(\$22,127)	(\$36,247)	(\$15,010)	(\$37,214)
124					\$9,850
125	PAYT Enterprise Fund Ending Balance	\$113,310	\$153,995	\$161,343	\$191,208
					\$181,358

	Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023	
126	Summation - Capital Improvement Fund Revenues and Expenditures					
127						
128						
129	Capital Improvement Fund Beginning Balance	\$1,221,284	\$1,247,140	\$522,253	\$208,305	\$365,769
130						
131	Revenues	\$1,544,360	\$1,493,556	\$618,752	\$619,000	\$590,250
132						
133	Expenditures					
134	Operations	(\$2,186,164)	(\$250)	\$0	(\$275)	(\$300)
135	Debt Service	(\$278,950)	(\$278,950)	(\$278,950)	(\$275,500)	(\$277,050)
136	TABOR Reserve	\$0	\$0	\$0	\$0	\$0
137	Capital Outlay	\$0	(\$2,253,190)	(\$2,144,295)	(\$185,761)	(\$313,000)
138	Total Expenditures	(\$2,465,114)	(\$2,532,390)	(\$2,423,245)	(\$461,536)	(\$590,350)
139						
140	Revenues Over (Under) Expenditures	(\$920,754)	(\$1,038,835)	(\$1,804,493)	\$157,464	(\$100)
141	Appropriate From (To) Fund Balance	\$920,754	\$1,038,835	\$1,804,493	(\$157,464)	\$100
142						
143	Capital Improvement Fund Ending Balance	\$300,530	\$208,305	(\$1,282,240)	\$365,769	\$365,669

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
2								
3		General Fund - Revenues						
4		Taxes						
5	10-311-100	Property Taxes	\$333,658	\$331,128	\$401,968	\$401,968	\$396,673	2023 Mill Levy = 6.812- Assessed value \$58M see Certification
6								
7	10-311-110	Specific Ownership	\$15,000	\$25,803	\$15,000	\$15,000	\$15,000	Property tax on vehicles
8	10-311-120	Interest & Penalty-Prop Taxes	\$300	\$697	\$300	\$300	\$300	
9	10-311-130	Motor Vehicle Use & Sales Tax	\$40,000	\$85,282	\$40,000	\$50,000	\$40,000	4% - Use (sales) tax on vehicles - from Clerk & Rec
10	10-311-140	Sales Tax	\$1,741,825	\$2,523,456	\$2,461,018	\$2,461,018	\$2,337,968	4% - assume 5% reduction
11	10-311-150	Building Use Tax	\$45,000	\$18,377	\$45,000	\$30,000	\$25,000	Revenue based on permits closed, not issued (year end adjustment) - assuming less commercial building for 2023
12	10-311-160	Cigarettes-Select Sales Tax	\$3,000	\$5,172	\$3,000	\$3,000	\$3,000	
13	10-316-170	Cable Franchise	\$21,000	\$24,114	\$10,000	\$20,000	\$20,000	5% gross revenues, paid quarterly
14	10-316-171	Telephone Franchise	\$5,500	\$4,401	\$10,000	\$5,000	\$5,000	\$1/mo. per account, paid monthly
15	10-316-172	Electric Franchise	\$30,000	\$33,339	\$30,000	\$35,000	\$35,000	2%, paid quarterly
16	10-316-173	Natural Gas Franchise	\$11,000	\$12,996	\$11,000	\$15,000	\$15,000	3% gross revenues, paid monthly
17			\$2,246,283	\$3,064,767	\$3,027,286	\$3,036,286	\$2,892,940	5% expected decrease in tax revenues
18		Licenses & Permits						
19	10-321-100	Liquor License	\$4,500	\$1,464	\$4,500	\$9,408	\$3,750	based on current liquor licenses without penalty
20	10-321-120	Sales Tax License \$5	\$500	\$320	\$500	425	\$425	\$5 Town Sales Tax Licenses
21	10-321-130	Motor Vehicle License (rural)	\$2,000	\$2,544	\$2,000	\$2,000	\$2,000	Road & Bridge registration fees - paid electronically by GC Treasurer with Property Taxes
22	10-321-140	Sign Permit	\$300	\$285	\$300	\$125	\$100	Includes Town Off Premise Sign Fees
23	10-321-150	Grading Permit	\$200	\$110	\$200	\$70	\$50	
24	10-321-160	Animal License	\$150	\$35	\$150	\$55	\$50	
25	10-321-170	Enchrochment Fees	\$400	\$2,470	\$400	\$1,000	\$400	
26	10-321-175	Business License Commission	\$30,000	\$23,446	\$30,000	\$30,000	\$30,000	
27	10-321-180	Nightly Rental License \$600	\$70,000	\$49,756	\$50,000	\$66,922	\$50,000	\$600 license; STR software \$150 per license. Remaining revenue transferred to Attainable Housing Fund at year end, funds usually given to Chamber approx. 80 active
28	10-321-190	Boardwalk Sales Permit	\$150	\$0	\$150	\$0	\$150	
29			\$108,200	\$80,430	\$88,200	\$109,580	\$86,925	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
30		General Fund - Revenues						
31		Intergovernmental						
32	10-335-130	Grand Cnty Road & Bridge	\$6,492	\$7,886	\$6,492	\$9,520	\$9,520	2022 quarterly payment \$2380
33	10-335-200	Highway User Tax Fund	\$30,000	\$35,222	\$30,000	\$30,000	\$31,952	
34	10-335-800	Conservation Trust Fund	\$2,000	\$3,121	\$2,000	\$3,000	\$3,000	
35	10-335-900	Other Intergovernmental	\$1,000	\$1,672	\$1,000	\$1,000	\$1,000	State Severance Tax & Federal Mineral Funds
36			\$39,492	\$47,901	\$39,492	\$43,520	\$45,472	
37								
38		Charges for Services						
39	10-341-100	Court Fees	\$0	\$0	\$0	\$0	\$0	
40	10-341-200	Cemetery	\$3,200	\$8,875	\$3,200	\$11,775	\$12,000	Perpetual Care & Reservation Fees
41	10-341-201	Cemetery Grants & Donations	\$0	\$0	\$0	\$1,200	\$0	
42	10-341-900	Cemetery Excavation Fees				\$11,775	\$6,000	Not included in Cemetery fund goes to PW GF
43	10-341-300	Zoning & Subdivision Review	\$2,000	\$4,997	\$2,000	\$3,000	\$2,000	
44	10-341-400	Attainable Housing Fee	\$2,000	\$9,862	\$2,000	\$3,065	\$2,000	Based on new construction paid at building permit pick-up
45	10-341-500	EV Charging Station	\$300	\$1,865	\$300	\$2,000	\$4,000	Charging station fees collected
46	10-341-600	Fuel Depot Surcharge	\$1,000	\$2,192	\$1,000	\$2,000	\$2,000	
47	10-341-625	Spec Ev/Material Recovery Fee	\$0	\$0	\$0	\$0	\$0	
48	10-341-700	Copies/Faxes/Soda	\$100	\$49	\$100	\$0	\$0	
49	10-341-850	Nightly Rental App Fee \$165	\$1,200	\$1,815	\$1,200	\$5,035	\$5,000	based on new STR's. Anticipation of new software helping getting more in compliance
50	10-350-101	GL Center - Rental Fees	\$17,600	\$25,859	\$17,600	\$9,474	\$15,000	
51	10-350-111	GL Center - (T) Merch Sales	\$0	\$0	\$0	\$0	\$0	
52	10-350-115	GL Center - (N) Merch Sales	\$0	\$101	\$0	\$0	\$0	
53	10-350-121	GL Center - Memberships	\$30,000	\$51,251	\$30,000	\$40,000	\$40,000	Incl. Employee GLC Membership Benefit
54	10-350-131	GL Center - Rec Fees	\$12,000	\$7,837	\$12,000	\$12,000	\$12,000	
55	10-350-201	GL Center - Donations	\$0	\$1,650	\$0	\$0	\$0	
56			\$69,400	\$116,352	\$69,400	\$101,324	\$100,000	
57		Fines and Forfeitures						
58	10-351-100	Ordinance/Traffic Fines	\$0	\$0	\$0	\$75	\$1,500	
59								
60		Fees and Leases						
61	10-353-180	Rent - Visitors Center	\$2,500	\$1,875	\$2,500	\$2,500	\$2,500	VC Service Agreement requirement for Maintenance on VC; See 10-415-723. 4 payment of 625
62								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
63		General Fund - Revenues						
64		Net Investment Income						
65	10-355-100	Interest Revenue	\$18,000	\$4,194	\$5,000	\$8,000	\$10,000	interest rates are increasing
66								
67		Other Revenue						
68	10-334-900	Grants - Other	\$0	\$63,591	\$0	\$63,591		This was covid relief funds not anticipate moving forward. We will approach grants with supplemental budget when awarded
69	10-360-130	Municipal Fee	\$50	\$0	\$50	\$3		Muni fee penalty not collected anymore
70	10-360-140	Rent - Land, Buildings	\$10,000	\$4,470	\$10,000	\$3,890	\$4,000	Pavilion, Comm. House, Lakefront Park, , etc.
71	10-360-160	Rent - Enterprise Fund Sites	\$2	\$2	\$0	\$0	\$2	Marina, PAYT
72	10-360-190	Gifts - Donations	\$0	\$0	\$0	\$0	\$0	
73	10-360-200	Misc. Revenues - General	\$5,000	\$103,622	\$5,000	\$22,325	\$0	
74	10-360-230	Memorial Benches	\$0	\$0	\$0	\$0	\$0	
75			\$15,052	\$171,685	\$15,050	\$89,810	\$4,002	
76		Contributions						
77	10-377-200	Capital Contribs (Interfund)	\$0	\$0	\$0	\$0	\$0	
78								
79		Capital Specific Revenue						
80	10-360-110	Sale of Assets	\$25,000	\$0	\$25,000	\$0	\$25,000	carry forward to sell fleet; one truck and Subaru
81	10-377-350	Developer Letter of Credit	\$0	\$0	\$0	\$0	\$0	
82	10-377-100	Capital Lease Proceeds	\$0	\$0	\$0	\$0	\$0	
83	10-377-120	Certificate of Participation	\$1,565,000	\$1,570,000	\$0	\$0	\$0	
84	10-377-140	Grants - Capital	\$440,000	\$0	\$376,421	\$0		We will approach grants with supplemental budget when awarded
85	10-377-150	CDOT Off-System Bridge Program	\$0	\$0	\$0	\$0	\$0	
86	10-377-154	CO Parks & Wildlife	\$0	\$0	\$0	\$0	\$0	
87	10-377-157	DOLA Tier 1 - W. Portal Bridge	\$0	\$0	\$0	\$0	\$0	
88	10-377-160	Space to Create Revenue	\$0	\$0	\$0	\$235,000	\$0	We will approach grants with supplemental budget when awarded
89			\$2,030,000	\$1,570,000	\$401,421	\$235,000	\$25,000	
90		Total Revenues	\$4,528,927	\$5,057,204	\$3,648,349	\$3,626,095	\$3,168,339	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
91		General Fund - Expenditures						
92		Cemetery Committee						
93	10-410-211	General Supplies/Misc Expenses	\$4,500	\$7,701	\$4,500	\$4,500	\$2,000	
94	10-410-215	Grave Markers	\$3,050	\$325	\$3,050	\$0	\$1,000	
95	10-410-242	General Maintenance	\$4,000	\$1,823	\$4,000	\$0	\$5,000	General maintenance (tree removal)
96			\$11,550	\$9,849	\$11,550	\$4,500	\$8,000	
97								
98		Planning Commission/Board of Adjustments						
99	10-412-211	General Office Supplies	\$1,000	\$74	\$1,000	\$16	\$300	based on overall Admin General Office Supplies expense
100	10-412-311	Postage/Ads/Legal Notices	\$1,000	\$147	\$1,000	\$0	\$1,000	Reimbursed by applicant
101	10-412-314	Purchased Services	\$2,000	\$14,510	\$18,000	\$9,521	\$18,000	Reimbursable from developers/owners-\$1500/mo. RG assoc
102	10-412-319	Misc.-Planning Commission/BOA	\$300	\$0	\$1,000	\$0	\$300	
103	10-412-320	Computer Hardware	\$7,000	\$1,720	\$7,000	\$7,000	\$1,000	software renewals, large format scanner for records
104	10-412-351	Planning Legal Services	\$3,000	\$8,721	\$6,000	\$15,000	\$10,000	Rezoning and development, Town expects reimbursement from developers for expenses incurred in connection with development.
105	10-412-370	Training/Travel	\$6,000	\$4,804	\$6,000	\$6,000	\$6,000	Planner in Admin, classes, online seminar
106	10-412-380	Comp Plan Update	\$0	\$20,255	\$50,000	\$62,000	\$5,000	Lands Committee requested a planning consultant for the Municipal lands plan.
107			\$20,300	\$50,231	\$90,000	\$99,537	\$41,600	
108								
109		Greenways Committee						
110	10-414-211	General Supplies	\$2,000	\$409	\$6,000	\$7,817	\$6,000	Hilly Lawn-Fuel (\$1100 for fuel purchases elsewhere-1,700 mile equivalent); G
111	10-414-238	Trees/Shrubs/Plantings	\$6,500	\$7,262	\$6,500	\$6,500	\$6,500	
112	10-414-241	Arbor Day Supplies	\$250	\$214	\$250	\$250	\$250	Day programs for Tree City USA requirements; Seedlings from CSU Extension
113	10-414-319	Contract Labor	\$38,535	\$39,635	\$38,535	\$38,535	\$40,000	2021: Increase of 5% hourly based on 40 hour week is \$37.05
114	10-414-726	Miscellaneous Services	\$150	\$16	\$150	\$0		
115	10-414-870	Contingency	\$150	\$0	\$150	\$0		
116			\$47,585	\$47,536	\$51,585	\$53,102	\$52,750	
117								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
118		General Fund - Expenditures						
119		Board of Trustees						
120	10-413-142	Workers' Compensation	\$309	\$399	\$300	\$352	\$400	
121	10-413-211	Office/meeting supplies	\$2,400	\$3,721	\$2,400	\$7,000	\$5,000	
122	10-413-215	Elections	\$2,000	\$5,715	\$1,200	\$2,500	\$2,500	
123	10-413-316	Dues/Memberships	\$7,700	\$9,042	\$17,700	\$18,000	\$18,000	Empl Council, CAST, CML, NWCCOG/RRR/QQ, Club 20, 3 Lakes Watershed, GCWIN, I-70 Coalition, Arbor Day Foundation, Downtown CO Inc, Rky Mtn Conservancy, Grand Foundation Corporate Sponsorship
124	10-413-370	Training/Travel	\$7,500	\$2,061	\$7,500	\$5,000	\$7,500	
125	10-413-460	Long Range/Misc	\$500	\$355	\$500	\$500	\$500	BOT retreat facilitator and misc. expenses
126	10-413-461	Appreciation Program	\$3,000	\$9,592	\$3,000	\$6,000	\$6,000	Appreciation Dinner; Misc appreciation expenses
127	10-413-462	Computer Equipment	\$1,000	\$5,049	\$2,400	\$2,400	\$2,500	
128	10-413-463	Water Quality Issues	\$0	\$0	\$0	\$0		GCWIN - Continued toxin monitoring
129	10-413-465	Computer Software	\$1,000	\$1,126	\$1,000	\$1,000	\$1,200	Liberty software annual support - was in ADMIN
130	10-413-870	Board Contingency	\$250	\$0	\$250	\$0		
131	10-413-728	Miscellaneous Donations	\$50,000	\$50,000	\$45,000	\$46,982	\$11,250	\$5,000 for substance abuse counseling, \$5,000 for GCWildfire Council, \$1250 for Grand 2050
132	10-413-843	Rocky Mtn Rep Theatre	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	Year 13 of 20
133	10-413-859	Grand Foundation	\$35,000	\$35,000	\$50,000	\$50,000	\$50,000	This is for non-profits to apply with GF to maximize their impact
134			\$112,009	\$123,410	\$132,600	\$141,084	\$106,200	
135		Subtotal Boards and Committees	\$191,444	\$231,025	\$285,735	\$298,222	\$208,550	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
136		General Fund - Expenditures						
137		Administration						
138		Personnel						
139	10-415-100	Gross Wages - Administration	\$310,121	\$282,548	\$348,886	\$343,952	\$378,347	10% increase
140	10-415-103	OT/Comp Time Buyout	\$0	\$3,082	\$0	\$4,186	\$500	Majority of office staff is salary now reducing overtime
141	10-415-105	Bonus	\$4,800	\$5,500	\$7,000	\$8,000	\$8,000	
142	10-415-110	Gross Wages-Admin PT/Seasonal	\$23,476	\$7,081	\$26,411	\$0	\$0	not expecting any PT admin staff
143	10-415-134	Alternative Benefit	\$6,000	\$6,000	\$6,600	\$6,000	\$6,000	
144	10-415-130	GLC Membership Benefit	\$1,750	\$0	\$1,925	\$0	\$1,925	
145	10-415-131	Longevity Benefit	\$0	\$0	\$0	\$0	\$0	
146	10-415-132	ICMA Town Paid Benefit	\$27,072	\$34,981	\$30,456	\$27,500	\$30,268	
147	10-415-133	Health/Dental-Employee	\$32,845	\$33,013	\$34,487	\$77,049	\$78,000	Medical/Dental/Life/Vision
148	10-415-135	Dep Health/Dental	\$6,282	\$0	\$6,596	\$1,731	\$6,600	
149	10-415-136	Medical Benefit Allowance	\$6,588	\$14,776	\$7,412	\$8,400	\$8,400	
150	10-415-141	Unemployment Insurance	\$1,015	\$1,539	\$1,142	\$1,000	\$1,135	.3% of wages
151	10-415-142	Workers' Compensation	\$943	\$3,034	\$1,061	\$1,800	\$3,600	WC increase for 2023
152	10-415-143	Social Security Match	\$22,659	\$20,000	\$25,491	\$30,000	\$23,457	6.2% of wages+Town ICMA
153	10-415-144	Medicare Match	\$5,299	\$4,677	\$5,961	\$7,000	\$5,486	1.45% of wages+Town ICMA
154			\$448,850	\$416,230	\$503,428	\$516,617	\$551,718	
155		Supplies						
156	10-415-211	General Office Supplies	\$4,500	\$10,794	\$5,000	\$8,000	\$8,000	Experiencing increase in supply pricing
157	10-415-215	Computer Software	\$16,622	\$19,251	\$17,000	\$22,000	\$22,000	Firewall, Malware, Antivirus, Adobe, gov.os, ESRI (\$700); Caselle Ongoing; O365 (10 lic),
158	10-415-220	Computer Hardware	\$7,000	\$6,541	\$7,000	\$6,043	\$7,000	
159	10-415-226	Small Equipment	\$2,100	\$1,730	\$2,100	\$3,000	\$3,000	Copier lease
160			\$30,222	\$38,316	\$31,100	\$39,043	\$40,000	
161		Repairs and Maintenance						
162	10-415-231	Gas/Fuel	\$1,000	\$1,284	\$1,000	\$1,200	\$1,200	
163	10-415-232	Vehicle Maintenance	\$1,000	\$993	\$1,000	\$0	\$1,000	
164	10-415-233	Office Equipment Maintenance	\$2,500	\$1,588	\$2,500	\$2,500	\$2,500	
165	10-415-237	Building Maintenance	\$15,500	\$1,797	\$0	\$674	\$1,000	
166	10-415-238	Town Hall Furnishings	\$250	\$0	\$250	\$1,500	\$1,000	
167			\$20,250	\$5,662	\$4,750	\$5,874	\$6,700	

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1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
168		General Fund - Expenditures						
169		Administration						
170		Purchased Services						
171	10-415-311	Postage/Freight	\$2,000	\$3,081	\$5,000	\$5,000	\$5,000	Meter lease + postage meter refills
172	10-415-312	Computer Services	\$62,000	\$28,096	\$62,000	\$62,000	\$50,000	60% IT contract; 1/2 Caselle support; Paychex, 10K for planner software, time clock system
173	10-415-314	Ads & Legal Notices	\$750	\$6,879	\$5,000	\$5,000	\$5,000	
174	10-415-316	Dues & Memberships	\$1,650	\$606	\$1,650	\$1,650	\$1,650	APA, IIMC, CMCA, CCCMA, CAMCA, CGFOA, Amazon Prime, ALERT/SAM, ICMA
175	10-415-318	Janitorial Services	\$0	\$0	\$0	\$0		
176	10-415-319	Miscellaneous Services	\$150	\$3,689	\$5,000	\$128		
177	10-415-330	Bank Fees	\$675	\$1,387	\$1,500	\$1,500	\$1,500	Safe deposit box/returned checks/direct deposit fees
178			\$67,225	\$43,739	\$80,150	\$75,278	\$63,150	
179		Utilities						
180	10-415-341	Electric Utility	\$3,500	\$4,344	\$3,500	\$4,000	\$4,000	
181	10-415-342	Sewer Utility	\$1,000	\$866	\$1,000	\$1,000	\$1,000	
182	10-415-343	Water Utility	\$1,200	\$1,573	\$1,200	\$1,200	\$1,200	
183	10-415-344	Telephone/Internet Utility	\$5,000	\$12,057	\$7,500	\$7,500	\$7,500	Includes internet service, cell phone- increased to reflect higher costs from vendor
184	10-415-345	Natural Gas Utility	\$2,500	\$4,357	\$2,500	\$6,000	\$6,000	
185	10-415-346	Website Hosting Services	\$800	\$4,688	\$800	\$800	\$800	Website Hosting
186	10-415-347	Recycling - Town Hall	\$1,300	\$1,078	\$1,300	\$107	\$0	
187			\$15,300	\$28,962	\$17,800	\$20,607	\$20,500	
188		Professional Services						
189	10-415-351	Legal Services	\$30,000	\$65,260	\$85,000	\$30,000	\$30,000	
190	10-415-352	Audit	\$10,300	\$7,800	\$10,300	\$8,400	\$8,500	60% of audit -
191	10-415-353	Judge-Municipal Court	\$500	\$0	\$500	\$0	\$500	As-needed basis
192	10-415-355	Professional Services-Other	\$11,700	\$16,707	\$15,000	\$1,500	\$10,000	ABC Flex, HR Paychex
193			\$52,500	\$89,767	\$110,800	\$39,900	\$49,000	

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1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
194		General Fund - Expenditures						
195		Administration						
196		Marketing						
197	10-415-560	Treasurer's Fees	\$6,980	\$6,640	\$8,039	\$9,000	\$9,000	2% of Property Taxes calculated from COV+Interest and Penalties
198	10-415-721	Chamber Service Agreement	\$32,732	\$40,232	\$32,732	\$32,732	\$32,732	\$32,732 for VC services by Chamber
199	10-415-722	BLC Fee Remittance	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	For marketing services by Chamber
200	10-415-723	Visitor Center Repairs & Maint	\$15,102	\$15,102	\$15,102	\$16,220	\$1,500	
201	10-415-724	NRL VC Op	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	For PT Visitor Center employee by Chamber
202	10-415-800	Attainable Housing Expenses	\$0	\$15,323	\$15,000	\$12,000	\$12,000	Increased to reflect increased cost
203	10-415-870	Contingency - General Admin	\$5,000	\$1,806	\$11,000	\$11,000	\$11,000	for Chamber general expenses
204	10-415-875	Marketing Contingency	\$150	\$0	\$150	\$0		
205	10-415-880	Chamber Public Relations	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
206	10-415-885	Town Events	\$10,000	\$2,500	\$10,000	\$10,000	\$10,000	
207	10-415-886	MSOB Expenses	\$477,481	\$477,481	\$481,311			
208	TBD	Continental Divide Trail					\$2,500	CDT maps, brochures, convention website add on
209			\$625,445	\$637,085	\$651,334	\$168,952	\$156,732	
210		Other Expenses						
211	10-415-370	Training/Travel	\$10,750	\$4,517	\$10,750	\$10,000	\$13,000	Planner (\$3000); Clerk (\$3,000); Treasurer (\$3,250); Code (\$750); Manager (\$3,000)
212	10-415-371	Misc Employee Expenses	\$14,000	\$6,011	\$14,000	\$14,000	\$15,000	Employee Enrichment
213	10-415-393	Document Recording	\$250	\$0	\$250	\$0		
214	10-415-394	Developer Reimbursement	\$1,000	\$0	\$1,000	\$1,000	\$1,000	
215	10-415-513	Property/Casualty Insurance	\$25,000	\$23,926	\$25,000	\$21,474		
216	10-415-514	Position Bonds	\$400	\$994	\$400	\$270	\$400	Employee/Trustee Blanket Bonds
217			\$51,400	\$35,447	\$51,400	\$46,744	\$29,400	
218		Transit						
219	10-415-385	Transit Service	\$40,000	\$0	\$40,000	\$0		BOT to discuss
220	10-415-386	Transit Planning	\$10,000	\$0	\$10,000	\$0		BOT to discuss
221	10-415-387	Transit Capital Investment	\$0	\$0	\$0	\$0		
222			\$50,000	\$0	\$50,000	\$0	\$0	
223								
224		Economic Development Grants						
225	10-416-100	Trail Groomers	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
226	10-416-250	Headwaters Trail Assoc- HTA	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
227	10-416-260	Grand Art Council	\$2,200	\$2,200	\$2,200	\$2,200	\$0	
228	TBD	Creative District					\$100,000	BOT to discuss
229			\$32,200	\$32,200	\$32,200	\$32,200	\$130,000	Other grants moved to Grand Foundation line under BoT
230								
231		Subtotal Administration	\$1,393,392	\$1,327,407	\$1,532,962	\$945,214	\$1,047,200	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
232		General Fund - Expenditures						
233		Public Safety						
234		Purchased Services						
235	10-421-314	Dispatch Operations	\$20,858	\$20,858	\$25,000	\$20,858	\$20,858	
236	10-421-339	Sheriff's Contract	\$145,000	\$202,191	\$257,000	\$257,000	\$257,000	
237	10-421-340	Special Event Security	\$0	\$0	\$0	\$0		
238			\$165,858	\$223,049	\$282,000	\$277,858	\$277,858	
239		Subtotal Public Safety	\$165,858	\$223,049	\$282,000	\$277,858	\$277,858	
240								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
241		General Fund - Expenditures						
242		Public Works						
243		Personnel						
244	10-431-100	Gross Wages - Public Works	\$233,034	\$255,952	\$262,163	\$277,845	\$305,630	10% increase
245	10-431-103	OT/Comp Time Buyout	\$15,000	\$15,607	\$16,875	\$42,197	\$40,000	overtime is paid out when it is accrued now instead of being banked
246	10-431-105	Bonus	\$2,400	\$8,250	\$4,000	\$5,000	\$5,000	
247	10-431-111	On Call Pay	\$22,575	\$18,227	\$24,833	\$10,350	\$10,350	\$50 per day
248	10-431-130	GLC Membership Benefit	\$0	\$0	\$0	\$0	\$0	
249	10-431-131	Longevity	\$0	\$0	\$0	\$0	\$0	
250	10-431-317	Uniform Allowance	\$2,400	\$3,050	\$2,640	\$2,940	\$2,940	
251	10-431-132	ICMA Town Paid Benefit	\$21,841	\$8,329	\$24,571	\$19,564	\$20,000	8% Maximum
252	10-431-133	Health/Dental-Employee	\$68,544	\$67,614	\$68,000	\$68,000	\$68,000	Medical/Dental/Life/Vision
253	10-431-135	Dep Health/Dental	\$6,240	\$0	\$6,552	\$11,539	\$6,552	
254	10-431-136	Medical Benefit Allowance	\$4,800	\$4,315	\$4,800	\$4,800	\$4,800	
255	10-431-141	Unemployment Insurance	\$819	\$1,011	\$921	\$1,322	\$1,037	.3% of wages + On Call
256	10-431-142	Workers' Compensation	\$16,900	\$19,349	\$19,013	\$19,013	\$35,000	
257	10-431-143	Social Security Match	\$16,927	\$18,718	\$19,043	\$27,320	\$21,429	6.2% of wages + Town ICMA + On Call
258	10-431-144	Medicare Match	\$3,959	\$4,373	\$4,454	\$6,389	\$5,012	1.45% of wages + Town ICMA + On Call
259			\$415,439	\$424,794	\$457,865	\$496,278	\$525,750	
260		Supplies						
261	10-431-222	General Supplies	\$5,000	\$4,826	\$7,000	\$7,000	\$7,000	
262	10-431-224	Safety Supplies	\$7,000	\$3,956	\$7,000	\$7,000	\$7,000	Crowd-control fencing, snow fencing, cones
263	10-431-226	Vehicle Supplies	\$3,000	\$94	\$4,000	\$4,000	\$4,000	Truck tool boxes
264	10-431-227	Small Tools	\$6,000	\$437	\$8,000	\$5,000	\$5,000	
265			\$21,000	\$9,313	\$26,000	\$23,000	\$23,000	
266		Repairs and Maintenance						
267	10-431-231	Gas/Fuel/Liquids	\$22,000	\$25,641	\$25,000	\$28,000	\$30,000	
268	10-431-232	Vehicle Maintenance	\$8,500	\$2,249	\$10,000	\$10,000	\$10,000	
269	10-431-233	Equipment Maintenance	\$25,000	\$23,160	\$28,000	\$25,000	\$25,000	
270	10-431-235	Tires/Chains	\$12,000	\$2,412	\$15,000	\$15,000	\$15,000	
271	10-431-236	Misc. Bridge Work	\$5,000	\$145	\$5,000	\$5,000	\$5,000	
272	10-431-237	Building Maintenance	\$5,000	\$5,125	\$6,000	\$6,000	\$6,000	
273	10-431-238	Street Light Maintenance	\$3,000	\$0	\$3,000	\$3,000	\$3,000	
274	10-431-239	Miscellaneous Maintenance	\$1,000	\$366	\$3,000	\$2,500	\$2,500	
275	10-431-242	Road Maintenance	\$100,000	\$71,932	\$150,000	\$100,000	\$150,000	Pot holes/ seal cracks in road/maintaining streets.
276	10-431-245	Boardwalk Maintenance	\$0	\$2,057	\$0	\$0	\$0	
277	10-431-253	Tree Removal	\$500	\$0	\$5,000	\$5,000	\$5,000	
278	10-431-254	Tree Spraying	\$0	\$0	\$500	\$500	\$4,000	Arborist to spray trees
279	10-431-255	Stormwater Filter Maintenance	\$1,500	\$0	\$15,000	\$15,000	\$20,000	
280			\$183,500	\$133,087	\$265,500	\$215,000	\$275,500	

