



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

7:00 p.m.

Tuesday, September 18, 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 Trustee Meeting Minutes August 21, 2018
 - b. Approve Board of Trustees Meeting Minutes September 4, 2018
 - c. Bring Into Record Bills Run September 4 - September 18, 2018
 - d. Receive Report of Short Term License Approvals
4. NEW BUSINESS
 - a. Presentation by Jane Mannon, Coalition for the Upper South Platte, fire mitigation work
 - b. Presentation by Andre Brackin, Project Manager Report On Storm Recovery Efforts
 - c. Consideration of Resolution No. 2018-15, A Resolution Accepting The Resignation Of Trustee Cameron Thorne And Declaring One Trustee Position Vacant
 - d. Consideration of Applicant Katharine Guthrie To Fill Trustee Vacancy
 - e. Consideration of Resolution No. 2018-16, A Resolution In Support Of Four Ballot Items For The November 6, 2018 Special Election
5. OLD BUSINESS
 - a. Request to Approve 2019 Bronc Day Application
 - b. Update and Request for Direction on Insurance Claims
 - c. Consider adoption of Resolution No. 2018-14, A Resolution Adopting An Updated Municipal Fee Schedule
 - d. Staffing Recommendations and Clerk/Treasurer Vacancy Status
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
 - a. Planning Commission Minutes July 24, 2018
 - b. Planning Commission Minutes August 14, 2018
 - c. Planning Commission Minutes August 28, 2018
 - d. Planning Commission Minutes – September 11, 2018
8. REPORTS
 - a. Trustees
 - b. Town Manager
 - c. Town Clerk
 - d. Marshal
9. EXECUTIVE SESSION – Pursuant to CRS 24-6-402(e) for matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators
10. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
August 21, 2018 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Chris Quinn
Trustee Tyler Stevens
Trustee Margaret Peterson (arrived 7:06)

Board Members Absent

Trustee Cameron Thorne

Town Attorney

Not present.

Interim Town Manager

Jason Wells

Public Works

Not present

Interim Town Clerk

Judy Egbert

Marshal's Dept.

Not present.

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

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

2. Additions, Deletions, or Corrections to the Agenda

Trustee Quinn moved, seconded by Trustee Stevens to approve the agenda as presented. The motion carried unanimously.

3. Consent Agenda

a. Approve Board of Trustees Meeting Minutes August 7, 2018

b. Bring Into Record Bills Run August 21, 2018

Mr. Wells recommended discussion regarding the bill from Lazy H for emergency road work, as it in excess of what was anticipated due to the emergency weather needs. The Board agreed to have discussion at this point in the meeting. Lazy H has completed the work and demobilized, with roads in generally good shape at this time.

Mayor Newberry moved, seconded by Trustee Stevens to approve the minutes of the last meeting. The motion carried unanimously.

Mayor Newberry moved, seconded by Trustee Quinn, to approve the bills run as presented. The motion carried unanimously.

4. New Business

a. Mariano Nandin, Auto Show presentation

M. Nandin reported on the recent car show, with participants and citizens pleased in spite of the weather. The parking concern turned out to be a non-issue.

b. Discussion with Andre Brackin, PE, Wilson & Company to Explore Municipal Flood Recovery Needs

Mr. Brackin is serving as project manager for the emergency flood recovery efforts, as approved at the last meeting. Mr. Brackin introduced himself, and reviewed progress so far.

El Paso County developed a list of damaged areas. The hope is that FEMA may help to fund a better long-term solution rather than just getting things back to the way it was immediately prior to the storm.

He spoke of the importance of regular evaluation of all systems, rather than waiting to react to fix things after a problem.

Information to FEMA will be finalized tomorrow.

Mr. Wells reviewed the process and work done to this point. Preliminary estimates are being prepared, and FEMA is still in the process of gathering data to determine whether or not a federal declaration will be made. If the declaration is made, there is a 25% local match. If the declaration is not made, the Town will be responsible for the entire costs.

c. Intergovernmental Agreements for November 2018 Coordinated Election

- i. El Paso County**
- ii. Teller County**

Ms. Egbert reviewed the routine contracts required for participating in the upcoming coordinated election. She further noted the need to document her role as Designated Election Official and giving her authority to execute the IGAs.

Mayor Newberry moved, seconded by Trustee Quinn, to approve the IGAs as presented; to clarify that Judy Egbert is the Town's Designated Election Official; and to authorize Ms. Egbert to sign the IGAs. The motion carried unanimously.

d. Recommendations from Planning Commission

iii. Request to increase code enforcement

Dick Bratton conveyed discussion at the Planning Commission regarding work being done by contractors without licenses and/or permits, particularly roofing companies.

Mayor Newberry noted that records from regional building shows many permits issued.

Mayor Newberry recommended posting a sign at the Post Office notifying citizens that a permit is needed for roofing or construction work. Staff will take care of that.

iv. Request for joint meeting with Board of Trustees and Planning Commission on August 28

Mr. Bratton noted a schedule change, and requested a September 11 meeting date for a joint meeting of the Board and Planning Commission for a complete update of the comprehensive plan progress. September 11 is a regular Planning Commission date. The Board took note of the date.

5. OLD BUSINESS

a. Public Hearing and final action, Resolution No. 2018-13, A Resolution Amending The Budget For The 2018 Budget Year For The Town Of Green Mountain Falls, Colorado

Mayor Newberry opened the public hearing at 7:57 p.m. and asked for those wishing to speak on the issue.

Mike Farina reviewed the proposed budget amendment that accommodated changes due to staff transitions, professional services contracts, and increased legal costs. Revenues from 2017 are higher than initially anticipated, and will accommodate for these costs.

Year-end projections for 2018 will be prepared for use when the 2019 budget work begins.

Mac Pittrone asked about franchise fee revenues from Colorado Springs Utilities showing zero for year to date. Mr. Farina is aware of this and will research.

Gail Gerig asked about HUTF, with Mr. Farina describing this revenue source. Pool and municipal court revenues appear to be too high. Business license revenues are much less than budgeted. She talked about past budgets, and asked about fund balances. Mr. Farina has already adjusted these revenue projections.

Mr. Farina described fund balances as being surpluses that are carried over from one year to the next. TABOR reserves need to be accommodated within the fund balance, and is not available for general use.

Ms. Gerig questioned amounts currently in the bank accounts. Mr. Wells reviewed the three accounts.

The transfer to capital reserve is a result of a policy to transfer funds.

Mayor Newberry closed the hearing and resumed the regular meeting at 8:18 p.m.

Mayor Newberry moved, seconded by Trustee Quinn, to adopt Resolution No, 2018-13. The motion carried unanimously.

6. PUBLIC INPUT – 3 Minutes Per Speaker

Mac Pittrone spoke in concern about roads and opined that more training is needed for the equipment operator.

Ann Esch spoke of her conversation with PPRTA regarding including Teller County. There would have to be interest from Teller in joining, then an election and a cost to do that.

Dick Bratton spoke on behalf of the Bronc Day Committee, and asked that July 27, 2019 be reserved for the event. He further reported on trails work.

7. CORRESPONDENCE:

8. REPORTS

a. Trustees

Trustee Stevens reported work in progress on updating the fire ban ordinance.

Mayor Newberry noted the opportunity for participation in CML's policy committee. Mr. Wells added that the District meeting is September 12. Mayor Newberry will attend.

b. Town Manager

Mr. Wells reviewed his written report, adding that road maintenance is an ongoing challenge. He pointed out unmet needs that are now noted, much of which will be an element of future staffing discussions.

c. Town Clerk

Ms. Egbert reported that no candidate petitions have yet been submitted. The ballot will be certified after the deadline on August 27. The advertisement for a Clerk/Treasurer is out, with a first review date of September 10.

d. Marshal – Not present.

9. Adjournment

Meeting adjourned at 9:06 p.m.

Mayor Jane Newberry

Judy A. Egbert

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
September 4, 2018 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Tyler Stevens

Board Members Absent

Trustee Cameron Thorne
Trustee Chris Quinn
Trustee Margaret Peterson

Interim Town Manager

Jason Wells

Interim Town Clerk

Judy Egbert

Town Attorney

Not present.

Public Works

Marshal's Dept.

Virgil Hodges

The meeting was not called to order, as there was not a quorum present.



SHORT TERM RENTAL LICENSE APPROVALS

**Board of Trustees Meeting
September 4, 2018**

[illegible]



SHORT TERM RENTAL LICENSE APPROVALS

Board of Trustees Meeting

September 18, 2018

[illegible]



Coalition for the Upper South Platte

Post Office Box 726
Lake George, Colorado 80827

September 11, 2018

TO: Mayor and Green Mountain Falls Trustees

FR: Jane Mannon
Coalition for the Upper South Platte

RE: Forest Health Improvement Project

The Colorado State Forest Service has approved a grant for Forest Health Projects in the Pikes Peak Watershed and Green Mountain Falls area. This project is included in the Greater Woodland Park Health Forest Initiative. (found on the CUSP website)

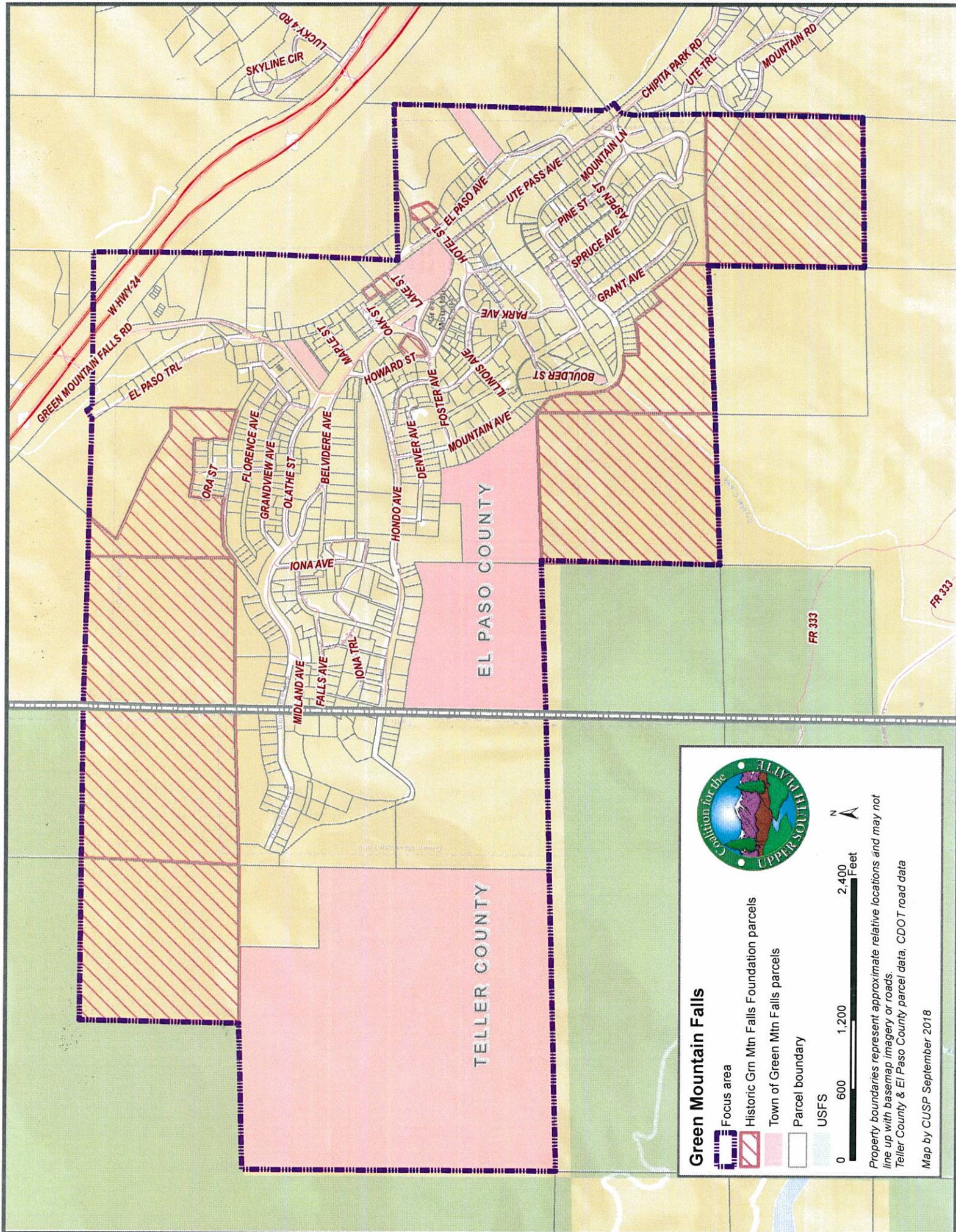
The partners in the grant include Coalition for the Upper South Platte, Colorado State Forest Service, Colorado Springs Utilities, Historic Green Mountain Falls Foundation and Town of Green Mountain Falls. The grant is to treat 50 acres to reduce impacts of catastrophic fire, and protect watershed infrastructure.

The first project has been scheduled for 11 acres on the Wallace Tract, implementation has been postponed to September 17.

Wildfire seasons are becoming more destructive and lasting longer. The impacts of fire last well beyond the fire as Waldo shows us. Experience has shown that properly mitigated forest can better handle fire and respond more quickly after the fire has been extinguished.

All we need to do is look at the forest in and around Green Mountain Falls to imagine the impacts of a wildfire. The hills are covered in very dense forest, with many dead and dying trees.

The grant funds will provide cost share dollars for mitigation work on properties in GMF. We encourage property owners and neighborhoods to contact CUSP for a property assessment and recommendations for mitigation work. Armed with this information, we can price work to be completed and enter into contracts with the property owners to get the work done.



HOW TO PREPARE YOUR HOME FOR WILDFIRES

WILDFIRE RISK REDUCTION STEPS THAT CAN MAKE YOUR HOME SAFER DURING A WILDFIRE



VEGETATION MANAGEMENT

1. HOME IGNITION ZONES

Limiting the amount of flammable vegetation, choosing fire-resistant building materials and construction techniques, along with periodic exterior maintenance in the three home ignition zones - increases the chances your home will survive a wildfire when exposed to embers and/or a surface fire. The zones include the **Immediate Zone**: 0 to 5 feet around the house; **Intermediate Zone**: 5 to 30 feet; and the **Extended Zone**: 30 to 100 feet.

2. LANDSCAPING AND MAINTENANCE

To reduce ember ignitions and fire spread, trim branches that overhang the home, porch and deck and prune branches of large trees up to (depending on their height) 6 to 10 feet from the ground. Remove plants containing resins, oils and waxes and ensure mulches in the **Immediate Zone** (0 to 5 feet around the house) are non-combustible options like crushed stone and gravel. Maintain vegetation annually.

