



Town of Green Mountain Falls

**Regular Board of Trustee Meeting Agenda
10615 Green Mountain Falls Road
Tuesday, December 3, 2019 7:00 p.m.**

WORKSHOP: Public Input on Ordinance 2019-06, An Ordinance Amending Section 2-28 And Adding A New Section 2-39 To The Town Of Green Mountain Falls Municipal Code Concerning Regular And Special Meetings And Work Sessions

WORKSHOP: Public Input on Ordinance 2019-07, An Ordinance Amending Section 2-228 Of The Town Of Green Mountain Falls Municipal Code Concerning Planning Commission Meetings

WORKSHOP: Public Input on Ordinance, 2019-08, An Ordinance Amending Sections 6-155(B) And 6-156(C) Of The Town Of Green Mountain Falls Municipal Code Concerning The Expiration Date Of Short Term Rental Licenses

WORKSHOP: Public Input on Resolution 2019-15, Resolution to Adopt 2020 Budget

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA
 - a. Approve Board of Trustees Meeting Minutes from November 19, 2019
 - b. Bring Into Record Checks Run November 27, 2019
4. NEW BUSINESS
 - a. Consideration of Standing Order
 - b. Consideration of SB203 Appointed Counsel
 - c. Consideration of Resolution 2019-14, A Resolution Of The Town Of Green Mountain Falls, Colorado, Calling The Regular Election To Be Held On April 7, 2020

- d. Consideration of Resolution 2019-15, A Resolution Summarizing Expenditures And Revenues For Each Fund And Adopting A Budget For The Town Of Green Mountain Falls Colorado, For The Calendar Year Beginning On The First Day Of January, 2020, And Ending On The Last Day Of December, 2020.
- e. Consideration of Resolution 2019-16, A Resolution Levying General Property Taxes For The Year 2020, To Help Defray The Costs Of Government For The Town Of Green Mountain Falls, Colorado, For The 2020 Budget Year
- f. Consideration of Resolution 2019-17, A Resolution Adopting The 2020 Municipal Fee Schedule

5. OLD BUSINESS

- a. Public Hearing and Final Adoption, Ordinance 2019-06, An Ordinance Amending Section 2-28 And Adding A New Section 2-39 To The Town Of Green Mountain Falls Municipal Code Concerning Regular And Special Meetings And Work Sessions
- b. Public Hearing and Final Adoption, Ordinance 2019-07, An Ordinance Amending Section 2-228 Of The Town Of Green Mountain Falls Municipal Code Concerning Planning Commission Meetings
- c. Public Hearing and Final Adoption, Ordinance 2019-08, An Ordinance Amending Sections 6-155(B) And 6-156(C) Of The Town Of Green Mountain Falls Municipal Code Concerning The Expiration Date Of Short Term Rental Licenses
- d. Consideration of Resolution 2019-10, A Resolution Of The Town Of Green Mountain Falls, Colorado, Adjusting The Terms Of Members Of The Town's Planning Commission

6. PUBLIC INPUT: 3 Minutes per speaker

7. CORRESPONDENCE

- a. Annexation Petition
- b. Audit Engagement Letter
- c. Approved Trails Committee Minutes

8. TRUSTEE REPORTS

9. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
November 19, 2019 – 7:00 P.M.

REGULAR MEETING MINUTES

Board Members Present

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

Board Members Absent

Trustee Chris Quinn

Town Attorney

Not present

Town Manager

Angie Sprang

Public Works

Marshal's Dept.

Virgil Hodges

Town Clerk

Laura Kotewa

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

Mayor Newberry called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited, and roll was taken.

2. Additions, Deletions, or Corrections to the Agenda

Mayor Newberry made a motion, seconded by Trustee Peterson, to accept the Agenda. Motion passed.

3. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes October 15, 2019
- b. Bring into Record Checks Run November 1-15, 2019

Trustee Stevens made a motion, seconded by Trustee Peterson to accept the Consent Agenda. Motion carried.

4. New Business

a. Consideration of Special Event Application – Bronc Days 2020

Mayor Newberry made a motion to approve the application for Bronc Day, to be held on Saturday July 25, 2020. Trustee Stevens seconded, and the motion carried.

b. Consideration of Minor Subdivision (Replat) – 10775 Mountain Ave

Mayor Newberry made a motion, seconded by Trustee Stevens to approve the Minor Subdivision. Motion passed.

c. Introduction Ordinance 2019-08 An Ordinance Amending Sections 6-155(B) And 6-156(C) Of The Town Of Green Mountain Falls Municipal Code Concerning The Expiration Date Of Short Term Rental Licenses

This matter was set for Public Hearing on December 3, 2019.

d. Introduction Ordinance 2019-09 An Ordinance Repealing And Reenacting Article XV Of Chapter 10 Of The Green Mountain Falls Municipal Code Regarding Fire Restrictions

A Public Hearing was set for this matter for January 7th, 2020. It was brought to the clerk's attention that there was a corrected version of the table that is more accurate than the one included in the Ordinance. It was asked that the table be replaced, and that the final version of the Ordinance be sent to Chief Murphy for approval before the Public Hearing.

5. Old Business

a. Update on DOLA Flood Recovery Project Bid

After background information was presented by Town Manager Ms. Angie Sprang, A motion was made by Mayor Newberry and seconded by Trustee Peterson to approve the Milestone bid and move forward. Motion passed. Work on Iona, with the work on El Paso to also be contemplated, will be completed inhouse.

b. Consideration of Colorado Springs Utilities signed Easement Agreement

Mayor Newberry made a motion to accept and sign the Easement, with a second by Trustee Guthrie. Motion carried.

6. Public Input – 3 Minutes Per Speaker

No public comments were heard.

7. Correspondence:

There was no correspondence.

7. Trustee Reports

Trustee Guthrie mentioned that the Chamber has a tree lighting event planned for November 30th at 6:00pm with a procession through town along with the tree lighting.

Trustee Peterson asked that someone take a look at replacing the burnt out lightbulbs along the lake bridge to and at the Gazebo.

Mayor Newberry thanked all for taking care of business during her absence.

8. Adjournment

Meeting adjourned at 7:24 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

4:12 PM

11/27/19

Accrual Basis

Town of Green Mountain Falls
Expenses by Vendor Summary
November 27, 2019

	<u>Nov 27, 19</u>
Black Hills Energy	9.72
CEBT	4,202.20
Chief Petroleum	2,394.26
Colorado Municipal League	586.00
Wilson & Company, Inc., EGINEERS & ARCHIT	<u>692.35</u>
TOTAL	<u><u>7,884.53</u></u>

MUNICIPAL COURT, [Insert Name of Municipality]
_____ COUNTY, STATE OF COLORADO

[Insert Court Address]

▲ COURT USE ONLY ▲

**STANDING ORDER PURSUANT TO C.R.S. § 13-1-114.5 REGARDING FEES FOR
COURT-APPOINTED COUNSEL**

Effective _____, the following shall apply in all cases in which private attorneys accept court appointments to represent in-custody or indigent defendants in the _____ Municipal Court:

1. Fees:

- Attorney hourly rate: \$75.00
- Maximum total fee for disposition without trial: \$1,200.00
- Maximum total fee for disposition with trial: \$2,500.00

2. Expenses and Reimbursable Activities:

- Travel time to and from the court will be reimbursed but shall not exceed one hour total per court appearance. The court will not reimburse for mileage.
- The court will not reimburse for time spent on administrative activities.
- The court will not pay fees or expenses for paralegal or secretarial work or legal research services.

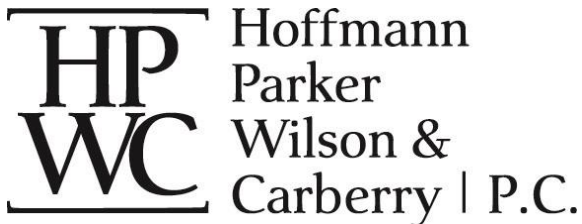
3. If there are unusual circumstances involved in the case and the appointee determines that additional work must be completed that will create fee charges over the maximum allowed, pre-approval for fees in excess is to be obtained by submitting a Motion to Exceed the Maximum to the presiding judge. The Motion to Exceed the Maximum must cite the specific special and extraordinary circumstances that justify fees in excess.

4. Appointees must submit a final itemized invoice or request for payment to the court within forty-five (45) days of final disposition of the case.

SO ORDERED this ___ day of _____, 2019.

[Insert Name of Judge]

Presiding Judge, [Insert Name of Municipality]



Corey Y. Hoffmann
Kendra L. Carberry
Jefferson H. Parker
M. Patrick Wilson

Of Counsel
J. Matthew Mire
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Daniel P. Harvey
Ruthanne H. Goff
Evin B. King
Robert C. Huss
Alexandra N. Slaten

TOWN OF GREEN MOUNTAIN FALLS
MEMORANDUM

TO: LAURA KOTAWA, TOWN CLERK

FROM: JEFFERSON H. PARKER, TOWN ATTORNEY JHP
ALEXANDRA N. SLATEN, ESQ.

DATE: OCTOBER 8, 2019

RE: MUNICIPAL COURT UPDATES - INDIGENT DEFENSE COUNSEL AND
COURT REMINDER PROGRAM

This memorandum discusses recent updates concerning municipal courts, focusing on the requirement for municipalities to provide court-appointed defense counsel to certain defendants. While this requirement is rooted in both the United States and Colorado Constitutions, the Colorado legislature has been expanding protection of municipal court defendants since 2016. This memorandum serves as a comprehensive update regarding legislation passed since that time, including a discussion of Senate Bill 18-203 ("SB 203") which clarifies how independent defense counsel should be appointed and evaluated. Additionally, this memorandum discusses the recently enacted SB 19-036 ("SB 036") implementing a court reminder program. Both SB 203 and SB 036 take effect January 1, 2020.

Background and Colorado Legislation of 2016-2018

Longstanding Sixth Amendment case law provides that a criminal defendant is entitled to court-appointed counsel if indigent and facing a possible jail sentence. See *Gideon v. Wainwright*, 372 U.S. 335 (1963). This entitlement is interpreted to extend to every critical stage in the proceeding before trial and to trial itself, but generally does not attach until after the defendant's initial appearance before a judicial officer where the defendant learns of the charges against them and their liberty is subject to restraint. *Rothgery v. Gillespie County*, 554 U.S. 191 (2008). This remained the law in Colorado until July 1, 2018, the effective date of House Bill 16-1309 ("HB 1309").

October 8, 2019

Page 2

HB 1309 expands defendants' rights in Colorado beyond those provided by the Sixth Amendment, and requires municipal courts to appoint counsel to a defendant *at the time of first appearance* and *regardless of financial ability to pay* if that defendant is: (1) presently in custody; and (2) charged with an offense that includes a possible sentence of incarceration. C.R.S. § 13-10-114.5(1). Courts are relieved of this requirement if the defendant makes a "knowing, intelligent, and voluntary waiver of his or her right to counsel" after the municipal judge gives the defendant a full advisement of their rights in court in compliance with C.M.C.R. 210 and C.R.S. § 16-17-201. *Id.*

Appointments made under this provision continue until the defendant is released from custody, at which point the defendant may apply for court-appointed defense counsel pursuant to the procedures for indigent individuals. C.R.S. § 13-10-114.5(2). The process for determining indigency is set by rule of the Colorado Supreme Court through a Chief Justice Directive. This directive requires all persons requesting court-appointed representation to complete an application or to have the application completed on their behalf. Chief Justice Directive 04-05, Sec. II(C). If the municipal court has any questions regarding how indigency should be determined, we would be happy to provide direction in a follow-up memorandum upon request.

At the time of its passage, HB 1309 was argued by local government advocates to be an unfunded mandate in contradiction to state statute and TABOR (Colorado Constitution Article X, § 20), and therefore unenforceable. However, HB 18-1353 ("HB 1353") put that argument to rest by allocating state funding toward helping municipal courts meet the requirements made by HB 1309. Under HB 1353, municipal courts may apply to the Department of Local Affairs ("DOLA") for reimbursement of funds associated with meeting the mandate to provide defense counsel at first appearance. Importantly, municipal courts can only seek reimbursement from DOLA for counsel appointed under HB 1309's mandate, and not counsel only required by the Sixth Amendment.

