



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

Tuesday, October 1, 2019 7:00 p.m.

WORKSHOP: Public Input on Ordinance 2019-05, An Ordinance Repealing And Reenacting Section 2-224 Of The Green Mountain Falls Municipal Code Concerning Terms Of Planning Commission Members

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA
 - a. Bring Into Record Checks Run September 28, 2019

LOCAL LICENSING AUTHORITY ACTIONS:

1. Consideration of the Mucky Duck Liquor License Renewal
4. NEW BUSINESS
 - a. Budget Status Update
 - b. Discuss BoT Meeting Schedule – Monthly vs. Bi-Weekly?
5. OLD BUSINESS
 - a. Public Hearing and Final Adoption, Ordinance 2019-05, An Ordinance Repealing And Reenacting Section 2-224 Of The Green Mountain Falls Municipal Code Concerning Terms Of Planning Commission Members
 - b. Belvidere Project Update and Presentation
 - c. Goal Setting Workshop Follow-Up
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
 - a. Trails Committee Minutes

8. REPORTS

- a. Trustees
- b. Town Manager
- c. Town Clerk
- d. Marshal
- e. Public Works

9. ADJOURN

9:04 AM

09/28/19

Accrual Basis

Town of Green Mountain Falls
Expenses by Vendor Summary
September 28, 2019

	<u>Sep 28, 19</u>
All Star Roofing & Construction, Inc	10,801.03
Black Hills Energy	194.93
CEBT	4,935.20
Deep Rock Water	9.99
Ewing	15.21
Flair Data Systems DBA	740.00
Pinnacol Assurance	627.00
The UPS Store	42.49
Wilson & Company, Inc., EGINEERS & ARCHIT	5,367.52
	<hr/>
TOTAL	<u>22,733.37</u>

BOARD OF TRUSTEES AGENDA MEMO

DATE: 7.16.19	AGENDA NO 4.a	SUBJECT: Mucky Duck Liquor License Renewal Application
Presented by: Laura Kotewa /Town Clerk		

Recommend action: Approve the Retail Liquor or 3.2 Beer License Application for Mucky Duck Restaurant & Catering license renewal.

Background: Mucky Duck Restaurant & Catering has submitted, in a timely manner, their application for renewal, and has made payment for all associated fees. Their application includes their compliance with all criteria for renewal. Their current license expires November 1, 2019, and there have been no violations reported.

Issue Before the Board:

Whether the Board would wish to grant approval to renew the Mucky Duck Restaurant & Catering Liquor License

Alternatives:

1. Approve the renewal application as requested
2. Do not approve the renewal application and seek appropriate legal advice.

Conclusion

In its role as the Local Liquor Licensing Authority, the Board is obligated to act on this renewal in a reasonable amount of time. In the absence of any compelling reason to not approve the renewal, it would be inappropriate to take any other action than renewal.

**RETAIL LIQUOR OR 3.2 BEER
LICENSE RENEWAL APPLICATION**

MUCKY DUCK RESTAURANT & CATERING
9410 SHOSHONE RD
CASCADE CO 80809-1413

Fees Due	
Renewal Fee	500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$160 x _____	_____
Amount Due/Paid	

Make check payable to: **Colorado Department of Revenue**.
The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name BEIDELMAN-ALMY AMILY		DBA MUCKY DUCK RESTAURANT & CATERING		
Liquor License # 42-86713-0000	License Type Hotel & Restaurant (city)	Sales Tax License # 42867130000	Expiration Date 11/01/2019	Due Date 09/17/2019
Operating Manager	Date of Birth	Home Address		
Manager Phone Number		Email Address		
Street Address 10530 UTE PASS AVENUE GREEN MOUNTAIN FALLS CO 80819				Phone Number 7196842008
Mailing Address 9410 SHOSHONE RD CASCADE CO 80809-1413 <i>1500 Sutherland Creek Rd, Manitou Springs, Co 80829</i>				

1. Do you have legal possession of the premises at the street address above? ☒ YES ☐ NO
Is the premises owned or rented? ☐ Owned ☒ Rented* *If rented, expiration date of lease 10/31/2022
30. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☐ YES ☒ NO
- NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS:** If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
3. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ YES ☒ NO
4. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.
☐ YES ☒ NO
5. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ YES ☒ NO

AFFIRMATION & CONSENT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business <i>Amily Beidelman-Almy</i>	Title <i>Owner</i>
Signature <i>[Signature]</i>	Date <i>8/7/2019</i>

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For		Date
Signature	Title	Attest

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10/01/2019	AGENDA NO	SUBJECT:
Presented by: Laura Kotewa, Town Clerk/Treasurer & Angie Sprang, Town Manager		2019 Budget Status Update

Recommended action:

Informational only.

Background:

The Town adopted the 2019 budget in December 2018. As a result of recent turnover, transitions, and interim solutions, the administrative team evaluated the status of the GMF budget and here presents the attached informational update. The presentation shows where we are at today, and projected revenues and expenditures at the close of the 2019 fiscal year. Projected Revenues show a surplus of \$54,283 over the Adopted Budget, while Expenditures increase by \$15,841. With this in consideration, and other modest savings here and there, updated projections show that GMF is projected to end FY2019 with an \$85,542 surplus. During the final quarter a major goal is to utilize some of this surplus to stabilize DPW, a task that will be examined in concert with the new Public Works Manager.

The attached budget update shows that we're on track for the remainder of the 2019 fiscal year and sets us up for success in the coming 2020 priority-based budgeting process. Here are the highlights. The increase in revenues comes from a generous donation from the Kirkpatrick's for our comprehensive planning process, and CIRSA insurance claim reimbursements. Staff were able move savings from the marshal's office and administration departments within the general fund to cover costs of interim public works expenses and emergency road work; these minor tweaks will move us toward our goal of stabilizing DPW ops during the 4th quarter of 2019.

