



Town of Green Mountain Falls
Regular Board of Trustee Meeting Agenda
10615 Green Mountain Falls Road
Tuesday, September 17, 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 September 3, 2019
 - b. Bring Into Record Checks Run September 4-12, 2019
4. NEW BUSINESS:
 - a. PPRTA – Pikes Peak Rural Transportation Authority – GMF 2020 Budget Request
5. OLD BUSINESS:
 - a. Reading of the Creek Week Proclamation
 - b. DOLA – Department of Local Affairs – Grant Project Update with Attention To the Request for Easement Funding for El Paso Trail – tabled at the last Board Meeting
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE:
8. REPORTS:
 - a. Trustees
 - b. Town Manager
 - c. Town Clerk

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 Evaluate an Applicant for Public Works Staff.
10. WORK SESSION:
 - a. Strategic Planning Discussion, facilitated by Clay Brown from DOLA
11. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
September 3, 2019 – 7:00 P.M.

REGULAR MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Tyler Stevens
Trustee Katharine Guthrie

Town Manager

Angie Sprang

Town Clerk

Laura Kotewa

Board Members Absent

Trustee Margaret Peterson
Trustee Chris Quinn

Town Attorney

Not present

Public Works

Marshal's Dept.

Virgil Hodges

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

Mayor Newberry called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited, and roll was taken.

2. Additions, Deletions, or Corrections to the Agenda

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

3. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes August 8, 2019 and August 20, 2019
- b. Bring into Record Checks Run August 12, 2019

Mayor Newberry made a motion, seconded by Trustee Stevens to accept the Consent Agenda with a correction to the August 20, 2019 minutes to reflect that Marshal Hodges was present, and the check to Wilson and Company amount was \$13,096.28. Motion carried.

4. New Business

a. Consideration of the Variance for 10905 Denver Avenue

Ms. Laura Kotewa shared background information from the Planning Commission memo prepared by Ms. Julia Simmons. After some clarification from the property owner, Trustee Stevens made a motion to approve the Variance. It was seconded by Trustee Guthrie. Motion carried.

b. Consideration of the Variance for 10995 Belvidere Avenue

Ms. Laura Kotewa shared background information from the Planning Commission memo prepared by Ms. Julia Simmons. After some clarification from the property owner, Trustee Guthrie made a motion to approve the Variance. It was seconded by Trustee Stevens. Motion carried.

c. Discussion Regarding Belvidere Paving Solutions

This item was continued to the September 17th Regular Meeting.

d. Consideration of Easement for Colorado Springs Utilities

Mr. Bill Davis was in attendance to give background information and to answer Board Questions. The easement is required for a water main that will be installed for several properties on the north side of Highway 24, and for the fire station.

Trustee Stevens directed that our attorney be asked to work on language to limit the scope of the agreement. Town Clerk was directed to work with the Town Manager and to send the draft from our attorney to Mr. Davis.

This item to be added to the agenda after the agreement has been updated.

e. 2019 Resolution 11, A Resolution Of The Town Of Green Mountain Falls Colorado, Designating The Official Public Notice Posting Place

Ms. Kotewa was directed to change wording from wherever to whenever possible and include Town Hall as a posting place.

Trustee Tyler made a motion, seconded by Trustee Guthrie to approve Resolution 2019-11 with the noted changes. Motion passed.

- f. 2019 Resolution 12, A Resolution Of The Town Of Green Mountain Falls Colorado, Making Appointment of Town Officials

Mayor Newberry made a motion to approve Resolution 2019-12, seconded by Trustee Guthrie. Motion passed.

- g. 2019 Resolution 13, A Resolution Of The Town Of Green Mountain Falls Colorado, Designating Authorized Signatories On Town Bank Accounts And Individuals Authorized To Conduct Online Banking On Behalf Of The Town

Trustee Stevens made a motion to approve Resolution 2019-13, seconded by Trustee Guthrie. Motion passed.

- h. Consideration of the Community Development Block Grant – ADA Compliant Sidewalk and Fishing Pier

Following Board discussion, Mayor Newberry made a motion to decline the current Block Grant and to reapply with a larger scope of work in the coming grant cycle. The motion was seconded by Trustee Guthrie and passed.