Senate Bill 18-203

SB 203 was added on to HB 1309's provisions in 2018 and codifies what municipal courts were already required to do under the Sixth Amendment – provide independent court-appointed counsel to indigent defendants facing possible incarceration. However, SB 203 also sets forth additional procedural requirements for appointment and supervision of this counsel. Most notably, "indigent independent defense requires...that a nonpartisan entity independent of the municipal court and municipal officials oversee or evaluate indigent defense counsel." SB 203, § 1. To satisfy this requirement, a municipality has three options:

- 1) Use counsel evaluated or overseen by the Office of Alternate Defense Counsel (the "ADC");
- 2) Use counsel provided by a legal aid clinic associated with any Colorado law school; or

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- 3) Contract directly with one or more defense attorneys using an independent review entity.

If exercising the third option above, which is historically how many municipal courts operate, the municipality must ensure that the process to select such counsel is transparent and based on merit. SB 203, § 1. Furthermore, each selected attorney under option three above must be periodically evaluated by an independent entity to ensure competency and independence. This must be done within one year of contracting the attorney and every three years thereafter. *Id.* The reviewing independent entity may be either the ADC, a group of experienced criminal defense attorneys not associated with the municipality, or a local or regional independent indigent defense commission.

If exercising the third option and using a commission as the reviewing entity, such commission must consist of at least three members selected by the chief municipal judge in consultation with and approved by the ADC to serve without compensation. Terms and procedures of these members are set by the municipality. Once established, the commission has the "responsibility and exclusive authority to appoint indigent defense counsel" for terms of not less than one year and retains sole authority to supervise and discharge the appointed defense counsel. *Id.* Despite this supervisory authority, the commission may not interfere with defense counsel's advocacy in specific cases.

Finally, while SB 203 only appears to apply to *indigent* defense counsel (as opposed to counsel required solely under HB 1309), it will likely be easier for the Town to apply whichever process is adopted pursuant to SB 203 for meeting all appointed counsel obligations.

Next Steps

- A. *Determine which option under SB 203 best fits the Court's needs*

SB 203 takes effect on January 1, 2020, at which point the Town should have steps in place for compliance with the bill. Prior to that date, the Town should choose which of the three methods above it will use to provide independent defense counsel. If choosing option three, the Town should also determine who the reviewing entity should be. Finally, if using a commission as such reviewing entity, the Town should take steps to establish membership and rules for this commission.

Using ADC-approved counsel or using the ADC as the reviewing entity for appointment of individual counsel is the least-involved option above, but comes with strict deadlines for requesting assistance. If a municipality desires to exercise option one above, a contract between the ADC and the municipality is required. SB 203, § 2. However, requests to use the ADC's legal defense services will not be processed until after September 1, 2020. Requests to use the ADC as the reviewing entity for commission-appointed counsel must be received by September 1st of each calendar year for services to be provided the following year. If the Town desires the ADC's

reviewing assistance in 2020, application for assistance needed to have been made by September 1, 2019.

B. Implement a standing order to contain costs

SB 203 addresses how attorneys should be appointed and vetted to serve as independent defense counsel, but does not address how the court should compensate these attorneys for services provided to the public. While any of the three independent review entities will retain the power of appointment and supervision as to any appointed counsel, the Town still maintains its authority to set maximum hourly and total compensation paid to these appointed persons. One way of keeping these costs in check is to implement a standing order addressing such issues.

The state currently compensates ADC attorneys at rates of \$75-95 per billed hour plus costs, depending upon the type of charge the attorney is defending. Attorneys handling misdemeanor and traffic issues can bill for \$75 per hour up to a maximum of \$3,000 with trial or \$1,500 without trial. Chief Justice Directive 04-04, attachment D(1). Court-appointed counsel is compensated at \$80 per hour, with misdemeanors and petty offense defense capped off at \$2,646 with trial or \$1,787 without trial. Chief Justice Directive 04-04, attachment D(2). While not binding upon municipalities, these rates are indicative of what courts find acceptable and are unlikely to be successfully challenged. If there are unusual circumstances involved in the case and the appointee determines that additional work must be completed that will create fee charges over the maximum allowed, pre-approval for fees in excess is to be obtained by submitting a motion to exceed the maximum to the presiding judge. If used, the municipal court's standing order should follow similar protocol and amounts.

Senate Bill 19-036

As a final municipal court update, the state legislature recently adopted SB 036, which requires the State Court Administrator to administer a court reminder program reminding "criminal defendants and juvenile participants to appear at each of their scheduled court appearances and to provide reminders about an unplanned court closure." SB 036, § 1. The purpose of this legislation "is to significantly reduce the number of criminal defendants and juvenile participants who are taken into custody solely as a result of their failure to appear in court." *Id.* The State Court Administrator will develop and operate the program, but it must be administered in every municipal court in the state.

The Town's municipal court can choose to opt out of the state's notification program only if it has its own procedure for using *text messaging* to remind all criminal defendants and juvenile participants of court dates and closures. *Id.* Regardless of whether the Town uses its own program or the state's, the municipal court is still required to notify court participants about the existence of the reminder program at each appearance to see if the individual would like to participate. SB 036, § 2. Notification must be offered *each* time the defendant or participant appears in court, is released on bond, or issued a summons in lieu of a warrant. SB 036, § 2-5. Parents of juveniles

must also receive this notification program offer. SB 036, § 6. Phone numbers collected to carry out the intent of the program may not be shared by the or across the judicial department for any other purpose other than notification of court dates and closures. SB 036, § 1.

The easiest way to comply with the requirements of SB 036 is for the Town to opt-in to the state's funded program and provide the required notice of the program on both the summons and on the advisement of rights form that defendants acknowledge before appearing before the court. Municipal judges should also be made aware of this requirement to include with any verbal judicial advisements that are given. Like SB 203, the requirements of SB 036 do not take effect until January 1, 2020.

Conclusion

Municipal courts are required to provide indigent defendants with counsel both at the time of arraignment and through all proceedings of the case. Recent legislation clarifies who may be appointed as indigent defense counsel and how these persons are to be vetted. The Town has three options regarding appointment and supervision of counsel. Standing orders may be used by the municipal court to help contain the costs associated with providing independent counsel to indigent defendants. SB 203's requirements take effect on January 1, 2020.

We are available to assist the Town in carrying out its obligations under SB 203, particularly if the Town decides to form or become a part of a local or regional independent indigent defense commission. We can also review contracts made with the ADC to provide any of the above services for the Town. Finally, a draft standing order setting forth possible hourly and total maximum fees is attached to this memorandum for your consideration.

As always, please let us know if you have any questions or need additional information.



GovPro Consulting
Judy Egbert

November 26, 2019

Laura Kotewa
Transmitted by email

Laura,

I'm writing this for you to share with your Board as you move forward toward the April election. In considering the choice of a mail ballot or polling place, I offer the following thoughts.

Mail ballot is the mechanism preferred by most municipalities. Here's why:

- It provides a greater level of customer service to voters. Voters can vote at their convenience and in a relaxed manner.
- It generally increases voter turnout.
- It is consistent with the county election process. Voters have become accustomed to mail ballots and a polling place election can cause confusion.
- It is less work for staff and Judges.
- It is easier to implement appropriate security and control.
- Election results are generally available earlier. Polling place election results can require work late into the night or early morning.

However, some jurisdictions still prefer a polling place election for these reasons:

- Some voters enjoy the traditional experience of personally voting at the polls.
- If voters are challenged, the voter is more likely to be physically present to be sworn.
- There may be a small cost savings in envelope printing costs and postage, although this is offset by increased absentee voters, and by additional supplies needed for the polling place. So while this is a possible small savings, it is likely to be negligible.

In making your decision, I encourage you to consider the following:

- Statistically, about 2/3 of voters choose to vote absentee in a polling place election. This negates much of the polling place benefits mentioned, and causes more work for staff and Judges than a mail ballot election.
- A polling place election may require more Judges, and a longer work shift for those Judges. Securing Election Judges often is a challenge, and asking them to work a longer shift may make that even more challenging.
- Most importantly, consider that many of your Town's residents spend their work days in locations that are not convenient to physically coming to Town Hall to vote.

In my experience, a mail ballot election is the preferred choice, although it's important that each jurisdiction consider its options and make the choice that is best for its voters.

Sincerely,

Judy A. Egbert
Owner/Consultant

RESOLUTION NO. 2019-14

**A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS,
COLORADO, CALLING THE REGULAR ELECTION TO BE
HELD ON APRIL 7, 2020**

WHEREAS, the Town's regular elections are held on the first Tuesday of April in even-numbered years, with April 7, 2020 being the next election date; and

WHEREAS, the Board of Trustees wishes to document its desire regarding conduct of the election;

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

1. The Town's Regular Election will be conducted on April 7, 2020 pursuant to CRS 31-10-101 et sec, also known as the Municipal Election Code.
2. This election will be conducted as a mail ballot election.
3. The Town Clerk is designated as the Designated Election Official.
4. Pursuant to CRS 31-10-401, the Board of Trustees delegates authority to the Town Clerk to recruit and secure Election Judges in a number that she deems appropriate.

ADOPTED this 3rd day of December 2019.

TOWN OF GREEN MOUNTAIN FALLS,
COLORADO

Jane Newberry, Mayor

(SEAL)

ATTEST:

Laura Koteva, Town Clerk

RESOLUTION NO. 2019 - 15

RESOLUTION TO ADOPT 2020 BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF GREEN MOUNTAIN FALLS COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2020, AND ENDING ON THE LAST DAY OF DECEMBER 2020

WHEREAS, the Board of Trustees of the Town of Green Mountain Falls, has authorized the Budget Officer, to prepare and submit a proposed budget to said governing body at the proper time; and,

WHEREAS, the City's Budget Officer, Angie Sprang, has submitted a proposed budget to the governing body on October 15, 2019, for consideration.

WHEREAS, a workshop was held for the purpose of receiving public input on October 15, 2019.

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 3, 2019, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and,

WHEREAS, changes in the draft budget were done in such a manner that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of the Town of Green Mountain Falls, Colorado:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	<u>\$ 602,777</u>
Capital Improvement Fund	<u>\$ 463,341</u>
Conservation Trust Fund	<u>\$ 8,500</u>

Section 2. That the budget, as submitted herein above summarized by fund, hereby is approved and adopted as the budget of the Town of Green Mountain Falls, Colorado for the year stated above. The Budget hereby adopted shall be signed by the Mayor and made a part of the public records of the Town.

INTRODUCED, READ, PASSED, AND ADOPTED, this 3rd day of December, 2019.

ATTEST:

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer



2020 Budget Message

Town of Green Mountain Falls, Colorado
10615 Green Mountain Falls Road
Green Mountain Falls, CO 80863

Board of Trustees and Citizens of Green Mountain Falls,

Pursuant to §29-1-103(1)(e) of the Colorado Revised Statutes, it is my pleasure to present the following budget message to accompany the 2020 Annual Budget for the Town of Green Mountain Falls. The following budget sets forth projections of Town expenditures and revenues for the period of January 1, 2020 through December 31, 2020.

For 2020, the Town's overall budget is \$602,777. Of this total, \$602,777 in expenses are attributable to the General Fund. A remaining \$8,500 in expenses are budgeted within the Conservation Trust Fund. The Capital Improvement Fund for 2020 is anticipated to be \$463,341. After these expenses, anticipated end-of-year unrestricted fund balance are budgeted as follows:

General Fund – \$602,777.

Capital Improvement Fund – \$453,206, \$17,952 TABOR emergency reserve.

Conservation Trust Fund – \$8,500.

Per C.R.S. §29-1-102(2)(b), the Town's budget is based on a modified accrual basis.