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1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
281		General Fund - Expenditures						
282		Public Works						
283		Purchased Services						
284	10-431-312	Computer Services	\$4,000	\$1,577	\$4,000	\$3,000	\$3,000	
285	10-431-314	Ads/Bid Notices	\$2,000	\$980	\$2,000	\$2,500	\$2,000	
286	10-431-319	Misc. Purchased Services	\$2,500	\$3,932	\$2,500	\$1,000	\$2,500	Required physicals, fuel bond, Hep B shots
287			\$8,500	\$6,489	\$8,500	\$6,500	\$7,500	
288		Utilities						
289	10-431-318	Trash/Recycle Services	\$9,000	\$16,342	\$11,000	\$12,000	\$12,000	
290	10-431-341	Electric Utility	\$8,000	\$11,906	\$11,000	\$10,000	\$12,000	
291	10-431-343	Water Utility	\$1,000	\$735	\$1,000	\$700	\$1,000	
292	10-431-344	Telephone/Internet Utility	\$6,000	\$4,411	\$7,000	\$7,000	\$6,000	
293	10-431-345	Natural Gas Utility	\$4,500	\$3,935	\$4,500	\$5,000	\$5,000	
294	10-431-349	Street Light Electric Utility	\$24,000	\$12,138	\$24,000	\$15,000	\$20,000	
295			\$52,500	\$49,467	\$58,500	\$49,700	\$56,000	
296		Professional Services						
297	10-431-354	Engineering/Surveying Services	\$2,000	\$0	\$10,000	\$0	\$5,000	
298								
299		Other						
300	10-431-370	Training/Travel	\$5,000	\$206	\$6,000	\$1,000	\$5,000	
301	10-431-399	Equip Rental	\$17,000	\$1,000	\$10,000	\$5,000	\$5,000	
302	10-431-870	Contingency- Public Works	\$500	\$4,323	\$500	\$0		
303			\$22,500	\$5,529	\$16,500	\$6,000	\$10,000	
304		Subtotal Public Works	\$705,439	\$628,679	\$842,865	\$796,478	\$902,750	
305								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
306		General Fund - Expenditures						
307		Grand Lake Center						
308		Personnel						
309	10-450-100	Gross Wages - GL Center	\$99,376	\$101,498	\$111,798	\$123,379	\$121,086	25% PW/Parks/GLC employee will not be allocated based on part time employee being hired, 10% Treasurer, 3% Town Mgr., 5% Admin/Bookkeeper
310	10-450-103	OT/Comp Time Buyout	\$0	\$201	\$0	\$340	\$0	
311	10-450-105	Bonus	\$1,350	\$2,000	\$1,485	\$2,000	\$2,000	
312	10-450-110	Gross Wages-GLC PT/Seasonal	\$0	\$573	\$0	\$0	\$20,800	one year-round part-time and then 25% of PW will not be allocated
313	10-450-130	GLC Membership Benefit	\$700	\$0	\$770	\$0	\$770	
314	10-450-131	Longevity Benefit	\$0	\$0	\$0	\$0	\$0	
315	10-450-317	Uniform Allowance	\$150	\$0	\$150	\$0	\$0	
316	10-450-132	ICMA Town Paid Benefit	\$8,058	\$2,741	\$9,065	\$6,700	\$11,351	8% Maximum
317	10-450-133	Health/Dental-Employee	\$35,404	\$25,334	\$37,174	\$31,686	\$33,000	Medical/Dental/Life/Vision
318	10-450-135	Dep. Health/Dental	\$1,765	\$0	\$1,853	\$0	\$0	
319	10-450-136	Medical Benefit Allowance	\$2,916	\$3,267	\$3,281	\$2,400	\$2,400	
320	10-450-141	Unemployment Insurance	\$298	\$424	\$335	\$300	\$426	.3% of wages
321	10-450-142	Workers' Compensation	\$1,800	\$833	\$2,025	\$1,660	\$3,000	
322	10-450-143	Social Security Match	\$6,745	\$6,717	\$7,588	\$8,000	\$8,797	6.2% of wages+Town ICMA
323	10-450-144	Medicare Match	\$1,577	\$1,563	\$1,774	\$1,700	\$2,057	1.45% of wages+Town ICMA
324			\$160,139	\$145,151	\$177,298	\$178,165	\$205,687	
325		Supplies						
326	10-450-211	Gen Office Supplies	\$1,500	\$1,478	\$1,500	\$1,000	\$1,500	
327	10-450-220	General Operating Supplies	\$0	\$2,583	\$3,000	\$3,000	\$3,000	
328	10-450-226	Office Equip Lease	\$3,000	\$1,000	\$1,200	\$1,200	\$1,200	Copier Lease
329	10-450-252	Resale Supplies	\$1,000	\$0	\$1,000	\$0	\$0	
330			\$5,500	\$5,062	\$6,700	\$5,200	\$5,700	
331		Repairs and Maintenance						
332	10-450-233	Office Equip Maint	\$600	\$249	\$600	\$600	\$600	Copier maintenance
333	10-450-235	Fitness Equip Maint	\$1,500	\$0	\$1,500	\$1,500	\$1,500	
334	10-450-237	Building Maintenance	\$21,000	\$2,574	\$21,000	\$500	\$30,000	Gymnasium floors/fix large crack or replace flooring
335	10-450-239	Minor Infrastructure Maint	\$10,000	\$0	\$10,000	\$0	\$2,000	reduced since this has not been used
336	10-450-250	Backflow Maintenance	\$400	\$0	\$400	\$400	\$600	
337	10-450-350	Maintenance Agreement	\$4,200	\$4,233	\$4,200	\$4,445	\$4,500	heating maint. agreement
338			\$37,700	\$7,056	\$37,700	\$7,445	\$39,200	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
339		General Fund - Expenditures						
340		Grand Lake Center						
341		Utilities						
342	10-450-318	Trash/Recycle Services	\$480	\$0	\$500	\$0	\$0	
343	10-450-341	Electric Utility	\$14,000	\$14,177	\$14,000	\$11,000	\$15,000	
344	10-450-342	Sewer Utility	\$4,500	\$3,907	\$4,500	\$4,292	\$4,600	
345	10-450-343	Water Utility	\$2,500	\$1,470	\$2,500	\$800	\$1,200	
346	10-450-344	Telephone/Internet/TV Utility	\$4,000	\$7,317	\$4,000	\$7,200	\$7,500	
347	10-450-345	Natural Gas Utility	\$7,500	\$8,166	\$7,500	\$12,000	\$15,000	
348			\$32,980	\$35,038	\$33,000	\$35,292	\$43,300	
349		Professional Services						
350	10-450-312	Computer Services	\$2,820	\$5,526	\$2,820	\$7,000	\$3,000	7% of IT contract + 1.5 hr/mo @ \$115/hr
351	10-450-351	Legal Services	\$1,000	\$0	\$1,000	\$0	\$0	
352	10-450-352	Audit	\$910	\$910	\$910	\$980	\$1,100	7% of audit
353	10-450-355	Purchased Professional Serv.	\$2,000	\$1,562	\$2,000	\$1,500	\$1,500	alarm system
354			\$6,730	\$7,998	\$6,730	\$9,480	\$5,600	
355		Other						
356	10-450-234	Signage	\$0	\$3	\$0	\$0		
357	10-450-236	Minor/Misc Equipment	\$4,500	\$1,306	\$4,500	\$0	\$0	
358	10-450-238	Minor/Misc Furnishings	\$4,000	\$1,782	\$4,000	\$2,000	\$2,000	
359	10-450-320	Marketing	\$10,000	\$3,500	\$10,000	\$4,000	\$5,000	reduce this line by 5K and move to 10-450-237 to help cover cost
360	10-450-360	GLC Sales Tax	\$92	\$0	\$92	\$0	\$0	
361	10-450-370	Training/Travel	\$300	\$120	\$300	\$1,090	\$300	
362	10-450-513	Property/Casualty Insurance	\$8,000	\$7,143	\$8,000	\$8,000	\$10,000	
363	10-450-755	Exercise Equipment	\$2,000	\$22,108	\$2,000	\$1,005	\$0	
364	TBD	Summer Camp					\$30,000	
365	10-450-870	Contingency - GL Center	\$1,000	\$235	\$31,000	\$24,132		move summer camp to new line item
366			\$29,892	\$36,198	\$59,892	\$40,228	\$47,300	
367		Subtotal Grand Lake Center	\$272,941	\$236,502	\$321,320	\$275,809	\$346,787	
368								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
369		General Fund - Expenditures						
370		Parks						
371		Personnel						
372	10-452-100	Gross Wages - Parks	\$40,509	\$24,551	\$45,573	\$46,160	\$50,776	10% increase
373	10-452-103	OT/Comp Time Buyout	\$0	\$0	\$0	\$0	\$0	
374	10-452-105	Bonus	\$0	\$0	\$0	\$0	\$0	
375	10-452-130	GLC Membership Benefit	\$0	\$0	\$0	\$0	\$0	
376	10-452-131	Longevity	\$0	\$0	\$0	\$0	\$0	
377	10-452-317	Uniform Allowance	\$600	\$0	\$660	\$660	\$660	
378	10-452-132	ICMA Town Paid Benefit	\$3,241	\$403	\$3,646	\$3,452	\$4,062	
379	10-452-133	Health/Dental-Employee	\$7,454	\$1,364	\$7,827	\$12,000	\$13,000	
380	10-452-135	Dep. Health/Dental	\$4,188	\$0	\$4,397	\$2,036	\$4,397	
381	10-452-136	Medical Benefit Allowance	\$900	\$391	\$1,013	\$1,013	\$1,013	
382	10-452-141	Unemployment Insurance	\$122	\$0	\$137	\$137	\$152	
383	10-452-142	Workers' Compensation	\$2,400	\$3,432	\$2,700	\$525	\$2,700	
384	10-452-143	Social Security Match	\$2,712	\$1,715	\$3,051	\$3,051	\$3,148	
385	10-452-144	Medicare Match	\$634	\$414	\$713	\$713	\$736	
386			\$62,760	\$32,271	\$69,717	\$69,748	\$80,645	
387		Supplies						
388	10-452-220	Operating Supplies	\$15,000	\$35,694	\$18,000	\$35,000	\$35,000	Includes supplies for Public Restrooms; Christmas Lights
389	10-452-226	Small Equipment	\$3,000	\$9,000	\$5,000	\$1,000	\$5,000	
390	10-452-227	Small Tools	\$1,000	\$720	\$2,500	\$500	\$2,500	
391			\$19,000	\$45,414	\$25,500	\$36,500	\$42,500	
392		Repairs and Maintenance						
393	10-452-232	Bear-Resistant Cans Maint	\$3,000	\$17	\$4,000	\$4,000	\$2,500	
394	10-452-233	Equipment Maintenance	\$2,500	\$0	\$5,000	\$2,500	\$2,500	
395	10-452-234	Information Signs	\$2,000	\$675	\$2,500	\$2,000	\$2,500	
396	10-452-235	Greenbelt Maintenance	\$7,500	\$2,015	\$7,500	\$7,000	\$7,000	
397	10-452-236	Sand & Dredge	\$1,000	\$0	\$8,000	\$5,000	\$5,000	
398	10-452-237	Building Maintenance	\$3,000	\$662	\$55,000	\$2,000	\$55,000	includes \$45,000 to replace steps and paint Community House
399	10-452-238	Dock Maintenance	\$5,000	\$0	\$20,000	\$1,000	\$25,000	
400	10-452-239	Miscellaneous Maintenance	\$8,000	\$1,403	\$5,000	\$5,000	\$5,000	
401	10-452-243	Benches/Planters/Fences	\$2,000	\$0	\$5,000	\$5,000	\$5,000	
402	10-452-244	Thomasson Park Maintenance	\$2,000	\$0	\$4,000	\$4,000	\$4,000	
403	10-452-248	Irrigation System Maintenance	\$3,000	\$222	\$4,000	\$4,000	\$4,000	
404	10-452-250	Backflow Maintenance	\$3,000	\$1,698	\$4,000	\$4,000	\$3,000	
405	10-452-319	Miscellaneous Services	\$2,000	\$858	\$3,000	\$3,000	\$3,000	
406	10-452-399	Equipment Rental	\$3,500	\$11,397	\$5,000	\$3,000	\$5,000	
407			\$47,500	\$18,946	\$132,000	\$51,500	\$128,500	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
408		General Fund - Expenditures						
409		Parks						
410		Utilities						
411	10-452-341	Electric Utility	\$6,500	\$7,700	\$6,500	\$6,500	\$6,500	
412	10-452-342	Sewer Utility	\$1,000	\$511	\$1,000	\$540	\$540	quarterly bill is \$135
413	10-452-343	Water Utility	\$13,000	\$16,688	\$13,000	\$5,000	\$13,000	
414	10-452-345	Natural Gas Utility	\$4,000	\$3,674	\$4,000	\$4,000	\$4,000	
415			\$24,500	\$28,573	\$24,500	\$16,040	\$24,040	
416		Other						
417	10-452-400	Grand Avenue Gardens	\$0	\$0	\$2,500	\$0		
418	10-452-450	Park Improvements	\$6,000	\$2,514	\$10,000	\$5,000	\$10,000	
419	10-452-870	Contingency - Parks	\$250	\$0	\$250	\$100	\$0	
420	10-452-961	Memorial Benches	\$500	\$0	\$500	\$500	\$0	
421			\$6,750	\$2,514	\$13,250	\$5,600	\$10,000	
422		Subtotal Parks	\$160,510	\$127,719	\$264,967	\$179,388	\$285,685	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
423		General Fund - Expenditures						
424		Debt Service						
425	10-815-982	Land Acquisition - Principal	\$80,000	\$312,678	\$85,000	\$85,000	\$90,000	Principal for COP
426	10-815-983	Land Acquisition-Interest	\$10,000	\$32,564	\$42,038	\$42,164	\$39,615	Interest for COP
427	10-831-500	Capital Equip Lease Principal	\$68,645	\$73,559	\$68,645	\$181,670	\$0	Paid off in 2022
428	10-831-510	Capital Equip Lease Interest	\$4,058	\$10,149	\$4,058	\$2,915	\$0	Paid off in 2022
429			\$162,703	\$428,951	\$199,741	\$311,749	\$129,615	
430								
431	10-413-999	TABOR Reserves	\$0	\$0	\$0	\$0	\$0	Moved Reserves to a liability line item
432								
433		Capital Outlay						
434	10-915-922	Admin Capital Expenditures	\$0	\$0	\$0	\$0	\$0	
435	10-915-923	Town Hall Capital Outlay	\$25,000	\$0	\$25,000	\$0	\$2,500	board room sound
436	10-915-986	Replacement Vehicle	\$0	\$0	\$0	\$0	\$0	
437	10-915-950	Space to Create Expenditures	\$440,000	\$250,000	\$376,421	\$251,274		BOT to discuss
438	10-931-910	Capital Equipment Purchase	\$131,627	\$125,830	\$368,800	\$350,000		
439	10-931-911	Capitalized Equipment Repair	\$0	\$0	\$0	\$0	\$0	
440	10-931-921	Paving	\$200,000	\$199,792	\$200,000	\$138,731	\$100,000	
441	10-931-922	Drainage	\$100,000	\$9,670	\$100,000	\$0	\$50,000	
442	10-952-970	Land Purchase	\$1,417,678	\$1,268,806	\$0	\$464	\$0	
443	10-931-974	Streetscape Project Funding	\$125,000	\$25,701	\$0	\$0	\$0	
444	10-931-972	W Portal Bridge Rehab	\$0	\$0	\$0	\$0	\$0	
445	10-931-973	Public Way Finding Signs	\$0	\$0	\$0	\$0	\$5,000	
446	10-931-923	Town Shop Capital Outlay	\$0	\$0	\$0	\$0	\$0	
447	10-950-710	Other Capital Assets - No Depr	\$0	\$0	\$0	\$0	\$0	
448	10-952-500	Dock Improvements	\$0	\$11,250	\$0	\$0	\$0	
449	10-952-971	Park Improvements	\$100,000	\$5,239	\$100,000	\$100,000	\$50,000	
450	10-952-972	Boardwalks	\$0	\$0	\$0	\$0	\$0	
451	10-952-995	Lakefront Improvements	\$0	\$0	\$0	\$0	\$0	
452			\$2,539,305	\$1,896,287	\$1,170,221	\$840,469	\$207,500	
453		Total General Fund Expenditures	\$5,591,592	\$5,099,620	\$4,899,811	\$3,925,187	\$3,405,945	
454								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
455		Water Fund - Revenues						
456	20-344-100	Water Sales	\$600,000	\$656,910	\$600,000	\$672,000	\$675,000	Current rate is top of 10 year schedule. New meters added for new buildings
457	20-344-105	HP Net Meter Revenue	\$500	\$0	\$500	\$0		
458	20-344-120	Resale Meters Income	\$500	\$271	\$500	\$12,000	\$3,000	anticipating new meters to be installed from new construction
459	20-344-140	Interest Revenue	\$20,000	\$799	\$1,000	\$7,000	\$10,000	interest rates are picking up
460	20-344-160	Misc. Revenues	\$0	\$113	\$0	\$0		
461	20-344-190	Bulk Water Permits	\$500	\$525	\$500	\$500	\$500	Includes Public Works/Parks and overage
462	20-344-110	Tap Fees - Capital	\$30,000	\$45,500	\$30,000	\$30,000	\$32,500	based on 5 taps
463	20-344-150	Sale/Trade-In of Assets	\$0	\$0	\$0	\$0		
464	20-344-200	Capital Lease Proceeds	\$0	\$0	\$0	\$0		
465	20-344-260	Reimbursement Income	\$0	\$0	\$0	\$0		
466		Total Revenues	\$651,500	\$704,118	\$632,500	\$721,500	\$721,000	
467								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
468		Water Fund - Expenditures						
469		Personnel						
470	20-430-100	Gross Wages - Water	\$196,426	\$193,236	\$220,979	\$200,000	\$257,000	anticipating 3rd water employed to get back to regular staffing needs
471	20-430-103	OT/Comp Time Buyout	\$15,000	\$4,060	\$16,875	\$1,500	\$5,000	
472	20-430-105	Bonus	\$1,800	\$10,000	\$1,980	\$2,000	\$2,500	
473	20-430-110	Gross Wages-Water PT/Seasonal	\$81,524	\$3,832	\$91,715	\$0	\$0	
474	20-430-111	On Call Pay	\$20,500	\$16,800	\$22,550	\$13,000	\$13,000	
475	20-430-119	Year End Leave Expense	\$0	\$0	\$0	\$0	\$0	
476	20-430-130	GLC Membership Benefit	\$0	\$0	\$0	\$0	\$0	
477	20-430-131	Longevity	\$0	\$0	\$0	\$0	\$0	
478	20-430-317	Uniform Allowance	\$1,800	\$1,200	\$1,980	\$1,200	\$3,900	based on a staff of 3
479	20-430-132	ICMA Town Paid Benefit	\$24,020	\$10,519	\$27,023	\$7,000	\$20,960	8% Maximum
480	20-430-133	Health/Dental-Employee	\$39,424	\$31,004	\$41,395	\$32,732	\$45,000	Medical/Dental/Life/Vision
481	20-430-135	Dep Health/Dental	\$8,000	\$0	\$8,400	\$0	\$8,400	
482	20-430-136	Medical Benefit Allowance	\$4,956	\$3,348	\$5,576	\$1,000	\$3,600	
483	20-430-141	Unemployment Insurance	\$901	\$736	\$1,014	\$600	\$786	.3% of wages + On Call
484	20-430-142	Workers' Compensation	\$13,176	\$13,515	\$14,823	\$14,000	\$21,000	
485	20-430-143	Social Security Match	\$20,105	\$16,903	\$22,618	\$9,000	\$16,244	6.2% of wages + Town ICMA + On Call
486	20-430-144	Medicare Match	\$4,702	\$4,087	\$5,290	\$2,200	\$3,799	1.45% of wages + Town ICMA + On Call
487			\$432,334	\$309,240	\$482,218	\$284,232	\$401,189	
488		Office Supplies						
489	20-430-210	Office Supplies	\$1,285	\$1,046	\$1,285	\$1,500	\$1,500	Based on overall Admin General Office Supplies expense; water billing forms
490	20-430-211	Computer Supplies	\$600	\$0	\$21,845	\$22,000	\$5,000	New Itron product for 2022
491	20-430-215	Computer Software	\$6,500	\$346	\$6,500	\$6,500	\$6,500	Telemetry; Caselle Budgeting+
492	20-430-220	Computer Hardware	\$2,500	\$1,788	\$2,500	\$1,000	\$2,500	Telemetry upgrade
493			\$10,885	\$3,180	\$32,130	\$31,000	\$15,500	
494		Operational Supplies						
495	20-430-221	Chemicals	\$10,000	\$13,702	\$10,000	\$12,000	\$13,000	
496	20-430-222	Lab Supplies/Equipment	\$1,500	\$757	\$1,500	\$800	\$1,500	
497	20-430-223	Well/Plant Supplies	\$600	\$38	\$600	\$500	\$600	
498	20-430-225	Meter Parts	\$300	\$0	\$300	\$500	\$500	
499	20-430-227	Small Equipment/Tools	\$600	\$53	\$600	\$250	\$600	
500	20-430-228	Safety Equipment	\$1,000	\$73	\$1,000	\$250	\$1,000	
501	20-430-229	Misc Operating Supplies	\$100	\$13	\$100	\$0	\$100	
502			\$14,100	\$14,636	\$14,100	\$14,300	\$17,300	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023	2022 Budget Explanatory Notes
503		Water Fund - Expenditures						
504		Repairs and Maintenance						
505	20-430-231	Gas/Fuel/Fluids	\$2,500	\$3,132	\$2,500	\$2,500	\$2,500	
506	20-430-232	Vehicle Maintenance	\$600	\$11	\$600	\$2,500	\$2,500	
507	20-430-233	Equipment Maintenance	\$600	\$0	\$10,704	\$2,500	\$5,000	Monthly software support for new itron
508	20-430-234	Well/Plant Maintenance	\$3,000	\$2,971	\$3,000	\$200	\$3,000	Plant - pretreatment/treatment
509	20-430-235	Tires & Chains	\$600	\$1,091	\$600	\$0	\$1,200	
510	20-430-237	Building Maintenance	\$1,000	\$5	\$1,000	\$200	\$1,000	
511	20-430-238	Distribution Line Maintenance	\$25,000	\$14,016	\$25,000	\$20,000	\$25,000	
512	20-430-239	Misc. Maintenance	\$150	\$0	\$150	\$0	\$150	
513	20-430-240	Road Materials	\$3,000	\$0	\$3,000	\$3,000	\$3,000	Road base for use in winter - stored at Public Works yard.
514	20-430-241	Motors & Pumps	\$2,500	\$1,782	\$2,500	\$2,200	\$2,500	
515			\$38,950	\$23,008	\$49,054	\$33,100	\$45,850	
516		Resale Supplies						
517	20-430-251	Resale Parts	\$150	\$0	\$150	\$150	\$150	Parts for new construction meters
518	20-430-252	Resale Meters Expense	\$0	\$9,348	\$0	\$0		Meters & Setters for new construction - Reported on COGS line
519	20-430-253	COGS-Meter	\$5,500	\$0	\$5,500	\$6,000	\$6,000	Financial reporting requirement
520			\$5,650	\$9,348	\$5,650	\$6,150	\$6,150	
521		Purchased Services						
522	20-430-310	Misc Service Fees	\$0	\$0	\$0	\$0	\$0	
523	20-430-311	Postage/Freight	\$1,200	\$1,200	\$1,200	\$1,500	\$1,500	
524	20-430-314	Legal Notices/Ads	\$200	\$0	\$200	\$300	\$300	Publication of CCR
525	20-430-316	Memberships	\$600	\$619	\$600	\$500	\$500	CRWA; American Water Works Association
526	20-430-318	Testing Services	\$3,000	\$1,190	\$3,000	\$3,000	\$3,000	(2) lead/copper; Groundwater source testing rule 3-yr cycle; Also have a 9-yr cycle
527	20-430-319	Miscellaneous Services	\$100	\$0	\$100	\$0	\$100	2019=water tank demo; Includes document recording
528	20-430-320	Telemetry Maintenance	\$2,000	\$2,998	\$2,000	\$1,000	\$1,000	
529	20-430-330	Bank Fees	\$300	\$717	\$300	\$458		Water customer Auto debit fees
530	20-430-321	Computer System Support	\$9,920	\$14,807	\$9,920	\$10,000	\$12,000	20% IT contract; 1/2 Caselle; Itron
531			\$17,320	\$21,531	\$17,320	\$16,758	\$18,400	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
532		Water Fund - Expenditures						
533		Utilities						
534	20-430-341	Electric Utility	\$30,000	\$34,748	\$30,000	\$20,000	\$23,000	
535	20-430-344	Telephone Utility	\$2,000	\$2,432	\$2,000	\$2,200	\$2,500	
536	20-430-345	Natural Gas Utility	\$4,000	\$4,804	\$4,000	\$6,500	\$7,000	
537	20-430-347	Internet Service	\$0	\$0	\$0	\$0	\$0	
538			\$36,000	\$41,984	\$36,000	\$28,700	\$32,500	
539		Professional Services						
540	20-430-351	Legal Services	\$600	\$0	\$600	\$0	\$600	
541	20-430-352	Audit	\$5,100	\$2,600	\$5,100	\$2,800	\$3,000	20% Water; 1/2 of single audit
542	20-430-354	System Analysis/Eng & Survey	\$5,000	\$4,470	\$5,000	\$4,500	\$5,000	
543	20-430-355	State Fees	\$300	\$310	\$300	\$0	\$0	Legislature has not been funding - will catch up soon
544			\$11,000	\$7,380	\$11,000	\$7,300	\$8,600	
545		Other Expenses						
546	20-430-370	Training/Travel	\$2,000	\$5,402	\$2,000	\$1,000	\$2,000	
547	20-430-513	Property/Casualty Insurance	\$13,000	\$11,955	\$13,000	\$15,000	\$20,000	
548	20-430-514	Position Bonds	\$150	\$296	\$150	\$90	\$100	Position Bond
549	20-430-870	Contingency-Operations	\$1,000	\$0	\$1,000	\$0	\$1,000	
550			\$16,150	\$17,652	\$16,150	\$16,090	\$23,100	
551		Water Fund - Expenditures						
552		Debt Service						
553	20-830-640	DWRF Loan - Principal	\$67,247	\$67,247	\$67,247	\$68,598	\$69,977	based on arm schedule of loan
554	20-830-645	DWRF Loan - Interest	\$27,541	\$27,541	\$27,541	\$26,190	\$24,811	based on arm schedule of loan
555			\$94,788	\$94,788	\$94,788	\$94,788	\$94,788	
556		Capital Outlay						
557	20-930-750	Transfer Out (Capital)	\$0	\$0	\$0	\$0	\$0	
558	20-930-994	System Upgrades	\$0	\$0	\$0	\$0	\$0	
559	20-930-995	Capital Contingency	\$1	\$3,621	\$1	\$0	\$0	
560	20-930-996	Capital Lease Purchase	\$0	\$0	\$0	\$0	\$0	
561	20-930-997	Capital Direct Purchase	\$0	\$0	\$0	\$0	\$0	
562	20-930-998	Hydro Power Generator	\$0	\$0	\$0	\$0	\$0	
563			\$1	\$3,621	\$1	\$0	\$0	
564		Total Water Fund Expenditures	\$677,178	\$546,368	\$758,411	\$532,418	\$663,377	
565								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
566		Marina Fund - Revenues						
567	40-344-113	Rentals (Non-Taxable)	\$325,000	\$306,999	\$375,000	\$350,000	\$360,000	Marina sales are dependent on mother nature and staffing
568	40-344-115	Tours	\$65,000	\$64,502	\$65,000	\$50,000	\$60,000	
569	40-344-120	Building Space Rental	\$3,300	\$5,500	\$3,300	\$3,584	\$3,584	Kayak Shak agreement ends 9/2025 and adjusted by CPI
570	40-344-140	Seasonal Slip Rentals	\$0	\$0	\$0	\$0		
571	40-344-145	Kayak Slip Rental	\$4,000	\$1,800	\$4,000	\$3,600	\$3,600	(12) spaces; (2) whole racks for Mtn. Paddlers (\$900 each)
572	40-344-155	SUP Slip Rental	\$900	\$0	\$900	\$900	\$900	
573	40-344-160	Misc Revenue	\$0	\$7,676	\$0	\$115	\$0	
574	40-344-170	Interest Earned	\$4,000	\$1,009	\$1,000	\$2,500	\$4,000	interest rates are picking up
575	40-344-180	Boat Damage	\$1,000	\$750	\$1,000	\$0	\$1,000	
576	40-344-200	Sale of Assets	\$20,000	\$0	\$20,000	\$20,000	\$0	4 boats to sell in 2022
577		Total Revenues	\$423,200	\$388,237	\$470,200	\$430,699	\$433,084	
578								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
579		Marina Fund - Expenditures						
580		Personnel						
581	40-460-100	Gross Wages - Marina	\$57,666	\$62,057	\$64,874	\$65,000	\$71,500	Admin time, Captain full time
582	40-460-103	OT/Comp Time Buyout	\$0	\$3,956	\$0	\$1,200	\$1,500	
583	40-460-105	Bonus	\$600	\$6,150	\$1,000	\$1,000	\$1,000	
584	40-460-110	Gross Wages-Marina PT/Seasonal	\$125,622	\$61,760	\$141,325	\$130,000	\$120,000	Seasonal employees, Admin PT
585	40-460-119	Accrued Leave Expense	\$0	\$0	\$0	\$0	\$0	
586	40-460-130	GLC Membership Benefit	\$0	\$0	\$0	\$0	\$0	
587	40-460-131	Longevity	\$0	\$0	\$0	\$0	\$0	
588	40-460-132	ICMA Town Paid Benefit	\$4,661	\$370	\$5,244	\$0	\$5,720	8% Maximum
589	40-460-133	Health/Dental - Employee	\$16,190	\$13,225	\$15,000	\$15,000	\$17,000	Medical/Dental/Life/Vision assume rates will increase
590	40-460-135	Dep Health/Dental	\$0	\$0	\$0	\$0	\$0	
591	40-460-136	Medical Benefit Allowance	\$1,380	\$689	\$1,449	\$1,200	\$1,200	
592	40-460-141	Unemployment Insurance	\$552	\$1,001	\$621	\$800	\$579	.3% of wages
593	40-460-142	Workers' Compensation	\$9,809	\$10,592	\$11,035	\$11,000	\$20,000	
594	40-460-143	Social Security Match	\$11,690	\$8,072	\$13,151	\$5,000	\$11,966	6.2% of wages + Town ICMA
595	40-460-144	Medicare Match	\$2,734	\$1,918	\$3,076	\$2,000	\$2,799	1.45% of wages + Town ICMA
596			\$230,904	\$169,791	\$256,775	\$232,200	\$253,264	
597		Office Supplies						
598	40-460-211	General Office Supplies	\$875	\$291	\$893	\$500	\$600	
599	40-460-214	Small Equip/Comp Hrdware	\$500	\$79	\$510	\$0	\$500	
600			\$1,375	\$370	\$1,403	\$500	\$1,100	
601		Operational Supplies						
602	40-460-222	Shop Supplies	\$2,500	\$180	\$2,550	\$500	\$2,500	\$500 for normal shop supplies, \$1K for life jackets, \$1K for iPad
603	40-460-223	Boat Supplies	\$2,500	\$1,493	\$2,550	\$2,000	\$2,000	
604	40-460-227	Tools	\$500	\$97	\$510	\$483	\$500	
605	40-460-231	Fuel	\$10,000	\$6,824	\$10,200	\$10,000	\$10,000	Marina vehicle & For refueling rentals, not for resale
606			\$15,500	\$8,595	\$15,810	\$12,983	\$15,000	
607		Repairs and Maintenance						
608	40-460-232	Vehicle Maintenance	\$600	\$2,338	\$612	\$500	\$500	
609	40-460-233	Equipment (Boat) Maintenance	\$15,000	\$12,826	\$15,300	\$15,000	\$15,000	
610	40-460-237	Building/Facility Maintenance	\$1,200	\$275	\$1,224	\$2,000	\$2,000	
611			\$16,800	\$15,440	\$17,136	\$17,500	\$17,500	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
612		Marina Fund - Expenditures						
613		Purchased Services						
614	40-460-312	Computer Services	\$1,500	\$1,222	\$1,530	\$2,000	\$2,000	10% IT contract
615	40-460-314	Ads and Legal Notices	\$2,000	\$3,220	\$2,040	\$1,093	\$2,000	
616	40-460-316	Dues/Memberships	\$275	\$275	\$281	\$275	\$275	
617	40-460-317	Uniforms	\$2,500	\$224	\$2,550	\$1,000	\$1,000	
618	40-460-318	Miscellaneous Services	\$300	\$0	\$306	\$0	\$300	
619	40-460-320	Marketing	\$1,000	\$250	\$1,020	\$275	\$500	
620	40-460-330	Bank/Credit Card Fees	\$13,000	\$10,171	\$13,260	\$5,000	\$7,500	Heartland service fees
621			\$20,575	\$15,363	\$20,987	\$9,643	\$13,575	
622		Permits and Fees						
623	40-460-350	Boat Registration	\$875	\$983	\$893	\$80	\$900	
624	40-460-351	Licenses	\$100	\$0	\$102	\$833	\$100	
625			\$975	\$983	\$995	\$913	\$1,000	
626		Utilities						
627	40-460-341	Electric Utility	\$500	\$788	\$510	\$600	\$800	
628	40-460-342	Sewer Utility	\$400	\$333	\$408	\$550	\$575	
629	40-460-343	Water Utility	\$500	\$735	\$510	\$588	\$588	
630	40-460-344	Telephone/Internet Utility	\$1,400	\$1,426	\$1,428	\$1,000	\$1,200	Includes Cell Phone
631			\$2,800	\$3,282	\$2,856	\$2,738	\$3,163	
632		Professional Services						
633	40-460-355	Purchased Professional Serv.	\$1,000	\$970	\$1,020	\$320	\$500	Background checks
634	40-460-510	Legal	\$0	\$0	\$0	\$0	\$0	
635	40-460-512	Audit	\$1,300	\$1,300	\$1,326	\$1,400	\$1,500	10% Marina
636	40-460-515	Engineering/Survey	\$0	\$0	\$40,000	\$2,500		Engineering for a new seawall and dock system
637			\$2,300	\$2,270	\$42,346	\$4,220	\$2,000	
638		Other Expenses						
639	40-460-301	Contributions	\$0	\$0	\$0	\$0	\$0	
640	40-460-360	Sales Tax	\$25,300	\$0	\$25,300	\$4,469	\$0	
641	40-460-370	Training/Travel	\$600	\$643	\$612	\$0	\$500	
642	40-460-513	Property/Casualty Insurance	\$2,000	\$2,679	\$2,040	\$3,000	\$4,000	expected to increase
643	40-460-514	Position Bonds	\$150	\$235	\$300	\$300	\$300	Cash-handling Marina employees on blanket public employee bond
644	40-460-516	Site Lease	\$1	\$1	\$1	\$1	\$1	Lease of Marina from GF
645	40-460-750	Fireworks	\$26,000	\$34,150	\$33,500	\$60,000	\$45,000	fireworks and barge repair
646	40-460-870	Contingency	\$5,000	\$877	\$5,100	\$454	\$1,000	
647			\$59,051	\$38,584	\$66,853	\$68,224	\$50,801	

