



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda 10615 Green Mountain Falls Road Tuesday, April 2, 2019 7:00 p.m.

WORKSHOP: Public Input on Ordinance 2019-03, An Ordinance Rezoning The Town Hall Property From Business To Public Facility

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 March 19, 2019
 - b. Bring Into Record Bills Run March 28, 2019
4. NEW BUSINESS:
 - a. Reading of the Ute Pass Library Proclamation – Library Week April 7-13, 2019
 - b. Update from Natalie Johnson, Manitou Spring School District 14, School Board Liaison
 - c. Consideration of Planning Commission Recommendation to Extend the Comprehensive Plan Execution Period by 30 days
5. OLD BUSINESS:
 - a. Public Hearing and Final adoption, Ordinance 2019-03, An Ordinance Rezoning Town Hall Parcel From Business District To Public Facility District
 - b. Continuance of Ordinance 2019-02, An Ordinance Repealing And Reenacting Section 16-711 Of The Green Mountain Falls Municipal Code Concerning Zoning Amendments
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE:
 - a. Planning Commission Minutes March 26. 2019
 - b. Trails Committee Minutes February 10, 2019
8. REPORTS:
 - a. Trustees
 - b. Town Manager
 - c. Town Clerk
 - d. Marshal
 - e. Public Works

9. EXECUTIVE SESSION:

- a. Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, specifically to evaluate applicants for Town Manager and Pursuant to C.R.S § 24-6-402(e) for the purpose of matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators

10. ANNOUNCEMENT OF FINALIST CANDIDATES FOR TOWN MANAGER POSITION:

11. ADJOURN

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

MEETING MINUTES

Board Members Present

Trustee Margaret Peterson
Trustee Tyler Stevens
Trustee Katharine Guthrie
Trustee Chris Quinn

Board Members Absent

Mayor Jane Newberry

Town Attorney

Not present

Interim Town Manager

Jason Wells

Public Works

Marshal's Dept.

Town Clerk

Laura Kotewa

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor Pro Tem Stevens called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

2. ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA

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

3. CONSENT AGENDA

- a. Approve Board of Trustees Meeting Minutes March 5, 2019
- b. Bring Into Record Bills Run March 14, 2019

After some clarification on one of the payments included in the bill run, Trustee Peterson made a motion, seconded by Trustee Guthrie to accept the Consent Agenda. Motion passed.

4. NEW BUSINESS

- a. Introduction of Ordinance 2019-02, An Ordinance Repealing And Reenacting Section 16-711 Of The Green Mountain Falls Municipal Code Concerning Zoning Amendments

Mr. Jason Wells gave an introduction to the Ordinance. It was brought to board attention that direction is being sought from the Town Attorney on lead time to publish notices of public hearings. There is disparity between general ordinances, and those to rezone. A corrected version addressing the amount of lead time to publish notice, if there are corrections to be made, will be included in the next Board Agenda Packet. According to code, currently, notice has to be published in the paper at least 9 days before a public

hearing on a general ordinance, so a public hearing cannot be heard at the following board meeting. It would have to be scheduled out 2 meetings.

Trustee Peterson made a motion to schedule a workshop and public hearing to be held at the April 16, 2019 Board Meeting, with Trustee Guthrie providing a second. Motion carried. The board asked that Ordinances be kept on the agenda as old business for the interim meeting so they can be continued to the following meeting.

b. Introduction of Ordinance 2019-03, An Ordinance Rezoning The Town Hall Property From Business To Public Facility

Mr. Jason Wells gave an introduction to the Ordinance, and public comment was heard.

Trustee Guthrie made a motion to schedule a workshop and public hearing to be held at the April 16, 2019 Board Meeting with Trustee Peterson providing a second. Motion carried.

c. Consideration of Application for new Trails Committee Member

Mr. Rocco Blassi gave some background information regarding the application.

A motion to approve Don Walker's application was made by Trustee Peterson, seconded by Trustee Guthrie, and passed unanimously.

The Board asked that a discussion regarding there being a Parks and Rec Board to oversee the Trails Committee be added to the first Agenda in May. They also asked that the clerk do some research to see if the Board had voted on this issue in the past.

d. Consideration of Colorado Springs Utilities Request for Utility Easement Across Town Hall Parcel.

Mr. Jason Wells gave introductory remarks. The Board noted that there was no indication of a fire hydrant in the map or drawing provided in the packet and asked that Mr. Wells follow up on that item, and to prepare a Resolution for the matter afterwards.

5. OLD BUSINESS

6. PUBLIC INPUT – 3 Minutes Per Speaker

Ms. Gale Gerig spoke about a form she received from the Town regarding permission to enter her property, with recommendations to limit the scope of permission, and Angel Trail markings/rock sign on her property.

