



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

7:00 p.m.

Tuesday, November 20, 2018

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA
3. CONSENT AGENDA
 - a. Approve Board of Trustees Special Meeting Minutes November 6, 2018
 - b. Approve Board of Trustee Regular Meeting Minutes November 6, 2018
 - c. Bring Into Record Bills Run November 20, 2018
4. NEW BUSINESS
 - a. Intent to Participate, El Paso County Multi-Jurisdictional Hazard Mitigation Plan
5. OLD BUSINESS
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
 - a. Planning Commission Minutes November 13, 2018
8. REPORTS
 - a. Trustees
 - b. Town Manager
 - c. Town Clerk
 - d. Marshal
9. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Special Board of Trustee Meeting
November 6, 2018 – 6:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Margaret Peterson
Trustee Chris Quinn
Trustee Tyler Stevens
Trustee Katharine Guthrie

Interim Town Manager

Jason Wells

Interim Town Clerk

Judy Egbert

Board Members Absent

Town Attorney

Public Works

Marshal's Dept.

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

Mayor Newberry called the meeting to order at 6:04 p.m. The Pledge of Allegiance was recited.

2. Business

- a. Executive Session Pursuant to C.R.S § 24-6-402(f)(II) for the Purpose of Personnel Matters, specifically to conduct interview for the Clerk/Treasurer Position.**

Mayor Newberry moved, seconded by Trustee Peterson to enter into Executive Session pursuant to C.R.S § 24-6-402(f)(II) for the purpose of personnel matters, specifically to conduct interview for the Clerk/Treasurer position. Mr. Wells, Ms. Egbert, and the applicant were invited into the session. The motion carried unanimously.

Executive Session began at 6:07 p.m.

When back in Regular Session at 6:54 p.m., Mayor Newberry confirmed that the Executive Session was held for the stated purpose and that no decisions were made.

9. Adjournment

The meeting adjourned at 7:54 p.m.

Mayor Jane Newberry

Judy A. Egbert, Interim Town Clerk

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

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Margaret Peterson
Trustee Chris Quinn
Trustee Tyler Stevens
Trustee Katharine Guthrie

Board Members Absent

Town Attorney

Public Works

Danny Vanderhoef

Marshal

Virgil Hodges

Interim Town Manager

Jason Wells

Interim Town Clerk

Judy Egbert

A workshop was held at 7:00 p.m. to receive public input on Ordinance No. 2018-09, An Ordinance Adding A New Subsection 10 to Section 4-127 Of Green Mountain Falls Municipal Code To Address The Procurement Of Special Services Or Products

REGULAR MEETING

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

Mayor Newberry called the meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

2. Additions, Deletions, or Corrections to the Agenda

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

3. Consent Agenda

- a. **Approve Board of Trustees Meeting Minutes October 16, 2018**
- b. **Bring Into Record Bills Run November 6, 2018**
- c. **Report of Short Term Rentals**

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

4. New Business

a. Introduction of Ordinance No. 2018-10, An Ordinance Adopting By Reference The Revised 2017 Pikes Peak Regional Building Code And Amending Section 18-1 Of The Green Mountain Falls Municipal Code Accordingly.

Jina Koulchitzka presented the revisions to the building code necessitated by changes required by FEMA.

Keith Curtis, Regional Floodplain Administrator presented a map showing the new defined floodplain areas, which reduce the amount of property designated in the floodplain.

Mayor Newberry moved, seconded by Trustee Stevens, to introduce Ordinance No. 2018-10 as presented, and to set a public hearing for December 4, 2018. The motion carried unanimously.

b. 2019 Budget Discussion

Mr. Wells gave a detailed overview of the draft 2019 budget. This will be updated as activity occurs between now and the December 4 adoption date.

The Board set a workshop to receive public input. This session will be held November 13, 2018 at 6:00 p.m. at Town Hall. The Planning Commission start time will be changed to 7:00 p.m. to accommodate this workshop.

c. Discussion and Request For Direction – Committee Assignments

The Board clarified that the draft of Resolution 2018-02 was approved with the understanding that this was a starting point in gathering information regarding the boards and appointed persons into one document. There are some remaining vacancies, and also some changes since it was last reviewed.

Ms. Egbert was directed to update the resolution and present it at a future meeting. She will also continue to research the structure and processes of the advisory boards.

5. OLD BUSINESS

a. Final Adoption, Ordinance No. 2018-09, An Ordinance Adding A New Subsection 10 to Section 4-127 Of Green Mountain Falls Municipal Code To Address The Procurement Of Special Services Or Products

Mayor Newberry moved, seconded by Trustee Stevens, to adopt Ordinance No. 2018-09 as presented. The motion carried unanimously.

