



REGULAR MEETING AGENDA

City of Black Hawk City Council
211 Church Street, Black Hawk, CO

February 9, 2022
3:00 p.m.

RINGING OF THE BELL:

1. CALL TO ORDER:

2. ROLL CALL & PLEDGE OF ALLEGIANCE:

3. AGENDA CHANGES:

4. CONFLICTS OF INTEREST: (Council disclosures are on file w/City Clerk & Sec. of State)

5. PUBLIC COMMENT: *Please limit comments to 5 minutes*

6. APPROVAL OF MINUTES: January 26, 2022

7. PUBLIC HEARINGS:

- A. CB3, An Ordinance Amending Section 2-4 of the Black Hawk Municipal Code to Comport with the Colorado Municipal Election Code

8. ACTION ITEMS:

- A. Resolution 10-2022, A Resolution Cancelling the April 5, 2022, Regular Election and Declaring the Candidates Elected
- B. Resolution 11-2022, A Resolution Approving the Revised Job Description for the City of Black Hawk Administrative Services Department
- C. Resolution 12-2022, A Resolution Approving the Purchase of a Ventrac Snow Removal Machine and Attachments in the Amount of \$55,020.65

9. CITY MANAGER REPORTS:

10. CITY ATTORNEY:

11. EXECUTIVE SESSION:

Executive Session to instruct negotiators regarding City owned land on Artisans Point, Gregory Street Plaza, the HARD District, and other City owned property pursuant to C.R.S § 24-6-402(4)(e).

12. ADJOURNMENT:

MISSION STATEMENT

The mission of the City of Black Hawk is to progressively provide cost effective programs and services of the highest quality to the community



**City of Black Hawk
City Council**

January 26, 2022

MEETING MINUTES

Deputy City Clerk Martin rang the bell to open the meeting.

1. **CALL TO ORDER:** Mayor Spellman called the regular meeting of the City Council to order on Wednesday, January 26, 2022, at 3:00 p.m.

2. **ROLL CALL:** Present were: Mayor Spellman, Aldermen Armbright, Bennett, Johnson, Midcap, Moates, and Torres.

Staff Present: City Attorney Hoffmann, City Manager Cole, Fire Chief Woolley, Police Chief Moriarty, Finance Director Hillis, City Clerk/Administrative Services Director Greiner, Public Works Director Isbester, Community Planning & Development Director Linker, and Deputy City Clerk Martin.

PLEDGE OF ALLEGIANCE: Mayor Spellman led the meeting in the recitation of the Pledge of Allegiance.

3. **AGENDA CHANGES:** Deputy City Clerk Martin confirmed there was an addition to the Executive Session language to include legal advice on false fire alarms.

4. **CONFLICTS OF INTEREST:** City Attorney Hoffmann asked Council to declare any Conflicts of Interest on any issue appearing on the agenda this afternoon other than those previous disclosures and conflicts that have already been disclosed and are on file with the City Clerk and Secretary of State. City Council noted no conflicts.

City Attorney Hoffmann asked the audience if there were any objections to any member of the Council voting on any issue on the agenda this afternoon. There were no objections noted.

5. **PUBLIC COMMENT:** Deputy City Clerk Martin confirmed no one had signed up to speak.

6. APPROVAL OF
MINUTES:

January 12, 2022

**MOTION TO
APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Torres to approve the Minutes as presented.

MOTION PASSED

There was no discussion, and the motion **PASSED** unanimously.

7. PUBLIC HEARINGS:

A. CB1, An Ordinance Stating the Intent of the City of Black Hawk to Acquire Certain Property for the Construction, Expansion, and Improvement of City Streets and Roadways, Pursuant to C.R.S. § 38-6-101, C.R.S. § 31-25-201, Article XX, § 1 of the Colorado Constitution, and Article 8, Section 4 of the City of Black Hawk Home Rule Charter

Mayor Spellman read the title and opened the public hearing.