Mr. Rocco Blassi shared that the Trails Committee has agreed to meet with Ms. Gerig after the snow has melted to assess Angel Trail alignment with regards to her property.

Mr. Mac Pittrone spoke about the snow plowing in town and how he sees it has affected gravel added to the road surface.

7. CORRESPONDENCE:

- a. Planning Commission Meeting Minutes March 12, 2019

8. REPORTS

- a. Trustees – no comments made.
- b. Town Manager – Touched on highlights from his submitted report. He also gave comment on the permission letters mentioned by Ms. Gerig, that they were for flood repair projects, and discussion followed on how collection of the signed letters could be promoted.

Mr. Wells also gave an update on the progress of the hiring process for a Town Manager. The Board gave direction to bring a Budget Amendment to the April 2, 2019 meeting in order for the town to award a travel stipend to candidates traveling from out of state. A possibility of locally donated lodging will be researched. April 30, 2019 is the agreed upon date for the final meetings, tours, and interviews with the to-be-named finalists. The list of finalists should be available to be presented to the Board on April 2, 2019 during an Executive Session.

- c. Town Clerk – Touched on highlights from her submitted report, and included progress being made on new email accounts and problems with the internet service.
- d. Public Works – Written report included in the packet.

ADJOURNMENT

Meeting adjourned at 8:13p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

11:17 AM

03/28/19

Accrual Basis

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

	Mar 28, 19
CEBT	3,312.40
Chief Petroleum	1,887.11
CNA SURETY	100.00
Comcast	165.70
GovPro Consulting	2,740.00
Logan Simpson Design Inc.	8,578.62
Pinnacol Assurance	627.00
Schumacher's	12.00
Ute Pass Sand and Gravel	280.01
TOTAL	<u>17,702.84</u>

late entry.
1. Chase CC

2357.44

20,054.28

2. All Star Roofing & Const., Inc

10,000.00

30,054.28

Proclamation Recognizing National Library Week (April 7-13, 2019)

WHEREAS, libraries like Ute Pass Library of Pikes Peak Library District exist to foster community and connect people with the resources and information they need to achieve their goals and reach for their full potential;

WHEREAS, libraries and librarians build strong communities through services, programs, collections, meeting spaces and partnerships that support education, employment, entrepreneurship, empowerment, collaboration and civic engagement;

WHEREAS, libraries provide safe and welcoming public spaces for all members of the community to access information and resources, connect with others, and freely exchange information and ideas;

WHEREAS, libraries and librarians open up a world of possibilities through innovative programs, classes and events, job search resources, online databases and learning tools, and the power of reading;

WHEREAS, these trusted and treasured institutions serve as an important resource for all, regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status, by offering services and opportunities that transform people's lives and strengthen communities;

NOW, THEREFORE, be it resolved that the Board of Trustees for Green Mountain Falls, Colorado, proclaim National Library Week, April 7-13, 2019. We encourage all residents to visit Ute Pass Library this week to explore what's new and engage with a librarian.

Done this _____ day of _____, 2019.

Jane Newberry, Mayor

ATTEST:

Laura Kotewa, Town Clerk & Treasurer

TO DO LIST & SCHEDULE

APR- (Task 2, 3)

Extend Contract Performance period 30 days (to June 29)
Write Trails Narrative (RVB/TC)
April 9-PC Meeting- LS Presents Part 1 Report
April 23-PC Meeting
Illustrative Land Use Drawing
Review Future Land Use Map
Strategic Action Plan
Review of Goals, Policies, and Initial Action Items

MAY

May 14-PC Meeting- Update CIP Project Listing
Finalize Future Land Use Map
May 28-PC Meeting- Town Meeting #3-Open House and PH
Final Draft Plan Review- Distribute final draft PLAN by E Mail

JUNE

June 11- PC Meeting- Finalize Zoning Map
June 19- LS-Make Final corrections to Plan
June 20 -LS Send Plan to Printers and Town Clerk for PC Packet
June 25- PC Meeting- PC ADOPTION OF 2019 PLAN (Keesee & DOLA to attend)

JULY

July 2-TB Meeting- Resolution to ACCEPT COMPREHENSIVE PLAN

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-03

AN ORDINANCE REZONING THE TOWN HALL PROPERTY FROM BUSINESS TO PUBLIC FACILITY

WHEREAS, the Town owns a parcel of property located within the Town upon which the Town Hall is located, which has a legal description of Lot 1 The Amended Green Mountain Falls Fire Station Sub, County of El Paso, State of Colorado (“the Parcel”);

WHEREAS, the Town desires to rezone the Parcel from its current zoning of Business District (B) to the Public Facilities District (PF);

WHEREAS, the requirements for an amendment to the zoning districts are set forth in Section 16-711 of the Green Mountain Falls Municipal Code;

WHEREAS, the Planning Commission held a public hearing and provided comments on the application to rezone the Parcel on March 12, 2019;

WHEREAS, notice of the public hearing before the Board of Trustees was properly posted and published; and

WHEREAS, the Board of Trustees, upon reviewing the comments of the Planning Commission, hearing the statements of staff and the public, and giving due consideration to the matter, determines as provided below.

