



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

Tuesday, June 4, 2019 7:00 p.m.

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA
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
4. NEW BUSINESS
 - a. Discussion Regarding Planning Commission Member Terms
 - 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
5. OLD BUSINESS
 - a. Comprehensive Plan Update
 - b. Update on Green Box Arts Display Construction Timeline
 - c. Discussion of Ordinance Notice Time, and Publication Requirements – continued from May 7th Meeting Agenda
6. PUBLIC INPUT: 3 Minutes per speaker
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

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

10. POSSIBLE BOARD ACTION

- a. Regarding the Town Manager Position

11. ADJOURN

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

REGULAR MEETING MINUTES

Board Members Present

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

Board Members Absent

Trustee Chris Quinn

Town Attorney

Not present

Interim Town Manager

Jason Wells

Marshal's Dept.

Virgil Hodges

Town Clerk

Laura Kotewa

Town Planner

Julia Simmons

Public Works

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

Mayor Newberry called the meeting to order at 7:05 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 with one change, to move the Executive Session after the Reports.
Motion passed.

3. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes April 16, 2019
- b. Approve Special Board of Trustee Meeting Minutes from April 30, 2019
- c. Bring into Record Checks Run May 3, 2019
- d. Bring into Record Short Term Rental License Approvals

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

4. New Business

a. Introduction of New Town Planner

Mr. Jason Wells introduced the new town planner, Ms. Julia Simmons. She gave a short synopsis of her duties, hours, and the website page now published for Planning, under Departments. There was a short discussion of where her wages appear on the Budget.

b. Discussion on Town Coordination with the Office of Emergency Management (OEM), Mr. Jim Reid, Regional Director, OEM

Mr. Jim Reid gave some background information about the Incident Command System and Office of Emergency Management (OEM), how we can get help during an emergency and where it will come from. He defined the objectives of the new Regional OEM office, which is a combination of the El Paso County and City of Colorado Springs offices. An Emergency Operations Center would be set up in their office. They can provide a limited of services and advice.

The Town, since it is incorporated, is responsible for things like debris removal and road repair, but the OEM can provide training, and can share contract information, with possible OEM pricing, with the Town.

Their main focus is to protect people.

c. Discussion of Ordinance Notice Time, and Publication Requirements

Mr. Jason Wells made a request this item be continued. Trustee Stevens made a motion to continue this discussion item to the next scheduled Board meeting, 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 shared some background with the Board, including that the version in the packet was missing a change under (d)(2) where (10%) was changed to (20%) in both places that percentage was mentioned in the paragraph, and the radius of 500 ft was changed to 100 feet.

Trustee Stevens made a motion, seconded by Trustee Guthrie to approve the Ordinance including these changes. Motion passed unanimously.

6. Public Input – 3 Minutes Per Speaker

Mac Pitrone spoke about road conditions near his home.
Gale Gerig shared her gratitude for the opportunity to meet the Town Manager finalists, and a maintenance department concern.

It was clarified by the Town Manager that procedural concerns should be brought to the Administrative team, and that the Board deals with policy concerns.

7. Correspondence:

Mayor Newberry read an invitation from the Bronc Days Committee to participate in the Event Parade.

The Regular Meeting went into recess at 8:34pm.

8. Reports

- a. Trustees—nothing to report.
- b. Town Manager—touched on highlights from his written report.

- c. Town Clerk—touched on highlights from her report.
- d. Marshall—read from his report regarding activity from last month.

9. 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

Mayor Newberry made a motion to enter into Executive Session with the right to invite Judy Egbert to join the Executive Session by phone if needed, seconded by Trustee Peterson. Motion carried.

The Executive Session was called to order at 8:49pm. The session was adjourned at 9:25pm. There were no actions taken.

10. Potential Action:

- a. Regarding the Town Manager Appointment

The Regular meeting reconvened at 9:26pm.

The Board was unable to reach agreement from among the finalists. They will continue the process of hiring a new town manager.

11. Adjournment:

Meeting adjourned at 9:32 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

TOWN OF GREEN MOUNTAIN FALLS
Special Board of Trustee Meeting
May 16, 2019 – 8:45 A.M.

SPECIAL MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Tyler Stevens
Trustee Katharine Guthrie

Town Clerk

Laura Kotewa

Board Members Absent

Trustee Chris Quinn
Trustee Margaret Peterson

Town Attorney

Not present

Public Works

Marshal's Dept.

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

Mayor Newberry called the meeting to order at 8:57 a.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 8:58 a.m. Executive Session adjourned at 1:15 p.m.

The Regular Meeting was called back to order at 1:15pm. No Action was taken during the Executive Session.

3. Adjournment

Meeting adjourned at 1:16 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

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TOWN OF GREEN MOUNTAIN FALLS
Special Board of Trustee Meeting
May 28, 2019 – 4:00 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

Public Works

Town Clerk

Laura Kotewa

Marshal's Dept.

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

Mayor Newberry called the meeting to order at 4:10 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 4:11pm.

3. Scheduled Break

Recess was called at 5:08 pm for the Scheduled Break and Community Open House.

4. Executive Session - 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 6:12pm, with the Executive Session called to order at 6:13pm. Executive Session was adjourned at 6:24pm.

The Regular Meeting reconvened at 6:25pm. No Action was taken.

5. Adjournment

Meeting adjourned at 6:25 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

1:36 PM

05/23/19

Accrual Basis

Town of Green Mountain Falls
Expenses by Vendor Summary
May 6 - 21, 2019

	<u>May 6 - 21, 19</u>
4Rivers Equipment	158.65
All Star Roofing & Construction, Inc	20,000.00
Black Hills Energy	167.66
CEBT	3,312.40
Chief Petroleum	1,248.26
Cirsa	1,697.49
Colorado Municipal Clerks Association	35.00
Colorado Springs Gazette, LLC	25.55
Colorado Springs Utilities	510.69
Emily Katsimpalis	114.22
Flair Data Systems DBA	210.00
GovPro Consulting	1,240.00
Hoffman, Parker, Wilson & Carberry	2,858.38
Kyle Coleman	500.00
LAW OFFICES OF DEBRA EILAND	96.59
Logan Simpson Design Inc.	9,073.80
Patricia Calloway	100.00
Pinnacol Assurance	627.00
Sirchie	62.34
Wagner Equipment Co.	1,748.27
Waste Management	194.94
Wilson & Company, Inc., EGINEERS & ARCHIT	7,203.54
TOTAL	<u>51,184.78</u>

12:17 PM

05/31/19

Accrual Basis

Town of Green Mountain Falls
Expenses by Vendor Summary
May 31, 2019

	<u>May 31, 19</u>
Aquatech	1,599.90
Badger Daylighting Corp	3,671.40
Comcast	53.89
Flair Data Systems DBA	3,600.00
GovPro Consulting	740.00
Mucky Duck	100.00
Municipal Code Corporation	359.95
Oklahoma Centralized Support Registry	541.38
Sean Goings	60.44
Tiptop Tree Cultivation	0.00
Ute Pass Sand and Gravel	616.88
TOTAL	<u>11,343.84</u>



SHORT TERM RENTAL LICENSE APPROVALS

Board of Trustees Meeting June 4, 2019

STR License No.	Town Manager Approval Date	Property Address	Applicant
STR-2019-041	05-14-2019	6970 Howard St.	John Harfert
STR-2019-042	05-31-2019	10565 Foster Ave.	Lalania Carrillo/Kenneth Ingram
STR-2019-043	05-31-2019	11415 Belvidere Ave	Jennifer Jirschevske/Jason Steimel

BOARD OF TRUSTEES AGENDA MEMO

DATE: 30 May 2019	AGENDA NO	SUBJECT: Planning Commission Terms
Presented by: Jason Wells		

Recommend action: For discussion and future action

Background: It was recently brought to Staff's attention that several Planning Commissioners' terms have or will be expiring, as follows:

Member Name	Term Beginning*	Term Ending**
Eric Caldwell	(3) June 3, 2018	June 3, 2020
Dick Bratton	(2) January 20, 2017	January 20, 2019
Rocco Blasi	(1) April 12, 2017	April 12, 2019
Greg Williamson	(1) June 20, 2017	June 20, 2019
Nathan Scott	(1) January 16, 2018	January 16, 2020
Katharine Guthrie (Secretary)		Until replaced

* (N) indicates that the specified term is the member's Nth consecutive term.