Staff is not requesting an increase to the general fund; instead, this update is intended to provide information on the status of our budget after transitions and provide a transparent budget outline aligning our budget with our goals for the remainder of FY2019. All in all, we are positioned well to meet our 4th quarter goals.

Respectfully Submitted,
Angie Sprang & Laura Kotewa

TOWN OF GREEN MOUNTAIN FALLS
2018 Annual Budget
General Fund Revenue Detail

TOWN OF GREEN MOUNTAIN FALLS 2018 Annual Budget General Fund Revenue Detail						
	get from website					
Description	2018 Actual (unaudited)	2019 Adopted Budget	2019 YTD as of 8/31	2019 Unexpended	Proposed 2019 Amended Budget	2019 Budget Changes
TAXES						
Property Taxes						
Teller County Property Tax	\$ 9,282	\$ 9,300	\$ 9,916	\$ (616)	\$ 9,300	\$ -
El Paso County Property Tax	147,479	150,900	142,000	8,900	150,900	-
Delinq. Property Tax-El Paso	397	-		-	-	-
Delinq. Property Tax-Teller	-	-		-	-	-
Specific Ownership Tax-El Paso	18,639	16,500	15,464	1,036	16,500	-
Specific Ownership Tax - Teller	923	800	314	486	800	-
Total Property Taxes	176,720	177,500	167,694	9,806	177,500	-
Sales and Use Taxes						
3% Sales Tax-GMF St. of CO	117,677	122,600	67,629	54,971	122,600	-
3% Use Tax Auto El Paso	51,116	41,800	11,867	29,933	41,800	-
3% Use Tax Auto Teller	2,661	2,600	79	2,521	2,600	-
3% Use Tax Construction/PPRBD	16,805	8,000	15,253	(7,253)	8,000	-
Total Sales and Use Taxes	188,259	175,000	94,828	80,172	175,000	-
Franchise Taxes						
Franchise-Telephone	4,200	4,200	2,100	2,100	4,200	-
Franchise-Cable	11,018	10,900	5,214	5,686	10,900	-
Franchise-Gas	13,097	12,600	7,900	4,700	12,600	-
Franchise-Electric	20,990	19,900		19,900	19,900	-
Total Franchise Taxes	49,305	47,600	15,214	32,386	47,600	-
2% Lodging Tax/ 2019 Lodging Occupancy Tax	4,186	43,400	12,786	30,614	43,400	-
TOTAL TAXES	418,470	443,500	290,522	152,978	443,500	-
INTERGOVERNMENTAL REVENUE						
HUTF	35,866	28,200	23,334	4,866	28,200	-
Cigarette Tax	313	300	265	35	300	-
M.V. Reg. Lic. Fees El Paso	4,210	2,500	2,172	328	2,500	-
M.V. Reg. Lic. Fees Teller	138	300	56	244	300	-
Road and Bridge/El Paso	1,404	700	1,281	(581)	700	-
Road and Bridge/Teller	208	100	-	100	100	-
RTA Funds	38,217	38,200	-	38,200	40,689	2,489
State Sourced Grant Funds - Comp Plan	22,034	-	30,824	(30,824)	30,824	30,824
Grants - Flood Recovery	-	-	-	-	-	-
Grants - Admin Planning	-	-	-	-	-	-
DUI/CIOT/LEAF	220	-	-	-	-	-
Grants - Town Manager	72,873	32,400	21,430	10,970	32,400	-
Severance/Mineral Lease	666	700	-	700	700	-
TOTAL INTERGOVERNMENTAL REVENUE	176,147	103,400	79,361	23,339	136,713	33,313

TOWN OF GREEN MOUNTAIN FALLS
2018 Annual Budget
General Fund Revenue Detail

Description	get from website				Proposed 2019 Amended Budget	2019 Budget Changes
	2018 Actual (unaudited)	2019 Adopted Budget	2019 YTD as of 8/31	2019 Unexpended		
CHARGES FOR SERVICES						
Parks and Recreation						
Gazebo Rentals	6,975	6,000	5,700	300	6,000	-
Pool Admissions & Passes	3,621	7,500	4,686	2,814	4,686	(2,814)
Pool - Food	-	-	-	-	300	300
Swimming Lessons	-	-	-	-	-	-
Pool Rental	-	-	-	-	-	-
Total Parks and Recreation	10,596	13,500	10,386	3,114	10,986	(2,514)
Public Safety						
VIN Checks	-	-	75	(75)	75	75
Total Public Safety	-	-	75	(75)	75	75
TOTAL CHARGES FOR SERVICES	10,596	13,500	10,461	3,039	11,061	(2,439)
FINES AND FORFEITURES						
Court Traffic	260	1,000	200	800	1,000	-
Court Non-traffic	-	-	525	(525)	-	-
TOTAL FINES AND FORFEITURES	260	1,000	725	275	1,000	-
LICENSES AND PERMITS						
Business Licenses	9,050	8,500	7,450	1,050	7,800	(700)
Short Term Rental Licenses	2,160	6,000	3,500		3,500	
Dog Licenses	415	400	325	75	325	(75)
Liquor License Fees	526	500	150	350	500	-
Planning Commission Fees	1,385	500	2,500	(2,000)	2,500	2,000
Special Event Permit	2,000	1,400	2,500	(1,100)	2,500	1,100
Special Use Permit	625	600	-	600	600	-
Easement Fees	-	-	-	-	-	-
Revocable Permit Fees	250	300	50	250	50	(250)
Road Cut Permit	393	300	51	249	51	(249)
Other Licenses	-	-	-	-	-	-
TOTAL LICENSES AND PERMITS	16,804	18,500	16,526	(526)	17,826	1,826
OTHER REVENUE						
Interest	2,612	2,100	1,715	385	2,100	-
Donations	23,584	-	19,100	(19,100)	19,100	19,100
Misc. Revenue	731	-		-	-	-
Insurance Recovery	16,993		49,462		4,963	
GMF Stickers/Hats/Decals/Shirts	55	-	20	(20)	20	20
Other Marshal Revenues	425	-	-	-	-	-
TOTAL OTHER REVENUE	44,400	2,100	70,297	(18,735)	26,183	19,120
TOTAL GENERAL FUND REVENUE	\$ 666,676	\$ 582,000	\$ 467,892	\$ 160,371	\$ 636,283	\$ 51,820