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

Section 1. The Board of Trustees, having found and determined that the proposed rezoning is consistent with the Green Mountain Falls Comprehensive Plan, the Parcel is hereby rezoned to Public Facilities District (PF). Pursuant to Section 16-302(c) of the Green Mountain Falls Municipal Code, staff is directed to update the Town’s zoning map to reflect this amendment with seven working days of the effective date of this Ordinance.

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.

MEMO TO: GMF Town Board of Trustees

SUBJECT: **ZONING DISTRICT AMENDMENT-- GMF TOWN HALL PARCEL**

FROM: Dick Bratton, Vice Chairman, GMF Planning Commission

At the GMF Planning Commission Meeting on Mar 12, 2019, after a Public Meeting, the following motion passed unanimously (5-0):

"The Planning Commission recommends that the Town Board of Trustees approve the rezoning of the Town Hall Parcel (Schedule 8308101100) from B-Business District to PF- Public Facilities District."

The following Information is submitted in accordance with GMF Municipal Code Sec.16-711 Zoning:

LETTER OF INTENT Sec. 16-711(c)(1)

a. The reason for the change in Zone Classification:

The primary reason for changing the Zone Classification from B-Business to P-F Public Facilities District is to reflect the actual and planned use of the parcel. The current zoning is incorrect and should be corrected..

Additionally, TB approval of this change is needed to revise the Official Zoning Map currently being updated as a part of the GMF Comprehensive Plan.

b. Total number of acres: 1.56 A

c. The entire parcel is owned by the Town of Green Mountain Falls.

d. There are no residential dwelling units on the parcel.

(2) Legal description and drawing (subdivision map attached - Lot 1).

a. Boundary description of the land to be rezoned. (map attached)

b. Existing land uses on the property: PF -Public Facilities (Town Hall).

c. Adjoining property ownership and use: (map showing adjoining property owners-attached).

d. Existing and proposed structures: Existing structures- GMF Town Hall.
A Town Hall is a permitted use in a PF Public Facilities District (Sec 16-313 (c)).
No additional structures are proposed.

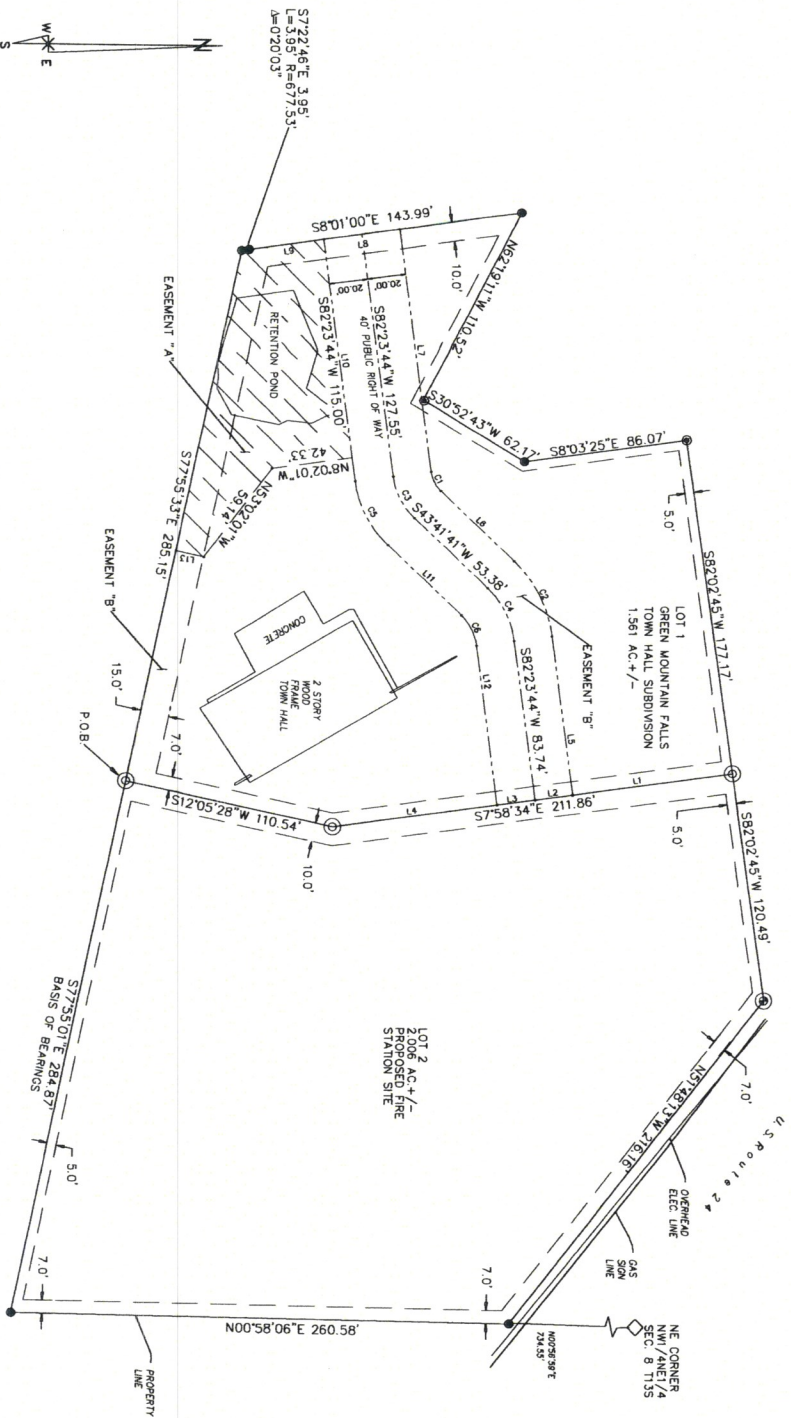
e. Existing and proposed easements: No additional easements are planned.

