



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

Tuesday, June 18, 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 from June 4, 2019
 - b. Bring Into Record Checks Run June 10-14, 2019
4. NEW BUSINESS
 - a. PPACG Presentation
 - b. Discussion of the Belvidere paving project
5. OLD BUSINESS
 - a. Ordinance 2019-04, An Ordinance Repealing And Reenacting Article Vii Of Chapter 4 Of The Green Mountain Falls Municipal Code Concerning Municipal Procurement Procedures – continued until July 2, 2019
 - b. Wilson & Company Update
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
 - a. Planning Commission Minutes March 28, 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(e) for The Purpose of Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and/or Instructing Negotiators and Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, Specifically to Discuss Strategy in Terms of the Town Manager Position

10. POTENTIAL ACTION

11. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
June 4, 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

Planner

Julia Simmons

Interim Town Manager

Jason Wells

Town Attorney

Not present

Town Clerk

Laura Kotewa

Public Works

Marshal's Dept.

Virgil Hodges

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

Mayor Newberry called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

2. Additions, Deletions, or Corrections to the Agenda

Mayor Newberry made a motion, seconded by Trustee Peterson, to accept the Agenda with a change moving the Comprehensive Plan Update, item 5.a to just before item 4.a on the agenda.

Motion passed.

3. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes, May 7, 2019
- b. Approve Board of Trustees Meeting Minutes, May 16, 2019

- c. Approve Board of Trustees Meeting Minutes, May 28, 2019
- d. Bring into Record Checks Run May 6-21, 2019
- e. Bring into Record Checks Run, May 31, 2019
- f. Bring into Record New STR Application Approvals, May 31, 2019

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

4. New Business

- a. Discussion Regarding Planning Commission Member Terms

The Board discussed extending current terms to December 31 of 2019 or 2020 as determined by the current term expiration year of each member, using 2 year terms. Terms might then be set as rolling terms with 2 to expire one year, 3 the following. The Board asked that appointments be made in November in conjunction with budgeting practices and commence January 1st. Trustee Stevens suggested we ask our legal team to adjust the appointment ordinance as stated.

- b. Introduction of Ordinance 2019-04, An Ordinance Repealing And Reenacting Article VII Of Chapter 4 Of The Green Mountain Falls Municipal Code Concerning Municipal Procurement Procedures

Information was given by Mr. Jason Wells, with discussion following regarding Option One and Option Two. Discussion followed.

The Mayor made a motion, seconded by Trustee Guthrie, to continue this item using Option Two, to July 2nd for a public hearing and possible adoption.

5. Old Business

- a. Comprehensive Plan Update

An update presentation was shared by Ms. Christy _____, one of our consultants. The Board then asked for more aspirational challenges and for exploration of even more creative possibilities to make us think and grow.

b. Update on Green Box Arts Display Construction Timeline

Mr. Mike Penman was on hand to answer questions regarding the piers to be installed in and around the lake to anchor the art display, and to be available for future town use. The Board shared gratitude for Green Box Arts' cooperation and information sharing.

c. Discussion of Ordinance Notice Time, and Publication Requirements – continued from May 7th Meeting Agenda

This item was withdrawn by staff to possibly be revisited as a new item in the future.

6. Public Input – 3 Minutes Per Speaker

No public comments were heard.

7. Correspondence:

- a. Planning Commission Minutes April 23, 2019
- b. Planning Commission Minutes May 14, 2019
- c. Trails Committee Minutes March 14, 2019
- d. Trails Committee Minutes May 9, 2019
- e. Letter regarding 0 Scott Ave

Mayor Newberry shared concern regarding the communication between the Trails Committee and the Board. A suggestion was made that the Trails Committee have a review process with the Board including communications and projects. The Board would like Rocco to give a short presentation at the July 16th meeting to share Trails Committee news.

8. Reports:

- a. Trustees – nothing to report at this meeting.

- b. Town Manager – shared highlights of his written report. There was some discussion about the public restroom availability.
- c. Town Clerk – shared highlights of her written report and a short audit update.
- d. Marshal – shared information from his monthly report.