FIRE RESISTIVE CONSTRUCTION

3. ROOFING AND VENTS

Class A fire-rated roofing products offer the best protection. Examples include: Composite shingles, metal, concrete and clay tiles. Inspect shingles or roof tiles and replace or repair those that are loose or missing to prevent ember penetration. Box-in eaves, but provide ventilation to prevent condensation and mildew. Roof and attic vents should be screened to prevent ember entry.

4. DECKS AND PORCHES

Never store flammable materials underneath decks or porches. Remove dead vegetation and debris from under decks/porches and between deck board joints.

5. SIDING AND WINDOWS

Embers can collect in small nooks and crannies and ignite combustible materials; radiant heat from flames can crack windows. Use fire-resistant siding such as brick, fiber-cement, plaster or stucco and dual-pane tempered glass windows.

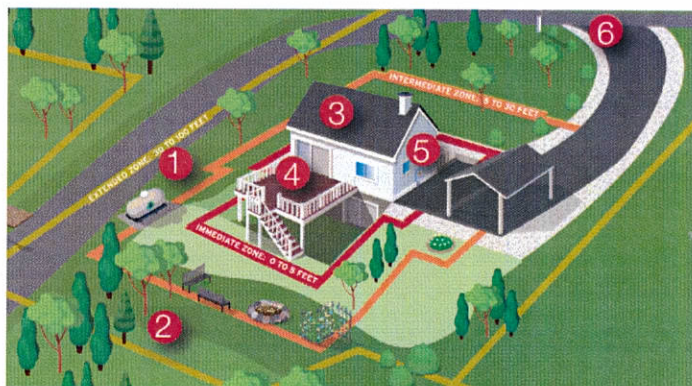
6. EMERGENCY RESPONDER ACCESS

Ensure your home and neighborhood has legible and clearly marked street names and numbers. Driveways should be at least 12 feet wide with a vertical clearance of 15 feet, for emergency vehicle access.

BE PREPARED

Develop, discuss and practice an emergency action plan with everyone in your home. Include details for pets, large animals and livestock. Know two ways out of your neighborhood and have a pre-designated meeting place. Always evacuate if you feel it's unsafe to stay - don't wait to receive an emergency notification if you feel threatened from the fire.

Conduct an annual insurance policy check-up to adjust for local building costs, codes and new renovations. Create/update a home inventory to help settle claims faster.



OTHER CONSIDERATIONS

- Store firewood away from the home
- Mow the lawn regularly
- Prune low-hanging tree branches
- Landscape with fire-resistant plants
- Create small fuel breaks with hardscaping features

TALK TO YOUR LOCAL FORESTRY AGENCY OR FIRE DEPARTMENT TO LEARN MORE ABOUT THE SPECIFIC WILDFIRE RISK WHERE YOU LIVE.



FIREWISE USA™
RESIDENTS REDUCING WILDFIRE RISKS

VISIT FIREWISE.ORG FOR MORE DETAILS

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Order a Reducing Wildfire Risks in the Home Ignition Zone checklist/poster at [Firewise.org](https://www.firewise.org)

Fuelbreaks 'Without a Doubt' Save Grand Lake Subdivision

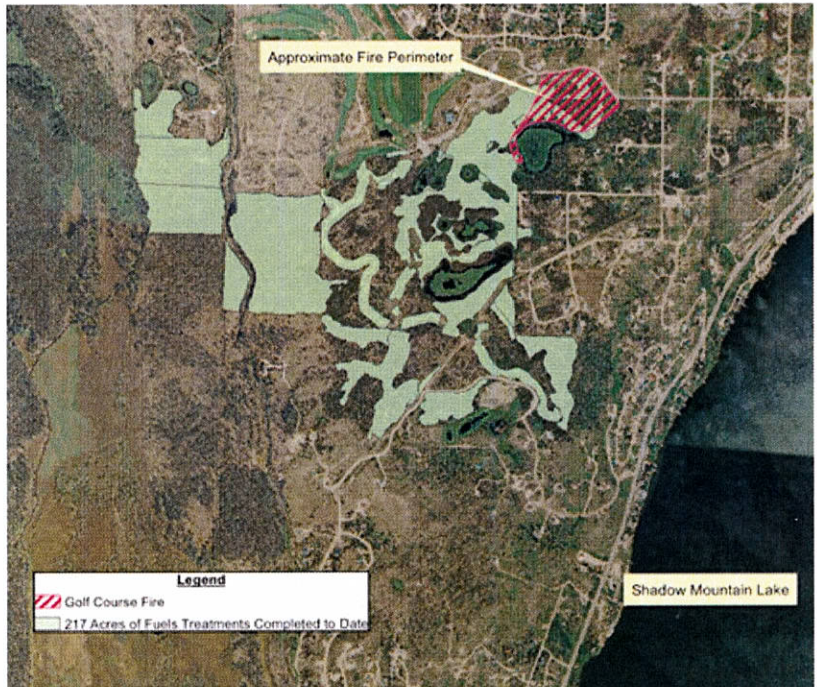
July 2, 2018

GRANBY, Colo. – The Golf Course Fire, despite causing the evacuation of 300 homes as it burned west of Grand Lake late last week, fortunately did not result in the loss of life or structures. Firefighters and emergency responders ensured that the 20-acre fire was halted and did not damage homes – and also made clear that a key reason they were able to protect the community was recent forest management work intended to reduce wildfire risk.

“The forestry work and fuels mitigation the Colorado State Forest Service has administered in the Grand Lake community without a doubt saved the Columbine subdivision,” said Chief Mike Long, Grand Lake Fire.

Since 2015, the CSFS and its partners have completed 217 acres of targeted fuels treatments adjacent to subdivisions that were impacted by the fire – which included Columbine, Winding River Ranch and Winding River Villas. Treatments have involved such measures as removing beetle-killed trees and the creation of fuelbreaks to reduce wildfire risk.

The CSFS has administered three contracts to implement fuels treatments within the Grand Lake community. Key partners include local forest products industries, the Grand County Wildfire Council, Grand Lake Metropolitan Recreation District and adjacent landowners, with funding support from Northern Colorado Water.



<http://csfs.colostate.edu/media/sites/22/2018/07/fuel-treatments-grand-lake-070218.pdf>

Fuel treatments completed in the Grand Lake area with CSFS assistance, 2015-18. Click on the image for a larger view of the area (PDF).

Limiting a wildfire's progress

The Golf Course Fire is not the only example of recent fuels mitigation work helping to save Colorado communities from 2018 wildfires.

Forest management work near Silverthorne, largely to create a fuelbreak around subdivisions, was attributed by fire managers as a major reason homes did not burn last month during the Buffalo Mountain Fire. Firefighters were able to stop that fire – before it nearly burned into many of the 1,400 evacuated homes – within a fuelbreak that provided a safe and effective location for firefighters to stop its progress. Without the proactive fuels mitigation work, fire managers said, homes there likely would have been lost.

Similar to the work done at Grand Lake, partnerships were key to creating the fuelbreak in which the Buffalo Mountain Fire was stopped. More than a decade of proactive, cross-boundary work adjacent to Silverthorne communities over the past decade was only possible through a partnership between the CSFS, U.S. Forest Service and Summit County.



Alaska
Arizona
California
Colorado
Illinois
Kansas
Louisiana
Minnesota
Missouri
Nebraska
New Mexico
Oklahoma
Texas
Utah

September 13, 2018

Jason S. Wells
Interim Town Manager
10615 Green Mountain Falls Road, Unit B
P.O. Box 524
Green Mountain Falls, CO 80819

MEMO: Report to the Town of Green Mountain Falls, Board of Trustees Flood Damage and Roads Repair- Priorities, Estimates, and Funding

From: André P. Brackin, PE, Wilson & Company
To: Jason Wells, Town Manager, Town of Green Mountain Falls

The following report includes information on funding, projects, and contracting of prioritized projects.

Funding

On August 29th, 2018, local agencies were informed by State OEM Officials that the threshold had not been met to justify pursuing a Federal Declaration by the Governor for the July 2018 storm damage. The total of the public damage assessments (PDA), or estimates for repair of public infrastructure among numerous counties, was \$4.3 million, far short of the \$7.3 million required by FEMA. While it is disappointing to receive this news, there may be other opportunities for funding of the more significant road and drainage projects resulting from the July storms. My recommendation is to pursue all known avenues. I have listed below the state and federal agencies that have programs and funding to possibly aid in infrastructure repair, and should be pursued for the more significant projects in Green Mountain Falls.

DOLA grants, mineral and energy division

The Department of Local Affairs is a department within the Executive Branch of the State of Colorado. Grants are provided without a local match and have been awarded to a variety of infrastructure projects in local agencies.

HUD grants (El Paso County CDBG)

Community Development Block Grants are provided to communities if the community fits within a range of economic profiles. They also are awarded without requirement of a local match. El Paso County Economic Development Division manages these funds provided annually from HUD, and prioritizes projects county-wide.



SHARED OWNERSHIP • COLLABORATION
INTENSITY • DISCIPLINE • SOLUTIONS

NRCS (Natural Resource and Conservation Service)

Typically to apply for these funds which originate through the Department of Agriculture, a declaration must be made through the federal government similar to FEMA. Often these funds from previous declarations are not fully utilized and become available. This would include EWP (Emergency Watershed Protection) funding which is the only funding I'm aware of that may be applied to restoration of streams on private property. These funds require a 25% local match.

Fountain Creek Watershed & Greenway District

The Fountain Creek Watershed & Greenway District is the local flood control district for Fountain Creek Watershed of which the Town of Green Mountain Falls resides. Though it has mostly funded hydrology and flood studies, it has been recently involved in larger projects. These funds may require a match.

Projects

A list of road and drainage related issues and projects was generated after the July storm events, to provide damage information in preparation of the PDA for FEMA in expectation of a disaster declaration. This list was initiated by El Paso County Department of Public Works in conjunction with Danny Vanderhoef. Additional inspection was performed by André P. Brackin, P.E., a Senior Water Resources Engineer with *Wilson & Company*. After evaluation of the sites, the locations were prioritized, and a distinction was made between projects and maintenance issues. Project development began and included discussion with property owners which provided anecdotal and pertinent information. Of the 61 sites noted, 4 are identified as highest priority. These should be considered for contracting. The El Paso Trail Road drainage repair (not on the aforementioned list) is also included as a priority project. The remaining issues can be addressed more cost effectively by in-house maintenance.

Regarding the bridges in general, all of these structures will not likely be raised to meet all safety standards and criteria per USDOT regulations for bridges. The recommendations made herein reflect the goal of improving the bridges' safety as well as attaining another 50 years in life for the crossing. The five priorities reflect more significant impact to public and private property. The bridge reports provided by Benesch, (Benesch 2017), were reviewed prior to preparation of estimates. I concur with Benesch on the need for high visibility markers/delineators at all four corners of each bridge/culvert included in their analysis. For all the bridges, I further recommend they be monitored annually by a certified bridge inspector, primarily for scour and headwall degradation, head cutting and sediment accumulation, and degradation of metal in pipe culverts.

The Midland @ Belvedere location is first priority due to the condition of the culvert and safety issue involving the width of the road and lack of safety features (railing), and lack of secondary access for residents. At a minimum the bridge needs to be wider to provide a wider roadway surface for bi-directional traffic. This could be done by extending the culvert on either side, but I believe the work effort and cost would be similar and with much greater benefit to replace the culvert.

I would place the Maple Street Bridge repair as second highest priority with respect to the traffic load it carries and present headwall failure. This location is very visible and while the structure itself is stable, lack of repair of the headwalls will result in increased erosion and eventual failure.

The sediment removal project is third due to the potential for flooding at the structure and lack of capacity due to the excessive amount of sediment. A private footbridge owned by the adjacent property owner must be removed prior to any work, and replaced after completion by the property owner.

El Paso Trail road rehabilitation is listed as fourth, as there is documented evidence of private property damage as a result of public road runoff causing a private impact.

The Iona crossing is also a safety issue as a potential culvert washout and will result in imminent road closure if not addressed in the near term.

The below listing is potential local projects by priority. The estimates are based upon the 2017 CDOT Unit Price Data Book. These estimates are not based upon field measured quantities or plan quantities, but by field inspection only. It's recommended that engineering and permitting needs should be addressed prior to contracting. The estimates below assume these five locations are contracted in their entirety, which is my recommendation. The estimates also assume the work scope, and goal of the projects, is a permanent repair and generally meets construction specifications utilizing El Paso County, or Colorado Department of Transportation specifications for road and bridge construction. Preliminary estimates are enclosed with this memo.

<u>Priority</u>	<u>Description/Location</u>	<u>Contracted Estimate</u>
1.	Midland @ Belvedere Bridge-Culvert Replacement	\$51,715.70
2.	Maple Street Bridge Repair	\$35,184.25
3.	Sediment Removal from bridge at Olathe St. near Belvedere	\$23,071.50
4.	El Paso Trail Road Rehabilitation	\$37,395.00
5.	<u>Iona @ Falls Angels Trailhead Culvert Replacement</u>	<u>\$29,929.38</u>
Total		\$177,295.83

Contracting

I'm recommending the above five projects for contracting due to their size and complexity, time critical nature, and that they involve some level of permitting and engineering. A portion of the road work on projects 4 and 5 may be completed in-house, or in conjunction with a contractor. However, considering the level of general road maintenance needs on the remaining list, these should consume maintenance efforts. The projects may be contracted in a single invitation for bid as a package, or let as individual or groups of projects, depending on funding availability.

Projects 3 and 4 have private property impact and may require temporary and permanent easements procured prior to contracting. A standard format such as El Paso County or other local entity should be utilized for invitations to bid and contracting. It's important to ensure all contractors provide performance bonds, as well as provide verification of licensing and be insured to perform work on public roads. It's also

critical to require surety or retainage during the progress of the work, and have the work in each project managed and inspected for quality assurance.

The construction duration of these type projects is relatively short to complete, in days or weeks. But any procurement of easements and utility relocation work up front could require up to 6 months or more prior to the start of construction. Bidding the project should include a 2-3 week advertisement period, followed by a bid opening and verification of the bids, which adds another month of time to the overall process. Another recommendation is to plan to have the actual construction of these projects occur during the creek's low water period, or winter months. At that time contractors are also not as busy and you may obtain better bids.