City Attorney Hoffmann introduced this item which allows the City to go through the legal process necessary to acquire property for its roadway systems and the additional impacts on the roadway systems due to the new Proximo and Gregory Hill development. He added that condemnation proceedings would only begin if the property cannot be acquired voluntarily after an offer at fair market value is given.

PUBLIC HEARING:

Mayor Spellman declared a Public Hearing on CB1, an Ordinance stating the intent of the City of Black Hawk to acquire certain property for the construction, expansion, and improvement of City streets and roadways, pursuant to C.R.S. § 38-6-101, C.R.S. § 31-25-201, Article XX, § 1 of the Colorado Constitution, and Article 8, Section 4 of the City of Black Hawk Home Rule Charter open and invited anyone wanting to address the Board either “for” or “against” the proposed Ordinance to come forward.

No one wished to speak, and Mayor Spellman declared the Public Hearing closed.

**MOTION TO
APPROVE**

Alderman Johnson **MOVED** and was **SECONDED** by Alderman Armbright to approve CB1, an Ordinance stating the intent of the City of Black Hawk to acquire certain property for the construction, expansion, and improvement of City streets and roadways, pursuant to C.R.S. § 38-6-101, C.R.S. § 31-25-201, Article XX, § 1 of the Colorado Constitution, and Article 8, Section 4 of the City of Black Hawk Home Rule Charter.

MOTION PASSED

There was no discussion, and the motion **PASSED** unanimously.

B. CB2, An Ordinance Amending Section 104 of the Black Hawk Employee Handbook Regarding Recruitment and Hiring

Mayor Spellman read the title and opened the public hearing.

City Manager Cole explained the existing recruiting process is to run an internal notice, and if there are no qualified candidates, then to run an external notice. By amending this section, the goal is to allow the Director of each department the discretion to either run an internal notice or internal and external at the same time.

PUBLIC HEARING:

Mayor Spellman declared a Public Hearing on CB2, an Ordinance amending Section 104 of the Black Hawk Employee Handbook regarding recruitment and hiring open and invited anyone wanting to address the Board either “for” or “against” the proposed Ordinance to come forward.

No one wished to speak, and Mayor Spellman declared the Public Hearing closed.

MOTION TO APPROVE

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Midcap to approve CB2, an Ordinance amending Section 104 of the Black Hawk Employee Handbook regarding recruitment and hiring.

MOTION PASSED

There was no discussion, and the motion **PASSED** unanimously.

8. ACTION ITEMS:

A. Resolution 8-2022, A Resolution Approving the Revised Job Descriptions for the City of Black Hawk Police Department

Mayor Spellman read the title.

City Clerk/Administrative Services Director Greiner and Police Chief Moriarty were present to explain the change in job descriptions to increase efficiency in the Police Department. Chief Moriarty feels the full-time Administrative Assistant role can be reduced to part-time to combine it with the part-time Court Clerk to equal the full-time position. The part-time Court Clerk position was attached to the part-time Records Specialist position, which the Chief now feels should be its own full-time position. Also, with new laws and body-worn cameras, the Property & Evidence Technician position is to be re-written to accommodate the changes.

**MOTION TO
APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Torres to approve Resolution 8-2022, a Resolution approving the revised job descriptions for the City of Black Hawk Police Department.

MOTION PASSED

There was no discussion, and the motion **PASSED** unanimously.

B. Resolution 9-2022, A Resolution Approving the Commercial Lease with JKQ Consolidated, LLC for the Crook's Palace Property Located at 200 Gregory Street

Mayor Spellman read the title.

Finance Director Hillis introduced this lease with a term of just over five years. He said it does have some economic development incentives but is fairly similar to other leases.

Alderman Midcap asked about opening dates, to which Mr. Hillis replied that they take ownership on February 1, plan a soft opening in April, and plan to open to the public in May.