9. Executive Session:

The regular meeting went into recess at 8:20pm. Mayor Newberry made a motion, seconded by Trustee Guthrie to convene the Executive Session. Motion carried, and the session was called to order at 8:31pm. The board invited Ms. Laura Kotewa and Ms. Julia Simmons to attend.

The regular meeting was called back to order at 9:52pm, with no action taken during the Executive Session.

10. Possible Action:

No action was taken on the record.

11. Adjournment:

Meeting adjourned at 9:52pm.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

3:16 PM

06/14/19

Accrual Basis

Town of Green Mountain Falls Expenses by Vendor Summary

June 10 - 14, 2019

	<u>Jun 10 - 14, 19</u>
4Rivers Equipment	1,700.49
Bill's Equipment & Supply, Inc	248.60
Black Hills Energy	127.55
CEBT	3,312.40
Chase Card Services	806.39
Colorado Municipal Clerks Association	535.00
Colorado Springs Gazette, LLC	23.33
Colorado Springs Utilities	738.07
Deep Rock Water	49.35
El Paso County Public Health Dept.	130.00
Flair Data Systems DBA	390.00
Frontrange Aquatech	242.03
GMCO	11,820.00
Hoffman, Parker, Wilson & Carberry	2,538.05
Houchin Inc.	7,776.00
Laura Kotewa	90.48
Logan Simpson Design Inc.	14,782.98
Napa Auto Parts	7.69
Oklahoma Centralized Support Registry	180.46
Presto-X	931.20
Reid, Angela	200.00
Ute Pass Sand and Gravel	367.29
Wagner Equipment Co.	958.43
Waste Management	100.49
Woodland Hardware and Home	566.83
	<hr/>
TOTAL	<u>48,623.11</u>

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-04

AN ORDINANCE REPEALING AND REENACTING ARTICLE VII OF CHAPTER 4 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING MUNICIPAL PROCUREMENT PROCEDURES

WHEREAS, the Board of Trustees codified the Town's procurement policy by Ordinance No. 10-6-2015B on October 6, 2015;

WHEREAS, the Board of Trustees desires to simplify the Town's procurement and to specify select federal procurement requirements when federal funds are used by the Town; and

WHEREAS, the Board of Trustees determines that repealing and reenacting Article VII of Chapter 4 of the Green Mountain Falls Municipal Code containing the Town's procurement policy is the most efficient way to achieve the above goal.

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

Section 1. Article VII of Chapter 4 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted, to read as follows:

ARTICLE VII – Municipal Procurement Procedures

Sec. 4-121 – Application and Definitions.

(1) This procurement procedures set forth in this Article shall apply to every purchase to which the Town is a party, provided that the Town may vary from these procedures when necessary to comply with state or federal grant requirements.

(2) The following words, terms and phrases, when used in this Article, shall have the following meanings, unless the context clearly indicates otherwise:

(a) "Bids" shall mean either bids or proposals submitted in response to a written invitation for bids or a written request for proposals.

(b) "Town Administrator" shall mean the Town Administrator and the Town Administrator's designee.

Sec. 4-122 – General Requirements and Thresholds.

(1) **Written document.** Every purchase shall be evidenced by a written document.

(2) **Purchases of less than \$10,000.** A purchase in an amount of ten thousand dollars (\$10,000) or less may be approved by a Department Director without Town Administrator or Town Board action. Competitive bidding is not required. However, even on these items, periodic telephone/online checks should be made to be certain the purchases are obtained at the lowest cost for the quality desired.

(3) **Purchases of \$10,000 - \$25,000.** A purchase in an amount of ten thousand dollars (\$10,000) to twenty-five thousand dollars (\$25,000) must be approved by the Town Administrator. At least three written informal quotes must be solicited, unless an exception in Section 3, below, applies. When seeking written informal quotes, all quotes must be tabulated in detail and attached to the winning contract/invoice for future reference. If the recommended quote is not the lowest, an explanation must also accompany the contract/invoice.

(4) **Purchases in excess of \$25,000.** Any item for services, projects, or equipment in this category must be approved by the Town Board of Trustees. The formal bid process set forth in Sections 4 and 5, below, must be followed unless an exception applies. Responsibility for the advertising of formal bids will be that of the Department Director overseeing the purchase.