El Paso Trail Road Rehabilitation

item	description	quantity	units	unit price	total	
1	remove and replace private fencing	75	LF	\$ 6.50	\$	487.50
2	road grading	250	CY	\$ 8.50	\$	2,125.00
3	inlet (common area)	1	EA	\$ 4,500.00	\$	4,500.00
4	24" Reinforced Concrete Pipe	175	LF	\$ 85.00	\$	14,875.00
5	mobilization	1	LS	\$ 1,200.00	\$	1,200.00
6	signage/delineation/TC	1	LS	\$ 1,500.00	\$	1,500.00
7	utilities replacement	1	LS	\$ 3,500.00	\$	3,500.00
Subtotal					\$	28,187.50
engineering & inspection (15%)					\$	4,228.13
contingency (20%)					\$	5,637.50
Total					\$	38,053.13

Note: Item 2 Road grading includes roadside ditch grading to re-establish drainage at base of slope on road and transition to area drain inlet. Grading shall result in a 2% cross slope, no crown.

lway,

Sediment Removal Catamount Creek
Olathe Street near Belvedere
Inspection site no. 12

item	description	quantity	units	unit price	total
1	sediment removal/dredge	200	CY	\$ 45.00	\$ 9,000.00
2	clean culvert	1	EA	\$ 475.00	\$ 475.00
3	muck excavation	8	CY	\$ 55.00	\$ 440.00
4	tree removal	2	EA	\$ 380.00	\$ 760.00
5	foot bridge removal	1	LS	\$ 500.00	\$ 750.00
6	8" berm (ABC class 5)	80	LF	\$ 8.00	\$ 640.00
7	mobilization	1	LS	\$ 2,000.00	\$ 2,000.00
8	signage/delineation/TC	1	LS	\$ 3,000.00	\$ 3,000.00
9	utilities replacement	1	LS	\$ 2,500.00	\$ 2,500.00
Subtotal					\$ 19,565.00
permitting (15%)					\$ 2,934.75
contingency (20%)					\$ 3,913.00
Total					\$ 26,412.75

Iona @ Falls Angels Trailhead Culvert Replacement
Inspection site no. 19

item	description	quantity	units	unit price	total	
1	road grading	75	CY	\$ 8.50	\$	637.50
2	embankment fill	225	CY	\$ 22.00	\$	4,950.00
3	24" Corrugated Metal Pipe	85	LF	\$ 95.00	\$	8,075.00
4	Concrete pipe anchor	2	EA	\$ 250.00	\$	500.00
5	24" Flared End Section	2	EA	\$ 950.00	\$	1,900.00
6	shoring	1	LS	\$ 850.00	\$	850.00
7	mobilization	1	LS	\$ 2,000.00	\$	2,000.00
8	signage/delineation/TC	1	LS	\$ 1,500.00	\$	1,500.00
9	utilities replacement	1	LS	\$ 3,500.00	\$	3,500.00
Subtotal					\$	23,912.50
engineering & inspection (15%)					\$	3,586.88
contingency at 20%					\$	4,782.50
Total					\$	32,281.88

Note: Item 1 Road grading includes roadside ditch grading to re-establish drainage at base of slope, motor grader, water truck, and roller, and working up to 1' depth of material.

Item 2 embankment fill includes material and compaction per CDOT specifications

Item 3 material may also be HDPE pipe.

Item 4 is a concrete collar at 25' intervals typ. to stabilize pipe in steep trench installation.

Midland @ Belvedere Culvert Replacement
Inspection site no. 22

item	description	quantity	units	unit price	total	
1	clear & grub	1	LS	\$ 2,500.00	\$	2,500.00
2	culvert removal	1	EA	\$ 1,000.00	\$	1,000.00
3	rock rip rap removal	15	SY	\$ 35.00	\$	525.00
4	stream diversion	40	LF	\$ 50.00	\$	2,000.00
5	embankment	25	CY	\$ 15.00	\$	375.00
6	ABC class 6	22	CY	\$ 48.00	\$	1,056.00
7	drop structure	1	EA	\$ 500.00	\$	500.00
8	30" Reinforced Concrete Pipe	30	LF	\$ 127.00	\$	3,810.00
9	concrete headwall	2	EA	\$ 950.00	\$	1,900.00
10	rip rap (12")	25	CY	\$ 200.00	\$	5,000.00
11	mobilization	1	LS	\$ 1,500.00	\$	1,500.00
12	guard rail	40	LF	\$ 175.00	\$	7,000.00
13	signage/delineation/TC	1	LS	\$ 2,500.00	\$	2,500.00
14	utilities replacement	1	LS	\$ 6,000.00	\$	6,000.00
Subtotal					\$	35,666.00
Permitting (10%)					\$	3,566.60
Engineering and Inspection (15%)					\$	5,349.90
contingency (20%)					\$	7,133.20
Total					\$	51,715.70

Maple Street Bridge
Inspection site no. 27

item	description	quantity	units	unit price		total
1	remove existing headwall	2	EA	\$ 450.00	\$	900.00
2	clean out culvert	1	EA	\$ 500.00	\$	500.00
3	embankment	125	CY	\$ 95.00	\$	11,875.00
4	sediment removal	22	CY	\$ 45.00	\$	990.00
5	concrete headwall	2	EA	\$ 1,200.00	\$	2,400.00
6	mobilization	1	LS	\$ 600.00	\$	600.00
7	signage/delineation/TC	1	LS	\$ 2,500.00	\$	2,500.00
8	utilities replacement	1	LS	\$ 4,500.00	\$	4,500.00
Subtotal					\$	24,265.00
permitting (10%)					\$	2,426.50
engineering & inspection (15%)					\$	3,639.75
contingency (20%)					\$	4,853.00
Total					\$	35,184.25

TOWN OF GREEN MOUNTAIN FALLS
RESOLUTION 2018-15

A RESOLUTION ACCEPTING THE RESIGNATION OF TRUSTEE CAMERON
THORNE AND DECLARING ONE TRUSTEE POSITION VACANT

WHEREAS, Trustee Cameron Thorne gave written notice of his resignation on September 6, 2018; and

WHEREAS, Trustee Thorne's term as Trustee extends through April 2020; and

WHEREAS, His resignation creates a vacancy in this Trustee position;

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

- That the Board of Trustees hereby accepts Trustee Thorne's resignation
- That the position he held is declared vacant
- That notice of this vacancy be advertised through the customary venues
- That interested persons be asked to apply by using the application form plus a letter of interest
- That the deadline remain open until the statutory 60 days for appointment expires

Adopted this 19th day of September, 2018.

Jane Newberry, Mayor

(SEAL)

ATTEST:

Judy A. Egbert, Interim Town Clerk

BOARD OF TRUSTEES AGENDA MEMO

DATE: 9/13/18	AGENDA NO 4.d.	SUBJECT: Consideration of Katharine Guthrie to fill the Trustee Vacancy
Presented by: Judy A. Egbert, Interim town Clerk		

Recommend action:

Consider this applicant and take action as desired.

Background:

Trustee Cameron Thorne resigned on September 6, 2018. The Board is presented with a Resolution accepting this resignation and declaring the position vacant.

Katharine Guthrie has submitted an application in consideration of being appointed to fill this vacancy.

Issue Before the Board

Does the Board wish to appoint Ms. Guthrie to this position?

Alternatives

- Appoint Ms. Guthrie to fill the Trustee position vacated by Mr. Thorne.
- Do not take action, and direct staff toward the next desired step in recruitment.

Conclusion

The Board currently has three vacancies. It is appropriate to consider interested applicants in order to keep the Board functional.

Katharine Guthrie
10500 Mountain Ave.
P. O. Box 572, GMF, CO 80819
September 12, 2018

Board of Trustees
Green Mountain Falls
10615 Green Mountain Falls Rd.
GMF, CO 80819

Dear Board of Trustees:

This letter is to inform you that I am submitting an application for the vacancy on the Board of Trustees. It is understood that this is not a full term position.

Currently, I am serving on the Board of Directors of the Sally Bush Community Building and Secretary for the Planning Commission. Several years ago, I chaired the Economic Sustainability Committee that served the Board of Trustees on a variety of projects. Our committee was instrumental in making recommendations that were adopted by the Board of Trustees serving at that time. We helped re-start the Triangle Chamber of Commerce, recommended a mill levy increase, a fee schedule for the municipality, and hosted a grant writing workshop. The reopening the Sally Bush Community Building was the single prioritized project we were unable to fulfill before the committee ended its 2 year service to the board. However, shortly afterward I co-wrote a federal HUD grant for renovations needed for ADA compliance that enabled Sally Bush to reopen.

It would be an honor to serve the community as a member of the Board of Trustees.
Thank you for your time and consideration on this appointment.

Sincerely,

A handwritten signature in black ink that reads "Katharine Guthrie". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Katharine Guthrie

Town of Green mountain Falls, Colorado

Application for Board of Trustees Member

Please type or print with black ink. Return completed application, along with a letter and resume to Town Hall (Clerk's Office) 10615 Green mountain Falls Road, P.O. Box 524, Green Mountain Falls, CO 80819, contact # 719-684-9414.

Applying for Board of Trustee Vacancy

Name: Katharine Guthrie

Residence Address: 10500 Mountain Ave

Mailing Address: PO Box 572

Home Phone: 719 685 9526 Work Phone: 719-338-3961

Fax: 719-685-9526 E-Mail Address: time4playnow@hotmail.com

How long have you been a resident of Green Mountain Falls? 13 years

Current Occupation/Employer: Self employed/Occupational Therapist

Previous Work Experience: Occupational Therapist in hospital, school, rehabilitation, community, home health, and skilled nursing facilities.

Applicable Community Activities/Volunteer Work: Volunteer - Green Box Arts Festival (7 years) Docent - Vte Pass Historical Society

Special Qualifications applicable to the Position you are applying for: Grant writing experience

Why do you want to serve on the Board of Trustees?

The Board needs trustees in order to function effectively. The current development of a new Comp Plan is a great opportunity to clarify priorities and identify grant possibilities. to preserve our quality of life and improve areas in need.

What, in your opinion, are three pressing issues facing the Town of Green Mountain Falls?

Fire Mitigation - to prevent or reduce risk of fires
Water Management - to minimize flooding
Economic Sustainability - to support infrastructure, etc.

List any other community or civil boards or commissions that you currently serve on:

Sallie Bush Community Building, Board of Directors
Secretary, Planning Commission
Secretary, Citizen's Advisory Committee

Additional comments:

Please see attached cover letter

Please attach any documentation that would enhance your application.

All applications must be turned into the Town Clerk's Office, Town Hall, 10615 Green Mountain Falls Road, P.O. Box 524, Green Mountain Falls, CO 80819.

Signature: Katharine Guthrie

Date: 9/12/18

You are eligible to serve on the Board of Trustees if you:

- Will be 18 years of age at the time of appointment
- Are a Citizen of the United States
- Have resided in Green Mountain Falls for 12 consecutive months

TOWN OF GREEN MOUNTAIN FALLS
RESOLUTION 2018-16

A RESOLUTION IN SUPPORT OF FOUR BALLOT ITEMS FOR THE
NOVEMBER 6, 2018 SPECIAL ELECTION

WHEREAS, The Town of Green Mountain Falls Board of Trustees has put forth four ballot items for the November 6, 2018, coordinated election; and

WHEREAS, The Board wishes to express advocacy for passage of these four items; and

WHEREAS, the following information may be helpful for citizens in understanding the importance of these items;

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

1. BALLOT TITLE: Lodging Occupation Tax

BALLOT TEXT:

SHALL THE TOWN OF GREEN MOUNTAIN FALLS TAXES BE INCREASED THIRTY TWO THOUSAND FIVE HUNDRED TWENTY TWO DOLLARS (\$32,522.00) ANNUALLY IN 2019, AND BY WHATEVER ADDITIONAL AMOUNTS ARE COLLECTED ANNUALLY THEREAFTER, BY THE ADOPTION OF A LODGING OCCUPATIONAL TAX OF UP TO \$4.50/DAY PER OCCUPIED ROOM, ON THE PROVISION OF HOTEL ROOMS AND OTHER SIMILAR ACCOMMODATIONS IN TOWN, AND SHALL THE TOWN BE AUTHORIZED TO COLLECT AND SPEND THE FULL PROCEEDS OF SUCH TAX WITHOUT LIMITATION AND WITHOUT LIMITING THE EXPENDITURE OF ANY OTHER REVENUES OR FUNDS UNDER ARTICLE X, SECTION 20, OF THE COLORADO CONSTITUTION?

This occupational tax will replace the former lodging tax charged to lodging businesses, which has been repealed. This new structure brings the Town into compliance with current laws, and allows the Town to generate a comparable amount of revenue. If not passed, revenues will be reduced. This is not a tax increase.

2. In order to save money on the cost of publication, shall the Town elect not to publish in the newspaper its proceedings related to

payments of bills, contracts awarded and rebates allowed, with such information being reported publicly at least monthly as part of Board of Trustee meeting packets?

Passage of this question will allow the Town to continue its practice of providing the public with this information through the typical venues. The cost of publishing this list is unnecessarily burdensome.

3. In order to save money on the cost of publication, shall Town ordinances, after they are adopted, be published in the newspaper by title only, with the full text of all such ordinances being made available for public review at Town Hall and, when possible, on the Town's website?

This item is also an issue of cost savings. Ordinances are available in a variety of ways. Publication by title gives the public a summary of the ordinance without the undue cost burden.

4. Shall the number of Town Trustees be reduced in number from six to four?

The Board has experienced multiple ongoing vacancies for an extended time period, with difficulty in finding interested persons to serve. A total of five Board members, four Trustees and one Mayor, gives an appropriate representation for a town of this size, and prevents the burden of constant recruiting for vacancies, which may result in multiple special elections.

Adopted this 19th day of September, 2018.

Jane Newberry, Mayor

(SEAL)

ATTEST: _____
Judy A. Egbert, Interim Town Clerk

TOWN OF GREEN MOUNTAIN FALLS

SPECIAL EVENT PERMIT APPLICATION

Organizations or individuals wishing to conduct a Special Event in the Town of Green Mountain Falls must obtain a Special Event Permit. Special Events are described as those unique, infrequent, short term activities, which impact the roads, parks, municipal staff and services and/or public property of the Town of Green Mountain Falls. ** To obtain a Special Event Permit, the organization sponsoring the event must sign Consent and General Liability Release Form and complete a Special Event Information Sheet at least thirty (30) days prior to the event.

Name of Event: BRONC DAY 2019 Date of Event: 27 JULY 2019
Name of Organizer: UTE PASS Chamber of Commerce - Bronc Day Committee

The sponsoring organization must provide a certificate of liability insurance with the Town as "Additional Insured" to the Green Mountain Falls Town Clerk at least three (3) weeks prior to the event.

A non-refundable fee of \$ 400 will be charged for a Special Event Permit. Additional fees may be applied to the cost of the Special Event Permit as assessed by the Board of Trustees to cover costs to the Town of any necessary services required to provide sanitation services, police protection, traffic control, lifeguard services, etc.