Per C.R.S. §29-1-103(1)(e), this budget will permit the Town to continue to afford the following basic municipal services:

- Public Works
 - Road maintenance and upkeep
 - Parks maintenance and upkeep
 - Facilities maintenance and upkeep (including municipal Pool facility)
 - Fleet maintenance and upkeep

- Town Marshall
 - Respond to complaints/enforce all provisions of the Town's municipal code
 - Manage all law enforcement-related records
 - Maintain all administrative compliance elements of the department
 - Manage part-time volunteer reserve officers
 - Municipal Court – assist in prosecution of municipal code infractions
 - Serve as general liaison to the public in keeping the peace (community policing)
 - Emergency management – assist in the immediate management of emergency/disaster events
 - Events management – lend operational support to local events to ensure permit compliance, proper traffic management, and the general safety of attendees

- Office of the Clerk-Treasurer

- Town Board of Trustees and appointed committee management
 - Agenda publication and management
 - Public notifications
 - Recording and publication of minutes of proceedings
 - Vacancy announcements and management
- Designated Local Election Official
- Licensing Official (businesses, short-term rentals, animals, liquor, special event permits, etc.)
- Records Management (financial, personnel, contractual, municipal court, etc.)
- Municipal Code Updates
 - Ordinance tracking
 - Interface with online code publishing company to maintain updates
- Municipal Court Clerk
- Human Resources Support (payroll administration, policy development, professional development, onboarding/offboarding, volunteer management, etc.)
- Information Technology Support
 - Website content management
 - Interface with independent consultants for network upkeep
 - Software/hardware maintenance
 - Legal Services
 - Interface with Town Attorney's Office as needed/appropriate
- Insurance Administration – property/casualty, workers compensation, health
 - Enrollment
 - Renewals
 - Claims
- General Financial Services
 - Procurement officer
 - Accounts payable/receivable management
 - Annual auditing support
 - Banking/credit/investment management
 - Budget tracking/maintenance
 - Fiscal reporting
 - Procurement assistance
- Events Management
 - Manage Pavilion bookings
 - Provide event support as appropriate (e.g. insurance, scheduling)
- Planning/Land Use
 - Staff support to Planning Commission
 - Liaison between Planning Commission, Board of Trustees, Town residents, applicants, other Town staff
 - Land use/zoning determinations – e.g. vacations, annexations, development
 - Grant writing/administration
 - Capital project planning/management
 - Economic development
 - Trails management
 - Short-term rental administration
 - Plan reviews
 - Permit request review/issuance (development, revocable permits, grading, street cuts, etc.)

- Primary interface with Regional Building Department, EPC Health, other entities as needed
- Comprehensive Plan monitoring/implementation
- Code enforcement (relating to land use, zoning, construction, etc.)
- GIS technician
- Event support
- Town Manager
 - Liaison between Town staff and Board of Trustees
 - Operations management (principle supervisory authority for Public Works)
 - Hiring/firing non-appointed staff
 - Day-to-day oversight/work plan management
 - Performance reviews/goal-setting
 - Disciplinary matters
 - Municipal budget officer
 - Liaison to Town Attorney's Office
 - Communication of Town Board articulated legal questions/concerns
 - Direction on desired legislation
 - Strategizing/negotiating regarding actual or potential legal disputes
 - Capital project budgeting/planning/management
 - Contract management
 - Grant oversight/strategic planning
 - Intergovernmental liaison/representative
 - Organizational health
 - Professional development planning
 - Ongoing staff analyses/evaluation of outsourcing opportunities
 - Public Information Officer
 - Emergency management
 - Insurance administration
 - Event support
 - ADA coordination

Note: All departments are jointly responsible for providing basic administrative support – i.e. general customer service, office management, fielding public inquiries, etc.

Included in the budget is a three (3) percent COLA increase. Significant line item changes notable are increased fee revenues, which will offset the cost of planning services. There is \$20,000 slated for attorney's fees related to municipal code updates/ongoing code update.

Relative to the general fund expenses of \$602,777 balance with anticipated revenues in 2020, which are \$602,777. Net revenues after expenses in the General Fund are therefore anticipated to be \$0. The total net revenues after expenses for the Capital Reserve Fund for 2020 is anticipated to be \$0. The Conservation Trust Fund (lottery proceeds) is projected to bring in \$8,500 in 2020 funds, which per State law will be used for parks maintenance/grant matching funds.

The primary capital achievements contemplated are as follows:

- \$91,341 For the completion of the Belvidere Ave. widening/overlay (PPRTA) – left over/remaining funds may roll into the Stilling Basin's project upon completion of the project
- \$66,000 for the completion of transportation – related stilling basins (PPRTA)
- \$146,000 For the completion of two (2) health and safety critical flood recovery projects (DOLA/local match 75/25)

- Repair/Replace Maple St. Culvert/Bridge
- Repair/Replace Midland Ave. Culvert Crossing
- \$12,000 for automating the lake valve controls box (Fishing is Fun grant/local match 75/25)
- \$19,000* for upgrades to public restrooms (applying for community grant funding)
- \$24,000* for construction of ADA-compliant fishing pier at the lake (applying for community grant funding)
- \$30,000* for a comprehensive signage and parking project (applying for community grant funding)
- \$50,000* for a Planning Code Re-write (applying for grant funding grant/local match 50/50)
- \$25,000* for fire mitigation efforts (applying for grant funding – analysis is being performed and the amount of funding listed here may change)

*Note: Funding has not been secured yet for the projects marked with an asterisk. Town Staff is actively seeking grant funding, which may or may not be awarded. If funds are not awarded, these projects will not be completed in 2020 without use of Board approved reserve funds.

In summary, the Board of Trustees continues to address the Town's financial needs in a prudent and fiscally responsible manner, while investing in the Town's infrastructure. Trustee assistance and guidance in preparation of this document is appreciated.

Town Staff is to be commended for the professionalism they displayed throughout the budget preparation process.

It is a pleasure working for the Town of Green Mountain Falls and I look forward to continuing my work with its' citizens, The Board of Trustees, and Town Staff.

Respectfully Submitted,

Angie Sprang
Town Manager



Town Of
GREEN MOUNTAIN FALLS
Colorado

**TOWN OF GREEN MOUNTAIN FALLS
2020 Annual Budget
General Fund Revenue Detail**

Acct. #	Description	2018 Actual Revenue	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget
INTERGOVERNMENTAL REVENUE					
	Grants - State	94,906	32,400	73,089	18,000
	Grants - El Paso County	-	7,500	-	-
	HUTF	35,866	28,200	30,000	28,933
	Interest	2,612	2,100	220	300
	Motor Vehicle Fees - El Paso County	4,210	2,500	2,300	2,500
	Motor Vehicle Fees - Teller County	138	300	300	300
	Reimbursements - PPRTA	38,217	38,200	40,689	39,139
	Road and Bridge - El Paso County	1,404	700	1,345	1,300
	Road and Bridge - Teller County	208	100	100	100
	Severance/Mineral Lease	666	700	1,225	1,400
	Total Intergovernmental Revenue	178,226	112,700	149,268	91,972
TAXES					
	Auto Use Tax - El Paso County	51,116	41,800	25,000	35,000
	Auto Use Tax - Teller County	2,661	2,600	4,000	2,500
	Franchise-Cable	11,018	10,900	10,900	10,900
	Franchise-Electric	20,990	19,900	19,900	19,900
	Franchise-Gas	13,097	12,600	12,600	12,600
	Franchise-Telephone	4,200	4,200	4,200	4,200
	GMF Sales Tax (3%)	117,677	122,600	135,000	145,000
	PPRBD Construction Use Tax	16,805	8,000	18,000	17,000
	Property Tax - El Paso County	147,479	150,900	150,900	149,000
	Property Tax - Teller County	9,282	9,300	9,500	9,300
	Short Term Rental Occupancy Tax	4,186	43,400	28,194	37,000
	Specific Ownership - El Paso County	18,639	16,500	16,500	17,600
	Specific Ownership - Teller County	923	800	800	400
	Tobacco Tax	313	300	300	300
	Total Taxes	418,385	443,800	435,794	460,700
COURT FEES					
	Court - Traffic	685	1,000	275	300
	Court - Non Traffic Offenses	-	-	600	500
	Court - DUI	220	-	-	-
	Total Court Fees	905	1,000	875	800
LICENSE AND PERMIT FEES					
	Animal Licenses	415	400	325	625
	Business Licenses	9,050	8,500	7,800	9,050
	Land Use - Administrative Review	634	300	51	1,500
	Land Use - Subdivisions	-	-	-	2,450
	Land Use - Zoning and Architectural Review	1,385	500	3,025	8,075
	Liquor Licenses	526	500	225	500
	Short Term Rental Licenses	2,160	6,000	5,600	11,500
	Special Event Permits	2,000	1,400	2,500	2,500
	Special Use Permits	625	600	-	600
	Total License and Permit Fees	16,795	1,400	19,526	36,800
RENTAL AND ADMISSION FEES					
	Gazebo - Rentals	6,975	6,000	6,000	7,000
	Pool - Admissions & Passes	3,621	7,500	4,809	5,000
	Total Rentals and Admission Fees	10,596	13,500	10,809	12,000
PUBLIC SAFETY					
	Special Events - Traffic Control Fees	-	-	-	400
	VIN Checks	-	-	75	75
	Total Public Safety	-	-	-	475

OTHER REVENUE SOURCES				
General Fund -Donations - Monies	-	-	-	-
General Fund -Donations - In-kind	-	-	-	-
GMF Promotional Merchandise	55	-	30	30
Insurance - Claim Proceeds	16,934	-	49,462	-
Miscellaneous Revenue	731	-	1,200	-
Total Other Revenue Sources	17,720	-	50,692	30
TOTAL GENERAL FUND REVENUE	642,627	572,400	666,964	602,777



Town Of
GREEN MOUNTAIN FALLS
Colorado

**TOWN OF GREEN MOUNTAIN FALLS
2020 Annual Budget
General Fund Expenditure Detail**

Acct#	Description	2018 Actual Expenditures	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget
ADMINISTRATION DEPARTMENT					
LABOR					
	Labor - Full Time	103,121	121,000	90,000	119,440
	Labor - Part Time	-	-	16,000	37,760
	Labor - Health Insurance	3,338	20,400	13,000	34,708
	Labor - FICA	7,442	9,300	8,400	13,300
	Labor - State Unemployment Insurance	112	200	200	200
	Labor - Workman's Comp	712	1,200	500	1,300
	Labor - Retirement	-	-	-	1,750
	Labor - Employee Share Health Insurance	-	-	-	-
	Labor - Hiring/New Employee Expenses	-	500	1,802	-
	Labor - Cell Phone Stipend	60	1,500	-	720
	Total Administration Labor	114,786	154,100	129,902	209,178
OPERATIONS					
	Insurance - Surety Bond	1,094	500	380	500
	Maintenance - Building	1,984	1,600	1,058	1,600
	Publications - Code	525	2,000	2,000	3,000
	Publications - Legal Notices	1,411	1,200	500	1,200
	Services - Professional	68,912	29,000	19,203	-
	Supplies - Office	4,452	3,700	3,900	2,500
	Training - Professional Development, Per Diem	872	4,500	1,350	4,000
	Total Administration Operations	79,251	42,500	28,391	12,800
UTILITIES					
	Utilities - Electric	2,077	2,100	2,000	2,100
	Utilities - Natural Gas	553	700	700	700
	Utilities - Telephone/Internet	1,490	1,700	1,000	2,500
	Total Administration Utilities	4,121	4,500	3,700	5,300
	TOTAL ADMINISTRATION DEPARTMENT	198,158	201,100	161,993	227,278
INTERDEPARTMENTAL EXPENSES					
	Election	962	-	-	6,200
	Fees - Annual Dues, Licenses, Memberships	1,915	600	3,000	3,100
	Fees - Banking Charges	124	200	75	200
	Fees - Payroll Processing	1,281	900	1,350	-
	Fees - Software	-	-	-	3,500
	Fees - Tax Collection	3,888	3,800	2,000	2,500
	Insurance - Claim Deductibles	-	-	1,000	-
	Insurance - Property/Casualty Liability Premiums	11,463	11,000	11,000	17,000
	Insurance - Workman's Comp - Board Members	933	1,000	100	600
	Services - Audit	-	6,100	11,000	6,250
	Services - IT	4,822	5,600	5,700	5,000
	Services - Marketing	-	-	-	2,584
	Services - Non-Professional (Labor)	-	-	-	-
	Services - Professional	50,975	29,000	70,100	15,448
	Services - Town Attorney	36,300	14,000	22,000	20,000
	Transfers - Capital Improvement	-	-	-	-
	Total Interdepartmental Expenses	112,662	72,200	127,325	82,382
	TOTAL INDEPARTMENTAL	112,662	72,200	127,325	82,382
JUDICIAL DEPARTMENT					
SERVICES					
	Services - Professional	1,000	1,800	-	1,800
	Services - Prosecutor	690	3,000	600	3,000
	Total Judicial Services	1,690	4,800	600	4,800
	TOTAL JUDICIAL DEPARTMENT	1,690	4,800	600	4,800