City Attorney Hoffmann wanted to point out the one provision that is different in this lease versus the other City leases is the Economic Development Incentives, Section 19, of the lease, which are unique only to Crook's Palace.

**MOTION TO
APPROVE**

Alderman Johnson **MOVED** and was **SECONDED** by Alderman Armbright to approve Resolution 9-2022, a Resolution approving the Commercial Lease with JKQ Consolidated, LLC for the Crook's Palace property located at 200 Gregory Street.

MOTION PASSED

There was no discussion, and the motion **PASSED** unanimously.

**9. CITY MANAGER
REPORTS:**

City Manager Cole had nothing to report.

10. CITY ATTORNEY:

City Attorney Hoffmann had nothing to report.

**11. EXECUTIVE
SESSION:**

City Attorney Hoffmann recommended items number 2 and 5 for Executive Session, item 2 is for legal advice regarding false fire alarms as noted under agenda changes, and item 5 is in regards to various City properties.

**MOTION TO ADJOURN
INTO EXECUTIVE
SESSION**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to adjourn into Executive Session at 3:11 p.m. to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e).

MOTION PASSED

There was no discussion, and the motion **PASSED** unanimously.

**MOTION TO
ADJOURN**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to adjourn the Executive Session at 3:45 p.m.

MOTION PASSED

There was no discussion, and the motion **PASSED** unanimously

12. ADJOURNMENT:

Mayor Spellman declared the Regular Meeting of the City Council adjourned at 3:45 p.m.

Melissa A. Greiner, CMC
City Clerk

David D. Spellman
Mayor

**COUNCIL BILL 3
ORDINANCE 2022-3
AN ORDINANCE
AMENDING SECTION 2-4
OF THE BLACK HAWK
MUNICIPAL CODE TO
COMPORT WITH THE
COLORADO MUNICIPAL
ELECTION CODE**

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER: CB3

ORDINANCE NUMBER: 2022-3

TITLE: AN ORDINANCE AMENDING SECTION 2-4 OF THE BLACK HAWK MUNICIPAL CODE TO COMPORT WITH THE COLORADO MUNICIPAL ELECTION CODE

WHEREAS, Section 2 of Article III of the Black Hawk Home Rule Charter (the "Charter") adopts the Colorado Municipal Election Code to govern City elections;

WHEREAS, Section 31-10-507, C.R.S., within the Colorado Municipal Election Code has been amended such that it no longer includes the same deadline as Section 2-4 of the Black Hawk Municipal Code (the "Code");

WHEREAS, the City Council desires to amend the Code so that it comports with the Colorado Municipal Election Code and, therefore, the Charter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. Section 2-4 the Black Hawk Municipal Code is repealed and reenacted to read as follows:

Sec. 2-4. - Affidavit of intent for write-in candidates for municipal office.

(a) No write-in vote for any municipal office shall be counted unless an affidavit of intent has been filed with the City Clerk by the person whose name is written in compliance with the deadline established in the Colorado Municipal Election Code, as amended. The affidavit of intent shall indicate that such person desires the office and is qualified to assume the duties of that office if elected.

(b) In the event that the only matter before the voters in an election is the election of persons to office, and if there are not more candidates than offices to be filled at such election including candidates that have filed affidavits of intent pursuant to Subsection (a) above, in compliance with the deadline established in the Colorado Municipal Election Code, as amended, the City Council may by resolution direct the City Clerk to cancel the election and declare the candidates elected to office.

Section 2. Safety Clause. The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED, AND ORDERED POSTED this 9th day of February, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

SUBJECT: Amendment of Chapter 2 of the Black Hawk Municipal Code.

RECOMMENDATION: Staff recommends the following motion to the Mayor and Board of Aldermen:

MOTION TO APPROVE Council Bill 3, An Ordinance Amending Section 2-4 of the Black Hawk Municipal Code to Comport with the Colorado Municipal Election Code

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The City has adopted the Colorado Municipal Election Code to govern City elections. Section 31-10-507 of that Code has been amended. This Ordinance captures that change generically, not to provide a specific deadline. If and when there are any future amendments to this particular date, there would be no need to bring it back before Council.