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
648		Marina Fund - Expenditures						
649		Capital Outlay						
650	40-960-610	Capital Equipment	\$92,597	\$0	\$130,000	\$125,708	\$0	
651	40-960-750	Capital Contribs (Interfund)	\$0	\$0	\$0	\$0	\$0	
652	40-960-995	Facilities Improvements	\$125,000	\$0	\$150,000	\$60,000	\$80,000	Wall replacement & garage doors
653								
654		Total Marina Fund Expenditures	\$350,280	\$254,678	\$425,161	\$348,922	\$357,403	
655								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	BudgetFY2023	2022 Budget Explanatory Notes
656		Pay-As-You-Throw Fund - Revenues						
657	50-344-110	Bags: Direct Sales (T)	\$4,150	\$2,780	\$4,150	\$4,000	\$4,000	
658	50-344-115	Bags: Vendor Purchase (NT)	\$74,700	\$75,784	\$74,700	\$74,000	\$75,000	
659	50-344-140	Interest Revenue	\$200	\$152	\$200	\$200	\$300	
660		Total Revenues	\$79,050	\$78,715	\$79,050	\$78,200	\$79,300	
661								
662		Pay-As-You-Throw Fund - Expenditures						
663		Operations Supplies						
664	50-470-200	Bags for Resale	\$0	\$0	\$0	\$2,300		WasteZero
665	50-470-250	COGS - Bags	\$6,000	\$2,256	\$6,000	\$6,000	\$6,500	Financial reporting requirement; COGS=Cost of Goods Sold
666			\$6,000	\$2,256	\$6,000	\$8,300	\$6,500	
667		Repairs and Maintenance						
668	50-470-315	Site Maintenance	\$13,000	\$13,238	\$20,000	\$66	\$25,000	PW/Admin staff time
669								
670		Purchased Services						
671	50-470-300	Dumpster Service	\$30,000	\$25,208	\$30,000	\$30,000	\$30,000	
672	50-470-301	Recycling Contribution	\$1,500	\$1,375	\$1,500	\$1,500	\$1,500	
673	50-470-305	Recycling Program	\$5,000	\$0	\$5,000	\$0	\$5,000	
674	50-470-312	Computer Services	\$450	\$0	\$450	\$0		3% IT contract
675			\$36,950	\$26,583	\$36,950	\$31,500	\$36,500	
676								
677		Professional Services						
678	50-470-512	Audit	\$390	\$390	\$390	\$420	\$450	3% of audit
679								
680		Other Expenses						
681	50-470-310	Site Lease	\$1	\$1	\$0	\$0		
682	50-470-320	Business License	\$200	\$0	\$0	\$0		
683	50-470-350	Sales Tax	\$382	\$0	\$700	\$700	\$700	Direct Sales times 9.2%
684	50-470-870	Contingency	\$0	\$0	\$0	\$0		
685			\$583	\$1	\$700	\$700	\$700	
686		Capital Outlay						
687	50-970-750	Capital Contribs (Interfund)	\$0	\$0	\$0	\$0	\$0	
688	50-970-751	Site Improvements	\$15,000	\$0	\$0	\$0	\$20,000	move facility
689		Total Expenditures	\$56,923	\$42,468	\$64,040	\$40,986	\$89,150	
690								

	A	B	C	D	E	F	G	H
1			Budget FY2021	Actual FY2021	Budget FY2022	YTD Estimate ending for FY 2022	Budget FY2023	2022 Budget Explanatory Notes
691		Capital Improvement Fund - Streetscape Project ONLY						
692		Revenues						
693	90-344-110	1% Sales & use tax	\$435,000	\$656,779	\$615,252	\$615,000	\$584,250	1% Sales & MV Use Tax -assume 5 % reduction
694	90-344-140	Interest revenues	\$15,000	\$1,291	\$2,000	\$4,000	\$6,000	interest rates are picking up
695	90-344-300	EV Revenue	\$188,360	\$80,963	\$0			
696	90-344-310	Colorado Tree Co Revenue	\$0	\$1,500	\$1,500			
697	90-344-910	DOLA 2017 Tier II Phase 1	\$0	\$0	\$0	\$0	\$0	
698	90-344-920	DOLA 2017 Tier II Phase 2	\$700,000	\$753,022	\$0	\$0	\$0	
699	90-391-360	Transfer in	\$206,000	\$0	\$0	\$0	\$0	
700		Total Revenues	\$1,544,360	\$1,493,556	\$618,752	\$619,000	\$590,250	
701								
702		Expenditures						
703		Other Expenses						
704	90-431-500	Transfer Out to General Fund	\$0	\$0	\$0	\$0		
705	90-431-870	Contingency	\$1,000	\$250	\$0	\$275	\$300	US Bank fee
706			\$1,000	\$250	\$0	\$275	\$300	
707		Debt Service						
708	90-431-120	Issuance costs	\$0	\$0	\$0	\$0	\$0	
709	90-831-471	Sales tax bonds - principal	\$115,000	\$115,000	\$115,000	\$115,000	\$120,000	based on debit service requirements
710	90-831-472	Sales tax bonds - interest	\$163,950	\$163,950	\$163,950	\$160,500	\$157,050	based on debit service requirements
711			\$278,950	\$278,950	\$278,950	\$275,500	\$277,050	
712								
713	90-431-999	TABOR Emergency Reserve	\$0	\$0	\$0	\$0	\$0	Not required.
714								
715		Capital Outlay						
716	TBD	Pavement					\$263,000	
717	TBD	Boardwalks					\$50,000	
718	90-444-300	EV Expenses	\$207,369	\$108,960	\$0	\$97,630		
719	90-444-310	Colorado Tree Coalition expens	\$0	\$0	\$1,500	\$0		
720	90-931-910	Streetscape	\$0	\$2,135,980	\$165,000	\$88,131	\$0	
721	90-931-912	Streetscape-Maintenance	\$125,000	\$0	\$125,000	\$0	\$0	
722	90-931-915	Streetscape Plan/Project Man	\$420,000	\$0	\$420,000	\$0	\$0	
723	90-931-916	Streetscape- Below Ground	\$296,725	\$0	\$296,725	\$0	\$0	
724	90-931-917	Streetscape-Above Ground	\$766,274	\$8,250	\$766,274	\$0	\$0	
725	90-931-918	Streetscape- Misc.	\$86,731	\$0	\$86,731	\$0	\$0	
726	90-931-919	Streetscape-Landscaping	\$283,065	\$0	\$283,065	\$0	\$0	
727			\$2,185,164	\$2,253,190	\$2,144,295	\$185,761	\$313,000	
728		Total Expenditures	\$2,465,114	\$2,532,390	\$2,423,245	\$461,536	\$590,350	
729								

**A CONTRACT REGARDING THE CONDUCT AND ADMINISTRATION OF A
ELECTION TO BE HELD NOVEMBER 8, 2022**

This Contract ("Contract") is made and entered into as of _____, 2022, by and between Town of Grand Lake, a political subdivision of the State of Colorado, and the Grand County Clerk and Recorder ("County Clerk").

RECITALS AND PURPOSES

A. Pursuant to section 18(2)(a) of Article XIV of the Colorado Constitution and section 29-1-203, C.R.S., the County Clerk (acting with authority from the Grand County Board of Commissioners, pursuant to the County's Policy for the Purchasing of Goods and Services and Contracting) and the Local Government may cooperate or contract with each other to provide any function, service or facility lawfully authorized to each, and any such contract may provide for the sharing of costs, the imposition of taxes, and incurring of debt.

B. The Local Government has called for an election on the same day as the November General election and/or referred a ballot question to the electors of the November General Election ("Election").

C. For purposes of this Contract, and pursuant to section 1-1-104(6.5), C.R.S., "coordinated election" means an election where more than one political subdivision with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the county clerk and recorder is the coordinated election official for the political subdivisions. The County Clerk is the coordinated election official pursuant to section 1-7-116(1), C.R.S. and the County Clerk is the chief designated election official for all coordinated elections pursuant to section 1-1-110(3), C.R.S.

D. Pursuant to section 1-7.5-104, C.R.S., the County Clerk must conduct the Election as an election by mail ballot under the supervision of the Colorado Secretary of State ("SOS") subject to its rules and applicable statutes.

E. Pursuant to section 1-7-116(2), C.R.S., the Local Government and the County Clerk are required to enter into an agreement for the administration of their respective duties concerning the preparation, conduct and actual cost of the Election. The agreement must be signed no later than 70 days prior to the scheduled election.

F. The County Clerk and the Local Government have determined that it is in the best interests of the County and its inhabitants to cooperate and contract for certain services in connection with the Election as outlined below.

G. All parties must adhere to all applicable provisions of applicable law which are necessary or appropriate to the performance of the below duties. All parties will enforce all provisions of the Fair Campaign Practices Act as they may apply to the conduct of the Election.

COVENANTS AND PROMISES

In consideration of the mutual promises and covenants set out in this Contract, the sufficiency of which is acknowledged, the parties agree as follows:

1. **Effective Date, Term and Application.** This Contract is expressly written for the November 8, 2022 General Election and is effective from the date of the last party's execution through December 31 of the year of the Election.

2. **Designated Election Official.** Pursuant to section 1-1-104(8), C.R.S., the Local Government must appoint a designated election official responsible for assuring that the election is held according to Colorado statute. Except with respect to the duties carried out by the County Clerk as outlined below, _____, whose phone number is _____ will act as the Designated Election Official for the Local Government and act as the primary liaison between the Local Government and the County Clerk. The County Clerk, who is the clerk of the BoCC pursuant to section 30-10-402, C.R.S., will also serve as the Designated Election Official for the BoCC.

3. **County Clerk Duties.** The County Clerk will perform the following duties for the Election for the County:
 - 3.1. Notify the Secretary of State ("SOS") no later than one hundred and ten days prior to the Election of the intent to conduct the Election as a mail ballot election. The notification must include a proposed plan for conducting the mail ballot election, which may be based on the standard plan adopted by the SOS. (Section 1-7.5-105(1), C.R.S.)

 - 3.2. Place the ballot content text properly certified to the County Clerk upon the ballot. The County Clerk reserves the right to print the ballot content identifying information on the ballot and the ballot title pursuant to statute, SOS rules, and as may be directed by the SOS.

 - 3.3. Appoint, provide written material to, train and pay a sufficient number of qualified election judges, as required by law.

 - 3.4. Determine appropriate locations for the voter service and polling center locations required for the Election and submit those locations to the Colorado SOS as part of the mail ballot plan. Upon approval of the locations for voter service and polling centers, the County Clerk will ensure that each of those voter service and polling centers meets the requirements set forth in section 1-5-102.9, C.R.S., if applicable, and are open and appropriately staffed for the time periods and hours required by that statute.

3.5. If the Local Government ballot content includes one or more ballot issues under TABOR, then the County Clerk will:

3.5.1. Combine the text of the TABOR Notice produced by the Local Government with those of other districts and local governments to produce a combined Tabor Notice booklet.

3.5.2. Address the booklet to "All Registered Voters" at each address of one or more active registered electors of the Local Government. Nothing herein precludes the County Clerk from sending the TABOR Notice of the Local Government to persons other than electors of the Local Government if such sending arises from the County Clerk's efforts to mail the TABOR Notice booklet at "least cost."

3.5.3. Determine the order that the TABOR Notice submittal of the Local Government and of other jurisdictions will be placed in the TABOR Notice booklet; provided, however, that the materials supplied by the Local Government must be kept together as a group and in the order supplied by the Local Government.

3.5.4. Mail the TABOR Notice booklet, addressed as required by law no later than the date specified for such action in the Election Calendar published by the SOS for the applicable election date.

3.5.5. Provide an office address and telephone number for incorporation into the TABOR Notice. Such information will be agreed upon in writing no later than 42 days prior to the Election. The designated office will be open during the County Clerk's regular business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday.

3.5.6. Write, print, and incorporate any notice to be included in the TABOR Notice booklet that may inform the elector of the voter service and polling center locations and ballot drop-off locations or that may provide other information as may be required by law.

3.6. Post and/or publish any legal notices of the Election as required by law other than notices required to be posted or published specifically for the Local Government's election for which the Local Government is responsible.

3.7. Prepare and coordinate the printing of the ballot packets, which will include the Local Government's ballot content, on State certified hardware and software. The mail-in ballots will have one inch ballot stubs attached.

3.8. Mail all ballots, program voting equipment, and procure other necessary and miscellaneous election supplies.

3.9. Respond to all correspondence and calls that the County Clerk receives that are within the County Clerk's expertise relating to election procedures; refer inquiries

concerning the substance of ballot content or the operations of the Local Government to the Local Government's Designated Election Official.

3.10. Select and oversee the conduct of the Board of Canvassers and the Testing Board. The Board of Canvassers will prepare the Canvass of Votes and the Completion of the Abstract.

3.11. Notify the Local Government of the dates, times, and place of the Logic and Accuracy Tests (LAT) and the Risk Limiting Audit.

3.12. Contact the news media (newspaper and radio) regarding the date, time and place of the LAT.

3.13. Prepare and run the required LAT. The County will make the determination of who attends the LAT.

3.14. Provide voter registration lists as necessary for the procedures for processing ballots and determining voter eligibility.

3.15. Use the County's electronic/mechanical vote counting equipment to process the counting of ballots. The County Clerk will determine the location of vote counting equipment as required by law.

3.16. Process the unofficial results of the Election at the Grand County Courthouse. The unofficial results will be emailed to the Local Government if the Designated Election Official is not present at the Courthouse.

3.17. Defend and resolve at the sole expense of the County all election challenges and costs associated with a recount that is not in any way associated with the Local Government or any other jurisdiction for which the Election is being held.

3.18. Allow poll watchers in accordance with applicable law.

3.19. Securely store all election materials as required by applicable law, including but not limited to unissued, voted returned and returned unvoted ballots for the period of time required by the Colorado Revised Statutes, except for any Election supplies and materials as the County Clerk may designate for the Local Government to store.

3.20. Invoice the Local Government for all applicable charges and expenses.

4. Local Government Duties. In consideration of the foregoing, the Local Government agrees to perform the following tasks and activities:

4.1. Obtain and provide to the County Clerk no later than eighty (80) days prior to the Election all required voter registration lists for the Local Government.

4.2. Obtain, provide, and certify to the County Clerk by September 9, 2022 all required land owner lists for the Local Government. (If applicable)

4.3. Provide the County Clerk with a certified copy of the ordinance or resolution stating that the Local Government will participate in the Election in accordance with the terms and conditions of this Contract. The ordinance or resolution must authorize the presiding officer of the Local Government or other designated person to execute this Contract.

4.4. Post and/or publish any legal notices of the Local Government's election as required by law.

4.5. Accept the location of the voter service and polling centers and ballot drop-off locations established by the County Clerk. If requested by the County Clerk, the Local Government will also provide a secure ballot drop-off location at the Local Government's office or other location mutually acceptable to the County Clerk and the Local Government.

4.6. No later than September 9, 2022 at 5:00 pm. certify the ballot content and certify the order in which ballot content will appear by submitting same in WORD format to the County Clerk via email attachment with receipt confirmed by the County Clerk or County Election Deputy. The certified ballot text will be final and the County Clerk will not be responsible for making any changes after the certification, except those prescribed by statute. The Local Government's Designated Election Official must sign the certification.

4.7. If the Local Government ballot content includes one or more ballot issues subject to TABOR, then the Local Government will:

4.7.1. Prepare the text of the TABOR Notice. The TABOR Notice (as described below) must be submitted to the County Clerk at least forty-three days before the Election (no later than September 26, 2022 at 5:00 p.m.) pursuant to section 1-7-904, C.R.S. Such notice must be provided to the County Clerk in WORD format via email attachment with receipt confirmed by the County Clerk or County Election Deputy. The TABOR Notice will include:

4.7.1.1. Fiscal information as required by law;

4.7.1.2. Two summaries, one for and one against the proposal, of written comments filed with the Local Government's Election Officer by noon on the Friday before the forty-fifth day before the election (no later than September 23, 2022).