A refundable deposit of \$100.00 will be required three (3) weeks prior to the date of the special event and will serve as a security deposit to cover any damages that might occur to Town property but which are not covered by the sponsoring agency's insurance. The event area will be inspected by Green Mountain Falls personnel immediately following the event and the \$100.00 deposit will be returned within fourteen (14) days following the event providing no violations to this agreement or damage to Town property has occurred. In special cases, the Board of Trustees may waive the requirement for the \$100.00 refundable deposit. If a waiver is desired, the sponsoring organization must include a request for wavier of refundable deposit in a written statement, and indicate the reasons for the request.

The following Special Event fees were adopted by the Green Mountain Falls Board of Trustees on Tuesday, June 5, 2012:

Special Event Fee for use of public open space and use of rights of way:

Green Mountain Falls Property Owner or Resident: \$400.00/day or \$100.00 per hour/2 hour minimum and \$100.00 deposit.

Non-resident: \$500.00/day or \$150.00 per hour/2 hour minimum and \$100.00 deposit.

Traffic control fees: \$100.00 per hour/2 hour minimum.



RICHARD V. BRATTON, EVENT COORDINATOR
UTE PASS CHAMBER OF COMMERCE / BRONC DAY 2019
684-9811

TOWN OF GREEN MOUNTAIN FALLS
SPECIAL EVENT INFORMATION SHEET

Name of Event: BRONC DAY 2019 81st Annual

Applicant/Event Coordinator: DICK BRATTON, BRONC DAY COMMITTEE

Address(s), Contact Phone #, Email Address: PO BOX 592, Green Mtn Falls CO 80819
684-9811 trails007@aol.com

Event Sponsors/Promoters: UTE PASS CHAMBER OF COMMERCE

Insurance Provider: CIRSA

Date(s) of Proposed Event: SAT JULY 27, 2019

Starting Time: 6 AM Ending Time: 3 PM

Anticipated Number of Participants: 800

Anticipated Number of Spectators: "

Please indicate the area(s) in the town where event will be held:

UTE PASS AVE (PARADE), LAKE STREET, GAZER LAKE PARK
GREEN BOX FARM STAND

Detailed Description of Event:


PARADE, VENDOR BOOTHS, ENTERTAINMENT, Gold Panning,
MODEL BOAT RACES, INFLATABLE SLIDE & BOUNCER
PIE CONTEST

Will Amplification be used: Yes if so, what type: PA System, Musicians Audio

Please Indicate what services would be required by the Town (i.e. street closures, detours, parking/traffic control) Close Ute Pass Ave for PARADE 9:45 to 11 AM, LAKE STREET 6 AM - 3 PM

Would Town utilities be needed: Electric NO Water NO Gas NO

Conditions, if any, assigned to the Event by the Board of Trustees: _____



RICHARD V. BRATTON, Event Coordinator BRONC DAY 2019
UTE PASS CHAMBER OF COMMERCE / BRONC DAY COMMITTEE
684-9811

**TOWN OF GREEN MOUNTAIN FALLS
SPECIAL EVENT PERMIT – CONSENT AND GENERAL LIABILITIES RELEASE**

The undersigned representative of UTE PARK CHAMBER OF COMMERCE / BROWN DAY COMMITTEE in consideration of privileges granted to him/her for use of the public properties of the Town of Green Mountain Falls for 81ST ANNUAL BROWN DAY FESTIVAL, does hereby release, discharge, and agree to hold free and harmless the Town of Green Mountain Falls from any and all actions, and causes of action arising out of or relating to any loss, damage, or injury including death by any participant or spectator, while in or on the premises of the Town of Green Mountain Falls for any purpose related to the above mentioned event.

All vendors of any kind doing business in the Town of Green Mountain Falls for any purpose must first obtain a Business License from the Town Clerk, and must pay all relevant local, state and federal taxes.

By signing the foregoing release, the undersigned hereby acknowledges understanding that all participants and spectators must obey all regulations, laws and ordinances of the Town of Green Mountain Falls, the States of Colorado including but not limited to:

- ☒ Use of alcoholic beverages of any kind is prohibited on Public Property.
- ☒ Public grounds and buildings must be left free of trash.
- ☒ It is unlawful for any person to injure, deface, destroy or remove any park property
- ☒ It is unlawful to disturb or injure any bird and/or its nesting area.
- ☒ Dogs must be leashed at all times. The dog handler is responsible for immediate removal from public or private property of all feces left by his/her dog.
- ☒ Glass containers are not allowed in any park area.
- ☒ Fires are prohibited except in approved devices.
- ☒ If a fire ban has been issued, there will be no fires permitted.

In signing the foregoing release, the undersigned hereby acknowledges and represents that he/she has read the foregoing release, and the attached statement for conducting a special event in the Town of Green Mountain Falls, understands both documents, and signs this agreement voluntarily.

\$_____ Permit Fee Paid Additional fees assessed \$_____

\$100.00 Deposit Paid

Special Event Permit Granted _____ Yes _____ No Date Granted _____

Certificate of Liability Insurance Attached: _____ Date: _____

Green Mountain Falls Deputy Town Clerk

Green Mountain Falls Mayor

** Other than those limited exclusively to use of the Gazebo. Use of the Gazebo must be scheduled through the Town Hall (719) 684-9414.

BOARD OF TRUSTEES AGENDA MEMO

DATE: August 28, 2018	AGENDA NO. 5.b.	SUBJECT: Storm Damage Insurance Claims
Presented by: Jason Wells, Interim Manager		

Recommend action:

Receive information from staff, and express preferences for claim settlements, if desired.

Background:

There have been several recent damage claims filed with CIRSA. The following insurance claims are in process:

Information only, no action needed:

- Pool boiler flooding. Valued at \$1,136.00. This represents actual costs paid for repairs, less the \$1,000 deductible. Payment is in process.
- Hail damage - loss of 5 chairs at the pool. Valued at \$99.95, payment is in process.
- Hail damage – Vehicle unit 312UHE is determined to be repairable, with repair costs funded at \$4,863.75. Vehicle will be taken for repairs, with insurance covering this amount.

Valuation has been determined, with options offered:

- Hail damage – automobiles.
 - Unit 412ZOA is a total loss. Payout will be \$6,925.00 if title remitted to CIRSA, or \$6,035.00 if title retained for salvage. Salvage valued at \$890.00
 - Unit 066M1G is a total loss. Payout will be \$6,925.00 if title remitted to CIRSA, or \$6,035.00 if title retained for salvage. Salvage valued at \$890.00
- Hail damage – buildings as listed on attachment.
 - Total replacement value \$38,175.20. Depreciation \$8,329.12. Cash Value \$29,846.06. The Town has the option of receiving payment of the cash value (\$29,846.06) immediately, or receiving the replacement value of \$38,175.20 after the building replacements have been made. The replacements must be made within two years.

Issue Before the Board

For the informational items, no action is needed.

Vehicles: Does the Board wish to retain title to the vehicles and receive the lesser amount, or remit the title to CIRSA for the full amount?

Buildings: Does the Board wish to accept the lesser payment amount immediately, or replace the buildings over the next two years for the full amount?

Alternatives

- Receive the information, express no preference, and allow the Town Manager to follow through with the best choice in his determination.
- Choose to accept the actual cash value of the buildings.
- Choose the replacement cost of the building, and begin planning the replacement process.
- Choose to accept the full value of the vehicle(s) and remit the title(s) to CIRSA
- Choose to accept the lesser value of the vehicle(s) and keep title. Note that the two vehicle decisions may be made separate from the other.

Conclusion

Buildings: The appropriate choice between the cash value and replacement costs depends on the Town's intentions toward replacement of the building. If a full replacement is desired, the replacement cost is available toward that. If

the Town choses to do something less than a full replacement, the actual cash value is more immediate and carries less future requirements.

Vehicles: If the Town wishes to retain ownership of the vehicles for any purpose, the appropriate choice would be to take the lesser amount and retain title. If the Town wishes to fully dispose of the vehicles, the appropriate choice would be to remit the title to CIRSA and claim the full amount.

Member Name	CIRSA Code	Site Code	Location	Use	Construction Type	Year Built	Area	Building Value	Contents Value	Roof Damage yes or no?	Type of Roof Material (shingle, membrane, metal, etc.)	RCV	Depreciation	ACV
Green Mountain Falls	17290002	01-04	10740 Ute Pass	Gazebo	Wood or Steel	1888	416	\$36,500	\$0	Y	fiberglass	\$ 583.28	\$ 466.63	\$ 116.65
Green Mountain Falls	17290003	01-01	10740 Ute Pass	Swimming Pool Plus Building	Masonry	2001	720	\$148,200	\$10,000	y	shingle	\$ 3,341.73	\$ 1,640.59	\$ 1,701.14
Green Mountain Falls	17290004	01-02	10740 Ute Pass	Boiler Building/Pump House	Masonry	1940	437	\$71,300	\$5,000	N	Built up flat roof			\$ -
Green Mountain Falls	17290005	01-03	10740 Ute Pass	Tennis Court	Masonry	1980	0	\$34,100	\$0	N	N/a			\$ -
Green Mountain Falls	17290006	07-01	10395 El Paso	Land Office - used only occasionally	Wood or Steel	1892	154	\$32,700	\$0	N	Wood shingles/painted	\$ 472.86	\$ 226.66	\$ 246.20
Green Mountain Falls	17290007	04-01	10545 Ute Pass	Marshall's Office	Masonry	1952	433	\$86,200	\$17,000	Y	Metal			\$ -
Green Mountain Falls	17290008	02-01	10290 El Paso	Maintenance Building	Masonry	1985	1900	\$160,300	\$40,000	Y	shingle	\$ 8,478.03	\$ 2,220.85	\$ 6,257.18
Green Mountain Falls	17290009	09-01	10300 El Paso	Shed/Equipment Storage - Vacant	Wood or Steel	1969	132	\$5,600	\$0	y	shingle	\$ 454.11	\$ 212.51	\$ 241.60
Green Mountain Falls	17290010	06-01	Lake St.	Restroom	Wood or Steel	1992	112	\$10,400	\$0	Y	shingle	\$ 537.82	\$ 174.07	\$ 363.75
Green Mountain Falls	17290014	10-01	10615 Green Mountain Falls Rd.	Town Hall	Wood or Steel	2014	3024	\$618,660	\$75,000	y	shingle	\$ 24,307.37	\$ 3,387.81	\$ 20,919.56
												\$ 38,175.20	\$ 8,329.12	\$ 29,846.08

RESOLUTION 2018-14

A RESOLUTION ADOPTING AN UPDATED MUNICIPAL FEE SCHEDULE

WHEREAS, the Board of Trustees of the Town of Green Mountain Falls, Colorado, pursuant to Colorado statute and the Town of Green Mountain Falls Municipal Code, is vested with the authority of administering the affairs of the Town of Green Mountain Falls, Colorado; and

WHEREAS, it is a best practice to compressively review and authorize a fee schedule for all Town services at least annually, or as appropriate; and

WHEREAS, it is more appropriate to remove penalties from the fee schedule and place these under judicial authority; and

WHEREAS, fees should reflect actual costs for providing services, and these costs may change outside of a regular basis;

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

Section 1.

The Appendix to this Resolution titled "Green Mountain Falls Fee Schedule Revised 9/4/18" containing the detailed fee schedule is in its entirety incorporated as fully as if set out at length herein, and shall become effective immediately upon adoption of this Resolution, and shall remain effective until altered by further Resolution of the Board of Trustees.

Section 2.

Severability. If any article, section, paragraph, sentence, clause, or phrase of the Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Town Board hereby declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that any one part of parts be declared unconstitutional or invalid.

Section 3.

Repeal. Existing Resolutions or parts of Resolutions covering the same matters embraced in this Resolution are hereby repealed and all Resolutions or parts of Resolutions inconsistent with the provisions of this Resolution are hereby repealed, except that this repeal shall not apply to any fee provisions contained in the Code of Ordinances.

INTRODUCED, READ, PASSED, AND ADOPTED at a regular meeting of the board of trustees of the Town Of Green Mountain Falls on this 4th day of September 2018.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

Jane Newberry, Mayor

ATTEST:

Judy A. Egbert, Interim Clerk

Town of Green Mountain Falls
Proposed fee schedule with notations

Code Authority	Cost specified in Code?	Description	Current Fee	Proposed Fee	Notes
Publications, Hard Copy					
1-50	no	Municipal Code Book	\$ 50.00	actual cost	
1-50	no	Zoning Code section of Code Book	\$ 50.00	\$0.25/page	
1-50	no	Comprehensive Plan	\$ 50.00	actual cost	
Administrative					
state law	no	Notary Public services	\$2.00/page	\$5.00/document	5)
state law		Open Records fees	\$15.00/hour	See separate policy and fee schedule	5)
Law enforcement fees					
	no	Personal service of documents	\$ 25.00	\$ 30.00	
Court fees:					
2-138	no	subpoena issue fee	\$ 10.00	\$ 30.00	
8-9(e)	yes	court costs	\$30.00 per appearance	\$30.00 per appearance	1)
8-9(e)	yes	surcharge	\$20.00 per offense	\$20.00 per offense	2)
License fees					
		Business license	\$ 50.00	\$ 50.00	
6-103	yes	Peddler and solicitor	\$ 50.00	\$ 50.00	1)
Ord. 2018-02	no	Mobile Food Vendor license	new	\$ 50.00	7)
6-53	no	Liquor Licenses	see State fee schedule	see State fee schedule	
6-122	no	Restaurant fee	\$ 200.00	\$ 200.00	
Ord. 2018-04	no	Short Term Rental	New \$250.00; Renewal \$300.00	\$50.00 for 2018; then \$250.00 for new and \$300.00 for renewal	7)
10-294	no	Fireworks sales license	\$ 75.00	\$ 75.00	
Animals					
7-132	no	Dog license fee	Neutered/spayed \$12.00 Not altered \$20.00 Late renewal fee \$15.00	Neutered/spayed \$12.00 Not altered \$20.00 Late renewal fee \$15.00	
7-135	no	Duplicate dog license fee	\$ 5.00	\$ 5.00	
7-142	no	Dog redemption fee	\$ 15.00	\$ 15.00	
7-164	no	Horse permit	\$ 30.00	\$ 30.00	
Construction/Land Use					
11-41	no	Sidewalk/Curb permit	\$ 100.00	\$ 100.00	
11-41	no	Road cut permit - gravel road	\$3.00/square yard. Minimum fee \$25.00	\$3.00/square yard. Minimum fee \$25.00	2)
11-41	no	Road cut permit - paved	\$4.00/square yard. Minimum fee \$25.00	\$4.00/square yard. Minimum fee \$25.00	2)
11-71	no	Address number fee	10	10	
11-114	no	Easement fee	\$50.00/year	\$50.00/year	3)