f. Name and Address of

1. Petitioner: GMF Planning Commission
2. Owner: Town of Green Mountain Falls
3. Preparer: Dick Bratton, Vice Chairman, GMF Planning Commission,
GMF Town Hall, 10615 Green Mountain Falls Road,
Green Mountain Falls, CO 80819-0524

AMENDED GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION

A REPLAT OF LOT 1, LOT 2A AND LOT 2B, GREEN MOUNTAIN FALLS TOWN HALL
SUBDIVISION, RECEPTION NO 214713433, PART OF THE NW¼NE¼ SEC.8, TOWNSHIP 13
SOUTH, RANGE 68 WEST, 6TH PM GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO
SHEET 2 OF 2



LEGEND:

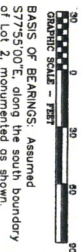
- FOUND PLASTIC CAPPED REBAR STAMPED PLS 28955, APPARENT ORIGINAL MONUMENT
- FOUND ALUMINUM CAPPED REBAR STAMPED PLS 28954, APPARENT ORIGINAL MONUMENT
- FOUND 1/2" REBAR, APPARENT ORIGINAL MONUMENT
- SET ALUMINUM CAPPED 1/2" REBAR STAMPED PLS 25971
- FOUND ALUMINUM CAPPED REBAR, ILLEGIBLE, POSITIONED AS PER MONUMENT RECORDS

CURVE TABLE

CURVE	LENGTH	RADIUS	BEARING	CHORD
C1	11.48	17.00	N63°02'43"E	11.27
C2	45.28	67.00	N63°02'43"E	44.40
C3	24.99	37.00	N63°02'43"E	24.52
C4	31.75	47.00	N63°02'43"E	31.15
C5	38.50	57.00	N63°02'43"E	37.77
C6	18.24	27.00	N63°02'43"E	17.89

LINE TABLE

LINE	LENGTH	BEARING
L1	14.03	S87°58'34"W
L2	20.03	S87°58'34"W
L3	20.14	S87°58'34"W
L4	87.00	S87°58'34"W
L5	83.81	S82°23'44"W
L6	53.38	S43°41'41"W
L7	127.70	S82°23'44"W
L8	40.00	S08°01'25"E
L9	39.41	S08°01'00"E
L10	115.01	N62°23'44"E
L11	53.38	N43°41'41"E
L12	83.81	N62°23'44"E
L13	15.01	S12°04'29"W



GRAPHIC SCALE - FEET
BASIS OF BEARINGS: Assumed
S77°55'00"E, along the south boundary
of Lot 2, monumented as shown.

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, March 26, 2019 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Mayor Jane Newberry
Chairman Eric Caldwell
Vice Chair Dick Bratton
Commissioner Rocco Blasi
Commissioner Nathan Scott

PC Members Absent

Commissioner Greg Williamson

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Vice Chair Bratton called the meeting to order at 6:38 pm.

2. Additions, Deletions, or Corrections to the Agenda

M/S: Scott/Blasi

Motion: Move to approve the agenda.

Vote: Motion carried. All aye.

3. Approve Minutes of March 12, 2019

M/S: Blasi/Scott

Motion: Move to approve minutes as submitted.