- 4.7.2. Include within its TABOR Notice, ballot titles in the order of preference.
- 4.7.3. All pros and cons regarding the Local Government election will be filed with the Designated Election Official for the Local Government and be available for public inspection.
- 4.7.4. Proofread and approve the TABOR notice content for printing within four (4) hours of receipt of the County Clerk's request for proofing.
- 4.7.5. Incorporate a local election office address and telephone number into its TABOR notice. Such local election office and telephone must be open during the County Clerk's regular business hours.
- 4.8. Review, proofread, and approve the layout, format, and text of the official ballot and provide written notice acknowledging the layout and text of the sample and official ballots no later than September 19, 2022 (50 days prior to the date of the election) or within four (4) hours of receipt of the ballot proofs from the County Clerk, whichever occurs first.
- 4.9. Ensure that the Local Government's Designated Election Official is readily available for the purposes of consultation and decision-making on behalf of the Local Government and for receiving and timely responding to inquiries made by voters or others interested in the Local Government's election.
- 4.10. Provide a representative who is a registered voter in Grand County to serve as a member of the Board of Canvassers, to view the Logic and Accuracy Tests **tentatively** scheduled for September 21, 2022 the Risk Limiting Audit, and to participate in a recount, if required.
- 4.11. In the event the Local Government requires an Abstract separate from the Canvass of Votes and the Completion of the Abstract prepared by the Board of Canvassers, the Local Government will provide the County Clerk the required forms prior to November 28, 2022, the date by which the Board of Canvassers will prepare the Canvass of Votes and the Completion of the Abstract, provided all Provisional Ballots have been processed and counted.
- 4.12. Pick up election materials from the County Clerk when requested following the Election.
- 4.13. Store all Election materials, not stored by the County Clerk, for that time required by the law.
- 4.14. Issue Certificates of Election of ballot content upon receipt of the official results from the County Clerk. Any additional Certificates of Election which are required by law to be forwarded to another division of government is the responsibility of the Local Government.

4.15. Pay all election costs outlined in this Contract within 30 days of receipt of a statement from the County Clerk and promptly pay Local Government's prorated share of all other election costs, including miscellaneous election supplies, mailing ballot envelopes, secrecy sleeves, etc.

5. Cancellation of Election by the Local Government. If the Local Government resolves not to hold its election, then notice of such resolution must be provided to the County Clerk immediately. The Local Government will promptly pay the County Clerk its pro rata share of the full actual costs of the activities of the County Clerk relating to the Election incurred before and after the County Clerk's receipt of such notice. In the event that the Local Government resolves not to hold the election after the last day for the Local Government's Designated Election Official to certify the ballot order and content to the County Clerk, the text provided by the Local Government cannot be removed from the ballot and/or the Ballot Issue Notice (TABOR Notice). The Local Government will publish notice of such cancellation or withdrawal of ballot content in accordance with applicable law.

6. Estimated Cost.

6.1. The County will be responsible for the salary of the County Clerk and permanent Election Deputies, except as otherwise specified in this Contract.

6.2. The Local Government will be responsible for all expenses solely related to the Local Government for the preparation, conduct and conclusion of the Election or cancellations relating to the Local Government's participation in the Election.

6.3. In the event of a recount concerning only Local Government election ballot content, the Local Government will bear all costs associated with a recount, depending on the type of recount. If a recount involves in addition to the Local Government, the County and/or other jurisdictions, the Local Government will pay its pro rata share of costs for the recount.

6.4. All other expenses incurred to carry out the above duties unless otherwise specified, including expenses of election judges, technical personnel, Board of Canvassers and Testing Board, printing of ballots, mailing of ballots and TABOR notices, miscellaneous election supplies, mail ballot envelopes, secrecy sleeves, etc., will be shared as a prorated expense among the County, the Local Government and any other jurisdiction participating in this Election. The rough estimated cost of the Election for the Local Government is \$8.00 per registered voter. It is understood and agreed that the cost of the Election to each jurisdiction may vary and each jurisdiction may incur a greater or lesser expense than the estimated cost, depending on the number of jurisdictions participating in this Election.

7. Notices. Any and all notices required to be given by this Contract are deemed to have been received and to be effective: (1) three days after the same have been mailed; or (2) immediately upon hand delivery. Notices will be addressed as follows:

County Clerk:
Grand County Clerk & Recorder
Attention: Sara Rosene
PO Box 120
Hot Sulphur Springs, CO 80451

Local Government:
Attention:

8. Limit of Liability. In the event a court of competent jurisdiction finds the election for the Local Government was void or otherwise fatally defective as a result of the sole breach or failure of the County Clerk to perform in accordance with this Contract or laws applicable to the Election, the Local Government will be entitled to recover expenses or losses caused by such breach or failure up to the maximum amount paid by the Local Government to the County Clerk under this Contract. In no event will the County Clerk be liable for any expenses, damages or losses in excess of the amounts the Local Government paid under this Contract. This remedy is the sole and exclusive remedy for the breach available to the Local Government under this Contract.

9. Timeframes. Time is of the essence under this Contract. The statutory time frames or requirements of applicable law apply to the completion of any duties or tasks required under this Contract.

10. Amendment. This Contract may be amended only in writing signed by the parties.

11. Integration. The parties acknowledge that this Contract constitutes the sole agreement between them relating to the subject matter hereof and that no party is relying upon any oral representation made by another party or employee, agent or officer of that party. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect. This Contract fully supersedes any previous agreements between the parties with respect to the subject matter.

12. Conflicts of this Contract with the Law, Impairment. In the event that any provision in this Contract conflicts with the law, this Contract will be modified to conform to such law or resolution.

13. Third Party Beneficiary. The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement, are strictly reserved to the County Clerk and the Local Government, and nothing contained in this Contract gives or allows any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this Contract that any person receiving services or benefits under this Contract be deemed an incidental beneficiary only.

14. No Waiver. No waiver of any of the provisions of this Contract constitutes a waiver of any other of the provisions of this Contract, and no such waiver constitutes a continuing waiver, unless otherwise expressly provided in this Contract, nor will the

waiver of any default under this Contract be deemed a waiver of any subsequent default.

15. Appropriation. The Parties' obligations under this Contract outside the current fiscal year are conditioned on the prior appropriation of good and sufficient funds for such purpose, pursuant to section 29-1-110, C.R.S. The Parties affirmatively assert that each has budgeted sufficient funds for its obligations under this Contract for the year it was executed.

County Clerk:

Local Government

Sara L. Rosene
Grand County Clerk and Recorder
T: 970-725-3110
Fax : 970-725-0100
Date: _____

By: _____
Title: _____
T: _____
Fax: _____
Date: _____

Date: September 12th, 2022

To: Mayor Kudron and the Board of Trustees
From: Kim White, Community Development Director

RE: Request to Allow a Variance to Street Development Policies, Standards, and Specifications 11-2-6 for Access to Lots 9-11, Block 36, Town of Grand Lake



The Board should first determine if they would opt to hold a Public Hearing:

Planning Commission held a public hearing on August 3rd, 2022 and motioned to recommend the approval of Planning Commission Resolution 10-2022 allowing the driveway variance with conditions.

Purpose:

To request certain variances to Driveway standards to permit access to lots 9-11, Bl 36, Town of Grand Lake. The Applicant has asked to create a driveway off the 2016-approved “service” road. The driveway does not meet all of the requirements of the Town Code and thus the following variances have been requested for this item:

- Private driveway for 3 lots - exceeds the maximum allowable two (2) single family residences via one access.
- Private driveway to be at 10% max grade - exceeds allowable first 25’ of drive at 4% and remainder of drive to be at 10%
- Grade of ditch at 2:1 - exceeds the max of 3:1.
- Driveway to access through side yards- a 25’ separation of driveways is required by the code, unless lot conditions make it impossible.
- 150’ long drive requires an emergency vehicle turn around.

Background:

June 23, 2017- Letter of intent to build the Lake avenue “service” road was sent to Town of Grand Lake Planning office stating that the “service” road was approved in 2016 and plans for the construction of the road and future log homes.

Spring 2017- construction began on the road, utilities were installed. It was noted during construction that the grade was too steep from the “service” road to enter the lots 9 & 10 from the south.

October 18, 2017 – Planning Commission directed staff to discuss best way to proceed with the applicant in order to access lots 9-11, Bl 36. The applicant requested the 2016 “service road” variance to be changed to add the driveway access from Walden St.

Sept, 13th, 2019 – Planner Shull emailed Mr. Jenkins and stated that Mr. Jenkins chose to put off construction of Lake Ave in lieu of working on the Gateway Inn, and that he had not had discussions with Mr. Jenkins on driveway access plans.

July 20th, 2022 – Planning Commission discussed the current status of the 2016 variance and tabled the motion until August 17th, 2022 to determine the status. The Commission requested that the applicants prepare the following items:

- Update the signatures on the variance and easement documents for the Lots 9-12, Bl 36, ToGL.
- The applicants agree to provide a new survey of the road (centerline and up through the lots) prior to receiving a building permit.
- Provide existing condition photos during the permitting process.
- Provide an updated timeline for completion once the permit is approved.

Per the Town Attorney, as long as the original conditions of the 2016 Variance are met, the Town will consider the 2016 variance executed.

July 20th, 2022- Public Hearing for a variance request to allow certain driveway parameters. Motion to table the vote until August 17th, 2022 when applicant could update the following:

- Driveway access easement agreement to be drafted for recording (ie. Lot 9 gives permission for lot 10 and 11 to access, and lot 10 gives lot 11 access)
- Update the resolution to equip structures with fire suppression systems.
- Include requirement for improved erosion control, geogrid system to stabilize the 2:1 slope and revegetate.

The draft resolution 10-2022 from 7/20/2022 has been updated to include the items requested by the PC.

August 3rd, 2022, Planning Commission motioned to recommend the approval of the variance request for the 3 driveways, due to geographic hardship, with conditions listed in PC resolution 10-2022.

Municipal Code:

Municipal Code 11-2-11 [Street Development Policies, Standards, and Specifications Variance Request] Hardships for Consideration states:

(B) Variances from [these standards] shall be reviewed by the Planning Commission at a Public Hearing and make a recommendation to the Board of Trustees.

*(C) The Board of Trustees shall grant no variance without first receiving a recommendation from the Planning Commission. **The Board may opt to hold a Public Hearing before granting the***

variance.

(D) Variance requests will only be granted if the applicant can demonstrate all of the following:

- 1. That by reason of exceptional shape, size or topography of lot, or other exceptional situation or condition of the building or land, practical difficulty or unnecessary hardship would result to the owners of said property from a strict enforcement of these Regulations;**
- 2. That literal interpretation of the provisions of these Regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of these Regulations.**
- 3. That the special conditions and circumstances do not result from the actions of the applicant;**
- 4. That granting the variance request will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district;**
- 5. That the granting of the variance does not pose a detriment to the public good and does not substantially impair the intent and purpose of the Zone Plan and these Regulations.**

Staff Comments:

- The applicant has addressed all 5 hardship items:
 - There is major hardship for the topography of these lots as per access to the lots.
 - The literal interpretation of the code will deprive the applicant of rights commonly enjoyed by others, specifically access to the lots 9-11, Bl 36.
 - If future landowners propose to gain access to other lots in this area, similar access questions would be reviewed.
 - Granting the variance does not substantially impair the intent and purpose of the Zone plan, however it is unknown if it poses a detriment to the public good, due to the shoulder grade of 2:1.
- The applicant has previously been granted a variance to build a “service” road adjacent to the southern edge of his lots 9-11, Bl 36, but it did not include these driveways. The 2016 variance required drainage easement and construction easement documents to be signed and recorded.
- The applicant has agreed to equip structures with fire suppression systems.
- The applicant has agreed to provide improved erosion control, geogrid system to stabilize the 2:1 slope and revegetate.
- The applicant has agreed to provide a new survey of the road (centerline and up through the lots)
- The applicant has agreed to provide existing condition photos.
- The applicant has agreed to provide an updated timeline for completion.
- The retaining walls proposed on the southern edge of the continuous driveway is stated to not be greater than 4’, which is allowed by code.
- The private driveway code stated that the drives are recommended to allow access to no more than 2 properties. An easement agreement should be required to run with the land for future landowners to understand the shared driveway.
 - The applicant has agreed to have access easement agreements to be drafted for recording (ie. Lot 9 gives permission for lot 10 and 11 to access, and lot 10 gives lot 11 access)

Suggested Motion:

1. Recommend granting the variance as presented by adopting the resolution; or
2. Recommend granting the variance with certain conditions, by adopting the resolution with modifications; or,
3. Recommend denial of the variance request; or,
4. Continue to a date certain for the applicant to revise their application.

**TOWN OF GRAND LAKE
PLANNING COMMISSION
RESOLUTION NO. 10 – 2022**

**A RESOLUTION RECOMMENDING TO GRANT CERTAIN VARIANCES TO MUNICIPAL CODE
11-2-6 STREET DEVELOPMENT POLICIES, STANDARDS, AND SPECIFICATIONS
LOCATED AT LOTS 9-11, BLOCK 36 TOWN OF GRAND LAKE**

WHEREAS, Thomas Jenkins (the “Applicant”) is the owner of certain real property within the Town of Grand Lake (the “Town”), specifically, lots 9, 10, and 11, Block 36 of the Town of Grand Lake (collectively the “Property”); and

WHEREAS, the Town received a Variance Request Application (the “Application”) on June 27th, 2022; and,

WHEREAS, the Applicant is requesting vehicular access to vacant parcels described as Lots 9-11, Block 36 (the “Property”); and

WHEREAS, the Town has previously adopted Municipal Code 11-2-6 Street Development Policies, Standards, and Specifications (the “Road Standards”); and

WHEREAS, the Town Planning Commission (the “Commission”) adopted Resolution 05-2005 which granted certain variance to the Town Municipal Code; and

WHEREAS, the Applicant is requesting several variances to the Road Standards as depicted in their Application; and

WHEREAS, the Municipal Code 11-2-11(C) states:
Variances from [these standards] shall be reviewed by the Planning Commission at a Public Hearing and make a recommendation to the Board of Trustees; and

WHEREAS, the Commission reviewed the Application at a Public Hearing on June 1st, 2016; and

WHEREAS, the Commission continued review until the Applicant could revise their Application; and

WHEREAS, the Applicant revised their Application to conduct the improvement in the form of a “design build” which requires construction of the roads and driveways to be built in the field and without detailed construction plans (the “Revised Application”); and

WHEREAS, the Commission reviewed the Revised Application at a Public Hearing on August 17th 2016; and

WHEREAS, the Commission continued review until the Applicant could revise their Application; and

WHEREAS, the Commission reviewed the Revised Application at a Public Hearing on October 5th, 2016; and

WHEREAS, the Commission motioned to approve the Revised Application with plans dated September 23rd, 2016 with the following conditions:

1. A maximum 15% grade for the frontage road.
2. The frontage road servicing a maximum of four (4) residential lots.

- 3. The frontage road may exceed the longitudinal intersection grades of 4% for the first 25 feet.
- 4. Full plans be developed and approved by Staff before going to the Board of Trustees;
- 5. Drainage easements and grading easements shall be obtained prior to Board of Trustee review.
- 6. Any other standards be met in order for a Right of Way Permit to be issued.; and,

WHEREAS, the Board of Trustees approved the 2016 Revised application on November 7, 2016 subject to the conditions set forth by the Planning Commission; and

WHEREAS, the Applicant delayed completion and fulfillment of the conditions of the Revised Application and resubmitted the Revised Application to Town Staff for consideration and approval; and

WHEREAS, the Commission reviewed the Application for a Variance to Street Development Policies, Standards, and Specifications at a Properly Noticed Public Hearing on July 20th, 2022; and

WHEREAS, the Commission continued the review of the Revised Application to its August 17, 2022 meeting.

NOW THEREFORE BE IT RECOMMENDED BY THE PLANNING COMMISSION OF THE TOWN OF GRAND LAKE, COLORADO,

THAT, the Commission has reviewed the Application and determined that all five (5) hardships as required by 11-2-11(d) of the Town Code have been met by the Applicant; and,

THAT, the Applicant will submit required, executed, and recorded drainage and grading easements from the 2016 Variance prior to proceeding with the construction of the Lake Ave. "Service" Road and Access to Lots 9-11, Block 36, Town of Grand Lake; and,

THAT, the Commission hereby forwards the following favorable recommendation for granting certain variance to the Road Standards:

- 1. A shared driveway is permitted for access to Lots 9-11, Block 36. The location of the driveway shall approved by the Public Works Director prior to construction.
- 2. Access radius must be shown on plan and not be less than 10% for inner radius
- 3. A maximum driveway grade of 10% may be used for Lots 9-11, Block 36 for single family residential uses only.
- 4. The use of driveway entrance grades exceeding 4% within the first 25 ft while maintaining a low point.
- 5. Ditch grade of 2:1 is permitted subject to approved erosion control and revegetation plan by Staff and Public Works.
- 6. Driveway access through side yards for lots 9-11, Block 36, Town of Grand Lake.
- 7. Dead-end driveway at lot 11 acceptable, subject to approval by Grand Lake Fire Department, and any dwelling constructed on lots 9, 10, or 11 shall have internal fire suppression equipment, such as sprinklers, acceptable to the Town Planner.
- 8. The applicant complies with all other federal, state, and local regulations including but not limited to obtaining an approved right of way permit and/or grading permit.
- 9. Full plans be developed and approved by Staff before going to the Board of Trustees;
- 10. Town Manager may, at his sole discretion may stop the project and require roadway and driveway plans and profiles to be reviewed and approved by a Colorado Registered Professional Engineer selected by the Town at Applicants expense.
- 11. At the completion of the improvements the Applicant provide the Town with As-Built Drawings to the Town.
- 12. Using **Exhibit A** as a guide, the Public Works Director, at his sole discretion, may approve the As-Built

Drawings.

- 13. In recommending these variances, the Planning Commission reserves its right, however shall not be required under any circumstances, to approve acceptance of maintenance for the Lake Avenue right of way adjacent to Block 36 as well as the Walden Street right of way adjacent to Lot 14, Block 43 as outlined in Municipal Code 11-2-9 Acceptance Procedures and Requirements.

THAT, the Commission understands field adjustments may be required to meet the above conditions and Municipal Code.

THAT, the Applicant shall have two (2) years to complete construction of the approved Application, and must return to Planning Commission for approval of additional time to complete the project.

THAT, prior to commencing work on the Application, the Applicants shall provide security in a form acceptable to the Town for the cost of 115% of the total cost of the project.

THAT, the Applicant must obtain and record with the Clerk and Recorder of Grand County, Colorado a Variance Acknowledgment form, Drainage Easement, Access Easement, and Temporary Construction Easement acceptable to the Town of Grand Lake Planner, and executed by the owner of Lots 9, 10, 11, and 12.

THAT, the Applicant will increase the erosion control by use of geogrid system to stabilize the 2:1 slope and revegetate the same.

THAT, the Applicant will provide the Town Planner with an updated survey of the improvements to show existing conditions of any area affected by any variance requested in conjunction with the property or access to the property.

DULY MOVED, SECONDED AND ADOPTED BY THE PLANNING COMMISSION OF THE TOWN OF GRAND LAKE, COLORADO THIS 17th Day OF AUGUST, 2022.

(S E A L)

Votes Approving:
 Votes Opposed:
 Votes Abstained:
 Votes Absent:

ATTEST:

TOWN OF GRAND LAKE

 Alayna Carrell,
 Town Clerk

 James Shockey
 Planning Commission Chairman



Town of Grand Lake

Planning Department

• P.O. Box 99 • 1026 Park Avenue • Grand Lake, CO 80447
• Phone: 970-627-3435 • Fax: 970-627-9290
glplanning@townofgrandlake.com • www.townofgrandlake.com

LAND USE REQUEST APPLICATION

PROPERTY LOCATION:

Street Address: _____
Legal Description: Lot 9, 10, & 11 Block 36 Subdivision Grand Lake
Existing Use of Property: Vacant Land

PROPERTY OWNER INFORMATION:

Name: Thomas H. Jenkins Email: tom@gatewayinn.com
Mailing Address: PO Box 1155 Phone: 303-242-9575
City: Grand Lake State: CO Zip: 80447 Fax: _____

APPLICANT INFORMATION:

Is the Applicant the Property Owner? YES NO

Name: _____ Email: _____
Mailing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Fax: _____

TYPE OF REVIEW (Check all that apply):

- New Planned Development
- Change to a non-conforming Use/Structure
- Annexation
- New Subdivision
- Conditional Use Permit
- Existing Subdivision Plat Amendment
- Existing Subdivision Plan Amendment
- Redevelopment
- Other: Roadway Specification 11-2-4(D)(3)
- Special Use Permit

REQUEST (Brief Description):

Request Variance for road grade above 8% and approve triple driveway. This is because the existing terrain is too steep.

REQUIRED INFORMATION CHECKLIST:

- Site Plan (showing dimensions to existing and proposed features, locations of specific activities, proposed and existing signage, parking, ingress and egress points, traffic circulation, utilities, drainage features, and property lines)
- Statement of Authority (If applicable. Required for representatives of entities and property owners.)
- Property Survey
- Agreement for Services Form
- Application Deposit (See Fee and Deposit schedule for amount)
- Additional Information (If applicable. Staff may require other helpful information for review.)

AFFIDAVIT:

BY MY SIGNATURE, I attest that the information contained or attached to this application is true and correct to the best of my knowledge. I further understand that submission of false or misleading information shall be sufficient cause for this application to be denied or may delay review by the Town.

Print Name: Thomas H. Jenkins

Signature: *Thomas H. Jenkins* Date: 07/12/2022

STAFF USE ONLY

Application Received By: kwhite Date & Time: 7/12 4:15p
File Name: _____ Deposit: YES NO Amount: \$ 250

Town of Grand Lake
1026 Park Avenue
PO Box 99
Grand Lake, CO 80447

Thomas H. Jenkins &
Deborah K. Jenkins
207 Bella Vista Court
PO Box 1155
Grand Lake, CO 80447

Date July 17th, 2022

Re: Variance Request for access to Lots 9, 10, & 11 on Block 36 using Lake Avenue

Dear Town of Grand Lake:

We are writing this letter to request variances which would allow us to access and build upon our properties located at lots 9, 10, & 11 in Block 36 using a small access or service road to Lake Avenue. One of the problems we face is the topography of the hillside which makes access to these properties very difficult. It would be impossible to access these properties without a road exceeding the maximum 8% grade requirement. Furthermore, we are also requesting that the driveways from all three properties share a single triple driveway.

We have done nothing to cause these issues. The problems we face accessing these properties is purely caused by the shape of the mountain and there is no other way we can find to gain access to our properties other than by making these variance requests.

What we are requesting is similar to many other properties in Grand Lake which sit on steep hillsides and needed a steeper road grade than what is specified in the requirements. There are also many other properties which share driveways to three or more homes, making this a fairly common request as well.

We are not asking for any special privilege. We are just asking for a variance similar to what has been granted many times to other properties within the town.

The granting of these variances does not pose a detriment to the public good and does not substantially impair the intent and purpose of the Zone Plan and these Regulations.

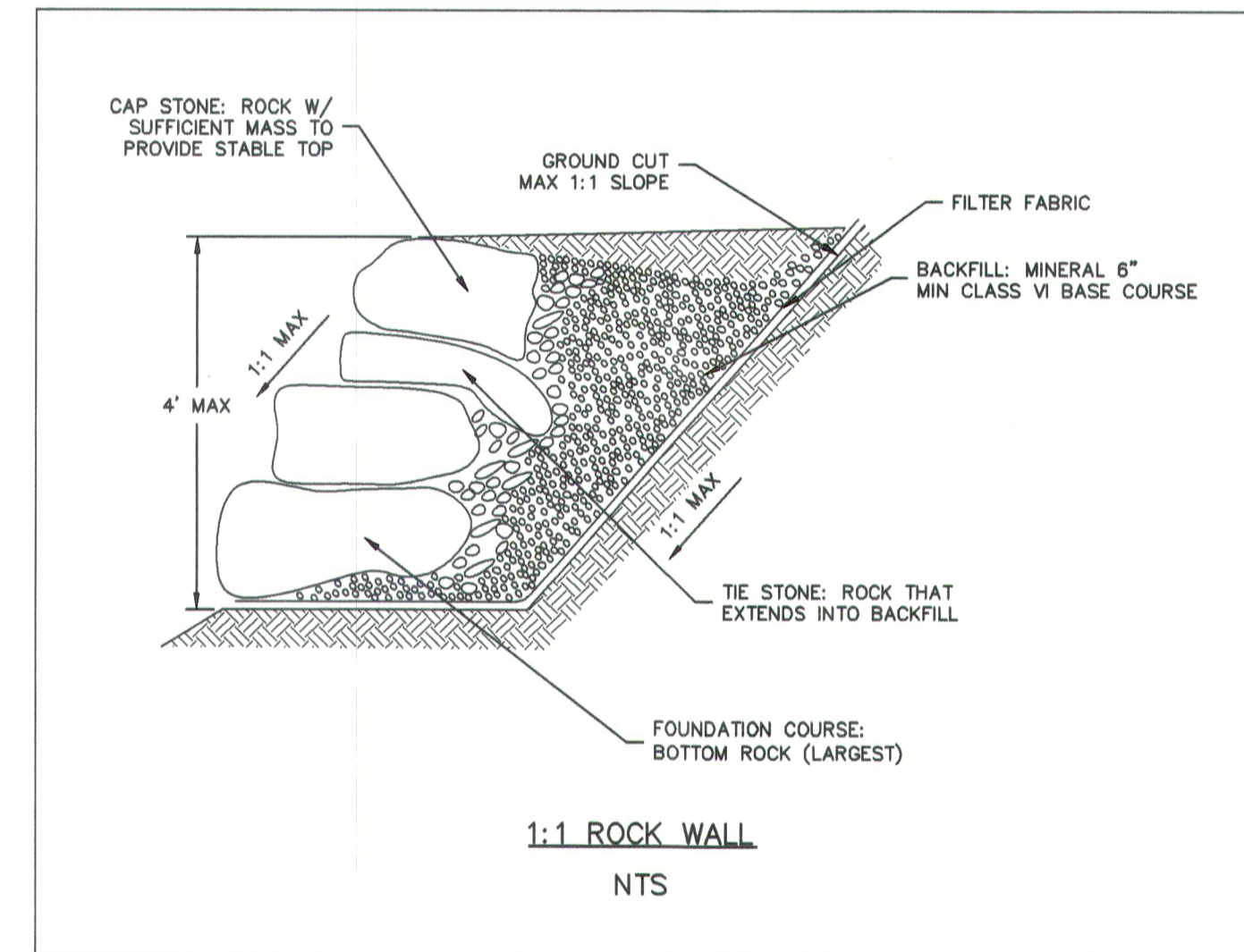
Respectfully,


Thomas H. Jenkins


Deborah K. Jenkins

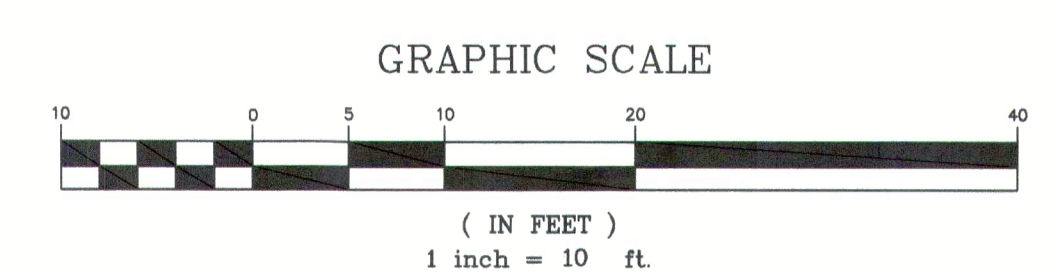
NOTES:

1. THE CONTRACTOR SHALL OBTAIN, AT HIS EXPENSE, ALL PERMITS WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK AND SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS
2. ALL BACKFILL MATERIAL SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY IN ROADS AND 90% STANDARD PROCTOR DENSITY IN OPEN SPACE.
3. THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITION AT AND ADJACENT TO THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND IS NOT LIMITED TO NORMAL WORKING HOURS.
4. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNER, DEVELOPER, ENGINEER OF ANY PROBLEM IN CONFORMING TO THE APPROVED PLANS FOR ANY ELEMENT OF THE PROPOSED IMPROVEMENTS PRIOR TO ITS CONSTRUCTION.
5. LIMITS OF DISTURBANCE: NO AREAS SHALL BE DISTURBED OUTSIDE OF THE LIMITS OF DISTURBANCE. SURFACE DISTURBANCE SHALL BE LIMITED TO THE EXTENTS OF THE PROPOSED GRADING SHOWN ON THIS PLAN SET.
6. LIFTS IN FILL AREAS SHALL NOT EXCEED 8 INCHES IN COMPACTED DEPTH. FINISHED SLOPES ADJACENT TO PROPOSED AND EXISTING ROADS MUST BE 2:1 OR FLATTER.
7. THE CONTRACTOR SHALL PREVENT SEDIMENT, DEBRIS AND ALL OTHER POLLUTANTS FROM ENTERING THE ADJACENT WATERWAYS, PONDS, WETLANDS, ETC. DURING ALL DEMOLITION, EXCAVATION, TRENCHING, BORING, GRADING OR OTHER CONSTRUCTION OPERATIONS THAT ARE PART OF THIS PROJECT. THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR REMEDIATION OF ANY ADVERSE IMPACTS TO ADJACENT WATERWAYS, PONDS, WETLANDS, ETC., RESULTING FROM WORK DONE AS PART OF THIS PROJECT.
8. UTILITY CONFLICTS: ALL EXISTING UTILITIES SHOWN WERE COMPILED USING THE BEST AVAILABLE INFORMATION AND FIELD OBSERVATION. BOWMAN CONSULTING INC. DOES NOT GUARANTEE THE LOCATION OF UNDERGROUND UTILITIES SHOWN HEREON. CONTRACTOR TO BE RESPONSIBLE FOR FIELD VERIFYING THE LOCATION OF ALL EXISTING UTILITIES, INCLUDING THOSE NOT SHOWN OR SHOWN INCORRECTLY ON THE PLANS. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED IN A TIMELY FASHION TO THE SATISFACTION OF THE APPROPRIATE GOVERNING AGENCY AND THE OWNER OF THE IMPACTED UTILITY AT THE CONTRACTOR'S EXPENSE.
9. THE CONTRACTOR SHALL CONTACT THE UTILITY NOTIFICATION CENTER OF COLORADO AT 1-800-922-1987 AT LEAST 2 BUSINESS DAYS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ACTIVITIES WITH ANY AFFECTED UTILITY COMPANY.
10. CONTRACTOR SHALL REFERENCE TOWN OF GRAND LAKE STANDARD DETAILS, CDDT M&S STANDARDS, AND URBAN DRAINAGE AND FLOOD CONTROL DISTRICT MANUALS FOR CONSTRUCTION DETAILS.



