



**Town of Green Mountain Falls**  
**Board of Trustees Special Meeting Agenda**  
**10615 Green Mountain Falls Road**  
**Wednesday, March 18, 2020 at 6:00 p.m.**

**SPECIAL MEETING:**

1. CALL TO ORDER / ROLL CALL
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. NEW BUSINESS
  - a. Executive Order Declaring a Local Emergency in and for the Town of Green Mountain Falls, Colorado
  - b. Resolution No. 2020-08, A Resolution Consenting to and Extending the Order Declaring a Local Disaster Emergency in and for the Town of Green Mountain Falls, Colorado
  - c. Town of Green Mountain Falls Board of Trustees Remote Participation & Remote Meetings Policy
  - d. Town of Green Mountain Falls, Response to COVID-19 Temporary Policy
4. REPORTS
  - a. Trustees
5. ADJOURN

**ORDER DECLARING A LOCAL EMERGENCY IN AND FOR  
THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO**

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, *et seq.* (the "Act"), provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters and emergencies;

WHEREAS, pursuant to the Act, an "emergency" is an unexpected event that places life or property in danger and requires an immediate response through the use of state and community resources and procedures, and an "emergency epidemic" is cases of an illness or condition, communicable or noncommunicable, caused by bioterrorism, pandemic influenza, or novel and highly fatal infectious agents or biological toxins;

WHEREAS, pursuant to Sections 2-203(1) and 2-205 of the Green Mountain Municipal Code (the "Code"), a local emergency may be declared unilaterally by the Mayor for a period of time not to exceed 48 hours unless extended by a new declaration;

WHEREAS, pursuant to C.R.S. § 24-33.5-709, such a declaration activates the response and recovery aspects of any applicable disaster emergency plans and authorizes the furnishing of aid and assistance under such plans;

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1) the declaration of a local emergency shall not be continued beyond a period of 7 days or removed except by action of the Board of Trustees;

WHEREAS, pursuant Section 2-203(b) of the Code, any such order shall be promptly delivered to the Town Marshal, who shall then see that said proclamation is delivered to all news media within the Town, and pursuant to C.R.S. § 24-33.5-709(1), any order declaring, continuing, or terminating a local disaster "shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, the [Town] clerk...and with the office of emergency management"; and

WHEREAS, because of the COVID-19 pandemic, which was recognized by the Governor of the State of Colorado on March 10, 2020, the Town of Green Mountain is suffering and has suffered a disaster emergency as defined in the Act.

NOW, THEREFORE, IT IS HEREBY ORDERED, this 18<sup>th</sup> day of March 2020, that a disaster emergency is declared in and for the Town of Green Mountain Falls, Colorado, beginning on this 20<sup>th</sup> day and ending March 2020 [48 hours days later], unless extended by action of the Board of Trustees.

IT IS FURTHER ORDERED that this Order shall be given prompt and general publicity, through general dissemination to the news media and by posting on the Town website; and shall

filed immediately with the Town Clerk, the El Paso County Clerk and Recorder, and the Colorado Office of Emergency Management.

INTRODUCED, READ and PASSED this 18<sup>th</sup> day of March 2020.

TOWN OF GREEN MOUNTAIN FALLS,  
COLORADO

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Jane Newberry, Mayor

(SEAL)

ATTEST:

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Patricia A. Sprang, Town Manager

**TOWN OF GREEN MOUNTAIN FALLS, COLORADO**

**RESOLUTION NO. 2020-08**

**(Series of 2020)**

**A RESOLUTION CONSENTING TO AND EXTENDING THE ORDER  
DECLARNG A LOCAL DISASTER EMERGENCY IN AND FOR THE  
TOWN OF GREEN MOUNTAIN FALLS, COLORADO**

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, *et seq.* (the "Act"), provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters and emergencies;

WHEREAS, pursuant to the Act, an "emergency" is an unexpected event that places life or property in danger and requires an immediate response through the use of state and community resources and procedures, and an "emergency epidemic" is cases of an illness or condition, communicable or noncommunicable, caused by bioterrorism, pandemic influenza, or novel and highly fatal infectious agents or biological toxins;

WHEREAS, pursuant to Sections 2-203(1) and 2-205 of the Green Mountain Municipal Code (the "Code"), a local emergency may be declared unilaterally by the Mayor for a period of time not to exceed 48 hours unless extended by a new declaration;

WHEREAS, on March 18, 2020, the Mayor did issue an order declaring a local disaster, which order is attached hereto as **Exhibit A**;

