



Town of Green Mountain Falls

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

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 April 16, 2019
 - b. Approve Special Board of Trustee Meeting Minutes April 30, 2019
 - c. Bring into Record Checks Printed May 2, 2019
 - d. Bring into Record Short Term Rental License Approvals
4. NEW BUSINESS:
 - a. Introduction of New Town Planner
 - b. Discussion on Town Coordination with the Office of Emergency Management (OEM), Mr. Jim Reid, Regional Director, OEM
 - c. Discussion of Ordinance Notice Time, and Publication Requirements
5. OLD BUSINESS:
 - a. Public Hearing and Final Adoption, 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. Invitation to the Board from the Bronc Day Parade Committee
8. EXECUTIVE SESSION:
 - a. Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, Specifically to Evaluate Applicants for Position of Town Manager

9. POTENTIAL ACTION:

- a. Regarding the Town Manager Appointment

10.REPORTS:

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

11.ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
April 16, 2019 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Margaret Peterson
Trustee Tyler Stevens

Board Members Absent

Trustee Katharine Guthrie
Trustee Chris Quinn

Interim Town Manager

Jason Wells

Town Attorney

Not present

Town Clerk

Not Present

Public Works

Marshal's Dept.

Virgil Hodges

1. Public workshop - Ordinance 2019-02, An Ordinance Repealing And Reenacting Section 16-711 Of The Green Mountain Falls Municipal Code Concerning Zoning
Mayor Newberry called the workshop to order at 7:00pm. Public input was heard from Dick Bratton regarding additions and deletions made to the code within the ordinance. Adjourned at 7:13pm.

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

Mayor Newberry called the meeting to order at 7:14p.m. The Pledge of Allegiance was recited.

3. Additions, Deletions, or Corrections to the Agenda

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

4. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes April 2, 2019
- b. Bring Into Record Checks Run April 12, 2019

Mayor Newberry made a motion, seconded by Trustee Peterson to accept the Consent Agenda with a correction to the minutes to correct Mayberry to Mayor. Motion carried.

4. NEW BUSINESS

- a. Reading of the Child Abuse Prevention Month Proclamation

Mayor Newberry read the proclamation. Trustee Peterson made a motion to accept the Proclamation into the record, to be signed by the Mayor, seconded by Trustee Stevens. Motion carried.

Liquor Licensing Authority Actions

1. Consideration of Blue Moose Liquor License Renewal

Trustee Stevens made a motion to approve the renewal, seconded by Trustee Peterson. Motion carried.

5. OLD BUSINESS

- a. Public Hearing and Final Adoption, Ordinance 2019-02, An Ordinance Repealing And Reenacting Section 16-711 Of The Green Mountain Falls Municipal Code Concerning Zoning Amendments

Mr. Wells gave some background information. Trustee Stevens made a motion to continue the Ordinance discussion to the next Regular Board Meeting, pending feedback from the Town Attorney. The motion was seconded by Trustee Peterson. Motion passed unanimously.

6. PUBLIC INPUT – 3 Minutes Per Speaker

No public comments were heard.

7. CORRESPONDENCE:

There was no correspondence.

8. REPORTS

- a. Trustees –
Trustee Stevens shared information on the Office of Emergency Management. Discussion followed regarding coordination between the Town and their office. It was directed to add this subject to the agenda for the May 7th Board of Trustees Meeting.

- b. Town Manager – Touched on highlights from his submitted report.

c. Town Clerk – Written report submitted.

d. Marshal – There was nothing to report at this time.

9. Adjournment

Meeting adjourned at 8:20 p.m.

Jane Newberry, Mayor

Jason Wells, Interim Town Manager

TOWN OF GREEN MOUNTAIN FALLS
Special Board of Trustee Meeting
April 30, 2019 – 1:30 P.M.

SPECIAL 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

Interim Town Clerk

Judy Egbert

Public Works

Marshal's Dept.

Town Clerk

Laura Kotewa

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

Mayor Newberry called the meeting to order at 1:39 p.m. The Pledge of Allegiance was recited.