Vote: Motion carried. All aye.

4. Public Input

None

5. New Business

a. PR003: Plan Review—10555 Illinois—New Windows—HGMFF—Jesse Stroope

M/S: Scott/Blasi

Motion: Approve the project as submitted

Vote: Motion carried. All aye.

b. PR004: Plan Review—10775 Mountain Ave.—Change Lot Lines, Build addition home—Ian Willis

M/S: Bratton/Scott

Motion: Approve the vacation of existing lot lines and merge 4 lots to create 2 lots with the condition that the survey be completed before this change.

Vote: Motion carried. All aye.

Resolution: Fee of \$125.00 for Planning Review paid. Owner to have survey completed to determine setbacks and property lines and submitted it to the County Clerk. Septic system

must accommodate additional bedrooms. Building plans to be submitted to the Planning Commission for review.

6. Old Business

a. Comprehensive Plan—Progress Report—Bratton

On April 9, 2019 Logan Simpson will provide a brief regarding Comp Plan progress (approx. 61% completed)

Per Logan Simpson the adoption date needs to be extended for 30 days.

Board of Trustees is invited to attend the April 9, 2019 PC meeting.

M/S: Bratton/Caldwell

Motion: Recommend to the Town Board that the project's execution period be extended for 30 days.

Vote: Motion carried. All aye.

b. Finalize Frequently Asked Questions—(tabled from March 12)—Caldwell

Chair Caldwell will submit the list, as a working document, to the Town Clerk and Town Manager for review.

c. Finalize PC Plan Review Checklist—(tabled from March 12)—Bratton

M/S: Bratton/Blasi

Motion: Approve the Planning Review Checklist be used internally.

Vote: Motion carried. All aye.

d. Finalize new form "Application for PC Review"—(tabled from March 12)—Town

Clerk

Discussion:

Need a guiding document for staff and applicants for projects that require separate permits and plan reviews.

e. Discussion of revision to Sec 16-705 Architectural Review (c)(1)

M/S: Caldwell/Blasi

Motion: Table item 6.e.

Vote: Motion carried. All aye.

7. Correspondence

None

Adjourned: 7:30pm

Eric Caldwell-Chairman

ATTEST:

Katharine Guthrie-Secretary

GMF TRAILS COMMITTEE MEETING
Jan 10, 2019- Mucky Duck Restaurant- 6 pm
MINUTES

1. **Meeting called To Order** at 6:33 PM by Vice Chairman Dick Bratton.
2. **Attending:** Dick Bratton, Rebecca Ochkie, Jan Smith, Richard Brown, Lisa Townsend, and Mike Lohman
3. **Agenda Approval-** M/S Smith/Townsend. Passed 6:0.
4. **Approve Minutes** of Nov 8, 2018-M/S Townsend/Smith. Passed 6:0.
5. **Public Input-** none. Items not on Agenda-
 - Ochkie- approved copy of minutes needs signed by Chairman and Secretary and sent to Clerk
6. **PROGRESS REPORTS-** since last meeting:
 - Brown, Wines, and Blasi served as Technical Advisers for an Eagle Scout trail project behind Ute Pass Elementary School. Over 20 school-aged volunteers completed the project Dec 1st.
7. **Mt. Dewey Bench** – TBD.
8. **TC Website and Maps**
 - Lohman has been updating the trail maps with better contrast, has QR codes for the maps and is working on flora and fauna descriptions on the website
9. **Education- Trails Watch Program/ Trail User Ethics**
 - Tabled
10. **TO DO LIST:**
 - **Signs and markers-** There are 11 trail intersections for sign purposes as follows: Main T/H board at Lake, Base of Catamount at bridge, Mt Dewey board, Top of Mt Dewey (2), Bratton / Catamount int., Base of Crystal @ Mtn Ave, Base of Crystal @ Boulder St, Crystal / Thomas int., Catamount / Thomas int., Crystal / Kirkpatrick int. Blasi requested sign mount info from Jason Meyer, El Paso County Parks & Rec, awaiting reply.
 - Bratton needs to know what the signs should say and if they need arrows
 - **Discuss and vote on 2019 work day schedule:**
May 19 (Sun), June 15 (Sat), July 21 (Sun), Aug 17 (Sat), Sep 15 (Sun), Oct 5 (Sat). M/S Brown/Townsend passed 6:0
 - **Discuss 2019 trails projects and priorities: TBD**
 - Crystal: fix multiple switchbacks which are being cut by hikers along Haul Road. Obliterate, plus add signs & posts
 - Gazebo Lake Trail: create "Perimeter Path" on west side and connect for continuous route around Lake
 - Catamount: new "Steve's Bridge" at west end of Garden of Eden. Existing log timbers are rotting, replace with treated lumber?
 - Kirkpatrick at Cable Falls: new bridge for year-round Creek crossing; Design & build 22' span; connect trail tread from existing trail; new signage