6. PUBLIC INPUT – 3 Minutes Per Speaker

Gail Gerig spoke about the 2016 committee recommendation for a Clerk/Administrator position rather than a Town Manager and Clerk/Treasurer structure. She further criticized the condition of the roads and noted that the Public Works Director position is still vacant.

Dick Bratton commended Public Works staff, saying that the roads are in better shape than they have been in a long time.

7. CORRESPONDENCE – None.

8. REPORTS

a. Trustees

Trustee Stevens spoke of the opportunity for partnership with HR Green for the prospect of getting fiber.

b. Town Manager

Mr. Wells reviewed his written report.

b. Town Clerk

Ms. Egbert asked the availability of Trustees for the December 18 meeting, due to its proximity to Christmas. The Board confirmed that a quorum would be available.

d. Marshal

Marshal Hodges reviewed his written report.

9. Executive Session Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, specifically to evaluate applicants for the Clerk/Treasurer Position; and Pursuant to C.R.S § 24-6-402(e) for the purpose of matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators

Mayor Newberry moved, seconded by Trustee Peterson to enter into Executive Session Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, specifically to evaluate applicants for the Clerk/Treasurer Position; and Pursuant to C.R.S § 24-6-402(e) for the purpose of matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators; and that Mr. Wells and Ms. Egbert be invited into the session. The motion carried unanimously.

Executive Session began at 9:31 p.m.

When back in Regular Session at 9:47 p.m., Mayor Newberry confirmed that the executive session was held solely for the stated purpose.

9. Adjournment

The meeting adjourned at 10:02 p.m.

Mayor Jane Newberry

Judy A. Egbert

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

LETTER OF INTENT TO PARTICIPATE

November 20, 2018

Jim Reid, Director
El Paso County Office of Emergency Management
3755 Mark Dabling Blvd.
Colorado Springs, CO 80907

Re: "Statement of Intent to Participate" as a participating jurisdiction in the El Paso County Multi-Jurisdictional Hazard Mitigation Plan (HMP)

Dear Jim Reid,

In accordance with the Federal Emergency Management Agency's (FEMA) Local Hazard Mitigation Plan (HMP) requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the Town of Green Mountain Falls is submitting this letter of intent to confirm that the Town] has agreed to participate in the El Paso County Multi-Jurisdictional Hazard Mitigation Plan planning effort.

Further, as a condition to participating in the mitigation planning effort, the Town of Green Mountain Falls agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to El Paso County to complete the plan in conformance with FEMA requirements.

The Town of Green Mountain Falls understands that it must engage in the following planning process, as more fully described in FEMA's *Local Mitigation Planning Handbook* dated March 2013 including, but not limited to:

- Identification of hazards unique to the jurisdiction;
- Completion of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- Formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that an opportunity for participation in the planning process has been proactively offered to all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each participating jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, I Mayor Jane Newberry, commit the Town of Green Mountain Falls to the El Paso County Multi-Jurisdictional Hazard Mitigation Plan planning effort.

Executed this 20th day of November, 2018.

Jane Newberry, Mayor

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, November 13, 2018 – 7:00 P.M.**

MEETING MINUTES

PC Members Present

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

PC Members Absent

Chairman Eric Caldwell

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Vice Chairman Dick Bratton called the meeting to order at 7:01 pm.

2. Additions, Deletions, or Corrections to the Agenda

M/S Blasi/Irwin

Motion: Move to approve the agenda as submitted

Vote: Motion carried. All yea.

3. Approve Minutes of October 9, 2018

M/S Bratton/Williamson

Motion: Move to approve minutes as submitted.

Vote: Motion carried. All yea.

4. Public Input

None

5. New Business

A. Vacancy on Planning Commission, Recruit a new PC member
Gerald Irwin reports that he will submit his resignation from the Planning Commission within the next two weeks.

B. Sheds—Request from Marshal for PC guidance on sheds.
Code includes “accessory” buildings although not the word “Shed.”
Per GMF Municipal Code Sec. 16-601, an accessory building, such as shed, requires a Plan Review.

M/S: Bratton/Williamson

Motion: Planning Commission finds that Municipal Code Sec.12-601 applies to sheds by use of the owners, residents, or occupants of the primary building.

Vote: Motion carries. All yea.

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6. Old Business

A. Frequently Asked Questions (FAQ) for Town Web Site and Town Clerk use—
GMF Submittal requirements for Building Permits and other Permits (Cactus)

Ref: RBD Web Site

M/S: Bratton/Blasi

Motion: Table item until Chairman Caldwell is in attendance.

Vote: Motion carries. All yea.

