



**Regular Board of Trustee Meeting  
Town of Green Mountain Falls  
10615 Green Mountain Falls Road  
7:00 p.m.  
Tuesday, May 1, 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 – Special Meeting April 21, 2018
- b. Bring into Record Bills Run
  1. April 12, 2018
  2. April 21, 2018

**4. NEW BUSINESS**

- a. Consideration of Planning Commission Recommendation to Grant Revocable Permit - Lake Street Drainage Improvements, Green Box Arts, Applicant.
- b. Natalie Johnson, School Board Member/GMF Liaison, Manitou Springs School District 14
- c. Discussion and request for direction – Trustee vacancy process
- d. Consider Mayor Pro Tem appointment Timing and Process
- e. Discussion and request for direction – Committee Appointments Timing and Process
- f. Ordinance No. 2018-02, An Ordinance Amending Article IV, Chapter 6 of the Green Mountain Falls Municipal Code to Require Licensing of Mobile Food Vendors

**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
- c. Planning Commission Minutes March 13, 2018

**8. REPORTS**

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

**9. ADJOURN**

**TOWN OF GREEN MOUNTAIN FALLS**  
**Special Board of Trustee Meeting**  
**Saturday April 21, 2018**  
**9:00 a.m.**

**MEETING MINUTES**

**Board Members Present**

Mayor Pro Tem Cameron Thorne  
Trustee David Pearlman  
Trustee Chris Quinn  
Trustee Tyler Stevens

**Interim Town Manager**

Jason Wells

**Interim Town Clerk**

Judy Egbert

**Board Members Absent**

Trustee Michael Butts  
Mayor Jane Newberry  
Trustee Dave Cook

**Town Attorney**

Not present.

**Public Works**

Vacant

**Marshal's Dept.**

Not present

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

Mayor Pro Tem Thorne called the Special Board of Trustee meeting to order at 9:06 a.m. The Pledge of Allegiance was recited.

**2. Business**

**a. Consideration of Resolution No. 2018-02, A Resolution Designating Authorized Signatories On Town Bank Accounts and Individuals Authorized To Conduct Online Banking n Behalf of Town**

Mayor Pro Tem Thorne read the resolution in its entirety.

Trustee Butts moved, seconded by Trustee Stevens to adopt Resolution No. 2018-02 as presented. The motion carried unanimously.

**b. Consideration of Resolution No. 2018-03 A Resolution Declaring Two Trustee Positions Vacant**

Mayor Pro Tem Thorne read the resolution in its entirety.

Trustee Butts moved, seconded by Trustee Stevens to adopt Resolution No. 2018-02 as presented. The motion carried unanimously.

**c. Consideration of Resolution No. 2018-04, A Resolution Making Appointment of Town Officials**

Mayor Pro Tem Thorne read the resolution in its entirety.

Trustee Stevens moved, seconded by Trustee Butts to adopt Resolution No. 2018-04 as presented. The motion carried unanimously.

**9. Adjournment**

Meeting adjourned at 9:13 a.m.

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Mayor Pro Tem Cameron Thorne

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Judy A. Egbert, Interim Town Clerk

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			
<u>Check Number</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>
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

Town of Green Mountain Falls - Account Summaries  
April 26, 2018

Checking Account General Fund Balance	3/28/2018	\$ 62,980.97
Municipal Court Account Balance	3/28/2018	\$ 1,018.11
MMA Account balance	3/28/2018	\$ 142,709.73
ColoTrust account balance	3/28/2018	\$ 107,828.11

Bill Run 4/26/18			
<u>Check Number</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>
19923	04/26/2018	The Lock Shop	\$ 168.00
19924		MSEC	\$ 1,400.00
19925		Judy Egbert	\$ 52.59
19926		Comcast	\$ 332.63
19927		CO Dept of Labor and Employ	\$ 152.44
19928		CIRSA	\$ 2,639.25
19929		Century Link	\$ 70.41
19930		Black Hills Energy	\$ 275.91
19931		ADD Staff	\$ 280.29
19932		Acme Fire & Safety	\$ 288.00

## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE:</b> April 26, 2018	<b>AGENDA NO.</b> 4. c.	<b>SUBJECT:</b>
<b>Presented by:</b> Judy A. Egbert, Interim town Clerk		Discussion and request for direction – Trustee vacancy process

**Recommend action:**

Discuss and direct staff toward future actions

**Background:**

Due to the cancelled election, the Board of Trustees now has two vacant seats, which were formally declared by Resolution on April 21, 2018.