** "X" indicates that the member is term-limited at the conclusion of the specified term.

The Planning Commission is charged with advising the Board of Trustees in matters of building permits, parking, signage, architectural controls, planning, and zoning, as well as the formulation of a Comprehensive Plan. The Commission consists of a fixed membership of five (5) members serving two (2) year terms, until replaced, appointed by the Board of Trustees. The Planning Commission itself elects a Chair and Vice Chair from among their members. The Board of Trustees may designate a Secretary who is not a Member of the Commission. In addition, the Mayor is a non-voting ex-officio member of the Planning Commission (Town Code Chapter 2 Article IX C.R.S. Title 31 Article 23 Part 2).

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-04 (Option 1)

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 update the Town's procurement policy to provide for issues not previously covered, clarify ambiguities, and 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 – Definitions.

For the purposes of this Article, the following words and phrases will be construed as defined in this Section:

(1) Contract. A binding agreement between the Town and any one (1) or more outside parties for the procurement of goods, services, professional services, or construction.

(2) Goods. Any group of products that can be bought and sold in an economy. Supplies, materials, and equipment are all included in this group.

(3) Procurement. The purchase, rental, lease, or other acquisition of any good, service, professional service, or construction. *Procurement* shall not include the purchase or sale of real estate.

(4) Purchase Order. A written commercial document issued to a vendor by the Town's Purchasing Agent requesting the entity to provide a good or service according to terms and specifications in return for payment.

(5) Purchase Request. A written document requesting for initiation of procurement made to the Purchasing Agent by a department head.

(6) Professional services. The furnishing of labor, time, effort, or expertise by a contractor with specialized knowledge in a field, including without limitation accounting, appraisal, architecture, engineering, finance, land surveying, law, and litigation counsel.

(7) Request for Quote. The document by which the Town invites vendors into a bidding process to bid on the provision of certain goods or services for the Town. This process may also be referred to as a request for proposal or an invitation for bid.

(8) Sealed bid. A document properly prepared and submitted in response to a Request for Quote and enclosed in a sealed envelope. Properly prepared sealed bids shall be submitted in two (2) separate envelopes: One (1) for the technical proposal and one (1) for the commercial ("bid price") quote.

(9) Services. The performance of maintenance or the furnishing of labor, time, or effort which does not involve the delivery of a specific product other than a report or other item which is merely incidental to the performance of the service. *Services* shall not include services rendered under an employment agreement between an individual and the Town nor shall it include *professional services* as that term is defined in this Section.

(10) Surplus property. Items, goods, and equipment deemed by a department head of no further use to the Town as obsolete, worn out, or scrapped.

(11) Value analysis. A method of evaluating the cost of a good or service with the objective of reducing the cost by changing specifications to accomplish the same function or purpose.

Sec. 4-122 – Application of Article.

This Article shall apply to procurements by any department or agent of the Town, whether or not the expenditure is from Town funds or monies under the control of the Town. When procurement involves the expenditure of federal, state or county assistance or contract funds, the procurement shall also be conducted in accordance with any applicable mandatory federal, state or county laws and regulations. Nothing in this Article shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest, which are otherwise consistent with law. This Article does not create or confer any right or entitlement upon any person to bid on or receive an award of any Town contract.

Sec. 4-123 – General procurement policies.

(1) All procurement transactions whether by quote, sealed bid, negotiation, or other format authorized pursuant to this Article, shall be conducted in a manner that provides maximum open and free competition.

(2) All procurement transactions shall be managed by Purchase Order issued by the Purchasing Agent.

(3) No Purchase Order shall be issued to any entity in which an elected official or employee of the Town has a controlling interest.

(4) Whenever possible, in keeping with free and open competitive procedures, local businesses shall be considered for and added to supplier lists.

(5) The Town actively promotes the purchase of goods made with recycled materials. Accordingly, recycled products should be purchased when quality and performance are not compromised and when the price of such goods made with recycled materials generally does not exceed the price of non-recycled products by more than five percent (5%).

(6) Procurement awards should only be made to qualified vendors for goods and services who possess the ability and assets to perform successfully under the terms and conditions of the proposed procurement and to provide future services to support warranty provisions. Vendor integrity, past performance, financial ability to perform, and references may be used as guidelines for determining vendor selection.

(7) Goods or services for procurement shall not be subdivided for the purpose of circumventing any dollar value limitations established by this Section.

Sec. 4- 124 – Appropriation required.

(1) All expenditures for procurement shall be budgeted and appropriated. If a purchase need is not identified as a line item in a department head's approved budget, the department head making the procurement request must consult with the Town Manager and Town Treasurer to review the purchase need and place it into the budget before a Purchase Request may be made. A conforming budget amendment with approval by the Board of Trustees may be required.

(2) If a purchase is contemplated to extend beyond the current fiscal year, it must be made subject to annual appropriation unless otherwise permissible by elector vote or as determined by the Town Attorney.

Sec. 4-125 – Purchasing agent.

(1) The Town Manager shall appoint a Purchasing Agent who shall serve as the public purchasing official for the Town and who shall be responsible for overseeing and carrying out all procurements in accordance with the provisions of this Article and any other applicable law.

(2) The duties and responsibilities of the Purchasing Agent include without limitation:

(a) Procure goods and services from qualified vendors that meet the budgeted needs and specifications of the requesting department in a timely, economical, efficient, and ethical manner;

(b) Monitor the compliance of department heads and other Town employees with the provisions of this Article, including the maintenance and adherence to economy, efficiency, and accountability;

(c) Review and approve Purchase Requests, issue Requests for Quotes and Purchase Orders, and manage vendor invoices for payment;

(d) Establish and maintain a list of qualified vendors, prepare a preferred vendors list for each Request for Quote, and document vendors who have defaulted on a quote, misused the Town bid list, or failed to deliver specified goods and services;

(e) Act as a liaison between the Town and vendors during all stages of the procurement process, including following up with expediting actions and managing reports;

(f) Establish and maintain purchasing forms and ensure that all documentation is correctly filled-out in compliance with auditing procedures and this Article;

(g) Secure all tax exemptions for which the Town is entitled to receive; where applicable;

(h) Assist in the gainful disposal of any surplus or scrap items;

(i) In consultation with the Town Clerk, maintain procurement records for all transactions; and

(j) In consultation with the Town Attorney, settle and resolve controversies that arise under this Article between the Town and vendors or prospective vendors.

Sec. 4-126 – Procurement actions required, exemptions.

(1) Dollar value limitations for procurement actions are as follows:

(a) If a purchase need is identified as a line item in a department head's approved budget and is less than two hundred dollars (\$200.00), the department head can initiate the purchase without completion of a Purchase Request submitted to the Purchasing Agent and without the issuance of a Purchase Order.