TOWN OF GREEN MOUNTAIN FALLS
2018 Annual Budget
General Fund Expenditures Detail

Description	2018 Actual (unaudited)	2019 Adopted Budget	2019 YTD as of 8/31	2019 Unexpended	Proposed 2019 Amended Budget	2019 Budget Changes
ADMINISTRATION DEPARTMENT						
Operations						
Office Supplies	\$ 4,141	\$ 3,700	\$ 1,738	\$ 1,963	\$ 3,700	\$ -
Postage	311	400	201	199	400	-
Building Maintenance	1,984	1,600	359	1,241	1,600	-
Legal Publications	1,411	1,200	232	968	1,200	-
Code Publishing	525	2,000	1,688	312	2,000	-
Annual Fee - Server Maintenance/IT Support	4,822	3,400	2,717	683	4,030	630
Annual Maintenance Contracts	633	2,200	1,136	1,064	2,200	-
Travel/Meetings Expense	154	1,000	10	990	1,000	-
Tax Collection Expense	3,917	3,800	1,521	2,279	3,800	-
Payroll Processing	1,281	900	1,114	(214)	900	-
Surety Bond	1,094	500	270	230	500	-
Election	962	-	-	-	-	-
Training/Conferences/Travel	718	3,500	1,273	2,227	3,500	-
Computer Replacements	-	-	-	-	-	-
Contracted Services	68,912	29,000	19,302	9,698	19,203	(9,797)
Marketing	-	-	-	-	-	-
Bank Service Charges	124	200	107	93	-	-
Total Operations	90,987	53,400	31,666	21,734	44,033	(9,167)
Labor						
Full Time Salaries Town Manager	92,235	73,000	42,355	30,645	73,000	-
Full Time Salaries Town Clerk	10,887	48,000	31,385	16,615	48,000	-
Admin Job Search	-	500	1,802	(1,302)	1,802	1,302
Part Time Salaries	-	-	10,732	(10,732)	19,000	19,000
Unemployment Insurance	112	200	73	127	200	-
Cell Phone Stipend	60	1,500	-	1,500	1,500	-
Workers Comp (Pinnacol)	712	1,200	368	832	1,200	-
Health/Life/Dental (CEBT)	3,338	20,400	5,914	14,486	15,000	(5,400)
FICA	7,442	9,300	6,459	2,841	8,100	(1,200)
Retirement	-	-	-	-	-	-
On Boarding Expenses	-	-	11	(11)	-	-
Court Clerk Labor Allocation	-	-	-	-	-	-
Total Labor	114,786	154,100	99,098	55,002	167,802	13,702
Utilities						
Electric	2,077	2,100	1,166	934	2,100	-
Natural Gas	553	700	496	204	700	-
Telephone/Internet	1,490	1,700	729	971	970	(730)
Total Utilities	4,121	4,500	2,391	2,109	3,770	(730)
TOTAL ADMINISTRATION DEPARTMENT	209,894	212,000	133,155	78,845	215,605	3,805

TOWN OF GREEN MOUNTAIN FALLS
2018 Annual Budget
General Fund Expenditures Detail

Description	2018 Actual (unaudited)	2019 Adopted Budget	2019 YTD as of 8/31	2019 Unexpended	Proposed 2019 Amended Budget	2019 Budget Changes
JUDICIAL DEPARTMENT						
Operations						
Office Supplies	9	100		100	100	-
Postage	-	100		100	100	-
Other		300		300	300	-
Total Operations	9	500	-	500	500	-
Labor						
Municipal Judge Salary	1,000	1,800		1,800	1,800	-
Prosecutor Services	690	3,000	323	2,677	3,000	-
Court Clerk Labor Allocation		-		-	-	-
Total Labor	1,690	4,800	323	4,477	4,800	-
TOTAL JUDICIAL DEPARTMENT	1,699	5,300	323	4,977	5,300	-
PUBLIC WORKS DEPARTMENT						
Operations						
Disaster Response/Recovery	18,306	-	22,798	-	22,798	-
Office Supplies	1,735	1,400	59	1,341	300	(1,100)
Operating Supplies	2,530	2,000	2,971	(971)	2,952	952
Small Equipment Repair	171	3,500	-	3,500	3,500	-
Heavy Equipment Repair	19,473	9,000	6,537	2,463	9,000	-
Vehicle Maintenance	8,631	3,500	2,448	1,052	3,500	-
Building Maintenance	277	2,500	416	2,084	2,500	-
Clothing	1,110	800	589	211	589	(211)
Fuel	7,554	6,300	5,279	1,021	6,300	-
Vehicle Lease/Purchase	-	-	-	-	-	-
Equipment Purchase	950	800	-	800	-	(800)
Training/Conferences/Travel	360	1,600	762	838	800	(800)
Tools	27,698	300	123	177	300	-
Road & Street Materials/Maintenance	150	38,200	33,975	4,225	38,200	-
Road Striping/Asphalt Repair	1,727	2,000	-	2,000	1,500	(500)
Consumable - Vehicle	-	-	1,146	(1,146)	2,000	2,000
IT Support			-	-	-	-
Large Equipment Rental	3,591	3,000	249	2,751	249	(2,751)
Wildlife Mitigation	35,992	-	4,679	(4,679)	4,679	4,679
Total Operations	111,980	74,900	82,032	15,666	76,369	1,469