- i. Introduction of Ordinance 2019-05, An Ordinance Repealing And Reenacting Section 2-224 Of The Green Mountain Falls Municipal Code Concerning Terms Of Planning Commission Members

Mayor Newberry read Ordinance 2019-05, and then made a motion to hold the Public Hearing on October 1st. Trustee Stevens seconded and the motion carried.

The Board asked that the Ordinance wording be changed to set the Chair term to 2 years, and that alternate language be examined for the “2 consecutive terms or parts thereof”.

- j. Reading of the Creek Week Proclamation

Although the Creek Week representative was unable to attend to read the Creek Week Proclamation, Mayor Newberry made a motion to support the cause, seconded by Trustee Guthrie. Motion carried.

5. Old Business

- a. Resolution 2019-10, A Resolution Of The Town Of Green Mountain Falls, Colorado, Adjusting The Terms Of Members Of The Town’s Planning Commission

The Mayor made a motion to table this item until October 15, 2019 to give time for the Ordinance 2019-05 to be adjusted. It was seconded by Trustee Guthrie. Motion passed.

- b. DOLA Project Update with Attention To the Request for Easement Funding for El Paso Trail

The Mayor made a motion to table this item until Mr. Andre Bracken prepares the proper change order, seconded by Trustee Guthrie. Motion carried.

6. Public Input – 3 Minutes Per Speaker

No comment was heard.

7. Correspondence:

- a. Letter to the Marshal

8. Reports

- a. Trustees – Trustee Guthrie highlighted a Planning Commission Training coming up on September 10th, and the Town Potluck happening on September 14th from 6-8pm at the Community Center.
- b. Town Manager – Angie Sprang, our new Manager introduced herself.
- c. Town Clerk – beyond her written report, mentioned a need for radios for public works staff, the arrival of a new printer, the need for 2 extra monitors, and that the Park restrooms have become an issue for town businesses. Mr. Tom Hughes gave some information with which to proceed.
- d. Marshal – gave a short verbal report.

9. Adjournment

Meeting adjourned at 8:09 p.m.

Jane Newberry, Mayor

Laura J. Kotewa, Town Clerk/Treasurer

Town of Green Mountain Falls
Expenses by Vendor Detail
September 4 - 12, 2019

Memo	Account	Amount
Biological Mediation Systems LLC		
Inv 244 case super digest it	65410 · Operating Supplies	130.00
Total Biological Mediation Systems LLC		130.00
Chase Card Services		
pens	62020 · Office Supplies	5.49
Julia Boots	62020 · Office Supplies	49.95
gloves, sign, visors	64006 · Pool-Office Supplies	43.88
pizza party AJ's \$8 tip	64100 · Pool Food	59.17
supplies for Dive In event	64200 · Pool Supplies	80.64
Total Chase Card Services		239.13
City of Woodland Park		
Angie and Jane	62010 · Meals/Travel/Lodging - Admin	36.00
Total City of Woodland Park		36.00
Colorado Springs Gazette, LLC		
August	60800 · Legal Publications	25.55
Total Colorado Springs Gazette, LLC		25.55
Colorado Springs Utilities		
streetlights, current plus 100 for old balance	63600 · CS Utilities-Street Light	239.95
Multiple Account numbers	62090 · CS-Utilities	118.55
water	64050 · Pool CS -Electric	257.11
electric	64050 · Pool CS -Electric	156.68
Multiple Account numbers	63400 · CS Utilities-Electric	66.21
Multiple Account numbers	65002 · Parks-CS Utilities-Gazebo	34.52
Multiple Account numbers	65010 · Parks-CS Utilities-Fountain	57.40
Multiple Account numbers	61206 · CS-Utilities	17.54
Total Colorado Springs Utilities		947.96
Comcast		
Multiple Accounts	63500 · Comcast-Internet	76.90
9.12-10.11.2019	62080 · Comcast	206.25
Total Comcast		283.15
Employers Council		
PW workplace investigation	66400 · Professional Services	2,712.50
Marshal workplace investigation	66400 · Professional Services	2,712.50
Total Employers Council		5,425.00

