



Town of Green Mountain Falls

Regular Board of Trustee Meeting

7:00 p.m.

Tuesday, April 17, 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 of April 3, 2018
- b. Bring into Record Bills Run April 12, 2018

4. NEW BUSINESS

- a. Consideration of Resolution No. 2018-02, A Resolution Designating Authorized Signatories On Town Bank Accounts and Individuals Authorized To Conduct Online Banking On Behalf of Town
- b. Consideration of Resolution No. 2018-03, A Resolution Declaring Two Trustee Positions Vacant
- c. Consideration of Resolution No. 2018-04, A Resolution Making Appointment of Town Officials
- d. Consideration of Planning Commission Recommendation to Grant Revocable Permit - Lake Street Drainage Improvements, Green Box Arts, Applicant.

5. OLD BUSINESS – None.

6. PUBLIC INPUT - Three Minutes per speaker

7. CORRESPONDENCE

- a. Planning Commission Minutes April 10, 2018
- b. Planning Commission Minutes March 27, 2018
- b. Planning Commission Minutes March 13, 2018

8. REPORTS

- a. Town Manager
- B. Town Clerk
- c. Marshal

9. ADJOURN

The Minutes are Provisional until approved by the Board at the next meeting on 4/17/18.

**BOARD OF TRUSTEES
TOWN OF GREEN MOUNTAIN FALLS
MINUTES OF REGULAR MEETING – 7:00 P.M. - TUESDAY, APRIL 3, 2018**

ATTENDANCE: Newberry - present Quinn - present Cook - absent
Pearlman - present Stevens - present Thorne - present (arrived 7:25)

1. The Board of Trustees meeting was called to order by Mayor Newberry at 7:03 p.m.

2. ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA – Add cost of Marshal Training of \$350.00 to Bills and add item 4.f. Tom Hughes' proposal.

M/S: Newberry/Stevens

Motion: Move to approve agenda as amended

Vote: Motion carried. All yea.

3. CONSENT AGENDA

a. Approve Board of Trustees minutes for 3/20/2018 and bills run through 3/28/18.

M/S Stevens/Pearlman

Motion: Move to approve as submitted with addition of cost of Marshal Training.

Vote: Motion carried. All yea.

4. New Business

a. Request to Adopt 2017 Pikes Peak Regional Building Code
Regional Building—Roger Lovell—announced 2017 edition of Building Code. Includes international codes. Ordinance 2018 adopted by reference 2017 Pikes Peak Regional Building Code and amending Section 18, Line Item 3 of Green Mountain Falls Municipal Code introduced and read in full by Mayor Newberry. The title of the ordinance should be amended to reference 'and 18.5 for Section' and the language with amendments referencing 2011 Municipal Code to be stricken. Ordinance will be posted with amendments for public hearing and read again at the next Board of Trustees meeting April 17, 2018.

M/S Stevens/Thorne

Motion: Move that we set a workshop and public hearing for our next upcoming meeting.

Vote: Motion carried. All yea.

b. Discussion and Direction regarding Pikes Peak Council of Governments Mini-Grant Deadline is April 18, 2018. (Total project funding is \$48,000 with DOLA reimbursing up to half or \$24,000)

No construction work is eligible. Planning work, and many other areas are eligible.

Ideas to be considered for the next Board of Trustees meeting April 17, 2018 and possibly run ideas past Rick Sodenburg at a meeting on April 10.

1. In support of our Comprehensive Plan, maps and GIS support and/or meeting facilitation support might be in good alignment their capabilities and ability to assist us and take some tasks off the contractor.
2. Perhaps Main Street planning. Local businesses need to be paying their easement costs.
3. Considering the Lake as a comprehensive project, retooling different phases of the project and budget and funding sources to achieve the total project needs more planning.

c. Discussion and Direction Regarding Short Term Rental Permitting Process

Town Attorney, Mr. Gomez, in communication with Jason Wells, Interim Town Manager, advised that currently operating enterprises should go through the new application process to get good baseline data. This could take a substantial amount of time away from other crucial needs right now.

Jason Wells, Interim Town Manager recommended Host Compliance for an enforcement tool for collection of short-term vacation sales tax and lodging tax. Public notice requirement is not called out in the application and needs to be clarified.

Mayor Newberry recommended that the Town Clerk or temp help review the files of existing short-term rentals.

Trustee Stevens recommended that wording be changed to 'Application of Operation of Short-Term Rental.'

Trustee Thorne reports that the fees listed do not reflect December 2017 changes.

d. Discussion and Direction Regarding 2018 Pool Operations

Mayor Newberry reports that minimum wage has gone up \$10.20/hr. How do we want to go about hiring lifeguards?