The vacancy has been posted in the usual posting locations and on the Town’s website, and a news release provided to the Pikes Peak Courier and the Mountain Jackpot. Interested citizens are asked to submit a letter of interest and a volunteer application form no later than May 17, 2018.

**Issue Before the Board**

The Board is asked to give staff direction regarding the process and timing of screening applicants.

**Alternatives**

State statutes and the GMF Code are silent as to how this process is to be conducted. This gives the Board discretion in how this is carried out. Options include, but are not limited to:

- Select a sub-committee of Trustees and/or citizens to conduct a first screen of applications, making a recommendation to the Board for further action.
- Conduct interviews of all applicants.
- Simply make a selection from applications without further screening mechanisms.

**Conclusion**

State law requires that the Board fill any vacancies within 60 days, or set a date for a special election to elect Trustees. This puts the appointment deadline at June 20, 2018. The time period between May 17 and June 20 gives time for the Board to conduct the desired process and make the appointments no later than June 19, 2018

## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE:</b> April 26, 2018	<b>AGENDA NO.</b> 4. d.	<b>SUBJECT:</b>
<b>Presented by:</b> Judy A. Egbert, Interim town Clerk		Consider Mayor Pro Tem appointment timing and process

**Recommend action:**

Consider timing and process for appointing a Mayor Pro Tem.

**Background:**

State law requires that a Mayor Pro Tem be appointed at the first meeting following the certification of the regular election. If an election had been conducted, this would have fallen on the April 17 meeting. But because there was no quorum, this meeting is the first opportunity to give consideration to the issue.

**Issue Before the Board**

When does the Board desire to take action to appoint a Mayor Pro Tem? And what mechanism to you wish to use?

**Alternatives**

- Make appointment at tonight's meeting in a manner agreed to by the Board
- Defer the appointment until the two vacancies are filled so that the entire Board may participate in the decision
- Determine a different schedule and direct staff.

The process used to choose a Mayor Pro Tem can be (but is not limited to):

- Simply passing a motion to make the appointment.
- Conducting a ballot to see which Trustee gets the most support, followed by a motion. Note that this "ballot" is public record.

**Conclusion**

While state law does specify that action is to be taken at the first meeting after election, it is not inappropriate to wait for a full board. The appointment to the two vacant seats will suffice to make your election cycle complete.

## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE:</b> April 26, 2018	<b>AGENDA NO.</b> 4. d.	<b>SUBJECT:</b>
<b>Presented by:</b> Judy A. Egbert, Interim town Clerk		Discussion and request for direction - committee appointments timing and process

**Recommend action:**

Consider timing and process for making committee appointments.

**Background:**

Last meeting had conversation around making an appointment to the PPACG, with a citizen interested in serving in that capacity. That led me to consider how and when the Board customarily makes these type of appointments.

In most municipalities, the Board makes appointments on an annual basis. The appointments are sometimes done immediately following an election, and sometimes done in January for the calendar year. Because there is no statutory or code requirements, these appointments are entirely at your discretion.

**Issue Before the Board**

When does the Board desire to take action to appoint committee members? And what mechanism to you wish to use?

**Alternatives**

Any alternatives that the Board desires may be implemented.

**Conclusion**

These committee appointments serve the role of liaison to the Board, and are not generally voting members (unless a specific provision exists). How and when you make appointments can be determined in a way that best suits your goals.



**TOWN OF GREEN MOUNTAIN FALLS**

**ORDINANCE NO. 2018-02**

**AN ORDINANCE AMENDING ARTICLE IV, CHAPTER 6 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE TO REQUIRE LICENSING OF MOBILE FOOD VENDORS**

**BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

Section 1. Article IV, Chapter 6 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

**ARTICLE IV – Mobile food vendors, Peddlers, and Solicitors**

**Sec. 6-101. – Mobile food vendors, peddlers, and solicitors licensed.**

It shall be unlawful for any mobile food vendor, solicitor, or peddler as defined herein to engage in such business within the corporate limits of the Town without first obtaining a license therefor in compliance with this Code. It shall be unlawful for a mobile food vendor to operate on public property unless in association with a Town-approved special event. A mobile food vendor license shall be issued for operation solely on private property with authorization of the landowner.

