



Town of Green Mountain Falls

Regular Board of Trustee Meeting

7:00 p.m.

Tuesday, March 20, 2018

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA
3. CONSENT AGENDA
 - a. Approve Board of Trustees Meeting Minutes for – March 6 & March 13, 2018
 - b. Bring into record PC Minutes from February 27, 2018
4. NEW BUSINESS
 - a. Axxis Audio – Mike Elmore
 - b. Appoint Interim Town Clerk – Judy Egbert
 - c. Sallie Bush Community Center request for approval hang banners
 - d. Discuss and Direct staff regarding Trustee Vacancies
5. OLD BUSINESS
 - a. Belvidere Project
 - b. Website Follow-Up
 - c. Comp Plan Update
6. **PUBLIC INPUT: 3 Minutes per speaker**

(Comments shall be related to an item previously addressed by the Board during this meeting.
If additional questions or requests are presented, they will be referred to the Town Manager)
7. CORRESPONDENCE March 13, 2018 PC Draft Minutes
8. REPORTS
9. ADJOURNED

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
March 6, 2018 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Michael Butts
Trustee Chris Quinn
Trustee Tyler Stevens
Trustee David Pearlman
Trustee Dave Cook

Interim Town Manager

Jason Wells

Interim Town Clerk

Renee Price

Board Members Absent

Trustee Cameron Thorne

Town Attorney

Absent

Public Works

Absent

Marshal's Dept.

Virgil Hodges

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Newberry called the Regular Board of Trustee meeting to order at 7:00 p.m. Trustee Pearlman led the Pledge of Allegiance.

2. Additions, Deletions, or Corrections to the Agenda

Jane Squires from Partners Healthy Choice was added to 4b. **M/S Newberry/Butts All Aye! Motion carried as amended.**

3. Consent Agenda

Motion was made to approve Consent Agenda as submitted. **M/S Newberry/Pearlman All Aye! Motion carried unanimously.**

4. New Business

a. Introduction of Jason Wells – Jason was welcomed to GMF as the new interim town manager, serving a three month term. He will be working on Tuesdays & Thursdays with four hrs of flex time the rest of the week. His email address is gmftownmanager@gmail.com.

b. Natalie Johnson – District 14 Board Member-Is new to the school board and a liaison between the school and GMF. Would like to meet with council 2x a yr. to discuss any issues in the district and how as a town we can work together for the betterment of the community. Jane Squires from Partners for Healthy Choices reiterated their role as promoting wellness for the district and reminded that there was an MOU in place between the Partners and GMF.

c. Fire Department – Rich Bowman

Rich spoke about the easements on the property where the fire station will be built. As Chris Quinn had researched information on the process of vacating the Lot Line, it was agreed that

Chris and Rich would work together to determine next steps. This item will eventually be added to a future BoT Agenda.

d & e. Liquor License – Blue Moose – Karla Penner

Karla came before the board to get approval for her Liquor License and the garden dates for 2018. The Board adjourned the regular BoT meeting at 7:23 p.m. and convened as the local liquor licensing board for GMF. It was noted that the only dates for Beer Garden this year coincided with all of the town festivals. There were no adverse findings regarding the bar. A motion was made to approve the Liquor License Renewal for the Blue Moose Bar. **M/S Butts/Pearlman All Aye! Motion carried.**

An additional motion was made to approve the Garden Dates as submitted.

M/S Newberry/Butts All Aye! Motion carried

Liquor License – Blue Moose – Transfer – As all documentation and fees had been paid, a motion was made to approve the Transfer of the Liquor License from Karla Penner to Brian Castaneda and Catherine Guidry. All documentation to be sent to the State of Colorado. **M/S Butts/Cook All Aye! Motion carried**

The Regular BoT meeting reconvened at 7:31 p.m.

5. Old Business

a. Belvidere Project – Trustee Quinn will work with staff to obtain proper documentation regarding the Kinneman property so work on Belvidere can be started this summer (2018). A meeting is being set up between, Renee, RJ, Trustee Quinn, Jason Wells and Omar Lopez.

b. Website Follow-Up – The new website goes live on March 13, 2018 and can be added to as time goes on.

c. Comp Plan Update – What's needed for the RFP is being discussed at the PC level, Mr. Bratton and Rocco Blasi are working on the details.

d. Audio Update – Axxis Audio was contacted to discuss the proposal that was submitted at the February 6th BoT meeting. Mile Elmore will be attending the March 20th BoT meeting to discuss.