Town of Green Mountain Falls
Expenses by Vendor Detail
September 4 - 12, 2019

Memo	Account	Amount
Flair Data Systems DBA		
inv 77313	62720 · Sanders IT - Server Maint.	210.00
Total Flair Data Systems DBA		210.00
Hoffman, Parker, Wilson & Carberry		
Statement 32	66030 · Town Attorney Retainer	2,262.00
Total Hoffman, Parker, Wilson & Carberry		2,262.00
Laura Kotewa		
Radios for Public Works employees	63010 · Operating Supplies	64.10
purchase of office laptop	62020 · Office Supplies	100.00
Total Laura Kotewa		164.10
Mucky Duck		
open house 7.30.19	62005 · Admin Job Search	35.00
Total Mucky Duck		35.00
Waste Management		
inv 0656857-2517-1	63700 · Trash	94.52
Total Waste Management		94.52
Wilson & Company, Inc., EGINEERS & ARCHIT		
remaining balance due, Inv 83450	66040 · Capital Outlay	4,277.50
Inv 85207	66040 · Capital Outlay	1,283.05
Inv 85154	66040 · Capital Outlay	974.20
Total Wilson & Company, Inc., EGINEERS & ARCHIT		6,534.75
TOTAL		16,387.16



Town of Green Mountain Falls
 PO Box 524, 10615 Green Mountain Falls Rd., Green Mountain Falls, CO 80819
 Phone 719.684.9414 Website: www.gmfco.us

September 18, 2019

Memo To: PPRTA Board of Directors
 From: Angie Sprang, Town Manager
 Re: PPRTA 2020 Budget

The PPRTA 2020 Town of Green Mountain Falls maintenance portion of the budget allocation is \$39,139. We will not be carrying forward any unspent budgeted 2019 maintenance funds. Therefore, our total maintenance budget is \$39,139. The maintenance budget will be spent on road enhancements, chemicals and materials.

The Town will receive 2020 PPRTA Capital revenue allocation of \$62,124 with a carryover of budgeted 2019 funds of \$69,462. The proposed capital budget is as follows:

	<u>Belvedere Ave.</u>	<u>Stilling Basins</u>
2019 Unspent Budget-Carryover	\$69,462	\$0
2020 Original budget Allocation	0	62,124
Line item Transfer	<u>0</u>	<u>0</u>
Total Budget	<u>\$69,462</u>	<u>\$62,124</u>

After the Belvedere Avenue project is complete, we will request a line item transfer moving the remaining funds from Belvedere Avenue to the Stilling Basins project.

Thank you for your consideration.

CC: Town of Green Mountain Falls Board of Trustees

BOARD OF TRUSTEES AGENDA MEMO

DATE: 16 September 2019	AGENDA NO.	SUBJECT:
Presented by:		Additional Survey Work, DOLA Flood Recovery

Recommend action: Approve, deny, or make a recommendation to Town Staff

Background: The DOLA Flood Recovery Repair’s four individual projects (Maple Street, Midland Avenue, El Paso Trail, and Iona Ave) RFP was publicly released on 4 September 2019. Bid proposals will be reviewed 18 September 2019. The repairs at El Paso Trail will require some more extensive survey work in order to sufficiently plat the ROW and the private properties that will be directly involved with the construction. Edward James Surveyors, a subcontractor of Wilson & Co., have already completed preliminary surveys along the creek and El Paso Trail; however, the Town Land Use Attorney and our project manager cannot create the easements necessary for the temporary and permanent easements without this additional survey work.

Issue Before the Board: Whether to approve \$4300.00 additional funding to complete additional survey work at El Paso Trail.

Alternatives: None



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: Angie Sprang, Town Manager
Re: Town Manager Report: September 17, 2019

1. Public Works & Staffing

Public Works employees have been working on digging out culverts. We currently have two staff members in Public Works/Parks. We posted three vacant Public Works positions on September 10th, and have been working diligently on recruitment for those positions. Please spread the word. Descriptions of open position can be seen on our website here: <https://www.colorado.gov/pacific/greenmountainfalls/jobs-and-requests-proposals>.