Know what's below.
Call before you dig.

LEGEND	
	EXISTING CONTOUR
	PROPOSED CONTOUR
	PROPOSED FINISHED GRADE ELEVATION
	LIMITS OF DISTURBANCE
	PROPERTY LINE
	EXTENDED FOUNDATION
	STRAW WATTLE
	STRAW WATTLE INLET PROTECTION
	PERIMETER PROTECTION (SILT FENCE/STRAW WATTLE)



REVISION	DATE	DESCRIPTION

GRADING PLAN

GRAND LAKE - LAKE AVENUE IMPROVEMENTS

GRAND COUNTY

DESIGN	DRAWN	CHKD
CAV	CAV	TG
SCALE	H: 1" = 10' V:	
JOB No.	020234-01-001	
DATE:	10/6/17	
SHEET	C0-01	

CONSTRUCTION PLANS

FRONTAGE ROAD IMPROVEMENTS

AT LAKE AVENUE

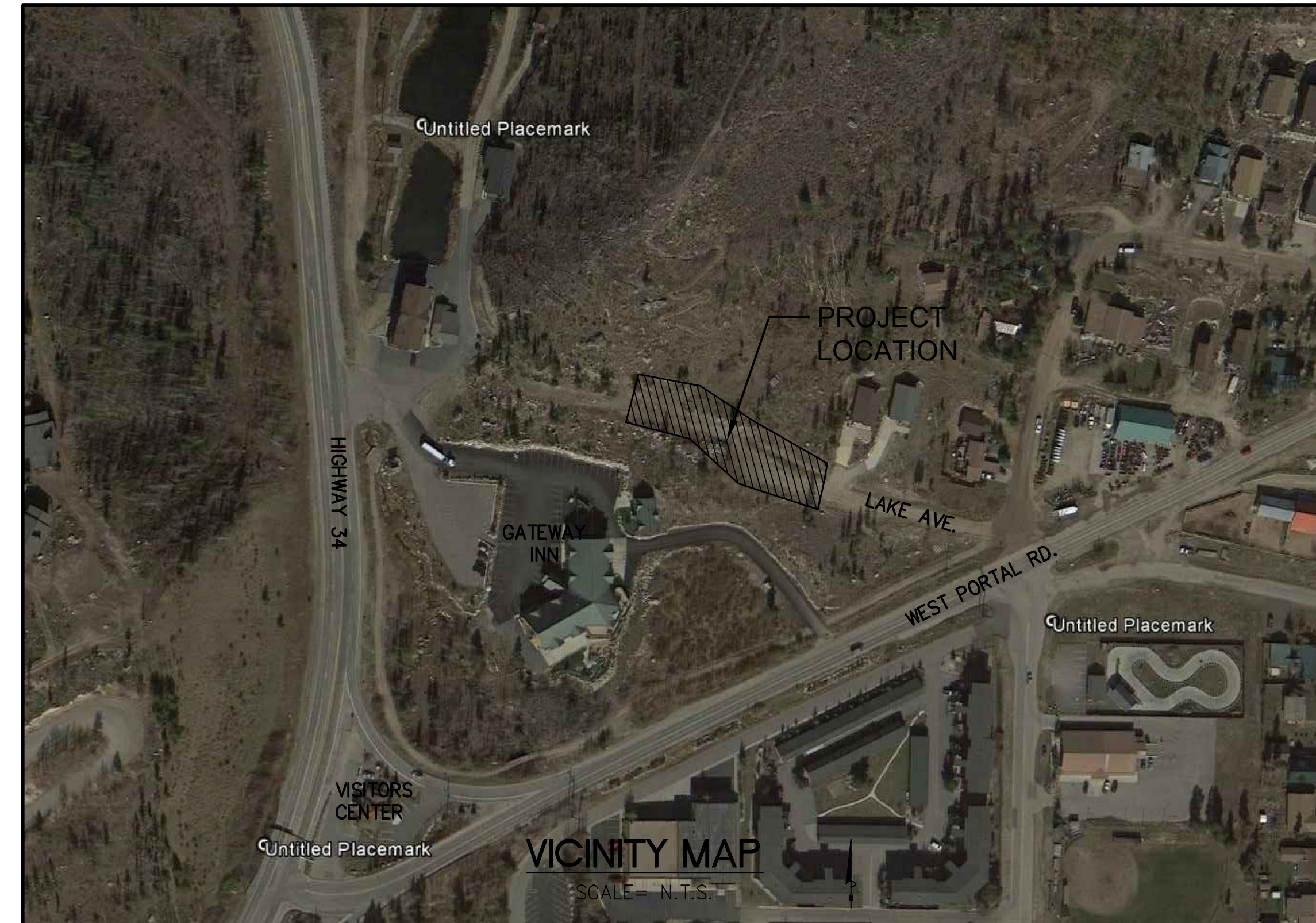
A PART OF SECTION 6,
TOWNSHIP 3 NORTH, 75 WEST, OF THE 6TH. P.M.
TOWN OF GRAND LAKE, COUNTY OF GRAND, STATE OF COLORADO

GENERAL NOTES:

- ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION OF PUBLIC IMPROVEMENTS SHALL MEET OR EXCEED THE STANDARDS AND SPECIFICATIONS FROM THE TOWN OF GRAND LAKE, THE THREE LAKES WATER AND SANITATION DISTRICT, AND APPLICABLE STATE AND FEDERAL REGULATIONS. WHERE THERE IS CONFLICT BETWEEN THESE PLANS AND THESE STANDARDS OR ANY APPLICABLE STANDARDS, THE HIGHER QUALITY STANDARD SHALL APPLY. WORK SHALL BE INSPECTED AND APPROVED BY THE TOWN OF GRAND LAKE.
- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE.
- THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PERTINENT LOCATIONS AND ELEVATIONS, ESPECIALLY AT CONNECTION POINTS AND AT POTENTIAL UTILITY CONFLICTS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES THAT CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.
- THE CONTRACTOR SHALL COORDINATE AND COOPERATE WITH THE TOWN AND ALL UTILITY COMPANIES INVOLVED WITH REGARD TO RELOCATIONS OR ADJUSTMENTS OF EXISTING UTILITIES DURING CONSTRUCTION AND TO ASSURE THAT THE WORK IS ACCOMPLISHED IN A TIMELY FASHION AND WITH A MINIMUM DISRUPTION OF SERVICE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL PARTIES AFFECTED BY ANY DISRUPTION OF ANY UTILITY SERVICE.
- THE CONTRACTOR SHALL HAVE ONE (1) SIGNED COPY OF THE APPROVED PLANS, ONE (1) COPY OF THE APPROPRIATE CRITERIA AND SPECIFICATIONS, AND A COPY OF ANY PERMITS AND EXTENSION AGREEMENTS NEEDED FOR THE JOB ONSITE AT ALL TIMES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ASPECTS OF SAFETY INCLUDING, BUT NOT LIMITED TO, EXCAVATION, TRENCHING, SHORING, TRAFFIC CONTROL, AND SECURITY.
- IF DURING THE CONSTRUCTION PROCESS CONDITIONS ARE ENCOUNTERED WHICH COULD INDICATE A SITUATION THAT IS NOT IDENTIFIED IN THE PLANS OR SPECIFICATIONS, THE CONTRACTOR SHALL CONTACT THE TOR PUBLIC WORKS INSPECTOR IMMEDIATELY.
- ALL REFERENCES TO ANY PUBLISHED STANDARDS SHALL REFER TO THE LATEST REVISION OF SAID STANDARD UNLESS SPECIFICALLY STATED OTHERWISE.
- THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN IN ACCORDANCE WITH MUTCD TO THE APPROPRIATE RIGHT-OF-WAY AUTHORITY (TOWN, COUNTY OR STATE) FOR APPROVAL PRIOR TO ANY CONSTRUCTION ACTIVITIES WITHIN OR AFFECTING THE RIGHT-OF-WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ANY AND ALL TRAFFIC CONTROL DEVICES AS MAY BE REQUIRED BY THE CONSTRUCTION ACTIVITIES.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL LABOR AND MATERIALS NECESSARY FOR THE COMPLETION OF THE INTENDED IMPROVEMENTS SHOWN ON THESE DRAWINGS OR AS DESIGNATED TO BE PROVIDED, INSTALLED, OR CONSTRUCTED UNLESS SPECIFICALLY NOTED OTHERWISE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ROADWAYS FREE AND CLEAR OF ALL CONSTRUCTION DEBRIS AND DIRT TRACKED FROM THE SITE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING AS-BUILT INFORMATION ON A SET OF RECORD DRAWINGS KEPT ON THE CONSTRUCTION SITE AND AVAILABLE TO THE TOR PUBLIC WORKS INSPECTOR AT ALL TIMES.
- DIMENSIONS FOR LAYOUT AND CONSTRUCTION ARE NOT TO BE SCALED FROM ANY DRAWING. IF PERTINENT DIMENSIONS ARE NOT SHOWN, CONTACT THE CONSULTANT ENGINEER FOR CLARIFICATION AND ANNOTATE THE DIMENSION ON THE AS-BUILT RECORD DRAWINGS.
- THE CONTRACTOR SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF THE COLORADO PERMIT FOR STORM WATER DISCHARGE, THE STORM WATER MANAGEMENT PLAN, AND THE EROSION CONTROL PLAN.
- ALL STRUCTURAL EROSION CONTROL MEASURES SHALL BE INSTALLED AT THE LIMITS OF CONSTRUCTION PRIOR TO ANY OTHER EARTH-DISTURBING ACTIVITY. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN GOOD REPAIR BY THE CONTRACTOR UNTIL SUCH TIME AS THE ENTIRE DISTURBED AREA IS STABILIZED WITH HARD SURFACE OR LANDSCAPING.
- THE CONTRACTOR SHALL SEQUENCE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO MINIMIZE POTENTIAL UTILITY CONFLICTS. IN GENERAL, STORM SEWER AND SANITARY SEWER SHOULD BE CONSTRUCTED PRIOR TO INSTALLATION OF THE WATER LINES AND DRY UTILITIES.
- THERE SHALL BE NO SITE CONSTRUCTION ACTIVITIES ON SATURDAYS UNLESS SPECIFICALLY APPROVED BY THE TOR PUBLIC WORKS INSPECTOR AND NO SITE CONSTRUCTION ACTIVITIES ON SUNDAYS OR HOLIDAYS UNLESS THERE IS PRIOR WRITTEN APPROVAL BY THE PUBLIC WORKS DIRECTOR.
- NO SOLID OBJECT (EXCLUDING FIRE HYDRANTS AND TRAFFIC CONTROL DEVICES AND TRAFFIC SIGNS) EXCEEDING THIRTY (30) INCHES IN HEIGHT ABOVE THE FLOWLINE ELEVATION OF THE ADJACENT STREET, INCLUDING BUT NOT LIMITED TO BUILDINGS, UTILITY CABINETS, WALLS, FENCES, LANDSCAPE PLANTINGS, CROPS, CUT SLOPES, AND BERMS, SHALL BE PLACED WITHIN SIGHT DISTANCE LINES AND SIGHT DISTANCE EASEMENTS.

GENERAL EROSION CONTROL NOTES

- THE CONTRACTOR SHALL REMOVE ALL SEDIMENT, MUD AND CONSTRUCTION DEBRIS THAT MAY ACCUMULATE IN THE FLOWLINES AND PUBLIC RIGHTS-OF-WAY OF THE APPROPRIATE GOVERNING AGENCY AS A RESULT OF THIS CONSTRUCTION PROJECT. SAID REMOVAL SHALL BE CONDUCTED IN A TIMELY MANNER.
- ALL DISTURBED AREAS MUST BE HYDRO-MULCHED W/ TACKIFIER AFTER FINAL GRADE IS REACHED ON ANY PORTION OF THE SITE NOT OTHERWISE PERMANENTLY STABILIZED.
- THE USE OF REBAR, STEEL STAKES, OR STEEL FENCE POSTS TO STAKE DOWN STRAW OR HAY BALES; OR TO SUPPORT SILT FENCE USED AS AN EROSION CONTROL MEASURE; IS PROHIBITED. THE USE OF OSHA APPROVED COLORED WARNING CAPS ON REBAR OR FENCE POSTS USED WITH EROSION CONTROL MEASURES IS NOT ACCEPTABLE.
- IF STOCKPILES ARE LOCATED WITHIN 100 FEET OF A DRAINAGE WAY, ADDITIONAL SEDIMENT CONTROLS SUCH AS TEMPORARY DIKES OR SILT FENCE SHALL BE REQUIRED.
- EROSION BALES SHALL BE PLACED SUCH THAT RUNOFF WILL NOT FLOW BETWEEN, AROUND OR UNDER BALES. BALES TO BE ANCHORED WITH 2" X 2" X 3' WOODEN STAKES OR TWO PER BALE.
- WHEN TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES ARE TO BE REMOVED, ANY SILT AND SEDIMENT DEPOSITS SHALL BE REMOVED AND SPREAD EVENLY IN OPEN AREAS.
- BEST MANAGEMENT PRACTICES (BMP) SHOWN ON THESE PLANS ARE CONCEPTUAL ONLY. ADJUST AS NECESSARY TO FIT FIELD CONDITIONS.
- TEMPORARY SEDIMENT BASINS SHALL BE USED DURING CONSTRUCTION TO CONTAIN ALL RUNOFF FROM THE SITE. IF TRENCH DEWATERING OR GROUND WATER REMOVAL IS REQUIRED, THE SEDIMENT POND OR OTHER APPROVED MEANS SHALL BE USED TO DETAIN ALL WATER PUMPED BY THESE OPERATIONS.
- THE CONTRACTOR SHALL SUBMIT A SCHEDULE OF CONSTRUCTION, GRADING AND LANDSCAPING, INCLUDING THE NAME AND 24 HOUR PHONE NUMBER OF THE RESPONSIBLE PARTY TO CONTACT REGARDING ANY EROSION OR SEDIMENT PROBLEM TO THE APPROPRIATE GOVERNING AGENCY PRIOR TO BEGINNING ANY CONSTRUCTION.
- EROSION CONTROL MEASURES TO BE COORDINATED WITH CONSTRUCTION MANAGER.
- EROSION AND SEDIMENT CONTROL SHALL BE INSTALLED IN ACCORDANCE WITH REGULATIONS OF THE APPROPRIATE GOVERNING AGENCY.



PERMANENT SEED MIX
RECOMMENDED BY GRAND CO. NRCS

LAND USE	% OF MIX	SPECIES	VARIETY	APPLICATION RATE (Lbs/Ac)
DRY LAND NON-IRRIGATED RECLAMATION	50%	SMOOTH BROME	MANCHAR	16 Lbs/Ac
	25%	SHEEP FESCUE	COVAR	8 Lbs/Ac
	20%	PUBESCENT WHEATGRASS	LUNA	6.5 Lbs/Ac
	5%	WILD FLOWER	BLUE FLAX	2 Lbs/Ac

NOTES:

- THE APPLIED SEED SHALL NOT BE COVERED BY A SOIL THICKNESS GREATER THAN 0.5 INCHES IN DEPTH.
- SEEDING SHALL TAKE PLACE WITHIN 14 DAYS OF ACHIEVING FINISHED GRADE. SEEDING MUST OCCUR WITHIN 3 DAYS OF TOPSOIL PLACEMENT.
- TO PROVIDE TEMPORARY EROSION CONTROL PRIOR TO SEED APPLICATION, UTILIZE SURFACE ROUGHENING (ON THE CONTOUR OR PERPENDICULAR TO PREVAILING WINDS) AND APPLY MULCH.
- SEED SHALL BE PLANTED WITH DRILL SEEDING EQUIPMENT, WHEN POSSIBLE.
- AREAS THAT REQUIRE BROADCAST SEEDING SHALL BE MULCHED AND TACKIFIED.
- SEED APPLIED HYDRAULICALLY SHALL INCLUDE TACKIFIER IN THE MIX, AS SPECIFIED BY MANUFACTURER.

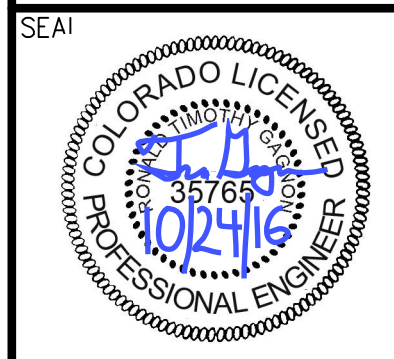
PERMANENT SEEDING

GENERAL NOTES:

- ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION OF FRONTAGE ROAD IMPROVEMENTS SHALL MEET OR EXCEED THE REQUIREMENTS IN THE GRAND LAKE MUNICIPAL CODE, CHAPTER 11, ARTICLE 2.
- ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION FOR WATER MAIN CONSTRUCTION SHALL MEET OR EXCEED THE RULES AND REGULATIONS OF THE GRAND LAKE WATER DEPARTMENT.
- ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION FOR SANITARY SEWER CONSTRUCTION SHALL MEET OR EXCEED THE REQUIREMENTS IN THE THREE LAKES WATER AND SANITATION DISTRICT RULES AND REGULATIONS, 3-10-2010.
- APPROVED VARIANCES SHALL SUPERCEDE PUBLISHED STANDARDS.

REVISIONS	DATE	DESCRIPTION
REVISION		

COVER SHEET
LAKE AVENUE
COLORADO
GRAND LAKE



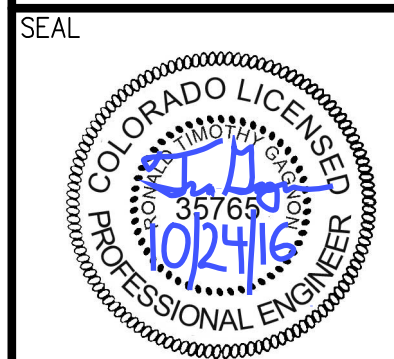
DESIGN ENGINEER APPROVAL
THESE CONSTRUCTION PLANS FOR FRONTAGE ROAD IMPROVEMENTS AT LAKE AVENUE WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE TOWN OF GRAND LAKE.
R. TIMOTHY GAGNON, PE NO. 35765
FOR AND ON BEHALF OF BOWMAN CONSULTING
DATE



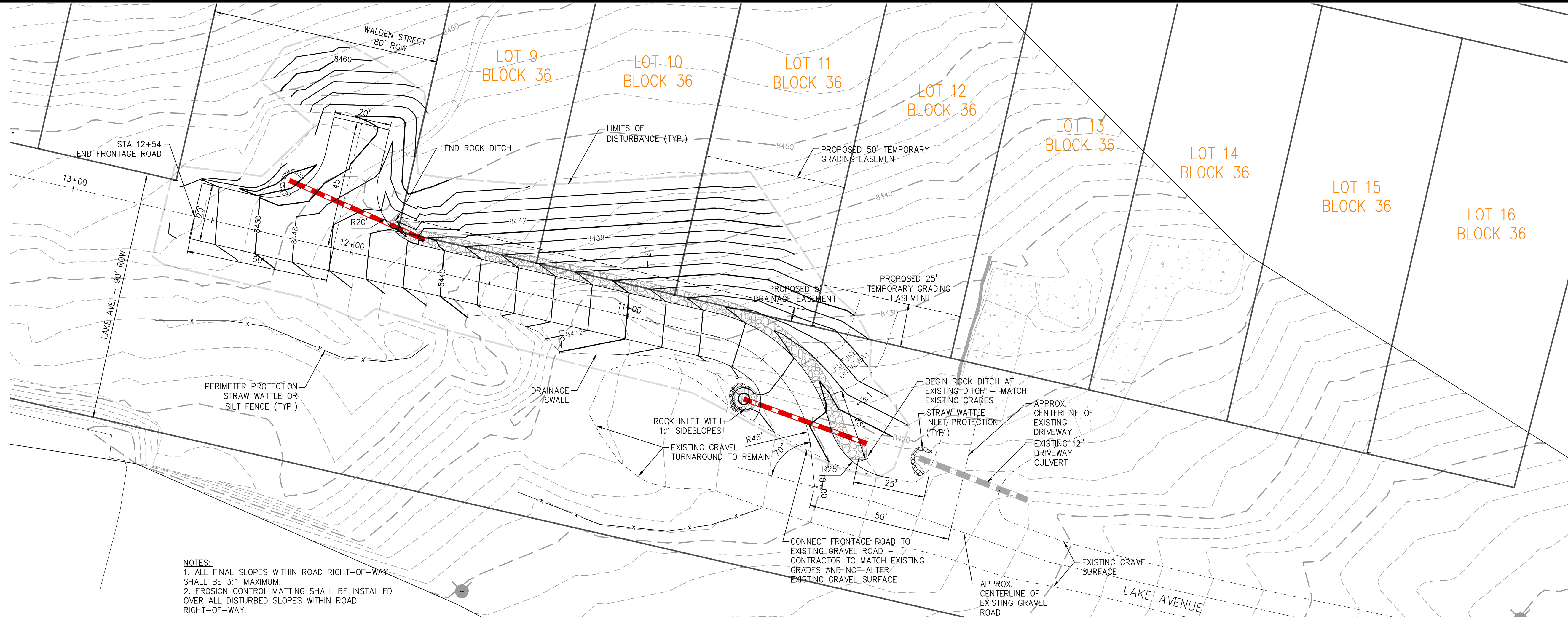
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TG	TG	DH
SCALE	H: N/A V: N/A	
JOB No.	020234-01-001	
DATE :	10/24/2016	
	SHEET C1	