Town of Green Mountain Falls
Proposed fee schedule with notations

	no	Annexation fee	\$500.00 + \$35/acre for 1-5 acres; + \$15/each acre over 5	\$500.00 + \$35/acre for 1-5 acres; + \$15/each acre over 5	2)
16-707(c)	no	Fence permit	\$125.00 new \$50.00 repair	\$ 50.00	6)
16-705	no	Plan/architectural review	\$ 125.00	\$ 125.00	8) and 9)
16-706	no	Sign permits	\$125.00 new \$50.00 repair	\$125.00 new \$50.00 repair	
16-709	no	variance	\$ 200.00	\$ 200.00	
16-710	no	Special Use	\$ 200.00	\$ 200.00	
16-711	no	Zone/Rezone	\$300.00 + \$50.00/lot	\$300.00 + \$50.00/lot	
16-713	no	PUD	\$500.00 + \$50.00/lot	\$500.00 + \$50.00/lot	
16-813	no	Development in Flood Hazard Zone	\$ 100.00	\$ 100.00	
17-22	no	Replat	\$150.00/lot	\$150.00/lot	
17-22	no	Preliminary Plat	\$200.00 + \$50.00/lot	\$200.00 + \$50.00/lot	
17-23	no	Final Plat	\$200.00 + \$50.00/lot	\$200.00 + \$50.00/lot	
17-94	no	Grading Plan Review	\$ 125.00	\$ 125.00	4)
17-102	no	Driveway permit	\$ 25.00	\$ 25.00	
17-133	no	Minor subdivision	\$ 200.00	\$ 200.00	
18-61	no	Revocable permit	\$25.00/year	\$25.00/year	
Facilities Use					
11-95	no	Gazebo rental	\$100.00/hour resident \$200.00/hour non-resident	\$100.00/hour resident \$200.00/hour non-resident	
	no	Event Fee for use of public property or rights of way - residents	\$400.00/day or \$100.00/hour (2 hr minimum) + \$100.00 deposit	\$400.00/day or \$100.00/hour (2 hr minimum) + \$100.00 deposit	
	no	Event Fee for use of public property or rights of way - non-residents	\$500.00/day or \$150.00/hour (2 hr minimum) + \$100.00 deposit	\$500.00/day or \$150.00/hour (2 hr minimum) + \$100.00 deposit	
	no	Traffic control fee	\$100.00/hr (2 hour minimum)	\$100.00/hr (2 hour minimum)	
		See separate schedule for pool pricing			
FOOTNOTES:					
1) Need to amend ordinance to remove fee.					
2) Needs evaluated to ensure that this is appropriate amount					
3) Reconsider the process and fee structure in its entirety. This would require a code revision.					
4) Code requires that the fee reflect the cost of civil engineer hired by the Town and other costs incurred.					
It is unlikely that the stated amount would cover that.					
5) Current fee is out of compliance with state law					
6) Recommended by Planning Commission					
7) Board's direction					
8) This currently applies to sheds pursuant to GMF Code 16-601. Planning Commission					
has recommended eliminating this from the code					
9) Planning Commission has expressed interest in changing the fee to vary based on					
the value of the job. No details have been provided.					

Town of Green Mountain Falls
Fee Schedule as Adopted by Resolution 2018-14
Effective 9/4/18

Code Authority	Description	Fee
Publications, Hard Copy		
1-50	Municipal Code Book	actual cost
1-50	Zoning Code section of Code Book	\$0.25/page
1-50	Comprehensive Plan	actual cost
Administrative		
state law	Notary Public services	\$5.00/document
state law	Open Records fees	See separate policy and fee schedule
Law enforcement fees		
	Personal service of documents	\$ 30.00
Court fees:		
2-138	subpoena issue fee	\$ 30.00
8-9(e)	court costs	\$30.00 per appearance
8-9(e)	surcharge	\$20.00 per offense
License fees		
	Business license	\$ 50.00
6-103	Peddler and solicitor	\$ 50.00
Ord. 2018-02	Mobile Food Vendor license	\$ 50.00
6-53	Liquor Licenses	see State fee schedule
6-122	Restaurant fee	\$ 200.00
Ord. 2018-04	Short Term Rental	\$50.00 for 2018; then \$250.00 for new and \$300.00 for renewal
10-294	Fireworks sales license	\$ 75.00
Animals		
		Neutered/spayed \$12.00 Not altered \$20.00 Late renewal fee \$15.00
7-132	Dog license fee	
7-135	Duplicate dog license fee	\$ 5.00
7-142	Dog redemption fee	\$ 15.00
7-164	Horse permit	\$ 30.00
Construction/Land Use		

Town of Green Mountain Falls
Fee Schedule as Adopted by Resolution 2018-14
Effective 9/4/18

11-41	Sidewalk/Curb permit	\$ 100.00
11-41	Road cut permit - gravel road	\$3.00/square yard. Minimum fee \$25.00
11-41	Road cut permit - paved	\$4.00/square yard. Minimum fee \$25.00
11-71	Address number fee	10
11-114	Easement fee	\$50.00/year
	Annexation fee	\$500.00 + \$35/acre for 1-5 acres; + \$15/each acre over 5
16-707(c)	Fence permit	\$ 50.00
16-705	Plan/architectural review	\$ 125.00
16-706	Sign permits	\$125.00 new \$50.00 repair
16-709	variance	\$ 200.00
16-710	Special Use	\$ 200.00
16-711	Zone/Rezone	\$300.00 + \$50.00/lot
16-713	PUD	\$500.00 + \$50.00/lot
16-813	Development in Flood Hazard Zone	\$ 100.00
17-22	Replat	\$150.00/lot
17-22	Preliminary Plat	\$200.00 + \$50.00/lot
17-23	Final Plat	\$200.00 + \$50.00/lot
17-94	Grading Plan Review	\$ 125.00
17-102	Driveway permit	\$ 25.00
17-133	Minor subdivision	\$ 200.00
18-61	Revocable permit	\$25.00/year
Facilities Use		
11-95	Gazebo rental	\$100.00/hour resident \$200.00/hour non-resident
	Event Fee for use of public property or rights of way - residents	\$400.00/day or \$100.00/hour (2 hr minimum) + \$100.00 deposit
	Event Fee for use of public property or rights of way - non-residents	\$500.00/day or \$150.00/hour (2 hr minimum) + \$100.00 deposit
	Traffic control fee	\$100.00/hr (2 hour minimum)
	See separate schedule for pool pricing	

BOARD OF TRUSTEES AGENDA MEMO

DATE: September 18, 2018	AGENDA NO.	SUBJECT: 2018-2019 Staffing
Presented by: Jason S. Wells, Interim Town Manager		

Recommend action:

Review included spreadsheets comparing 2018 budgeted costs for staffing versus actual expected costs and recommended 2019 overall costs. Present questions to staff regarding perceived needs and anticipated costs.

Background:

The 2018 budget was adopted pursuant to a certain set of assumptions regarding municipal staffing that proved to be obsolete shortly after the commencement of the year – i.e. vacancies at three out of the four positions the adopted budget were to fund on a full-time basis. While this circumstance presented a fair amount of challenges on the operational level throughout the year, it also provided an opportunity for the Town to rethink its overall organizational structure with an eye toward finding potential efficiencies.

In order to bridge the gap during this transitional phase and undertake a thorough organizational assessment to identify opportunities for smart organizational restructuring, the Town retained the services of a number of experienced professionals on a part-time, contractual and interim basis. These included an Interim Town Manager, an Interim Town Clerk, a contracted finance professional, part-time administrative support through a temporary employment agency, and hourly special project assistance (in furtherance of the Town's new short-term rental regulations).

The purpose of the material that follows is to allow the Board and the public alike to review the comparative costs of the budgeted staff model versus actual costs under the modified "outsourced" model, and in turn, to compare each to the recommendations herein advanced for 2019 and beyond.

Issue Before the Board

Ahead of the impending 2019 budgeting process, whether to proceed with the 2019 staffing recommendations as presented or to modify the recommendations in any way.

Alternatives

The range of possible alternatives are too extensive to list as there are multiple variables and options at play – i.e. possible modifications to the terms of any established/proposed position and/or outsourcing solutions

Conclusion

The recommendations presented here represent the sum of a nearly 7-month period of rigorous clinical analysis of both the Town's current and long-term needs. Various options have been carefully considered through the lens of the Town's extremely modest annual budget and much attention has therefore been given to the need to balance many compelling needs against one another. An unavoidable reality is that the Town's needs significantly outweigh its available resources. As such, the Town should continue to strive to seek viable alternate sources of revenue and continue to budget strategically each year. It is my belief that the 2019 staffing model reflected below serves the second objective to the highest possible degree.

Town of Green Mountain Falls

2018 Staffing/Contract Costs vs. 2019 Recommendations

9/18/2018

2018 ADOPTED BUDGET		Hours	Budgeted Annual Costs	
TOWN MARSHAL - 2018 Budget				
	Salary	2,080	\$40,500.00	
	FICA		\$3,099.00	
	Health		\$8,550.00	
	Unemp/Wk Comp		\$2,724.00	
	Retirement		\$2,025.00	
	Phone Stipend		\$720.00	
	SUBTOTAL TOWN MARSHAL	2,080	\$57,618.00	
TOWN MANAGER - 2018 Budget				
	Salary	2,080	\$60,000.00	
	FICA		\$4,590.00	
	Health		\$8,280.00	
	Unemp/Wk Comp		\$650.00	
	Retirement		\$1,500.00	
	Phone Stipend		\$0.00	
	Onboarding Expenses		\$15,000.00	
	SUBTOTAL TOWN MANAGER	2,080	\$90,020.00	
TOWN CLERK - 2018 Budget				
	Hourly Allowance		\$30,000.00	Budgeted as Part-Time; \$14.42/hr (\$30K/yr); no benefits. Actual = \$35,360 + health
	FICA		\$2,295.00	
	SUBTOTAL TOWN CLERK	2,080	\$32,295.00	
PUBLIC WORKS - 2018 Budget				
	PW Director Salary	2,080	\$40,500.00	
	Part-Time Salaries	1,967	\$29,500.00	
	FICA		\$5,738.00	
	Overtime	250	\$5,000.00	
	Unemp/Wk Comp/Health Ins		\$13,796.00	
	Retirement		\$1,520.00	
	Phone Stipend		\$720.00	
	SUBTOTAL PUBLIC WORKS	4,297	\$96,774.00	
	TOTAL STAFF	10,537	\$276,707.00	

2018 REVISED BUDGET			Estimated Annual Costs	
TOWN MARSHAL - 2018 Revised Budget				
	Salary	2,080	\$40,500.00	
	FICA		\$3,099.00	
	Health		\$13,878.00	
	Unemp/Wk Comp		\$2,724.00	
	Retirement		\$2,025.00	
	Phone Stipend		\$720.00	
	SUBTOTAL TOWN MARSHAL	2,080	\$62,946.00	
TOWN Manager - 2018 Revised Budget				
	Town Manager Salary	100	\$10,152.43	1st Quarter Salary for Prior Town Manager
	Town Manager Health		\$3,964.00	1st Quarter Health Coverage for Prior Town M
	Town Manager Hourly	1,144	\$74,360.00	\$65/hr x 52 hrs/pay period x 22 pay periods f
	Town Manager FICA		\$6,465.20	For Prior and Current Town Manager
	Unemp/Wk Comp		\$650.00	
	Retirement		\$0.00	
	Phone Stipend		\$60.00	
	SUBTOTAL TOWN MANAGER	1,244	\$95,651.63	
TOWN CLERK - 2018 Revised Budget				
	Town Clerk Salary	430	\$14,445.75	1st Quarter Salary for Prior Town Clerk
	Town Clerk Salary	520	\$15,000.00	4th Quarter Salary + Benefits for Next Town C
	FICA		\$2,252.60	1st/4th Quarter Deductions for Prior/Future
	Health		\$5,089.78	1st/4th Quarter Coverage - \$848.30/mo.
	SUBTOTAL TOWN CLERK	950	\$36,788.13	
PUBLIC WORKS - 2018 Revised Budget				
	PW Director Salary	430	\$13,243.00	1st Quarter Salary for Prior PW Director
	PW Director Health		\$3,171.00	1st Quarter Health Coverage for Prior PW Dir
	PW Maintenance Staff Hourly	1,820	\$23,816.00	Based on 27 hours/week 1st half of the year;
	PW Maintenance Staff OT	312	\$4,836.00	\$15.50/hr x 1.5 x 8hrs/wk x 26
	PW Maintenance Staff Health		\$4,756.80	\$792.80/mo. @ 6 mos.
	PW P/T Hours	416	\$7,800.00	\$15/hr x 20 hrs/wk x 26 weeks
	PW Maintenance Staff FICA		\$3,801.67	
	SUBTOTAL PUBLIC WORKS	2,978	\$61,424.47	
	SUBTOTAL - STAFF	7,252	\$256,810.22	
CONTRACTED SERVICES - 2018 Amended Budget			Monthly Costs	
	Interim Clerking Services	964	\$43,200.00	Based on \$600/day on-site rate 4X/mo + 12 h
	Financial Services	160	\$7,520.00	Based on 160 hrs. total @ \$47/hr. rate
	Special Project Services	26	\$741.00	For STR work; based on 70 hrs. total @ \$29/h
	Admin Services	548	\$10,400.00	\$19.56/hr.; 16 hrs/wk for 26 weeks; 12 hrs/w
	Road Maintenance	118	\$17,671.50	118 hrs @ \$150/hr.
	SUBTOTAL - CONTRACT SERVICES	1,816	\$79,532.50	
TOTAL STAFF + CONTRACT SERVICES		9,068	\$336,342.72	

