



TOWN OF  
GRAND LAKE

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To: Grand Lake Board of Trustees  
From: John Crone, Town Manager  
Re: Grand Places 2050 Financial Donation  
Date: Dec. 9, 2019

**Background**

Grand Places 2050 is a fairly large working group with a membership of fourteen different groups. To ensure that the project can move forward as efficiently as possible, the group has committed to hiring a facilitator to work with the group at its meetings. As a result, the group has asked the Town of Grand Lake to commit one thousand five hundred dollars (\$1500) to assist in hiring a facilitator. At this time, several members of the group have already committed to similar obligations.

There are currently sufficient funds in the 2019 planning budget to allow the Town to make this contribution.

**Recommendation**

Staff recommends that the Board adopt a resolution approving an expenditure of one thousand five hundred dollars to assist in the operations of Grand Places 2050 by approving the following motion:

I move to adopt Resolution \_\_-2019 Approving the Expenditure of One Thousand Five Hundred Dollars for operations of Grand Places 2050.

**TOWN OF GRAND LAKE  
RESOLUTION NO. \_\_\_\_-2019**

**A RESOLUTION APPROVING THE EXPENDITURE OF ONE THOUSAND FIVE HUNDRED DOLLARS FOR THE OPERATIONS OF GRAND PLACES 2050**

**WHEREAS**, by virtue of Municipal Code Chapter 2, the Board of Trustees is empowered to adopt Resolutions to approve expenditures for the operations of the Town government; and,

**WHEREAS**, on The Board of Trustees has approved entering into a Memorandum of Understanding with the various organizations and government bodies that comprise Grand Places 2050; and,

**WHEREAS**, to facilitate the operations of Grand Places 2050 it is necessary for the Town to contribute one thousand five hundred dollars (\$1500) towards the operations of Grand Places 2050; and,

**WHEREAS**, the Board has previously appropriated money for long-term planning which may be used for this project; and,

**WHEREAS**, on December 9, 2019 the Board of Trustees reviewed the proposed expenditure; and,

**WHEREAS**, the Board of Trustees hereby finds, determines and declares that the expenditure of one thousand five hundred dollars (\$1500) is in the best interests of the Town's goal of enhancing recreational opportunities on the adjacent public lands.

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

**THAT**, the expenditure of one thousand five hundred dollars for the operations of Grand Places 2050 is hereby approved.

**DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO, THIS 9th DAY OF DECEMBER 2019.**

(SEAL)

Votes Approving:  
Votes Opposed:  
Absent:  
Abstained:

ATTEST:

TOWN OF GRAND LAKE

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Jennifer Thompson  
Town Clerk

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James C. Peterson  
Town Mayor



TOWN OF  
GRAND LAKE

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December 9, 2019

To: Mayor Peterson and Town Trustees  
From: Jennifer Thompson, Town Clerk *J.T.*  
RE: Resolution authorizing signature for land purchase

The Title Company of The Rockies is requesting the Town of Grand Lake prepare a Resolution authorizing the signer, Mayor James Peterson, for the sale or encumbrance of the property in the County of Grand and state of Colorado, described as follows: 600 Mary Drive Grand Lake, Colorado 80447.

**I request that the Board adopt Resolution xx-2019 designating Mayor James Peterson as the authorized signer for the sale or encumbrance of the property located at; 600 Mary Drive Grand Lake, Colorado 80447.**

P.O. BOX 99, GRAND LAKE, COLORADO 80447-0099  
PH. 970/627-3435  
FAX 970/627-9290  
E-MAIL: [town@townofgrandlake.com](mailto:town@townofgrandlake.com)

**TOWN OF GRAND LAKE  
BOARD OF TRUSTEES  
RESOLUTION No. - 2019**

**A RESOLUTION AUTHORIZING SIGNATURE FOR PURCHASE**

**WHEREAS**, This Resolution is authorizing **James Peterson** as the signer for the sale or encumbrance of the property in the County of **Grand** and State of **Colorado**, described as follows:

**LEGAL DESCRIPTION:**

**A PORTION OF TRACT A, BLOCK 4, SHADOW PARK WEST, TOWN OF GRAND LAKE, COUNTY OF GRAND, STATE OF COLORADO**

**SITUATED IN PART OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 3 NORTH, RANGE 75 WEST OF THE 6<sup>TH</sup> P.M.**

**COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 6;  
THENCE S14°07'36"W 2128.68 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY OF STATE HIGHWAY NO. 34, AND THE TRUE POINT OF BEGINNING;  
THENCE THE FOLLOWING FOUR (4) COURSES ALONG SAID RIGHT-OF-WAY LINE.**

- 1. THENCE 135.03 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 1045.92 FEET AND A CENTRAL ANGLE OF 07'23'49", A CHORD WHICH BEARS 536'37'30"W 134.94 FEET;**
- 2. THENCE S40'19'25" W 10.10 FEET TO AN EXISTING HIGHWAY RIGHT-OF-WAY MONUMENT**
- 3. THENCE S26'17'15" W 103.08 FEET TO AN EXISTING HIGHWAY RIGHT-OF-WAY MONUMENT**
- 4. THENCE S40'19'25" W 281.52 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF MARY DRIVE; THENCE 37.15 FEET ALONG SAID RIGHT-OF-WAY ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 70.10 FEET AND A CENTRAL ANGLE OF 30'21'37", AND A CHORD WHICH BEARS N15'17'03"W 36.71 FEET; THENCE N00'05'35" W ALONG SAID RIGHT-OF-WAY LINE 232.85 FEET; THENCE LEAVING SAID RIGHT-OF-WAY N64'31'41"E 359.90 FEET TO THE TRUE POINT OF BEGINNING. SAID PARCEL CONTAINS 1.13 ACRES**

Also known by street and number as: 600 Mary Drive Grand Lake, Colorado 80447

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO**, that the Board hereby approves the signer for the acquisition of property located at; 600 Mary Drive Grand Lake, Colorado 80447.

**MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE  
TOWN OF GRAND LAKE, COLORADO THIS 9<sup>TH</sup> DAY OF DECEMBER, 2019.**

**S E A L**

**BOARD OF TRUSTEES**

**Votes approving:** \_\_\_\_\_

**Votes opposed:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

**Abstained:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Jennifer Thompson, Town Clerk**

\_\_\_\_\_  
**James Peterson, Mayor**



TOWN OF  
GRAND LAKE

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December 9, 2019

To: Mayor Peterson and Town Trustees  
From: Jennifer Thompson, Town Clerk *J.T.*  
RE: Election Judges for April 7, 2020 Election

State statute does require at least three election judges for a municipal election. The judges are sworn to "... studiously endeavor to prevent fraud, deceit, and abuse in conducting ..." the election. The qualification for a judge is to be a registered elector of at least 18 years of age. The requirement that judges live within the boundaries of the body holding the election no longer is in effect. The judges in the 2018 election were compensated one hundred fifty dollars and, unless otherwise directed, I would like to do the same for the 2020 election. For what is probably a fifteen-hour day, \$150.00 amounts to \$10.00 per hour.

Statute requires appointment of judges at least fifteen days before the election, and allows the governing body to delegate the authority and responsibility to appoint judges to the Town Clerk, by resolution.

**I request that the Board adopt Resolution xx-2019, allowing the governing body to delegate to the Town Clerk the authority and responsibility to appoint judges of election for the 2020 Municipal Election for the Town of Grand Lake.**

P.O. BOX 99, GRAND LAKE, COLORADO 80447-0099  
PH. 970/627-3435  
FAX 970/627-9290  
E-MAIL: [town@townofgrandlake.com](mailto:town@townofgrandlake.com)

**TOWN OF GRAND LAKE  
BOARD OF TRUSTEES  
RESOLUTION NO. -2019**

**A RESOLUTION REGARDING APPOINTMENT OF JUDGES  
FOR THE APRIL 7, 2020 TOWN OF GRAND LAKE  
REGULAR MUNICIPAL ELECTION**

**WHEREAS**, the Town of Grand Lake will hold its regular municipal election on Tuesday, April 7, 2020; and

**WHEREAS**, Colorado Revised Statutes 31-10-401 et. seq. specify the number, and qualification of judges of election; and

**WHEREAS**, Colorado Revised Statute 31-10-401 allows the governing body to delegate to the clerk the authority and responsibility to appoint judges of election,

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

1. The Town Clerk is authorized and directed to appoint three qualified judges of election for the Tuesday, April 7, 2020 regular municipal election.
2. The judges of election shall be compensated one hundred fifty dollars for the day, with the supply judge receiving an additional four dollars.