2. Executive Session - Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, Specifically to Evaluate Applicants for Position of Town Manager

Mayor Newberry called the Executive Session to order at 1:40pm. Ms. Judy Egbert was invited to attend. The Executive Session adjourned at 4:40pm.

The Regular Meeting was called back to order at 4:40pm.

3. Scheduled Break

Recess was called at 4:41pm for the Scheduled Break and Community Open House.

4. Executive Session - Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, Specifically to Evaluate Applicants for Position of 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

The Regular Meeting reconvened at 6:53pm, with the Executive Session called to order at 6:53pm. Ms. Judy Egbert and Ms. Laura Kotewa were invited to attend. Ms. Kotewa left the meeting at 7:05pm. Executive Session was adjourned at 8:46pm.

The Regular Meeting reconvened at 8:46pm. No Action was taken.

5. Adjournment

Meeting adjourned at 8:46 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

Town of Green Mountain Falls
Expenses by Vendor Summary
May 1 - 3, 2019

	<u>May 1 - 3, 19</u>
Auto Truck Group	878.50
Biological Mediation Systems LLC	130.00
Black Hills Energy	125.16
CEBT	3,312.40
Chase Card Services	479.29
CNA SURETY	100.00
Comcast	99.91
Deep Rock Water	7.99
Employers Council	1,450.00
Flair Data Systems DBA	6,985.75
GovPro Consulting	960.00
Green Mountain Falls Resorts Rental	100.00
Houchin Inc.	2,736.00
Laura Kotewa	87.86
LAW OFFICES OF DEBRA EILAND	25.42
Mucky Duck	200.00
Penman Construction & Properties	7,215.00
Pinnacol Assurance	241.00
The UPS Store	19.13
	<hr/>
TOTAL	<u><u>25,153.41</u></u>

31-23-304. Method of procedure

The governing body of such municipality shall provide for the manner in which such regulations and restrictions and the boundaries of such districts are determined, established, enforced, and, from time to time, amended, supplemented, or changed. However, no such regulation, restriction, or boundary shall become effective until after a public hearing thereon at which parties in interest and citizens shall have an opportunity to be heard. At least fifteen days' notice of the time and place of such hearing shall be published in an official paper or a paper of general circulation in such municipality.

Hi Judy,

You asked about one of my least favorite topics! The standards for which papers qualify to publish ordinances are outdated and ridiculously complicated.

Under C.R.S. § 31-16-105, the paper must either: (1) be published in the Town; or (2) be of general circulation in the Town.

Publication

In addition to C.R.S. § 31-16-105 (which specifically addresses how municipal ordinances are published), there is a state statute addressing which publications can publish legal matters. See C.R.S. § 24-70-101, *et seq.* Under that statute, to be “published” means that the newspaper maintains an office in the county to “gather news, sell advertising, or conduct the general business of newspaper publications.” C.R.S. § 24-70-101(4). This general statute only requires publication in the county, but C.R.S. § 31-16-105 requires publication in the Town itself. So, assuming the term “publication” has a similar meaning in C.R.S. § 31-16-105 as in C.R.S. § 24-70-101(4), if the Pikes Peak Courier maintained an office in GMF, it would be published in GMF, and would qualify for the publication of ordinances.

I do not believe the Pikes Peak Courier maintains an office in GMF, so it is not published in GMF. Therefore, we need to determine whether it qualifies under option #2 as a newspaper of “general circulation” in the Town.

General Circulation

A newspaper of general circulation is generally accepted to mean one that has more than a de minimis number of subscribers and publishes items of general interest in the community. Although there is no case law directly on point, there is some language in an older Colorado Supreme Court concurring opinion generally supporting this definition. See *Rector v. Northglenn Metropolitan Recreation Dist.*, 404 P.2d 534 (Colo. 1965) (“A study of the decisions bearing on the question before us suggests the following criteria: First, that a newspaper of general circulation is not determined by the number of its subscribers, but by the diversity of its subscribers. Second, that, even though a newspaper is of particular interest to a particular class of persons, yet, if it contains news of a general character and interest to the community, although the news may be limited in amount, it qualifies as a newspaper of ‘general circulation.’”).