(5) **Appropriation required.** All expenditures for purchases shall be budgeted and appropriated. If a purchase is contemplated to extend beyond the current fiscal year, it must be subject to annual appropriation (unless otherwise permissible by elector vote or as determined by the Town Attorney).

Sec. 4-123 – Comparative Price Quotations (Between \$10,000 and \$25,000).

(1) When the amount of a purchase is between ten thousand dollars (\$10,000) and twenty-five thousand dollars (\$25,000), comparative price quotes by telephone, in person, or in writing from at least three (3) vendors or contractors shall be solicited, unless:

(a) The Town Administrator determines that the public interest would be best served by negotiated contract with a single vendor or contractor or with specific vendors or contractors possessing unique skills or products or by joint purchase with or from another unit of government; or

(b) The Town Administrator determines that the public interest would be best served by obtaining the goods or services through the formal bidding process.

(2) In case of a declared or pronounced emergency affecting the public peace, health or safety, the Town Administrator may waive all requirements for price quotes. In such cases, the Town Administrator may direct the appropriate Department Director to procure emergency needs by informal, open-market procedures, at no more than current market prices, as expeditiously as possible.

Sec. 4-124 – Formal Bidding Required (In excess of \$25,000).

(1) Formal bidding procedures shall be followed when the amount of a purchase exceeds twenty-five thousand dollars (\$25,000), unless the Town Board determines that the public interest will be best served by negotiated contract with a single vendor or contractor or with specific vendors or contractors possessing unique skills or products, or by joint purchase with or from another unit of government.

(2) In case of a declared or pronounced emergency affecting the public peace, health or safety, the Town Administrator, Mayor, or Board of Trustees may waive all requirements for formal bidding. In such cases, the Town Administrator, Mayor, or Board of Trustees may direct the appropriate Department Director to procure emergency needs by informal, open-market procedures, at no more than current market prices, as expeditiously as possible. If the Town Administrator or Mayor waived such requirements, the Town Administrator or Mayor, as appropriate, shall present a full report of the circumstances necessitating the emergency action at the next Town Board meeting with the potential option to extend the waiver of requirements for formal bidding.

Sec. 4-125 – Formal Bidding Procedures and Selection Criteria

(1) When formal bidding is required pursuant to Section 4, at least ten (10) days prior to the deadline for receipt of bids, a request or invitation for sealed bids shall be published at least once in an area newspaper, sent to three (3) or more potential bidders, or posted via electronic solicitation.

(2) The Board of Trustees or Town Administrator may pre-qualify vendors or contractors who wish to bid on Town purchases and limit acceptance of bids from such pre-qualified entities when determined to be in the best interests of the Town.

(3) Sealed bids shall be opened in public at the time and place stated in the public notice, unless all bidders have been notified of a change in such time or place by written addendum. A tabulation of all bids received shall be available for public inspection.

(4) After the bids have been reviewed, if the purchase will exceed the Town Administrator's purchasing authority of twenty-five thousand dollars (\$25,000), the Town Administrator shall submit a report to Town Board that contains an analysis of the bids, a recommendation for an award, and the reasons for the recommendation. The contract shall be awarded to the lowest responsible bidder meeting the bid specifications, unless it is determined that the public interest would be better served by accepting another bid. Unless otherwise prohibited by federal or state law, bidders which have maintained a physical location inside the limits of El Paso County for a period of more than 365 days prior to bid submission shall receive a 2% preference with respect to bid price and bidders which have

maintained a physical location inside the limits of the Town of Green Mountain Falls for a period of more than 365 days prior to bid submission shall receive an additional 2% preference with respect to bid price.

(5) In determining whether the public interest would be better served by accepting a bid other than the lowest bid, the following factors shall be considered:

(a) The bidder's skill, ability, and capacity to perform the services or to furnish the materials, equipment or supplies required;

(b) Whether the bidder can perform the services or furnish the materials, equipment or supplies promptly, or within the time period specified, without delay or interference;

(c) The bidder's character, integrity, reputation, judgment, experience and efficiency;

(d) The quality of the bidder's previous performance;

(e) The bidder's previous and current compliance with statutes, ordinances and rules relating to the purchase;

(f) The sufficiency of the bidder's financial resources necessary to perform the services or deliver the goods;

(g) The bidder's ability to provide future maintenance or service;
and

(h) The number and nature of any conditions attached to the bid.