WHEREAS, pursuant to C.R.S. § 24-33.5-709, such a declaration activates the response and recovery aspects of any applicable disaster emergency plans and authorizes the furnishing of aid and assistance under such plans;

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1) the declaration of a local emergency shall not be continued beyond a period of 7 days or removed except by action of the Board of Trustees;

WHEREAS, pursuant Section 2-203(b) of the Code, any such order shall be promptly delivered to the Town Marshal, who shall then see that said proclamation is delivered to all news media within the Town, and pursuant to C.R.S. § 24-33.5-709(1), any order declaring, continuing, or terminating a local disaster "shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, the [Town] clerk...and with the office of emergency management"; and

WHEREAS, because of the COVID-19 pandemic, which was recognized by the Governor of the State of Colorado on March 10, 2020, the Town of Green Mountain is suffering and has suffered a disaster emergency as defined in the Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO, THAT:**

Section 1. The Town Board hereby consents to and supports the Mayor's Order Declaring a Local Disaster Emergency in and for the Town of Green Mountain Falls, Colorado.

Section 2. The Town Board hereby extends the Order Declaring a Local Disaster Emergency in and for the Town of Green Mountain Falls, Colorado, **until May 31, 2020**, unless sooner terminated by action of the Town Board, at which time the Order may be extended by action of the Town Board.

Section 3. This Resolution shall be given prompt and general publicity, filed with the Town Clerk and the El Paso County Clerk and Recorder, and it shall be submitted to the Colorado Office of Emergency Management

INTRODUCED, READ and PASSED this 18<sup>th</sup> day of March, 2020.

TOWN OF GREEN MOUNTAIN FALLS,  
COLORADO

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Jane Newberry, Mayor

(SEAL)

ATTEST:

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Patricia A. Sprang, Town Manager

**TOWN OF GREEN MOUNTAIN FALLS BOARD OF TRUSTEES  
REMOTE PARTICIPATION AND REMOTE MEETINGS POLICY**

**I. Purpose.**

The purpose of this Policy is to specify the circumstances under which a member of the Board of Trustees ("Member") may participate in regular and special meetings by telephone or other electronic means of participation, such as video-conferencing ("Remote Participation") and the situations under which the meeting itself may be held without the physical presence of Members at the designated meeting location (a "Remote Meeting").

**II. Statement of General Policy.**

A Member may participate in a meeting of the Board of Trustees by remote, electronic means in accordance with this Policy.

**A. *Non-Emergency Situations.***

Remote Participation in non-emergency situations shall be made available and shall be limited as follows:

1. A Member may listen by telephone or other electronic means to any Board of Trustees meeting. Such Member listening via telephone shall be deemed present for purposes of determining a quorum, but only for meetings during which no quasi-judicial matters will be heard or considered. In non-emergency situations, the Member may not participate nor vote in a quasi-judicial public hearing; however, the Member may maintain the remote connection and monitor and listen to the hearing. The Member may participate and vote in legislative matters.

2. Listening telephonically or by remote means is intended to be an infrequent or occasional substitution for physical attendance, and there is a general preference for in-person meeting attendance except in emergency situations. The Board of Trustees may, by majority vote of a quorum present, declare a Member's repeated use of Remote Participation excessive and deny a Member's privilege to use Remote Participation for a specific meeting or meetings.

3. At least one Member of the Board of Trustees shall be present at the regular meeting location.

4. Remote Participation may also be made available to a Member during an executive session.

5. The Board of Trustees may discontinue the use of Remote Participation by one or more Member during a meeting when the Remote Participation results in delays or interference in the meeting process; *e.g.*, where the telephone connection or connection by other remote means is repeatedly lost, the quality of the connection is unduly noisy or otherwise problematic to the conduct of the meeting, or the listening member is unable to

hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.

6. In non-emergency situations, remote participation shall only constitute actual attendance for purposes of establishing a quorum for meetings during which no quasi-judicial matters will be heard or considered.

**B. *Emergency Situations.***

Remote Participation or Remote Meetings in emergency situations shall be made available in the event a quorum is unable to meet at the day, hour, and place fixed by the rules and procedures of the Board of Trustees because meeting in person is not practical or prudent due to a health pandemic or emergency affecting the Town. In emergency situations, Remote Meetings may be conducted by telephone, electronically, or by other means of communication so as to provide maximum practical notice. Remote Participation and Remote Meetings may be held if all of the following conditions are met:

1. The Town Administrator or the Mayor determines that meeting in person is not practical or prudent, because of a health pandemic or declaration of emergency affecting the Town;
2. All Members can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;
3. Members of the public present at the regular meeting location can hear or read all discussion, testimony and votes, unless not feasible due to the pandemic or emergency;
4. In emergency situations, Remote Participation shall constitute actual attendance of Members for all purposes, including without limitation, voting on quasi-judicial matters, provided that the applicant in the quasi-judicial matter consents to the Remote Participation or Remote Meeting and waives in writing all possible procedural objections. At the applicant's discretion, the matter may be continued to another meeting;
5. All votes are conducted by roll call; and
6. Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection.