CIRSA audit coming up May 10, 2018. ADA compliance may or may not be required for municipal pool.

Trustee Thorne suggested a moratorium on season passes until the hours are determined. Pool management companies to be contacted for possible engagement for the season.

e. Consideration of Green Box Arts Festival Event

Jesse Stroope—requesting permit for Green Box 4th of July Block Party at the Farm Stand and closing of Lakes Street at 4:30 pm on the day of the event.

M/S Stevens/Pearlman

Motion: Move approval

Vote: Motion carried. All yea.

f. Lake Discussion

Gazebo Island rock facing is falling.

Tom Hughes presented a proposal for solution to rebuild using 1-ton blocks that remain in place with gravity atop gravel bed. Estimates 3 weeks for installation. \$15,000 for blocks at \$115 per block and another \$3-5,000 for gravel. The price includes delivery. About 4 weeks for block fabrication after ordering. Proposal cost \$64,420.00 including sod. Price discounted to \$37,818. Mr. Hughes will contribute labor and equipment. Suggested that application of geese deterrent be sprayed on grass. May use artificial turf on the island. Also offered to replace pipes to repair irrigation system on the island.

Jason Wells, Interim Town Manager to request funds from CIRSA for repairs and to prepare a written memo citing the Emergency Procurement Code section and attach it to the purchase order.

Funds from Ute Pass Storm Water Project to be used to help pay for the project.

Rededication of election funds to be used to help pay for the project.

Call to donors to assist with cost.

Page 3 – Board Minutes 4/3/18

M/S Stevens/Quinn

Motion: Move to approve the project and place the order for the blocks.

Vote: Motion carried. All yea.

5. Old Business—None

6. Public Input

Ann Esch, owner of property at 6820 Colorado Street, suggested that an invitation for donations for the Gazebo Lake repairs be put in the newspaper reports and mention that the donations are tax deductible. And Michael Lohman asked that she tell the Board of Trustees that he offered to provide streaming services for the Board meetings.

7. Correspondence—No municipal correspondence that required Board discussion or action was presented.

8. Reports

a. Manager—requested feedback from Board about frequency and level of detail in Management Reports from manager and clerk.

Trustee Stevens responded that rather than providing a list of tasks done so much as identifying issues that need attention or guidance of the Board of Trustees and items that the Board needs to be aware of, and milestones accomplished.

Requested temporary office assistance to help straighten out some clerical details.

Marshal submitted a written report and is not in attendance due to illness.

Donut Truck—permit issues may possibly be resolved with a Peddler's License.

Belvidere Road improvement project update needs feedback from the Board.

Planning Commission business interfacing with Town Manager needs to be sorted and clarified so that business is completed in an efficient manner.

Town still has no credit cards.

Problems transitioning to new website.

RFP for Comprehensive Plan is posted on current website.

A priority is execution of the Comp Plan grant.

Municode is behind on current code updates so they are not posted on the website at this time.

Town attorney, Andrew Gomez, is leaving the firm. Jeff Barker has been asked to take the assignment.

CIRCA audit scheduled for May 10, 2018.

b. Clerk--None

c. Mayor--Had a meeting with area mayors and, among other things, discussed summer traffic on Hwy 24 to be impacted by the closure of the Cog Railway. Traffic is going to be worse. This has been brought to the attention of Colorado Springs, Manitou Springs and C-DOT although there is nothing that can be done other than being aware that there is the potential of emergency situations. Mayor Suthers suggested that citizens write to the General Manager of the Broadmoor, the company that owns the Cog Railway, and let them know that we really need the railway back in service in the next two years to improve the driving situation. Colorado Springs has problems with the homeless and is proposing two ordinances:

1. Placing signage recommending other ways for helping the homeless instead of contributing to panhandling.

2. A ban camping within 100 feet of a waterway because it is a health issue.

Page 3 – Board Minutes 4/3/18

Mac Patrone reported that Woodland Park is considering a 90-unit tiny house lot, and due to additional pavement, would affect Fountain Creek and increase the amount of water running through Green Mountain Falls.

Board of Trustees work session set for April 21 at 9am.

d. Public Works Department—Danny to attend Training for Personnel Safety when encountering Homeless on 4/19/18.

Chipper Day scheduled for May 5, 2018 with assistance of Team Rubicon and Focus on the Forest.

Maintenance department to purchase of new lawn mowers as Town currently has none. The cost will be under budget and at a discounted price \$2,000 below retail and \$200 above cost. Receiving training on grader and planned a schedule for road maintenance. 4 Zones will be cycled monthly with a regular frequency.

Basketball court needs new hoop and paint.

Playground by tennis court needs sand replaced with playground mulch.

Waiting for guidance if and when to begin work on the swimming pool.