2019 PROPOSED BUDGET		Hours	Budgeted Annual Costs	
TOWN MARSHAL - 2018 Budget				
	Salary	2,080	\$42,120.00	
	FICA		\$3,222.18	
	Health		\$14,849.46	\$848.30/mo. For 12 mos.
	Unemp/Wk Comp		\$2,724.00	
	Retirement		\$2,025.00	
	SUBTOTAL TOWN MARSHAL	2,080	\$64,940.64	
TOWN MANAGER - 2018 Budget				
	Salary	2,080	\$73,000.00	
	FICA		\$5,584.50	
	Health		\$10,179.55	\$848.30/mo. For 12 mos.
	Unemp/Wk Comp		\$700.00	
	Retirement		\$0.00	
	Phone Stipend		\$720.00	
	SUBTOTAL TOWN MANAGER	2,080	\$90,184.05	
TOWN CLERK-TREASURER - 2018 Budget				
	Salary	2,080	\$55,000.00	
	FICA		\$4,207.50	
	Health		\$10,179.55	\$848.30/mo. For 12 mos.
	Unemp/Wk Comp		\$700.00	
	Retirement		\$0.00	
	SUBTOTAL TOWN CLERK	2,080	\$70,087.05	
PUBLIC WORKS - 2018 Budget				
	PW Maintenance Lead Hourly	2,080	\$32,240.00	\$15.50/hr x 2080 hrs
	PW Maintenance Lead Health		\$10,179.55	\$848.30/mo. For 12 mos.
	Part-Time Salaries	416	\$6,240.00	\$15/hr x 8 hrs/day x 2 days/wk x 26 weeks
	Grader Operator Hourly	768	\$20,736.00	\$27/hr x 8hrs/day x 2 days/wk x 48 weeks (year-round less holidays/2 wks time off)
	FICA		\$3,221.19	
	Overtime	156	\$3,627.00	\$23.25/hr. x 6hrs/pay period x 26 pay periods
	Unemp/Wk Comp		\$3,800.00	
	Retirement		\$0.00	
	Cell Stipend		\$0.00	
	SUBTOTAL PUBLIC WORKS	3,420	\$80,043.74	
PLANNING - 2019 Proposed Budget				
	VISTA Compensation	2,080	\$15,000.00	\$15.50/hr x 8hrs/day x 1.5 days/wk x 52 weeks
	VISTA Housing Allowance		\$4,000.00	
	SUBTOTAL PLANNING	2,080	\$19,000.00	
	TOTAL STAFF	11,740	\$324,255.48	

SUMMARY								
BUDGET	MARSHAL	TOWN MGR	TOWN CLERK	PUBLIC WKS	CONTRACT	PLANNING	TOTAL \$	TOTAL HRS.
2018 Budgeted	\$ 57,618.00	\$90,020.00	\$32,295.00	\$96,774.00	\$ -	\$ -	\$ 276,707.00	10,537
2018 Revised	\$62,946.00	\$95,651.63	\$36,788.13	\$61,424.47	\$79,532.50	\$ -	\$336,342.72	9,068
2019 Proposed	\$64,940.64	\$90,184.05	\$70,087.05	\$80,043.74	\$ -	\$19,000.00	\$324,255.48	11,740
NOTE - TOTAL Proposed 2019 Compensation Equals Roughly 1/2 of Total General Fund Expenses Consistent with ICMA Direction on Municipal Staffing Expenses								

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, July 24, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

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

PC Members Absent

Commissioner Gerald Irwin
Commissioner Greg Williamson

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Chairman Caldwell called the meeting to order at 6:44 pm.

2. Additions, Deletions, or Corrections to the Agenda

M/S: Bratton/Blasi

Motion: Move to approve the agenda as presented.

Vote: Motion carried. All yea.

3. Approve Minutes of July 10

M/S: Caldwell/Blasi (2:38)

Motion: Move to approve minutes with the one change [date of CAC meeting from 'June 11' to 'July 11'].

Vote: Motion carried. All yea.

4. Public Input

1. Ann Esch asked for guidance as a Citizen Representative for the Pikes Peak Regional Counsel of Governments Citizen's Advisory Committee. Esch is carpooling with others from Woodland Park and Victor and will discuss with them common concerns of Ute Pass residents. Mayor Newberry reported that GMF has been hit hard by the rain and PPRCG can provide additional help for the town's recovery.

2. Mayor Newberry reports she is drafting a Declaration of Emergency. It will then be submitted to the town Marshal who makes it known publicly. This alerts government agencies, i.e., FEMA, El Paso and Teller counties, etc. that there is a financial need even after the emergency has passed.

Maple Street bridge, though damaged prior to the recent rain, sustained more damage due to flooding and local governments are aware of needs. Culvert is okay but the concrete around it has been compromised.

DOLA is always an option when looking for resources.

3. Jason Wells, Interim Town Manager, reports that the Federal disaster threshold is based on a million dollar plus need and it looks very unlikely that GMF would meet that threshold.

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Wells spoke with the operations managers of both the El Paso County Emergency Management and the Colorado Division of Homeland Security and Emergency Management. El Paso County had their damage assessment team on the ground today making the rounds. El Paso County Public Works Director and the Emergency Operations Directors were here today and they did a drive-around. A bureaucratic process must be take place before providing substantial assets to GMF. El Paso County sent a loader up here late last night but the equipment was oversized for the town's immediate needs. El Paso County is well aware of our needs and will do what they can, but in terms of Federal Disaster funds, it is looking very unlikely.

The outside team contracted to grade the roads (including Jim Van Scooten) is scheduled to begin work tomorrow morning, which may offset county resources for this purpose.

Maple Street bridge was compromised before yesterday's event. A representative of Kiowa Engineering came out to assess the bridge and reported there was no immediate safety risk and is structurally sound as far as the actual crossing. The concrete was and support wall supporting the timbers is cracked down the middle and needs to be replaced. Next a survey team needs to do a survey of the bridge, possibly as soon as this week, and then create a design plan to repair the bridge.

5. New Business—None

6. Old Business

A. 10270 Mountain Lane—Fence Permit—Bill Engel (Tabled from July 10 PC meeting)

M/S: Bratton/Blasi

Motion: Move that we approve the fence permit for Mr. Engel's fence at 10270 Mountain Lane.

Vote: Motion carried. All yea.

B. Recommend changes to Town Board of Trustees

1. Jan 1, 2017 Fee Schedule

M/S: Bratton/Caldwell

Motion: Move that we table this discussion and for homework take a look at how Regional establishes their Plan Review Fees and see if we can use the same technique.

Vote: Motion carried. All yea.

Jason Wells stated concerns that the Planning Commission, Board of Trustees and Marshal are all on the same page. The Municipal Code Zoning Section uses the word "structure," which suggests that even something as modest as a shed requires a permitting process and therefore has a fee attached. The Code needs to be consistent with everyone's understanding. The recommendation to establish a \$50 fence permit fee regardless of whether it is for a new fence, a replacement or a repair was agreed upon by the Board of Trustees but not acted upon due to the ongoing revision of the Municipal Code and Fee Schedule that is attached to the budget process. Therefore, the permit fee for a new fence is still \$125. Short-term Rental fee likewise needs clarification.

7. Citizen Advisory Committee

- a. Megan Moore, Logan Simpson Project Manager, described the current information gathering stage that will continue with in-person interviews at a booth on Bronc Day on July 28, 2018.
- b. www.plangmf.com website is on line now and contact info is available there. The website will be updated regularly with milestones and at least monthly throughout
- c. facebook/plangreenmountainfalls is another resource for information and feedback.
- d. An online survey is available now on the website.
- e. Posters have been posted at local businesses for Town Meeting/Public Workshop
- f. Other suggestions for distribution of information are welcome.
- g. Values—"small-town feel," the Lake/Gazebo Park, trails, easy access to Colorado Springs but "a world away."
- h. Concerns—parking, litter, town communication and transparency, cell service and broadband. Jason Wells reports that CDOT is planning to run a fiber optic belt through Ute Pass that should result in better connectivity.
- i. Opportunities—Laundry list...infrastructure (roads, water, sewage), events (farmers' market, senior programs, festivals), interactive activities (drones, art), tourism (trails, parking, maintenance, directions). Logan Simpson team will refine this laundry list and pull these items into themes and then underneath that vision start to address high-level goals for each of those themes.
- j. Plan to continue to meet one-on-one with citizens and talk with visitors throughout the process.
- k. A wildfire expert is part of the Logan Simpson team and he will start with the county's plan and using those recommendations go out within the town and identify very specific recommendation and specific locations for improvements in mitigation efforts that can addressed on both private and public properties.
- l. Sewage issues severely limit development and many present systems are unsustainable. The expense may be prohibitive but possible solutions need to be explored. A tour of our local water treatment plant can be scheduled by calling Colorado Springs Utilities and information about the latest technology and developing technologies is shared during this tour.
- m. Grants—funding is a big issue and will be addressed in short and long-term action items. For example: Monitoring the water quality may be part of the plan and determine actions. Look at regional issues, developing technologies, alternative ways to address problems, identifying potential grant opportunities. Action items are usually listed in a left-hand column and then a series of other columns list short-term, long-term, sometimes mid-term actions. An order of magnitude cost for it, responsibilities (who's going to do it, i.e. town, partnership with town El Paso or Teller County, PPACG, Colorado Springs Utilities, etc.). Another column lists other funding opportunities available to help with the cost, and this is where grant opportunities would be listed.
- n. The Plan Audit takes a look at the existing Comprehensive Plan and making sure that important items are not lost or left out of the new plan. Some ideas as they are written may need to be updated or refined in the final plan.
- o. Community Assessment looks at the vision and the existing conditions ("Existing Conditions Snapshots"), the piece that is looking at key issues and do research into what the trends are and document that. The timeframe for this in direct form for review is late August-September. A joint meeting of the Planning Commission and

Board of Trustees is planned sometime in August and may coincide with the presentation of the Community Assessment.

Adjourned: 8:53 pm

Eric Caldwell-Chairman

ATTEST:

Katharine Guthrie-Secretary

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, August 14, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Mayor Jane Newberry
Vice Chairman Dick Bratton
Commissioner Greg Williamson
Commissioner Rocco Blasi

PC Members Absent

Chairman Eric Caldwell
Commissioner Gerald Irwin

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Vice Chairman Bratton called the meeting to order at 6:45 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 January 9, 2018

M/S Blasi/Bratton

Motion: Move to approve minutes with correction [of typo changing 'tails' to 'trails'].

Vote: Motion carried. All yea.

Resolution: Minutes of July 24, 2018 approved with amendment to correct spelling of 'trails.'

4. Public Input

None

5. New Business

None

6. Old Business

A. GMF Comprehensive Plan

1. Progress Report: Feedback from Logan Simpson's Bronc Day information booth—citizen's emphasized cell phone reception and fiber optic needs. C-DOT has been talking about installing fiber optic along Hwy 24 for more than a year but even if installed it would not solve cell phone reception issues. The need for a cell phone tower has been talked about for several years.

2. Updated Comp Plan To Do List:

To Do List be shared via email. There are two project teams—GMF Project Team and a Logan Simpson Project Team. Task 1 takes place in August. Task 2 takes place September to December 2018. Task 3 takes place January to May 2019.

3. Planning for a Logan Simpson tour of GMF—Planning for the afternoon of August 28, 2018.*

4. Schedule and plan a joint meeting of the GMF Project Team and the Logan Simpson Project Team. May be in early September.*

5. Schedule and plan joint meeting of Planning Commission and Town Board of Trustees for a briefing and discussion with Logan Simpson. May be on the evening of August 28, 2018.*

6. Discuss Citizen Survey—methods and content.
Content is still being compiled and survey will be on paper as well as via computer.

B. Recommended changes to TB on Planning Fees (Tabled from July 24 meeting)
Fees may be based on estimated cost of a project.

Mac Pitrone—Enforcement of Fees and Code needs to be increased.

M/S: Bratton/Blasi

Motion: Recommend that the Board of Trustees increase Code Enforcement of building permits, trade licenses, and GMF business licenses.

Vote: Motion carries. All yea.

7. Correspondence

Adjourned: 7:40

Dick Bratton-Vice Chairman

ATTEST:

Katharine Guthrie-Secretary

*Dates changed to September 11, 2018 per Dick Bratton on 8/15/18.

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, August 28, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Mayor Jane Newberry
Vice Chairman Dick Bratton
Commissioner Greg Williamson
Commissioner Rocco Blasi
Chairman Eric Caldwell

PC Members Absent

Commissioner Gerald Irwin

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Chairman Eric Caldwell called the meeting to order at 6:38 pm.

2. Additions, Deletions, or Corrections to the Agenda

M/S Bratton/Williamson

Motion: Move to approve as submitted.

Vote: Motion carried. All yea.

3. Approve Minutes of August 14, 2018

M/S Blasi/Bratton

Motion: Move to approve minutes as submitted.

Vote: Motion carried. All yea.

4. Public Input

None

5. New Business

A. 10565 Foster—Cabin Renovation—Bob Vanmaarth (contractor)

Request to place a new septic system on Town Property (Flagpole Park)

More information is needed from the Health Department. Another contractor may be able to use a crane on the steep hillside behind the house.

6. Old Business

A. GMF Comprehensive Plan

1. Progress Report: *facebook* page 'Plan Green Mountain Falls' currently has input and photos from the June 2018 Community Meeting Website is established but not yet fully loaded.

Survey question suggestions from the CAC (Citizen Advisory Committee) have been shared with Logan Simpson.

Draft design/format of Citizen Survey has been completed by Logan Simpson.

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Working on the GIS (Global Information System) database for a mapping process.
Working with Town Manager to update the Capital Improvement Projects Plan to be included in Comp Plan.

PPACG may assist with costs of GIS work.

2. Updated Comp Plan To Do List:
To Do List to be shared via email.

3. Planning for a Logan Simpson tour of GMF—Planning for the afternoon of September 11, 2018 from 1:00-5:00 PM.

4. Planning for a joint meeting of the GMF Project Team and the Logan Simpson Project Team on October 9, 2018.

5. Planning a joint meeting of Planning Commission and Town Board of Trustees for a briefing and discussion with Logan Simpson on the evening of September 11, 2018 at 7:00 PM.

6. Discuss Citizen Survey—draft design completed. Logan Simpson is compiling and rewording questions provided by the Citizen's Advisory Committee. CAC provided more questions than can be used on the survey and they will be edited. Logan Simpson is planning to include on the Citizen's Survey: multiple choice questions for ease of completion, space for written narrative comments, and ranking of Capital Improvement Projects. Surveys can be completed on paper, a smart phone or computer. Logan Simpson to compare values of 2007 Comp Plan and the new plan and the Citizen Survey will help with this.

B. Recommended changes to TB on Fees for Plan Review (Tabled from July 24 meeting)
Reference Sec 16-705.

No changes recommended to the Board of Trustees at this time.

7. Correspondence

Adjourned: 7:48

Eric Caldwell-Chairman

ATTEST:

Katharine Guthrie-Secretary

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, September 11, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Vice Chairman Dick Bratton
Commissioner Greg Williamson
Commissioner Rocco Blasi
Chairman Eric Caldwell

PC Members Absent

Commissioner Gerald Irwin

Board of Trustees Members

Mayor Jane Newberry
Tyler Stevens
Margaret Peterson

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Chairman Eric Caldwell called the meeting to order at 7:00 pm.