**Sec. 6-102 – Definitions.**

Whenever used in this Article, the words hereinafter defined shall, unless the context requires other uses, be deemed to have the following meanings:

- (1) *Mobile food vendor* means a retail food establishment, designed and equipped to prepare or serve food, which is readily movable, typically as a motorized or towed vehicle.
- (2) *Peddler* means any person, whether a resident of the Town or not, who shall sell and deliver or offer for sale to consumers any goods, wares, merchandise, fruits, vegetables or country produce, traveling from place to place, from house to house or from street to street, who shall sell or offer for sale and delivery any goods or other such articles while traveling on foot, by vehicle or any other type of conveyance.
- (3) *Solicitor* means any person, whether a resident of the Town or not, traveling either by foot, vehicle or any other type of conveyance from place to place, from house to house or from street to street, taking or attempting to take orders for sale of goods, wares, merchandise or personal property of any nature whatsoever for future delivery, or for services to be performed or furnished in the future, whether or not such person has, carries or exposes for sale a sample of the subject of such

sale or whether he or she is collecting advance payments on such sales or not.

**Sec. 6-103. – Application for a license.**

(a) Applicants for a solicitor's or peddler's license shall file with the Town Clerk at least five (5) days prior to the date upon which the applicant desires to begin his or her business a sworn application in writing on a form to be furnished by the Town Clerk, which shall give the following information:

- (1) Name and description of the applicant;
- (2) The permanent home address and full local address of the applicant;
- (3) A brief description of the nature of the business and goods shown for sale or for future delivery;
- (4) If employed, the name, address and phone number of the employer, together with credentials establishing the exact relationship between the employer and employee;
- (5) The length of time for which the right to do business is desired; and
- (6) Two (2) identical photographs of the applicant which reasonably identify the applicant; such photographs to measure two (2) inches by two (2) inches.

(b) Applicants for a mobile food vendor's license shall file with the Town Clerk at least five (5) days prior to the date upon which the applicant desires to begin operation in the Town a sworn application in writing on a form to be furnished by the Town Clerk, which shall give the following information:

- (1) Name and description of the mobile food vendor;
- (2) The local address for the mobile food vendor applicant;
- (3) The length of time for which the right to do business is desired;
- (4) Proposed location and hours of operation for the mobile food vendor;
- (5) Proof of permission to operate on the proposed site;
- (5) A proposed refuse control plan, including a wastewater disposal plan; and
- (6) Proof of compliance with all applicable state regulations and health department licensing.

**Sec. 6-104. – Investigation and issuance of license.**

(a) For peddlers and solicitor applications, the following procedure shall be followed:

- (1) Upon receipt of such application, an investigation shall be conducted at the direction of the Town Clerk to determine the applicant's business and whether such application is truly for a legitimate business purpose and whether, considering all circumstances, the granting of the license will not threaten the health, safety and welfare of the Town.
- (2) If, as a result of such investigation, it is discovered that the applicant is not intending to use the license for a legitimate business purpose or the granting of the license will threaten the health, safety and welfare of the Town, then the Town Clerk shall notify the applicant of the disapproval of such application and that no license will be issued thereunder, giving the reasons therefor.
- (3) If, as a result of such investigation, the application is found to be satisfactory, the Town Clerk shall endorse the same on the application and, upon receipt of the necessary fees as set forth hereafter, shall execute and deliver to the applicant a license to carry on such business within the corporate limits of the Town for a period, not exceeding thirty (30) days, except as hereinafter set forth.
- (4) The license so issued to a successful applicant shall contain the signature and seal of the issuing officer, the type of license issued, the kind of goods to be sold thereunder, the date of issuance, the expiration date thereof and a two (2) inch by two (2) inch photograph of the applicant.

(b) For mobile vending applications, the following procedure shall be followed:

- (1) The Town Clerk shall investigate and determine whether the requirements for mobile food vendors set forth in this Article have been met and whether issuance of the license will jeopardize the health, safety and welfare of the Town.
- (2) If, as a result of such investigation, the application is found to be satisfactory, the Town Clerk shall endorse the same on the application and, upon receipt of the necessary fees as set forth hereafter, shall execute and deliver to the applicant a license to operate a mobile vending operation within the corporate limits of the Town for a period of time, not exceeding one (1) year, subject to annual renewal.