- Wallace Reserve – Upper Castle Rock: shoreup multiple switchbacks with rock work; Prune/lop overgrowth. Lower Castle Rock: construct water bars to divert water causing minor erosion
- Horseshoe Detour: build bridge across Catamount Creek
- Red Devil: gain landowner permission to host trail over & across Red Devil from Joyland to El Paso Ave
- **Discuss "Future Trails List" for update and inclusion in GMF Comp Plan.** Future trails discussed and tabled until next meeting
- **Update GMF Trails Cmte appointment list for BoT approval-** all appointments were current and the motion to nominate Don Walker to replace an outgoing member (M/S Brown/Lohman) passed 6:0
 - Blasi to send Walker the application form

11. Other

- Check with Friends of the Peak who had the carpenters union build a bridge to see if they could help on our bridge projects
- Re-imagine Waldo Canyon Public Meeting Invite, Wed Jan 16th 6-8:30 pm
For more information on the project and to RSVP for the first meeting, please visit www.waldocanyonplanning.com

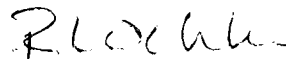
12. NEXT MEETING- March 14, 2019 at Mucky Duck 6 pm. The will not be a meeting in February 2019.

13. ADJOURNMENT at 7:23 by Bratton

ALL MEETINGS ARE OPEN TO THE PUBLIC



Vice Chairman



Recording Secretary



The Town of Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819
(719) 684-9414 -- www.gmfco.us

Memorandum

To: Mayor and Board of Trustees
From: Jason S. Wells, Interim Town Manager
Re: Management Report
Date: April 2, 2019

1) Flood Response

a) Outside Funding Eligibility/Disaster Declaration

i) Outside Funding Sources

- (1) Department of Local Affairs – \$139,730 awarded to address priority infrastructure projects
- (2) NRCS Emergency Watershed Protection Program - Award Announcement Pending

b) Priority Projects

i) Midland Culvert Replacement - \$51,715

ii) Maple St. Bridge Repair - \$35,184

iii) Olathe/Belvidere Sediment Removal - \$26,413

- (1) Possible Coordination w/ Belvidere Ave Resurfacing Project in Spring

iv) El Paso Trail Road Rehabilitation - \$40,711

v) Iona Ave Culvert Replacement - \$32,282

c) Next Steps for Each Project:

i) Wilson & Company Design/Engineering Scope of Work Underway

- (1) Rights of entry delivered to property owners for initial survey work – most responses now returned
- (2) Next Steps

(a) Survey team to be deployed to project sites this week

(b) Design/Engineering/Permitting

(c) Bid solicitation/review

(d) Construction

2) Departmental Info

a) Town Clerk/Treasurer

i) See included comprehensive report

ii) Items of Mutual Clerk/Mgr. Interest

- (1) Vendor Permitting – Draft Info Forthcoming Per Board Instruction

(a) Reduced Business License Fee (i.e. based on daily operation rather than year-round)

(b) Clarity that Temporary Vendors May Operate Only in Conjunction with Approved Events

(c) Clarity that Individual Vendors Are Responsible for Collecting/Remitting Applicable Taxes

b) Marshall's Office

i) Verbal report to be provided

Management Report

January 27, 2017

c) Public Works

i) Parks

- (1) Water Service – CSU Regulatory Compliance/Backflow Preventers ** On Hold Due to Staffing/Funding
- (2) Restrooms – 2019 Capital Reserve Priority

ii) Road Maintenance

- (1) Outsourcing - Culvert Clean-Outs; Ann St. Pilot Project
- (2) Olathe Ave Culvert Replacement
- (3) Implementation of Defined Zone-Based Maintenance Protocols
- (4) Maintenance Policy - Private Roads

iii) Belvidere Ave Improvement Project – deferred to early May per County decision

iv) Lake/Park Improvements

- (1) Memorial Park Bench Policy?

d) Pool

e) Finance/Budgeting

- i) Chart of Accounts Overhaul
- ii) Mid-Year Budget Amendment Process

f) Planning/Land Use

i) Comprehensive Plan – Invite to Board to Attend 4/6 PC Meeting for In-Person Update

ii) Town Hall Parcel Rezone

iii) Revocable Permit Audit?

iv) Clarification of Application Requirements, Mandated Processes, Fees, Etc.

(1) Plan Review

- (a) Grading Plans
- (b) Site/Development Plans
- (c) Architectural Design/Building Plans
- (d) Others?