6. Public Input

No Public Input

7. Correspondence

PC Minutes from February 13, 2018 & February 27, 2018

8. Reports

Trustee Pearlman – No Report

Mayor Newberry- The GOCO grant was not approved. Jane is moving ahead with the Community Development Block Grant to make a fishing dock for handicapped individuals who would like to fish at the lake.

Trustee Stevens – No Report

Trustee Butts-No Report

Trustee Quinn – No Report

Trustee Cook – No Report

Jason Wells – Addressed the community to give background in his career. He has 10 yrs. of Local Government experience in Colorado. Is a licensed attorney in the state of Colorado and Green Mountain Falls is his fourth small community to act as an Administrator/Town Manager. He looks forward to working with everyone and stated staff had been very helpful.

Renee – No Report

Virgil – Stated that the Marshal's office had passed the NCIC/CCIC Audit, that the Town was well represented on Nat Geo Wild regarding the duck capture of Gazebo Lake that was filmed. He finished by stating that 128 hrs. of patrol time had been spent since the last report.

Adjourned at 7:48 p.m.

Mayor Jane Newberry

Renee Price – Interim Town Clerk

TOWN OF GREEN MOUNTAIN FALLS
Special Board of Trustee Meeting
March 13, 2018 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Trustee David Pearlman
Mayor Jane Newberry
Trustee Cameron Thorne
Trustee Chris Quinn
Trustee Dave Cook
Trustee Tyler Stevens

Interim Town Manager

Jason Wells

Interim Town Clerk

Renee Price

Board Members Absent

Trustee Michael Butts

Town Attorney

Not present.

Public Works

RJ Viers

Marshal's Dept.

Not present

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Newberry called the Special Board of Trustee meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

2. Additions, Deletions, or Corrections to the Agenda

The agenda was amended to add discussion of Public Works services/staffing. A motion was made by Trustee Stevens and seconded by Trustee Quinn to approve the agenda as amended. The motion carried unanimously.

3. Consent Agenda

None.

4. New Business

a. Discussion – town Clerk/Deputy Manager Position/Public Works

Mr. Wells described staffing needs in light of the resignation of Renee Price and R.J. Viers. He introduced Eric Jenkins with IMEG, and Judy Egbert of GovPro Consulting. He provided a spreadsheet to address budgetary resources toward these services. He has also contacted a temporary agenda for potential administrative staff needs.

Both Mr. Jenkins and Ms. Egbert expressed flexibility to provide services at a level that will be suitable to the Town's needs and budget. Both expressed the importance of taking the time to fully assess needs prior to making a long term decision regarding staffing and/or contractual services.

Trustee Thorne moved, seconded by Trustee Stevens to give Mr. Wells authority to make staffing and contract services decision as he sees appropriate. The motion carried unanimously.

Executive Session Pursuant to CRS 24-6-402 4(b) Conference with an attorney to receive legal advice on specific legal questions.

Mayor Newberry moved, seconded by Trustee Thorne to enter into Executive Session at 7:27 p.m. pursuant to CRS 24-6-402-4(b) for the purpose of receiving legal advice from CIRSA legal counsel.

The Board resumed Regular Session at 8:13 p.m. Mayor Newberry stated that the Executive Session was held solely for the stated purpose and no action was taken.

Regular Session, continued

The Board welcomed Ms. Egbert and Mr. Jenkins. The Board agreed by consensus to increase Mr. Wells' hours to 24 hours per week.

5. OLD BUSINESS

None.

6. PUBLIC INPUT – 3 Minutes Per Speaker

Mac Pitrone questioned the status of speed signs. This is still in progress.

Executive Session Pursuant to CRS 24-6-402-4(f) Personnel Matters, Town Clerk

Mayor Newberry moved, seconded by Trustee Cook to enter into Executive Session at 8:22 p.m. pursuant to CRS 24-6-402-4(f) for the purpose of Personnel, specifically the Town Clerk.

When back in Regular Session at 9:08 p.m., Mayor Newberry stated that the Executive Session was held solely for the stated purpose and no action was taken.

Regular Session, continued

7. CORRESPONDENCE:

None.

8. REPORTS

None.