**DULY MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO THIS 9TH DAY OF DECEMBER, 2019**

(S E A L)

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

**ATTEST:**

**TOWN OF GRAND LAKE**

\_\_\_\_\_  
**Jennifer Thompson, Town Clerk**

**BY:** \_\_\_\_\_  
**James Peterson, Mayor**



To: Grand Lake Board of Trustees  
From: John Crone, Town Manager  
Re: Updating Personnel Guidelines Part V – Pay and Part X - Benefits  
Date: Dec. 9, 2019

### **Background**

On October 28, 2019, the Board reviewed proposed changes to the Personnel Guidelines regarding pay and benefits. At the time, the Board expressed concern over certain of the proposed changes and requested that the Manager revise the proposal to reflect these concerns.

The concerns expressed by the Board regarded:

Part V – Pay, Pay/Salary Grades

Part X – Benefit Policy, Health Reimbursement Arrangement

Part X – Benefit Policy, Longevity Pay

Part X – Benefit Policy, Alternative Benefit

Part X – Benefit Policy, Health Insurance, Dental and Vision, and Life Insurance/ AD&D was addressed by previously approved resolution 13-2019.

### **Analysis**

Part V – Pay, Pay/Salary Grades – The Town Manager has removed this section from the proposed Guideline changes. The Town will operate under previous policies until such time as the Manager has had time to review these practices.

Part X – Benefit Policy, Health Reimbursement Arrangement – As per Board instructions, this section has been updated to show an increase of the amount credited from \$1,050 to \$1,200.

Part X – Benefit Policy, Longevity Pay – As per Board instructions, this section has been removed from proposed changes. This removal will result in the elimination of the current Longevity Pay policy.

Part X – Benefit Policy, Alternative Benefit – As per Board instructions, full-time employees that are eligible to be exempted from Town Health Insurance will receive an additional salary benefit of \$6,000. The previously recommended benefit was \$4,800.





TOWN OF  
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All other proposed changes and additions remain as originally reviewed by the Board at the October 28, 2019 meeting.

**Recommendation**

Staff recommends that the Board adopt a resolution adopting certain changes and additions to the Personnel Guidelines by approving the following motion:

I move to adopt Resolution \_\_-2019 A RESOLUTION REPLACING PRIOR DESCRIPTIONS OF EMPLOYEE BENEFIT AMOUNTS IN THE PERSONNEL GUIDELINES PART V – PAY AND PART X – BENEFITS AND SUPPORTING RESOLUTION 13-2019 TOWN OF GRAND LAKE PERSONNEL GUIDELINES.

**TOWN OF GRAND LAKE**

**RESOLUTION NO. \_\_ - 2019**

**A RESOLUTION REPLACING PRIOR DESCRIPTIONS OF EMPLOYEE BENEFIT AMOUNTS IN THE PERSONNEL GUIDELINES PART V – PAY AND PART X – BENEFITS AND SUPPORTING RESOLUTION 13-2019 TOWN OF GRAND LAKE PERSONNEL GUIDELINES**

**WHEREAS**, Town of Grand Lake is committed to providing fair and equitable treatment of all Town personnel; and

**WHEREAS**, specific benefits documented in one Resolution will provide clarity and transparency to Town employees and the public; and

**WHEREAS**, the Board of Trustees wish to replace prior described amounts of employee benefits and support the Town of Grand Lake Personnel Guidelines by adopting a separate Resolution solely for the purpose defining amounts on an annual basis or from time to time; and

**WHEREAS**, Part V – Pay and Part X – Benefits Policy outlines specifics in addition to the Personnel Guidelines.

**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 and replacements in the attached Personnel Guidelines Part V – Pay and Part X – Benefit Policy.

**DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO, THIS 9th DAY OF DECEMBER 2019.**

(SEAL)

Votes Approving:  
Votes Opposed:  
Absent:  
Abstained:

ATTEST:

TOWN OF GRAND LAKE

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Jennifer Thompson  
Town Clerk

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James C. Peterson  
Town Mayor

## **PERSONNEL GUIDELINES**

### **PART V – PAY & PART X – BENEFIT POLICY**

**December 9, 2019**

#### **PART V – PAY**

##### **a) Payday**

Payday is on the first and the sixteenth day of every month. Should a normal payday fall on a weekend or authorized holiday, payday shall be on the previous normal working day.

##### **b) On Call Pay**

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. All non-exempt employees assigned by their supervisor will be compensated at the rate of \$50 per day in addition to hours worked and holidays.

##### **c) 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. Regardless if an employee is On Call, employees that are not scheduled and called back to work and can perform the job per the Personnel Guidelines are paid Call Back time. Call Back time work is deemed not less than 2 hours in duration for overtime 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.)

#### **PART X – BENEFIT POLICY**

Regarding benefits listed below, employees are covered on the 1<sup>st</sup> of the month following date of hire (no waiting period/pre-existing conditions).

##### **b) Health Reimbursement Arrangement (HRA)**

Full-time employees enrolled in the Town's Health Plan are eligible for HRA. Employees enrolled in a PPO health insurance plan are credited with a medical reimbursement amount determined at \$1,200 annually for medical expenses not covered by insurance (e.g., copayments, deductibles, non-covered medical, dental and/or vision expenses). Employees can use the money in their HRAs to cover IRS allowed medical, dental, and vision costs.

Expenses that do not qualify as a necessary medical expense include, for example, teeth whitening, maternity clothes, funeral services, health club membership fees, controlled substances, childcare for a healthy baby, marriage counseling, medication from other countries, and non-prescription medications.

**c) Deferred Compensation Program**

All Full-time and Part-time employees that are scheduled a minimum of 24 hours a week or more are eligible to participate in the Town's voluntary 457 (deferred compensation) retirement plan with ICMA-RC. The Town contributes 4% of the employee's salary with a minimum 1% employee contribution. Employee contributions over 4% are matched by the Town up to a maximum of 8%. In addition, employees may also elect to make after-tax contributions to a Roth IRA or pre-tax contributions to a traditional IRA. Employee IRA contributions are not matched by the Town.

**d) Flex Benefit**

Full-time employees enrolled in the Town's Health Plan are eligible for Flex Benefits. 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. The Town does not contribute funds to the Flex Benefit.

**e) Clothing Allowance**

Public Works and Water Department employees are eligible for an annual \$600 taxable Clothing allowance paid at semi-monthly intervals as determined by the Town Manager. The purpose is to replace personal apparel that is soiled, torn and worn due to extreme working conditions.

**f) Grand Lake Center Fitness Membership**

Restricted to employee only, employees are eligible for an annual (Jan-Dec) \$5 per person Fitness Membership to the Grand Lake Center during their employment. December 31 and separation of employment terminates the Fitness Membership. A W9 is required with membership application.

**g) Housing Allowance** This Resolution is void of a housing allowance.

**h) Alternative Benefit**

Full-time employees that are eligible to be exempted from the Town Health Insurance can elect to receive \$6,000 in addition to their salary disbursed as gross pay, net of all applicable tax deductions.

**i) 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 \$35 cell phone stipend upon the approval of the Town Manager.

**j) Memberships**

The Town pays all job-related professional memberships, cost of CDL testing and physicals including Town required CDL endorsements and Water Department certification testing and renewals. The cost of travel to test sites is included as the cost of testing.

Disclaimer: This Resolution is provided by the Town of Grand Lake, a Statutory Town incorporated municipality within and under the laws of the State of Colorado. All benefits listed above are voluntarily provided and are financial obligations that require annual appropriations.