TOWN OF GREEN MOUNTAIN FALLS
2018 Annual Budget
General Fund Expenditures Detail

Description	2018 Actual (unaudited)	2019 Adopted Budget	2019 YTD as of 8/31	2019 Unexpended	Proposed 2019 Amended Budget	2019 Budget Changes
Labor						
Full Time Wages	32,886	32,300	18,999	13,301	32,300	-
Overtime	5,147	3,700	1,662	2,038	3,700	-
Part Time/Temp Salaries	18,795	33,500	13,771	19,729	20,000	(13,500)
Maintenance Job Search	-	-	-	-	-	-
Unemployment	109	200	-	200	200	-
Workers Comp (Pinnacol)	3,005	3,600	3,287	313	3,600	-
Health/Life/Dental (CEBT)	6,342	10,200	5,914	4,286	9,514	(686)
FICA	4,259	5,400	2,631	2,769	3,631	(1,769)
Retirement	-	800	-	800	-	(800)
Cell Phone Stipend	180	800	-	800	-	(800)
Parks Maint. Labor Allocation	-	(9,100)	-	(9,100)	(9,100)	-
Pool Maint. Labor Allocation	-	-	-	-	-	-
Total Labor	70,722	81,400	46,265	35,135	63,845	(17,555)
Utilities						
Street Lights	500	500	763	(263)	2,200	1,700
Electric	1,683	2,300	1,788	512	2,300	-
Natural Gas	892	1,500	619	881	1,500	-
Trash	1,094	1,100	761	339	1,100	-
Internet/phone	998	1,200	597	603	1,200	-
Total Utilities	5,166	6,600	4,529	2,071	8,300	1,700
TOTAL PUBLIC WORKS DEPARTMENT	187,869	162,900	132,826	52,872	148,514	(14,386)
PUBLIC SAFETY DEPARTMENT						
Operations						
Marshal Dept. Clothing	501	1,000	-	1,000	1,000	-
Marshal Vehicle Repair	4,432	4,000	964	3,036	500	(3,500)
Memberships/Certifications	90	500	100	400	100	(400)
Ammunition	-	500	-	500	-	(500)
Training/Conferences/Travel	-	1,000	-	1,000	-	(1,000)
Annual Fee - Server Maintenance	-	-	-	-	-	-
Annual Radio Fees	1,532	2,000	-	2,000	2,000	-
Surety Bond	-	200	100	100	100	(100)
Meals/Travel/Lodging	-	1,000	-	1,000	-	(1,000)
Office Supplies	1,273	700	155	545	425	(275)
Fuel/Mileage	1,162	3,000	1,138	1,862	1,500	(1,500)
Miscellaneous Expense	-	-	-	-	-	-
Departmental Supplies	4,406	4,000	117	3,883	3,000	(1,000)
IT Support	-	-	-	-	-	-
Total Operations	18,971	17,900	2,574	15,326	8,625	(9,275)

TOWN OF GREEN MOUNTAIN FALLS
2018 Annual Budget
General Fund Expenditures Detail

Description	2018 Actual (unaudited)	2019 Adopted Budget	2019 YTD as of 8/31	2019 Unexpended	Proposed 2019 Amended Budget	2019 Budget Changes
Labor						
Full Time - Salary	38,875	41,600	29,488	12,112	46,500	4,900
Marshal Job Search	-	-		-	-	-
FICA	4,268	3,200	1,902	1,298	3,200	-
Unemployment Insurance	36	100		100	100	-
Temporary/Season Help	-	-		-	-	-
Workers Comp (Pinnacol)	1,763	2,700	712	1,988	2,700	-
Health/Life/Dental (CEBT)	16,712	11,200	6,390	4,810	6,410	(4,790)
Retirement	-	-		-	-	-
Employee On Boarding	-	200		200	200	-
Cell Phone Stipend	180	-		-	-	-
Total Labor	61,834	59,000	38,492	20,508	59,110	110
Utilities						
Natural Gas	727	900	508	392	900	-
Electric	314	400	236	164	400	-
Telephone/Internet	2,154	2,000	187	1,813	187	(1,813)
Total Utilities	3,195	3,300	931	2,369	1,487	(1,813)
TOTAL PUBLIC SAFETY DEPARTMENT	84,000	80,200	41,997	38,203	69,222	(10,978)
PARKS AND RECREATION DEPARTMENT						
<u>Parks</u>						
Labor						
Public Works Labor Allocation - PARKS	-	-	-	-	-	-
Total Labor	-	-	-	-	-	-
Operations						
Operating Supplies	1,449	1,800	183	1,617	700	(1,100)
Signs		-		-	-	-
Park Maintenance	5,253	5,000	3,853	1,148	5,000	-
Total Operations	6,701	6,800	4,035	2,765	5,700	(1,100)
Utilities						
Electric- Gazebo	440	600	305	295	600	-
Electric -Fountain	1,194	1,300	378	922	600	(700)
Total Utilities	1,634	1,900	683	1,217	1,200	(700)
Total Parks	8,336	8,700	4,719	3,982	6,900	(1,800)

