**TOWN OF GREEN MOUNTAIN FALLS**

**Regular Board of Trustee Meeting**

**August 7, 2018 – 7:00 P.M.**

**MEETING MINUTES**

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| **Board Members Present**  Mayor Jane Newberry  Trustee Cameron Thorne  Trustee Chris Quinn  Trustee Tyler Stevens  Trustee Margaret Peterson (sworn in mid-meeting)  **Interim Town Manager**  Jason Wells  **Interim Town Clerk**  Judy Egbert | **Board Members Absent**  None.  **Town Attorney**  Not present.  **Public Works**  Danny Vanderhoef  **Marshal’s Dept.**  Virgil Hodges |

7:00 Workshops:

**Ordinance No. 2018-05, An Ordinance Repealing And Reenacting Article VI, Chapter 4, Of The Green Mountain Falls Municipal Code To Create A Valid Lodging Occupation Tax**

Mayor Newberry and Mr. Wells reviewed the history of the Town learning the need for this ordinance. As a Statutory Town, it isn’t appropriate to have the lodging tax under the existing structure, and this occupation tax would replace the current lodging tax. Even though it is a replacement, TABOR considers this as a new tax, and is on the ballot as such.

The amount described in the ordinance reflects equivalent impact to businesses and the Town’s revenues.

There were no public comments.

**Ordinance No. 2018-07, An Ordinance Amending Article IV, Chapter 4, Of The Green Mountain Falls Municipal Code To Re-Codify The Town’s Sales Tax Without A Tax Policy Change**

Mr. Wells described this housekeeping item that cleans up the language regarding sales tax and that its application is consistent with the State’s practice.

Mac Pittrone opined that it was not necessary to bring these items into compliance, saying that no one would enforce and it was a waste of time to bring the Town into compliance.

Margaret Peterson disagreed with Mr. Pittrone, saying that it is important to do things right.

**Regular Meeting:**

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

Mayor Newberry called the meeting to order at 7:16 p.m. The Pledge of Allegiance was recited.

1. **Additions, Deletions, or Corrections to the Agenda**

Item 4.f. was removed, as a similar ordinance was adopted last year. Item 5.b. was removed as a duplicate of item 4.g.

Mr. Wells noted that Jennifer Irvine was not able to be present tonight.

Mayor Newberry moved, seconded by Trustee Quinn, to approve the agenda as amended. The motion carried unanimously.

**3. Consent Agenda**

**a. Approve Board of Trustees Regular Meeting Minutes July 17, 2018**

**b. Bring into record bills run July 18 through August 7, 2018**

Trustee Stevens moved, seconded by Trustee Thorne, to approve the Consent Agenda as presented. The motion carried unanimously.

1. **New Business**

* 1. **Proclamation – Colorado Cities and Towns Week**

Mayor Newberry read the proclamation, and pointed out planned activities around this event.

Trustee Quinn moved, seconded by Trustee Thorne to approve the proclamation. The motion carried.

Mayor Newberry will move forward in securing a date for the pot luck.

* 1. **Town Clean-Up Days**

The Clean Up Days was originally scheduled for August 18/19. With the recent flood, Waste Management has graciously donated two roll-offs to help with flood debris. One has been picked up, and the other is getting full. Mayor Newberry will ask Waste Management if it is willing to keep the August 18/19 dates also.

* 1. **Second Annual Scarecrow Alley – Jill Isbill, Chamber of Commerce President**

Ms. Isbill clarified that this is the 3rd annual event. She described the Chamber’s event, setting up scarecrows throughout town, and creating a competition.

She requested permission to place scarecrows on town property. One will be near the town sign, one by the pond fence, and one by the corner triangle. None will be near street signs or power sources.

The scarecrows will be placed starting September 29, with all removed by November 4. Scarecrows will be family friendly.

Mayor Newberry moved, seconded by Trustee Stevens to approve the dates and use of Town property as requested. The motion carried unanimously.