AGENDA DATE: February 9, 2022

FUNDING SOURCE: N/A

STAFF PERSON RESPONSIBLE: Melissa A. Greiner, CMC, City Clerk

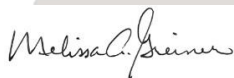
DOCUMENTS ATTACHED: N/A

RECORD: [] Yes [X] No

CITY ATTORNEY REVIEW: [X] Yes [] N/A

SUBMITTED BY:

REVIEWED BY:



Melissa A. Greiner
City Clerk/Administrative Services Director

Stephen N. Cole
City Manager

RESOLUTION 10-2022
A RESOLUTION
CANCELLING THE APRIL
5, 2022, REGULAR
ELECTION AND
DECLARING CANDIDATES
ELECTED

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

Resolution No. 10-2022

**TITLE: A RESOLUTION CANCELLING THE APRIL 5, 2022, REGULAR
ELECTION AND DECLARING CANDIDATES ELECTED**

WHEREAS, pursuant to C.R.S. § 31-10-507, the City may by ordinance require an affidavit of intent for write-in candidates and may by ordinance provide for the cancellation of elections if the only matter before the voters is the election of persons to office there are not more candidates than offices to be filled, including candidates filing affidavits of intent; and

WHEREAS, the City has done so at Sec. 2-4 of the Black Hawk Municipal Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, COLORADO, THAT:

Section 1. As of the applicable deadline, the City had received the same number of candidate petitions as the number of offices to be filled at the April 5, 2022 regular election and had received no write-in candidate affidavits of intent.

Section 2. Pursuant to Sec. 2-4(b) of the Black Hawk Municipal Code, the City Council hereby directs the City Clerk to cancel the April 5, 2022, election and declares the following candidates elected to the following offices for the following terms:

Linda Armbright, Alderman: 4-year term
Jim Johnson, Alderman: 4-year term
Hal Midcap, Alderman: 4-year term

Section 3. The City Clerk is further instructed to provide notice of this cancellation and election by publication on the City's website, posting at the City's polling place, and posting in at least one other public place.

RESOLVED AND PASSED this 9th day of February, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: Cancellation of the April 5, 2022 Regular Municipal Election

RECOMMENDATION: Staff recommends the following motion to the Mayor and Board of Aldermen:

MOTION TO APPROVE Resolution 10-2022, A Resolution Cancelling the April 5, 2022 Regular Election and Declaring the Candidates Elected

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

As per C.R.S. § 31-10-507 and the Black Hawk Municipal Code, Section 2-4(b), the City may, by resolution, direct the City Clerk to cancel the election if they have received the same number of candidate petitions as the number of offices to be filled, and it was the only matter before the voters. Also, no write-in candidate affidavits of intent were received by the January 31st deadline.

AGENDA DATE: February 9, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No

STAFF PERSON RESPONSIBLE: Melissa A. Greiner, CMC, City Clerk

DOCUMENTS ATTACHED: N/A

RECORD: ☐ Yes ☒ No

CITY ATTORNEY REVIEW: ☒ Yes ☐ N/A

SUBMITTED BY:

REVIEWED BY:





Melissa A. Greiner, CMC, City Clerk

Stephen N. Cole, City Manager

RESOLUTION 11-2022
A RESOLUTION
APPROVING THE
REVISED JOB
DESCRIPTION FOR THE
CITY OF BLACK HAWK
ADMINISTRATIVE
SERVICES DEPARTMENT

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

Resolution No. 11-2022

**TITLE: A RESOLUTION APPROVING THE REVISED JOB DESCRIPTION FOR
 THE CITY OF BLACK HAWK ADMINISTRATIVE SERVICES
 DEPARTMENT**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF BLACK HAWK, COLORADO, THAT:

Section 1. The City Council hereby approves the revised job description for the
Human Resource Generalist position in the Administrative Services Department more
particularly described in Exhibit A to the Resolution, attached hereto and incorporated herein by
this reference.