(b) If a purchase need is identified as a line item in a department head's approved budget and is equal to or over two hundred dollars (\$200.00) and less than five thousand dollars (\$5,000.00), the department head shall initiate the procurement process with completion of a Purchase Request submitted to the Purchasing Agent, who shall prepare a Purchase Order in compliance with Section 4-127 unless the Purchasing Agent determines that the public interest would be best served by obtaining the goods or services through the Request for Quote process.

(c) If a purchase need is identified as a line item in a department head's approved budget and is equal to or over five thousand dollars (\$5,000.00), the department head shall initiate the procurement process with completion of a Purchase Request submitted to the Purchasing Agent, who shall then prepare a Request for Quote in compliance with Section 4-128, followed by a Purchase Order in compliance with Section 4-127 once a vendor is selected.

(2) The following are exempt from the Request for Quote process, regardless of the amount of the purchase:

(a) Purchases made cooperatively with other units of government;

(b) Purchases from federal, state, or other local government units;

(c) Energy fuels, including gasoline and diesel fuel;

(d) Professional services as defined in Section 4-121(6);

(e) Services that involve a matter of specialized skill, goods, or knowledge that one person or company is uniquely positioned to provide;

(f) After an initial bid is solicited, repeated services from one provider under a master services agreement; and

(g) Purchases made in a declared or pronounced emergency affecting the public peace, health or safety.

Sec. 4 -127 – Purchase Order procedure.

(1) A Purchase Order issued by the Purchasing Agent is required for every procurement activity not exempt by Section 4-126(1)(a), including procurements carried out pursuant to a Request for Quote.

(2) Preparation of the appropriate Purchase Order shall only begin once a Purchase Request is received from a department head and checked for completeness by the Purchasing Agent. Purchase Orders carried out pursuant to a Request for Quote shall be prepared after the bid process is complete and a vendor selected.

(3) A completed Purchase Order shall contain the budget line item number, description from the Purchase Request, purchase price for the item or service to be procured, and any relevant contract pursuant to Section 4-129. The Purchasing Agent shall verify that the item is within budget and that funds are available to cover the purchase before issuing the Purchase Order to both the department head and the vendor. All vendor correspondence including billing documents must contain the Purchase Order number to be recognized by the Purchasing Agent.

(4) The copy of the Purchase Order that goes to the department head shall serve as the receiving report, which must be completed by the receiving department and sent to the Purchasing Agent in order for subsequent vendor invoices to be paid. Any deviation between the description of the item in the Purchase Order and the actual item as received must be noted in the receiving report.

(5) The Town Manager must approve and sign Purchase Orders of one thousand dollars (\$1,000.00) or more.

(6) The Purchasing Agent shall verify that a Purchase Order has been accepted by the vendor. Thereafter, any follow-up or expediting of a Purchase Order shall be the shared responsibility of the Purchasing Agent and the department head.

Sec. 4-128 – Request for Quote procedure.

(1) A Request for Quote issued by the Purchasing Agent is required for every procurement expenditure reasonably expected to exceed five thousand dollars (\$5000.00), pursuant to Section 4-126(1)(c). At the Purchasing Agent's discretion, in consultation with the department head making the request, a Request for Quote may be required for procurement expenditures reasonably expected to exceed one thousand dollars (\$1000.00) if procurement by such process is in the best interest of the Town.

(2) Quotes shall be solicited from at least three (3) vendors. Requests for Quotes may be sent as determined among the Purchasing Agent and

department head. However, not less than ten (10) days prior to the deadline for receipt of quotes, a request or invitation for sealed bids shall be published at least once in an area newspaper, sent to three (3) or more potential vendors, or posted via electronic solicitation.

(3) A Request for Quote shall contain information from the completed Purchase Request along with specifications and any other data that clearly and accurately describes the item or service to be quoted. The description shall not contain features that unduly restrict competition. A "brand name or equal" description may be used as a means to define the performance or other solicitation requirements of the request.

(4) Instructions to vendors listed in the Request for Quote shall specify required response or quote by sealed bid. Sealed bids must be submitted in two (2) separate envelopes: One (1) for the technical proposal, and one (1) for the commercial (bid price) quote. Instructions for sealed bids shall include the date, time, and location for submittal of the envelopes, markings to be included on the envelope exterior, notice of the Town's right to reject any or all quotes, any special requirements, and the factors to be considered in the evaluation of quotes.

(5) Upon recommendation of the Town Attorney, bid bonds may be required in the response from the vendors, guaranteeing that the vendor will execute a contract with the Town at the stated bid price upon award to the vendor.

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

(7) An evaluation authority appointed by the Board of Trustees consisting of the Town Manager and at least one (1) Board member will open and evaluate the technical envelopes first, ranking the vendors according to technical compliance, competence, and demonstrated best understanding of the specifications and requirements of the good or service to be provided, using the evaluation factors stated in the Request for Quote.

(8) After all vendors have been ranked according to their technical response, and no less than two (2) days prior to such event, a public notice shall be posted stating the date, time, and location of the opening, cataloging, and matching of the commercial envelopes. Should best technical ranking match lowest price submitted, the winner of the Request for Quote shall be announced, contingent upon approval by the Board of Trustees. Once approved, the Purchasing Agent shall proceed with preparing the Purchase Order for the good or service.

(9) Should the best technical ranking and lowest price not match, the sealed bid documents will be remanded to the evaluation authority for further

evaluation and recommendation to the Board of Trustees for approval. The recommendation for the winning quote shall be based upon the proposal that is the most advantageous to the Town. Price is a factor; however, the award will not necessarily be made to the vendor offering the lowest price. When lowest price is not selected, the evaluation authority shall prepare a statement of the decision points for submittal to the Board. Life-cycle costs and value analysis may be considered by the evaluating authority in its recommendation. Once a vendor has been approved by the Board, the Purchasing Agent shall use the recommendation for preparation of the Purchase Order.

(10) 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. 4-129 – Contracts.

(1) All contracts for goods or services shall be on forms previously approved by the Town Attorney and any changes or additions prior to finalization shall be approved by the Town Attorney.

(2) Once approved, a contract shall be attached to a Purchase Order for issuance to the vendor or contractor.

Sec. 4-130 – Amendments to Purchase Order and contracts.

(1) Provided that the approved appropriation for a purchase is not exceeded:

(a) The Purchasing Agent may approve amendments to Purchase Orders or contracts if the amendment amount combined with the original agreement does not exceed \$1,000.

(b) The Town Manager may approve amendments to Purchase Orders or contracts if the amendment amount combined with the original agreement exceeds \$1,000; provided that for Purchase Orders or contracts previously approved by the Town Board, the Town Manager shall only have the authority to approve an amendment when the change order does not exceed 10% of the original agreement price.

All other amendments to Purchase Orders or contracts must be approved by the Town Board.

Sec. 4-131 - Surplus property disposal.

(1) Prior to sale or disposal of surplus property, the department head shall notify the Purchasing Agent of the availability of the

surplus item. The item shall be offered to other Town departments prior to sale or disposal.

(2) An item with a fair market value of less than five hundred dollars (\$500.00) shall be disposed of at the discretion of the department head using the best negotiated sale price.

(3) An item with a fair market value of more than five hundred dollars (\$500.00) and less than five thousand dollars (\$5,000.00) at the time of disposal, as established by the department head, shall be disposed of with the approval of the Town Manager using the best negotiated price.