* 1. **Resolution No. 2018-12, A Resolution Of The Town Of Green Mountain Falls, Colorado, Approving And Adopting A Revised Employee Handbook**

The Board agreed that more discussion is needed for this topic.

Specifically:

* Comparison of employee benefits from last adopted handbook to current
* A discussion of time off benefits, sick leave compared to PTO
* The old handbook didn’t address vacation time well
* Electronic equipment use and social media
* Compensatory time compared to paid overtime
* Clarification that the Board hires/fires and disciplines the Town Manager
* Better definition of “family” in the nepotism area.

The Board agreed by consensus to table this to the September 4 meeting.

* 1. **Discussion and determine future actions – Fire restriction process**

Trustee Stevens reviewed a table that shows activities that are permitted or not permitted within the stages of fire restrictions. He noted that the Code needs updated.

The Fire Chief usually follows the recommendations of the counties, but it is not required. It isn’t efficient to convene the Board to enact burn restrictions. Enforcement authority is also not clear. Marshal Hodges recommended giving enforcement authority to specific positions within the Fire District. The Board discussed options that don’t require the Fire Chief to be obligated to write citations.

Upon discussion, it was clarified that there is an automatic determination of implementing the stages as enacted by the counties and District. This language may need strengthened.

Trustee Stevens will bring recommended changes to the Board at a future meeting.

* 1. **Introduction, Ordinance No. 2018-08, An Ordinance Amending Section 2-2 of the Green Mountain Falls Municipal Code Regarding Elections** (removed from agenda)
  2. **Discussion and Update on Budget and Staffing**

Mike Farina reviewed activity so far.

Bank reconciliations had not been done since July 2017, and are now current. Many transactions were not posted to books. Payroll transactions were not posted. Checks that were posted were not always in correct account. These items are now current and corrected.

DOLA grant reports and reimbursements are caught up.

CTF reporting is completed.

Journal entries for modified accruals are done, and ready for audit. 2017 numbers are accurate and ready to audit. The fund balance is now known and can be used as the beginning fund balance for 2018.

Remaining work to be done includes year end financials, and HUTF is still outstanding. He will keep 2018 up to date.

He will create policy and procedures as requested.

Revenues are not being amended because there is only four months of data and it is too early to predict what the rest of the year will look like. This will become more important as work begins on the 2019 budget.

The capital fund is not amended because expenditures will be less and amending the budget is not necessary.

Mr. Wells told the Board that the amended budget anticipates hiring a Clerk/Treasurer in the fourth quarter. The Board directed staff to begin recruiting for this position, with the intent of not making an appointment until a full staffing financial plan is in place.

* 1. **Resolution No. 2018-13, A Resolution Amending The Budget For The 2018 Budget Year For The Town Of Green Mountain Falls, Colorado**

Trustee Stevens moved, seconded by Trustee Quinn, to introduce Resolution No. 2018-13 and set a public hearing for August 21, 2018 at 7:00 p.m. or as soon as the matter may be heard. The motion carried unanimously.

**5. OLD BUSINESS**

1. **Belvidere Road update, El Paso county Engineer Jennifer Irvine**

Ms. Irvine was not able to be present at the meeting.

Mr. Wells reviewed the status of this project, with bids solicited to get the project done yet this year. Drainage will be emphasized in the project. Paving contractors are busy and may be difficult to secure.

1. **Budget/Staffing Update and Discussion** (removed as duplicate)
2. **Determine next actions regarding Trustee Vacancy**

Margaret Peterson has applied to be considered for appointment.

Trustee Stevens moved seconded by Trustee Thorne to appoint Margaret Peterson to fill the vacancy created by the resignation of David Pearlman. The motion carried unanimously.

Ms. Egbert administered the oath of office to Ms. Peterson.

1. **Resolution No. 2018-09, A Resolution Of The Town Of Green Mountain Falls, Colorado, Referring To Voters At The November 6, 2018 Special Election A Ballot Issue On Whether To Enact A Lodging Occupation Tax**

Trustee Stevensmoved, seconded by Trustee Thorn to adopt Resolution No. 2018-09 as presented. The motion carried unanimously.