From your description of the Pikes Peak Courier (and from their website description), it appears that it will qualify as a newspaper of general circulation. The fact that it is distributed by only mail does not matter.

In addition, the general legal notice statutes (as opposed to the requirements set forth in C.R.S. § 31-16-105) do state as follows:

If no newspaper is published within the territorial boundaries of a municipality that satisfies the requirements for a legal publication as specified in section 24-70-102, but a newspaper that provides local news and that would satisfy the requirements to be admitted to the United States mails with periodicals mailing privileges but for the absence of paid circulation is distributed within such territorial boundaries, the municipality may publish any legal notice or advertisement required by law in such newspaper.

This provision does not require “publication” (i.e., an office in the Town). It only requires that the paper be “distributed” in the Town. So, in addition to likely being considered to be of “general circulation” in the Town, the Pikes Peak Courier might also satisfy this standard. This just provides additional support for being able to publish ordinances in the Pikes Peak Courier.

Conclusion - Posting in Three Places

Assuming the Pikes Peak Courier meets the definition of a newspaper of general circulation (which it appears to do), the Town Board would not be able to pass a resolution allowing for posting in three public places. The Town may publish ordinances in the Pikes Peak Courier. Please note that this analysis only applies to the publication of ordinances, and not other types of legal notices, which may have different publication and notice standards.

Sorry for the long email, but this is actually a relatively complicated topic.

Jeff Parker

Hoffmann, Parker, Wilson & Carberry, P.C.

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TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-02

AN ORDINANCE REPEALING AND REENACTING SECTION 16-711 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING ZONING AMENDMENTS

WHEREAS, the Board of Trustees desires to simplify its rezoning process.

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

Section 1. Section 16-711 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

Sec. 16-711. – Zoning Amendments

(a) Initiation of zoning changes. A rezoning may be initiated by the Town, by an initiative petition, or by application of the fee owners of the property that is the subject of the rezoning.

(b) Submittal requirements. An application for rezoning shall include the following, as applicable:

- (1) Proof of ownership of the subject property satisfactory to the Town;
- (2) The reason for the change in zone classification;
- (3) The total number of acres in the requested area;
- (4) The number of apartment buildings;
- (5) The number of dwelling units per building;
- (6) The number of dwelling units per acre;
- (7) The number of industrial sites proposed;
- (8) Typical lot sizes: length and width;
- (9) Acres and percent of land to be set aside as open space, not to include parking, drives and access roads;
- (10) Type of proposed recreational facilities;
- (11) If phased construction is proposed, how it will be phased;

- (12) Anticipated schedule of development;
- (13) How water and sewer will be provided;
- (14) Proposed uses, relationship between uses and densities; and
- (15) Legal description and drawing. The drawing shall be at a scale suitable to describe the information required and shall include:
 - a. Boundary description of the land to be zoned which shall illustrate the legal description;
 - b. Existing land uses on the property;
 - c. Adjoining property ownership and use;
 - d. Existing and proposed structures;
 - e. Existing and proposed easements; and
 - f. Name and addresses of the petitioner, owners of all interest in the property and the preparer.

(c) Procedure.

(1) Public hearing. The Planning Commission shall conduct a public hearing on the application within seventy-five (75) days of the filing of a complete application and prepare recommendations for the Board of Trustees. After receipt of the Planning Commission recommendation, the Board of Trustees shall conduct a public hearing and render a decision.

(2) Criteria. The Town shall consider whether the rezoning complies with at least one of the following criteria:

- a. The proposed rezoning furthers the goals and policies of the Comprehensive Plan;
- b. The rezoning is consistent with the purpose statement of the proposed zoning district;
- c. There have been significant changes in the area to warrant a zoning change; or
- d. There was an error in establishing the current zoning.

(3) Notice. Notice of the public hearings shall be provided by posting the property and by publication in an official paper or paper of general circulation in the Town at least fifteen (15) days prior to the public hearing. The notice shall describe the time and place of the hearing, the nature of the application, and the subject property.

(d) Protests.