(4) An item with a fair market value in excess of five thousand dollars (\$5,000.00) at the time of disposal, as established by the department head, shall be disposed of by the department head soliciting at least two (2) bids for review with the Town Manager before disposal by approved means.

(5) Any item with a fair market value of more than ten thousand dollars (\$10,000.00) at the time of disposal, as established by the department head, must be disposed of as determined by the Board of Trustees.

(6) All monies received from the sale of surplus goods shall be placed into a general income account for distribution by the Board of Trustees.

Sec. 4-132 - 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 (B)(1) through (B)(6) 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.

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-04 (Option 2)

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.

Laura Kotewa

From: Jeff Parker <jhparker@hpwclaw.com>
Sent: Wednesday, May 29, 2019 2:41 PM
To: Jason Wells; Alexandra Slaten
Cc: Laura Kotewa
Subject: RE: Procurement Policy Amendments

No hesitation at all, Jason. That seems pretty efficient. After getting kind of deep into our revisions, we came to the conclusion that GMF might want to greatly simplify its process. So, I figured I'd at least mention that option.

I'll wait to hear back from you on the Board's preference.

Jeff Parker
Hoffmann, Parker, Wilson & Carberry, P.C.
511 16th Street, Suite 610
Denver, CO 80202
Direct: (303) 951-2097
Main: (303) 825 6444
Fax: (303) 825 1269

From: Jason Wells <manager@gmfco.us>
Sent: Wednesday, May 29, 2019 2:37 PM
To: Jeff Parker <jhparker@hpwclaw.com>; Alexandra Slaten <as@hpwclaw.com>
Cc: Laura Kotewa <clerk@gmfco.us>
Subject: RE: Procurement Policy Amendments

Hi Jeff (and Allie). My apologies for the delay in my response, but I appreciate your observations regarding the other option on the table here – i.e. starting from scratch toward a more simplified procurement code. That said, we've decided to simply place both the marked up ordinance and the Buena Vista example in next week's Board packet, together with your thoughts as conveyed by your email. It seems this will be the best & simplest way to seek direction from the Board, but please let us know if you have any hesitations with this approach.

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

From: Jeff Parker <jhparker@hpwclaw.com>
Sent: Monday, May 20, 2019 1:59 PM
To: Jason Wells <manager@gmfco.us>; Alexandra Slaten <as@hpwclaw.com>
Cc: Laura Kotewa <clerk@gmfco.us>
Subject: RE: Procurement Policy Amendments

Hi Jason,

Allie provided me a draft several weeks ago and it was sitting on my desk languishing awaiting my review. Here is a new draft with comments from Allie and me (both under Allie's name). This version was revised to address comments from you and the Town. However, as we dug into it further, we started to come to the conclusion that it might have been better to scrap the whole thing and just provide the Town with a new greatly simplified version. The current procurement code is pretty hefty and complicated for a small town like GMF. That said, if it generally works (aside from the areas we were asked to revise), then perhaps the Town wants to keep it.

Just to give you an idea of what works for statutory town like GMF, I'm attaching Buena Vista's procurement code. This is a relatively recent rewrite of a somewhat more complicated procurement code. However, even the old Buena Vista version wasn't as complicated as GMF's current version.

So, the bottom line is we've revised GMF's code as requested, but you may want to think about scrapping it entirely and starting with a much more streamlined simplified one.

I'm happy to discuss this with you further once you've had a chance to digest things.

Jeff Parker
Hoffmann, Parker, Wilson & Carberry, P.C.
511 16th Street, Suite 610
Denver, CO 80202
Direct: (303) 951-2097
Main: (303) 825 6444
Fax: (303) 825 1269

From: Jason Wells <manager@gmfco.us>
Sent: Monday, May 20, 2019 9:41 AM
To: Alexandra Slaten <as@hpwclaw.com>; Jeff Parker <jhparker@hpwclaw.com>
Cc: Laura Kotewa <clerk@gmfco.us>
Subject: RE: Procurement Policy Amendments

Hi Jeff/Allie. I'm wondering if you have a final draft of this item ready for a first reading?

It's been so long since there's been any activity on this, perhaps you already sent me one and I just don't recall? With our recent migration to Outlook, my electronic correspondence is admittedly a bit disorganized at present. That said, my regrets if this is something you're sending me for a second time, but we'd like to queue it up for our first June meeting if we could.

Thanks.

Green Box Arts Festival 2019

Construction Timeline

June 15th – 23rd

Work Hours 7am to 7pm

-June 15th: Gazebo wedding 3:30pm-4:30pm

-June 15th/16th: Lower lake depth by 1 foot, deploy pontoon boat

-June 17th-23rd: Drilling and placement of 24 helical piers

*Plan to only work weekdays

*No effect on park activities

*1 2-hour road closure on last day of window (not weekend)

June 25th – July 2nd

Work Hours 7am to 7pm

June 25th: Installation team for suspension towers arrives

June 25th & 26th: Road closure for boom lift to install roadside tower

*Detour Park Ave -> Howard St -> Foster Ave

June 27th & 28th: Installation of park-side tower

*Playground not affected, a path through the park will be maintained

June 29th: Gazebo wedding 10:30am-1:00pm

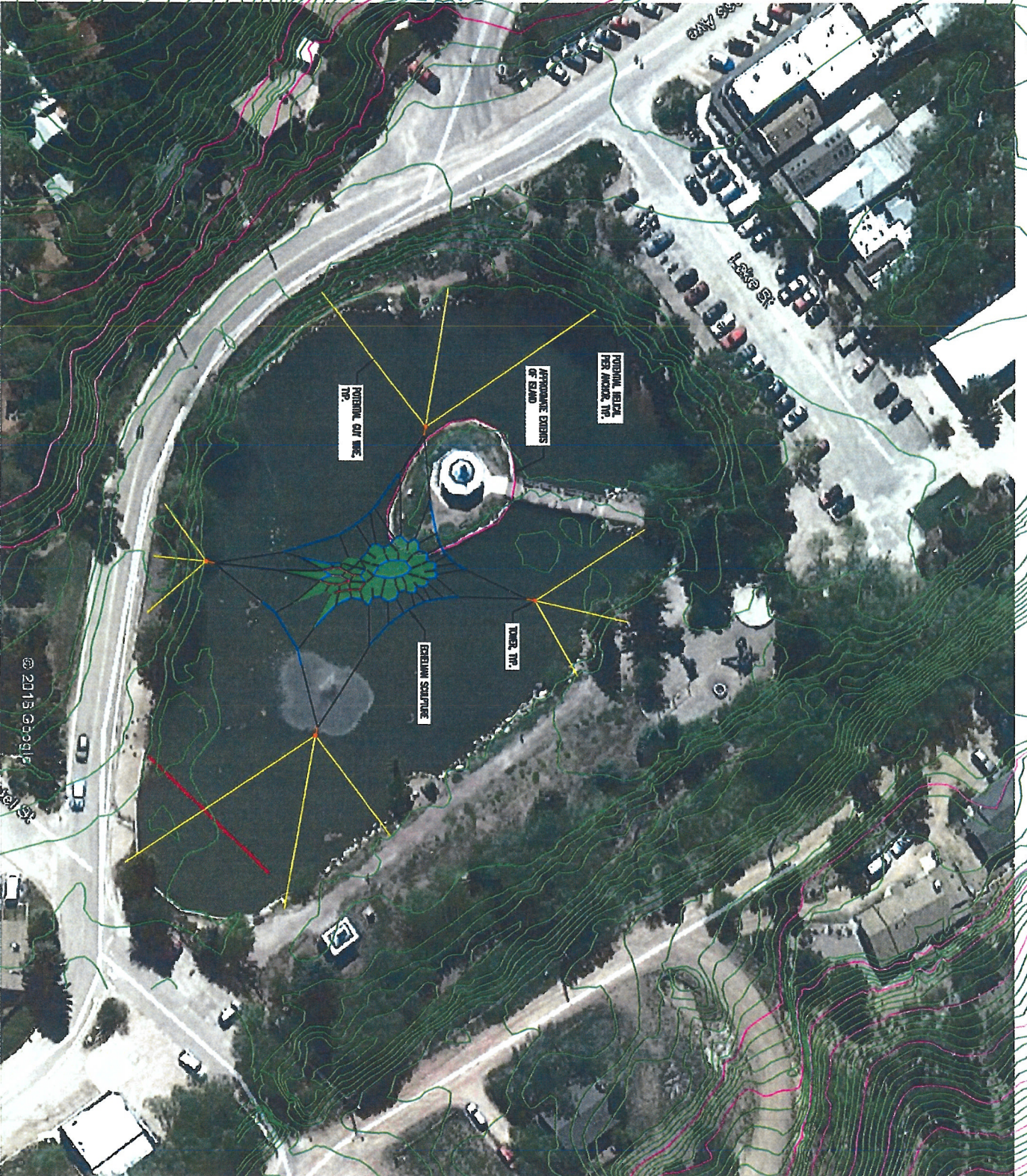
June 30th: Road closure for boom lift to install art piece