9. Adjournment

Meeting adjourned at 9:09 p.m.

Mayor Jane Newberry

Judy A. Egbert

DRAFT
TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
TUESDAY, FEBRUARY 27, 2018
7:00 p.m.

MEETING MINUTES

PRESENT

Commissioner Eric Caldwell
Mayor Jane Newberry
Commissioner Dick Bratton
Commissioner Rocco Blasi

ABSENT

Jerry Ingle
Gregory Williamson

1. Call to Order/Roll Call

Chair Caldwell called the meeting to order at 6:33 p.m.

2. Agenda approved as submitted.

3. Minutes approved. Dick Bratton/Rocco Blasi, 3-0.

4. No Public Input

5. New business – None.

6. Old Business:

a. GMF Comprehensive Plan Update:

The RFP was discussed and Cactus suggested that the Scope of Work should be added under Resources Available. Also a section regarding background/history, basics of the Town, how the Town has changed, population and high housing demand was discussed. Dick will re-write the RFP accordingly. Additionally, examples given to the PC from DOLA were discussed. Cactus and Rocco agreed to put their changes in writing at the Google Drive; Cactus will assist Dick with this as well.

Rocco requested that a section on Tourism & Recreation be added; this would also affect the scoring portion. The commissioners discussed the merits of keeping accessibility of the firm on the scoring sheet, but ultimately it was decided to eliminate that portion.

Dick has been working with the small government representation at PPACG. PPACG forecasts that Colorado Springs will experience massive growth and the comp plan should consider how their growth will impact housing in GMF. Tiny houses were discussed briefly.

At this time Chair Caldwell had to leave; the meeting was adjourned due to lack of quorum. 6:50 p.m.

A work session between Commissioners Bratton and Blasi ensued for approximately 45 minutes.

DRAFT

Axxis Audio

P.O. Box 75613 – Colorado Springs, CO 80970-5613
Main 719-638-8777 Fax 719-638-1877

Town of Green Mountain Falls
PO Box 524
GMF, CO 80819
719.684.9414

Revised A/V Proposal for Board Room

February 6, 2018

Renee,

Thank you for the opportunity to provide recommendations for the desired additions to the board room audio and video systems. You will find that I am giving you a breakdown based on phases and priority as described in your recent email.

For those viewing this proposal electronically, this proposal includes links to websites where the items being recommended can be seen. Wherever possible, links have been provided to product specific pages. Due to website architecture on certain websites, there may be links that will point to a homepage where a bit of navigation is necessary to get to the product specific page. Usually the navigation is fairly intuitive. If there are cases where it is not, I will provide some guidance to insure you find the information you need. Some of the links may pull up PDF files that will require Adobe Reader for viewing the product information.

Objectives

- Provide the requested additions that bring the desired level of functional versatility.
- Provide high quality equipment that also represents good value.
- Provide training and follow up that will allow system operators to keep the sound system operating at peak potential.

Equipment – Wireless Microphones

MiPro ACT-312B/ACT-32T2 dual channel body pack wireless system - Qty 6
<http://avlex.com/products/act-312bact-32t2-dual-channel-bodypack-wireless-system/>
\$4560.00, \$760.00 each

MiPro FB-71 rack mount brackets - Qty 6 pair
<http://avlex.com/products/fb-71-rack-mount-brackets/>
\$270.00, \$45.00 each

MiPro FBC-71 rear to front cables - Qty 6 pair
<http://avlex.com/products/fbc-71-rear-to-front-cables/>
\$90.00, \$15.00 each

MiPro BC-100 wireless boundary mic/gooseneck base - Qty 12
<http://avlex.com/products/bc-100-wireless-boundary-mic-gooseneck-base/>
\$2148.00, \$179.00 each

Cables, Connectors, Materials for Installation, Installation
\$120.00

Chief ER-8 economy rack, 8 space – Qty 1
<http://www.chiefmfg.com/Products/ER-8>
\$176.00

Juice Goose JG Jr rack power distribution – Qty 1
<http://www.juicegoose.com/jg-series?id=74633>
\$76.00

Delivery, Installation, Training
\$0.00

Total Cost before discount
\$7440.00

Total Cost after discount
\$6549.00

This set up would give you 12 working wireless microphone systems. Please let me know if there are questions or concerns on what is being recommended.