(6) All bids may be rejected if it is determined that such action is in the public interest. Negotiations may be entered into with one or more bidders in an attempt to adjust the services, products, or bid price as the Town deems in the public interest, and no additional bidding shall be necessary.

Sec. 4-126 – Amendments to Purchase Agreements.

(1) The Town Administrator shall have authority to approve an amendment to a purchase agreement when the change order does not exceed 10% of the original agreement price and combined with the original agreement does not exceed the approved appropriation for said purchase.

(2) All other amendments to a purchase agreement previously approved by Town Board shall be approved or ratified by Town Board.

Sec. 4-127 – Principles and Ethics.

Every officer and employee of the Town is expressly prohibited from knowingly:

- (1) Seeking or accepting any personal gift or money directly or indirectly, from any person, company, firm or corporation in connection with a purchase.
- (2) Underestimating or exaggerating requirements to a prospective bidder for the purpose of influencing bids.
- (3) Misrepresenting the quality of a bidder's products or services.
- (4) Influencing the Town to make a purchase that will benefit the officer or employee, either directly or indirectly.
- (5) Approving a purchase in which any employee, elected or appointed officer of the Town has an interest, without the approval of the Town Administrator or Town Board.
- (6) No single purchase transaction shall be subdivided for the purpose of circumventing the dollar value limitations of this Policy.

Sec. 4-128 - Special rules for procurements using federal funds.

(1) No local or geographical preference shall be given to any vendor for projects in which the Town will receive or anticipates seeking federal funds as reimbursement for or contribution toward a Town contract or project. However, nothing in this Subsection prevents the Town from requiring a vendor to comply with any applicable state licensing laws or from applying such preference when federal law expressly mandates or encourages it. When contracting for architectural or engineering services, geographic location may be considered, provided that such consideration leaves an appropriate number of qualified firms to compete for the contract.

(2) Whenever the Town will receive or anticipates seeking federal funds as reimbursement for or any other form of payment or contribution toward a Town contract or project, the Town and any party contracting with the Town for such work shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

(d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

(e) Using the services and assistance of the small business administration, and the minority business development agency of the department of commerce; and

(f) Requiring general contractors, if subcontracts are to be let, to take the affirmative steps listed in subsections (2)(a) through (2)(f) of this Section.

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.



**WILSON
& COMPANY**

5755 Mark Dabling Blvd., Ste. 220
Colorado Springs, CO 80919
719-520-5800 phone
719-520-0108 fax

Alaska
Arizona
California
Colorado
Illinois
Kansas
Louisiana
Minnesota
Missouri
Nebraska
New Mexico
Oklahoma
Texas
Utah

May 31, 2019

Jason Wells
Town of Green Mountain Falls

Dear Jason:

In preparation for our meeting, I have made a short list of public works related need as you requested. These are issues that I would be glad to assist with and provide for the Town of Green Mountain Falls.

Road and Bridge Inventory.

Road and Bridge rehabilitation long/short term, including development of a project scoping database.

Address citizen complaints regarding more significant drainage issues.

Road and drainage maintenance assistance.

Provide coordination and assistance with updating the public works capital improvement plan.

Develop a scope for a Town Master Drainage Plan.

This list is can be refined and a scope of services and fee determined for the remainder of the year, 2019. I look forward to discussing the above with you.

Very respectfully,

Andre P. Brackin, P.E.,
Senior Water Resources Project Manager
Wilson & Company

Laura Kotewa

From: Jason Wells
Sent: Friday, May 31, 2019 5:12 PM
To: Brackin, Andre P.
Cc: Burns, Nathan A.; Laura Kotewa
Subject: RE: Town Hall Meeting

Wonderful Andre & FYI Laura.

Thanks.

Jason S. Wells, Interim Town Manager
Town of Green Mountain Falls
PO Box 524
Green Mountain Falls, CO 80819
Phone: 719.684.9414
Email: manager@gmfco.us
Website: www.gmfco.us

-----Original Message-----

From: Brackin, Andre P. <andre.brackin@wilsonco.com>
Sent: Friday, May 31, 2019 4:06 PM
To: Jason Wells <manager@gmfco.us>
Cc: Burns, Nathan A. <Nathan.Burns@wilsonco.com>
Subject: Re: Town Hall Meeting

Thanks Jason. Got it on the calendar.