RESOLVED AND PASSED this 9th day of February, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

SUBJECT: Request to approve the revised Human Resource Generalist Job Description.

RECOMMENDATION: Staff recommends the following motion to the Mayor and Board of Aldermen:

MOTION TO APPROVE Resolution 11-2022, A Resolution Approving the Revised Human Resource Generalist Job Description for the City of Black Hawk Administrative Services Department.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The City Manager and Administrative Services Director evaluated the needs of the HR Division of the Administrative Services Department after the Senior HR Analyst's position became vacant. The position of Human Resources Generalist best suits the current needs of the department.

The Human Resource Generalist is responsible for the daily functions of the Human Resource Division including assisting all departments with recruiting and onboarding of new hires, administering personnel and benefit changes, compiling compensation studies, and filing Workers' Compensation claims.

AGENDA DATE: February 9, 2022

FUNDING SOURCE: Personnel Line Items Administrative Services

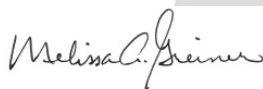
STAFF PERSON RESPONSIBLE: Melissa Greiner, CMC
City Clerk/Administrative Services Director

DOCUMENTS ATTACHED: Draft Job Description

RECORD: [] Yes [X] No

CITY ATTORNEY REVIEW: [] Yes [X] N/A

SUBMITTED BY:



Melissa A. Greiner, CMC
City Clerk/Administrative Services Director

REVIEWED BY:



Stephen N. Cole
City Manager

CITY OF BLACK HAWK
201922 Job Description

JOB TITLE:	Human Resources Generalist	DEPARTMENT:	Administrative Services
REPORTS TO:	Administrative Services Director	EXEMPT:	No
SALARY RANGE:	\$62,21564,048 - \$80,87983,263 Annual (Paid Hourly)		
HIRING RANGE:	\$64,048 - \$73,655 (Paid Hourly)		

SUMMARY

Under the supervision of the Administrative Services Director, provides professional and technical administration of human resource programs. The primary function of this position is to perform professional, analytical, and technical work in personnel administration including recruitment and testing, compensation, benefit administration, employee relations, and other human resources functions. As the position is an integral part of the executive team representing the Office of the City Manager and the Board of Aldermen, a sense of decorum is required which is appropriate and suitable to the office. The individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority and provide general information and assistance to the public.

ESSENTIAL FUNCTIONS:

A. Recruitment and Selection

1. Reviews requisitions for position vacancies; recruits qualified applicants; evaluates applicants for employment and may assist departments with interviews; ~~and evaluates applicants for employment; assists with placement in position best suited to the applicant.~~
2. Designs and prepares job announcements and advertising campaigns for vacant positions; screens incoming applications for completeness, accuracy and relatedness to vacant positions.
3. ~~May P~~participates on oral boards; ~~briefs oral board members on the content and context of the job being tested for;~~ explains appropriate areas of questioning; assists in the development or selection of assessment tests; administers online assessment tests to candidates for employment.
4. Coordinates post-offer, pre-employment exams (i.e., drug tests, psychological exams, physicals) as required; conducts background and reference checks, ensuring compliance with governmental and departmental requirements.

B. Classification and Compensation

1. Assists in the administration of the compensation plan; conducts salary surveys and ~~field/desk~~ audits related to the classification and/or reclassification of positions.
2. Collects wage data for annual market survey from designated survey cities; participates in analysis of pay data and preparation of annual compensation plan; responds to wage/benefit and personnel practices surveys from other organizations.
3. Prepares changes in status actions; generates reports and action forms; distributes information as necessary.