9. There being no further business, Mayor Newberry adjourned the meeting at 9:44p.m.

Mayor Jane Newberry

ATTEST: _____
Katharine Guthrie

Town of Green Mountain Falls - Account Summaries
April 12, 2018

Checking Account General Fund Balance	3/28/2018	\$ 60,714.16
Municipal Court Account Balance	3/28/2018	\$ 1,018.11
MMA Account balance	3/28/2018	\$ 142,907.73
ColoTrust account balance	3/28/2018	\$ 107,828.11

Bill Run 3/28/18

Check Number	Date	Name	Amount
19898	04/11/2018	Quill	\$ 71.53
19899	04/11/2018	Jason Wells (reimbursement)	\$ 225.00
19900	04/11/2018	Comcast	\$ 263.28
19901	04/11/2018	Colorado Springs Utilities	\$ 921.00
19902	04/11/2018	Chase Card Services	\$ 136.70
19918	04/11/2018	Tractor Supply Co.	\$ 221.94
19919	04/11/2018	Waste Management	\$ 185.36
19920	04/11/2018	GovPro Consulting	\$ 2,340.00
19921	04/11/2018	Schumacher's Alignment	\$ 1,394.00

RESOLUTION NO. 2018-02

**TITLE: A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS,
COLORADO, DESIGNATING AUTHORIZED SIGNATORIES ON
TOWN BANK ACCOUNTS AND INDIVIDUALS AUTHORIZED TO
CONDUCT ONLINE BANKING ON BEHALF OF TOWN**

WHEREAS, the Board of Trustees desires to designate: (1) the individuals with signatory authority on behalf of the District for activity involving the Town's bank accounts, including check signing authority; and (2) the individuals who may access the Town's online bank accounts and conduct online banking activity on behalf of the Town.

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

Section 1. The following individuals shall be the sole authorized signatories on behalf of the Town on Town bank accounts:

1. Jane Newberry, Mayor
2. Cameron Thorne, Mayor Pro Tem
3. Jason Wells, Acting Town Administrator

Section 2. The following individuals shall be the sole individuals authorized to access the Town's bank accounts online and conduct online banking activity on behalf of the Town:

4. Judy Egbert, Interim Town Clerk
5. Jason Wells, Acting Town Administrator

INTRODUCED, READ and PASSED this 17th day of April 2018.

TOWN OF GREEN MOUNTAIN FALLS,
COLORADO

Jane Newberry, Mayor

(SEAL)

ATTEST:

Judy Egbert, Town Clerk

TOWN OF GREEN MOUNTAIN FALLS
RESOLUTION 2018-3

A RESOLUTION DECLARING TWO TRUSTEE POSITIONS VACANT

WHEREAS, Resolution No. 2018-01 cancelled the April 3, 2018 election pursuant to CRS 31-10-507; and

WHEREAS, the stated Resolution also declared Jane Newberry elected by acclamation to the position of Mayor, and Chris Quinn elected by acclamation to the position of Trustee: and

WHEREAS, there were three Trustee positions available at this election, leaving two seats yet unfilled.

NOW, THEREFORE, be it resolved by the Town Board of the Town of Green Mountain Falls, Colorado,

- That two Trustees positions be declared vacant
- That notice of these vacancies be noticed by posting at the regular locations and other usual venues
- That interested persons be asked to apply by using the volunteer application form plus a letter of interest
- That the deadline be set at the earliest practical date

Adopted this 17th day of April, 2018.

Jane Newberry, Mayor

(SEAL)

ATTEST: _____
Judy A. Egbert, Interim Town Clerk

RESOLUTION NO. 2018-04

**A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS
COLORADO, MAKING APPOINTMENT OF TOWN OFFICIALS**

WHEREAS, Colorado Revised Statutes 31-10-304 requires the Town Board of Trustees to appoint a Clerk, Treasurer, and Attorney, as well as any other officers it deems necessary; and

WHEREAS, this statute further specifies that the appointment of officers shall not extend more than 30 days after election; and

WHEREAS, The Town of Green Mountain Falls' Code of Ordinances Section 2-21(b) also provides the authority of the Board of Trustees to appoint officers;

WHEREAS, in addition to the Clerk, Treasurer, and Attorney, the Board of Trustees wishes to also appoint a Town Manager and Marshal;

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

Town Officials are appointed as follows:

Interim Town Clerk - Judy Egbert

Interim Town Treasurer – Vacant

Town Attorney – The Firm of Hoffmann, Parker, Wilson & Carberry, P.C.

Interim Town Manager – Jason Wells

Town Marshal – Virgil Hodges

INTRODUCED, READ and PASSED this 17th day of April 2018.