*Intermittent road closures throughout week for installation necessities

September 6th- 13th

September 6th & 7th: Road closure for art and tower deinstallation

September 8th-13th: Final clean-up of everything related to the piece



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BOARD OF TRUSTEES AGENDA MEMO

DATE: 6.4.19	AGENDA NO 5.c	SUBJECT:
Presented by: Laura Kotewa Town Clerk		Discussion of Ordinance Notice Time and Publication Requirements

Recommend action:

Staff would like to suggest that the Board consider tabling this discussion indefinitely.

Background:

With current staffing conditions, it would be beneficial to staff to have time to ask for input, and research state statute.

In the meantime, following what we have should not be detrimental to procedures.

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, May 14, 2019 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

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

PC Members Absent

Chairman Eric Caldwell
Commissioner Greg Williamson

Town Planner

Julia Simmons

Secretary

Katharine Guthrie

1. Call to Order/Roll Call

Vice Chair Bratton called the meeting to order at 6:35 pm.

2. Additions, Deletions, or Corrections to the Agenda

M/S: Blasi/Scott

Motion: Move to approve the agenda.

Vote: Motion carried. All aye.

3. Approve Minutes of April 23, 2019

M/S: Blasi/Scott

Motion: Move to approve minutes with the correction on page 3 Item 7. f. of spelling 'Commissioner Rossi' to 'Commissioner Blasi.'

Vote: Motion carried. All yea.

4. Public Input

None

5. New Business

a. Introduce and Welcome Julia Simmons, GMF Town Planner

b. Plan Review PR 008- 11045 Iona Ave., Mike Rice of Paramount Builders

M/S: Blasi/Scott

Motion: Move to approve construction drawings as submitted.

Vote: Motion carried. All yea.

Resolution: Plans stamped. Mr. Rice informed of further steps.

c. Plan Review PR 009—Carport, 10971 Iona Avenue—Larry Nienhueser

Applicant constructed a carport on his property without approval from either GMF nor PPRBD. Commission agrees to conduct a site visit to better understand the existing site.

Without more information from the applicant, the Commission may have difficulty making a determination. Staff will request PPRBD's zoning enforcement report.

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, May 14, 2019 – 6:30 P.M.**

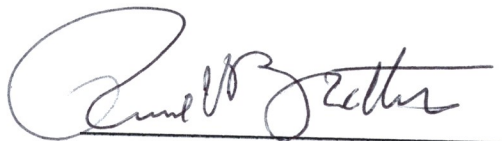
Recommendation is for the applicant to hire a survey to determine property lines. Commissioner Blasi and Vice Chair Bratton will conduct a site visit, take photos, and report to the entire commission at the 28 May 2019 meeting.

- d. **Plan Review PR 010**—Architectural Review, 11160 Belvidere Avenue—Judith Piazza
M/S: Blasi/Scott
Motion: Move to approve the plans of 11160 Belvidere Avenue as submitted
Vote: Motion carried. All yea.
Resolution: Plans stamped.
 - e. **Preliminary Meeting**—Review Request for Vacation ROW, 11160 Belvidere Avenue - Judith Piazza, OwnerProperty line is reported to be 6ft inside the house. Owner would like the property lines changed so that there is a 15ft setback from the town Right of Way. Parking in front of the house is an issue for the owner.
M/S: Blasi/Scott
Motion: Table Item 5.e. pending further information from the landowner.
Vote: Motion carried. All yea.
Recommendation: Survey the property.
 - f. **Ordinance 2019-02**—Discussion Code Section 16-711 Green Mountain Falls Municipal Code
 - g. **Recommendation to Board of Trustees**—(Tabled 23 April 2019 Meeting)
 - i. Clarification of Zoning Classifications
 - ii. Overlapping Zoning (Land use code e.g. Pool and Park)
 - iii. Public Facilities ClassificationM/S: Bratton/Scott
Motion: Move to table Item 5.g. (1:18)
Vote: Motion carried. All yea.
6. **Unfinished Business**
- a. **Rezoning Ordinance 2019-03**—Update and Discussion Concerning Town Hall Zoning Designation
No action taken.
 - b. **Frequently Asked Questions**—(Tabled 12 March 2019)
Town Planner, Julia Simmons, is working on this project.
 - c. **Revision to Municipal Code**—Discussion and Recommendation Code Section 16-705(c)(1) Architectural Review (Tabled 12 March 2019)
Discussion. No change.
 - d. **Comprehensive Plan Update 2020**—Parts 1 and 2 posted on Town Website.
New Zoning and Land Use Maps will be available to the community for input at Town Hall on May 28, 2019.
7. **Correspondence/Report**
- 5th and 6th Graders met with Mayor Newberry and Commissioner Blasi and discussed town governance and the Comprehensive Plan on May 6, 2019.

TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, May 14, 2019 – 6:30 P.M.

Page 3 Planning Commission Minutes May 14, 2019

Adjournment: 8:11 pm



Dick Bratton—Vice Chairman

ATTEST:


Katharine Guthrie—Secretary

Approved May 28, 2019 @ PC mtg

**TOWN OF GREEN MOUNTAIN FALLS
Planning Commission
10615 Green Mountain Falls Road
April 23, 2019 6:30 P.M.**

MEETING MINUTES

Commission Members Present

Chair Eric Caldwell
Vice Chair Dick Bratton
Commissioner Roco Blassi
Commissioner Nathan Scott
Commissioner Gregory Williamson

Commission Members Absent

Mayor Jane Newberry

Secretary

Laura Kotewa

1. Call to Order/Roll Call

Chairman Caldwell called the meeting to order at 6:32 p.m.

2. Additions, Deletions, or Corrections to the Agenda

3. Approve PC Minutes of March 26th meeting

M/S: Chairman Caldwell/Vice Chairman Bratton

Motion: Approve the agenda as submitted

Vote: Y: 5 Motion carried

4. Public Input

5. Comp Plan Update

Presentation given by Logan Simpson planners Megan Moore and Christy Bruce. Future updates: May 28th Planning Commission meeting the planners will present the entire plan; final adoption in June 2019.