PUBLIC SAFETY DEPARTMENT				
LABOR				
Labor - Full Time	38,875	41,600	46,500	50,000
Labor - Part Time	-	-	-	-
Labor - Health Insurance	16,712	11,200	13,000	11,600
Labor - FICA	4,268	3,200	3,200	3,200
Labor - State Unemployment Insurance	36	100	100	100
Labor - Workman's Comp	1,763	2,700	1,000	2,700
Labor - Retirement	-	-	-	-
Labor - Employee Share Health Insurance	(4,420)	-	-	-
Labor - Hiring/New Employee Expenses	-	-	-	-
Labor - Cell Phone Stipend	180	-	-	240
Total Public Safety Labor	57,414	58,800	63,800	67,840
OPERATIONS				
Fees - Annual Dues, Licenses, Memberships	1,532	2,000	100	2,000
Insurance - Surety Bond	-	200	100	200
Maintenance - Vehicle	4,432	4,000	1,000	4,000
Supplies - Ammunition	-	500	-	500
Supplies - Clothing	501	1,000	1,000	1,000
Supplies - Fuel	1,162	3,000	1,500	3,000
Supplies - Office	1,273	700	225	700
Supplies - Operational	9,982	4,000	250	4,000
Training - Certifications	90	500	-	400
Training - Professional Development, Per Diem	-	2,000	-	2,000
Total Public Safety Operations	18,971	17,900	4,175	17,800
UTILITIES				
Utilities - Electric	314	900	400	400
Utilities - Natural Gas	727	400	700	900
Utilities - Telephone/Internet	2,154	2,000	325	360
Total Public Safety Utilities	3,195	3,300	1,425	1,660
TOTAL PUBLIC SAFETY DEPARTMENT	79,580	80,000	69,400	87,300
PARKS AND RECREATION DEPARTMENT				
PARKS				
OPERATIONS				
Maintenance - Grounds	5,253	5,000	3,860	4,000
Services - Non-Professional (Labor)	-	-	-	-
Services - Wildlife Mitigation	3,591	-	4,679	1,000
Supplies - Operational	1,449	1,800	500	700
Total Parks Operations	10,292	6,800	9,039	5,700
UTILITIES				
Utilities - Electric - Fountain	1,194	1,300	600	600
Utilities - Electric - Gazebo	440	600	400	600
Total Parks Utilities	1,634	1,900	1,000	1,200
TOTAL PARKS	11,927	8,700	10,039	6,900
POOL				
LABOR				
Labor - Health Insurance	793	-	-	-
Labor - Part Time	7,158	15,000	11,112	12,000
Labor - FICA	548	1,100	850	850
Labor - State Unemployment Insurance	21	100	-	100
Labor - Workman's Comp	-	200	-	-
Labor - Hiring/New Employee Expenses	-	300	280	280
Total Pool Labor	8,520	16,700	12,242	13,230
OPERATIONS				
Maintenance - Building	5,527	1,300	3,748	-
Services - Inspections	130	100	130	130
Supplies - Office	32	100	81	50
Supplies - Operational	-	2,000	846	300
Supplies - Pool Start Up Funds	130	-	120	120
Training - Certifications	-	-	-	-
Training - Professional Development, Per Diem	0	-	-	-
Total Pool Operations	5,819	3,500	4,925	600

UTILITIES				
Utilities - Electric	3,004	2,800	1,723	900
Utilities - Natural Gas	952	1,200	765	630
Utilities - Telephone/Internet	815	800	250	210
Utilities - Water	-	-	-	900
Total Pool Utilities	4,772	4,800	2,738	2,640
TOTAL POOL	19,111	25,000	19,905	16,470
TOTAL PARKS AND REC DEPARTMENT	31,037	33,700	29,944	23,370
PUBLIC WORKS DEPARTMENT				
LABOR				
Labor - Full Time	32,603	32,300	28,000	48,880
Labor - Part Time	18,795	33,500	17,000	20,280
Labor - Health Insurance	6,342	10,200	8,000	11,508
Labor - FICA	4,259	5,400	3,621	5,400
Labor - Overtime	5,147	3,700	2,800	5,000
Labor - State Unemployment Insurance	109	200	200	200
Labor - Workman's Comp	3,005	3,600	4,610	3,600
Labor - Retirement	-	800	-	-
Labor - Employee Share Health Insurance	-	-	-	-
Labor - Hiring/New Employee Expenses	-	-	-	-
Labor - Cell Phone Stipend	180	800	-	240
Total Public Works Labor	70,440	90,500	64,231	95,108
OPERATIONS				
Equipment - Purchase	415	800	-	-
Equipment - Rental	32	3,000	249	3,000
Equipment - Repair and Service	19,644	12,500	6,700	12,500
Maintenance - Building	277	2,500	500	-
Maintenance - Roads	27,848	40,200	39,700	39,139
Maintenance - Vehicle	10,360	3,500	3,000	4,000
Services - Non-Professional (Labor)	35,992	-	20,000	-
Supplies - Fuel	7,554	6,300	5,300	6,300
Supplies - Office	1,735	1,400	100	300
Supplies - Operational	2,530	2,000	3,200	3,000
Supplies - Clothing	1,110	800	589	-
Tools	360	300	250	500
Training - Certifications	-	1,600	765	650
Training - Professional Development, Per Diem	950	-	-	450
Total Public Works Operations	108,807	74,900	80,353	69,839
UTILITIES				
Utilities - Electric	1,683	500	2200	3000
Utilities - Natural Gas	892	2300	800	900
Utilities - Telephone/Internet	998	1500	900	1500
Utilities - Trash	1,094	1100	1100	1100
Utilities - Electric - Street Lights	500	500	1750	6200
Total Public Works Utilities	5,166	5,900	6,750	12,700
TOTAL PUBLIC WORKS DEPARTMENT	184,413	171,300	151,334	177,647
TOTAL GENERAL FUND EXPENDITURES	607,541	563,100	540,596	602,777



Town Of
GREEN MOUNTAIN FALLS
Colorado

TOWN OF GREEN MOUNTAIN FALLS 2020 Annual Budget General Fund Summary

Acct. #	Description	2018 Actual Budgt	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget
REVENUE					
	Intergovernmental Revenue	178,226	112700	149268	91972
	Taxes	418,385	443800	435794	460700
	Court Fees	905	1000	875	800
	License and Permit Fees	16,795	1400	19526	36800
	Rental and Admission Fees	10,596	13500	10809	12000
	Public Safety	-	0	0	475
	Other Revenue Sources	17,720	0	50692	30
	TOTAL GENERAL FUND REVENUE	642,627	572,400	666,964	602,777
EXPENDITURES					
	Administration	198,158	201100	161993	227278
	Intergovernmental	112,662	72200	127325	82382
	Judicial	1,690	4800	600	4800
	Public Safety	79,580	80000	69400	87300
	Parks & Recreation	31,037	33700	29944	23370
	Public Works	184,413	171300	151334	177647
	TOTAL GENERAL FUND EXPENDITURES	607,541	563,100	540,596	602,777
	Excess (Deficiency) of Revenue over Expenditure	35,086	9,300	126,368	-
OTHER FINANCING SOURCES/USES					
	Capital - Donations - In-kind	-	-	-	-
	Capital - Transfer from Conservation Trust Fund	-	-	-	8,500
	Capital - Transfer from General Fund	138,098	48,700	-	-
	Total Other Financing Sources (Uses)	138,098	48,700	-	8,500
	Net Change in Fund Balance	-	(225069)	36587	7600
CUMULATIVE FUND BALANCE					
	Beginning Fund Balance	-	0	0	28087
	Net Change in Fund Balance	-	(225069)	36587.28	(10135)
	Ending Fund Balance	-	(225069)	36587	17952
Less Restrictions, Commitments & Assignments:					
	TABOR Reserve	(4200)	(8500)	(8500)	(17952)
	Town Contingency	-	-	-	-
	Fund Balance Assignments	-	-	-	-
	Unassigned Fund Balance	(4200)	(233569)	28087	0



**TOWN OF GREEN MOUNTAIN FALLS
2020 Annual Budget
Capital Improvement Fund Detail**

Acct. #	Description	2018 Actual Budget	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget
REVENUE					
INTERGOVERNMENTAL REVENUE					
	Capital - Block Grants - El Paso County	-	-	-	24,000
	Capital - Federal Grants	-	16,500	-	-
	Capital - Pikes Peak Rural Transportation Authority	-	284,700	127,359	157,341
	Capital - State Grants - Dept of Natural Resources	-	-	12,000	9,000
	Capital - State Grants - DOLA 1 (Comp Plan 2018)	-	-	-	-
	Capital - State Grants - DOLA 2 (Flood Recovery)	-	-	97,644	128,265
	Capital - State Grants - DOLA 3 (Planning Code Re-Write)	-	-	-	25,000
	Total Intergovernmental Revenue	-	301,200	237,003	343,606
OTHER REVENUE					
	Capital - Bank Interest	-	1,500	1,500	2,100
	*Capital - Donations - Monies (see budget message)	21,250	-	31,028	99,000
	Total Other Revenue	21,250	1,500	32,528	101,100
OTHER FINANCING SOURCES					
	Capital - Donations - In-kind	-	-	-	-
	Capital - Transfer from Conservation Trust Fund	-	-	-	8,500
	Capital - Transfer from General Fund	138,098	48,700	-	-
	Total Other Financing Sources	138,098	48,700	-	8,500
	TOTAL CAPITAL IMPROVEMENT REVENUE	159,348	351,400	269,531	453,206
EXPENDITURES					
	Capital Outlay (from General Fund)	159,348	-	57,000	-
	Capital - Administrative Infrastructure	-	-	-	50,000
	Capital - Fire Mitigation	-	-	-	25,000
	Capital - Equipment	-	-	-	-
	Capital - Computer Hardware	-	3,300	3,300	-
	Capital - Vehicles	-	-	-	-
	Capital - Repairs - Facilities	-	-	-	-
	Capital - Repairs - Park	-	46,000	-	55,000
	Capital - Repairs - Pool	-	-	-	-
	Capital - Repairs - Roads and Infrastructure	-	527,169	-	-
	Belvidere widening/overlay	-	222,369	75,000	91,341
	Maple St bridge	-	35,200	24,411	73,000
	Midland culvert	-	52,000	24,411	73,000
	Belvidere/Olathe sediment removal	-	26,500	-	-
	El Paso Trail road and drainage	-	40,800	24,411	-
	Iona Ave road and drainage	-	32,300	24,411	-
	Hotel St water diversion	-	13,000	-	-
	Ute Pass Ave water diversion	-	8,000	-	-
	Foster Ave water diversion	-	5,000	-	-
	Iona Ave road and drainage	-	23,000	-	-
	Stilling Basins	-	66,000	-	66,000
	Altitude sign replacement	-	3,000	-	-
	Comprehensive Signage and Parking Project	-	-	-	30,000
	TOTAL CAPITAL IMPROVEMENT FUND EXPENSES	159,348	576,469	232,944	463,341
	NET CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE	-	(225,069)	36,587	(10,135)
CUMMULATIVE FUND BALANCE					
	BEGINNING BALANCE	-	-	-	28,087
	Net Change in Capital Fund Balance	-	(225,069)	36,587	(10,135)
	ENDING FUND BALANCE	-	(225,069)	36,587	17,952

Less Restrictions, Commitments & Assignments:				
TABOR Reserve	(4,200)	(8,500)	(8,500)	(17,952)
Ending Fund Balance	(4,200)	(233,569)	28,087	0