2. Additions, Deletions, or Corrections to the Agenda

M/S: Bratton/Caldwell

Motion: Move to accept the agenda as submitted.

Vote: Motion carried. All yea.

3. Approve Minutes of August 28, 2018

M/S: Bratton/Caldwell

Motion: Move to approve the minutes as submitted by the secretary.

Vote: Motion carried. All yea.

4. Public Input

None

5. New Business

- A. 11235 Belvidere—Addition and New Roof, Dave Cook, Owner, Mike Edwards, Contractor.

M/S: Caldwell/Williamson

Motion: Move to approve the plans as submitted.

Vote: Motion carried. All yea.

Resolution: Plans stamped

- B. Plan Review—10895 Myrtle Drive—Deck construction

M/S: Bratton/Caldwell

Motion: Move to approve the project as submitted.

Vote: Motion carried. All yea.

Resolution: Plans stamped.

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5. Old Business

- A. 10565 Foster—Cabin Renovation, Bob Vanmaarth, Contractor. Request to place a new septic system on Town Property (Flagpole Park) Tabled from meeting on 8/28/18.

M/S: Blasi/Caldwell

Motion: Move to table the item until we get additional information.

Vote: Motion carried. 3:1

- B. GMF Comprehensive Plan (joint meeting with the GMF Board of Trustees)

1. Briefing by Logan Simpson Team
 - a. Overall Process and Schedule
 - b. Phase I Outreach Process and Summary
 1. Stakeholder Interviews (10+ on going)
 2. Town Hall Meeting on June 27 (70 attended)
 3. Bronc Day (250+)
2. Key Issues and Initial Findings (Citizen Survey is currently on the town website)

What we love about GMF

Ways to improve GMF

Town Tour Findings

 1. Wildfire and Flood hazard (Vegetation, Forest Management Activities/Mitigation, Wildfire Risks)
 2. Emergency Response
 3. Lake Park Improvements/Enhancements (include the creek)
 4. Historic Conditions (architectural features, photos, educational opportunities)
 5. Trail Connections (enhancements and signage)
3. Next Steps
 - i. Overall Vision
 - ii. Community Assessment

Information gathered from Comp Plan process may be beneficial for town budget decisions.
Current deadline for Comp Plan completion is June 2019.
Comp Plan Website linked at GMF website.

6. Correspondence

None

Adjourned: 7:50

Eric Caldwell-Chairman

ATTEST:

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: September 18, 2018

- 1) Flood Response – Separate presentation to be given by Project Manager
 - a) Outside Funding Eligibility/Disaster Declaration
 - i) Project Funding
 - (1) Continued DHSEM Assistance?
 - (2) Possible Funding Sources Other than FEMA
 - ii) Project Design/Bidding
 - iii) Oct. 6-7 Team Rubicon Effort
- 2) Departmental Info
 - a) Town Clerk – See included report
 - b) Marshall's Office – Verbal report to be provided
 - i) Response to Request for Heightened Code Enforcement
 - c) Public Works
 - i) Parks
 - (1) Water Service – CSU Regulatory Compliance/Backflow Preventers ** On Hold Due to Staffing/Funding
 - (2) Goose Abatement
 - (3) Restrooms
 - ii) Road Maintenance
 - (a) Mag. Chloride Application – Sept. 20
 - (b) Hydrant Usage/Water Appearance Concerns
 - (c) Implementation of Defined Zone-Based Maintenance Protocols - ** On Hold Due to Staffing
 - (d) Short/Long-Term Options – see separate staffing recommendation worksheet
 - (i) Fully Outsourced Crew - \$450/hr (\$150/hr for each piece of machinery + operator)
 - (ii) Partially Outsources Crew (using Town equipment) - \$150/hr (\$50/hr for each operator)
 - (iii) Staff - \$15/hr (plus substantial equipment maintenance costs as w/ option ii)
 - (e) Other Advantages/Disadvantages – Expertise, Local Knowledge, Availability, Procurement Standards,
 - iii) Belvidiere Road Improvement Project
 - (1) Coordination w/ El Paso County
 - (a) Project Budget
 - (i) Project Estimate - Full-Depth Reclamation w/ Drainage Improvements (\$280K)
 - (ii) Project Budget
 1. 2017 Capital Project Carry-Over - \$107,774

Management Report

January 27, 2017

2. 2018 Capital Allocation - \$50,000
3. Stilling Basin Allocation - \$66,143
4. Capital Revenue Over Budget Allocation - \$156
 - a. Total Available Project Budget - \$224,043
 - (b) County Pavement Contractor Declined to Honor County Rates
 - (c) Currently in County-Led Competitive Bid Process
 - (i) Bid released Sept. 5
 - (ii) Pre-Bid Meeting on Sep. 13
 - (iii) Response deadline Sep. 19
 - iv) Lake/Park Improvements
 - (1) Memorial Park Bench Policy?
- d) Pool
 - i) Conclusion of 2018 Season
 - ii) Debriefing Session to Determine Operational Successes/Shortfalls; Think about 2019 Staffing
- e) Planning
 - i) Construction Activity
 - (1) Aug. 30th Call w/ PPRBD Director to clarify enforcement roles, obligations, etc.
 - (2) Use Tax Collections (see attached)
 - (3) Website Info
 - ii) Vista Program Opportunity? - see included staffing recommendation worksheet
 - iii) Short-Term Rental Operations – Implementation of New Licensing Structure
 - (1) FAQs
 - (2) Application Process/Progress (See Consent Agenda)
 - iv) Economic Development - ** Lacking Action Due to Staffing
 - (a) Follow Through on EPC Enterprise Zone Designation
 - (b) Collaboration on Regional Fiber Optic Deployment Project
 - v) Request to Elevate Portion of Iona Rd. - ** On Hold
- f) Human Resources
 - i) Personnel Policies – Board work session scheduled for 10/02 -- ** Delayed Action Due to Staffing Needs
 - ii) Volunteer Utilization Policies Needed - ** On Hold Due to Staffing Needs
- g) Finance
 - i) Financial Control Mechanisms – Improvements Ongoing
 - ii) Budget Updates/Revisions – Ongoing
 - iii) External Entity Reporting
 - (1) DoLA/Conservation Trust Fund
 - (2) DoLA/Town Manager Grant
 - (3) HUTF
 - iv) Auditing
 - (1) 2017 Audit Status
 - v) Fee Schedule Revision – See Separate Agenda Item
 - vi) Establishment of Various Credit Accounts - ** On Hold Pending Staff Action
- h) Information Technology
 - i) A/V Needs – Still Awaiting Microphone Install Assistance from Axxis

Management Report

January 27, 2017

- ii) Website – New Site Launched; Content Being Constantly Increased/Managed

3) Grants

- a) DoLA Town Manager Grant
- b) DoLA Comp Plan Update Grant
- c) Kirkpatrick Foundation Comp Plan Update Grant
- d) Kirkpatrick Foundation Sidewalk Replacement Grant
- e) Fishing is Fun Automated Lake Valve Grant
 - (1) ** Grant Administration Needs
 - (2) ** Project Management Needs
- f) CDBG - Lake Access Grant - \$7,500 – ADA Fishing Pier
 - i) Notice to Proceed Issued on 9/5
 - ii) ** Project Management/Grant Administration Needs

4) Intergovernmental

- a) Pike's Peak Area Council of Governments
 - i) 2018 Water Quality Management Plan representation? (Sept. 4; Oct. 2)
- b) Colorado Springs Utilities
 - i) Need to Refine Right-of-Way Encroachment Permitting Process
 - (1) Collaboration w/ CSU Ongoing
 - (2) Refinement of Excavation Permitting/Fee Collection Processes
 - ii) Coordination w/ Utility Regarding Street Light Billing Needed – 9/13 Meeting
 - iii) Franchise Payments – 2018 Collections Expected 2/2019
- c) Green Mountain Falls/Chipita Park Fire Department
 - i) Need to Clarify Process for Formal Declaration (and Rescinding) of Fire Restrictions - ** On Hold

5) Insurance Administration

- a) CIRSA
 - i) Need to Complete 2019 Renewal Application
 - ii) Claims – See Separate Agenda Item
 - (1) June 3rd Pool Flooding Damage
 - (2) June 24th Hail Damage - **
 - (a) Decision Needed Whether to Accept Actual Cash Value or Complete Work to Capture Depreciation
 - (i) \$29,846 vs. \$38,175 (difference of \$8,329)
 - (3) July 23rd Flooding

6) Emergency Management

- a) Coordination w/ CUSP re: Fire Mitigation Efforts – Sept 18th Presentation

7) Legal

The Town of Green Mountain Falls Monthly Maintenance Report

June 2018

To the BOT, Staff and Citizens of GMF

Pool:

On the 1st this month, the previously damaged pump circuit board was replaced. A meeting regarding pool upkeep on the 3rd, allowing the Public Works Department to focus more on the towns roads and parks. Scott's Pool and Supply then set as the point of contact for service and minor repairs till the end of the season.

Parks: Other

Spread the Goose Revive Donated by Harold and hauled 3 Dump Truck Loads of Wood Chippings to Shorty's property across Hwy 24. Hauled 2 Dump Truck Loads of old brush/branches to Rocky Top in Colorado Springs. Contacted Kathy from Donovan County Kansas, scheduling the 17 4H kids to volunteer cleaning up the parks and creek on Aug 9th. Still having a problem with random seasonal residents shoving large household trash bags into our Bear Trash Containers, causng trash to overflow easily the 2 55gl drums every week. We might consider using only single Trash Containers that lock, instead of the 3 Large Bins we have. Prepping and setting up Trash Barrels and Barricades for the Car Show on the 21st and the Bronc Days Parade went well. The return of barrels left with trash in different areas near the shop became a problem. The available trash bags were never used unlike the Car Show. The massive hail storms on the 23th left debris across the parks and creek. Mowing operations and goose repellent vendors are active.

Roads:

Immediately following the 4th of July holiday, Maintenance on all 4 zones became a priority, and with one additional worker 2x per/week.

5th- Built up Aspen from Spruce down to Pine, using approximately 30-35 Tons of County Spec road base.

6th- Rain in the evening of the 5th started the 6th off with clearing any dirt off Ute Pass Ave. Staying with our zone schedule, I back dragged many roads of washboards and potholes with skid loader. Started clearing out the culvert at the bottom of Cadamount also.

9th- Graded the East end of El Paso Ave, along with the beginning of Spruce. Ending the day up back dragging Foster with skid.

11th- Raised Hondo with 70+Tons, watering first. 40Tons went right near Belvidere up to Howard St. 8Tons went from Hondo over to Denver, which needs a culvert installed at that intersection. Important meeting with Jason and Ron, who wants to help the town and our roads.

12th- The afternoon brought large a storm and a down pour keeping me working in zone 4, around the Cadamount area at Grandview.

13th -After fighting the now fixed front hose on the water truck, Lewis, Ron and I Watered, Graded and Rolled Hondo, Foster and Iona. Dug out inlet at the bottom culvert at Iona.

16th- started out by clearing out debris at the culvert on El Paso Ave. Placed Wrip p in ditch on El Paso Ave as well. Graded Falls, Olathe and Grandview. Dug out the culvert at Cadamount and Grandview, then scraped wash onto Ute Pass Ave.

17th- I put on paper the zone description used for routine maintenance.

18th- Filled a bunch of potholes at Belvidere, foster and Ute Pass Ave, with Cold Asphalt Patch.

19th- Began to unclog the culvert crossing underneath the middle of Mountain Ave, at the top of Foster.

20th- Busy with sediment removal at the bottom of Foster, a ride around showing Ron the conditions of all the roads, before Zone 4 had roads got Watered, Graded and Rolled before I prepped for the Car Show on the 21st.

23rd- Started out on a road assessment with Louis, then cleaned up remainder of zone 4. Finishing the day off unclogging the last blocked culvert at Mountain Ave, all the way. While in a meeting with Jason at Town Hall, THE STORM of the century started. Within minutes, ALL Culverts seemed to clog quickly and flooded the town! Leaving 4' of Debris packed with hail, that took near a full week to melt. Water reached the Gazebo and flooded over the outlet.

24th- Assessed the damage across town. I graded Cadamount, Ora, Myrtle, Iona, Cottage and Falls till dark.

25th-Started arriving no later than 7:30 every morning now to begin operations with Jim and his crew (Ken&Russ) from Lazy H Excavating, Sent them off. I started clearing Ute Pass Avenue was priority. After that it was a community effort digging out of all the sediment. We made sure all driveways were assessable, and Emergency vehicles could reach the ends of every road. First reports of Maple streets bridge issue, placing cones and caution tape on the separating east side.

26th-Got road crew going, while gathering temporary crews to help get Hondo, Cadamount, and Iona's culverts unclogged. The 1st half of the day we used shovels while we waited on El Paso County to loan us a couple Backflow Preventers to attach to the Fire Hydrants around town. Unclogged with the water truck, 2 lower culverts on Hondo and the bottom culvert at Iona Cleared.

27th-Got Jim and crew keys and oil. Used backhoe to take Piles of branches and debris from beside the bridge at Hotel St. and El Paso Ave. Sent one crew removing debris, and 2 crews digging out culverts. Inspected Midland Bridge and worked to patch the bridge for an additional 4hours.

28th-Bronc Days. Started the day scraping Ute Pass of any washed sediment on the street for the parade.

29th- Assessed all roads, bridges and lake flow.



P.O. Box 524, 10290 E. El Paso Ave., Green Mountain Falls, CO 80819, (719) 684-7850

30th-Needed clamps for the water truck and showing Jason around town started the day. Cadamount and Myrtle culverts. Started on Grandview/Ann, Ann/Olathe, and Olathe/Ute Pass culverts.

31st-Drove Jim's crew around to show the worst areas that need attention first. Finished Cadamount and Myrtle culverts. Began the lower culverts from Howard to Ute Pass Ave on Foster.

Maintenance Report:

To the BOT and Staff

Public Works Department

Danny Vanderhoef

719-684-7850

BOARD OF TRUSTEES AGENDA MEMO

DATE: September 4, 2018	AGENDA NO.	SUBJECT:
Presented by: Jason Wells, Interim Town Manager		Building Code Compliance/Interorganizational Relationship w/ PPRBD

Recommend action:

None.

Background:

Some local residents – and in turn the Town Planning Commission – have recently raised concerns about the potential of un-permitted construction work taking place in Town. Concerns have centered on four specific fields of interest, and more generally, regarding where enforcement responsibility lies for each: Business Licensing, Contractor Licensing, Construction Permitting, and the Collection of Local Use Taxes. In an effort to develop a coherent and accurate response to each of these concerns, the Town Manager and Town Marshall scheduled a call with both the Director and General Counsel for the Pike’s Peak Regional Building Department (“PPRBD” or “Regional Building”) on August 30th.