**Sec. 6-105. – License fee.**

The license fee, which shall be charged in advance by the Town Clerk, shall be established by resolution of the Board of Trustees.

**Sec. 6-107. - Revocation of license.**

(a) Licenses issued hereunder may be revoked by the Board of Trustees, after notice and hearing, for any of the following causes:

- (1) Fraud, misrepresentation or false statement contained in the application for the license;
- (2) Any violation of this Code;
- (3) For peddlers and solicitors, fraud, misrepresentation or false statement made while carrying on his or her business or conviction of any crime or misdemeanor involving moral turpitude; or
- (4) Conducting the business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a threat to the health, safety or general welfare of the public.

(b) Notice of the hearing for revocation of a license shall be given in writing, setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the licensee at his or her local address as set forth in the application at least five (5) days prior to the date set for the hearing.

**Sec. 6-108. - Appeal.**

Any person aggrieved by the action of the Police or the Town Clerk in the denial of a license or the suspension of the same shall have the right to appeal to the Board of Trustees. Such appeal shall be filed within fourteen (14) days after notice of the action complained of has been mailed to such person's last known address, by means of a written statement setting forth fully the grounds for the appeal. The Board of Trustees shall set a time and a place for the hearing and shall give notice to the appellant in the same manner as provided in Section 6-107(b). The decision of the Board of Trustees shall be final and conclusive, except as provided by the laws of the State.

**Sec. 6-109. - Expiration of license.**

All licenses issued under the provisions of this Article shall expire on the dates set forth thereon.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, 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 Board of Trustees further determines that this 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. This Ordinance shall become effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2018, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Jane Newberry, Mayor

ATTEST:

\_\_\_\_\_  
Judy Egbert, Interim Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jeff Parker, Town Attorney

Published in the Pike Peaks Courier, \_\_\_\_\_2018.

**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. Participants 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

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**Eric Caldwell-Chairman**

**ATTEST:**

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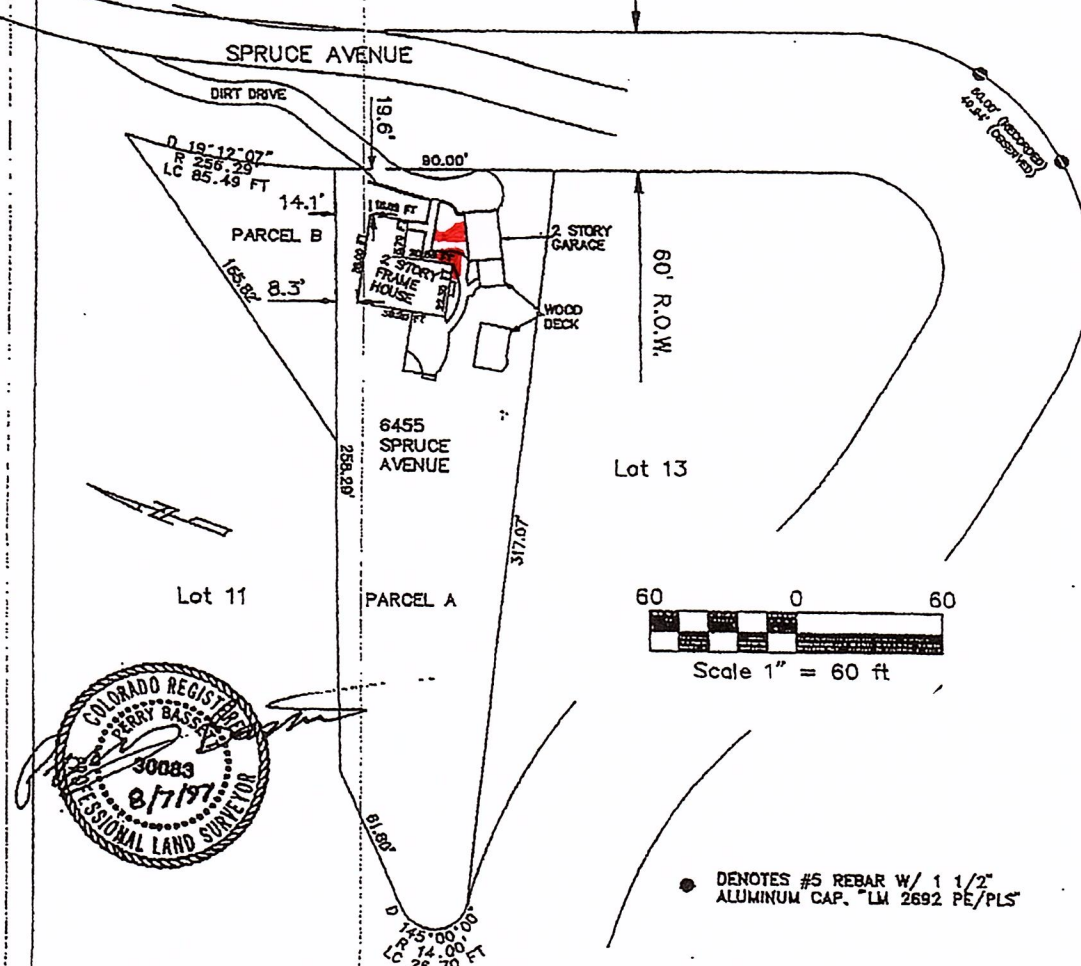
**Katharine Guthrie-Secretary**