TOWN OF GREEN MOUNTAIN FALLS
2018 Annual Budget
General Fund Expenditures Detail

Description	2018 Actual (unaudited)	2019 Adopted Budget	2019 YTD as of 8/31	2019 Unexpended	Proposed 2019 Amended Budget	2019 Budget Changes
Pool						
Labor						
Lifeguard Salaries	7,158	15,000	11,112	3,888	11,112	(3,888)
Unemployment	21	100		100	-	(100)
Workers Comp	-	200	-	200	-	(200)
FICA	548	1,100	850	250	850	(250)
Public Works Labor Allocation - POOL	-	-		-	-	-
CPO Training	-	300	280	20	280	(20)
Total Labor	8,520	16,700	12,242	4,458	12,242	(4,458)
Operations						
Pool Food	46	500	-	500	-	(500)
Pool Supplies	1,027	2,000	766	1,234	766	(1,234)
Office Supplies	32	100	37	63	37	(63)
Pool Inspections	130	100	130	(30)	130	30
Pool and Pool Building Maintenance	5,527	1,300	2,849	(1,549)	2,849	1,549
Total Operations	6,762	4,000	3,901	99	3,782	(218)
Utilities						
Electric - Pool	3,004	2,800	1,149	1,651	1,149	(1,651)
Natural Gas - Pool	952	1,200	621	579	621	(579)
Telephone - Pool	815	800	208	592	208	(592)
Total Utilities	4,772	4,800	1,978	2,822	1,978	(2,822)
Total Pool	20,054	25,500	18,122	7,378	18,002	(7,498)
TOTAL PARKS AND RECREATION DEPARTMENT	28,390	34,200	22,840	11,360	24,902	(9,298)
GENERAL GOVERNMENT DEPARTMENT						
Operations						
CIRSA Liability Insurance	11,463	11,000	9,125	1,875	11,000	-
Town Attorney	36,300	14,000	17,456	(3,456)	17,456	3,456
Capital Outlay	108,541	-	42,311	(42,311)	8,038	8,038
Volunteer Medical	-	-	-	-	-	-
Non Salaried Board (Pinncol)	933	1,000	80	920	1,000	-
Annual Fees/Dues	515	600	889	(289)	600	-
Professional Services	50,568	5,000	92,536	(87,536)	41,604	36,604
Mountain States Employer's Council.	1,400	1,400	2,029	(629)	1,400	-
Audit Services	5,500	6,100	12,500	(6,400)	6,100	-
Total Operations	215,220	39,100	176,926	(137,826)	87,198	48,098
TOTAL GENERAL GOVERNMENT	215,220	39,100	176,926	(137,826)	87,198	48,098
TOTAL GENERAL FUND EXPENDITURES	\$ 727,071	\$ 533,700	\$ 508,067	\$ 48,431	\$ 550,741	\$ 17,241

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-05

AN ORDINANCE REPEALING AND REENACTING SECTION 2-224 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING TERMS OF PLANNING COMMISSION MEMBERS

WHEREAS, the Board of Trustees desires to change the terms of Planning Commission members from 2 years to 4 years and limit individuals to a maximum of two consecutive terms.

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

Section 1. Section 2-224 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted, to read as follows:

Sec. 2-224. - Members, terms of office.

Members of the Planning Commission shall serve two (4) year terms or until a replacement member is appointed. They shall serve without compensation. A chairman shall be elected from among the appointed members who shall serve for a term of two (2) years with eligibility for re-election. No individual shall serve more than two consecutive four-year terms as a member of the Planning Commission.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the ____ day of _____, 2019, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the ____ day of _____, 2019.

Jane Newberry, Mayor

ATTEST:

Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, _____ 2019.

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10/01/2019	AGENDA NO	SUBJECT: Belvedere Project Update
Presented by: Angie Sprang, Town Manager		

Recommended action:

Approve \$8,798.72 for additional repairs on Belvidere Avenue.

Background:

Due to site budget constraints, Belvidere Avenue was paved using a combination of a full depth reclamation and an asphalt overlay which eliminated the need to overhaul material and allowed the project to be completed within budget. The full depth reclamation occurred at the top of Belvidere Avenue for approximately 550 feet, transitioned to an overlay for approximately 3,000 feet and transitioned back to a full depth reclamation for approximately 670 feet. This caused the road's elevation to be raised between 1.5 to 3 inches, which has affected some of the driveway transitions and caused the road to undermine in some locations.

Qualified engineers performed a project walk-through to determine what portions of the road could be protected by placing an asphalt wedge to keep the road from undermining. These wedges will only protect the road from undermining and not solve the pre-existing drainage issues. It will take approximately 50 tons of asphalt to add the wedges. Kiewit has provided a proposal for the remaining work to wrap up the Belvidere project in the amount of \$11,000. There is currently \$2,201.28 left on the contract. An additional \$8,798.72 needs to be added to the contract to cover the costs. These funds will come from PPRTA funds previously allotted for stilling basins. Kiewit is available the second week in October to perform the final work on the project. Kiewit's proposal is attached. Here is the revised financial summary:

Total contract amount	\$191,636
Paid to date	\$180,537.97
Retainage amount (owed)	\$8,896.75
Remaining balance on original contract amount	\$2,201.28
Estimate for additional work	\$11,000.00
Additional money needed	\$8798.72
New amended contract amount	\$200,434.75

Issue before the Board:

To consider approval of the \$8,798.72 necessary to wrap up the Belvidere Project.

Alternatives:

1. Modify the amended budget as requested.
2. Not approve the amended budget.

Conclusion:

Staff recommends approval of \$8,798.72 for the Belvidere project.