While members of the public and Board should consult the 2005 intergovernmental agreement the Town maintains with PPRBD as the authoritative source of information on this topic, in the course of the August 30th discussion, Town staff first verified that the Town itself is wholly responsible for ensuring that any enterprise conducting commercial activity within the jurisdictional boundaries of the Town obtains a valid municipal business license. Staff has taken a vigilant stance on this requirement of late and the Town Marshall will be providing a separate but related report.

With respect to any activity which might require a permit pursuant to the requirements of the various International Codes the Town has adopted via Regional Building, PPRBD staff is clearly the delegated enforcement authority on such matters. As such, any questions concerning compliance should be referred to PPRBD for a determination/resolution. PPRBD is likewise entrusted with that ensuring contractors operating (or seeking to operate) in the Town have and maintain the proper professional licensure relative to whatever activity in which they are engaged. Again, any concerns in this area should be referred to Regional Building. Finally, with respect to the collection of the Town’s assessed use taxes, compliance on this front should occur by operation via PPRBD’s aforementioned enforcement of the adopted building codes. Once a project has been identified as non-compliant, in addition to compelling the acquisition of the proper permit, Regional Building – through the terms of the aforementioned IGA – has been entrusted with the authority and obligation to collect the Town’s applicable use taxes, which the Department later submits to the Town in the form of lump sum payments.

Issue Before the Board

As Town staff is now well versed in the proper course of action to take relative to potential compliance issues in the areas mentioned, there is no perceived issue in need of resolution here. Notwithstanding, staff and the Town Trustees alike should encourage residents/constituents to contact Regional Building any time questionable building activity is observed. In order to demonstrate PPRBD’s oversight of recent construction activity, attached is an inventory of all permits obtained in Town for the month of August. This data is available to the public by visiting the PPRBD’s “Permitting” tab and selecting the “Permit Activity” option. If someone observes questionable activity not identified through this mechanism, they should report the activity via the “Complaint – Work Without a Permit” button on the same permitting page. Also of tremendous use/information on this page is the “Required Inspections by Project” tab. The contents of the page to which this directs visitors is also attached hereto and will soon be featured on the Town’s new website as an informational item.

Permit #	Image	Address	Suite	Issue Date	Contractor	Fee	Status	Dept	Code	Project Description
L67620		10850 OLATHE ST		8/1/2018	1ST PRIORITY ROOFING, LLC	\$135	Open	Construction	434	REROOF Details
L69422		6825 DOUGLAS PL		8/8/2018	TALMICH PLUMBING & HEATING	\$90	Open	Plumbing	434	REPLACE PB PIPING/ RPL WAT
L69462		10740 OLATHE ST		8/8/2018	L & N CONSTRUCTION LLC	\$135	Open	Construction	434	REROOF Details
L70406		11075 FALLS AVE		8/13/2018	HARDCASTLE HEATING & AIR	\$50	Final	Mechanical	434	A/C COIL & CONDENSING UNIT
L70406		11075 FALLS AVE		8/14/2018	THE HEAT DEPOT	\$50	Open	Electrical	434	A/C COIL & CONDENSING UNIT
L71174		10895 DENVER AVE		8/14/2018	RAWSON ROOFING LLC	\$135	Open	Construction	434	REROOF Details
L71872		10855 ORA ST		8/16/2018	AFFORDABLE ROOFING & CONSTRUCTION LLC	\$135	Open	Construction	434	REROOF Details
L72310		10985 COTTAGE ST		8/18/2018	INTEGRITY ROOFING AND PAINTING LLC	\$135	Open	Construction	434	REROOF Details
L72450		6775 BOULDER ST		8/20/2018	CAMPBELL CLARKE, INC.	\$135	Open	Construction	434	REROOF Details
L72760		10955 BELVIDERE AVE		8/20/2018	CAMPBELL CLARKE, INC.	\$135	Open	Construction	434	REROOF Details
L73165		10980 FALLS AVE		8/21/2018	HOMEOWNER	\$135	Open	Construction	434	REROOF Details
L73386		11145 HONDO AVE		8/22/2018	CO ROOFING	\$135	Open	Construction	434	REROOF Details
L73389		11095 MIDLAND AVE		8/22/2018	CO ROOFING	\$135	Open	Construction	434	REROOF Details
L73690		11195 HONDO AVE		8/23/2018	INTEGRITY ROOFING AND PAINTING LLC	\$135	Open	Construction	434	REROOF Details
L73844		11000 BELVIDERE AVE		8/23/2018	AMPED UP ELECTRIC LLC, DBA ACE ELECTRIC	\$111	Open	Electrical	434	NEW SERVICE Details
L73964		10965 BELVIDERE AVE		8/23/2018	MEYER ROOFING	\$135	Open	Construction	434	REROOF Details
L74817		6650 PINE ST		8/27/2018	BREASHEARS ROOFING	\$135	Open	Construction	434	REROOF Details
L74932		10870 OLATHE ST		8/28/2018	HOME TOWN ROOFING	\$135	Open	Construction	434	REROOF Details

The Homeowner Process

[Find a Licensed Contractor](#)

As a homeowner you would like to finish your basement, add or replace a deck, add an extension, replace the old inefficient water heater, install air conditioning, etc. The process might seem complicated or confusing but we are here to make it as easy as possible for you.

Our [Start a Project](#) is a great place to begin.

Homeowner Permits

Why are Permits and Inspections required?

The Pikes Peak Regional Building Department is responsible for the issuing and management of building permits for all areas under our jurisdiction. These areas include unincorporated [El Paso County](#); the cities of [Colorado Springs](#), [Fountain](#) and [Manitou Springs](#); the towns of [Green Mountain Falls](#), [Monument](#) and [Palmer Lake](#); and in Teller County, the City of [Woodland Park](#).

Many permit requests and issuing can be accomplished online by visiting our [Project](#) page and following the simple instructions provided.

Your home or business is an investment. If your construction project does not comply with the codes adopted by the community, the value of your investment could be reduced or can create a hazard for yourself or your family. Also, property insurers may not cover the work done without permits and/or inspections.

What Projects Require a Permit?

Construction, installation and replacement of, but not limited to, the following:

- Air conditioning system
- Basement finish
- Boiler
- Decks (to include composite materials)
- Detached accessory structure over 200 square feet (garage, gazebo, greenhouse, etc.)
- Electrical work
- Patio or deck enclosure and/or cover
- Pool
- Porch
- Retaining walls greater than 4' in height

- Exterior siding and stucco
- Fireplace or stove (gas or solid fuel)
- Furnace
- Garage conversion
- Hot tub
- Lawn sprinkler back-flow device
- New home
- Roofing
- Room addition
- Sun room
- Water heater
- Work with in a floodplain

If you are in doubt or have any questions please [Contact Us](#) prior to starting any project to verify the need for a permit. Discussing your plans with a code official before you begin your project can save time and money as you move forward.

What Projects Do Not Require A Permit?

As a general rule, cosmetic improvements do not require a permit. Examples can include a house interior and exterior painting, replacing kitchen cabinets and most appliances, installation of carpeting or other floor materials, concrete flat work, fences less than 7 feet in height, detached accessory structures less than 200 square feet and minor plumbing and heating repairs. Depending on where you live some of these items may still require a review and/or permit from the zoning and floodplain authorities.

If you are in doubt or have any questions please [Contact Us](#) prior to starting any project to verify the need for a permit.

Can The Homeowner Obtain The Permit?

Yes. As a homeowner you may obtain a permit only if you are performing the work on your primary residence, which you own and reside in. You cannot perform work on a rental property you own nor a home you do not reside in. If you obtain a permit and are completing the work yourself you are expected to know the pertinent codes and are responsible for the work passing all required inspections. It is illegal for a homeowner to obtain a permit for a contractor hired to do the work for you.

If you are looking for a licensed contractor you can [Search our Directory](#).

What Is My Responsibility As A Homeowner When I Hire A Contractor, What Do I Need To Consider?

As a homeowner who hires a contractor for work that requires a permit, the contractor must be licensed and registered with the Pikes Peak Regional Building Department. To find out if the contractor you are looking to hire is indeed licensed and registered with the PPRBD you can [Search our Directory](#) to verify. A contractor cannot obtain a permit unless their license is in good standing.

What If A Permit Is Not Obtained?

If the work requires a permit and is reported to the Pikes Peak Regional Building Department, or observed by an inspector in the area, a STOP WORK ORDER will be issued and will remain in effect until the proper permit is obtained.

If a permit is not obtained for the work, a Certificate of Non-compliance will be issued against the property and filed with the El Paso or Teller County Clerk and Recorder placing a lien against the property. Work completed without a permit is often caught before the resale of a house by a home inspector. This can impede or cancel the sale, and the current owner will be financially responsible for paying any additional fees required to obtain the proper permits and complete the required inspections to verify code compliance. If the work is determined to not be in compliance it is the responsibility of the homeowner to address the identified issues.

Can A Homeowner Track The Inspection Progress On A Project?

Inspection results are available on the Pikes Peak Regional Building Department websites [Permit Status Page](#). Inspection results can be searched either by permit number or address. Inspection results are typically entered the same day the inspection is performed.

What If a Homeowner's Permit is Requested by an Entity?

When an entity requests a homeowner's permit for a one- or two-family dwelling and any structures accessory thereto, in addition to the requirements of RBC §201.3, the homeowner needs to make certain it provides enough information and documentation from the entity's authorized agent to PPRBD to document that:

1. The person acting on behalf of the entity has authority to do so; and
2. The entity now owns and resides in the property upon which the work will be performed, or the entity now owns and intends reside on the property where the work will be performed; and

3. The entity does not and will not contract with any person to perform any of the work that will be performed, which would require a license.

Types of entities: corporation, nonprofit corporation, limited liability company, general partnership, limited partnership, registered limited liability partnership, registered limited liability limited partnership, limited partnership association, government or governmental subdivision or agency, trust (Section 38-30-108.5, C.R.S.), and others.

With regard to the following type of entities, the following documentation may be submitted:

Trust(s):

- Signed, notarized Certificate of Trust or an Affidavit of Trust, which acknowledges: (1) the formation of the trust; (2) the name of the trust and the date such was created; (3) the name(s) of the trustees, and, if there is more than one trustee, whether the trustee(s) can act severally, unilaterally and independent of each other or not; (4) the name(s) of the successor trustee(s), and, if there is more than one successor trustee serving at a time, whether these successor trustee(s) can act severally, unilaterally and independent of each other or not; and (5) what authorities and powers the trustee(s) has/ve. If either issue is not specifically addressed in the Certificate or Affidavit, PPRBD may request supplemental pages from the Trust Agreement to document such (including, but not limited to the Trust Agreement's cover page, the pages confirming the creation of the trust, the pages designating the trustee(s) and successor trustee(s), the pages designating the trustee(s)' authority and powers, and the fully executed signature pages); or
- Trust Agreement; or
- Signed, notarized and recently recorded Statement of Authority, as recently filed/recorded with a Clerk and Recorder's Office.

Registered Partnerships:

- Signed, notarized Statement of Registration (or similarly titled record in accordance with certain Colorado Revised Statutes' requirements), as filed/recorded with a public office, including, but not limited to a Clerk and Recorder's Office; or
- Signed, notarized Statement of Authority, as recently filed/recorded with a Clerk and Recorder's Office.

All Other Entities:

- Colorado Secretary of State registration records; and
- Company operating documents, including but not limited to: Consent Resolution(s) designating a manager, an officer, or an authorized agent, or a signed, notarized Statement of Authority, as recently filed/recorded with a Clerk and Recorder's Office.

<https://www.pprbd.org/Information/HomeownerPermit>

COLLECTION MONTH 2018	AMOUNT ASSESSED	AMOUNT PAYABLE TO TOWN
January	\$404.52	\$396.43
February	\$234.00	\$229.32
March	\$223.50	\$219.03
April	\$3,173.00	\$3,109.54
May	\$67.50	\$66.15
June	\$1,570.50	\$1,539.09
July	\$977.92	\$958.36
August	\$1,777.84	\$1,731.83
TOTAL YTD	\$8,428.78	\$8,249.75

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

To: Mayor and Board of Trustees
From: Judy A. Egbert, Interim Town Clerk
Re: Town Clerk Report
Date: September 13, 2018

Routine activities continuing

- Gazebo rentals.
- Payroll
- Accounts payable
- Agenda packet preparation
- Meeting management
- Legal notices and postings

Election

The ballot has been certified, reflecting the four items brought forward by the Board. TABOR comments are collected through the end of business on September 21. I will prepare the summaries and submit to the Counties on September 24.

Human Resources

Work on the employee handbook continues. The Board presented comments and questions on the draft provided. An updated draft will be presented at a future meeting.

The first review date of September 10 has passed for the Clerk/Treasurer position, and applications have been reviewed. This is advertised as open until filled, and review will continue. As of this writing, there are four who appear qualified and will be chosen to continue in the process.

I recommend that Jason and I conduct preliminary interviews, and bring the top candidates to the Board for a formal interview.

There is still work to be done to establish appropriate in-processing/onboarding procedures.

Also pending is developing and implementing a system for employee payroll and benefits data tracking.

Website

I have gathered needed documents from the old website, and directed the County to remove it from their servers. The new site continues to evolve as content is added and needs determined.

- Post 2018 Planning Commission agendas/packets/minutes.
- Add a page for recently-adopted ordinances and resolutions
- Optimize the site for use by small screens.

Records Management

The additional time recently spent reviewing and organizing hard copy in the Town Hall area has resulted in a structure that is much improved. There is still work to be done in reviewing critical record series (agenda packets, minutes, ordinances, and resolutions) and ensuring that these are appropriately archived and made available to the public.

Electronic files continue to improve slowly and as time allows.

Court

The court records have been organized. The Judge dismissed stale cases, and current cases are now easy to track and ensure that they do not become stale. The next court date is January 2.

Planning Commission support

This temporary new process has worked as well as can be expected with the limited staff time available. Processes continue to be developed that can be implemented once full time staff is hired.

Immediate future actions needed (within 2 months)

- The topic of how the Board handles citizen comment during meetings has been brought to my attention. I see ways to improve this to make meetings more efficient and ensure that comments are fully recognized and any future actions followed through. I recommend that the Board discuss this at a future meeting or workshop, with the timing of this at the Board's discretion.
- CIRSA renewal. CIRSA has given us an extension on time to do this.
- CEBT health insurance renewal

Near-term actions needed (after November election)

- Committee appointments
- Pro Tem appointment

Unmet needs

- Staff support to Planning Commission (meeting management, communication link with Board).
- Events process review
- Code revisions