TOWN OF GREEN MOUNTAIN FALLS,
COLORADO

Jane Newberry, Mayor

(SEAL)

ATTEST:

Judy Egbert, Town Clerk

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, April 10, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Mayor Jane Newberry
Chairman Eric Caldwell
Commissioner Dick Bratton
Commissioner Greg Williamson

PC Members Absent

Commissioner Gerald Irwin

Secretary

Katharine Guthrie

Interim Town Manager

Jason Wells

1. Call to Order/Roll Call

Chairman Caldwell called the meeting to order at 6:35 pm.

2. Additions, Deletions, or Corrections to the Agenda

Bratton: Need to add an item to the agenda. 5.a., a deck plan for 6455 Spruce Avenue.

M/S Caldwell/Bratton

Motion: Move to approve the agenda with the additions.

Vote: Motion carried. All yeas.

Resolution: Item 5.a., a deck at 6455 Spruce Avenue.

3. Approve Minutes of March 27, 2018

Not available

4. Public Input

None

5. New Business

a. Building Permit—6455 Spruce Avenue, Mark and Linda Cowart

Deck project for home.

M/S: Bratton/Caldwell

Motion: Move to approve as submitted with the condition that setback is at least 15 feet.

Vote: Motion carried. All yeas.

Resolution: Fee of \$40 paid and plans stamped.

b. Interim Town Manager, Jason Wells requests a meeting to clarify roles and processes.
Nathan Scott is assisting on a voluntary basis with several tasks at Town Hall.

5. Old Business

a. Comprehensive Plan Update

1. Progress Report--Eleven people have committed to serve on the CAC and several more have been asked to serve. More may join throughout the process. Plan to have one meeting per month. Several people have been asked to serve on the HMC.
2. Formulate responses to any e-mail questions on RFP
3. Discuss plans for first meeting of CAC (Citizen's Action Committee): Sent an email inviting CAC to Planning Commission meeting on April 24.
4. Discuss plans for first HMC (Hazardous Mitigation Committee) meeting: to be hosted by Fire Chief Steve Murphy at GMF Fire Station 7pm on April 18. Participates will include Gerald Irwin, Tyler Stevens, Rich Bowman, and Logan Sand of DOLA.
5. Discuss preparation of a contract for professional planning services: Town attorney to review a draft contract provided by DOLA.
6. Discuss opening of proposals on April 30 at 2pm. Hard copies and digital document to be submitted. Digital copy to be made available to reviewers. Proposal review criteria sheet to be used for each submittal. Score and rank proposals by May 8 and make a recommendation to the Board of Trustees.

7. Correspondence

None

Adjourned: 7:56pm

Eric Caldwell-Chairman

ATTEST:

Katharine Guthrie-Secretary

IMPROVEMENT LOCATION CERTIFICATE

JOB NUMBER: 3STE0101

ADDRESS: 6455 SPRUCE AVENUE

CLIENT: PAMELA K. STEVENS

LEGAL DESCRIPTION: PARCEL A: LOT 12 IN BLOCK 7 IN RESUBDIVISION OF A PORTION OF BLOCKS 5-7-8, GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO.