El Paso County will be coming to Green Mountain Falls to do a walk through and discuss roads and road conditions this week.

El Paso County is also holding a Snow Plow Training Session the week of September 30th, of which some Town employees will attend. We are exploring the opportunity for other equipment training that may be available through the County and other entities.

2. Getting Up to Speed

These first two weeks of my transition have been filled with information, and new adventures. My focus has been mainly on Public Works and Public Works staffing, and as we are already approaching the 2020 budget season getting into the budget. Recruitment of a public works manager and equipment operator are a top priority, and I'm looking forward to working with the new team once we find them. Looking forward to snow plow training at the end of the month!

3. ICMA Management Fellowship

On Monday, September 16, 2019 the Town of Green Mountain Falls is pleased to welcome Mr. Pil Kim, Management Analyst to the team.

Pil was referred to Green Mountain Falls through the ICMA Management Fellowship (please see the attached flyer for program details). Darrin Tangeman, City Manager of Woodland Park, works with the ICMA to and veterans during transition into retirement from US military service. The fellowship is intended to set up military veterans in public service City Management positions. Pil is currently working on his MBA, and should graduate in Spring 2020. He's done tours in Afghanistan, and has extensive logistics and supply chain experience. The Department of Defense pays his salary and benefits, as he goes through the Fellowship program. Pil will be with the Town for 16 weeks, and during that time will be exposed to matters facing local governments in Colorado. Examples of the types of projects he may work on: grant writing and administration, policy research and development, special project management, recruiting, and budgeting. He will attend at least one board meeting per month, and network at meetings/conferences in an effort to find him a permanent position with an area local government upon completion of his fellowship.

Respectfully Submitted,
Angie Sprang



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, September 17, 2019

Routine activities continuing

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

UPDATES

We, thanks to some help from Mr. Tom Hughes, have improved our cleaning program for the bathrooms and the smell has lessened to almost nothing. We are getting back into the rhythm of our job descriptions and things are moving forward smoothly since our new Town Manager arrived. We will have a technician at the office soon to clean and service our new printer so we can start using it. We purchased some relatively inexpensive radios for our Public Works park staff, and they are working well. I have received some much needed QuickBooks training and am feeling better about getting comprehensive reports out very soon to help in establishing our next Budget. Thanks to Gary Florence, and his friend Karolyn Smith for the training! We should have the Gazebo Rental form online, with a calendar to pre-check reservation dates, up and running within the next 2 weeks along with the Business License Application form.

Attached to this report is a press release that SIPA asked me for input in preparing.

Unmet needs

New telephones will need to be a consideration around the new year.

Title:

It's easy to secure eGovernment solutions from Colorado SIPA, a CO government authority

Lead:

Colorado SIPA helps connect governments across the state to solutions and funds that help put information and services online

Since 2004 Colorado SIPA has been helping governments across the state to put information and services online with highly popular no-cost solutions, an RFP free process, and attentive customer support. Recently, the town of Green Mountain Falls has taken advantage of some of the services that Colorado SIPA offers.

Already fully invested in their free colorado.gov website, Green Mountain Falls Town Clerk, Laura Kotewa, connected with SIPA to explore other free essential eGovernment solutions that would make it easier for residents to conduct business with the town. For Kotewa SIPA was an easy partnership to secure solutions that help automate some of the town's processes. "It gives our staff more time to devote to the more personal and deeper issues," says Laura Kotewa. Green Mountain Falls is utilizing both no-cost and low-cost services from the government authority, "Colorado SIPA is a great resource for all things IT and working with SIPA is a great collaborative experience."

It is town clerks like Laura that make evident the impact that SIPA has on Colorado communities. The dedication of hardworking public servants, inspires SIPA to continue to deliver on its mission of providing efficient, effective, and secure solutions to governments to put more information online. "We want to deliver technology that makes government business easier, more secure and automated," said Jack Arrowsmith, Executive Director of Colorado SIPA. "We partner with our portal integrator Colorado Interactive, and various other vendors, to provide an RFP-free procurement for solutions that are at a competitive price."