**III. *Arranging for Remote Participation; holding a Remote Meeting.***

**A. *Non-Emergency Situations.***

To arrange to participate via Remote Participation in a non-emergency situation, a Member shall:

1. Contact the Mayor, Town Administrator, or Town Clerk in advance of the meeting to determine if an arrangement for such participation via telephone conference or video conference is possible. Members shall endeavor to advise the Town of their intent to participate via Remote Participation at the earliest possible time and not less than twenty-four (24) hours prior to the requested participation.
2. The Town shall initiate the Remote Participation not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the Town Clerk shall make one attempt to re-initiate the connection.

**B. *Emergency Situations.***

Remote Participation or Remote Meetings in an emergency situation shall be coordinated, to the extent possible, to ensure full and timely notice is given to the public. Notice shall set forth the time of the meeting, the fact that some Members may participate remotely, and the right of the public to monitor the meeting from a specified location. To the extent possible, if not inconsistent with the emergency situation, the meeting location shown in the meeting notice will be open to the public, and audio will be available so that all actions being taken can be heard.

**IV. *Applicability of Policy.***

This Policy applies to regular and special meetings (including study sessions) of the Board of Trustees of the Town of Green Mountain Falls. By order of the Mayor or Town Administrator, and consistent with an emergency situation, this Policy may be applied to other Town boards and commissions.

**V. *Reasonable Accommodations.***

The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide disabled Members full and equal access to meetings.



**TOWN OF GREEN MOUNTAIN FALLS**  
**RESPONSE TO COVID-19 TEMPORARY POLICY**

**PURPOSE**

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the Town of Green Mountain Falls Municipal Government. Our employees, volunteers, and visitors to our building are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our region to the best of our abilities. It is in times like these that our community may need our services the most.

**DEFINITIONS**

**Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

**Curtailed Operations:** A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

**Household Member:** Any other person who resides in the employee’s household.

**Immediate Family:** Spouse, domestic partner, child, parent, guardian, grandparent, grandchild, or sibling

**Isolation:** A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

**Medical Advice:** Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Social Distancing:** Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

**Telecommuting:** A work arrangement in which the employee works outside the normal work site, often working from home.

**General Policy:**

GMF is following the guidance of the State of Colorado, the Federal Government, Centers for Disease Control (CDC), and El Paso County Health Department. GMF is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential functions. GMF will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to COVID-19;
4. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent;
5. Public or alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work; OR

**Policy Guidelines:**

1. Employees who fall into one of the five General Policy categories above and cannot telecommute may use note "CV-19" on their timecards to account for the absence.
  - a. "CV-19" will pay an employee's regular wage without utilizing leave accruals.
  - b. This Payroll Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with GMF's response to COVID-19.
  - c. If employees utilize "CV-19" they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to the Town Manager ([manager@gmfco.us](mailto:manager@gmfco.us)) before submitting a timecard with this reporting category.
2. Employees who do not fall into one of the five categories listed in the General Policy section above must utilize their accruals per GMF's existing policies or procedures if they wish to be absent from work.
3. Telecommuting Option: If an employee meets one of the five General Policy categories but is not ill the following shall apply.
  - a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
  - b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.
  - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular workday while working remotely from the work site.

- d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the five General Policy categories above, Payroll Code “CV-19” should be utilized to account for time away from work.

4. If the GMF office is closed based on direction by the Federal Government, CDC, the State of Colorado, or El Paso County Health Department to take advanced steps such as social distancing, quarantines or curtailment of organization functions, this policy would then pertain to all staff, with the exception of when providing essential services is necessary. Employees will charge time to Payroll Code “CV-19”, or regular time if working from home, or annual leave if on vacation by noting “CV-19” on their timecards. If the GMF office is closed under this directive, then Attachment A is not required.

5. Exceptions: Exceptions to this temporary policy may only be granted by the GMF Town Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing GMF policies and procedures.

6. Implementation: All GMF employees are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all employees and violation may result in disciplinary action (up to and including termination).

7. Review: This temporary policy shall be in effect until further notice by the GMF Town Manager or designee.

DATE: March 18, 2020