C. Benefits Administration

1. Assists with the coordination of benefit activities; ensures compliance with personnel policies and procedures, insurance contract guidelines, and governmental requirements regarding leave benefits, health and dental insurance, life and disability insurance, retirement plans, and unemployment compensation.
2. Researches, evaluates, and proposes modifications/additions to benefits plans; develops and/or makes recommendations for proposed budget for new benefit programs.
- ~~3. Co-develops and coordinates miscellaneous benefit programs including employee wellness program.~~
- ~~4.3. Co-conducts and coordinates~~May assist in annual open enrollment sessions and activities; assists employees in making changes in their insurance programs during annual open enrollment period.
- ~~5.4.~~Coordinates COBRA notification, unemployment claims, EEO and other governmental reports; ensures accuracy of reports.
- ~~6.5.~~Responds to a variety of routine and non-routine inquiries regarding benefit program and insurance policy details from employees, current and prospective insurance agents, other governmental agencies, and the general public.
- ~~7. Resolves all insurance claims disputes by coordinating between employees and carriers.~~
- ~~8. Works closely with Director and benefits broker to review and recommend quality benefit programs for employees. Conducts cost-benefit analysis as requested.~~
- ~~9.6.~~Assists employees with basic benefits questions, forms, and information necessary to make changes in their insurance programs.

D. Human Resources Functions

1. Secures legal, technical, or statistical materials and compiles information to assist in the development and/or revision of human resources related policies and procedures; prepares various State and Federal statistical and narrative reports; prepares reports as requested; works on special and "on-going" projects as requested by the Administrative Services Director.
2. Administers online ~~Conducts employee new hire orientation~~onboarding and is available to explain ~~all~~ employee benefits, policies, and procedures; ~~conducts exit interviews.~~
3. Supports Administrative Services Director in advising department officials and City employees on the policies, rules, regulations and procedures relating to employee programs and benefits; promotes good employer/employee relations.
4. Responds to employment verifications and all other inquiries from the employee, supervisors, and outside agencies; grants release of employment information as appropriately authorized.
5. Set up new employees into ADP Payroll and HRIS ~~B~~ systems.
6. Manage and input changes to employee information s' ~~status, home address, phone numbers and email, emergency contact information, personal data on all dependents job title, supervisor, pay rate, income tax deductions, direct deposit information, retirement plan deductions, deductions for health and other insurance, and other required information.~~

E. Risk Management

1. Receive Intake of workers' compensation claims and supporting documents; research the validity of the claim by gathering required reports in a timely manner, file a first report of injury with Work Comp carrier. Send employee a WC Notification letter via city email and

US mail as soon as possible after filing the claim. Monitor the injured Employee's progress until employee is released by medical provider.

F. Miscellaneous

1. Administers the adopted retention schedule for personnel records in the Human Resources division; ensures compliance with regulations governing retention of records.
2. Assists with the preparation of annual budget; provides expenditure records as directed; advises Administrative Services Director of current status as well as projected expenditures.
3. Assists with the development and monitoring of performance measures for annual budget.
4. Assists in the automation of human resource records and reports.
5. Stays abreast of changes and developments as related to benefits administration and human resources.
6. Performs related duties and responsibilities as assigned.

POSITION REQUIREMENTS:

Knowledge of:

- Principles, practices, and procedures of human resources management.
- Pertinent Federal, State and local laws, codes and regulations governing human resources management, including laws governing benefits administration.
- Methods and techniques of benefits administration.
- Essential aspects and educational and training requirements of a wide variety of positions.

Ability to:

- Demonstrate strong organizational and analytical skills and attention to detail.
- Collect, compile, and analyze moderately complex data for a variety of reports.
- Demonstrate exceptional customer service and interpersonal skills.
- Communicate effectively both orally and in writing.
- Interpret and apply Federal, State and local policies, laws and regulations as they relate to human resources management.
- Work independently and handle multiple tasks with minimal supervision.
- Apply appropriate judgment in making decisions.
- Operate a variety of office equipment including computer equipment and software necessary for successful job performance.
- Establish and maintain effective working relationships with those contacted in the course of work.