Discussion regarding new "downtown village" designation. Next steps for the town will be to review and redefine the zoning designations to maintain the vibrancy of the existing commercial district.

6. New Business

a. PR 008 - 11045 Iona-New Home-Todd Dixon-BUILDER: Mike, Paramount Homes

Paramount homes corrected the agenda and record: existing plans no longer include grading and fill to change the elevation of Iona Ave.

Vice Chairman Bratton: the Town Code enables the Commission to request an independent engineering firm review the submitted grading and erosion control plan.

The architect and builder prefer the independent engineering review occur as soon as possible and that Paramount Homes be invoiced for the work.

Vice Chairman Bratton: asks the builder and owner to consider designing the driveway be moved west to decrease the steep grade that will result from existing proposed plans.

Discussion regarding the existing Colorado Springs Utilities transformer that may impede any change to moving the driveway further west.

M/S: Chairman Caldwell/Vice Chairman Bratton

Motion: Staff will submit the applicant's grading, drainage, and erosion control plans to independent on-call engineering firm for review; if approved, the PC will recommend approval to BoT

Vote: Y: 5 Motion carried

b. PR 005 - Replace Deck- 10700 Grandview-Sean and Kay Rice-Work Bench Builders

Greg from Wickham's Work Bench presented on behalf of the home owner and applicant. There will not be any change to footprint; the existing frame will be used to support new redwood deck.

Vice Chairman Bratton: review requirements per Town Code; however, the structure nor the footprint will be changing, so existing setbacks of 12 ft will be grandfathered in.

M/S: Vice Chairman Bratton/ Commissioner Williamson

Motion: Approve plans as presented for an improved deck at 10700 Grandview Ave

Vote: Y: 5 Motion carried

c. PR 007 - Add a Deck- 10615 Illinois- Debora Hydeman, Winds of Change Builders

Applicant does not have a GMF Town permit; has received PPRBD-stamped plans. Builder has begun some construction due to owner's availability.

Plan as presented is not compliant with Town Code setback requirements.

M/S: Vice Chairman Bratton/ Commissioner Scott

Motion: Approve plans for a new deck at 10615 Illinois Ave with following condition: applicant to decrease square footage to meet the 10-foot setback on the northeast side of the property line.

Vote: Y: 5 Motion carried

d. PR 006 – Deck- 6885 Park Ave- Debora Hydeman, Winds of Change Builders

Plans to improve existing deck; no change in footprint nor materials

M/S: Chairman Caldwell/Vice Chairman Bratton

Motion: Approve plans as presented for an improved deck at 6885 Park Ave.

Vote: Y: 5 Motion carried

Item 7f moved from Old Business to New Business

Discussion of Angel Trail and a trash enclosure- Gail Gerig

Ms. Gerig presented information regarding her property at 0 Scott Ave and the survey work she has contracted to determine whether Angel Trail goes through her property. Ms. Gerig will continue to work with Commissioner Blasi in his capacity as a member of the Trails Committee.

There is a cinderblock structure that is in the public right-of-way on Iona Ave. Appears to have been a trash enclosure that is not in use by current resident.

Staff will investigate concern that structure may obstruct traffic flow.

e. Discuss Ordinance 2019-02 Reenacting Section 16-711 Zoning Amendments

f. Discuss the following: (referred to the PC by Town Board at April 2 TB Meeting Ordinance 2019-03)

1. Clarification of the zoning classifications listed in code
2. Overlapping zoning such as the Pool and surrounding park land
3. Zoning classification for Public Facilities, and whether they should be different from one another

Chairman Bratton proposes that he will compose a letter to the Board of Trustees providing clarification on any points of confusion regarding the zoning ordinance

M/S: Vice Chairman Bratton/ Chairman Caldwell

Motion: Vice Chairman Bratton will write a letter to the BoT regarding zoning ordinance; Planning Commission to table this item for the May 14, 2019 meeting for approval of the letter.

Vote: Y: 5 Motion carried

7. Old Business

a. PR 002 - Replace Decks-6825 Howard-Bradley Ware (tabled from Mar 26)

M/S: Vice Chairman Bratton/ Commissioner Scott

Motion: Approve plans as presented for deck improvement at 6825 Howard Ave

Vote: Y: 5 Motion carried

In the interest of time, the remaining items will be tabled until the next meeting.

M/S: Chairman Caldwell/Vice Chairman Bratton

Motion: Table items

Vote: Y: 5 Motion carried

b. Resubmit Request to TB to Rezone Town Hall Parcel from B to PF (Ord 2019-03)

(Tabled by TB at Apr 2 TB Meeting)

c. Finalize Frequently Asked Questions- (tabled from Mar 12)- Caldwell.

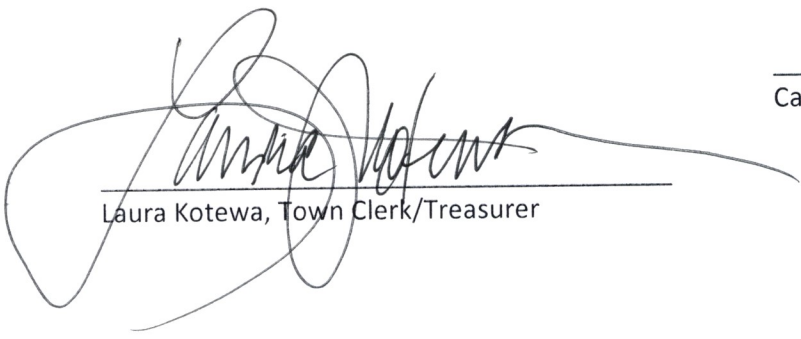
d. Discussion of revision to Sec 16-705 Architectural Review (c)(1) Materials-
(tabled from Mar 12)- Caldwell

f. Discussion of Angel Trail and a trash enclosure- Gail Gerig

Discussed under new Business after item 6d

8. Adjourn 7:58 PM

There being no further business, the meeting adjourned at – p.m.



Laura Kotewa, Town Clerk/Treasurer

Cactus Caldwell, Chair

GMF TRAILS COMMITTEE MEETING
March 14, 2019- Mucky Duck Restaurant- 6 pm
MINUTES

1. **Meeting called To Order** at 6:04 PM by Chairman Rocco Blasi
2. **Attending:** Rocco Blasi, Dick Bratton, Rebecca Ochkie, Jan Smith, Richard Brown, Don Walker and Mike Lohman
3. **Agenda Approval-** M/S Lohman/Smith. Passed 6:0.
4. **Approve Minutes** of Jan 10, 2019- M/S Smith/Lohman. Passed 6:0.
5. **Public Input-** none. Items not on Agenda-
 - Bratton was contacted by a property owner who is concerned that Angels Trail is encroaching on her property. Although this is a social trail and not under the TC jurisdiction, Blasi offered to meet with the property owner in the spring to assess any trespass or incursion onto her property.
6. **Progress Reports-** since last meeting:
 - Blasi and Bratton are coordinating with Jesse Stroope to provide guides for 2 Green Box hikes on July 4th. Blasi recommended an advanced walk through the Wallace Reserve to showcase the trails and another hike TBD. Ochkie recommended the other hike to be Dewey/Bratton to Catamount and down to GMF. Each of the 2 hikes requires 3 Trails volunteers for safety if possible. Stroope relayed to Blasi there would also be an Art Walk through town not requiring TC presence.
 - Walker provided Cmte application form to Blasi. Blasi submitted to town clerk for BoT approval.
 - Walker has made improvements to Mt Dewey trail including widening and shoring up areas and adding switchbacks. He is also recruiting volunteers for trail work days.
 - Blasi has provided the TC with business cards containing the GMF TC website, trails work days this year, and a sign up address in an effort to recruit TC volunteers.
7. **Mt. Dewey Bench** – TBD.
8. **TC Website and Maps**
 - Lohman stated:
 - that with more lead time to the map printer the TC could save 30% off 2k copies. Bratton said it was authorized.
 - a launch point on the the town Facebook site could list trail work dates
 - The TC could use a GMFTC Facebook page to increase volunteers and Lohman volunteered to work as moderator of the page. Blasi stated a backup moderator was needed as well and volunteered himself with his sons oversight. Bratton/ Brown M/S 5:0 passed
 - An April 1 deadline for comments to him on improving map contour lines
 - Bratton would like bigger symbols for parking on maps and less detail on points of interest
 - Blasi will provide Lohman with trails descriptions for the website