Total Cost after discount for an 8 mic set up
\$4479.00

This is the same basic wireless microphone package that was recently approved for purchase by the City of Manitou Springs. They are going with a 9 mic set up but the components are identical.

Overview – Wireless Microphones

The addition of the wireless microphone systems will require additional rack space that is currently not available in the existing equipment rack. We will wall mount a small equipment rack beside the existing rack for the purposes of rack mounting the wireless microphone receivers. This new rack will be from the same ER series as what is in place now, so aesthetically it will look good side by side with the existing rack. There will be a rack power distribution strip in this rack that will be tied in to the main power sequencing system for the sound system. This will be the only way to get the additional outlets required for the wireless mic receivers. The new strip will tie in the wireless systems to the main sound system for 1 switch on/off for everything. I will run the necessary microphone lines from the wireless rack to the main rack and will plug them into the existing audio mixer. If you opt to keep the handheld microphones in use, the audio mixer will be at full capacity with the new wireless mics added to the system. It would be possible to do wired microphones but I believe that wireless is the best option. Battery life on these wireless mic systems is pretty good and if turned on just before use and turned off shortly after use, you should get several meetings out of the batteries. The systems have built in battery life indicators so

keeping track of battery strength is pretty easy. The time required for installation will be the better part of a day. Payment will be due at the time of project completion and training.

Foreword – Video System

In thinking through the request for a projector and screen, I can't help but think that the needs of the board room might be better served with a large flat screen TV. Considering the ongoing cost of ownership of a projector, the higher cost for installation of a projector based system, and higher cost of all components required for a complete system I think a flat screen TV is a good recommendation.

Equipment – Video System

Vizio E70-E3 70" flat screen TV – Qty 1

<https://www.vizio.com/tvs/eseries/e70e3.html>

\$1199.00

Peerless ST650 TV wall mount – Qty 1

<https://www.peerless-av.com/en-us/professional/products/st650>

\$192.00

Liberty Long Distance HDMI Cable, 75' – Qty 1

https://secure.libertycable.com/product_details.php?pittem=DL-PHDM-M-023M#orderOptions

\$635.80

Panel Crafters PC-G1790-E-P-C HDMI input jack plate, pass through – Qty 1

https://secure.libertycable.com/product_details.php?pittem=PC-G1790&navid=2529

\$46.95

Materials for Installation

\$250.00 (good faith)

Installation

\$1000.00

Total Cost

\$3323.75

Overview – Video System

At the heart of the new video system is the Vizio 70" flat screen TV. It will be wall mounted with a Peerless universal tilt wall mount. There will be a wall mounted HDMI jack plate to take the output from your computer that will pass it to the TV via an active optical long distance HDMI cable. It is possible that we will be able to run the HDMI cable in wall but we won't know for sure until we try and fish down through the wall to run the cable. It may be possible that we will run into horizontal cross supports between the wall studs that would prevent us from getting the cable in. If this is an issue we will have to surface run the cable through a stick on zipper duct material. The HDMI cable will need to run up a wall from the jack plate where it will then run over the drop tile ceiling to a point where it can be dropped down to the TV. An electrical outlet will need to be put in by the TV. Once a decision is made on a

mounting location for the TV we can specify the outlet requirement to whoever does your electrical work. The cost for the electrical work is not included herein. This set up will give you a crisp and clean look in the room without problems with ambient light like a projector and screen might have. This set up will allow you to at some point easily add cable or satellite service for those times when you might need access to a particular TV channel. The onboard speakers in the TV will project sound fairly well into the room but as an option I can recommend an interface that will de-embed the audio from the HDMI signal so that it can go to the sound system. However, if you go with 12 new wireless mics and opt to continue using the existing 4 handheld wireless mics, the mixer will be at capacity and we won't be able to plug in the audio from the TV. I think what will be coming from the TV itself will be enough. Whatever computer you choose to use for the presentation of spreadsheets and such will need to have an HDMI output to work with this system.