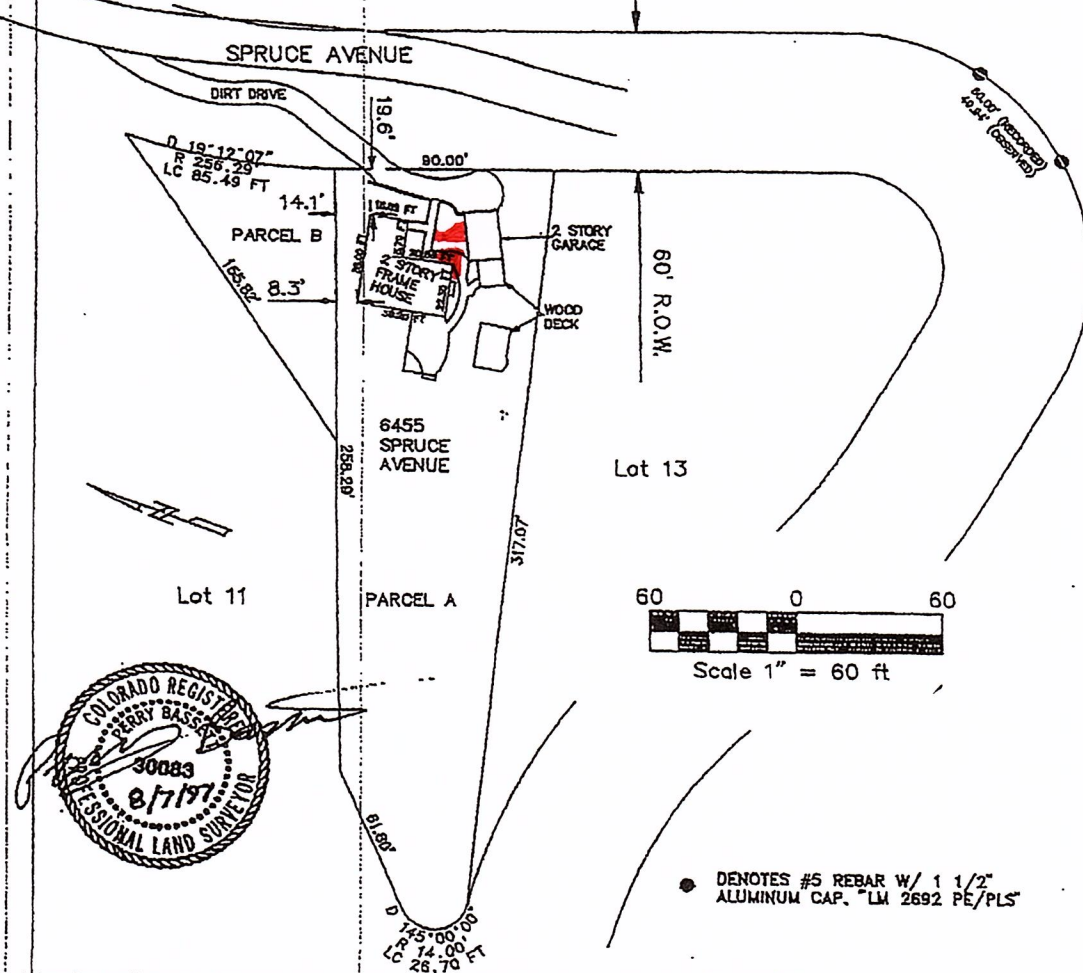
PARCEL B: THAT PART OF LOT 11, BLOCK 7,

RESUBDIVISION OF PORTION OF BLOCKS 5-7-8, GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO, AS PLATTED AND RECORDED IN PLAT BOOK N AT PAGE 25 UNDER FILE NUMBER 723 OF THE RECORDS OF EL PASO COUNTY, COLORADO, BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE MOST SOUTHERLY CORNER OF SAID LOT 11, THENCE NORTHEASTERLY ALONG THE SOUTHEASTERLY LINE OF SAID LOT 11, A DISTANCE OF 141.5 FEET TO THE POINT OF BEGINNING, THENCE ANGLE LEFT 32 DEGREES 45 MINUTES FROM THE LAST MENTIONED COURSE TO THE EASTERLY LINE OF SAID LOT 11, THENCE SOUTHERLY ALONG SAID EASTERLY LINE (AND THE WESTERLY RIGHT-OF-WAY LINE OF SPRUCE AVENUE) TO THE SOUTHEAST CORNER OF SAID LOT 11, THENCE SOUTHWESTERLY ALONG THE AFOREMENTIONED SOUTHEASTERLY LINE OF THE POINT OF BEGINNING.


ACCURATE

COPYRIGHT © 1997

CONSULTANTS, INC.