**TOWN OF GREEN MOUNTAIN FALLS
2020 Annual Budget
Conservation Trust Fund Detail**

Acct. #	Description	2018 Actual Budget	2019 Adopted Budget	2019 Year-End Projections	2020 Proposed Budget
REVENUE					
Intergovernmental Revenue					
	CTF - Lottery Proceeds	8,809	9,000	9,000	8,500
	Total Intergovernmental Revenue	8,809	9,000	9,000	8,500
Other Revenue					
	CTF - Bank Interest	167	300	300	180
	Total Other Revenue	167	300	300	180
	Total Cons Trust Fund Revenue	8,976	9,300	9,300	8,680
EXPENDITURES					
Parks and Recreation					
	CTF - Parks and Recreation Projects - Labor	5,940	9,100	9,100	8,500
	Total Parks and Recreation Expenditures	5,940	9,100	9,100	8,500
	Total Cons Trust Fund Expenses	5,940	9,100	9,100	8,500
	NET CHANGE IN FUND BALANCE	3,036	200	200	180
OTHER FINANCING SOURCES					
	CTF - Transfer to Capital Improvement Fund	(27,204)	(8,800)	(8,800)	(8,500)
	Total Other Financing Sources	(27,204)	(8,800)	(8,800)	(8,500)
CUMMULATIVE FUND BALANCE					
	BEGINNING BALANCE	25,337	1,169	1,169	1,369
	Net Change in Capital Fund Balance	(24,168)	200	200	180
	ENDING FUND BALANCE	1,169	1,369	1,369	1,549
Less Restrictions, Commitments & Assignments:					
	Town Contingency	-	-	-	-
	Restricted Fund Balance	1,169	1,369	1,369	1,549

Project Scope of Services

The proposed Scope of Services organized into three phases:

- 1) Code Diagnosis,
- 2) Code Update, and
- 3) Code Adoption.

Phase I. Code Diagnosis

Project Initiation

I will meet with Town staff to review and confirm the project schedule, discuss project coordination and review protocols, and identify issues associated with administering the current development regulations and achieving the objective of implementing the Town's new plan. Town staff will be requested to compile a list of major concerns with the current land use regulations that have not been captured in the Comprehensive Plan.

Document Review

I will conduct a review of the Municipal Code associated with land use regulation, taking into consideration the priorities of the Town's recent Comprehensive Plan. Town staff will be requested to provide electronic copies of the current land use regulations and other supporting documents deemed necessary to carry out the project. The product of this task is an analysis of the Town's existing land use codes, and commentary with general recommendations on proposed changes.

Community Engagement

Upon reviewing Green Mountain Falls 2019 Comp Plan, I believe a significant portion of community engagement for this phase has already occurred. We can host one meeting with community committees, planning commission and staff to ensure our document review comports with the expectations of the project and needs of the community.

Phase II. Code Update

Annotated Outline

I will prepare an annotated outline for consolidating and reforming the Town's zoning, subdivision, and other land use regulations, and ask for contribution from the Town Planner with this task. I will present the annotated outline to the Planning Commission and discuss any suggested refinements. One or more meetings during the same trip will be scheduled with Town staff and other relevant committees.

Draft Code

Using the annotated outline as a guide, and with the assistance of the Town Planner, I will completely rewrite and reorganize the Town's land development regulations. At a minimum the rewrite will include:

- General provisions, non-conformities, and enforcement;

- Administration and procedures, inclusive of annexation;
- Zone districts and uses;
- Special regulations (as appropriate, such as the sign regulations);
- Subdivision regulations; and
- Definitions.

This draft will consolidate the Town's land use regulations, with refinements that implement the comprehensive plan and establish predictable rules and processes in an organized format that is legally sound.

We will present sections of the draft code in a series of Planning Commission work sessions and will discuss any suggested refinements. One or more meetings during each trip will be scheduled with Town staff. Town staff will be requested to assist with meeting logistics.

Community Engagement

We will facilitate a community workshop during this project phase, to provide an opportunity for public feedback on key draft code provisions prior to public hearings. The workshop will be structured as day long open house events to ensure good turnout. We will attend one joint work session with the Board of Trustees and Planning Commission to present the draft regulations, highlight key provisions and revisions, and obtain guidance for preparing the final draft of the development code. One or more meetings during the same trip will be scheduled with Town staff.

Phase III. Code Adoption

Community Engagement/Public Hearings

We will prepare a revised draft of the regulations incorporating all refinements from the Town staff, Board of Trustees and Planning Commission discussions in Phase II. We will attend one public hearing each before the Planning Commission and Board of Trustees to present the revised draft code along with comments summarized from the community workshop.

Prior to the hearings, we will: (1) review and confirm public notice format and timing pursuant to state statutes and the Town's Municipal Code, (2) prepare a cover memorandum summarizing key process events to date, significant issues and recommendations, (3) confirm the proper Planning Commission resolution and Board of Trustees ordinance format for recommendation and adoption of the new code, and (4) prepare for and facilitate any final amendments desired by the Board of Trustees to be incorporated at the conclusion of the public hearing, in the form of amendments to the adopting ordinance made by motion. Based on the outcome of the public hearings, we will incorporate approved amendments into a final document to be presented to Town staff and the Board of Trustees.

Professional Experience

For the last fourteen years, Nina has practiced in local government and zoning law, dealing with all aspects of land use, real estate, governmental liability, personnel and government operations. She specializes in land use code diagnosis and revision to implement planning goals.

Nina currently serves as Town and City Attorney for numerous Colorado municipalities, and as special counsel to towns and cities on zoning matters. She assists town and city managers, administrators, planners, community developers and clerks on a daily basis. In addition to city councils and town boards, Nina advises numerous planning commissions, boards of adjustment, zoning boards of appeals and variance boards. Nina has analyzed, drafted and re-wrote significant portions of the land use and zoning codes for the municipalities of: Fort Morgan, Salida, Idaho Springs, Nederland and Monument, as well as numerous villages in suburban New York.

Prior to her current role, Nina also represented applicants and developers in all phases of the planning and development process, including in front of governing boards, planning commissions and zoning boards.

Nina currently teaches an annual graduate course at the University of Colorado Denver, entitled "Planning and Development: Zoning, Local Government and Affordable Housing."

Nina is a frequent speaker on land use and local government issues, including at the Department of Labor planning commissioners training, Municipal Clerk's Institute and annual Colorado Municipal League conference. She authored "A Conversation on Quasi-Judicial and Ex-Parte Issues" in *Colorado Municipalities*.

Education

Juris Doctor, St. John's University School of Law, 2006

Honors: Editor-in-Chief, *Journal of Legal Commentary*

Bachelor of Arts, St. John's University, Government and Politics, Honors College, 2003

Honors: *Summa cum laude*; Senior Senator, Student Government; Gold Key recipient

Firm

Nina works at Murray Dahl Beery & Renaud LLP ("MDBR") a local government firm with offices in Lakewood. Collectively, the attorneys at MDBR have over two hundred years of experience representing Colorado municipalities as well as serving as general counsel for several urban renewal authorities, downtown development authorities and business improvement districts. The Firm's practice includes representation of private and governmental clients in condemnation, real property, local governmental tax and land use matters. MDBR also serves as special counsel to numerous municipalities, counties and special districts on both sides of the Continental Divide in a broad variety of issues and litigation.

Professional References

1. Geoffrey T. Wilson, Esq.
Special Counsel, Murray Dahl Beery & Renaud, LLP
710 Kipling Street, Suite 300
Lakewood, CO 80215
303-330-8905
gwilson@mdbrlaw.com
2. Karen Gerrity
Administrator, Town of Nederland
45 W 1st Street
Nederland, CO 80466
303-258-3266
kareng@nederlandco.org
3. P.T. Wood
Mayor, City of Salida
448 E. First Street, Suite 112
Salida, CO 81201
719-530-2624
ptwood@gmail.com

FEE ESTIMATE

Principal	Hourly Rate	Hours	Fee
Attorney: Williams	\$165.00	<u>190</u>	<u>\$31,350</u>
	Total Labor	190	\$31,350

Phase 1 Code Diagnosis		Phase 2 Code Update		Phase 3 Code Adoption	
Hrs	\$\$	Hrs	\$\$	Hrs	\$\$
<u>30</u>	<u>\$4,950</u>	<u>125</u>	<u>\$20,625</u>	<u>35</u>	<u>\$5,775</u>

Estimated Expenses:
\$ 1,250.00

Total Estimated Fee \$32,600

RESOLUTION NO. 2019 - 16

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2020, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO, FOR THE 2020 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Town of Green Mountain Falls has adopted the annual budget in accordance with the Local Government Budget Law, on December 3, 2019; and,

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$158,300; and,

WHEREAS, the 2019, valuation for assessment for the Town of Green Mountain Falls as certified by the El Paso County Assessor is \$9,663,380; and,

WHEREAS, the 2019, valuation for assessment for the Town of Green Mountain Falls as certified by the Teller County Assessor is \$609,270;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Town of Green Mountain Falls Colorado:

Section 1. That for the purpose of meeting all general operating expenses of the Town of Green Mountain Falls during the 2020 budget year, there is hereby levied a tax of 17.588 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2020.

Section 2. That the Mayor is hereby authorized and directed to immediately certify to the County Commissioners of El Paso and Teller Counties, Colorado, the mill levies for the Town of Green Mountain Falls as hereinabove determined and set.

Adopted: This 3rd day of December, 2019.

ATTEST:

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

RESOLUTION 2019-17

A RESOLUTION ADOPTING THE 2020 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, 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 "Town of Green Mountain Falls 2020 Fee Schedule As Adopted by Resolution 12/3/2019" 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 3rd day of December 2019.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

Jane Newberry, Mayor

ATTEST:

Laura J. Kotewa, Town Clerk

Town of Green Mountain Falls 2020 Fee Schedule as Adopted by Resolution 12/3/2019 Effective 1/1/2020		
Green Mountain Falls 2020 Fee Schedule		
Code Authority	Description	Fee
Publications, Hard Copy		
1-50	Comprehensive Plan	actual cost
1-50	Municipal Code Book	actual cost
1-50	Zoning Code section of Code Book	\$0.25/page
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:		
8-9(e)	Court costs	\$30.00 per appearance
2-138	Subpoena issue fee	\$30.00
8-9(e)	Surcharge	\$20.00 per offense
License fees		
	Business license	\$50.00
10-294	Fireworks sales license	\$75.00
6-53	Liquor Licenses	see State fee schedule
Ord. 2018-02	Mobile Food Vendor license	\$50.00
6-103	Peddler and solicitor	\$50.00
6-122	Restaurant fee	\$200.00
Ord. 2018-04	Short Term Rental	\$350 for new application \$200 for renewal
Animals		
7-132	Dog license fee	\$25
7-135	Dog license - Duplicate	\$5.00
7-142	Dog redemption fee	\$15.00
7-164	Horse permit	\$30.00
Planning/Land Use		
Administrative		
11-114	Easement fee	\$50.00/year
11-41	Sidewalk/Curb permit	\$125.00
11-71	Address number fee	\$50.00
	Annexation fee	\$750 + Legal Retainer + \$50/acre for 1-5 acres; + \$25/each acre over 5
15	Revocable permit	\$100.00-400.00/yr
Zoning and Architectural Review		
16-705	Building - Architectural Review	\$250.00
16-705	Building - Deck - New	\$150.00
16-705	Building - Deck - Replacement -Existing footprint	\$50.00
16-706	Sign permits	\$125.00 new \$50.00 repair
16-707(c)	Building - Fence permit	\$100.00
16-709	Variance - Subdivision	\$500.00
16-709	Variance - Zoning	\$500.00
16-711	Special Use Permit	\$300.00
16-711	Zoning Amendment	\$500.00 + \$50.00/lot
16-713	Planned Use Development (0-1 acre)	\$750.00 + \$75 (1+ to 5 acres) + \$25 per acre (over 5 acres)
16-714	Waiver - Hillside Overlay	\$100.00
16-813	Development in Flood Hazard Zone	\$150.00/lot
Subdivisions		
17-22	Plat Review - Preliminary	\$400.00 + \$50.00/lot
17-23	Plat Review - Final Plat	\$450.00 + \$50.00/lot
17-83	Grading Permit - Erosion Control Plan	\$200.00 plus Engineering Review passthrough
17-92	Engineering Review	Actual Cost Pass-Through + Administrative fee (\$150.00)
17-101	Road Cut/Driveway - Gravel	\$100 plus Engineering Review passthrough
17-101	Road Cut/Driveway - Paved	\$100 plus Engineering Review passthrough
17-131	Plat Review - Vacation by Plat	\$200.00-\$500.00 based on staff review
17-133	Plat Review - Minor Subdivision	\$450.00 + \$50.00/lot
17-136	Vacation - Road Right of Way	\$600.00
17-135	Vacation - Lot Line With Easement	\$100.00 + Attorney passthrough
17-135	Vacation - Lot Line without Easement	\$100.00
Short Term Rental		
6-155	Initial License	\$350.00
6-156	Renewal	\$200.00
Facilities Use		
11-95	Gazebo Rental Permit	\$100.00/hr (2 hr minimum) plus hourly increments thereafter
18-74(12)	Special Event Fee for use of public property or rights of way	\$500.00/day or \$150.00/hour (2 hr minimum) + \$100.00 deposit
18-74(12)	Traffic control fee (Accounts for the placement of barricades only; applicant is responsible for preparing traffic control plan and is responsible for supporting personnel costs)	\$100.00/hr (2 hour minimum)
	**See separate schedule for pool pricing	