Driveway issues

- ▶ Hand place asphalt to create a smoother transition to resident's driveways



Proposed Shouldering

- We recommend adding an asphalt wedge to protect the road from undermining



Proposed shouldering continued



Belvidere and Olathe

- Install a swaled asphalt patch to protect the road and direct water towards creek



PROPOSAL

Project: *Belvidere Ave*

Phone: 303-979-9330
Fax: 303-325-0304

Description of Change Order: Drainage Patching
Location of Change Order: Belvidere Ave
Owner: Green Mountain Falls and El Paso County

“CHANGE ORDER – Drainage Patching”

SCOPE AS FOLLOWS:

Ref No.	Item No.	Description	QTY	UOM	\$/UOM	Total \$
4	403-00720	Hot Mix Asphalt Patching (Gr. SX) PG 58-29	50	TON	\$220.00	\$11,000.00

ASSUMPTIONS/CLARIFICATIONS:

1. Scope based on field visit with County and Contractor (pictures and area measurements attached)
2. Daily Working hours between 7 am and 7 pm
3. One lane of thru traffic will be maintained

EXCLUSIONS:

1. Utility relocations
2. Survey and staking
3. Contaminated or hazardous materials
4. Bond, Taxes, Permits, Fees, Inspections, and Testing
5. Removal or reset of fence
6. Landscape Restoration
7. Night Lighting/Night work
8. Design or redesign

AGREEMENT

1. SCOPE: Kiewit Infrastructure Co. (Kiewit) will furnish all necessary material, labor and equipment to complete the Work set forth in the above Proposal. The terms of the Proposal are hereby incorporated herein and are made part of this Agreement.
2. PROPOSAL OFFER EXPIRATION: Kiewit's Proposal will be void unless accepted in writing within 30 days from the date hereof.
3. WORK CONDITIONS: Unless otherwise stated herein, Kiewit's price is based upon the following conditions:
 - a. Kiewit will be provided with the adequate access to the work site (as that Kiewit deems necessary).
 - b. Kiewit will be provided a work site free of obstructions and free of interference by others.
 - c. The Work will be performed in a single, continuous operation that will require only one mobilization, unless otherwise stated herein.
 - d. Variances from the above conditions will be considered changes to the work, see item No. 9.
4. PERFORMANCE: Unless otherwise stated herein, the Work covered by this Agreement must be completed within Kiewit's current construction season. If for any reason (except Kiewit's own fault or negligence) the Work is delayed into a subsequent construction season, the price set forth above may be increased to reflect Kiewit's current prices for when the Work will be performed. Kiewit's normal construction season is April through December (inclusive) of each calendar year.
5. AUTHORIZATION: If Customer is the owner of the premises on which the proposed Work will be performed, Customer represents they are the authorized representative of the owner and hereby grants permission to Kiewit to perform such work on the subject premises.
6. LIMITED WARRANTY: Subject to the terms of this paragraph, Kiewit hereby warrants the Work performed by it from and against defects in materials and workmanship for a period of ONE YEAR from the date of completion of the work or beneficial use whichever is earlier, unless specifically agreed otherwise elsewhere in the Agreement, or in a separate written agreement signed by the customer and Kiewit. IN NO EVENT WILL KIEWIT BE LIABLE FOR LOST PROFITS, OR SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES INCLUDING LIQUIDATED AND/OR DELAY DAMAGES WHETHER BASED UPON BREAK, WARRANTY, CONTRACT, STRICT LIABILITY, NEGLIGENCE OR ANY OTHER LEGAL THEORY OF RECOVERY, OR IN ANY OTHER MANNER ARISING OUT THIS AGREEMENT.
7. FORCE MAJEURE: Kiewit will be relieved of its obligation to perform the Work to the extent it is unable to deliver due to causes beyond its control. Causes beyond its control include, but are not limited to Acts of God, governmental actions, labor strikes, mechanical breakdowns, fires and explosions.
8. SCHEDULING: Customer must provide reasonable written notice of the date the work is to be performed which will be no less than 30 days. Any delays, suspension, shutdowns, mobilizations, and demobilizations, or inefficiencies caused by events beyond Kiewit's control will be the basis for a contract adjustment in time. Any delays that cause the work to extend beyond the current construction season or delays caused by the Customer or others under Customer's control will also form the basis for an adjustment in price.
9. CHANGES TO THE WORK: Additional charges will be made for added or changed work items or for changed work conditions.
10. ENGINEERING & TESTING: Unless otherwise provided in the description of the work to be performed, the price of the Work does not include the cost of engineering services, construction staking, testing of materials, and/or testing of compaction.

11. INSPECTION OF WORK: Inspection during the progress of the work will be the responsibility of the customer. In the absence of inspection, Kiewit will use its best judgment to interpret the plans and specifications and Kiewit's best judgment will be conclusive as for its obligations there under.
12. PAYMENT: The Work completed will be invoiced monthly. The total amount invoiced is due on the invoice date. A finance charge of _____ percent per month (_____ percent per annum) will be charged on any balance 30 days past due. 1 1/2% per month (18% per annum) unless otherwise provided. No retainage may be withheld unless specifically agreed to in writing by Kiewit.
13. COLLECTION: Kiewit may file liens and bond claims within the prescribed periods for its own protection in the event collection efforts are necessary. An additional charge will be made for cost of all collection expenses, including interest and reasonable attorneys' fees, incurred by Kiewit whether based upon a lien, bond claim, or other procedure. Within fifteen days after receipt of a written request from Kiewit, Customer will provide the information necessary and relevant for Contractor to evaluate, give notice of or enforce mechanic's lien or bond payment bond claim rights. Such information will include a correct statement of the record legal title to the property on which the Project is located and payment bond (if required).
14. FINANCIAL RESPONSIBILITY: If at any time Kiewit, in its sole judgment, determines that the financial responsibility of the Customer is unsatisfactory, it reserves the right to require payment in advance or other satisfactory guarantees such as a bond or letter of credit that invoices will be paid when due. If any payments are not paid when due, Kiewit, at its option may cancel any unfulfilled portion of this Agreement without further obligation or liability, and all work theretofore completed will thereupon be invoiced and be due and payable immediately.
15. SALES TAXES: All applicable State, City, and County sales taxes which are currently in effect are excluded in the price quoted unless specifically stated otherwise in this Agreement.
16. PERMIT FEES/BOND COSTS: The price quoted in this Agreement does not include the cost of any permits required by the State, City and/or County in which the work is to be done. The cost of these permits will be added to the contract amount.
17. ARBITRATION: In the event a dispute of any kind or nature arises, under this Agreement or matters related to this Project, both parties will negotiate in good faith in an effort to resolve the dispute. If the dispute is not resolved following good faith negotiations, the parties will select a mutually agreeable arbitrator and submit the dispute to such arbitrator for binding arbitration in Pueblo, Colorado under the construction arbitration rules of the American Arbitration Association. In the event the parties are unable to agree upon an arbitrator, an arbitrator will be appointed in accordance with the rules and procedures of the American Arbitration Association. The cost of any arbitration proceedings will be paid by the non-prevailing party, as determined by the arbitrator, who will also award reasonable attorney's fees to the prevailing party. The award of the arbitrator may be enforced in a court of competent jurisdiction.
18. MISCELLANEOUS: This Agreement excludes surveying, staking, testing, barricading, traffic control, signage and pavement marking unless otherwise stated above.