Andre P. Brackin

> On May 31, 2019, at 3:05 PM, Jason Wells <manager@gmfco.us> wrote:
>
> Just to clarify, I was thinking Tuesday the 18th, not next Tuesday the 4th.
>
> Thanks.
>
>
> Jason S. Wells, Interim Town Manager
> Town of Green Mountain Falls

> PO Box 524
> Green Mountain Falls, CO 80819
> Phone: 719.684.9414
> Email: manager@gmfco.us
> Website: www.gmfco.us

>

> -----Original Message-----

> From: Brackin, Andre P. <andre.brackin@wilsonco.com>

> Sent: Friday, May 31, 2019 2:59 PM

> To: Jason Wells <manager@gmfco.us>

> Cc: Burns, Nathan A. <Nathan.Burns@wilsonco.com>

> Subject: Town Hall Meeting

>

> Jason:

> I will plan on attending next Tuesday to answer questions and provide back up.

>

> Thanks!

>

> Andre P. Brackin

>

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TOWN OF GREEN MOUNTAIN FALLS PLANNING COMMISSION MEETING

MAY 28, 2019
6:30 PM

- I. **CALL TO ORDER** 6:32 PM
- II. **ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA**
- III. **APPROVAL OF MINUTES**
 - a. **23 April 2019, edited**

M/S: Bratton/Blasi

Motion: Move to approve with correction of adjournment time.

Vote: Motion carried. All yea.
 - b. **14 May 2019 Meeting Minutes**

M/S Bratton/ Blasi

Motion: Move to approve meeting minutes as submitted for May 14, 2019.

Vote: Motion carries. All yea.
- IV. **PUBLIC INPUT**
- V. **NEW BUSINESS**
 - a. **Comprehensive Plan 2020 Update** – Presentation and Discussion Following Open House at Town Hall, 10 AM - 5 PM, Logan Simpson Planning Consultants
Discussion of possible revenue sources.
Inclusion of possible annexations to be included in the Vision Plan.
 - b. **Plan Review PR 2019-011** – Deck Replacement – 10915 Iona Ave - Scott Johnson, Complete Home Remodeling and Repair LLC on behalf of Frank and Betty Borelli, Owners
M/S: Caldwell/Blasi
Motion: Move to approve the plans as submitted.
Vote: Motion carries. All yea.
Resolution: Plans stamped. Fees paid.



TOWN OF GREEN MOUNTAIN FALLS PLANNING COMMISSION MEETING

MAY 28, 2019
6:30 PM

VI. OLD BUSINESS

- a. **Plan Review PR2019-009** – Presentation on Findings of Site Visit (Commissioner Blasi) – Carport - 10971 Iona Ave., Larry Nienhueser, Owner (Action Postponed 14 May 2019)

Planning Commission discussed setback and scenic quality issues.

M/S: Caldwell/Blasi

Motion: Move to defer action on the carport issue until the end of the meeting to allow time for the planner to research the code.

Vote: Motion carried. All yea.

- b. **Recommendation to Board of Trustees** – Point of Information Paper Pertaining to Draft Ordinance 2019-03, Vice Chair Bratton (Tabled at 23 April 2019 and 14 May 2019 Meetings)

M/S: Caldwell/ Scott

Motion: Move to table this [Agenda Item VI b].

Vote: Motion carries. 3:1

VI. a. Resumed-- Plan Review PR2019-009 –

M/S: Caldwell/Blasi

Motion: Move to request that the property owner begin the process to come into compliance within 30 days.

Vote: Motion carries. All yea.

VII. OTHER BUSINESS

- a. **Planning Staff Update** – Julia Simmons, Town Planner

VIII ADJOURNMENT: 8:18

.....
Minutes for the 28 May 2019 regular meeting of the Green Mountain Falls Planning Commission were approved as prepared at the 11 June 2019 meeting.