BOARD OF TRUSTEES AGENDA MEMO

DATE: 10/15/2019	AGENDA NO	SUBJECT:
Presented by: Angie Sprang, Town Manager		An Ordinance Amending Section 2-28 and Adding a New Section 2-39 to the Town of Green Mountain Falls Municipal Code Concerning Regular and Special Meetings and Work Sessions

Recommended Action:

Approve modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-28(a) and the addition of new section 2-39 as stated, or with Trustee amendments.

Background:

Town Staff requests and amendment to the Municipal Code of the Town of Green Mountain Falls. The recommended change will update the current Trustee meeting schedule from twice monthly to once monthly. As always, a second meeting can be called by the Mayor or members of the Board. The second monthly meeting could also be a Work Session, not for conducting business, but for the purposes of discussing Code update drafts or addressing other matters that require in depth planning, brainstorming, and discussion.

The new language is also intended to reduce future potential ordinance change legal review costs, by including discretionary language; such as, “or at other dates and times as determined by the Board of Trustees.” This, discretionary language, sets a time and location for Citizens to expect the Trustees to meet on a monthly basis, and allows for changes as business necessitates. Of course, any changes will be posted for the public in accordance with regulations, in the designated public area(s).

Staff believes that the new schedule will be an efficient use of Staff time, and a respectful and efficient use of Elected Officials and Volunteers time. In consideration of this change Staff asks:

1. If the Trustees should approve, would the Trustees like Staff to recommend a second meeting, if Staff believes Town business will take more than 1.5 hours/2 hours/3 hours?
2. Would the Trustees like to keep the regular meeting schedule with a 7:00pm start time?
3. Any other items for discussion/consideration.

Issue before the Board:

Consideration of the modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-28(a) and the addition of new section 2-39 as stated, or with Trustee amendments.

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-06

AN ORDINANCE AMENDING SECTION 2-28 AND ADDING A NEW SECTION 2-39 TO THE TOWN OF GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING REGULAR AND SPECIAL MEETINGS AND WORK SESSIONS

WHEREAS, the Board of Trustees desires to change procedures for regular and special meetings and work sessions.

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

Section 1. Section 2-28 of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

Sec. 2-28. - Regular and special meetings.

(a) Regular Meetings. All regular meetings of the Board of Trustees shall be held at Town Hall; 10615 Green Mountain Falls Road; Green Mountain Falls, Colorado, or at such other places as determined by Board of Trustees. Regular meetings of the Board of Trustees shall be held monthly on the first Tuesdays of each month, commencing at 7:00 p.m., or at such other dates and times as determined by the Board of Trustees.

(b) Special Meetings. Special meetings shall be called by the Clerk on the written request of the Mayor or any three members of Board of Trustees on at least twenty-four (24) hours written notice to each member of Board of Trustees; but a special meeting may be held on shorter notice if all members of Board of Trustees are present or have waived notice thereof in writing. No business shall be transacted at any special meeting of Board of Trustees unless the same has been stated in notice of such meeting.

Section 2. A new Section 2-39 of the Green Mountain Falls Municipal Code is hereby added to read as follows:

Sec. 2-39. – Work Sessions.

(a) Work Session Board of Trustees Meetings – The Board of Trustees may meet informally on third Tuesday of each month, or at other times upon call of the Mayor or at the request of three members of the Board of Trustees to discuss matters pending or proposed.

(b) The Town Manager or Clerk shall prepare the agenda, after consultation with the Mayor, for work sessions. All matters to appear on the agenda shall be filed with the Town Manager or Clerk no later than twelve noon the Wednesday prior to the work session.

(c) Work sessions of the Board of Trustees are open to the press and public. No binding action may be taken at any work session. The Town Manger or Clerk, or his or her designee, shall keep brief minutes of work sessions.

Section 3. 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 4. 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 5. 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: 10/15/2019	AGENDA NO	SUBJECT:
Presented by: Angie Sprang, Town Manager		An Ordinance Amending Section 2-228 of the Town of Green Mountain Falls Municipal Code Concerning Planning Commission Meetings

Recommended Action:

Approve modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-228 as stated, or with Trustee amendments.

Background:

Town Staff requests and amendment to the Municipal Code of the Town of Green Mountain Falls. The recommended change will update the current Planning Commission (an Advisory Board to the Board of Trustees) meeting schedule from twice monthly to once monthly. As always, a second meeting can be called as business necessitates. The second monthly meeting could also be a Work Session, not for conducting business, but for the purposes of discussing Code update drafts or addressing other matters that require in depth planning, brainstorming, and discussion.

The new language is also intended to reduce future potential ordinance change legal review costs, by including discretionary language. This, discretionary language, sets a time and location for Citizens to expect the Planning Commission to meet on a monthly basis, and allows for changes as business necessitates. Of course, any changes will be posted for the public in accordance with regulations, in the designated public area(s).

Staff believes that the new schedule will be an efficient use of Staff time, and a respectful and efficient use of Elected Officials and Volunteers time.

Issue before the Board:

Consideration of the modification to the Town of Green Mountain Falls, Municipal Code Sec. 2-228 as stated, or with Trustee amendments.

Respectfully Submitted,
Angie Sprang

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-07

AN ORDINANCE AMENDING SECTION 2-228 OF THE TOWN OF GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING PLANNING COMMISSION MEETINGS

WHEREAS, the Board of Trustees desires to change regular Planning Commission meetings from two times per month to one time per month with an option for an additional meeting if necessary.

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

Section 1. Section 2-228 of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

Sec. 2-228. - Meetings.

All meetings of the Planning Commission shall be open to the public and citizens shall have reasonable opportunity to be heard under such rules as the Planning Commission may prescribe. Regular meetings shall be held on the second Tuesday of each month. A second meeting may be called by the Town Manager or Planning Department Staff on the fourth Tuesday of the month, if the work load necessitates. Notice of such meetings and an agenda for each meeting will be published at least four (4) calendar days prior to the meeting; the same may be accomplished by posting said agenda and date of meeting on the Town bulletin board located at the Town Hall. Additional meetings may be called by the chairman of the Planning Commission, any four (4) Planning Commission members or the Mayor on at least twenty-four (24) hours' notice.

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: 10/15/2019	AGENDA NO	SUBJECT:
Presented by: Angie Sprang, Town Manager		An Ordinance Amending Section 6-155(B) and 6-156(C) of the Town of Green Mountain Falls Municipal Code Concerning Expiration of Short Term Rental Licenses

Recommended Action:

Approve modification to the Town of Green Mountain Falls, Municipal Code Sec. 6-155(b) and 6-156(c) as stated, or with Trustee amendments.

Background:

In an effort to reduce administrative time for both Town Staff and Short-Term Rental License holders, Town Staff requests and amendment to the Municipal Code of Town of Green Mountain Falls Amending Section 6-155(B) and 6-156(C) of the Town of Green Mountain Falls Municipal Code Concerning Expiration of Short Term Rental Licenses.

The recommended change will update the Short-Term Rental License renewal date to December 31. This update will make Short Term Rental Licenses and Business License renewals coincide.

Issue before the Board:

Consideration of the modification to the Town of Green Mountain Falls, Municipal Code Sec. 6-155(b) and 6-156(c) as stated, or with Trustee amendments.

Respectfully Submitted,
Angie Sprang

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-08

AN ORDINANCE AMENDING SECTIONS 6-155(B) AND 6-156(C) OF THE TOWN OF GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING THE EXPIRATION DATE OF SHORT TERM RENTAL LICENSES

WHEREAS, the Board of Trustees desires to change the expiration date of short term rental licenses so that all such licenses expire on midnight December 31st of each year.

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

Section 1. Section 6-155(b) of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

Licenses are valid until December 31st of each year. The application fee shall be prorated on a monthly basis for any application filed for a license period commencing after January 1st. Subject to the requirements of this Article, licenses may be revoked or renewed.

Section 2. Section 6-156(c) of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

Licenses shall expire on December 31st of each year. To renew a license, Licensees shall apply to the Town on forms provided by the Town no later than November 1st of each year.

Section 3. 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 4. 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 5. 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.

RESOLUTION NO. 2019-10

**TITLE: A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS,
 COLORADO, ADJUSTING THE TERMS OF MEMBERS OF THE
 TOWN’S PLANNING COMMISSION**

WHEREAS, the Board of Trustees desires to adjust the terms of the members of the Town’s Planning Commission so that members shall serve staggered terms ending on December 31st of each year; and

WHEREAS, this Resolution shall extend the terms of the members whose terms end on different dates in 2019 to December 31, 2019 and shall extend the terms of the members whose terms end on different dates in 2020 to December 31, 2020 and shall extend the term of one member to December 31, 2021 to establish the term guidelines stated in Ordinance 2019-05, An Ordinance Repealing And Reenacting Section 2-224 Of The Green Mountain Falls Municipal Code Concerning Terms Of Planning Commission Members.

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

Section 1. The terms of the current members of the Planning Commission shall be amended as follows and upon expiration thereof, successive terms of those members’ offices shall be for three (3) years each ending on December 31st as set forth in Section 2-224 of the Town of Green Mountain Falls Municipal Code. This Resolution extends terms of office for Planning Commission members from two (2) years to three (3) years:

Member	Term Ending
Eric Caldwell	December 31, 2020
Dick Bratton	December 31, 2019
Rocco Blasi	December 31, 2020
Greg Williamson	December 31, 2019
Nathan Scott	December 31, 2021

INTRODUCED, READ and PASSED this 5 day of November, 2019.

TOWN OF GREEN MOUNTAIN FALLS,
COLORADO

Jane Newberry, Mayor

(SEAL)

ATTEST:

Laura Kotewa, Town Clerk

PETITION FOR ANNEXATION

TO: THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO

From: PROPERTY KNOWN AS: _____ Red Devil Mountain Parcel _____

We, the undersigned petitioners, in compliance with the "Municipal Annexation Act of 1967" as set forth in Article 12, Title 31, Colorado Revised Statutes, as amended, hereby petition and request the Board of Trustees of the Town of Green Mountain Falls, Colorado, to approve the annexation to the Town of Green Mountain Falls the following described unincorporated territory located in the Counties of El Paso County, State of Colorado, to wit:

Land to be annexed is described as: Red Devil Mountain Parcel as shown on the attached certified survey by Oliver Watts, Licensed Surveyor, dated July 15, 2019.