B. GMF Comprehensive Plan

1. Progress Report

a. Logan Simpson requested a meeting with the Planning Commission at its regularly scheduled meeting on November 27, 2018 to provide a briefing and review some products that they have produced.

b. Logan Simpson requested Town Meeting II on December 11, 2018 at the Town Hall during the regularly scheduled Planning Commission meeting.

c. Base Map, Plan Audit, and Vision Documents are progressing well.

d. Capital Improvement Plan (CIP) update is completed. Logan Simpson will be informed of the recent grant award to incorporate new information in the plan. The CIP goes into the Comprehensive Plan a week before it is adopted so it is up to date.

e. First Survey results are being gathered.

f. Logan Simpson is ending emails out for review of the Preliminary Vision themes from the October 9, 2018 Planning Commission meeting.

7. Correspondence

Mayor Newberry reports that the Town of Green Mountain Falls has granted a DOLA award in the amount of \$139,730.00 to address culvert and bridge problems. This requires a 75/25 match. Money may have to be pulled from some projects in the CIP for the matching funds. Thanks to Jason Wells, our Interim Town Manager, for getting this grant.

Adjourned: 7:56

Dick Bratton- Vice 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: November 20, 2018

1) Flood Response

- a) Project Management Assistance
 - i) Wilson & Co./Andre Brackin Extension - \$5,174
- b) Priority Projects
 - i) Midland Culvert Replacement - \$51,715
 - (1) Next Steps – Design/Permitting/Construction Bid Solicitation – Wilson & Co. proposal
 - ii) Maple St. Bridge Repair - \$35,184
 - iii) Olathe/Belvidere Sediment Removal - \$26,413
 - (1) Possible Coordination w/ Belvidere Ave Resurfacing Project
 - iv) El Paso Trail Road Rehabilitation - \$40,711
 - v) Iona Ave Culvert Replacement - \$32,282
- c) Outside Funding Eligibility/Disaster Declaration
 - i) Outside Funding Sources
 - (1) Department of Local Affairs – \$139,730 awarded to address above project needs
 - (a) 50% local match decreased to 25% upon request due to proof of financial hardship
 - (b) Next step – await delivery of executed grant contract
 - (2) NRCS Emergency Watershed Protection Program
 - (a) Damage Survey Report (DSR) Completed – estimated \$400K (appx.) in channel stabilization needs
 - (b) Private property eligibility
 - (c) 25% local match required - \$100K
 - (d) Next Steps -- Waiting to hear about potential award

2) Departmental Info

- a) Town Clerk
 - i) See included comprehensive report
 - ii) Items of Mutual Clerk/Mgr. Interest
 - (1) Online Muni Code Updates
 - (2) Continued Website Enhancements
- b) Marshall's Office
 - i) Verbal report to be provided
 - ii) Items of Mutual Marshal/Mgr Interest
 - (1) Update on IT/AV Needs in Board Chambers
- c) Public Works
 - i) Training – CO Local Technical Assistance Program
 - (1) Grader Operation

Management Report

January 27, 2017

- (2) Small Bridge Inspection
- ii) Parks
 - (1) Water Service – CSU Regulatory Compliance/Backflow Preventers ** On Hold Due to Staffing/Funding
 - (2) Restrooms – 2019 Capital Reserve Priority
- iii) Road Maintenance
 - (a) Snow Removal Operations – Circulate SOP?
 - (b) Retention of Part-Time Grader/Snow Plow Operator/Equipment Maintenance Lead
 - (c) Priority Operations Since June/July
 - (d) Implementation of Defined Zone-Based Maintenance Protocols
 - (e) Pine/Mountain Ave Intersection –Re-Opened per Neighborhood Feedback
 - (f) Researching Outsource Options for Culvert Clean-Outs
- iv) Belvidere Ave Improvement Project – deferred to spring, 2019 per County decision
- v) Lake/Park Improvements
 - (1) Memorial Park Bench Policy?
- d) Pool
- e) Planning
 - i) Establishment of Staff Planning Function
 - (1) Americorps VISTA Program Application – Proposed scope being reviewed at state Americorps office
 - (2) PPACG Technical Assistance
 - ii) Short-Term Rental Operations – Implementation of New Licensing Structure
 - (1) Status Update
 - iii) Economic Development
 - (a) Fiber Optics/Broadband – Oct. 23rd meeting w/ Fire Dpt. & HR Green
 - (b) Follow Through on EPC Enterprise Zone Designation - ** On Hold
 - iv) Request to Elevate Portion of Iona Rd. - ** On Hold
 - v) New Fire Station Construction
 - (1) Drainage Plan – Kiowa Review Complete
 - (2) Street Paving
- f) Human Resources
 - i) Clerk-Treasurer Recruitment
 - ii) Needed Personnel Policies (in addition to recently-adopted Employee Handbook)
 - (1) Retirement contribution policy
 - (2) Compensation policies
 - (3) Mobile device usage policy
 - (4) Cell phone stipend policy
 - iii) Volunteer Utilization Policies Needed - ** On Hold
- g) Finance
 - i) Financial Control Mechanisms – Improvements Ongoing
 - ii) Budget
 - (1) 2019 Budget
 - (a) Planning Commission Input on CIP – Oct. 9
 - (b) 1st Reading/Workshop on 2019 Budget – Nov. 6