SCOPE OF AUTHORITY:

~~Receives minimal supervision u~~Under the direction of the Administrative Services Director. Plans daily work activities and prioritizes tasks. Prepares and/or develops plans for projects and programs involving coordination with other departments. Expected to handle difficult and specialized situations in human resources department or functional area.

SUPERVISORY RESPONSIBILITIES

None.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years' experience in a responsible position in the field of Human Resources Management. Experience ADP HRB preferred.

TrainingEducation: ~~Equivalent to a Associates degree or g~~Graduation from an accredited two-year college with major course work in personnel administration, human resources management, or a related field or equivalent.

Certifications: SHRM or IPMA-HR certification preferred.

COMMUNICATION SKILLS

- Ability to respond to common inquiries or complaints from the general public, residents, City employees, officials and outside agencies.
- Ability to effectively present, both in verbal and written form, information to elected officials, members of the Management Team, City employees, the public, and outside agencies.

PHYSICAL DEMANDS

The employee is regularly required to sit; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

EQUIPMENT UTILIZED:

Standard office equipment, including computers and specialized hardware and software; motor vehicle.

CONTACT WITH OTHERS:

Work is performed in a customer service environment involving regular contact with employees at all levels of the organization, outside agencies and the general public including applicants, media, businesses, insurance agencies, and other governmental agencies. Contacts often require the maintenance of tact in stressful situations. Must handle sensitive information requiring confidentiality. Stress may occur in meeting deadlines and in handling applicants and employees in a tactful manner.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

RESOLUTION 12-2022
A RESOLUTION
APPROVING THE
PURCHASE OF A
VENTRAC SNOW
REMOVAL MACHINE AND
ATTACHMENTS IN THE
AMOUNT OF \$55,020.65

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

Resolution No. 12-2022

**TITLE: A RESOLUTION APPROVING THE PURCHASE OF A VENTRAC
SNOW REMOVAL MACHINE AND ATTACHMENTS IN THE AMOUNT
OF \$55,020.65**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
BLACK HAWK, COLORADO, THAT:

Section 1. The City Council hereby approves the purchase of. a Ventrac snow removal
machine and attachments in the amount of \$55,020.65.

RESOLVED AND PASSED this 9th day of February, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: Approve purchase of Ventrac snow removal machine with attachments

RECOMMENDATION: Staff recommends the following motion to the Mayor and Board of Aldermen:

MOTION TO APPROVE Resolution 12-2022, a Resolution approving the purchase of a Ventrac snow removal machine and attachments in the amount of \$55,020.65

SUMMARY AND BACKGROUND OF SUBJECT MATTER: With the addition of the Gregory Plaza, the snow removal requirements have compounded an already short staffed maintenance crew. This snow removal machine is similar to the City's toolcats, only much smaller and more maneuverable. The machine is suited for sidewalks and tight areas and is all wheel drive and articulated. The machine will be ordered with a broom, blade, snow blower, and spreader attachments. These are very popular machines, so already we know the snow blower will be back ordered until April. The cost of this unit and attachments is \$55,020.65. This is a budgeted item.

AGENDA DATE: February 9, 2022

WORKSHOP DATE: February 9, 2022

FUNDING SOURCE: 305-3101-431-75-48

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No

STAFF PERSON RESPONSIBLE: Steve Jackson

DOCUMENTS ATTACHED: Quote

RECORD: ☐ Yes ☐ No

CoBH CERTIFICATE OF INSURANCE REQUIRED ☐ Yes ☐ No

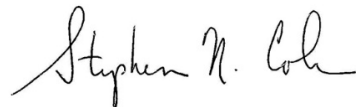
CITY ATTORNEY REVIEW: ☐ Yes ☐ N/A

SUBMITTED BY:



Thomas Isbester, Public Works Director

REVIEWED BY:



Stephen N. Cole, City Manager



Pricing Quote

Quote #: 63019-1006 (Price Approval Pending)
Contract #: 2017025

Date Quoted: January 12, 2022
Quote Expires: February 12, 2022

Prepared For:

Steve Jackson
City of Blackhawk

Prepared By:

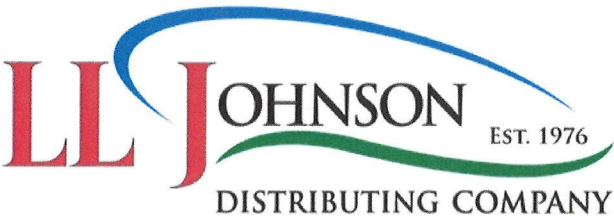
LL Johnson Distributing
Mike Walters
4700 Holly Street
Denver, CO 80216
Phone: 720-641-3866

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	MSRP	OMNIA	Total
1	4520Z (39.51215)	Ventrac Tractor: KN, 4520Z Kubota WG972-GL <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	28,765.00	25,313.20	25,313.20
1	70.4130	Kit, WG972 Comp. 4300-8900 FT	58.65	58.65	58.65
1	70.4161	Accessory: 12V FRONT Kit, 12V Front 4520	360.00	316.80	316.80
1	KW452 (70.2014)	Accessory: CAB Cab, KW452 for 4500/4520	7,900.00	6,952.00	6,952.00
1	70.2006-4	Accessory: Kit, Mirror	145.00	127.60	127.60
1	70.8162	Accessory: Kit, Cab Hazard Lights	475.00	418.00	418.00
1	70.8161	Accessory: Kit, Cab Strobe Light	360.00	316.80	316.80
1	70.8148	Accessory: Kit, Cab Windshield Washer	235.00	206.80	206.80
1	70.2006-6	Accessory: Kit, Defrost Fan	230.00	202.40	202.40
1	70.2014-51	Accessory: Kit, KW452 Heatr Install 4500/4520 Y&Z	335.00	294.80	294.80
1	KJ520 (39.55401)	Attachment: BROOM KJ, KJ520 Broom	5,700.00	5,016.00	5,016.00
1	70.8211	Accessory: Kit, 12V Actuator KJ	350.00	308.00	308.00
1	KV552 (39.55271)	Attachment: V-BLADE KV, KV552 V-blade	3,065.00	2,697.20	2,697.20
1	70.8048	Accessory: POLYURETHANE CUTTING EDGE KIT Kit, KV Polyurethane Edge	330.00	290.40	290.40
1	SA250 (70.2013)	Accessory: SPREADER, DROP SA250 SA, SA250 Drop Spreader	5,850.00	5,148.00	5,148.00
1	70.4105	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4500/4520	170.00	149.60	149.60
1	70.8140	Accessory: Kit, SA250 Install 4200/4500	390.00	343.20	343.20
Subtotal					48,159.45

CHARGES

Setup Charges	+1,150.00
TOTAL USD \$	49,309.45





Pricing Quote

Quote #: 63673-1001 (Price Approval Pending)
Contract #: 2017025

Date Quoted: January 29, 2022
Quote Expires: March 1, 2022

Prepared For:

Steve Jackson
City of Balckhawk

Prepared By:

LL Johnson Distributing
Mike Walters
4700 Holly Street
Denver, CO 80216
Phone: 720-641-3866

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	OMNIA	Total
1	KX480 (39.55428)	Attachment: SNOW BLOWER KX, KX480 48" Snowblower	4,923.60	4,923.60
1	70.8025	Accessory: Kit, 12V Actuator, HB/KX/LX	264.00	264.00
1	70.8219	Accessory: Kit, Deep Snow KX480	523.60	523.60
TOTAL USD \$				5,711.20