1. **Public Hearing and Final Action: Ordinance No. 2018-05, An Ordinance Repealing And Reenacting Article VI, Chapter 4, Of The Green Mountain Falls Municipal Code To Create A Valid Lodging Occupation Tax**

Mayor Newberry opened the public hearing at 8:53 p.m. and asked for those wishing to speak.

Trustee Stevensmoved, seconded by Thorne, to finally adopt Ordinance No. 2018-05 as presented. On discussion, staff reminded the Board about prohibitions of spending public money toward campaigning for or against any ballot issue. The Board expressed desire for a resolution to be considered at the September 4 meeting. The motion carried unanimously.

1. **Resolution No. 2018-10, A Resolution Of The Town Of Green Mountain Falls, Colorado, Referring To Voters At The November 6, 2018 Special Election The Question Of Whether To Publish Town Ordinances By Title Only**

Trustee Stevens moved, seconded by Trustee Quinn to adopt Resolution No. 2018-10 as presented. The motion carried unanimously.

1. **Resolution No. 2018-11, A Resolution Of The Town Of Green Mountain Falls, Colorado, Referring To Voters At The November 6, 2018 Special Election The Question Of Whether To Stop Publishing Town Bills In A Newspaper**

Trustee Stevens moved, seconded by Mayor Newberry to adopt Resolution No. 2018-11 as presented. The motion carried unanimously.

1. **Public Hearing and Final Action, Ordinance No. 2018-07, An Ordinance Amending Article IV, Chapter 4, Of The Green Mountain Falls Municipal Code To Re-Codify The Town’s Sales Tax Without A Tax Policy Change**

Mayor Newberry opened the public hearing at 9:02 p.m. and asked for those wishing to speak. There being none, the hearing closed at 9:02 p.m.

Trustee Thorne moved, seconded by Trustee Quinn, to finally adopt Ordinance No. 2018-07 as presented. The motion carried unanimously.

6. LIQUOR AUTHORITY ACTIONS

**a. Hotel/Restaurant Renewal Application from Buffalo Chefs, Inc. d/b/a The Pantry**

Mayor Newberry convened the Local Licensing Authority at 9:03 p.m.

This is a routine renewal, and all conditions have been met.

Mayor Newberry moved, seconded by Trustee Quinn to approve renewal of the Hotel/Restaurant liquor license as presented. The motion carried unanimously.

Mayor Newberry reconvened the Board of Trustees for resuming the regular meeting.

**7. PUBLIC INPUT – 3 Minutes Per Speaker**

Gail Geherig presented a flag from the centennial in 1990. Trustee Stevens moved to accept this gift, seconded by Mayor Newberry. The motion carried unanimously.

Margaret Peterson stepped down from the dais, and thanked the Board for a successful Bronc Day. She questioned the status of the restrooms, with Mr. Wells reporting that the restrooms are being fully pumped.

**8. CORRESPONDENCE**:

a. Planning Commission Minutes July 24, 2018

**9. REPORTS**

**a. Trustees**

Trustee Stevens pointed out that the domain name of gmfco.us belongs to the Town. The new Colorado.gov site can be directed to it once the old site is taken down.

**b. Town Manager**

Mr. Wells reviewed efforts toward flood recovery, including documentation for potential FEMA assistance. Other work such as short term rental processing is not getting done. He asked for and received Board agreement to pursue assistance through engineering firms that have been pre-approved by El Paso County, with the understanding that the focus is to be on repair rather than re-engineering.

**c. Town Clerk**

Ms. Egbert reported that candidate petitions are now available for the two Trustee vacancies.

The new website is becoming more fully developed.

**d. Marshal**

Marshal Hodges presented monthly statistics.

**10. Adjournment**

The meeting adjourned at 10:21 p.m.

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Mayor Jane Newberry

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Judy A. Egbert