(1) If a valid petition opposing a change in zoning classification is filed with the Town, the proposed amendment may then only be adopted by a favorable vote of two-thirds of all members of the Board of Trustees.

(2) To be valid, the petition shall:

a. Be signed by the owners of either ten percent (10%) or more of the property subject to the proposed change; or by ten percent (10%) or more of the area of land extending a radius of five hundred (500) feet from the boundaries of the property which is subject to the proposed change;

b. Be received by the Town at least twenty-four (24) hours prior to the public hearing before the Board of Trustees; and

c. Be on a form provided by the Town and containing all the information requested on the form.

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.



GMF Town Clerk <gmftownclerk@gmail.com>

Invitation for GMF Board of Trustees

1 message

Deborah Frost <broncdayparade5@gmail.com>
To: gmftownclerk@gmail.com

Mon, Apr 29, 2019 at 2:46 PM

Dear Laura,

Amily Beidelman recommended I submit a Bronc Day Parade invitation to the Town Trustees via your office.

As you are probably aware, Bronc Day 2019 will take place on Saturday, July 27, with the parade line up beginning at 9 a.m. As a representative of Bronc Day, I would like to invite each of the Trustees to either ride on a single float/trailer, or walk together/individually in the Bronc Day Parade. Our committee can arrange for cross-chest sashes identifying each of them as a Trustee, if that would be appealing. We would love to have the local government represented in the parade during this hometown celebration.

Thanks so much for passing on this invitation to each of the Trustees.

Sincerely,

Deborah Frost
2019 Bronc Day 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: May 7, 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) Project Steps (various grant compliance needs throughout)
 - i) Design/Engineering Contract Award
 - ii) Site Surveying/Easement Work
 - iii) Design/Engineering
 - iv) Bid solicitation/review
 - v) Construction
- c) Priority Projects
 - i) Midland Culvert Replacement - \$51,715
 - (1) Survey Work Completed
 - ii) Maple St. Bridge Repair - \$35,184
 - (1) Survey Work Completed
 - 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
 - (1) Working on Easement Agreement with Property Owner/Town Attorney
 - v) Iona Ave Culvert Replacement - \$32,282
 - (1) Revised Right of Entry Drafted/Delivered/Executed

2) Departmental Info

- a) Town Clerk/Treasurer
 - i) See included comprehensive report
 - ii) Items of Mutual Clerk/Mgr. Interest
 - (1) Vendor Permitting – Draft Ordinance 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

Management Report

January 27, 2017

- b) Marshall's Office
 - i) Verbal report to be provided
- c) Public Works
 - i) Parks
 - (1) Restrooms
 - (2) Goose Repellant – Weekly Applications Commenced on 5/1; need to monitor for efficacy
 - (3) Water Service – CSU Regulatory Compliance/Backflow Preventers ** On Hold Due to Staffing/Funding
 - 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 (see included material)
 - (4) Motor Grader Status
 - (5) Possible Asphalt Millings Pilot Project?
 - iii) Belvidere Ave Improvement Project
 - (1) Project Commencement Expected on 5/9; See Included Press Release
 - 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) Short-Term Rentals
 - (1) 1st Quarter Lodging Occupational Tax Remittances – Appx. \$1,700 (13 failed to remit by 4/15 deadline)
 - 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) Iona Ave New Home – Erosion Control Plan & Engineering Review Thereof Forthcoming
- g) Human Resources
 - i) Employee Recruitment
 - (1) Town Manager Appointment – See Separate Agenda Item
 - (2) Planning Technician

Management Report

January 27, 2017

- (3) 2019 Seasonal Staff
 - (a) Public Works Position – 5/6 Start Date
 - (b) Pool Positions – Interviews Being Scheduled
- (4) On-Call Staff – Public Works/Admin – Suspended
- ii) Needed Personnel Policies (in addition to recently-adopted Employee Handbook)
 - (1) 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) El Paso County
 - i) Emergency Management Coordination
 - b) 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
 - c) Pike’s Peak Regional Building Department
 - i) Contacted Director re: Possible Online Permit Processing Enhancements – 3/21
 - d) Colorado Springs Utilities
 - i) Request for Utility Easement Across Town Hall Property for Water Main
 - ii) Coordination w/ Utility Regarding Street Light Billing
 - (1) Public Input Process completed
 - (2) Field Inventory completed
 - (3) Feedback to CSU provided on 4/18; awaiting response
- 5) Insurance Administration
 - a) CIRSA

