

Town Manager Report

Personnel Policy Update

Our personnel policy was last updated in 2017. There have been a lot of changes to labor laws over the past 8 years, and we definitely need assistance from professionals in human resources and Colorado labor law in order to get our personnel policies updated to the current legal standard. I reached out to Colorado Employers Council to get a proposal for an Employee Handbook legal review. They gave me a proposal that ranged from \$1,080-\$1,620 with the expected cost to be \$1,250 for about 9 hours of anticipated work. We have not spent any of the \$7,500 in the professional service budget for the board of trustees and since we have been discussing updating the personnel policy I decided to go ahead and sign their proposal today November 18th, 2025. Staff will be working with the Employers Council to review our personnel policies and will bring recommended changes to the Board for their review and approval.

Armory Apartment/Town Hall Fire Sprinkler System

Ethan Mobley with Dynamic Fire submitted a proposal to have a fire sprinkler system install in the armory apartment and Town Hall offices in the amount of \$24,950, the other proposal we received last year in July from Pye Barker Fire Safety was \$36,730 for just sprinkling the apartment and would have required us to also pay to install a fire break on the ceiling in Town Hall which would have been costly to get done. We had originally gone with Elite Fire out of Gunnison who quoted \$25,000 in 2023 to do just the apartment but now after two years with no progress and they stopped responding to our calls and emails back in April of this year. Since we have been trying to get the fire sprinkler system done now for two years and it came in under the \$25,000 threshold of our purchasing policy requirement for the project to go out to bid, I am moving forward with getting an agreement signed with them to have the fire sprinkler system installed over the next few weeks since currently they have time go ahead and it get the majority of it done before the end of the year.

By having both areas fire sprinkled we will not have to install the fire break on the ceiling but we will have to have public works install a 4" water line for the fire suppression system since the 1 and half inch tap to the Armory will not be sufficient to run the system. We already thought this would be the case and since we will not have to pay for the fire break in the office, we have the estimated \$10,000 in materials for the 4" service line which Public Works will install in late spring/early summer. These funds are already set aside.

We have \$50,136 set aside for the apartment and we estimate Sprinkler System \$25,000, 4" service line for sprinkler \$10,000, Sprinkler Electrical \$2,500, carpeting \$5,200 max, and

final touches to be no more than \$7,300 so we do not need to set aside anymore for this project.

Ethan Mobley had verbally said that they could start and finish most the fire sprinkler work in Town Hall from November 24th through the 26th next week but we would need to close down the office while they did the work. He is sending out the sprinkler install super this Thursday to walk the job and I am waiting for the agreement to be signed and for them to confirm they can do the office work next week. If they can then I ask that the trustees allow the office to be closed all of next week so we can get the work done in Town Hall and since Thanksgiving week is one of the slowest weeks for the office it would make since to have it closed for the work to be done. Christina would still be able to work from home processing things and getting payroll done and I already have multiple meetings line up that I will either do from home or in the meeting room. I will keep the trustees posted as I get updates from Dynamic Fire. I told them I needed to know no later than this Thursday if they for sure were going to be able to do the work in the office next week.

Town Park Playground Funding

Around \$148,635 has been raised via donations, grants and with the \$16,025 that the Town has already contributed the total is \$164,660. DIRT is going to pay the remaining \$57,576.50 of the 50% down payment with monies they have received so that we lock in the current price which will be increased after the new year if we don't pay the full 50% down. With the last down payment, a total of \$119,626.50 will have been paid towards the new playground. The other 50% is not due until after the installation of the playground next May. This gives us more time raise as much of the remaining \$74,593 dollars needed as possible. I need to double-check some of the numbers with Kristi but these numbers should be near the correct totals within a \$1,000. We do expect at least \$15,000 of the DIRT DOLA mini-grant early next year and a we are waiting on a possible \$7,500 from the Ann Schutz foundation which hopefully will happen within the next month. If both of these are received then the gap comes down to about \$52,093.