REVISION	DATE	DESCRIPTION

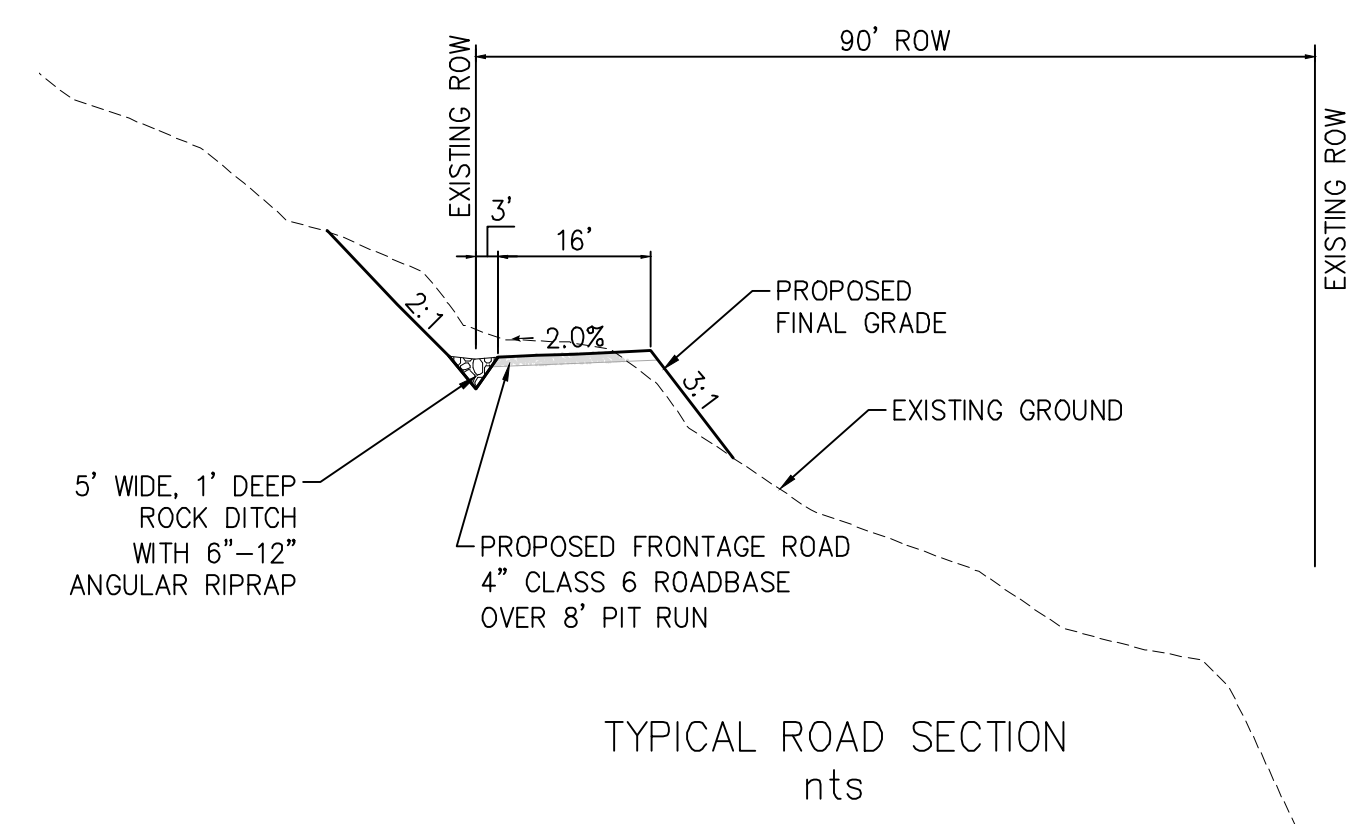
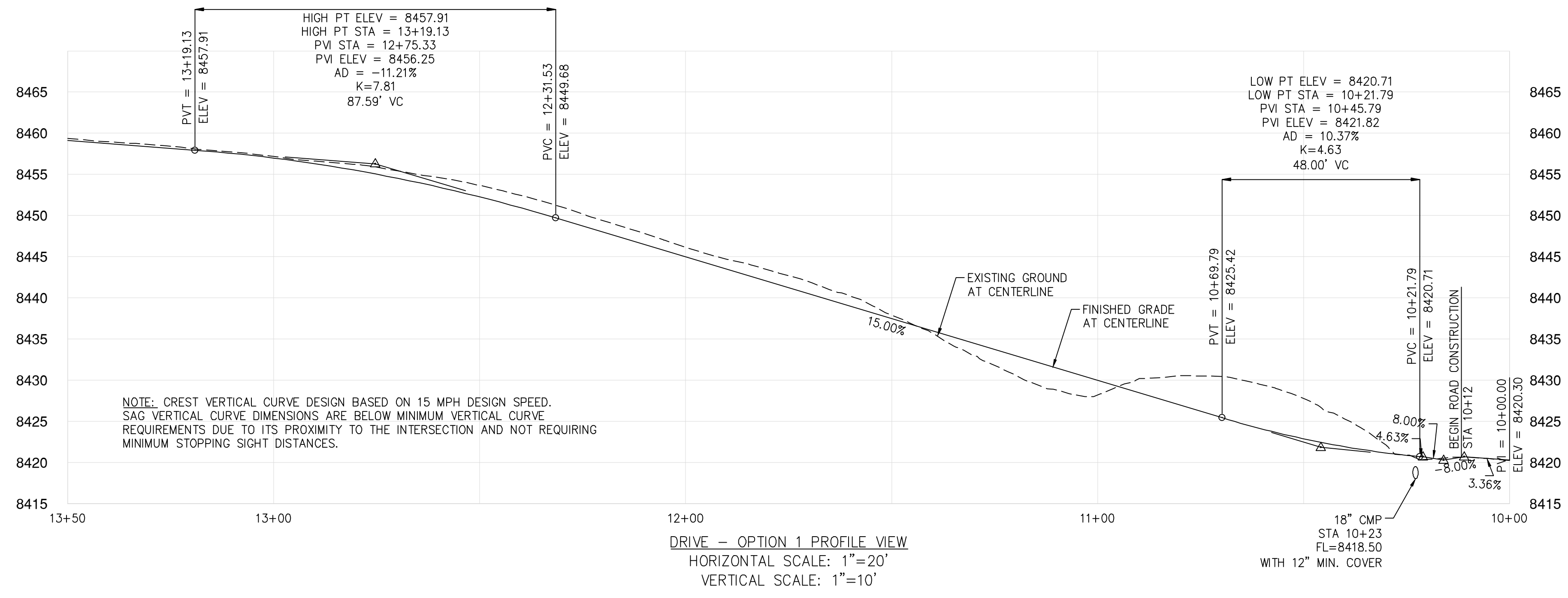
FRONTAGE ROAD
 PLAN AND PROFILE
 LAKE AVENUE



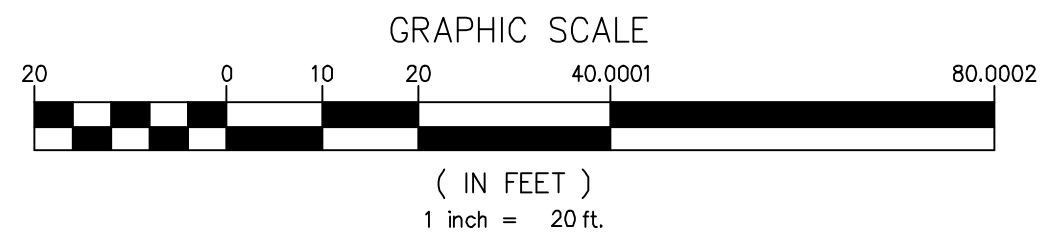
DESIGN	DRAWN	CHKD
TG	TG	DH
SCALE H: 1" = 20' V: 1" = 5'		
JOB No. 020234-01-001		
DATE: 10/24/2016		
SHEET		
C2		

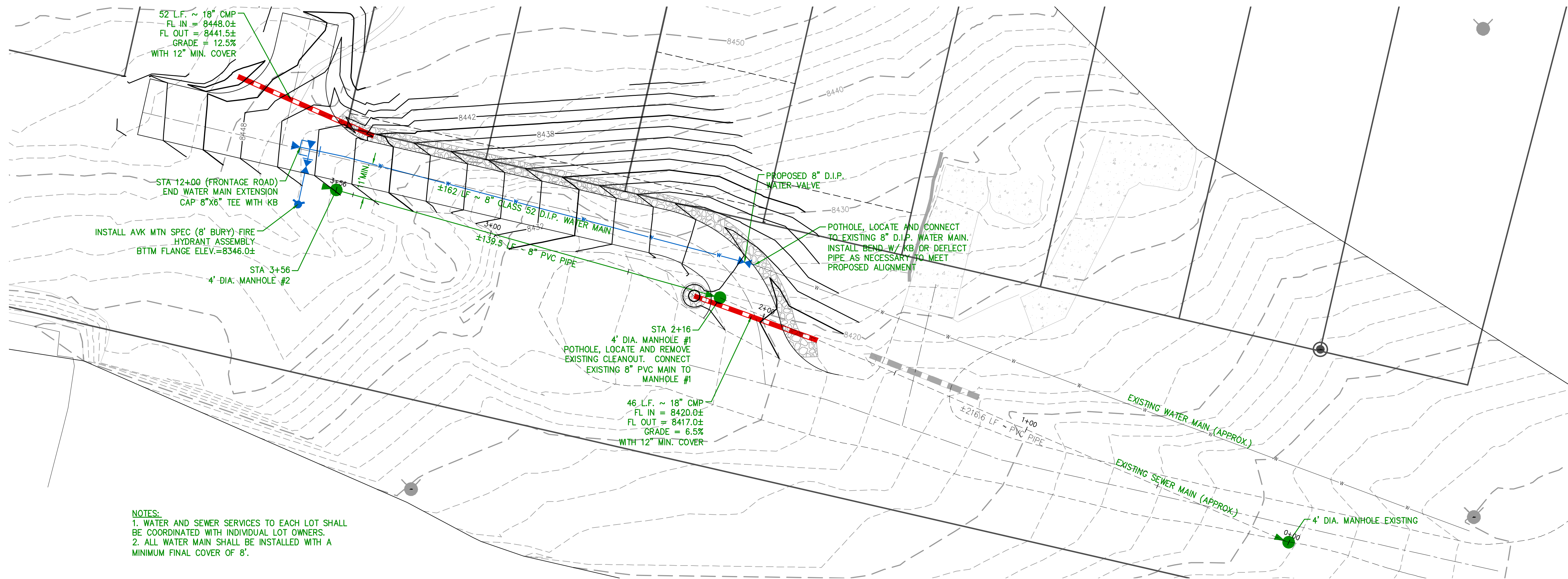


NOTES:
 1. ALL FINAL SLOPES WITHIN ROAD RIGHT-OF-WAY SHALL BE 3:1 MAXIMUM.
 2. EROSION CONTROL MATTING SHALL BE INSTALLED OVER ALL DISTURBED SLOPES WITHIN ROAD RIGHT-OF-WAY.

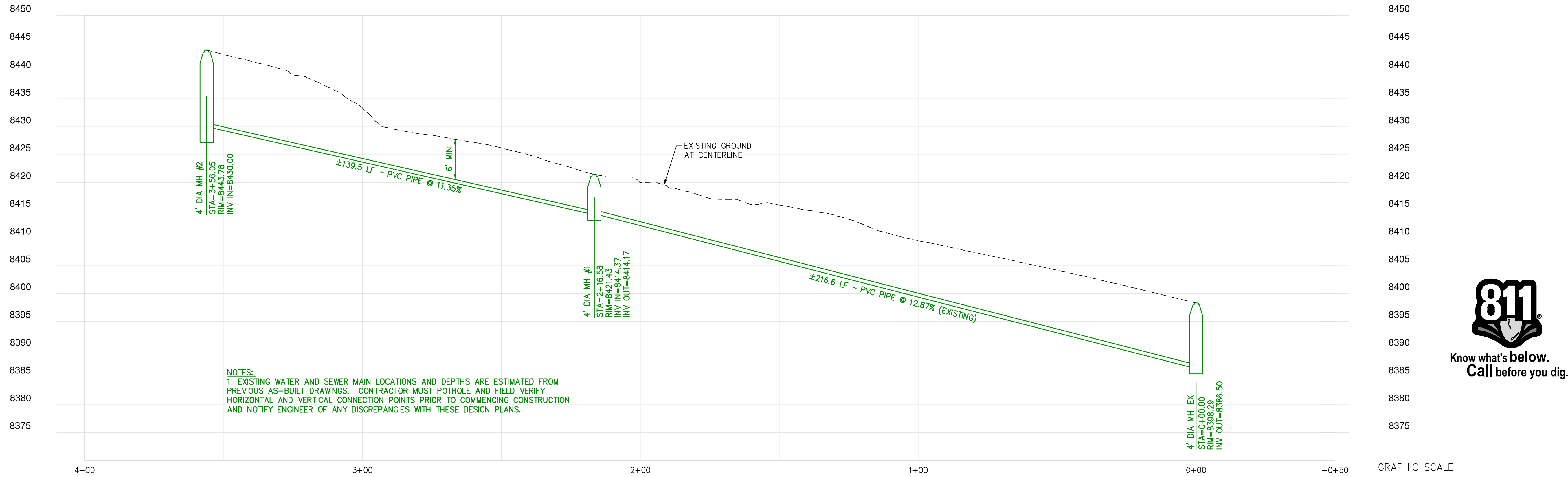


Know what's below.
 Call before you dig.



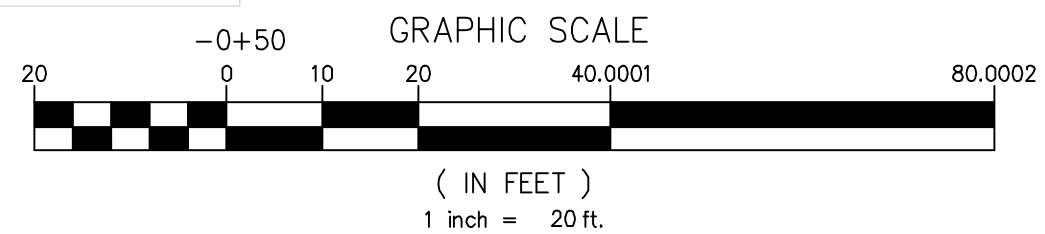


NOTES:
1. WATER AND SEWER SERVICES TO EACH LOT SHALL BE COORDINATED WITH INDIVIDUAL LOT OWNERS.
2. ALL WATER MAIN SHALL BE INSTALLED WITH A MINIMUM FINAL COVER OF 8".



NOTES:
1. EXISTING WATER AND SEWER MAIN LOCATIONS AND DEPTHS ARE ESTIMATED FROM PREVIOUS AS-BUILT DRAWINGS. CONTRACTOR MUST POT HOLE AND FIELD VERIFY HORIZONTAL AND VERTICAL CONNECTION POINTS PRIOR TO COMMENCING CONSTRUCTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES WITH THESE DESIGN PLANS.

SANITARY PROFILE VIEW
HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=10'



REVISION	DATE	DESCRIPTION

UTILITY PLAN AND PROFILE
LAKE AVENUE
GRAND LAKE
COLORADO



DESIGN TG	DRAWN TG	CHKD DH
SCALE H: 1" = 20' V: 1" = 10'		
JOB No. 020234-01-001		
DATE: 10/24/2016		
SHEET C3		

**TOWN OF GRAND LAKE
RIGHT OF WAY PERMIT**

This permit must be obtained at least seven (7) days prior to the planned start of construction unless it is determined (by the Town of Grand Lake) a bona fide emergency. Right of Way permit valid for four (4) weeks from the date of issuance.

Name of property owner requesting permit: Tom Jenkins

Contact Phone number: 303-242-9575 E-mail: Tom@Gatewayinn.com

Name of Excavator: Tom Jenkins

Address: P.O. Box 1169, Grand Lake, CO 80447

Telephone: 303-242-9575 Cell Phone: _____

Location of Work: Lake Avenue

Scheduled Start Date: _____ Scheduled Completion Date: _____

Briefly describe the work to be done: Complete Lake Avenue frontage Rd. to access lots 9, 10, + 11

Utility locate scheduled or completed? YES NO _____ Date scheduled: _____

Utility locate identification number: Utilities already in place

Estimated Cost of Repair (including R.O.W Restoration): _____

Compliance with Municipal Code 11-2-1(C) and (D) YES _____

Permit Fee of \$20.00 YES

Please attach:

1. A copy of the 2-year bond in the amount equal to 115% of the cost estimate for repair of the right of way area to its original condition.
2. A copy of your general liability insurance with a minimum amount of \$1,000,000.00 of insurance naming the Town of Grand Lake as an additional insured.
3. Construction Plans/specifications and written schedule covering general work to be performed.

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS PERMIT:

By applying for this permit, I hereby understand and agree that I am responsible for repairing the Town of Grand Lake's rights-of-ways according to the Town's specifications (See Project Requirements sheet). I further understand and agree that my failure to comply with the Town's specifications and other requirements of the Municipal Code may be sufficient cause to forfeit the collateral posted with the Town. I agree to perform the work according to the plans, specifications and work schedule submitted, and agree that any modification to the plan, specifications, or work schedule must be pre-approved by the Town. *I also agree to comply with Municipal Code Chapter 11: Municipal Property Regulations which is available online for public viewing at www.townofgrandlake.com or at Town Hall.*

Applicant Signature: Thomas H. Jenkins Date: 6/08/22

Printed Name: THOMAS H. JENKINS



Effective Date: July 14th, 2022

Western Surety Company

LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS: Bond No. 66322806

That we, Thomas H Jenkins

of Grand Lake, State of Colorado, as Principal,
and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of
Colorado, as Surety, are held and firmly bound unto the

Town of Grand Lake, State of Colorado, as Obligee, in the penal
sum of Twenty Thousand and 00/100 DOLLARS (\$20,000.00),
lawful money of the United States, to be paid to the Obligee, for which payment well and truly to be made,
we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been
licensed Right of Way Bond- Lots 9, 10, 11, Block 36, Grand Lake, CO 80447

_____ by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply
with the laws and ordinances, including all amendments thereto, pertaining to the license or permit
applied for, then this obligation to be void, otherwise to remain in full force and effect until
July 14th, 2024, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class
U.S. Mail, to the Obligee and to the Principal at the address last known to the Surety, and at the expiration
of thirty-five (35) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety
shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said
date. Regardless of the number of years this bond shall continue in force, the number of claims made
against this bond, and the number of premiums which shall be payable or paid, the Surety's total limit of
liability shall not be cumulative from year to year or period to period, and in no event shall the Surety's total
liability for all claims exceed the amount set forth above. Any revision of the bond amount shall not be
cumulative.

Dated this 14th day of July, 2022.

Thomas H Jenkins
Principal

Principal
WESTERN SURETY COMPANY

By Paul T. Bruffat
Paul T. Bruffat, Vice President

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 14th day of July, 2022, before me, the undersigned officer, personally appeared Paul T. Bruflat, who acknowledged himself to be the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



S. Green
Notary Public — South Dakota

My Commission Expires: February 12, 2027

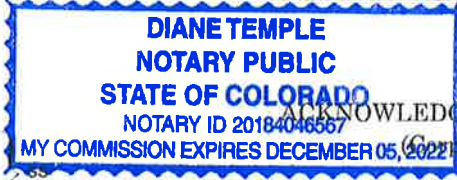
ACKNOWLEDGMENT OF PRINCIPAL
(Individual or Partners)

STATE OF Colorado }
COUNTY OF Grand } ss

On this 14th day of July, 2022, before me personally appeared Thomas H. Jenkins, known to me to be the individual described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

My commission expires Dec 5, 2022

Diane Temple
Notary Public



STATE OF _____ }
COUNTY OF _____ } ss

ACKNOWLEDGMENT OF PRINCIPAL
(Corporate Officer)

On this _____ day of _____, before me personally appeared _____, who acknowledged himself/herself to be the _____ of _____, a corporation, and that he/she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

My commission expires _____

Notary Public



License or Permit No. _____
LICENSE AND PERMIT BOND As _____
of _____
State of _____
Name of Applicant _____
Address _____
Filed _____
Approved this _____ day of _____

Western Surety Company

Section 10, Item C.

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Right of Way Bond- Lots 9, 10, 11, Block 36, Grand Lake, CO 80447 Town of Grand Lake

bond with bond number 66322806

for Thomas H Jenkins
as Principal in the penalty amount not to exceed: \$ 20,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 14th day of July, 2022.

ATTEST

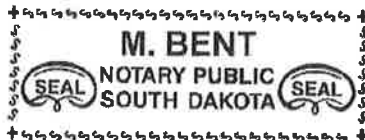
P. Leitheiser
P. Leitheiser, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss



On this 14th day of July, 2022, before me, a Notary Public, personally appeared Paul T. Bruflat and P. Leitheiser who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



M. Bent
My Commission Expires March 2, 2026 Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

**TOWN OF GRAND LAKE
AGREEMENT FOR PAYMENT OF
REVIEW AND DEVELOPMENT EXPENSES INCURRED BY THE TOWN
SUBDIVISION, ANNEXATION AND ZONING PROCESS**

THIS AGREEMENT (“the Agreement” is entered into this 12 day of July, 2022, by and between the Town of Grand Lake, Colorado, a Colorado municipal corporation, (“the Town”) and Thomas H. Jenkins, a _____ (homeowner, type of corporation, LLC, etc. if applicable), (collectively, “the Owner”).

WHEREAS, the Owner owns certain property situated in the Grand County, Colorado described on Exhibit A, attached hereto and incorporated herein by reference, (“the Property”);

WHEREAS, the development review process includes review of all aspects of land use including, but not limited to, annexation, subdivision, zoning, change of land use, installation of public improvements, dedication of lands and the availability of and feasibility of providing utility services;

WHEREAS, the Owner desires to develop the Property and has made application to the Town for approval of subdivision, annexation and/or zoning of the Property, and

WHEREAS, the Parties recognize that the land use fees as specified by the Municipal Code of the Town may not be adequate to fully cover the Town’s expenses incurred during the application process, including but not limited to, legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, engineering fees, attorney fees, consultant fees, and fees for administrative time of Town staff, including, but not limited to managerial, clerical, billing, and review time, and

WHEREAS, the Parties hereto recognize that the Town will continue to incur expenses through the entire development review process until final completion of the development including but not limited to, legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, engineering fees, attorney fees, consultant fees, and fees for administrative time of Town staff, security, permits and easements;

NOW THEREFORE, for and in consideration of the foregoing premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. The Town has collected or will collect certain subdivision, annexation and land use fees from the Owner and the Town will apply those fees against the development review expenses incurred by the Town while processing the Owner’s development review proposal. In the event the Town incurs development review expenses greater than the monies collected from the Owner, the Owner agrees to reimburse the Town for the additional expenses and fees upon submittal of an invoice. Owner shall pay all invoices submitted by the Town within ten (10) days of the Town’s delivery of such invoice. Failure by the Owner to pay any invoice within the specified time shall be cause for the Town to cease processing the application, cease development of the Property, deny approval of the application, withhold the issuance of building permits or certificates of occupancy and for the Town to exercise such rights and remedies as are otherwise available to it in law or equity or under the applicable provisions of the Town Code.
2. Except where the law or an agreement with the Town provides otherwise, the Owner may terminate its application at any time by giving written notice to the Town. The Town

shall take all reasonable steps necessary to terminate the accrual of costs to the Owner and file such notices as are required by the Town's regulations. The Owner shall be liable for all costs incurred by the Town in terminating the processing of the application.

- 3. If the Owner fails to pay the fees and costs required herein when due, the Town may take those steps necessary and authorized bylaw to collect the fees and costs due, in addition to exercising those remedies set forth in Section 1, above. The Town shall be entitled to recover from Owner all court costs and attorneys' fees incurred in collection of the balance due, including interest on the amount due from its due date at the rate of 18% per annum.
- 4. The Town will account for all funds expended and fees and expenses incurred by the Town as a result of the development review of the application throughout the development process. Statements of expenses incurred will be made available to the Owner by the Town. Expenses to be charged to the Owner's account shall include, but shall not be limited to legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, engineering fees, attorney fees, consultant fees, fees for administrative time of Town staff, security, permits and easements. Within 60 days after the completion of the processing of the application by the Town, the Town will provide Owner with a statement of account and will refund to the Owner any funds paid by the Owner that were not expended by the Town, except where the Parties expressly agree to the contrary.
- 5. Owner's obligation to pay the costs and expenses provided for in this Agreement shall exist and continue independent of whether the Owner's application, or any part thereof, is approved, approved with conditions, denied, withdrawn, or terminated by the Town or the Owner prior to a final decision in the process.

IN WITNESS WHEREOF, the Town and the Owner have caused this Agreement to be duly executed on the day and year first above written.

PRINTED OWNER'S NAME: Thomas H. Jenkins

OWNER OF PROPERTY: *Thomas H. Jenkins*
Signature

TOWN OF GRAND LAKE

By: *Kimberly White*
Kimberly White, Town Planner

S E A L

Attest:
Alayna Carrell
_ Alayna Carrell, Town Clerk

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. ___ – 2022**

A RESOLUTION GRANTING CERTAIN VARIANCES TO MUNICIPAL CODE 11-2-6 STREET DEVELOPMENT POLICIES, STANDARDS, AND SPECIFICATIONS LOCATED AT LOTS 9-11, BLOCK 36 TOWN OF GRAND LAKE

WHEREAS, Thomas Jenkins (the “Applicant”) is the owner of certain real property within the Town of Grand Lake (the “Town”), specifically, lots 9, 10, and 11, Block 36 of the Town of Grand Lake (collectively the “Property”); and

WHEREAS, the Town received a Variance Request Application (the “Application”) on June 27th, 2022; and,

WHEREAS, the Applicant is requesting vehicular access to vacant parcels described as Lots 9-11, Block 36 (the “Property”); and

WHEREAS, the Town has previously adopted Municipal Code 11-2-6 Street Development Policies, Standards, and Specifications (the “Road Standards”); and

WHEREAS, the Town Planning Commission (the “Commission”) adopted Resolution 05-2005 which granted certain variance to the Town Municipal Code; and

WHEREAS, the Applicant is requesting several variances to the Road Standards as depicted in their Application; and

WHEREAS, the Municipal Code 11-2-11(C) states:
Variations from [these standards] shall be reviewed by the Planning Commission at a Public Hearing and make a recommendation to the Board of Trustees; and

WHEREAS, the Commission reviewed the Application at a Public Hearing on June 1st, 2016; and

WHEREAS, the Commission continued review until the Applicant could revise their Application; and

WHEREAS, the Applicant revised their Application to conduct the improvement in the form of a “design build” which requires construction of the roads and driveways to be built in the field and without detailed construction plans (the “Revised Application”); and

WHEREAS, the Commission reviewed the Revised Application at a Public Hearing on August 17th 2016; and

WHEREAS, the Commission continued review until the Applicant could revise their Application; and

WHEREAS, the Commission reviewed the Revised Application at a Public Hearing on October 5th, 2016; and

WHEREAS, the Commission motioned to approve the Revised Application with plans dated September 23rd, 2016 with the following conditions:

1. A maximum 15% grade for the frontage road.
2. The frontage road servicing a maximum of four (4) residential lots.

3. The frontage road may exceed the longitudinal intersection grades of 4% for the first 25 feet.
4. Full plans be developed and approved by Staff before going to the Board of Trustees;
5. Drainage easements and grading easements shall be obtained prior to Board of Trustee review.
6. Any other standards be met in order for a Right of Way Permit to be issued.; and,

WHEREAS, the Board of Trustees approved the 2016 Revised application on November 7, 2016 subject to the conditions set forth by the Planning Commission; and

WHEREAS, the Applicant delayed completion and fulfillment of the conditions of the Revised Application and resubmitted the Revised Application to Town Staff for consideration and approval; and

WHEREAS, the Commission reviewed the Application for a Variance to Street Development Policies, Standards, and Specifications at a Properly Noticed Public Hearing on July 20th, 2022; and

WHEREAS, the Commission continued the review of the Revised Application to its August 17, 2020 meeting.

WHEREAS, after a public hearing, the Commission unanimously approved recommending a favorable approval of the Application subject to conditions to the Board of Trustees.

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

1. The Board of Trustees has reviewed the recommendation of the Planning Commission as well as the Application and determined that all five (5) hardships as required by 11-2-11(d) of the Town Code have been met by the Applicant.
2. The Applicant will submit required, executed, and recorded drainage and grading easements from the 2016 Variance prior to proceeding with the construction of the Lake Ave. "Service" Road and Access to Lots 9-11, Block 36, Town of Grand Lake.
3. The Board of Trustees hereby grants certain variance requested by the Applicant in the Application to the Road Standards subject to the following conditions and requirements:
 1. A shared driveway is permitted for access to Lots 9-11, Block 36. The location of the driveway shall approved by the Public Works Director prior to construction.
 2. Access radius must be shown on plan and not be less than 10% for inner radius
 3. A maximum driveway grade of 10% may be used for Lots 9-11, Block 36 for single family residential uses only.
 4. The use of driveway entrance grades exceeding 4% within the first 25 ft while maintaining a low point.
 5. Ditch grade of 2:1 is permitted subject to approved erosion control and revegetation plan by Staff and Public Works.
 6. Driveway access through side yards for lots 9-11, Block 36, Town of Grand Lake.
 7. Dead-end driveway at lot 11 acceptable, subject to approval by Grand Lake Fire Department, and any dwelling constructed on lots 9, 10, or 11 shall have internal fire suppression equipment, such as sprinklers, acceptable to the Town Planner.
 8. The applicant complies with all other federal, state, and local regulations including but not limited to obtaining an approved right of way permit and/or grading permit.
 9. Full plans be developed and approved by Staff before going to the Board of Trustees;
 10. Town Manager may, at his sole discretion may stop the project and require roadway and driveway plans and profiles to be reviewed and approved by a Colorado Registered Professional Engineer selected by the Town at Applicants expense.

- 11. At the completion of the improvements the Applicant provide the Town with As-Built Drawings to the Town.
 - 12. Using **Exhibit A** as a guide, the Public Works Director, at his sole discretion, may approve the As-Built Drawings.
 - 13. In recommending these variances, the Planning Commission reserves its right, however shall not be required under any circumstances, to approve acceptance of maintenance for the Lake Avenue right of way adjacent to Block 36 as well as the Walden Street right of way adjacent to Lot 14, Block 43 as outlined in Municipal Code 11-2-9 Acceptance Procedures and Requirements.
4. The Board of Trustees understands field adjustments may be required to meet the above conditions and Municipal Code.
5. The Applicant shall have two (2) years to complete construction of the approved Application, and must return to Planning Commission for approval of additional time to complete the project.
6. prior to commencing work on the Application, the Applicants shall provide security in a form acceptable to the Town for the cost of 115% of the total cost of the project.
7. The Applicant must obtain and record with the Clerk and Recorder of Grand County, Colorado a Variance Acknowledgment form, Drainage Easement, Access Easement, and Temporary Construction Easement acceptable to the Town of Grand Lake Planner, and executed by the owner of Lots 9, 10, 11, and 12.
8. The Applicant will increase the erosion control by use of geogrid system to stabilize the 2:1 slope and revegetate the same.
9. The Applicant will provide the Town Planner with an updated survey of the improvements to show existing conditions of any area affected by any variance requested in conjunction with the property or access to the property.