=====ACCEPTANCE=====

The specifications, conditions, attachments, terms and contract are satisfactory, and I (we) hereby authorize the performance of this Work, and do hereby certify that I am authorized to sign this on behalf of the CUSTOMER. In addition, I (we) have read and accept the additional provisions as stated above.

Customer:

Kiewit Infrastructure Co.

Signature

Signature

Print Name & Title

Estimator Name

Date: _____

Date: _____

Manager's Approval

Table 1. Asphalt Tonnage per Site Area

Site	Area (SY)	Quantity (Tons)
1	11	3.5
2	7	5.0
3	5	2.0
4	33	5.0
5	13	3.5
6	6	1.5
7	20	5.0
8	11	2.0
9	20	5.0
10	27	5.0
11	17	2.0
12	19	4.5
Contingency	-	6.0
Total		50.0

Supporting photos for each site can be found in order below.

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10/01/2019	AGENDA NO	SUBJECT: Goal Setting Session Follow Up Informational Only
Presented by: Angie Sprang, Town Manager		

Recommended Action:

Informational Only.

Background:

On September 17, 2019 Clay Brown, DOLA Regional Manager, facilitated a goal setting work session in Green Mountain Falls. Strategic planning is important to an organization because it provides a sense of direction and outlines measurable goals. Strategic planning is also useful for guiding day-to-day decisions, evaluating progress, and adapting/changing approaches when moving forward.

The purpose of the work session was to explore opportunities and set both short-range and long-range goals for the Town of Green Mountain Falls.

Issue before the Board:

The goal setting document (attached) is a working and constantly evolving document to be re-evaluated and updated quarterly. This will ensure the goals of the administration and Trustees are aligned as a collaborative team. Please review the attached goals document.

Green Mountain Falls Board Meeting – Goal Setting Session September 17, 2019

Clay's Presentation on Board & Manager A-Team Approach

1. Goals
 2. Work plan
 3. Budget
- Board wants to avoid “Over reaching, under resourcing”
 - Formal Manager Performance Review – Quarterly – Starting with last quarter of 2019

Goals In the next three months Oct. 1 – Dec. 31:

Board Goals	Manager Goals
Public Works - Stabilize Public Works: Hire proper staff, Create a Staffing Plan, Goals of Public Works, Year Long Calendar, Public Works Budget next 5 years	Public Works - Stabilize Public Works: Hire proper staff, Create a Staffing Plan, Goals of Public Works, Year Long Calendar, Public Works Budget next 5 years
Budget – Present amended/supplemental budget for 2019 on October 1 st , present 2020 budget October 15 th	Budget – Present amended/supplemental budget for 2019 on October 1 st , present 2020 budget October 15 th
Get up to speed on issues and challenges - Tying up loose ends of general administration.(e.g. grants, creating events booklet, Town Archives)	Get up to speed on issues and challenges - Tying up loose ends of general administration.(e.g. catching up on current grants with Pil)
Develop Fire Mitigation Strategies	Develop Fire Mitigation Strategies – Meet with DOLA Colorado Recovery Office (CRO) & Dept. of Homeland Security & Emergency Management (DHSEM) in the 1 st quarter

Timeline for Public Works:

- Public works staffing plan by October 31st
- Yearlong calendar by December 31st

Three to Six Months Goals Jan. 1 – March 31:

Board Goals	Manager Goals
Implementation of capital projects	More Up to Speed on issues and challenges
Ordinance Revision/code update with continual review schedule, assess cost, public input/education (start with bear ordinance)	Develop better communications with the town e.g. social media, public input/education (start with bear ordinance)
Comp Plan Priorities (Top Ten)	Grant Opportunities for Community Improvements e.g. grants for amphitheater style seating in the park, single hauler trash (for bear prevention), waste diversion (recycling, compost), storm water drainage plan, streets plan, asset inventory/management plan
Wildland Fire Mitigation Action	Evaluate previous quarter