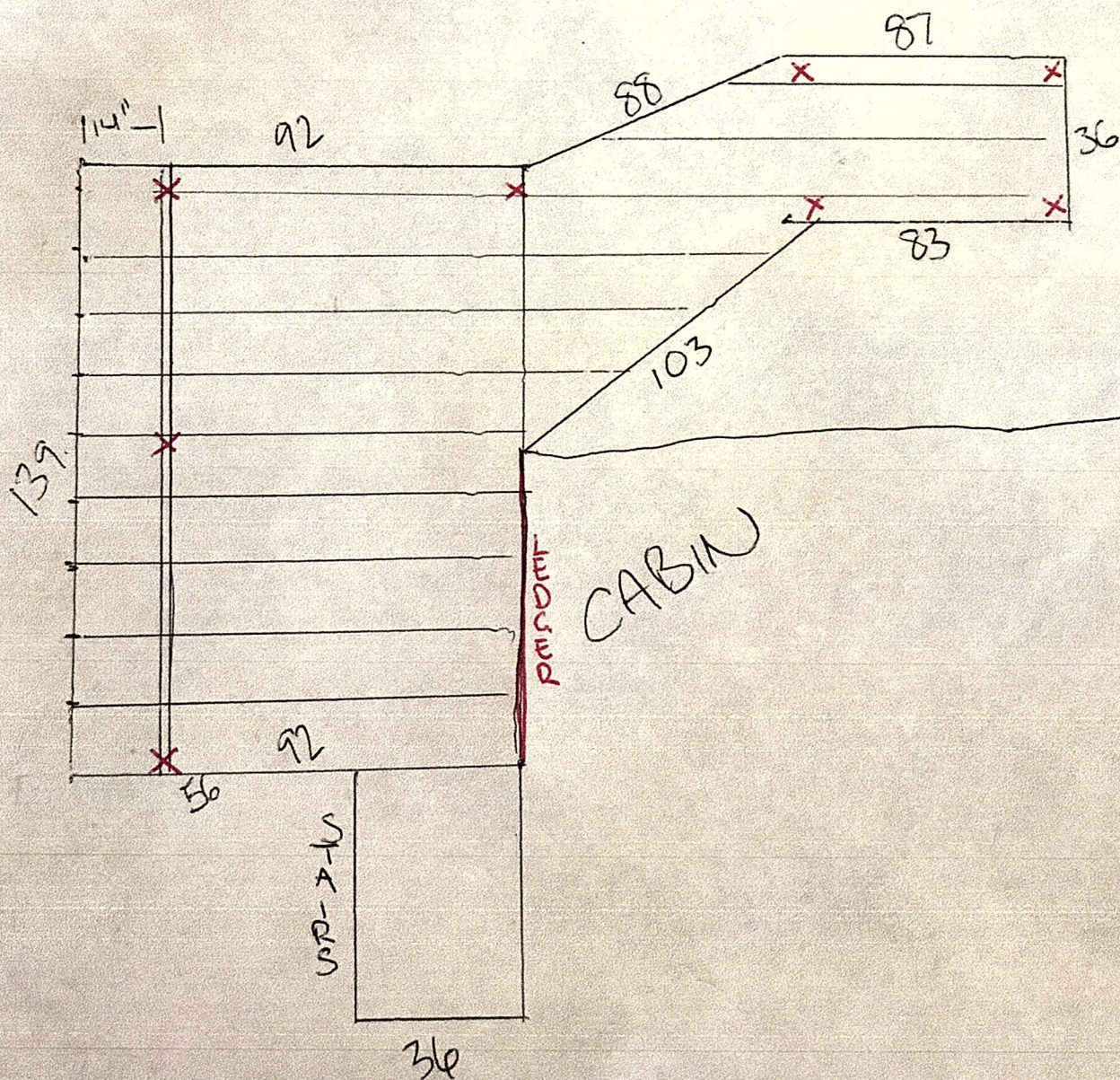
3405 NORTH EL PASO STREET, SUITE 104
COLORADO SPRINGS, COLORADO 80907
PH: (719)447-0220 FAX: (719)447-8421

I hereby certify that this Improvement location certificate was prepared for Stewart Title of Colorado Springs and its Mortgage Companies DBA MNC Mortgage, and its successors and/or assigns as their interest may appear, that it is not a land survey plat, and that it is not to be relied upon for the establishment of fence, building or other future improvement lines. I further certify that the improvements on the above described parcel on this date, July 30, 1997, except utility connections, are entirely within the boundaries of the parcel, except as shown, that there are no encroachments upon the described premises by improvements on any adjoining premises, except as indicated, and that there is no apparent evidence or sign of any easement crossing or burdening any part of said parcel, except as noted.

NOTICE: This Improvement Location Certificate is prepared for the sole purpose of use by the parties stated hereon. It is not a Land Survey Plat in accordance with C.R.S. 38-61-100.3 or an Improvement Survey Plat in accordance with C.R.S. 38-61-100.3(2). It does not establish property corners. The true relationship of improvements to the boundary lines can only be determined by a Land Survey or Improvement Survey. The improvements are generally situated as shown and only apparent improvements and encroachments are noted. Accurate Consultants, Inc. will not be liable for more than the cost of this Improvement Location Certificate, and then only to the parties specifically shown hereon. Acceptance and/or use of this Improvement Location Certificate for any purpose constitutes agreement to all terms stated hereon.

NOTICE: ACCORDING TO COLORADO LAW ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS ILC MUST COMMENCE WITHIN THREE (3) YEARS AFTER SUCH DEFECT IS FIRST DISCOVERED. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS ILC BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

UPPER
DECK



CABIN

LOWER DECK

120

LEDGER

96

96

X

X

X

21

76

76

37

REST ON
POURED
CONCRETE STEP

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, March 27, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Mayor Jane Newberry
Chairman Eric Caldwell
Commissioner Dick Bratton
Commissioner Greg Williamson
Commissioner Gerald Irwin

PC Members Absent

Commissioner Rocco Blasi

Secretary

Katharine Guthrie

Interim Town Manager

Jason Wells

1. Call to Order/Roll Call

Chairman Caldwell called the meeting to order at 6:40 pm.

2. Additions, Deletions, or Corrections to the Agenda

Bratton: Need to add two items to the agenda. 5.c., a drainage plan at the Farm Stand at 6990 Lake Street, and 5.d., a deck at 10280 Mountain Lane.