# IMPROVEMENT LOCATION CERTIFICATE

JOB NUMBER: 3STE0101  
 ADDRESS: 6455 SPRUCE AVENUE  
 CLIENT: PAMELA K. STEVENS

**ACCURATE**  
 CONSULTANTS, INC.  
 COPYRIGHT © 1997  
 3405 NORTH EL PASO STREET, SUITE 104  
 COLORADO SPRINGS, COLORADO 80907  
 PH: (719)447-0220 FAX: (719)447-8421

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.



I hereby certify that this Improvement location certificate was prepared for Stewart Title of Colorado Springs and FT 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.

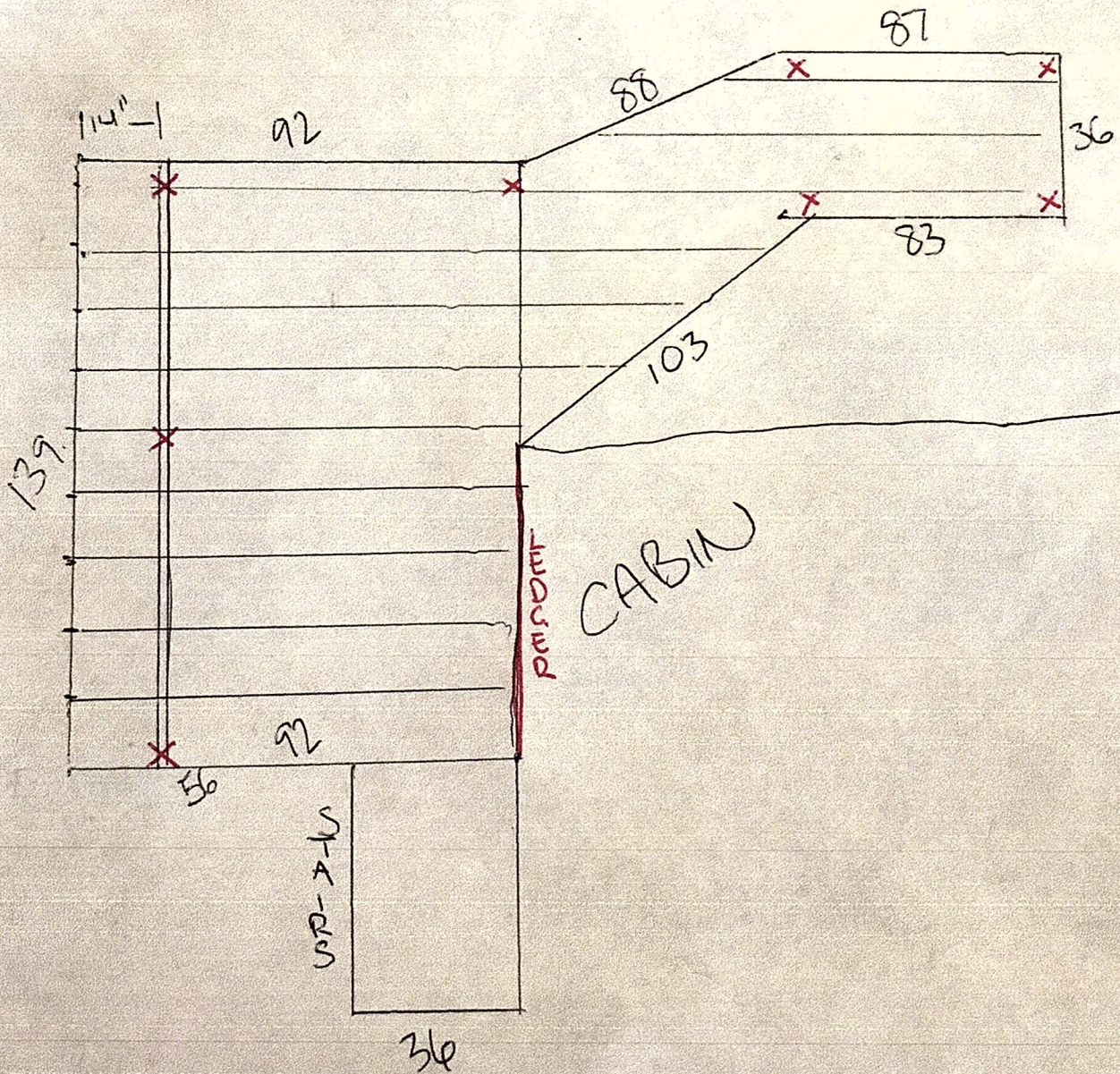
**NOTICE:** This Improvement Location Certificate is prepared for the sole purpose of use by the parties stated hereon. It is not a Land Survey Plat in accordance with C.R.S. 38-61-100.3 or an Improvement Survey Plat in accordance with C.R.S. 38-61-100.3(2). It does not establish property corners. The 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.