- (c) Final Hearing/Adoption - Dec. 4
- iii) External Entity Reporting
 - (1) HUTF Reporting – Contingent on 2017 Financials
- iv) Auditing
 - (1) 2017 Audit Status – On-Site Auditor Visits Oct. 2nd/Oct. 25th – Progress Continuing
- h) Information Technology
 - i) A/V Needs – Still Awaiting Microphone Install Assistance from Axxis
 - ii) Website – New Site Launched; Content Being Constantly Increased/Managed
 - iii) Hardware assessment/capital planning/desktop support – Flair Data Systems engagement
- 3) Grants
 - a) Q3 Requests for Reimbursement Completed
 - i) DoLA Town Manager Grant - \$56,161.62 remaining as of Oct. 1 (of original \$125K award)
 - ii) Comp Plan Update Grant –
 - (1) DoLA Grant - \$34,977.50 remaining as of Oct. 1 (of original \$50K award)
 - (2) HGMFF – Reimbursement Requests for remaining 50 percent submitted; progress report needed
 - b) Kirkpatrick Foundation Sidewalk Replacement Grant - ** On Hold
 - c) Fishing is Fun Automated Lake Valve Grant
 - (1) ** Grant Administration Needs
 - (2) ** Project Management Needs
 - d) CDBG - Lake Access Grant - \$7,500 – ADA Fishing Pier
 - i) Notice to Proceed Issued on 9/5
 - ii) Meeting w/ Mayor on 11/20
 - iii) ** Project Management/Grant Administration Needs
- 4) Intergovernmental
 - a) Pike’s Peak Area Council of Governments
 - i) 2018 Water Quality Management Plan
 - ii) DoLA Mini-Grant for GIS Needs
 - 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 – 11/16 meeting w/ CSU staff
 - c) Green Mountain Falls/Chipita Park Fire Department
 - i) Need to Clarify Process for Formal Declaration (and Rescinding) of Fire Restrictions
- 5) Insurance Administration
 - a) CIRSA
 - i) Claims
 - (1) June 24th Hail Damage
 - (a) Follow-Up with Roofing Companies Needed - ** On Hold
- 6) Emergency Management
 - a) Coordination w/ CUSP re: Fire Mitigation Efforts

Management Report

January 27, 2017

7) Legal

- a) Comcast Franchise Agreement – forthcoming 12/4
- b) Ordinance Establishing Utility Co-Location Option Requirement – forthcoming 12/4
- c) Ordinance Clarifying Fire Restriction Declaration Processes - forthcoming 12/4

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: November 15, 2018

Routine activities continuing

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

Election

All four election items were passed by the voters. Preliminary results are posted. Once the canvass is completed, the official results will be posted and filed as required.

Human Resources

The Board conducted an interview with one applicant in consideration of the Clerk/Treasurer position. A job offer is underway. I hope to be able to give a public report at the meeting.

Progress continues, with these items still remaining:

- Creating ancillary policies referenced in the employee handbook.
- In-processing/onboarding documentation
- Implementation of payroll benefits tracking within the payroll system.

Open enrollment continues for the employee health insurance program.

Website

The old website is being archived, and El Paso County plans to remove it on December 1.

Records Management

Ordinances have been reviewed and appear to be complete from 2015 forward. Work on Resolutions continues, with efforts underway to recreate some that are missing. Work on other critical record series continues as time allows.

Electronic files continue to improve slowly and as time allows.

Hard copy has been gathered into general categories. The next steps will be to sift through to determine whether the records is active or not, and if not whether it is within the retention period. Once that is concluded, we'll determine an appropriate location for each of these series.

Court

No activity this period. The next court date is January 2.

Planning Commission support

The temporary process in place continues to work as well as is possible given the limited staff time available. Processes continue to be developed that can be implemented once full time staff is hired.

Codification

Ordinances adopted since the last supplement are ready to send, pending the Board's action on the Building Code on December 4. This will bring our code current through the end of 2018. Moving forward, we will do a full supplement at the close of each calendar year (hard copy and electronic), and an update quarterly (electronic only).

Near-term actions needed

- Committee appointments. With the direction received at the last meeting, an updated resolution will be ready at a near future meeting.
- 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.

Unmet needs

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