M/S Caldwell/Bratton

Motion: Move to approve the agenda with the two additions.

Vote: Motion carried. All yea.

Resolution: Agenda approved with addition of new items 5.c., a drainage plan at the Farm Stand at 6990 Lake Street, and 5.d., a deck at 10280 Mountain Lane.

3. Approve Minutes of March 13, 2018

Not available

4. Public Input

None

5. New Business

a. Grading Permit Application—15580 Foster Ave. Historic Green Mountain Falls Foundation

Penman Construction and Properties, presenting

Type of Work: Add parking and site walls (The Shed) 160' x 170'

Board of Trustees must approve

M/S: Caldwell/Williamson

Motion: Move to [recommend the Board of Trustees] approve this as submitted with the condition that the civil engineer approves the plans.

Vote: Motion carried. All yea.

Resolution: An independent civil engineer will be retained by the town and paid for by the applicant to review the grading plan.

b. Building Permit 3937 Howard St. Historic Green Mountain Falls Foundation

Penman Construction and Properties

M/S: Bratton/Caldwell

Motion: Move that we approve the project as submitted on the condition that the payment of the review fee.

Vote: Motion carried. All yea.

Resolution: \$40 Plan review fee paid and plan stamped.

c. Rain Water Drainage Plan for Farm Stand 6990 Lake Street—Historic Green Mountain Falls Foundation

Penman Construction and Properties

M/S: Bratton/Irwin

Motion: Move that we recommend Town Board approval for a revocable permit for a drainage system at the Farm Stand.

Vote: Motion carried. All yea.

Resolution:

d. Building Permit—10280 Mountain Lane—Tyler Stevens, property owner

Cindy Duncan, presenting

M/S: Caldwell/Bratton

Motion: Move to approve this as submitted.

Vote: Motion carried. All yea.

Resolution: \$40 fee paid

5. Old Business

a. Comprehensive Plan RFP

Jason Wells, Interim Town Manager—Discouraged pre-proposal meeting, suggested April 2, 2018 issue date for RFP, a deadline for RFP questions on April 9, 2018, and Schedule April 10, 2017 RFP Meeting. DOLA requested more detail in 'Schedule of Activities' for RFP. Add Dam Safety to Hazard Mitigation Study. Plan to make the RFP available on the town website, APA, and list of firms simultaneously on April 2 issue date. Karen Berchtold, working for Manitou Springs will be able to provide list of outlets for RFP issuance.

Kirkpatrick Family Foundation: Paragraph 12 needs to inform prospective contractors that the Town has limited personnel available to respond to questions during the process.

After a contract is awarded we can suggest that the contractor consider using college students to assist them.

b. Criteria for Proposals

c. Citizen Advisory Committee

7. Correspondence

None

Adjourned: 8:10pm

Eric Caldwell-Chairman

ATTEST:

Katharine Guthrie-Secretary

DRAFT

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, March 13, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Chairman Eric Caldwell
Commissioner Dick Bratton
Commissioner Greg Williamson
Commissioner Rocco Blasi
Commissioner Gerald Irwin

PC Members Absent

None

Guest

Cameron Thorne

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Dick Bratton called the meeting to order at 6:37 pm

2. Additions, Deletions, or Corrections to the Agenda

M/S Blasi/Williamson

Motion: Move to approve the agenda as submitted.

Vote: Motion carried. All yeas.

Resolution: Agenda approved as submitted.

3. Approve Minutes of February 27, 2018

M/S Blasi/Irwin

Motion: Move to approve minutes as submitted.

Vote: Motion carried. All yeas.

Resolution: Minutes of February 27, 2018 approved without modification.

4. Public Input

Cameron Thorne expressed appreciation for the work the Planning Commission is doing on the Comprehensive Plan.

5. New Business

None

6. Old Business

Voter registration lists downloaded and plan to add businesses that are licensed in GMF to database. Plan to do a postcard campaign to inform people of an online survey to fill out. Citizen's Advisory Committee needed to help create the survey. CAC still needs to be organized. Recruitment effort needed that includes expected time commitment, duties, ways to participate, etc.

Hazardous Mitigation Team has not been able to meet yet due to scheduling conflicts.

Scope of Work: to be part of RFP or presented at the same time. Much of the wording comes straight from DOLA's grant policy letter.

CIP to be added after town budget is established.

Action Plan: will be included to implement the Comp Plan. Include--timelines and time frames, priorities, potential funding sources, as well as action and tracking areas to measure the town's implementation of the Comp Plan.