DULY MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO THIS 12th Day OF SEPTEMBER, 2022.

(S E A L)

Votes Approving:
Votes Opposed:
Votes Abstained:
Votes Absent:

ATTEST:

TOWN OF GRAND LAKE

Alayna Carrell,
Town Clerk

Steve Kudron,
Mayor



Date: September 12th, 2022

To: Mayor Kudron and Trustees

From: Kim White, Community Development Director

RE: 120 GCR 663 Request of Pre-annexation Agreement for Use of Town Water



120 GCR 663 in turquoise; Town in yellow

Purpose:

To discuss and review the application and terms for pre-annexation of 120 GCR 663, approximately 4 acres generally located south of the Town water building off West Portal Road, in order to have use of Town water.

Background:

The applicant, Mr. Ruger, owns property adjacent to the Town limits, and would like to tap into the Town water. The municipal code states that the use of water from out-of-town users is subject to the owner agreeing to be annexed into Town immediately, or if the Town is not ready for an annexation, that a pre-annexation agreement be signed.



Municipal Code for Water Customers Outside of Town (10-1-9):

(A) *Out of Town Customers to Comply with Article.* No customer outside the corporate limits of the Town shall connect to the water system, nor shall any water be furnished from the water system to any water using unit outside the corporate limits of the Town except in accordance with the terms and provisions of this Article.

(B) *Agreement to Annex Required.* A water using unit outside of the Town's corporate limits may connect to the water system only after the property owner has presented and the Town has accepted either:

- 1. A legally valid petition to annex to the Town, drafted in accordance with state statute, if said property is eligible to immediately annex; or,
- 2. A legally binding and irrevocable pre-annexation agreement in recordable form to run with the land, if said property is not eligible to immediately annex or if the Board of Trustees determines that immediate annexation is not in the Town's best interest.

In addition, the Board of Trustees may impose such additional terms and conditions as it deems proper and necessary under the circumstances. These provisions may be waived in specific circumstances upon adoption of a resolution of waiver adopted by a majority vote of the full Board of Trustees.

(C) *Out of Town Water Service to be Twice the In-Town Rate.* Out of Town customers shall pay two (2) times the then current rate for plant investment fees, and for all charges relating to the consumption of water.

Staff Comments:

The applicant is willing to be annexed, however it is a decision that the Board needs to discuss thoroughly. If the Town is not ready to annex, there should be a discussion on conditions with a future annexation.

Trustee Discussion:

Discussion Issues /Terms and Conditions:

- 1. Access Road
 - a. Access must be maintained to the Town Water Treatment Plant (WTP).
 - b. The existing road to the WTP is currently maintained by the Town. It is rarely plowed (only in cases of a larger storm) and is graded once or twice a year.
 - c. 7-9% grade (assumed / need survey).
 - d. Improvement and maintenance obligations of the applicant and Town will need to be identified.
 - e. The lower east corner of the access road (south of Shadowcliff) is eroding due to grades. Reconstruction and road standards need to be addressed.
 - f. The existing road (CR 663) provides access to Rocky Mountain National Park and adjacent trailheads.
- 2. Water Line
 - a. The water main is 7-8' under the access road. The Water Department typically leaves snow in the winter, so the pipe has extra protection against freezing.
 - b. The Town may consider requiring the applicant to engineer and reinstall the water main at a deeper depth.
 - c. The applicant will need to provide water to the proposed sites.



3. Water Rights

a. Water rights will need to be discussed with the applicant. Town Attorney to provide any available research on potential water rights/ditch rights in this location. Town would pursue water credits for proposed development.

4. Adjacent Properties including GC and CPW (Must be contacted by the applicant during this process)

5. Surveying

- a. An updated survey will need to be provided that shows topography, utilities, etc.
- b. Existing and proposed utilities needed to serve the site will need to be identified.
- c. Applicant will need to provide current title work, (including BII exceptions).
- d. All easement information will need to be provided (potential access easement, utility easement, Western Area Power Easement, etc.)
- e. All new construction will need to have buried electric. Existing overhead electric lines will need to be converted to underground lines.

6. Town Tax revenue and increased maintenance costs

- a. Does the Town benefit from this annexation
- b. Does the Town have proper Staff to expand the Town border?
- c. Doe the Town have enough water to provide for 3 more water using units?
- d. How many water using fixtures will be in each house?

Trustee Suggested Motion:

Motion to allow the 120 GCR 663 to enter into a pre-annexation agreement in order to use Town water per municipal code 10-1-9.

Or

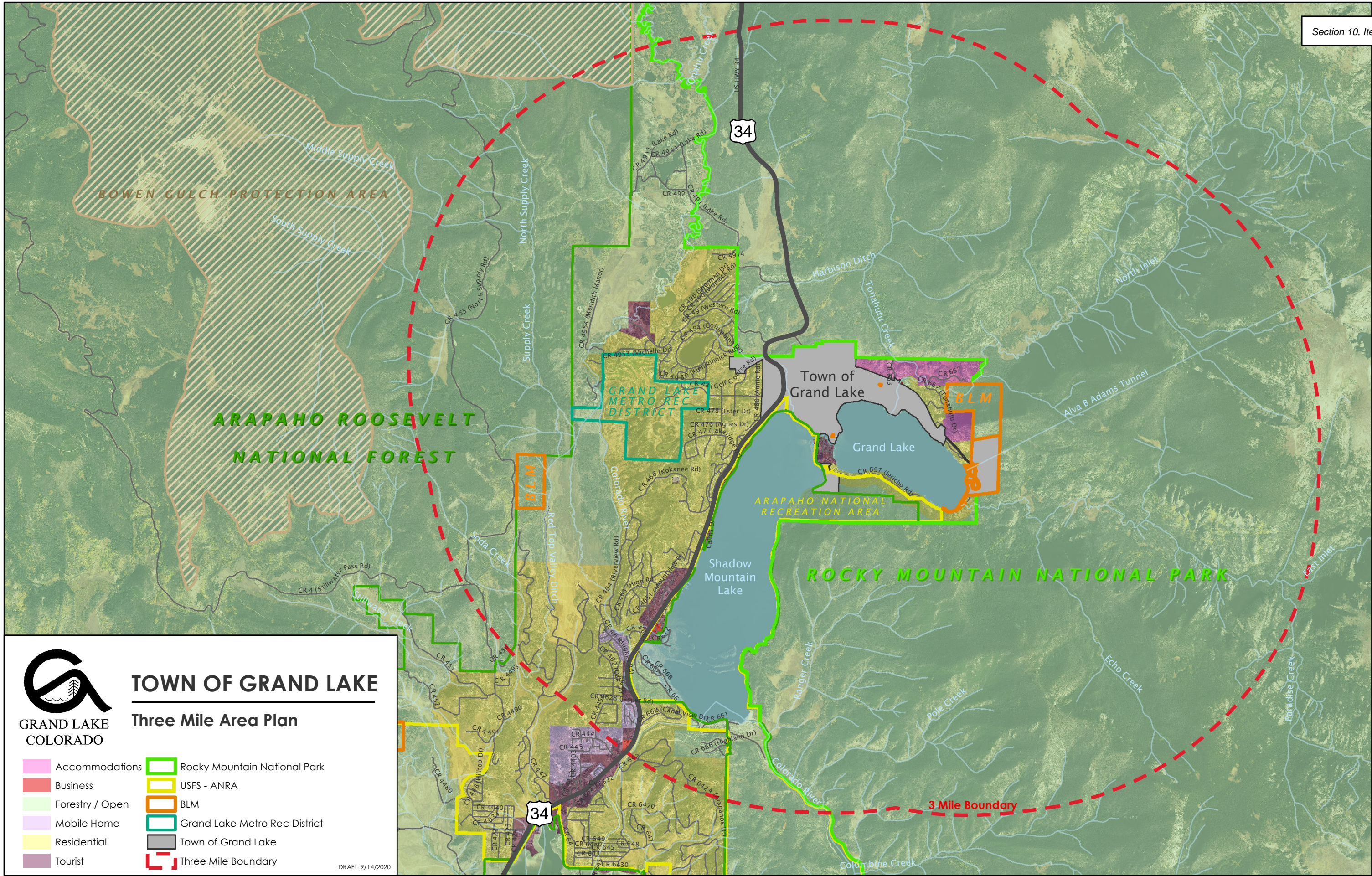
Motion to allow the 120 GCR 663 to enter into a pre-annexation agreement in order to use Town water per municipal code 10-1-9 with conditions:

Or

Motion to enter into annexation negotiations for immediate annexation.

Or



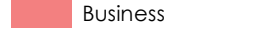

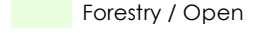





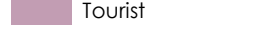

Motion to deny request for annexation and pre-annexation agreement.



TOWN OF GRAND LAKE

GRAND LAKE
COLORADO

Three Mile Area Plan

- | | | | |
|-------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|-------------------------------|
|  | Accommodations |  | Rocky Mountain National Park |
|  | Business |  | USFS - ANRA |
|  | Forestry / Open |  | BLM |
|  | Mobile Home |  | Grand Lake Metro Rec District |
|  | Residential |  | Town of Grand Lake |
|  | Tourist |  | Three Mile Boundary |

DRAFT: 9/14/2020

INTRODUCTION

Annexation of unincorporated land into an incorporated municipality is an agreement between a willing land owner and a willing local government. Exceptions may include either 1) single parcels that are eligible for annexation as an enclave, or 2) multiple parcels that are subject to an annexation election. In most cases the Town is approached by a land owner interested in annexation to Grand Lake. Motivations typically include access to the Town's water system, obtaining other municipal services, and the potential for higher density or intensity of property development. An annexation petition is submitted, often with a pre-annexation agreement negotiated in advance, and the technical process of annexation is governed by procedures contained in state statute.

The Town of Grand Lake Three Mile Area Plan is prepared to comply with Section 31-12-105(1)(e)(I) of the Colorado Revised Statutes, as follows:

...Prior to the completion of any annexation within the Three Mile area, the municipality shall have in place a plan for that area, which generally describes the proposed location, character, and extent of streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks, aviation fields, other public ways, grounds, open spaces, public utilities, and terminals for water, light, sanitation, transportation, and power to be provided by the municipality and the proposed land uses for the area. Such plan shall be updated at least once annually..."

All annexations shall be in conformance with the provisions of Section 31-12-101 et. seq. of the Colorado Revised Statutes. The Three Mile Area Plan shall be reviewed and updated annually, incorporating any municipal boundary adjustments and related three-mile area boundary adjustments as necessary.

LOCATION, EXTENT AND CHARACTER OF THREE MILE AREA

The proposed location, extent and character of relevant plan components include but are not limited to:

STREETS AND BRIDGES

County and local roads and bridges service primarily residential and tourist accommodation traffic within the Three Mile area. US Highway 34 transects the Three Mile Area and accommodates high traffic flows in the summer and fall months with Rocky Mountain National Park traffic, peaking at 61,299 vehicles in July 2019. Traffic volume is significantly lower in the winter and spring when Trail Ridge Road is closed, with only 1676 vehicles counted at the Grand Lake entrance in February 2020.

WATERWAYS AND WATERFRONTS

The entirety of Grand Lake and Shadow Mountain Reservoir are located within the Three Mile Area and offer year-round recreational opportunities.

OPEN SPACES, PARKS AND PLAYGROUNDS

The majority of open space in the Three Mile Area is federally-owned and maintained public land: Rocky Mountain National Park, United States Forest Service/Arapahoe National Recreation Area, and the Bureau of Land Management. Open space also includes property managed by the Grand Lake Metropolitan Recreation District, and private land areas that due to environmental constraints (e.g., designated floodplains) are very unlikely to develop. Local playgrounds, squares, parks and other recreational facilities are abundant within the Town of Grand Lake.

PUBLIC AND MUNICIPAL UTILITIES

Three Lakes Water & Sanitation District provides wastewater treatment service to the community of Grand Lake and the surrounding areas. The Town of Grand Lake provides water service within its incorporated area. Other local utility providers within the Three Mile Area include Mountain Park Electric, Xcel Energy (gas), CenturyLink (telephone/internet), and Comcast (cable/internet).

PROPOSED LAND USE

The proposed land use for the Three Mile Area is classified into the following six categories:

FORESTRY OPEN

The purpose of the Forestry and Open land use designation is to protect lands suitable for forestry, mining and recreation after additional permitting. Higher impact uses are allowed when permitted and mitigated properly. Low density single-family residential uses are permitted in the Forestry and Open land use designation. Federal or State land would generally not be considered for annexation by the Town. If annexed, lands designated as Forestry Open would potentially be zoned into the Town's Open Space (OS) zoning district.

RESIDENTIAL

The purpose of the Residential land use designation is to provide areas for single-family and multi-family residential use; to ensure other community facilities are available to properly serve said residential developments; to leave ample area available for on-site parking, recreational and outdoor activity areas; and to protect the existing character of the designated area. If annexed, lands designated as Residential would potentially be zoned into one of eight Town zoning districts: Residential Estate (RE); Single Family Residential - Low Density (RSL); Single Family Residential - Medium Density (RSM); Single Family Residential - High Density (RSH); Multiple Family Residential - Low Density (RML); Multiple Family Residential District - Medium Density (RMM); or Multiple Family Residential - High Density (RMH).

MOBILE HOME

The purpose of the Mobile Home land use designation is to allow the use and placement of mobile homes and travel trailers on either a permanent or temporary basis. Other residential uses are also permitted in the Mobile Home land use designation. If annexed, lands designated as Mobile Home would potentially be zoned into the Town's Mobile Home Residential (HM) zoning district.

BUSINESS

The purpose of the Business land use designation is to provide areas designed for retail shopping convenience of residents and visitors. The Business land use designation provides a wide range of commercial uses, including wholesale, business services, and light manufacturing. If annexed, lands designated as Business would potentially be zoned into the Town's Commercial (C) zoning district.

TOURIST

The purpose of the Tourist land use designation is to provide areas to accommodate related retail businesses to serve the traveling and recreation oriented public, mainly located along US Highway 34. Residential uses are permitted in the Tourist land use designation. If annexed, lands designated as Tourist would potentially be zoned into the Town's Resort (RT) zoning district.

ACCOMMODATIONS

The purpose of the Accommodations land use designation is to provide lodging facilities with accessory uses to serve the traveling public, mainly to be located along federal and state highways. Residential uses are permitted in the Accommodations land use designation. If annexed, lands designated as Accommodations would potentially be zoned into the Town's Resort (RT) zoning district.

ANNEXATION POLICIES

The following five annexation policies are intended to ensure the logical extension of the Town boundaries, so that Grand Lake will expand in a directed and fiscally sound manner.

1. All annexations shall be in conformance with the provisions of Section 31-12-101 et. seq. of the Colorado Revised Statutes. The Three Mile Area Plan shall be reviewed and updated annually, incorporating any municipal boundary adjustments and related three-mile area boundary adjustments as necessary.
2. All annexations shall be in conformance with the Town's adopted Comprehensive Plan. The Land Use Plan Map in the Comprehensive Plan identifies three potential future Town growth areas. Future annexations should be limited to these three areas, along with any individual parcel currently contiguous to Town boundaries that meets the annexation criteria below.
3. Annexation is an agreement between a willing land owner and a willing local government (the Town of Grand Lake). The Town and property owner shall enter into a pre-annexation agreement as a precursor to any annexation. Pre-annexation agreements establish the conditions of annexation and provide the Town and property owner with a set of negotiated obligations upon annexation.
4. Evaluate annexations based upon their impact on the local tax base and value to the residents of the community. Typically, the annexation of property that has potential for commercial development will provide a greater cost benefit to the Town than the annexation of residential properties. In addition, the annexation of County roads would involve costs associated with future road maintenance, whereas annexations of US 34 would still be maintained by CDOT. A fiscal impact analysis is recommended when considering any annexation petition. An increased tax base should not be the sole determinant, yet be a major objective in ensuring services and facilities desired by Grand Lake citizens that are financially supported and achieve stated land use policies.
5. Carefully consider annexation of enclaves and other areas that are largely surrounded by the Town. There may be one or more unincorporated properties that have been surrounded by Town boundaries for at least three years. Three years is the minimum time requirement that a municipality may unilaterally annex an enclave without property owner consent. Municipalities occasionally annex enclaves in order to avoid problems associated with different zoning requirements and/or the provision of multiple local government services. The cost/benefit may be negligible however, and such annexations can be very controversial with property owners. A fiscal impact analysis, along with a robust public outreach/education effort, is strongly recommended prior to initiating an enclave annexation.

ANNEXATION CRITERIA

The following criteria should be used by Town officials to determine which parcels of land may be desirable for annexation:

- Consider those parcels that are contiguous to current Town boundaries and can be served by Grand Lake with little or only minimal adverse impacts.
- Consider those parcels that offer an opportunity to broaden the housing stock of the Town, and help provide housing for all economic segments of the community.
- Consider those parcels that can broaden the Town's commercial or tourism base, and help provide employment opportunities and retail services to area residents.
- Do not consider parcels that would be difficult to access or serve with public facilities and services due to natural constraints, such as floodplains, steep slopes, wetlands or other similar features, unless such annexation will further natural resource, recreation, open space, historic preservation, wildlife protection, scenic protection, and/or educational objectives.
- Do not consider parcels with existing rural residential uses unless such parcel is in need of water service due to environmental concerns, and/or poor water quality or quantity.

Annexation in Colorado



COLORADO
MUNICIPAL
LEAGUE

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INTRODUCTION

Annexation is the process by which municipalities grow and accept new territory, either before or after development has taken place. A central fact of annexation today is that it helps cities and towns grow and continue to prosper. Annexation is one of the most important and lasting actions a municipal governing body takes, and this has long been recognized. The Report of the State Wide Committee to the Governor's Local Affairs Study Commission in December 1964 stated:

No subject relating to municipal government aroused more interest or emphasis in the Committee's study than the matter of logical municipal growth through annexation ... [p]roviding adequate urban services to ever growing unincorporated fringe areas constituted one of most important problems to Colorado municipal government ... annexation is recognized as an important vehicle to achieve logical urban development.

Not much has changed in over a half-century.

Annexation is a form of self-determination. For the annexing municipality, it represents the most effective (and sometimes the only) means by which it can guide its own future. For the annexing property owners and residents, it represents a personal decision to become a formal part of a community to which they already relate. It is particularly significant that Colorado annexation law allows only a few limited circumstances in which the consent of the landowners and residents of the area is not needed as a prerequisite to annexation. The vast majority of all annexations in Colorado are initiated by and subject to the approval of the landowners in the area to be annexed.

Annexation in Colorado is a relatively technical process – there are limited opportunities for challenge, and few annexations are overturned if the procedures established by the governing statutes have been followed. This handbook explains the details of these procedures and how municipal officials and staff can apply them successfully and fairly.

CHAPTER 1 GENERAL CONSIDERATIONS

AVOIDING CONFLICT THROUGH COMMUNICATION

Annexation questions often are highly charged emotionally. It is imperative that the proponents of an annexation actively seek the support of a majority of the affected community. This is obvious when the annexation will or might be the subject of an election. However, few annexations are approved at the polls. Accordingly, it is desirable for the actions of a municipal governing body, when unilaterally annexing property or when annexing property pursuant to a landowner petition without election (the most common form), to have the support of the community. An annexation information program will help to inform the public and dispel rumor, misunderstanding, and incorrect information. Information allows the annexation to be judged on its own merits.

Central to any such program is communication of the benefits that the proposed annexation will provide to the municipality and area being annexed, and the costs of the proposal to the whole municipality and to the area being annexed. The annexation statute makes this sort of analysis not only desirable but, to some degree, mandatory. See page 20 for a discussion of annexation impact reports required by Article 12 of Title 31 in the Colorado Revised Statutes.¹

LEGAL CONSTRAINTS: ANNEXATION ELECTION CAMPAIGNS

Where annexation will be determined at an election, subsection (1) of Article 45 of Title 1 in the Colorado Revised Statutes, “State and political subdivisions – limitations on contributions,” (part of the Fair Campaign Practices Act) controls the circumstances under which public funds may and may not be spent and establishes the following general two-part prohibition:

No ... political subdivision [of the state] shall make any contribution or contribution in kind in campaigns involving the nomination, retention, or election of any person to any public office, . . . nor shall any such entity expend any public moneys from any source, or make any contributions, to urge electors to vote in favor of or against any [issue before the electorate].²

This general prohibition is subject to several key exceptions. Because of the high degree of trust placed in local officials to expend public money lawfully and the possibility of civil penalties and attorneys’ fees (and personal liability for such amounts) in connection with a violation of the Fair Campaign Practices Act,³ it is strongly urged that local officials seek the advice of their municipal attorney before spending public money or use of other resources on any annexation election-related information effort.

ASSEMBLING THE MUNICIPAL ANNEXATION TEAM

While every annexation is unique and has its own set of considerations, preparation for and execution of a successful annexation will include participation from largely the same group of staff. As a municipality prepares to undertake an annexation, the following individuals and groups should be on the team:

- *Planning or Community Development Department:* Will assist in determining whether the annexation makes sense for the community’s comprehensive plan and what the appropriate uses and densities for the annexed property should be.
- *Public Works Department:* The annexed property will need roadways and public utilities. The Public Works Department will assist in determining the location and cost of these facilities.

¹ C.R.S. § 31-12-108.5.
² C.R.S. § 1-45-117.
³ See COLO. CONST. art. XXVIII; C.R.S. §§ 1-45-117(4), 9(2), 10(1).

- *Parks and Recreation Department*: Residential annexations and even some commercial annexations generate the need for recreational facilities for the property and its expected residents. A component of the proposed development plan and annexation agreement will be the location of parks, trails, and other public amenities and, importantly, who pays for them.
- *Financial Officer*: Annexation imposes both costs and opportunities. Because Colorado municipalities are funded largely by sales taxes, residential developments are not generally net revenue sources, while commercial developments are. Nevertheless, viable municipalities also need residents and housing. No municipality should go into an annexation unaware of the net fiscal impact on the community and the opportunity to ensure those burdens are borne by new development, not existing residents.
- *Municipal Attorney*: Will help to negotiate the annexation agreement, if applicable, and guide the staff and elected officials through the procedural details of annexation, which are the major focus areas of this handbook.
- *Board of Trustees or City Council*: Annexation is a legislative act, undertaken by ordinance. No annexation should be a surprise to the municipality's governing body. Instead, proposed annexations should be discussed at study sessions or other public meetings to determine whether it is appropriate for the community, both in land-use planning and in a cost-benefit analysis. Because annexation fundamentally changes the size and makeup of the community, the elected governing body is charged with the final decision.

ANNEXATION AND LOCAL CONTROL

Officials may question whether they may enact local annexation procedures to complement, or even to supersede the annexation statute. A few words of caution are offered: First, while the annexation statute does not contain a declaration of statewide concern,⁴ the requirements, limitations, and procedures in the statute are very detailed and comprehensive, evidencing a legislative intent to provide a complete system. Second, annexation has been a controversial topic when addressed by the state legislature; many features of the statute which place limitations on annexation have come about as a result of controversial local annexations.⁵ If a municipality were to adopt annexation procedures in conflict with the statute (for example, changing the one-sixth contiguity requirement), such an action would likely draw adverse state legislative attention.

To the extent local procedures complement or do not conflict with the annexation statute, they may be upheld. A significant example is that a municipal ordinance, enacted by initiative in a statutory town, may require an election even if the governing body determines that the other requirements have been met and the statute would not otherwise require an election.⁶

⁴ See C.R.S. § 31-12-101.

⁵ See, e.g., C.R.S. § 31-12-104(2) (prohibiting the annexation of "disconnected municipal satellites").

⁶ *Minch v. Town of Mead*, 957 P.2d 1054 (Colo. App. 1998).

CHAPTER 2

GOALS AND POLICIES: PLANNING FOR ANNEXATION

WRITTEN ANNEXATION GOALS AND POLICIES

Annexation truly changes the face of the municipal community. It is one of the most dramatic and lasting actions a municipal governing body takes. Developing a written set of goals and policies for annexation may be as important for the community as a long-range comprehensive or master plan. Actually, the master plan itself can and should include annexation policies. These policies and goals should be developed and considered by the municipality apart from specific annexation requests.

The following statements are common among existing municipal annexation policies:

- That the area be within, and be contemplated by the municipality's "three-mile plan," normally a component of the municipal comprehensive plan.⁷
- To annex no land (other than public sites) that cannot be served within a specific time period by municipal utilities unless there is a binding agreement by the petitioners for annexation that municipal utilities will not be made available within that period.
- To annex part or all of enclaves or peninsulas. It is important to mention that, while enclaves may be unilaterally annexed by action of the municipal governing body after having been surrounded by the municipality for a period of three years or more, peninsulas, surrounded on three sides by the municipality, may not be unilaterally annexed as a result of the adoption of the Poundstone II amendment. See page 10.
- To annex territory where it is clearly desirable to square off municipal boundaries for the purpose of greater efficiency or economy in providing municipal services.
- To annex territory that is determined to be urban in character or where urbanization is clearly imminent and the territory is in need of proper land use controls; i.e., zoning and subdivision controls, building regulations, and good engineering standards.
- That the annexation be initiated, financially supported, and promoted by the landowners within the area and that, where possible, it have the support of local groups such as chambers of commerce, homeowner associations, merchants' associations, and the local development community.
- The area under consideration for annexation should be in the municipality's apparent zone of anticipated growth and expansion, as set out in the comprehensive or master plan.
- To require the developer to make those improvements to existing sewer, water, or drainage facilities within the annexing territory the municipal governing body determines necessary. The overriding concern is that services and improvements within the municipality should not be depleted in order to finance services and improvements for the annexed area. Simply put, existing residents should not have to bear any new or increased cost as a result of annexation.
- To require payment of a fair portion of the costs of previously installed municipal utilities that benefit the property.
- To require that the annexation bring with it all of the water required to serve its projected build out. This may include mandatory dedication of water rights or payments in lieu thereof. The aim of this policy is to provide some assurance that any new annexation will not burden the present water supply of the municipality.
- That a preliminary subdivision or development plan accompany any annexation petition for undeveloped land.

⁷ See C.R.S. § 31-12-105(1)(E)(I).

- To require remedial action (with performance guarantees) to eliminate or control any existing conditions of the property to be annexed that adversely affect health, safety, or general welfare of the public or that constitute a nuisance or a hazard to the public.
- To consider topography, water, drainage conditions, and other natural features of the annexing property and to impose such conditions on development as are deemed reasonably necessary for health, safety, and general welfare of the public.
- To require dedication of rights-of-way for major and minor streets and easements for utilities, drainage, telecommunication, or other purposes.
- Where the municipal governing body determines that certain lands in the area to be annexed will be needed for public purposes, it may require that the land be dedicated to the municipality or reserved and not otherwise developed for a period of years.
- To require that, prior to annexation, there be resolved any jurisdictional and municipal service problems arising from extension of municipal boundaries into special utility or service districts (fire, ambulance, etc.). Of course, this sort of good planning may delay or prevent annexation.
- To require, to the extent reasonably possible, that the boundary lines of annexing properties be drawn:
 - Along a major topographical barrier, highway, park, cemetery, airport, or waterway, or other feature forming a natural boundary.
 - To include all of a given ownership where reasonable development should extend to the entire property. The statute prohibits dividing property held in single ownership unless consent is given by the owner.
 - To encourage, where possible, the joining together of adjacent properties in a single annexation petition to facilitate better planning and economy of scale in extending municipal services.