Foreword – Video Streaming

In looking over the suggestions for a video streaming system and discussing what it would take to implement this system I think we both agree that a basic system would be the better call... all things considered. What has been requested would make for a very nice system with multiple cameras and the ability to also be able to switch to the video from a computer for the purposes of the live stream. To run all of this a video mixer would be required along with a technician to operate the system during meetings. The overall cost for this type of system would be pretty high and considering the need for someone trained in operating the system, it doesn't seem like the best solution for the Town of Green Mountain Falls. I am going to provide a recommendation for a basic one camera system. Also... not knowing what is currently in place for Internet access, I don't know what sort of download/upload speed might be in place so I cannot say with authority if what you have now will be sufficient. However, I do know that if you have Comcast service you can specify a speed that will work for everything including live streaming. I also do not know what is in use for a computer for the purposes of streaming. I will say that a machine with Windows 10, an I7 processor, 1 TB Drive, and 16GB of RAM would be a good call. This is very likely more than you need right now but the cost difference between a lesser machine and one that you'll be happy with for years is not that great. Computer Resources in Colorado Springs recently provided us with a Dell with these specs and it was approximately \$1100.00.

In looking at options for even the most basic system there are considerations that are going to take a bit more time to work out. The fact that you would like to take the audio from the mixer and mix it with the video from the camera adds a requirement that I would like to look at a bit more closely to make the best and most cost effective solution.

Equipment – Video Streaming

A Good Faith Estimate for a system to include a good quality camera, video and audio mixer or other interface to connect with computer and everything to get this system functional would be \$4000.00, which does not include a computer or change in your Internet service, if required, to get the necessary upload speed to make this work well. I will continue to work on this and as answers come back from manufacturer's tech support departments with best recommendations for hardware, I will revise this proposal and will shoot a copy over to you.

Training/Other

Training can happen on any of what is being recommended as desired after the completion of the installation(s). I would suggest having several system operators there for training and anyone else that will serve in a support capacity. Axxis Audio can provide a downloadable package of all manuals in PDF if desired for anyone that needs this material. All warranties will be filed on behalf of the Town of GMF within 10 days of project completion.

Axxis Audio supports green practices for all of our installations. All cardboard, polystyrene, miscellaneous packing materials, scrap copper wiring, miscellaneous metals and other materials will be delivered to local recycling companies at no extra charge. You can feel good knowing that we will not be adding these recyclable materials to the local landfills.

In Conclusion

Thank you again for the opportunity to be of service again to the Town of Green Mountain Falls. I have been somewhat brief in my description of the various system components and I would be happy to meet again to discuss everything more fully if desired. Please do not hesitate to call with any questions, concerns, or the go ahead for the project.

Thank You,

Michael Elmore

Michael Elmore
Axxis Audio Systems Design

The Town of



Green Mountain Falls

Memorandum

To: Mayor and Board of Trustees
From: Jason S. Wells, Interim Town Manager
Re: Management Report
Date: March 20, 2018

Attached are the dates and associated events the Sallie Bush Community Center intends to host/sponsor for the 2018 season. Per the Municipal Code, the Center is seeking Council approval to hang the referenced 8'x10' banners two weeks ahead of each event on the wall historically used for this purpose. Again per the Municipal Code, it is the Center's expressed intent to remove each banner the day of the event.

Staff recommendation: Act to deny or approve the Center's request in whole or in part.

INFORMATIONAL MEMO

To: Board of Trustees
From: Judy A. Egbert
Date: March 15, 2018
RE: Election Follow-Up

The regular election for Green Mountain Falls scheduled for April 3, 2018 was cancelled because the number of candidates did not exceed the number of seats available, and there were no other items on the agenda.

The terms for Trustees Cook and Butts will end at this election, and they have both chosen not to seek reelection. Mayor Newberry and Trustee Quinn's terms were up, with both of them turning in petitions.

Trustees' terms extend until their successor is elected. Newly elected officials would generally take office at the first meeting following the date the election is canvassed (April 17). In this instance, Mayor Newberry and Trustee Quinn were sworn in on February 6, 2018.

The Board formally cancelled the election through Resolution No. 1, 2018, and declared Mayor Newberry and Trustee Quinn election by acclamation. They will take office April 17. At that time, the two remaining Trustee seats are considered vacant.

Statute requires that vacancies be filled by appointment within 60 days of the vacancy, or call for a Special Election to seek candidates to fill these seats. Statute does not specify the process for filling a vacancy, so the Board needs to discuss the desired process. Common practice is to seek letters of interest, conduct interviews, and make the appointment.

Please discuss the desired process for filling the two vacancies, and direct staff. In order to meet the 60 day requirement, the appointed Trustees need to be sworn in no later than Friday June 15, 2018.