RFP: Plan to finalize by next PC meeting (March 27, 2018)

Deadline planned for at least 30 days following day of distribution (April 30, 2018)

Short list of contractors: AECOM, Civil Resources LLC (Place Matters), Clarion Associates, Design Workshop, Ernst Corser Associates, Michael Baken, McCool Development Solutions, Resource Conservation Partners/RG Associates, RPI Consultants/Walzak Architects, SE Group, THK Landscape Architects

Adjourned: 8:37

Eric Caldwell-Chairman

ATTEST:

Katharine Guthrie-Secretary



Memorandum

To: Mayor and Board of Trustees

From: Jason S. Wells, Interim Town Manager

Re: Management Report

Date: April 3, 2018

1) Departmental Info

- a) Town Clerk – See included report
- b) Marshall's Office – Verbal report to be provided
- c) Public Works
 - i) Belvidiere Road Improvement Project
 - (1) Town Attorney engagement re: property conflicts
 - (2) Coordination w/ El Paso County; possible project timing
 - ii) Pavilion Island Wall Failure
 - (1) Tom Hughes/Water on Marrs project update
 - iii) Road Maintenance Update
 - iv) Chipper Day/Watershed Maintenance – Kirkpatrick permissions/possible Team Rubicon assistance/Focus on the Forest
- d) Pool
 - i) Certified Pool Operator Training/Certification (Danny, 4/9, 4/11)
 - ii) Opening Procedure
 - iii) Staffing
 - iv) Manitou Springs Assistance (Roy Chaney visit 4/17)
- e) Planning
 - i) Short-Term Rental Approvals – Needs relating to delegation of approval authority to Town Mgr:
 - (1) Special Project assistance – Nathan Scott
 - (2) Finalization of Application Per Board Input
 - (3) Identification of Prior Approved Properties (Planning Commission Approvals vs. Town Board)
 - (4) Zoning map familiarity
 - (5) Public notification mechanism
 - ii) Clarification/Definition of Planning Commission Approval Processes (meeting w/ D. Bratton, E. Caldwell)
- f) Human Resources
 - i) Personnel Policies (still under revision with Employers Council)
- g) Finance

Management Report

January 27, 2017

- i) Banking – Chase, Park State Bank, Colorado Trust – Resolution needed conferring signing authority
 - ii) Payroll
 - iii) Accounts Payable
 - iv) Budget
 - v) Sales Tax
- h) Information Technology
 - i) General Functions – system set-up; software update, etc. (Sanders Consulting 3/20)
 - ii) Email Exchange
 - iii) Website
- i) Events
 - i) Pavilion Rental Status
 - ii) Board Approval Process
- 2) Intergovernmental
 - a) Regional
 - i) PPACG
 - (1) Mini-Grant Opportunity – Three possible concepts due to PPACG on 4/18
 - (a) GIS Mapping Assistance
 - (b) Survey Work to Resolve Private Property vs. Right-of-Way Conflicts, Establish Sidewalk Maintenance
 - (c) Continued Lake Planning
 - (2) Wireless Microphone Acquisition
 - ii) PPRTA
 - (1) (Rick Sonnenberg Meeting 4/10)
 - (2) Need to reconcile muni budget w/ PPRTA maintenance & capital improvement allocations
 - (3) Vacancies – Board Alternate (Trustee Cook) and CAC Representative
 - b) State
 - i) DoLA
 - (1) Comp Plan
 - (a) Kirkpatrick Foundation
 - (b) DoLA Meeting (3/21) – DoLA grant expiration relative to project timeline
 - (c) RFP Review/Release
 - (2) Town Manager Grant
 - (a) Quarterly Reporting Status
 - (b) Town/State Cost-Sharing Status
- 3) Organizations
 - a) CIRSA
 - i) Loss Control
 - (1) May 10th Annual Audit (50% score for admin functions in 2017)
 - (2) Elected Official Training
- 4) Legal Matters
 - a) Town Clerk/Manager Bonding Requirements/Options (CIRSA consultation)
 - b) Mobile Food Truck Licensing
 - c) Town Attorney Status

The Town of



Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819 (719) 684-9414, www.gmfco.us

Memorandum

To: Mayor and Board of Trustees
From: Judy A. Egbert, Interim Town Clerk
Re: Town Clerk Report
Date: April 12, 2018

1. Liquor licensing. I continued work toward finalizing the Blue Moose transfer of ownership. As of this writing, the application is complete and forwarded to the State Division of Liquor Enforcement for processing.
2. Training temporary administrative staff. Sandy Merrell has been assigned by Add Staff to assist the Town on a part time basis. I have spent two days training her, and look forward to her involvement in the Town.
3. Records management will be a long-term project, with both hard copy and electronic records constantly being researched and organized.
4. Routine tasks continue:
 - Payroll
 - Accounts payable
 - Agenda packet preparation
 - Meeting management
 - Gazebo rentals
 - Legal notices and postings