In support of their Petition, Petitioners state as follows:

1. It is desirable and necessary that the above-described territory be annexed to the Town of Green Mountain Falls, Colorado.
2. That the area sought to be annexed meets the requirements of C.R.S. §§ 31-12-104 and 105.
3. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the Town of Green Mountain Falls.
4. A community of interest exists between the Town and the territory proposed to be annexed to the Town of Green Mountain Falls.
5. The territory proposed to be annexed is urban or will be urbanized in the near future.
6. The territory proposed to be annexed is integrated or is capable of being integrated with the Town of Green Mountain Falls.
7. The undersigned are owners of 100% of the real property included in the territory to be annexed and hereby consent to the establishment of the boundaries of the territory as described above.
8. The territory proposed for annexation is not presently a part of any unincorporated city, city and county, or town, nor have annexation proceedings been commenced for the annexation of part or all such territory to another municipality.
9. Annexation of the above described territory will not result in the detachment of any territory from any school district.
10. The requirements of Sections 31-12-104 Eligibility for Annexation and 31-12-105 Limitations of the Colorado Revised Statutes, as amended, exist and have been satisfied.
11. That the Town of Green Mountain Falls shall not be required to assume any obligation respecting the construction of water mains, sewer lines, gas mains, electric service lines, streets

or any other services or utilities in connection with the property proposed to be annexed except as may be provided by the ordinance of the Town of Green Mountain Falls.

WHEREFORE, the undersigned petitioners request that the Board of Trustees of the Town of Green Mountain Falls (1) take the appropriate action to entertain this petition, fix a date for public hearing, cause notice to be published and posted which specifies the time and place of such hearing, and invite all persons interested to appear and voice approval or disapproval of the proposed annexation; and (2) following the hearing determine by ordinance that the annexation shall be made, annexing the above territory or area, and declaring a date whereon the annexation shall be effective; and that the territory or area so annexed shall become a part of the Town of Green Mountain Falls, Colorado, subject to its law and ordinances then and thereafter in force.

Signed this 8 day of November, 2019.

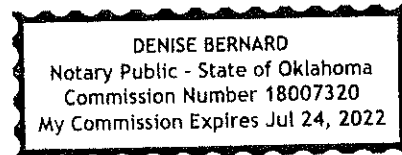


Elizabeth Eickman, Director

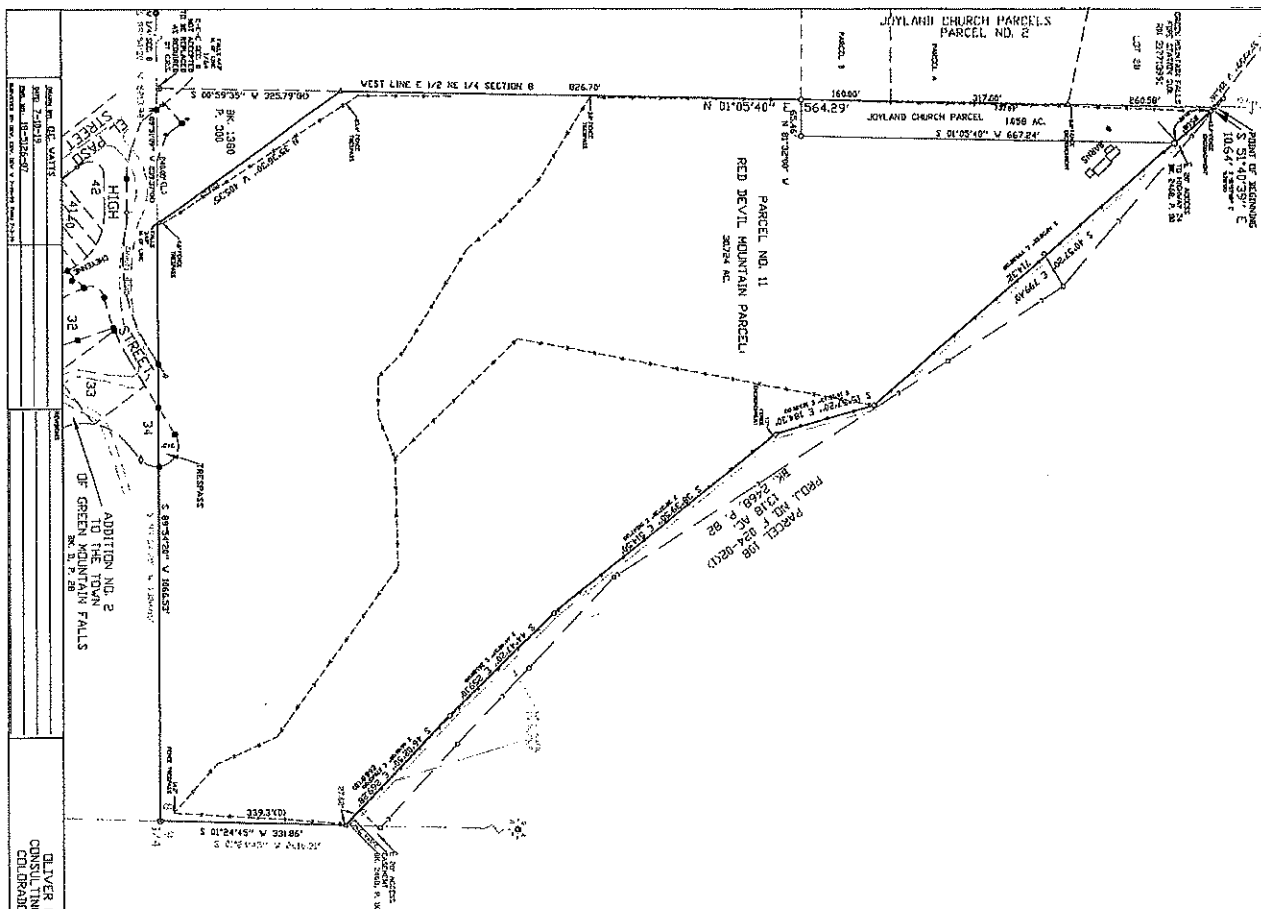
Historic Green Mountain Falls Foundation, LLC

1001 W. Wilshire Blvd, Fourth Floor

Oklahoma City, OK 73116

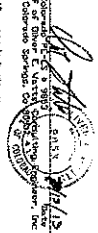


Signed by Denise Bernard COUNTY OF Oklahoma STATE OF Oklahoma
Printed Name Denise Bernard Subscribed and sworn before me this Mailing Address
1001 W. Wilshire Blvd 8th day of November 2019
My commission expires: July 24, 2022 Date 7.24.22



OLIVER E. VATTIS CONSULTING ENGINEER COLUMBIAN SPRINGS	ANDREW PITMAN PROPERTY E1/2 NE1/4 S8W1/4 R35W S OF US24 EL PASO COUNTY	CERTIFIED SURVEY
--	--	-------------------------

Professional Information:
Project Name: _____
Project Number: _____
Client Name: _____
Check Signature: _____
Date and Receiver: _____
Other: _____



Reference was made to the Record Survey of 2017/2019 for the vest property hereinafter as shown on the survey.
This plat was prepared by the Surveyor and is based on the plat as shown on the Record Survey of 2017/2019.
The plat was prepared by the Surveyor and is based on the plat as shown on the Record Survey of 2017/2019.
This plat was prepared by the Surveyor and is based on the plat as shown on the Record Survey of 2017/2019.

- ### LEGEND
- SET YELLOW 99832 CAP ON H4 REBAR
 - FOUND BULB BRICKS CAP FOR NEW RECORD
 - FOUND 2" AL. CAP, REBAR, 2002
 - FOUND REINFC 1" CONC - NOT ACCEPTED
 - FOUND 3" AL. CAP, CONC. TUBERCLE
 - FOUND RED REBAR CAP ON H4 REBAR
 - FOUND YELLOW 99832 CAP ON H4 REBAR
 - FOUND H4 REBAR
 - VOID
 - POWER POLE
 - BARBED WIRE FENCE
 - DISTURBED ELECTRIC LINE

Scale 1" = 100'



PETITION FOR ANNEXATION

TO: THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO

From: PROPERTY KNOWN AS: _____ Joyland Church Parcel _____

We, the undersigned petitioners, in compliance with the "Municipal Annexation Act of 1967" as set forth in Article 12, Title 31, Colorado Revised Statutes, as amended, hereby petition and request the Board of Trustees of the Town of Green Mountain Falls, Colorado, to approve the annexation to the Town of Green Mountain Falls the following described unincorporated territory located in the Counties of El Paso County, State of Colorado, to wit:

Land to be annexed is described as: Joyland Church Parcel as shown on the attached certified survey by Oliver Watts, Licensed Surveyor, dated July 15, 2019.

In support of their Petition, Petitioners state as follows:

1. It is desirable and necessary that the above-described territory be annexed to the Town of Green Mountain Falls, Colorado.
2. That the area sought to be annexed meets the requirements of C.R.S. §§ 31-12-104 and 105.
3. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the Town of Green Mountain Falls.
4. A community of interest exists between the Town and the territory proposed to be annexed to the Town of Green Mountain Falls.
5. The territory proposed to be annexed is urban or will be urbanized in the near future.
6. The territory proposed to be annexed is integrated or is capable of being integrated with the Town of Green Mountain Falls.
7. The undersigned are owners of 100% of the real property included in the territory to be annexed and hereby consent to the establishment of the boundaries of the territory as described above.
8. The territory proposed for annexation is not presently a part of any unincorporated city, city and county, or town, nor have annexation proceedings been commenced for the annexation of part or all such territory to another municipality.
9. Annexation of the above described territory will not result in the detachment of any territory from any school district.
10. The requirements of Sections 31-12-104 Eligibility for Annexation and 31-12-105 Limitations of the Colorado Revised Statutes, as amended, exist and have been satisfied.
11. That the Town of Green Mountain Falls shall not be required to assume any obligation respecting the construction of water mains, sewer lines, gas mains, electric service lines, streets

or any other services or utilities in connection with the property proposed to be annexed except as may be provided by the ordinance of the Town of Green Mountain Falls.

WHEREFORE, the undersigned petitioners request that the Board of Trustees of the Town of Green Mountain Falls (1) take the appropriate action to entertain this petition, fix a date for public hearing, cause notice to be published and posted which specifies the time and place of such hearing, and invite all persons interested to appear and voice approval or disapproval of the proposed annexation; and (2) following the hearing determine by ordinance that the annexation shall be made, annexing the above territory or area, and declaring a date whereon the annexation shall be effective; and that the territory or area so annexed shall become a part of the Town of Green Mountain Falls, Colorado, subject to its law and ordinances then and thereafter in force.

Signed this 8th day of November, 2019.