9. Education- Trails Watch Program/ Trail User Ethics

- Blasi will e-mail committee with a new section for the front of maps on trail user ethics

10. TO DO LIST:

- **Tools Inventory-** Blasi /Brown- Walker volunteered to sharpen tools
- **Signs and markers-**
 - Lohman suggests QR codes for for signposts on trails and at THs
 - Walker has noted lost hikers while working on trails and recommends destination signs with approximate distances like to the Garden of Eden, the Falls, the reservoirs, and loops
- Advertise work day schedule – website, laminated signs at trailheads, email, social media and business cards
- Assign Trails for inspection reports due by end of April: Kirkpatrick/ Wallace-Eley and Smith, Dewey- Walker, Crystal- Brown, Catamount- Blasi, Thomas-Ochkie
- Discuss 2019 trails projects/priorities- deferred until inspection reports are in
- Discuss future trails list for update and inclusion in GMF Comp Plan- Bratton working on list and will email list to committee

11.Other- Due to the co-operation of the our new town clerk the agenda and minutes are now posted in the post office for public purview

12. NEXT MEETING- May 9, 2019 at Mucky Duck 6 pm. The will not be a meeting in April.

13. ADJOURNMENT at 8:04 by Blasi/Brown 6:0

ALL MEETINGS ARE OPEN TO THE PUBLIC



Chairman Rocco Blasi



Recording Secretary R. Ochkie

May 29, 2019

To: Jason Wells, Interim Manager
GMF Town Manager
GMF Board of Trustees
GMF Trails Committee

From: Frank & Gail Gerig

Re: 0 Scott Ave. Property

This is follow-up information relating to the hiking trail that has been built illegally on our property referred to as Angel's Trail. We had the property surveyed again and the east edge of Scott Ave. can be clearly seen. Essentially all of Angel's Trail is on our property.

I contacted Rocco Blasi, Chairman of the Trails Committee, approximately 3 weeks ago to arrange a meeting at the property. Yesterday he said he should be able to meet next week. The Trails Committee is interested in rebuilding the trail on Scott Ave. right of way. I told him we would work with him on that issue but in the meantime we would like the Angel Trail sign, painted on a rock, removed since we did not want summer hikers directed to our land. Mr. Blasi said he could not do that and the Trails Committee had only agreed to work on a new trail.

Now we are requesting the Town remove the sign on or before June 10, 2019. After that date we will paint over it. We will want the trail moved by July 1, 2019. After that date we will place private property signs on the trail blocking further use.

Thank you for your help with this matter.

Sincerely,

Gail and Frank Gerig

GMF TRAILS COMMITTEE MEETING
May 9, 2019- Mucky Duck Restaurant- 6 pm
MINUTES

1. **Meeting called To Order** at 6:01 PM by Chairman Rocco Blasi
2. **Attending:** Rocco Blasi, Dick Bratton, Rebecca Ochkie, Jan Smith, Richard Brown, Don Walker, Mike Lohman and GMF resident Jennifer Jirschefske
3. **Agenda Approval-** M/S Bratton/Lohman. Passed 7:0.
4. **Approve Minutes** of March 14, 2019- M/S Bratton/Lohman. Passed 7:0.
5. **Public Input-** none. Items not on Agenda-
 - Walker has noticed hikers getting confused and lost when trying to find their way down from Mt Dewey summit and would like better signage in the area
6. **Progress Reports-** since last meeting (there was no meeting in April):
 - The following trail inspections were completed: Kirkpatrick/Wallace: Eley and Smith, Thomas: Ochkie, Mt. Dewey and Bratton: Walker, Crystal and Catamount: Walker and Blasi
 - Brown, Wines, and Blasi completed tools inventory. Two Pulaskis were purchased.
 - Blasi posted recruiting posters for all 6 work days at the following T/H: Catamount, Wallace, Mt Dewey and Lake
 - Lohman advertised Work Day 1 on TC Facebook and website as well as Nextdoors Cascade and Manitou
 - Blasi sent Call for Volunteers for Work Day 1 to email distribution list
 - Blasi attended March 19 GMF Board of Trustees meeting, Walker approved for GMF TC unanimously. Trustees Peterson and Guthrie want to re-examine Trails Cmte under Parks & Rec.
 - Blasi met with Jesse Stroope at Wallace Reserve to discuss impacts of fire mitigation on trails. No major issues noted. Have requested contractor leave brush/slash away from trails just prior to July 4th Green Box hike
 - Blasi received feedback on updated trail descriptions from Brown for accuracy, Eley for history and Bratton prior to sending to Lohman for website updates
 - Blasi met with property owner Gail Gerig re: Angel's Trail, a social trail connecting Iona and Hondo Ave. Agreed to re-route off private property once flood mitigation work complete in that drainage, possibly a fall workday
 - Waldo Canyon Update: Blasi attended Waldo Canyon Roundtable #3 on April 3rd to prep for the second Waldo Canyon community planning workshop on April 17th. Three trail system concepts were discussed. Blasi suggested engaging with Marigreen Pines for access from the Cascade area. For more details, visit:
<https://www.waldocanyonplanning.com/meetings>
 - Scroll to April 17, 2019 to view "Group Response Forms (SUMMARY)"
 - Concept maps for the 3 proposals are also available

7. Mt. Dewey Bench – TBD.

8. TC Website and Maps

- Lohman has been making multiple changes to the Trails map including parking, POIs, and making trail elevations more visible. Final recommendation from the committee due by the weekend.

9. Education- Trails Watch Program/ Trail User Ethics

- Safety and trail user ethics planned for inclusion on map update

10. TO DO LIST:

- Sharpen tools- Walker will sharpen McLeods within next several weeks
- Design Catamount T/H Board- on Bratton's list
- Prelim bridge design: Cable Falls @ Crystal, Steve's Bridge at Garden of Eden/Town boundary- TBD. TOSC rep May have insight
- Determine work day schedule based on inspection reports- Blasi is working on it
- Determine July 4th Green Box Hike leaders (request 3 for each):
—Moderate: Mt. Dewey summit- Ochkie/Smith volunteered
—Advanced: Wallace Reserve
- Organize small "vigilante" group on/about July 1st to inspect Wallace Reserve Trails to ensure they are passable prior to July 4th Green Box hike
- Order 2019 trails maps
- Determine specs for trail signage
- Re-route Angel's Trail post-flood mitigation work
- Get signage to clarify My Dewey descent

11. Other-

- Aaron Rodgers from the Trails and Open Space Coalition was unable to present tonight but plans to attend next month
- Heidi Blasi for Sally Bush Bingo would like to offer 1 hour guided hikes as Bingo prizes. The TC agreed to provide several hikes.