While Green Mountain Falls continues to update their residents from a timely and easy-to-use website platform, they are also collecting valuable data from them in a custom developed online form. All of the no-cost solutions offered through SIPA (websites, payment processing, online form development, and event applications) are powered by Colorado Interactive, a subsidiary of national eGovernment solutions company, NIC. The low-cost solutions that SIPA offers are from various vendor partners that are secured based on Colorado community need and can be offered at a discounted rate because of SIPA's self-funded model. The process to secure a service through SIPA is an easy 5 minute request form and the completion of an Eligible Government Entity Agreement, both of which can be found on [SIPA's website](#).

In addition to essential no and low-cost services, SIPA also hosts an annual Micro-Grant Program. With a simple application form and even simpler project requirement, *to put information and services online for residents of Colorado*, the SIPA Micro-Grant Program has distributed over \$1million in the past 9 years.

With easy-to-access solutions and easy-to-apply-for funds, Colorado SIPA is a government authority changing the ways that governments serve governments and governments conduct business.

About SIPA

Created by Colorado Statute in 2004, the [Statewide Internet Portal Authority](#) (Colorado SIPA) is a self-funded government authority made to be Colorado's single most comprehensive delivery channel for eGovernment services. [Colorado SIPA](#) strives to accelerate the adoption of efficient and effective eGovernment services by helping governments put more information and services online to benefit the residents of Colorado. In addition to no-cost websites, payment processing, and event registration setup, [SIPA](#) provides SaaS technology solutions, consulting, and cyber security assessments. For more information about [SIPA](#), please visit www.colorado.gov/sipa.

About Colorado Interactive

Colorado Interactive is the team behind the official website of the state of Colorado (<http://www.colorado.gov>) and is overseen by the [Statewide Internet Portal Authority](#). The portal operates through a public-private partnership between the State and Colorado Interactive to help Colorado government entities web-enable their services. Colorado Interactive builds, operates, maintains, and markets Colorado.gov and is part of eGovernment firm [NIC](#)'s (NASDAQ: EGOV) family of companies.

BOARD OF TRUSTEES AGENDA MEMO

DATE: 09/17/2019	AGENDA NO	SUBJECT:
Presented by: Clay Brown, DOLA Regional Manager & Angie Sprang, Town Manager		Strategic Planning Work Session

Work Session Information:

Clay Brown, DOLA Regional Manager, has agreed to facilitate a strategic planning work session with the Trustees. Strategic planning is important to an organization because it provides a sense of direction and outlines measurable goals. Strategic planning is also useful for guiding day-to-day decisions, evaluating progress, and adapting/changing approaches when moving forward.

The purpose of this work session is to explore opportunities and set both short-range and long-range goals for the Town of Green Mountain falls over the next one year, three years, and five years plus.

Below are some starter/sample categories to help the ideas flow.

1. Technology/Communications
 - a. Phone Lines in Town Hall
 - b. Cell Phone Boosters
 - c. Social Media Strategy
 - d. Alerts
 - e. Press Releases
2. Lake
 - a. Amphitheater style seating – grassy area off Lake Street
 - b. Grant for retaining wall and drain
 - c. Gazebo maintenance plan
3. Town Code
 - a. Updating various codes
 - b. Chicken ordinance
 - c. Night Sky/Dark Sky code
 - d. Review Short-Term Rental Policy
 - e. Single Trash Hauler
 - i. Bear Proof Container Community Info/Education
 - ii. Trash Stations Strategically Located vs Bear Proof Containers
 - iii. Waste Diversion, Recycling, & Composting
 - iv. Reduced Road Traffic/Wear on Roads
 - v. Wildlife Mitigation
4. Planning
 - a. Stormwater Drainage Plan
 - b. Streets Plan
 - c. Sewer/Easements Plan
5. Staffing
 - a. Historical/History Intern – Ute Pass Historical Society – History Colorado Grant?
 - b. ICMA Management Fellow
 - c. Public Works Recruitment
6. Asset Replacement & Capital Planning
 - a. Asset Inventory List
 - b. Assess Needs
 - c. Updated Replacement Schedule