Management Report

January 27, 2017

i) Claims

(1) June 24th Hail Damage – Approx. \$42K in Work Completed on 4/30

ii) Loss Control – Comprehensive Property Appraisal Scheduled on 5/22 (first since 2012)

6) Emergency Management

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

7) Legal

a) Ordinance Rezoning Town Hall from Commercial to Public Facilities – Tabled pending additional PC review

b) Ordinance Updating Rezoning Process – Tabled Pending Town Attorney Response to the Following:

i) Why was the reference to a fee attached to a rezone application removed?

(1) J. Parker Response - The Town can add an application/filing fee without having to reference it in the ordinance. So, we just removed it and the Board can set the fee via a separate resolution.

ii) Why is there still a reference to a “petition” in one section despite that references to a triggering petition were removed?

(1) J. Parker Response - The reference to “petition” in that section only applies to the petition protesting a rezoning, not the initial petition/application for a rezoning. Under the statutes, once a rezoning application has been filed, a protest petition can be filed. If a valid protest petition is filed, then the rezoning must be approved by a 2/3 vote of the Board of Trustees. So, the reference to a “petition” in the draft ordinance is accurate.

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

Routine activities continuing

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

IT

Office 365 is now our “server”. It seems to be working very well for us. Email migration is happening this week. We will officially begin using our @gmfco.us emails on the 13th of this month. There will be many updates to be made wherever we do business, but in the end, we will be happy the move to Outlook happened!

Process Improvement

QuickBooks and Payroll updates are under investigation. Our current support version ends soon. I have training this week with a QuickBooks expert, and have been looking into some other software options. It may be possible to limp through with QuickBooks until the next Budget round.

If you look in your packet, there is a new report which shows our grant progress up to date for the 1st quarter of 2019.

We will have a new report form for Kudos/Concerns on our website which includes the ability to upload photos, hopefully by the end of the week.

Pool Employment

We are hoping to hold interviews for Lead Pool Attendant and Pool Attendants this week.

Unmet needs

Nothing to report this month. I am very happy to be reporting this!

2018-19 Grant Tracker

Grant Name	Number	Grant Amount	Project Budget	Start Date	End Date	2019 Report and RFR Submission dates/PAYMENT REC				2020 Report and RFR Submission/PAYMENT RECEIPT dates					
						Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Report	
Town Manager Salary Reimbursement	EIAF 8283	\$125,000.00	\$250,000.00	4.15.17	4.30.2020	4.30.19	7.30.19	10.30.19	1.30.20	4.30.20	7.30.20				
Comp Plan Kirkpatrick Foundation		\$50,000.00	\$50,000.00		8.31.19	4.30.19/4.29.19	7.30.19	10.30.19							
Comp Plan DOLA	EIAF 8502	\$50,000.00	\$50,000.00	4.4.18	8.31.19	4.30.19	7.30.19	10.30.19							
Flood Recovery	EIAF E-001	\$139,730.00	\$186,305.52	12.14.18	12.31.20	4.30.19	7.30.19	10.30.19	1.30.20	4.30.20	7.30.20	10.30.20	1.30.21		
Automated Lake Inlet/Fishing is Fun	18-FIF-10973	\$9,000.00	\$12,000.00	1.15.18	12.31.20	4.5.19	7.5.19	10.5.19	1.5.20						
ADA Sidewalk - Kirkpatrick	20184252	\$7,210.00	\$7,210.00		4.29.19	4.11.19/4.29.19									
ADA Accessibility Project - CDBG	20187510	\$7,500.00	\$10,000.00	9.14.18	9.4.19	7.15.19	10.15.1	FINAL							
TOTALS		\$388,440.00	\$565,515.52												

complete

end date in 2019