12. NEXT MEETING- June 13, 2019 at Mucky Duck 6 pm.

13. ADJOURNMENT at 7:22 pm

ALL MEETINGS ARE OPEN TO THE PUBLIC

Chairman- Rocco Blasi

Recording Secretary- R. Ochkie



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 4, 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
 - (a) Two Design Alts. on the Table - Need Final Direction to Engineer and possible funding supplement
 - 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
 - i) See included comprehensive report
 - ii) Items of Mutual Clerk/Mgr. Interest
 - (1) Entry of 2018 & 2019 YTD Budget Figures in Quickbooks
 - (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

Management Report

January 27, 2017

- b) Marshall's Office
 - i) Verbal report to be provided
- c) Public Works
 - i) Parks
 - (1) Restrooms
 - (a) Much attention given to increased functionality
 - (b) Facility subject to full clean-out on June 3rd
 - (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) General Road Maintenance
 - (1) Culvert Clean-Outs – (See Included Map)
 - (a) Outsourced Work on Iona/Belvidere & Catamount/Grandview Culverts - \$4,937.40
 - (b) Discovered Belvidere Culvert Condition/Need to Replace – See below
 - (2) Olathe Ave Culvert Replacement ** On Hold Due to Staffing/Funding
 - (3) Possible Asphalt Millings Pilot Project?
 - (4) Bigger Picture – Need for Comprehensive Storm Water Management Plan – Recommend RFQ Soon
 - iii) Belvidere Ave Improvement Project
 - (1) Project Commencement on 5/9
 - (2) Delays Due to Weather/Belvidere Culvert Condition
 - (3) Completion Now Expected Mid-Week, Week of 6/3
 - iv) Lake/Park Improvements
 - (1) Memorial Park Bench Policy?
- d) Pool
- e) Finance/Budgeting
 - i) 2017 Audit – Accepted by State; Withheld Property Taxes Released
 - ii) Chart of Accounts Overhaul
 - iii) 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

Management Report

January 27, 2017

(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) 2019 Seasonal Staff

(a) Public Works Position – 5/6 Start Date

(b) Pool Positions – Interviews on 5/14, 5/15

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

Management Report

January 27, 2017

- (2) Field Inventory completed
 - (3) Feedback to CSU provided on 4/18; awaiting response
- 5) Insurance Administration
 - a) CIRSA
 - i) 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 re: Event Management/Vendor Permitting – See Above Guidance/Ordinance Forthcoming
 - c) 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, 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 onsite this week to help us prepare all the needed documents for the 2018 Audit, which should be completed by the end of July.

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

I attended a SIPA webinar regarding LodgingRev, a system that could automate our Short Term Licensing, monitor for unlicensed but advertised rentals, and help us to collect and monitor Occupation Tax collections. More information to come.

This Friday, June 7th, I will be attending a training in Bennet about Liquor Licensing and Records Management.

Unmet needs

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

The Town of Green Mountain Falls Monthly Maintenance Report

April 2019

To the BOT, Staff and Citizens of GMF

Public Works:

- 1st – Weekly Road Assessment, Reviewed and completed time sheets/logs, Met with Dave @ shop concerning island brick repairs, Coded invoices, Cleaned & opened lake restrooms for the season, Turned in invoices & time sheets/logs, Bear trash,
- 2nd – Hauled (10loads) of road base to Mt. Esther & built up, Cleaned and stocked town hall restrooms, Meeting with Jason @ town hall
- 3rd – Road assessment, Z Drive Task list, Mt. Esther report, filled in the last week of March's Monthly report, Coded invoices, Brought skid and dump truck back to shop, Fixed driveway on Spruce, 5th grade class for fly fishing lessons with Trout Unlimited, Jason ride/town hall
- 4th – Z Drive Task list, CSU storm water manhole, Received hydraulic fluid from Chief Petroleum, Illinois concrete ditch clean out, Graded Illinois and Boulder, Rolled Illinois and Boulder, Potholes on Belvidere(10bags), Washed skid
- 5th – Spoke with Veronica concerning lake restrooms, Z Drive Task list, Filled remainder of potholes on Belvidere
- 6th – OFF
- 7th – OFF
- 8th – Danny Vacation, Graded Grandview/Ann/Olathe, Ron & Jason meet
- 9th – Danny Vacation, Graded Iona & Foster
- 10th – Danny Vacation, Snow removal prep/check
- 11th – Danny Vacation, Graded El Paso Trail
- 12th – Danny Vacation, Snow removal Operations
- 13th – OFF
- 14th – OFF

15th – Road Assessment, Removed branches @ Dam, Opened lake inlet and removed all thin Ice Signs, 1hr PTO, Town hall trash, Tennis net measurements, Road plan meeting, Time Sheets, Called Andrew Cripe w/CSU for storm drain water testing, Curt Houchin's road base quote, Z'Drive Task List, Removed tennis crt playground slide, Removed basketball goal replacing 2 nets and fixing the other 2.

16th – Andrew Cripe conformation, Bear trash/lake checks, road assessment, Interview/calls with Jason, Task list modifications, set zone map & description, Town hall restrooms

17th – Email replies @ 730am, 10620 Grandview/marshal, Extended Spruce triangle, Graded Spruce seg 1&2, Fixed East end of parking lot by Flag park (added 2 large boulders), Spread plow pile on Park next to bridge, Staged dump truck and dump truck on Iona, Spoke with Tom, returned emails,

18th – Cleared lake outlet and opened fountain creek to (5), Task list/emails, Welded BBall rim, skid blade off, 4Rivers for new blade for the skid, Graded Iona and Kansas, Built up and back dragged Kansas & Iona

19th – Hauled (9 Loads) to Iona seg#2, Cleared lake outlet, Graded Iona seg #1&2, Bear Trash

20th – OFF

21st – OFF

22nd – Road Assessment, Opened lake outlet, Cirsa recommendations (fire extinguisher stickers, sds sheets, pool placard ect., Ann ditch, Ann build up, Temp fix to Ann Street's Yield Sign, Spoke to Joan Keckler

23rd – Back dragged Zone 4 ditches, Graded (Olathe, Grandview, Catamount, Florence & Ann), Built up Florence, Town hall restrooms and trash

24th – Email checks/replies, Moved the marshal's tahoe for roofers, Cirsa Back Injury/Prevention Course Certification, Hauled dirt to zone 4 from shop(15loads), Graded (Florence, Grandview, Olathe)

25th – Opened gate for roofers, drove zone 4 for a plan, Bear trash, Cleaned lake restrooms, Opened lake outlet and removed debris, Fermin at shop, Fueled equipment, called chief petroleum for 350gl of diesel fuel, skid to myrtle and catamount, hauled base to Florence and Grandview (12 Loads)

26th – Watered zone 4, MAG application to zone 4, Cirsa meeting at town hall,

27th – OFF

28th – OFF

29th – Road assessment (zone 1), Lake outlet cleared, 10680 Florence Ave(left msg with Rob Seever, Task list, Cleaned lake restrooms, Fish & Game to stock lake, Time sheets/Log/invoices, Hung fixed basketball rim

30th – Road assessment, Town hall meeting and tour w/staff, Stocked lake restrooms, Town manager candidates to PW shop, Jason @ town hall, Zone 4 road assessment, Passed out flyers for road work week in zone 1, Spoke with Ian @ Spruce and Mountain Ln, Presto x(Lenny), Office work

Maintenance Report:

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