X = POST TO FOOTERS  
RED LINE IS LEDGER

UPPER  
DECK



CABIN

LOWER DECK

120 LEDGER

90

90

X

X

X

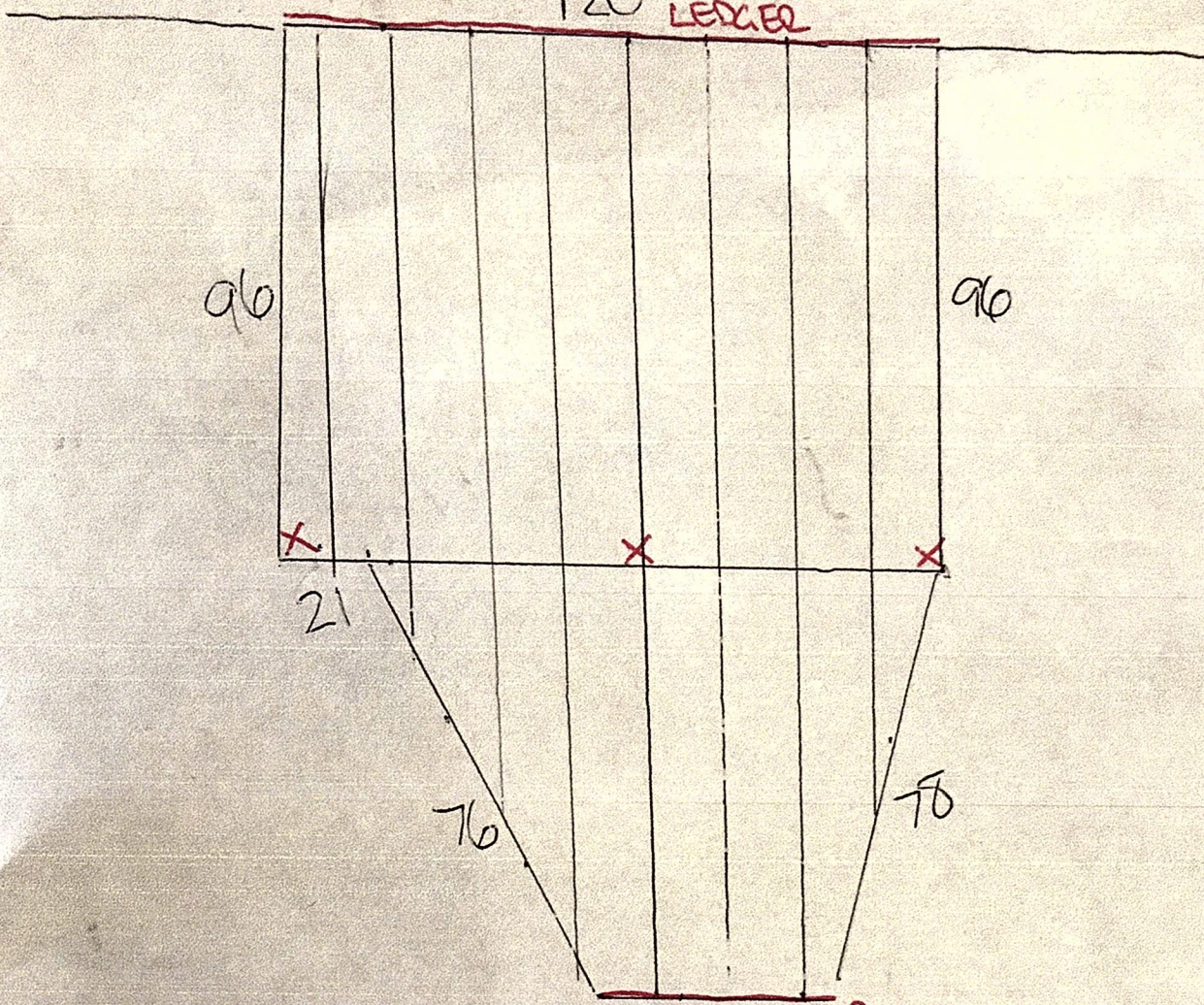
21

70

70

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

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**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**

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**Eric Caldwell-Chairman**

**ATTEST:**

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**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

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**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 yea.

**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 yea.

**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**

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**Eric Caldwell-Chairman**

**ATTEST:**

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**Katharine Guthrie-Secretary**



# Town of Green Mountain Falls

## Memorandum

To: Mayor and Board of Trustees  
From: Jason S. Wells, Interim Town Manager  
Re: Management Report  
Date: May 2, 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 (call w/ Omar Lopez – 4/26)
  - ii) Pavilion Island Wall Failure
    - (1) Tom Hughes/Water on Marrs project update
  - iii) Road Maintenance Update – Zone Plan
  - 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) Planning Commission
    - (1) Clarification/Definition of Planning Commission Approval Processes