*Clay/Denise Follow up-See how to get an intern to assist with the archives

*Have CRO/DHSM get in touch with Angie

GMF TRAILS COMMITTEE MEETING
July 11, 2019- Mucky Duck Restaurant- 6 pm
MINUTES

1. **Meeting called To Order** at 6:01 PM by Chairman Rocco Blasi
2. **Attending:** Rocco Blasi, Dick Bratton, Robert Brown, Rebecca Ochkie, Jan Smith, Don Walker
3. **Agenda Approval-** M/S Blasi/Brown. Passed 6:0.
4. **Approve Minutes** of June 13, 2009- M/S Blasi/Smith. Passed 6:0.
5. **Public Input-** none. Items not on Agenda-
 - None
6. **Progress Reports-** since last meeting
 - Frank Gerig notified Blasi he did not want hikers on Angels Trail since it crosses their private property and they posted "No Trespassing" signs. Blasi acknowledged and will discuss Scott Ave re-route with BoT on July 16th. Ochkie began obliteration of Honda access to Angels Trail.
 - Blasi attended June 26th Waldo Canyon Roundtable. The group is weighing public comment from April 17th and refining the 3 trails concepts into one overall proposal for additional public comment on October 23rd. More info at: waldocanyonplanning.com. There will be no Hwy 24 access at the former parking lot.
 - On July 1st, Smith, Townsend, Brown, Walker, Wines and Blasi cleaned Wallace Reserve for 3+ hours. Elk Root, most of lower Castle Rock, Peyote, Bear, Fat Mans Squeeze and most of Kirkpatrick are in much better shape.
 - Jesse Stroope provided Blasi laminated trails maps for Wallace Reserve and Mt Dewey Open Space. Blasi has posted them on trailhead boards.
 - July 4th Green Box hike support: Smith, Ochkie and Piazza guided 16 hikers up to Mt Dewey Summit. Brown, Walker, Wines and Blasi guided 15 hikers to Wallace Reserve to showcase fire mitigation efforts in the area.
 - June 15th Workday #2: 18 volunteers finished a second day of Bratton Trail maintenance, cleaning the upslope side of the trail with some digging into the slope to widen the trail surface. Two crews finished lopping obstructions and removed vegetation from the trail. Two crews widened the trail and built 10 rock walls to reinforce the trail and reduce trail erosion during heavy rains. Bratton Trail west of El Paso county line is in great shape.
7. **TC Website and Maps**
 - We have enough maps for the year
8. **Education- Trails Watch Program/ Trail User Ethics**
 - Blasi waiting to hear from the Marshal involving enforcement of Trails Watch Program and wording for trails maps
9. **Training**
 - Crew Leader and Tech Advisor training next Spring- any interested parties?

10. TO DO LIST:

- Prep for July 21 work day #3
- Build and install trail signs at Bratton/Catamount intersection and at Mt Dewey Summit probably using Pueblo Mtn Park as a template
- Design and install Catamount trailhead board
- Lead 2 hikes for Sallie Bush bingo winners. Smith/Ochkie will do one.
- Receive latest digital files for trail maps and provide to Jason Meyer, El Paso County for upload
- Red Devil Mtn Trail layout- Bratton

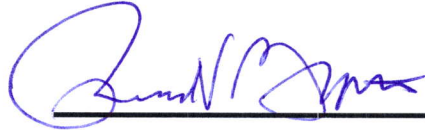
11. Other-

- Parking- Jane Newberry heard from a citizen who recommends that hikers pay for parking
- Input to prep for July 16 BoT trails update- show photos and proposed projects. Recommend removal of debris from Olathe St so the parking area can be used, possibly use diagonal parking along Ute Pass Ave to save space.

12. NEXT MEETING- Sept 12, 2019 at Mucky Duck 6 pm.

13. ADJOURNMENT at 7:36 pm.

ALL MEETINGS ARE OPEN TO THE PUBLIC



Vice Chairman- Dick Bratton



Recording Secretary- R. Ochkie



Town Of
GREEN MOUNTAIN FALLS
Colorado

(719) 684-9414 www.gmfco.us

The Town of Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO

80819

To: Mayor and Board of Trustees
From: Angie Sprang, Town Manager
Re: Town Manager Report: October 1, 2019

1. Public Works Update

On September 19, 2019, Jerome Lumpury, accepted the full-time public works lead position. Jerome comes to us with a bachelor's degree in Project Management, plus 14 years' experience in road, bridge, and dam work. He's also a skilled equipment operator, with the capacity to train employees to use equipment. In his previous position, he was responsible for approximately 3,000 miles of roads. He started work on September 30, 2019.

On September 25, 2019, road grater operations resumed. By a referral from El Paso County, we were able to obtain the services of a highly skilled operator with more than 17 years' experience on a road grater in Western Colorado.

We ask members of the public not approach folks working on the road, and to instead continue to submit requests for service online via the kudos/concerns form. This will allow staff to efficiently prioritize and track work and progress and will empower staff by allowing them to focus on getting the job done. As always, members of the public are welcome to call Town Hall with any questions or concerns at 719-684-9414.

Volunteers from the US Armed Forces, who are qualified mechanics, plan to visit GMF and service our fleet of vehicles and equipment. Dates TBD.

We are still looking to fill vacant Public Works positions ASAP. Please spread the word! Job descriptions can be found on our jobs webpage at: <https://www.colorado.gov/pacific/greenmountainfalls/jobs-and-requests-proposals>.

2. 2019 Budget Status Update

Staff has worked diligently to get caught up on the backlog of budgetary related work, which resulted in the 2019 budget update information that will be presented this evening. Staff looks forward to future opportunities to work collaboratively with the Board of Trustees for our community.

3. Odds & Ends

Marilyn Taft kindly donated Holiday décor for Town Hall. Thank you Marilyn!

Respectfully Submitted,
Angie Sprang



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: Laura J. Kotewa Town Clerk
Re: Town Clerk Report, September 17, 2019

Routine activities continuing

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

UPDATES

We will have a technician at the office soon to clean and service our new printer. It has taken a while and some work to get the ownership of the machine updated, but we received a cost list recently.

I have attended a training for Online QuickBooks, and another for HUTF reporting in the last few days. Both have been very informative, and the latter training included some information on possible grant opportunities through HUTF which could allow us to do even more work on our roads. We also received an HUTF map of town roads, and they have a GIS maps available as well.

We continue to gather needed information for our online reservation and license forms.

Unmet needs

New telephones will need to be a consideration around the new year.