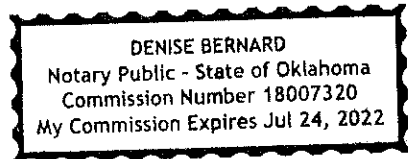
Christian Keesee

Christian Keesee, Sole Member

Green Mountain Road, LLC

1001 W. Wilshire Blvd, Fourth Floor

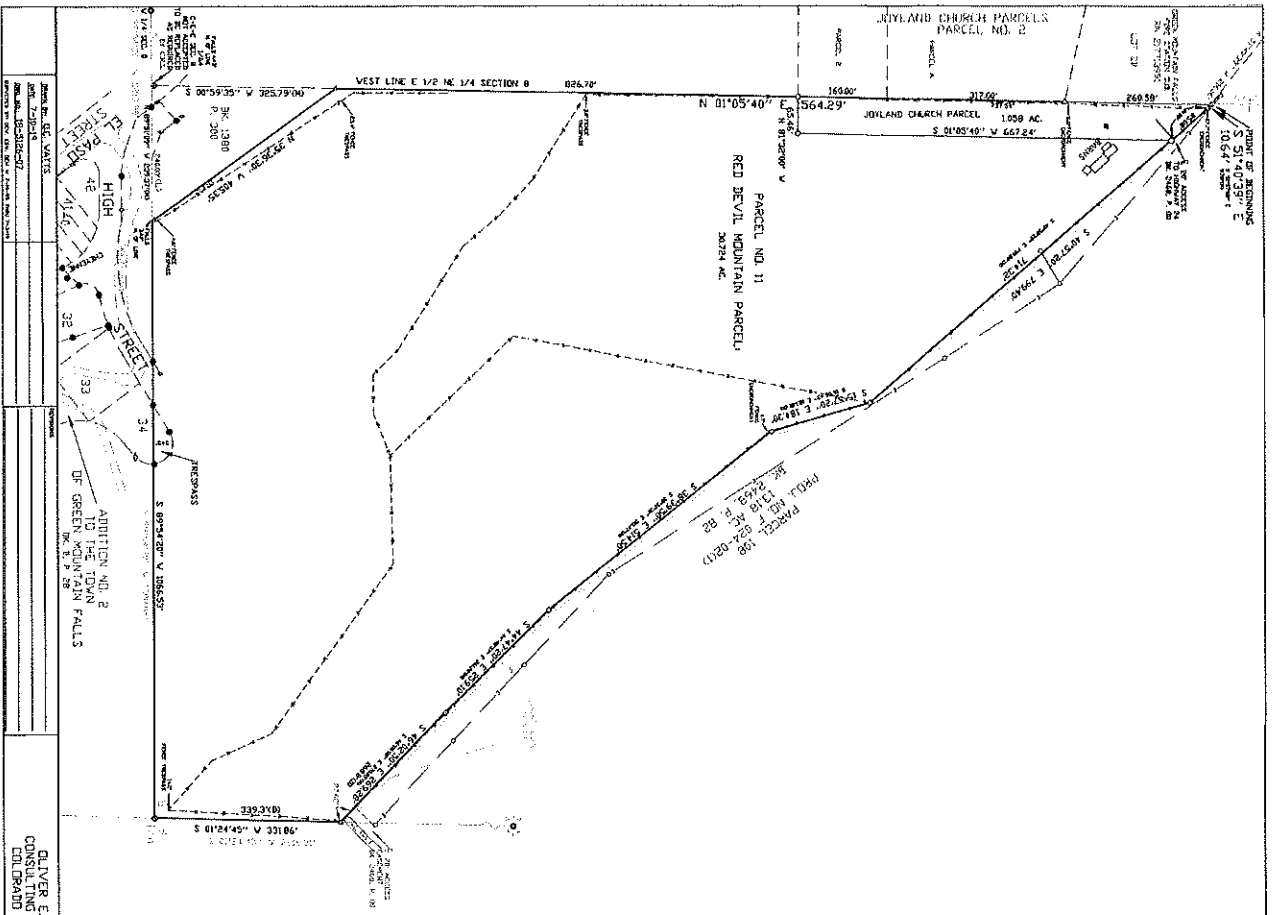
Oklahoma City, OK 73116



Signed by Denise Bernard COUNTY OF Oklahoma STATE OF Oklahoma

Printed Name Denise Bernard Subscribed and sworn before me this Mailing Address
1001 W. Wilshire Blvd 8th day of November 2019

My commission expires: July 24, 2022 Date _____



Reference was made to the record being of 2019/2020 for the West property and the same as shown on the survey.

THE INFORMATION AND DATA provided by the client is believed to be true and correct. The surveyor has not conducted any field work to verify the same.

Effective Date: July 6, 2019

The Survey does not constitute a title search or opinion.

THIS INFORMATION IS NOT TO BE USED FOR ANY OTHER PURPOSE.

Red Devil Mountain Falls Foundation, LLC, an Oklahoma limited liability company

File Number: 2019-00000000-0000, Amendment No. 1

Effective Date: July 6, 2019

Notice: According to Colorado law you must complete any legal action based upon any defect in this Survey within three years after you first discover such defect. In no event may any action based upon any defect in this Survey be commenced more than ten years from the date of the Certification shown hereon.

Field Sheet: This Survey is not within the limits of the 100 Year Flood Plain as identified on FEMA Mapping Maps Nos. 880424099 G and 880424099 G, both dated December 7, 2016.

Units of Measurement: US Survey Feet

Local Regulations:

1. Oliver E. Watis, a Registered Land Surveyor in the State of Colorado, hereby certifies that this Survey of the above described Tract of Land was performed under my direction, supervision, and control, and that the requirements of Title 40, C.R.S., have been complied with, to the best of my knowledge and belief.

Oliver E. Watis, Registered Land Surveyor in the State of Colorado, hereby certifies that this Survey of the above described Tract of Land was performed under my direction, supervision, and control, and that the requirements of Title 40, C.R.S., have been complied with, to the best of my knowledge and belief.

Oliver E. Watis, Registered Land Surveyor in the State of Colorado, hereby certifies that this Survey of the above described Tract of Land was performed under my direction, supervision, and control, and that the requirements of Title 40, C.R.S., have been complied with, to the best of my knowledge and belief.

Legend:

- SET YELLOW PINK CAP ON #4 REBAR
- FOUND IRON BRASS CAP FOR NOD RECORD
- FOUND IRON CAP, 45MM DIA, 2002
- FOUND IRON T-PIPE - NOT ACCEPTED
- SET NOD
- FOUND CORR 1-1/2" AL. CAP ALUMINUM
- FOUND IRON BRASS CAP ON #4 REBAR
- FOUND YELLOW PINK CAP ON #4 REBAR
- FOUND #4 REBAR
- WELL
- FINDER POLE
- BARBED WIRE FENCE
- DISCONNECTED ELECTRIC LINE

Scale 1" = 100'

CERTIFIED SURVEY

Oliver E. Watis, Registered Land Surveyor in the State of Colorado, hereby certifies that this Survey of the above described Tract of Land was performed under my direction, supervision, and control, and that the requirements of Title 40, C.R.S., have been complied with, to the best of my knowledge and belief.



November 6, 2019

Board of Trustees
Town of Green Mountain Falls
10615 Green Mountain Falls Road
Green Mountain Falls, Colorado 80819

We are pleased to confirm our understanding of the services we are to provide the Town of Green Mountain Falls, Colorado for the year ended December 31, 2019. We will audit the financial statements of the governmental activities, business-type activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Green Mountain Falls as of and for the year ended December 31, 2019.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Green Mountain Falls's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, if applicable, we will apply certain limited procedures to the Town of Green Mountain Falls's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule – General Fund

We have also been engaged to report on the supplementary information that accompanies the Town of Green Mountain Falls's financial statements. The supplementary information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with US-GAAP. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe that supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain

reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Town or to acts by management or employees acting on behalf of the Town.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the Town and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Green Mountain Falls's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that your staff will prepare all cash or other confirmations we request and will assist in locating any documents selected by us for testing.

Kyle Logan is the engagement partner and is responsible for supervising the engagement and signing the report. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, postage, copies, etc.) except that we agree that our gross fee will not exceed \$5,500, as stated in our proposal dated December 12, 2016. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your staff and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If the Town is required to perform a Single Audit, additional fees of \$2,000, as stated in our proposal dated December 12, 2019 will be required.

We appreciate the opportunity to be of service to the Town of Green Mountain Falls and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,

Logan and Associates, LLC

Logan and Associates, LLC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Green Mountain Falls, Colorado.

By: _____

Title: _____

Date: _____

GMF TRAILS COMMITTEE MEETING
September 12, 2019- Mucky Duck Restaurant- 6 pm
MINUTES

1. **Meeting called To Order** at 6:04 PM by Vice Chairman Dick Bratton
2. **Attending:** Dick Bratton, Rebecca Ochkie, Don Walker, Lisa Townsend and Claudia Eley
3. **Agenda Approval-** M/S Walker/Townsend. Passed 4:0.
4. **Approve Minutes** of July 11, 2019- M/S Walker/Townsend. Passed 4:0.
5. **Public Input-** none. Items not on Agenda- none
6. **Progress Reports-** since last meeting
 - **Work Day #3**, July 21st 2019: 16 volunteers finished maintenance on Crystal Trail, including blocking numerous points where hikers were cutting switchbacks; rebuilding 6 switchback corners and fortifying rock retaining walls; and lopping and pruning the entire upper section of dense locust tree overgrowth.
 - GMF Board of Trustees approved the Angel's Trail re-route onto the Scott Ave public right-of-way (ROW) between Iona and Hondo on July 16th. The Board also encouraged the TC to seek future approvals to develop social paths on Town rights-of-way and to include them in trails maps (see ToDo list first bullet).
 - Blasi received Town Marshall's go-ahead to include law enforcement contact info on future hiking signs and maps. Blasi has the approved wording for future use.
 - Ochkie, Walker, Brown, Blasi, Deutsch and Wines laid out the 415 LF Angel's Trail re-route in prep for work day #4
 - **Work Day #4**, August 17th 2019: 17 trails volunteers completed the Angel's Trail re-route, including brush clearing and removing low bush juniper prior to digging the 415 LF (linear feet) trail surface. Volunteers built several rock retaining walls to shore up the trail surface. A stone staircase descends off the Hondo Ave. embankment leading hikers onto the trail.
 - Thanks to Crew Leaders Wines, Townsend and Ochkie for leading the volunteer effort.
 - Brown, Wines, and Blasi inspected the Mt. Dewey Trail to prioritize work for work day #5 on Sept 15th
 - Eley reports that the top of Boulder leading to Thomas Trail was overgrown from spring rains making it difficult for hikers to find their way. She cleared the trail and put up a sign showing the way to Thomas Trail.
 - Jesse Stroope, Rocco Blasi, and Dick Bratton met at Green Box Office at 3 PM on Sep 5 to discuss the proposed Pittman Trail.
7. **TC Website and Maps-** Nothing new
8. **Education- Trails Watch Program -**Nothing new
9. **Training**
 - Crew Leader training next Spring- So far Walker and Ochkie express an interest.
10. **TO DO LIST:**
 - Discuss use of undeveloped Street ROW for trails -possible trail on undeveloped portion of Illinois Ave from current driven portion up to Mountain Ave. Land owner of 10680 Mountain Ave has asked the PC that the ROW be added to his lot to allow for a septic system. However, the ROW has been a social trail allowing public access from Illinois Ave to Thomas Trail. **Motion:** The TC recommends the Town Board retain the street ROW from Illinois Ave up to Mountain Ave to preserve future access to potential trails. This will follow precedent and grant a revocable easement for septic space. The TC

recommends splitting the easement equally with 30 feet for the trail and 30 feet for the septic. M/S Townsend/Eley 4:0.

- Bratton will bring in a town map for potential future development of town ROWs.
- Pittman Trail on Red Devil Mtn.
 1. TRAIL NAME - The new trail over Red Devil Mountain will be named the "Pittman Trail" to honor Andy Pittman
 2. TRAIL ROUTE- The trail will generally follow the route shown on the Map "Town Base Map" dated Aug 25. The route shown will be adjusted to incorporate field work by the GMF Trails Committee to lay out the best location marked with red center line flags. GMF TC plans to walk the site in October 2019.
 3. TRAIL USE- Trail use will be limited to hiking only. No motorized, No Mountain Biking, No "E" Bikes, No horses. No smoking, no fires, no fireworks, no camping.
 4. CONSTRUCTION- may involve the use of three Mile Hi Youth Corps (MHYC) teams. GMF Trails Committee crews will provide technical assistance to MHYC.
 5. SCHEDULE-

2019- GMF Trails Committee- field work, trail design, layout

2020- Trail Construction by MHYC/GMF TC:

July 13-17 July 20-24. July 27-31

Motion: Approve the 2020 work day schedule subject to review and approval of the TC Chairman Rocco Blasi. M/S Eley/Townsend 4:0.

6. GREEN BOX TRAIL- A separate trail leading from High Street to a possible future art work may be needed in a couple of years. GMF TC will provide technical assistance with the design, layout and construction.

- Build & install trail signs at Bratton/Catamount int. and Mt. Dewey summit
- Design and install Catamount trailhead board
- Lead 2 hikes for Sallie Bush bingo winners - TBD
- Prep for Oct 5th work day #6, last of the year

11. Other-

- Waldo Canyon: next Roundtable meeting will be November 13. Blasi will cover. Final public meeting pushed back to Jan 22, 2020 from 5:30 - 7:00 p.m. at the Westside Community Center gym

12. NEXT MEETING- October 10, 2019 at the Mucky Duck

13. ADJOURNMENT at 7:17 pm. M/S Townsend/Eley 4:0

ALL MEETINGS ARE OPEN TO THE PUBLIC

RICHARD V. BRATTON, Vice Chair
for Chairman- Rocco Blasi

R. OCHKIE
Recording Secretary- R. Ochkie