      - (a) Staff Participation at PC Meetings?
      - (b) Approval Tracking/Agenda Management
    - (2) PC Approvals
      - (a) Conditional Approval 15580 Forester Ave Grading and Erosion Control Plan (Kiowa Review)
    - (3) Comprehensive Plan Update



## Management Report

January 27, 2017

- (a) Proposal Review/Recommendation to Town Board (May 15<sup>th</sup>)
- (b) Contracting (May 15<sup>th</sup>?)
- f) Human Resources
  - i) Personnel Policies
    - (1) Final Draft Received Back from Employers Council
    - (2) Next Step – Comprehensive Review by Town Attorney w/ Town Clerk & Mgr. Input
    - (3) Final Step – Formal Adoption/Implementation/Employee Acknowledgements
- g) Finance
  - i) M. Farina Contract Assistance
    - (1) Scope of Work
      - (a) Budget
      - (b) Audit
      - (c) Banking
      - (d) Financial Reporting (e.g. PPRTA, CTF, DoLA)
      - (e) Organizational Assessment/Recommendations
  - ii) Budget
    - (1) Priority #1 – Enter 2018 Budget in QuickBooks system
    - (2) Once the budget is entered into the system, would recommend Town Board budget work session
    - (3) Staff/Board need to begin thinking about the 2018 amended budget process
  - iii) Auditing
    - (1) 2016 Audit – Have requested copy from auditor
    - (2) 2017 Audit – Have received inquiry from auditor re: status of 2017 accounting asking:
      - (a) Whether 2017 has been closed out; and
      - (b) What measure of preparation has been completed on 2017 audit