(2) Revocable Permits

(3) Grading Permits/Erosion Control Plans

(4) Fence/Shed Permits

v) Economic Development

(a) Fiber Optics/Broadband

(b) Follow Through on EPC Enterprise Zone Designation - ** On Hold

vi) Request to Elevate Portion of Iona Rd.

- (1) Referred to Planning Commission for Initial Consideration

g) Human Resources

i) Employee Recruitment

(1) Town Manager Position

(a) Round 1 Interviews Completed

(b) Travel Cost Allowance for Out-of-State Applicants?

(2) Planning Technician/VISTA Member

(a) Position Closed March 25th

(b) Interviews Nearly Completed

(3) 2019 Seasonal Staff – Pool/Public Works

Management Report

January 27, 2017

(a) Interviews Scheduled

(4) On-Call Staff – Public Works/Admin

ii) Needed Personnel Policies (in addition to recently-adopted Employee Handbook)

(1) Compensation policy – Completed

(2) Cell phone stipend policy – Completed

(3) Personal Information/Privacy (Necessitated by HB 2018-1128) – On Hold Pending Training

h) Information Technology

i) 2018-2019 Budgeted Hardware Acquisitions

ii) Desktop Support/Data Backup Contract Executed

iii) Website

(1) Site Content Being Constantly Increased/Managed – Public/Board Feedback Encouraged

3) Grants

a) Flood Recovery (2) – See Above

b) DoLA Town Manager Grant - \$38,223.23 remaining as of December 31st (of original \$125K award)

i) Q4 2018 Requests for Reimbursement Have Been Submitted/Funds Received

c) DoLA Comp Plan Update Grant

i) Q4 2018 Requests for Reimbursement Has Been Submitted/Funds Received

ii) \$27,966.13 remaining as of December 31st (of original \$50K award)

d) HGMFF Comp Plan Update Grant

i) Q4 2018 Request for Reimbursement Has Been Submitted

ii) \$27,966.13 remaining as of December 31st (of original \$50K award)

e) Kirkpatrick Foundation Sidewalk Replacement Grant ** On Hold Awaiting Planning Staff

f) Fishing is Fun Automated Lake Valve Grant - 2/13 Discussion w/ State Wildlife Contact ** On Hold Awaiting Staff

g) CDBG - Lake Access Grant - \$7,500 – ADA Fishing Pier – ** On Hold Awaiting Staff

i) Notice to Proceed Issued on 9/5/2018

ii) Project Management/Grant Administration Needs

4) Intergovernmental

a) Pike's Peak Area Council of Governments

i) DoLA Mini-Grant for GIS

(1) Sr. Transportation Planner Assigned

(2) Awaiting Response to Inquiry re: Planning Staff Grant Match Eligibility

b) Pike's Peak Regional Building Department

i) Contacted Director re: Possible Online Permit Processing Enhancements – 3/21

c) Colorado Springs Utilities

i) Coordination w/ Utility Regarding Street Light Billing ** On Hold

(1) Public Input

(2) Field Inventory

5) Insurance Administration

a) CIRSA

i) Claims

(1) June 24th Hail Damage

(a) Adjuster Estimate - \$41,899 (\$33,269 received less depreciation)

(b) Solicitation of Quotes from Multiple Roofing Companies Completed

Management Report

January 27, 2017

(c) Next Steps

(i) Execute Contract with Preferred Roofer

(ii) Work to Commence

6) Emergency Management

a) Coordination w/ CUSP re: Fire Mitigation Efforts Underway

7) Legal

a) Ordinance Rezoning Town Hall from Commercial to Public Facilities – See Separate Agenda Item

b) Ordinance Updating Rezoning Process – Public Hearing/Adoption Scheduled 4/16

c) Ordinance re: Event Management/Vendor Permitting – See Above Guidance/Ordinance Forthcoming

d) Procurement Code Revisions (Trustee Liaison Roles) – Ordinance Forthcoming



The Town of Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819
(719) 684-9414 www.gmfco.us

To: Mayor and Board of Trustees
From: Laura J. Kotewa Town Clerk
Re: Town Clerk Report
Date: March 5, 2019

Routine activities continuing

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

Training

I have registered for a SIPA training (IT and website) on April 16th, and a CIRSA Orientation on April 10th that I plan on attending in Denver.

IT

An Office 365 upgrade will be able to happen this year upon further exploration of the budget. This takes away any need for a physical server, and the associated back up cost. Flair Data Systems has also found an inexpensive backup plan. This upgrade includes new staff email with the domain name gmfcou.us. Email updates for Board members will still have to wait until at least midyear.