The foregoing list is only a summary of the many annexation policies that have been reviewed for this publication. Its length illustrates the many considerations that can be brought to bear on any single annexation. To the degree that a municipality has a comprehensive set of goals and policies for annexation, two positive benefits are derived: truly inappropriate annexation proposals can be identified as such and rejected at an early stage, and deficiencies in annexation proposals otherwise appropriate also can be identified and corrected.



To: Town of Grand Lake Staff
From: Heike Wilson, Town Treasurer
Re: Updates with PTO Policy for Year-Round Part-Time Employees
Date: September 12, 2022

To be more competitive in attracting and retaining employees the Town of Grand Lake would like to add PTO benefits to year-round part-time employees. We feel PTO incentives are one of the most attractive incentives to offer employees. Year-round full-time employees working 32 plus hours a week will be considered full-time and accrue full PTO benefits of 10 hours per pay period while Year-round part-time 1 employees who work between 24 to 32 hours a week will accrue PTO at the rate of 3 hours per pay period. Year-round part-time 2 employees who work 24 hours or less will not accrue any PTO.

Recommended Motion

I Move to approve Resolution 28-2022 to Amend Town of Grand Lake Personnel Guidelines to include PTO for year-round part-time 1 employees.

-Or-

I Move to approve Resolution 28-2022 to Amend Town of Grand Lake Personnel Guidelines to include PTO for year-round part-time 1 employees.

with the Following Changes:

-Or-

I Move to Deny Resolution 28-2022 to Amend Town of Grand Lake Personnel Guidelines to include PTO for year-round part-time employees.

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**TOWN OF GRAND LAKE
RESOLUTION NO. 28- 2022**

A RESOLUTION for amending the Town of Grand Lake Personal Guidelines as of September 12, 2022.

WHEREAS, Town of Grand Lake is updating the Personal Guidelines Policy to add PTO for part-time 1 employees.

NOW THEREFORE BE IT RESOLVED BY THE GRAND LAKE BOARD OF TRUSTEES AS FOLLOWS:

The Personnel Guidelines are amended by the adoption of the additions in the attached Personnel Guidelines and all previous resolutions referring to the Town of Grand Lake Personnel Guidelines are rescinded.

DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO, THIS 12nd day of September 2022.

(SEAL)

Votes Approving:
Votes Opposed:
Absent:
Abstained:

ATTEST:

TOWN OF GRAND LAKE

Alayna Carrell
Town Clerk

Stephen Kudron
Town Mayor

Town of Grand Lake Personnel Guidelines



~~February 14~~ September 12, 2022 - Resolution

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These Guidelines were adopted by Resolution 9 - 1987 approved on the June 22, 1987 Board of Trustees meeting and amended by Resolution 12 – 1988, Resolution No. 18 – 2000, Resolution 7-2004, Resolution 12-2005. Resolution 17-2007, Resolution 1-2009, Resolution 2-201, Resolution 11-2019, Resolution 13-2019, Resolution 2-2022.

Per Resolution 2806-2022 rescinds all previous Resolutions identified above, inferred or practiced approved February 14, 2022 September 12, 2022.

PART I – MANAGEMENT AUTHORITY

- a) The Town of Grand Lake (the "Town") is dedicated to the principle of a progressive and sound system of personnel administration. The Guidelines objectives embodied in this manual are; to encourage superior performance and long-term commitment to the Town from the staff; and, to clearly articulate the duties, responsibilities, authority and privileges of being an employee of Grand Lake.

PART II – DEFINITIONS

- a) Full-time – an employee normally scheduled to work thirty-two hours or more in a ~~forty-hour~~ workweek.
- b) Part-time 1 – an employee normally scheduled to work a workweek of more than twenty-four and less than ~~thirty-two~~forty hours in a work week.
- ~~b)c)~~ Part-time 2 – an employee normally scheduled to work less than 24 hours in a work week.
- ~~e)d)~~ Temporary employee – any person employed by the Town on a temporary or seasonal basis, whether full-time or part-time.
- ~~e)e)~~ Exempt Employee – an employee who is not eligible for overtime pay.
- ~~e)f)~~ Non-exempt Employee -- Non-exempt employees are eligible for paid overtime at one and one-half times their rate of pay for all hours worked in excess of 40 hours per workweek.
- ~~e)g)~~ Deferred Compensation:
 1. Retirement Trust – 457 Plan -- a program offered by the Town allowing the employee to voluntarily set aside a portion of current year income through payroll deduction for a retirement trust – 457 plans. At the time of adoption of these Guidelines, the IRS had determined that the salary so deducted is not subject to current year federal and state income taxation.
 2. Flex Spending Benefit Plan – a program offered by the Town allowing the employee to voluntarily set aside a portion of current year income through payroll deduction for a flex spending benefit plan (a pre-tax medical savings program). At the time of adoption of these Guidelines, the IRS had determined that the salary so deducted is not subject to current year federal and state income taxation.

PART III – WORKDAY AND WORKWEEK

- a) Workday Defined.
The normal workday is eight hours plus a 30 to 60 minute unpaid lunch break. Two paid breaks per day of 15 minutes each are allowed, one before lunch and one after lunch.
- b) Workweek Defined.
For the purpose of calculating overtime, the workweek period begins at 12 Midnight Saturday and ends at 11:59 p.m. Friday.

PART IV – OVERTIME

- a) For purposes of computing Overtime, the first forty (40) hours must be actually worked or be an authorized holiday. PTO days taken during the workweek by the employee will not be considered a workday for purposes of computing overtime. All PTO must be authorized in advance by the Departmental Supervisor, Town Manager or the designated supervisor in the Departmental Supervisor’s and/or Manager’s absence. The Town Manager and Supervisors shall have the authority of reducing hours usually scheduled to be worked in any day during a work week in order to avoid causing any employee to work over 40 hours in a work week.
- b) Temporary Employees to be Paid for Overtime.
Hours worked in excess of forty (40) hours per workweek by temporary employees shall be paid as overtime at the rate of one and one-half times the temporary employee’s hourly wage.
- c) Employees to be Paid for Overtime.
The overtime policy of this section is adopted to comply with the Federal Fair Labor Standards Act. (1) forty hours per work week, (2) twelve hours per workday, or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages. Overtime is compensated at one and one-half times the regular rate of pay for the employee.
- d) Holiday Rate.
Employees required to work on authorized holidays shall be paid overtime at the rate of two hours for every hour worked.

PART V – PAY

- a) Pay/Salary Grades
Employee pay is determined per Town salary grades based on job classifications. Job classifications are used to objectively and accurately define and evaluate the duties, responsibilities, tasks and authority level of a job.
- b) Payday.
Payday is determined by the Board and shall not be less than two paydays a month. Should a normal payday fall on a weekend or authorized holiday, payday shall be on the previous normal working day. All employees are required to keep a daily record of their time & activities. The form and content of such time shall be as determined by the Town Manager. Time shall be recorded daily and submitted to the employee’s supervisor at the end of the workweek.
- c) On Call
Employees that are required to be On-Call must be available to answer in the case of emergency in person within 60 minutes of the received call. On-Call employees must

be in a ready to work state at all times. The use of alcohol or drugs that are not prescribed by a physician are prohibited while an employee is On-Call.

d) Call Back

Call-back overtime work is irregular or occasional overtime work performed by an employee on a day when no work is scheduled or at a time which requires the employee to return to the place of employment from an off-duty status. Call-back overtime work is deemed not less than 2 hours in duration for pay or compensatory time. (Call-back time is not intended for regular monitoring of systems. Regular monitoring shall be scheduled to comply with a 40-hour work week.)

e) Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis.

f) Deductions

The Town is committed to complying with requirements which allows properly authorized deductions. If the employee believes an improper deduction has been made to gross pay, immediately report this information to the Town Treasurer or Town Manager. Reports of improper deductions will be promptly investigated. Prompt reimbursement will be made if determined that an improper deduction has occurred.

PART VI – TIME REPORTING

a) Non-Exempt Employees

Non-Exempt employees are required to record time daily. At the conclusion of each pay period (Monday for the previous week). Employees must submit their time to their immediate supervisor for final approval. It is necessary for employees to indicate whether the recorded hours are for time worked or for time off.

Non-Exempt employees must take a full 30-minute lunch period. Notify your supervisor immediately, if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

b) Exempt Employees

Exempt employees are required to report to their department manager time off from their regular work schedule each pay period.

These records are the only ones used by the organization to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. In the event an employee keeps a personal time record in addition to the Town Manager’s timecard form, they must provide them to the Town if they find a discrepancy between the Town’s records and their personal time record. Employees should contact their supervisor with any questions about how their pay is

calculated. Employees must promptly notify their supervisor of any mistakes in their time record or pay.

PART VII – Paid Time Off (PTO)

a) PTO

Full-time non-exempt employees and exempt employees accrue PTO at the rate of 10 hours per pay period. Full-time employees may bank up to 328 hours of PTO. PTO may be used at the request of the employee and at the convenience of the Town.

Part-Time 1 employees accrue PTO at the rate of 3 hours per pay period. Part-Time 1 employees may bank up to 100 hours of PTO. PTO may be used at the request of the employee and at the convenience of the Town.

Part-Time 2 or Seasonal employees do not accrue PTO.

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b) Sick Leave for accruals prior to 02/14/2014.

Employees who earned and elected to keep sick leave accruals may use sick leave as follows. Sick leave shall be used only:

1. When the employee is ill or physically incapacitated;
2. For care of an illness of the employee’s spouse, children, siblings, parents, grandparents, grandchildren, or spouse’s parents;
3. When an employee has been exposed to a highly contagious disease which may jeopardize the health of others;
4. For a scheduled doctor or dentist appointment.
5. When sick leave of more than three (3) consecutive days is requested, the Town Manager may request that the employee obtain a doctor’s note or other evidence of illness from the employee.
6. Please see Section (g), Extended Leave of Absence – Medical, below for guidelines on extended absences (10 days or longer).

c) Authorized Holidays.

Authorized holidays with pay for all full-time employees are:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

d) Jury Duty.

For two days or less without Town Manager approval, employees do not lose pay or leave accrual while serving on jury duty or while appearing as a witness in a court proceeding on behalf of the Town or while, pursuant to a subpoena. Employees are entitled to retain the fees paid them in addition to their pay for jury and court service.

e) Reserve Military Duty.

Any employee who is a member the National Guard, State Militia, or reserves is eligible for fifteen days of leave each calendar year. The employee shall produce documentation from the United States authenticating the duty. While in military training, such employees shall continue to accrue normal leave and benefits and shall receive their normal salary up to fifteen days. The employee shall retain seniority, status, efficiency rating, vacation, sick leave, and other benefits. Should military leave extend beyond fifteen days, the provisions of laws governing the rehire of veterans shall continue to apply.

f) Funeral Leave.

Funeral leave with pay of up to three (3) days will be granted for funerals of the employee's spouse, siblings, children, parents, grandparents, grandchildren, or spouse's parents or children.

g) Injury Leave.

See workers compensation section in VIII (b) below.

PART VIII – MEDICAL LEAVE AND WORKER’S COMPENSATION

a) Extended Leave of Absence – Medical.

A medical leave of absence of not more than three months may currently be granted to full-time employees. This unpaid leave is for absences arising from illness, injury or pregnancy.

For a medical leave to be granted, the following conditions must be met;

1. The employee has completed ninety (90) day of full-time employment with the Town.
2. The Town Manager is notified by the employee as soon as possible of the need for medical leave
3. The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed.
4. Approvals are obtained from the Town Manager prior to leave.
5. All available Comp Time, sick leave and earned vacation are used at the beginning of the leave of absence.

b) Extension.

When the estimated period of leave is less than three months, and an employee needs to extend the leave another medical provider’s statement is required indicating the new estimated length of leave.

c) Return to Work.

An employee ready to return to work from leave must present a doctor’s statement indicating ability to return to work.

The Town may reinstate an employee ready to return from a medical leave of absence when, in the opinion of Town, it is practical to do so. The Town does not guarantee reinstatement of an employee to the former job. When the employee is available to

return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

d) Benefits

The Town continues (medical/life) insurance benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee's portion of the premium.

Vacation, sick and floating holidays will not accrue during a medical leave of absence. Holiday, funeral pay, or jury duty pay will not be granted during the leave.

e) Fail to Return to Work.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act (ADA) or other law, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodation must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the Town.

f) Worker's Compensation.

The Town is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to the Town Clerk.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the Town's designated physicians. If not, the employee may be responsible for the cost of medical insurance.

PART IX – BENEFITS

General Benefits are described. Benefit amounts will be updated from time to time per Resolution as appropriated by the Board of Trustees. Full-time employees are considered eligible. Part-time 1 & 2 employees may elect to be covered at their own expense.

a) Employee Insurance.

Eligible employees are covered under the Town's health insurance. Employees may elect to have their spouse and children covered by the Town's health insurance.

b) Dental and Vision Insurance.

Eligible employees are covered under the Town's dental/vision insurance. Employees may elect to have their spouse and children covered.

c) Life Insurance/Accidental Death & Dismemberment.

Eligible employees are covered by Life Insurance and Accidental Death and Dismemberment. Employees may elect to have their spouse and children covered.

- d) Health Reimbursement Arrangement (HRA).
Eligible employees are credited with a medical reimbursement amount determined periodically by the Board of Trustees per plan year for medical expenses not covered by insurance (e.g., copayments, deductibles, non-covered medical, dental and/or vision expenses).
- e) Deferred Compensation Program.
Retirement: Eligible employees participate in a deferred compensation program authorized by the Board for a retirement trust – 457 plan.
- f) Flex Benefit. The Flex benefit allows employees to have a self-determined amount deducted pre-tax from each paycheck up to a total annual maximum as defined by the IRS. This amount is determined during the open enrollment period. The employee may then submit a claim for reimbursement of eligible expenses, including spouse/dependent expenses even if the spouse/dependent is not enrolled in any of the insurance plans. The plan runs from January through March 15 of the following year and reimbursement may be claimed for any services received within that time frame. Reimbursement must be filed by March 31.
- g) Longevity Pay.
Eligible employees are entitled, on their anniversary date, to longevity pay. Employees who left the Town in good standing and who are subsequently rehired shall have the time of their previous employ counted toward longevity pay. Longevity pay will be on the payday following the employee's anniversary date of hire disbursed as gross pay, net of all applicable tax deductions.
- h) Clothing Allowance.
Clothing allowance is a taxable benefit paid to employees for the assigned duties within Public Works and the Water Department. The purpose is to replace personal apparel that is soiled, torn and worn due extreme working conditions. Clothing that is branded with the Town logo and provided to employees at no cost shall be presentable in public.
- i) Grand Lake Center Fitness Membership.
Fitness membership to the Grand Lake Center at a reduced rate.
- j) Housing Allowance.
In the event the Board of Trustees authorize a housing allowance, the purpose is to hire and retain talented personnel designed to make the Town more competitive with other employers.
- k) Alternative Benefit.

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The Town is honored to employ experienced professionals that may be exempt or not eligible regarding traditional benefit packages. The Town will consider a benefit in lieu of traditional benefit packages.

- l) Cell Phone Stipend
Employees whom are not assigned a town cell phone and use their personal cell phones to conduct Town business may be eligible for a cell phone stipend.
- m) Memberships.
As appropriated by the Board of Trustees, the Town pays all job-related professional memberships, cost of CDL physicals and Water Department certification testing and renewals.

The Town Manager is responsible for the administration of forms and/or benefit packages and should be contacted by any employee wishing additional information.

PART X – PERFORMANCE AND MERIT

- a) Performance Evaluations to be Performed.
Performance reviews are intended to let each employee know how she or he stands per the employee’s job description and to assist in the improvement of performance and/or preparation for advancement. The Town endeavors to conduct employee reviews. Please contact and advise your supervisor or the Town Manager if more than a year has passed since receiving formal feedback. At the request of the employee or the supervisor, the employee shall be reviewed more frequently. Each review shall be reviewed and signed by both the employee and the supervisor and then filed in the employee's personnel file. The performance evaluation may be used by the Town Manager to determine merit-based salary increases during their annual budget review.

PART XI – EMPLOYEE RESPONSIBILITIES

- a) Conduct.
Employees are expected to conduct themselves with their peers, superiors, subordinates, and the public at all times in a friendly, professional and courteous manner.
- b) Use of Town Property.
Property and equipment owned by the Town are for use in performance of the Town's business. All employees are responsible for the efficient and safe use of such items. Abuse or intentional neglect shall be cause for disciplinary action.
- c) Driver’s License.
Town employees using Town vehicles and equipment are required to have a valid Colorado driver's license and/or operator's license. Proof of same is required and the expiration date of all drivers’ licenses shall be kept on file with Town Hall.
- d) Use of Drugs and Alcohol Prohibited.

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This included working after the apparent use of marijuana, whether or not the employee is a registered user. Furthermore, the possession, purchase or consumption (use), or sale of a controlled substance or alcohol on Town premises or while conducting Town business is prohibited.

e) Unconcealed and Concealed Weapons.

The Town prohibits the possession or use of unconcealed weapons and the use of concealed weapons on Town property, regardless of whether the person is licensed to carry the weapon. This guideline applies to all employees and contract employees, visitors, customers on Town property, regardless of whether or not they are licensed to carry a concealed weapon.

Concealed weapons for which the individual has a permit must be unloaded or properly disarmed so as to render them un-dischargeable or unusable while on Town property. Further the individual with the concealed weapon who has a permit must report to the Town Manager the permit. The employee must be provided the Town Manager the weapon for inspection. Additional precautions may be taken depending upon the circumstances.

f) Gifts.

No employee of the Town shall solicit or accept directly or indirectly any gift, gratuity, favor, entertainment, loan or any other thing of monetary value from any person who: has or is seeking to obtain contractual or other business or financial relations with the Town; or conducts operations or activities that are regulated by the Town; or has interest that may be substantially affected by the performance or nonperformance of the employee's actual official duty.

g) Hiring of Employee's Family Prohibited.

The Town will not consider an employee's spouse, children, parents, siblings, or spouse's parents for full-time employment.

h) Emergency Callout.

Certain positions, as designated by the Town Manager, shall be subject to emergency callout during periods of adverse weather or major interruptions of municipal service. Employees so designated during that time shall hold themselves to be available on short notice (within one hour) to respond to such callouts.

i) Outside Employment.

Outside employment for full-time employees is officially discouraged although not prohibited. Prior to engaging in outside employment the employee is strongly urged to discuss the matter with his or her supervisor. Inability to respond to emergency callouts can and will be considered in performance reviews.

j) Training.

The Town of Grand Lake strongly encourages employee training. Employees are encouraged to identify to their supervisors any seminars, courses, and meetings which in the employee's estimation will further their job education and professional abilities.

The Town will pay the training and testing costs for all certifications, recertification's and licenses that are required for the employee to continue in his official capacity with the Town.

k) Limit of Employee Involvement in Party Politics.

The protection of Town employees from political pressures in the discharge of their official duties necessarily requires limitations on the employee's participation in Town political activities, campaigns, and issues. No employee shall use or permit others to use the authority vested in his or her position to actively support or oppose a candidate for the Town Board of Trustees nor shall an employee actively campaign for or against any candidate for Trustee either on or off the job. Each employee enjoys the right to express his or her opinion as a citizen regarding local issues and to vote, attend political meetings, and join political clubs and organizations.

l) Voice Mail.

The Town voice mail system is intended for transmitting business-related information. Although the Town does not monitor voice messages as a routine matter, the Town reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep use to a minimum.

m) Telephones/Cell Phones/Mobile Devices.

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Town guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reason, employees should avoid the use of cell phones and mobile devices while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone device to text while operating a motor vehicle. Texting is permitted only when the vehicle is lawfully parked.

Long distance calls that incur a fee or international phone calls on Town phones for personal purpose is prohibited.

n) Anti-Violence.

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson sabotage, use of weapons, carrying weapons on to Town property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

- o) Information Dissemination and Confidentiality.
All employees are expected to protect the public's trust and provide proper dissemination of information within their job description.

Employees may have access to confidential information of the Town, employees and customers. Confidential information includes, but not limited to, information concerning; employee background check data, social security numbers, birth dates, home addresses, utility customers, tax collection, specifically identified as confidential, executive session records, and similar subjects.

Disclosure of confidential information might seriously damage public trust; therefore such action will not be tolerated. Any copying, reproducing or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the Town upon separation or at any time upon demand.

PART XII – RECRUITMENT, APPOINTMENT, AND PROMOTION

- a) Vacant and budgeted positions shall be advertised with exception to internal promotions. All applicants for Town positions shall be evaluated in accordance with the Equal Opportunity statement contained in this handbook.
- b) Consideration for open positions shall be given to all qualified employees: first to full-time employees, then to part-time employees, and then to temporary employees. The Town may advertise the position concurrently in order to fill a vacancy expeditiously.

PART XIII – TRAVEL GUIDELINES

- a) Employees traveling on authorized Town business with prior budget approval from their supervisor shall be reimbursed for mileage, meals and lodging as is set out below:
 - 1. Reimbursement for Mileage.
If possible, travel to out-of-town events should be taken in a town-owned vehicle. If travel is performed by privately owned vehicles, the town will pay for actual mileage traveled from office or home at the rate per mile established by the IRS. Breakdowns or mechanical problems of employees' personal vehicles while being used for Town travel are the responsibility of the employee and NOT the Town.
 - 2. Reimbursement for Meals.
Meals eaten while on Town business shall be reimbursed at actual cost, as evidenced by receipt but shall not exceed the per diem rates for travel within the Continental United States established by the IRS.

3. Reimbursement for Lodging.

Employees shall be reimbursed for overnight lodging while on Town business at actual costs but shall not exceed the per diem rates for travel within the Continental United States established by the IRS.

b) Reimbursement Process.

Employees requesting reimbursement for travel expenses shall make such request in the form and manner required by the Town Manager.

PART XIV – JOB RELATED DISAGREEMENT OR DISSATISFACTION

a) Administrative Processing of Job Related Disagreement or Dissatisfaction.

Employees who disagree or are dissatisfied with the Town practice should promptly discuss the matter with their immediate supervisor, where appropriate. If the supervisor and the employee cannot solve to the mutual satisfaction of both parties, the employee may submit, in writing, to the Town Manager but must do so within ten (10) days after taking to the supervisor. The Town Manager shall reply, in writing, within ten (10) days after receipt. If the employee still feels the issue was not resolved, an appeal may be submitted within ten (10) days of the Town Manager's reply to the Board of Trustees, sitting as the Board of Personnel Appeals.

b) Board of Personnel Appeals.

The Board of Personnel Appeals shall conduct a hearing within twenty (20) days after receipt of a written appeal from the employee and shall render its decision in writing within twenty (20) days after the hearing. Employees may be represented by counsel or agent of their own choosing and at the employee's expense. The Town Manager shall be provided with legal assistance at the Town's expense to represent him at the hearing. The Board of Personnel Appeals shall have the authority to compel, by subpoena, any person to appear and testify or produce books and papers relating to such hearing and shall have the authority to swear in witnesses. The decision of the Board of Personnel Appeals shall be final and binding.

c) Failure to Follow Process.

Failure by the employee to follow the steps and the timelines established in this section shall be deemed conclusive evidence that the disagreement or dissatisfaction has been resolved.

PART XV – DISCIPLINARY ACTION

a) Generally.

Disciplinary actions are exercised in relation to the seriousness of the employee's misconduct. All offenses are not equal in terms of seriousness and no procedures can thoroughly or provide for an absolute basis from which to judge the magnitude of the

offense or the appropriate response from the Town. Similar offenses shall call for similar actions.

- b) Types of Disciplinary Action.
The types of disciplinary actions are: documented oral reprimand, written warning, suspension without pay, and termination of employment.

PART XVI – SEPARATION OF EMPLOYMENT

- a) Employees who wish to resign their positions notify their supervisor or Town Manager in writing of their anticipated departure date. Supervisors or the Town Manager can provide proper forms for written documentation and will go over the “check out” procedure before or at separation.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Town maintained satisfactory performance and attendance.

- b) Upon separation of employment with the Town, employees are entitled to:
 1. Pay for all hours worked in the current pay period;
 2. Pay for all accrued PTO time at the employee's then current rate of pay; and,
 3. For employees hired before February 14, 2022 who have accrued sick leave. Employees may receive pay for accrued sick leave. If sick leave is paid, separating employees may convert all sick leave at termination date at the rate of two hours sick time = one hour of vacation time.
- c) Prior to issuance of a final paycheck, the employee is required to return or to satisfactorily account for all Town property and equipment, including uniforms, given or issued to the employee in course of his employ. Should the employee fail or refuse to do so, the value of such items shall be deducted from the final check.

PART XVII – EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

- a) This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment. These Guidelines apply to all employees including elected/appointed officials, the town manager, department heads, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

- b) Sexual Harassment.
Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Town believes that it warrants separate emphasis. The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment, including but not limited to promotion or demotion; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
4. All employees are always expected to conduct themselves in a professional and businesslike manner. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by these Guidelines. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:
 - i. Written form, such as cartoons, posters, calendars, notes, letters, E-mail;
 - ii. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted request for dates;
 - iii. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

c) EEO/Harassment Complaint Procedure.

If you believe that there has been a violation of the EEO Guidelines or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Town expects employees to make a timely complaint to enable the Town to promptly investigate and correct any behavior which may be in violation of these Guidelines.

Report the incident to the Town Manager who will investigate the matter and take appropriate corrective action. If you do not feel comfortable reporting the incident to the Town Manager, report the incident to the Town Clerk. Your complaint will be kept as confidential as practicable. If you feel that you cannot go to either of these individuals with your complaint, you should report the incident to the Mayor.

If the Town determines that an employee's behavior is in violation of this Guidelines, appropriate disciplinary action will be taken against the offending employee, up to an including termination of employment.

The Town prohibits retaliation against an employee for filing a complaint under these Guidelines or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

Signature Page

I _____ (employee name) have received a copy of the Town of Grand Lake Personnel Guidelines dated _____. I understand that I am to become familiar with its contents. Further I understand as initialed by each statement below:

- ___ Employment with the Town of Grand Lake is at-will. I have the right to end my work relationship with the Town, with or without notice for any reason. The Town has the same right.
- ___ The language used in this handbook and any verbal statements or management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for specific duration.
- ___ The Personnel Guidelines are not all inclusive but intended to provide me with a summary of some of the Town’s guidelines.
- ___ This edition replaces all previously issued Personnel Guidelines and benefits as adopted by previous Resolutions. The need may arise to change the guidelines described in this document, except for at-will nature of employment. The Town therefore reserves the right to interpret them or to change without prior notice.
- ___ No representative of the Town of Grand Lake, other than the elected officials has the authority to enter into an agreement of employment.
- ___ Benefit amounts may be adopted per Resolution or summarized in a separate document. The Town of Grand Lake is a Statutory Town, an incorporated municipality, within and under the laws of the State of Colorado. All voluntary Benefit amounts listed are financial obligations that require annual appropriations.

Employee Name

Date of Hire

Signature

Signature Date