I will be seeking information necessary to respond, but Mr. Farina would be better suited
  - iv) Banking – Chase, Park State Bank, Colorado Trust
    - (1) Resolution establishing signing authority adopted at 4/21 special meeting
    - (2) Resolution needs to be distributed to various financial institutions
    - (3) Institutions will likely require the in-person completion of signature cards
  - v) Payroll – System access achieved; developing routine timesheet submission/management process
  - vi) Accounts Payable
    - (1) Being handled by Interim Town Clerk
    - (2) More or less now caught up on numerous delinquent accounts
    - (3) Developing routine system to ensure prompt acquisition of signatures, remittances
  - vii) Sales Tax
    - (1) Need to obtain access to State sales tax reporting system; no review as of yet of YTD figures
- h) Information Technology
  - i) A/V Needs – Axxis' most recent figures for:
    - (1) Projector vs. Flat Screen TV
    - (2) Streaming Video Set-Up
  - ii) Website
    - (1) SIPA website “went live” about a month ago, but very little content from the current site was migrated
    - (2) Contact has been established w/ assisting state contractor but lacking available time will be a challenge

## Management Report

January 27, 2017

- (3) If Board desires to bump this up the priority list, I would recommend perhaps adding to N. Scott scope
- iii) Email Exchange
  - (1) Website contractor has advised that migration to new email exchange would need to go through SIPA
  - (2) Again, limited staff resources to dedicate to the migration effort; perhaps consider tasking to N. Scott
- i) Events
  - i) Interim Town Clerk has been handling Pavilion rental requests; monitoring progress on wall project
  - ii) Staff needs clarification on Town Board approval process so as to articulate operational policies
- 2) Intergovernmental
  - a) Regional
    - i) PPACG
      - (1) Mini-Grant Opportunity
        - (a) Met w/ grant lead Rick Sonnenberg on 4/10, conveyed three possible alternatives:
          - (i) GIS Mapping Assistance
          - (ii) Survey Work to Resolve Private Property vs. Right-of-Way Conflicts
          - (iii) Continued Lake Planning
        - (b) Mr. Sonnenberg intends to reach out to other eligible member communities/report back soon
      - (2) Wireless Microphone Acquisition
        - (a) PPACG is still utilizing mics but has been made aware of the Town's interest
        - (b) There are 14 total and Manitou Springs has staked a claim to 7 as well
        - (c) It is unclear whether the set could be split but once PPACG ceases use we can check
    - ii) PPRTA
      - (1) Met with PPRTA lead Rick Sonnenberg on 4/10
      - (2) Need to reconcile muni budget w/ PPRTA maintenance & capital improvement allocations
      - (3) Need to Complete 2017 Annual Report
      - (4) 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) Conservation Trust Fund Filings – Need to Address Delinquency
- 3) Organizations
  - a) CIRSA
    - i) Loss Control
      - (1) May 10<sup>th</sup> Annual Audit (50% score for admin functions in 2017)
      - (2) Preliminary Call Held w/ Loss Control Rep on 4/24
      - (3) Elected Official Training
- 4) Legal Matters
  - a) Town Clerk/Manager Bonding Requirements

Management Report

January 27, 2017

- i) Applications for Town Clerk/Marshall/Manager Surety Bonds Submitted to Travelers on 4/24
- b) Mobile Food Truck Licensing
  - i) Ordinance presented to Town Board on 5/2
- c) Prosecutorial Services – Consideration of Using Local Services Rather Than Continued Reliance on Town Atty.



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

Memorandum

To: Mayor and Board of Trustees  
From: Judy A. Egbert, Interim Town Clerk  
Re: Town Clerk Report  
Date: April 26, 2018

Ongoing activities

1. Training temporary administrative staff. Sandy's training is progressing, and I'll be adding more to her workload and expectations quickly.
2. The organization of both hard copy and electronic records remains a challenge. I have Sandy organizing the items that I've have a first look at. I will continue to sort through, with Sandy doing the filing. With Jason's permission, I have scheduled two extra days mid-May for the sole purpose of getting through this process. This organization is critical in having the resources available in order to make appropriate decisions.
3. Routine tasks continue:
  - Payroll
  - Accounts payable
  - Agenda packet preparation
  - Meeting management
  - Gazebo rentals
  - Legal notices and postings

Other activities

1. The Trustee vacancies have been posted and sent to the newspapers. You have an agenda item on this meeting for the purpose of directing me toward your desired screening process.
2. Business licensing and dog licensing are both now current and records organized.
3. I have just begin to research lodging tax processes and respond to customer inquiries in this area.
4. Jason and I are collaboratively developing the needs assessment toward future staffing. Saturday's work session was a great beginning in developing a long term recommendation.