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: June 18, 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

(a) Appx. \$300K grant w/ \$100K match requirement

(b) Funding Availability Call Received on 6/12

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 – Original Estimate - \$35,184

(a) Two Design Alts. Presented by Design Engineer

(i) Alt 1 - \$52,153

(ii) Alt 2 - \$61,833

(b) Grant budget shortfall of up to \$26,649

(i) (\$6,662.25 @ 25% match; \$13,324.50 @ 50% match)

(ii) Need letter from the Mayor is the Town wishes to proceed with supplementary funding request

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

(1) Working on Easement Agreement with Property Owner/Town Attorney

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

(1) Revised Right of Entry Drafted/Delivered/Executed

v) Olathe/Belvidere Sediment Removal - \$26,413 (not currently funded; awaiting NRCS determination)

2) Departmental Info

a) Town Clerk/Treasurer

Management Report

January 27, 2017

- i) See included comprehensive report
- ii) Items of Mutual Clerk/Mgr. Interest
 - (1) 2018 Audit Completion
 - (2) 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
- b) Marshall's Office
- c) Public Works
 - i) Parks
 - (1) Restrooms
 - (a) Consideration of Reallocation of Capital Funds to Afford Timed Access
 - (2) Goose Repellent – 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) General Road Maintenance
 - (1) Olathe Ave Culvert Replacement
 - (2) Possible Asphalt Millings Pilot Project?
 - (3) Bigger Picture – Need for Comprehensive Storm Water Management Plan – Recommend RFQ Soon
 - iii) Belvidere Ave Improvement Project
 - (1) Completed Project Walk-Through on 6/12
 - (2) Received a Handfull of Resident Concerns & Have Relayed to Project Team to Address
 - (3) Budget
 - iv) Lake/Park Improvements
 - (1) Memorial Park Bench Policy?
- d) Pool
 - i) Delayed Opening
 - ii) Filling as of 6/12
 - iii) All Guards Hired for Season & Scheduled for 6/14 Cleaning/Training Day Ahead of Opening
- e) Finance/Budgeting
 - i) Chart of Accounts Overhaul
 - ii) Mid-Year Budget Amendment Process
- f) Planning/Land Use
 - i) Comprehensive Plan – Planning Commission Adopting Expected at Next Meeting (6/25)
 - ii) Short-Term Rentals
 - (1) 2nd Quarter Lodging Occupational Tax Remittances Due July 15th.
 - iii) Revocable Permit Audit – On Hold Due to Staffing Limitations
 - 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) Grading Permits/Erosion Control Plans

Management Report

January 27, 2017

- (3) 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) 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) 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 – Completed
 - f) Fishing is Fun Automated Lake Valve Grant - 2/13 Discussion w/ State Wildlife Contact ** On Hold
 - g) CDBG - Lake Access Grant - \$7,500 – ADA Fishing Pier – ** On Hold
 - 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 – Planner Now Engaged; Needs Report Forthcoming
 - c) Pike’s Peak Regional Building Department
 - i) Online Permit Processing – Planner Now Engaged; New Approval Processes Forthcoming
 - 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
- 5) Insurance Administration
- a) CIRSA
- 6) Emergency Management
- 7) Legal

Management Report

January 27, 2017

- a) Ordinance Rezoning Town Hall from Commercial to Public Facilities – Tabled pending additional PC review
- b) Ordinance re: Event Management/Vendor Permitting – See Above Guidance/Ordinance Forthcoming
- c) Procurement Code Revisions (Trustee Liaison Roles) – See Separate Agenda Item



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, June 4, 2019

Routine activities continuing

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

IT

New Email for staff is up and running. It will take more time to get all our Board email migrated, and to have our website reflect all the contact changes in a way the public can use a link to send an email.

Audit 2018

Our Auditor is working on final preparation to be able to share his findings on July 16th.

Process Improvement

We are very close to having an updated Kudo/Concerns report form that will allow photos to be uploaded. Along with this, we are working to automate other forms on our website to allow payment as well. Business License updates are next on the List.

Training

Friday, June 7th, I attended a training in Bennet about Liquor Licensing and Records Management and it was very helpful! I have Municipal Clerk Institute July 6, and 9-10 in Denver. I chose the days that looked like they included the most beneficial trainings for the town. I still need to find some training on Governmental Accounting.

Unmet needs

There are still things to be considered concerning an accounting system that will make our budgeting easier to monitor.