Process Improvement

We have decided to change our chart of accounts for the 2020 Budget. 2018 year end closeout should be done this week.---This has been put off by a bit due to a migration to Online Quickbooks. We were just informed that support for our desktop version ends in May. The switch to Online will allow cloud backup as well, and we will not have to upgrade again. We are in process of deciding whether to migrate old files, or to hold them in Office 365 only and start fresh records.

Planning Commission/Pool/Public Works support

We have held 2 interviews, with 3 coming up in the next 2 weeks for the Planning Technician. Our other openings were posted on Indeed on March 13, and we are getting decent response. We still have one Planning Tech interview to complete, and now 3 interviews for openings in Public Works this week.

Unmet needs

- We are progressing towards a printer with a reasonable maintenance cost through a Flair recommendation. We bought a printer, but it seems to not entirely fit needs. We are also looking at buying a basic printer, and possibly a wide bed scanner for maps.

The Town of Green Mountain Falls Monthly Maintenance Report

March 2019

To the BOT, Staff and Citizens of GMF

Public Works:

1st – Fueled equipment and trucks, preventative vehicle maintenance, Prepped plow trucks for snow removal over the weekend, Banked 5 hours for snow removal

2nd – Vehicle Maintenance, Scraped/Plowed paved streets, and steeps

3rd – Snow removal operations

4th – Time sheets/log filled out, February monthly maintenance report, Turned in Time sheet/Log

5th – Road assessment, Bear trash/Lake checks, Preventative vehicle maintenance, PTO, Cleaned town hall and Apron/sidewalks, Went over files with Jason, Returned calls/messages/emails

6th – Brought Jason large Culvert map w/ locations numbered, Highlighted and delivered Public Works Zone Map w/ needed corrections, Ordered snow chains w/ Auto Truck, Washed work trucks

7th – Graded El Paso Trail, Rolled El Paso Trail

8th – El Paso Trail road check, @ Goodyear Tires (ordered sets for the Nissan & 2015 F350, Removed chains and tires for nail in the middle of the tread, Took tire to Shumaukers for repair, Picked up shop, Vehicle maintenance

9th – OFF

10th – OFF

11th – Removed cones from El Paso Trail, Road assessment, Brought Nissan to Goodyear for install of new tires and carried out 4 F350 tires, Brought 2015 F350 to Shumaukers to install new tires

12th – Road check on El Paso Trail, Picked F350 up with new tires put on at Shumaukers, Graded El Paso Trail, Rolled El Paso Trail, Picked up chains at Auto Truck (wrong chains! reordered), Town Hall trash and restrooms, Spoke to D. Bratton and GIS for a zone map, put tire chains on 2015 F350, Plow trucks prepped

- 13th – Finalized Feb maint report and emailed, Road Assessment, Picked up bad tire chains around the shop, called Fermin about mapping the Z Drive, Snow removal operations
- 14th – Snow removal operations, Auto Truck, Plowed slush/snow, Sanded paved and steep roads
- 15th – OFF
- 16th – OFF
- 17th – OFF
- 18th – Finalized time sheets/log, Vehicle maintenance, Turned in time sheets/log and invoices, Red lined zone map, contacted Fermin to map the Z Drive, Town hall trash
- 19th – Ordered fuel from Chief Petroleum, Built up E. El Paso Ave over badly broken/washed pavement, Rolled E. El Paso Ave, Shop trash, Returned redlined zone map for corrections, Called Front Range Community College concerning my Public Works Degree, Cleaned up 4' of roadway between Hondo and Belvidere, Made small ditch/holding pond at inlet of the Olathe problem culvert so snow melt don't cross Ute Pass Ave.
- 20th – Town hall trash, Put out doggie bags at the lake, Spoke to Harold at the shop and moved snow pile at the bottom of Mt. Esther and covering thick ice from the snow melt with sand/salt, Brought plow truck to Mt. Esther and sanded ice from snow melt, Spoke with Kurt Houchin for road base quotes
- 21st – Measured zone 1 with measuring wheel for upcoming road build-ups, Returned emails/calls, Called Front Range Community College
- 22nd – Completed Cirsa recommendations at the shop, Called AIS for SDS Sheets, Coded/Copied Invoices, Returned Steve Murphy's email concerning bridge swelling 100yds east of the fire station, Filled potholes by that bridge and 4way stop
- 23rd – Road Assessment and minimal plow pile clean up
- 24th – OFF
- 25th – Road assessment, Fermin got the Z Drive mapped successfully, Finished the Cirsa recommendations, Monthly and weekly Playground Inspections, Fixed playground issues, Looked over needed Amazon order for Cirsa compliance, March Maintenance Report, Emailed unfinished March Maintenance Report to Jason and Laura
- 26th –
- 27th –
- 28th –
- 29th –

30th –

31st –

Maintenance Report:

**To the BOT and Staff
Public Works Department
Danny Vanderhoef
719-684-7850**