



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

Local Licensing Authority Agenda

10615 Green Mountain Falls Road

Tuesday, April 16, 2019 7:00 p.m.

WORKSHOP: Public Input on Ordinance 2019-02, An Ordinance Repealing And Reenacting Section 16-711 Of The Green Mountain Falls Municipal Code Concerning Zoning Amendments

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA:
 - a. Approve Board of Trustees Meeting Minutes April 2, 2019
 - b. Bring Into Record Checks Printed April 12, 2019
4. NEW BUSINESS:
 - a. Reading of the Child Abuse Prevention Month Proclamation

LOCAL LICENSING AUTHORITY ACTIONS:

1. Consideration of Blue Moose Liquor License Renewal

RECONVENE REGULAR MEETING:

5. OLD BUSINESS:
 - a. Public Hearing and Final Adoption, Ordinance 2019-02, An Ordinance Repealing And Reenacting Section 16-711 Of The Green Mountain Falls Municipal Code Concerning Zoning Amendments
6. PUBLIC INPUT: 3 Minutes per speaker
8. CORRESPONDENCE:
9. REPORTS:
 - a. Trustees
 - b. Town Manager
 - c. Town Clerk
 - d. Marshal
 - e. Public Works
10. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
April 2, 2019 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Trustee Margaret Peterson
Trustee Tyler Stevens
Trustee Katharine Guthrie

Interim Town Manager

Jason Wells

Town Clerk

Laura Kotewa

Board Members Absent

Mayor Jane Newberry (came late)
Trustee Chris Quinn

Town Attorney

Not present

Public Works

Marshal's Dept.

Virgil Hodges

1. PUBLIC WORKSHOP

Mayor Pro Tem Stevens brought it to everyone's attention that the Board would hear this matter today per the notice that was printed in the newspaper on March 27, 2019. It being more important to follow the publication of the workshop date than to wait until April 16, 2019 as it had been voted on at the March 19, 2019 Regular Meeting.

The Public Workshop re Public Input on Ordinance 2019-03 was called to order at 6:58pm. With no public input, the Workshop was adjourned at 6:59pm.

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

Mayor Pro Tem Stevens called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Additions, Deletions, or Corrections to the Agenda

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

3. Consent Agenda

- a. Approve Board of Trustees Meeting Minutes March 19, 2019
- b. Bring Into Record Checks Run March 28, 2019

Trustee Peterson made a motion, seconded by Trustee Guthrie to accept the Consent Agenda with an adjustment to the March 19, 2019 minutes in that Trustee Quinn was absent. Motion carried.

4. NEW BUSINESS

- a. Reading of the Ute Pass Library Proclamation – Library Week April 7-13, 2019

Ms. Margaret Morris, Manager of the Manitou Springs and Ute Pass Libraries of the Pikes Peak Library District, gave the Board some background information on the Library and National Library Week (April 7-13, 2019). She presented each Board member and the Clerk with a copy of Big Wigs & Benefactors of the Pikes Peak Region.

Mayor Pro Tem Stevens read the Proclamation, Trustee Peterson made a motion to approve the proclamation, seconded by Trustee Guthrie. Motion Carried. Mayor Pro Tem Stevens will sign it so it can be returned to Ms. Morris.

- b. Update from Natalie Johnson, Manitou Spring School District 14, School Board Liaison

Ms. Johnson reported that the current Superintendent plans to retire. There will be a meeting on April 9, 2019 at the SILC Building Conference Room at 606 Manitou Ave, Manitou Springs to put together a job description for the position, and on April 25, 2019 a Board of Education Interest Night will be held at 405 El Monte Place, Manitou Springs to attract interest for several open Board Seats.

The Superintendent is an elected position and will be included on the November 2019 Ballot.

- c. Consideration of Planning Commission Recommendation to Extend the Comprehensive Plan Execution Period by 30 days

Upcoming dates of note:

April 9, 2019, Planning Commission meeting will be cancelled

April 23, 2019, Logan Simpson will give their presentation

May 28, 2019, Open house for the public

June 25, 2019, Adoption of the completed Comprehensive Plan

Trustee Guthrie made the motion to grant the extension by 30 days, with a second from Trustee Peterson. Motion passed.

Some discussion followed about how to proceed with future contractual approvals. Mr. Jason Wells spoke to the fact that there were changes being suggested to the procurement code that would help define this process.

5. OLD BUSINESS

- a. Public Hearing and Final adoption, Ordinance 2019-03, An Ordinance Rezoning Town Hall Parcel From Business District To Public Facility District

Mr. Jason Wells gave some historical information regarding this Ordinance. The Board took comments from the Public and discussion and questions followed concerning not only the zoning of Town Hall, but also of the Fire Station, the Pool and surrounding park, and other town owned properties. The Board asked the matter be sent back to the Planning Commission for more discussion on the following:

1. Clarification of the zoning classifications listed in code
2. Overlapping zoning such as the Pool and surrounding park land
3. Zoning classifications for Public Facilities such as Town Hall and that of the Fire Station being either Business, Public Facilities, and whether they should be different from one another

The Board prefers that all of these items be handled at one time if possible, with the approval time frame to be kept in consideration since this is seen to be more due to the Comprehensive Plan goals than due to violation of code.

Trustee Peterson made a motion to table this item until the next Board meeting, or a special meeting could be scheduled to address the Ordinance to rezone Town Hall. Trustee Guthrie seconded. Motion passed.

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

There being no public comment, this item will be continued to the April 16, 2019 meeting.

6. PUBLIC INPUT – 3 Minutes Per Speaker

Gary Florence gave a brief update on the progress of the fire station.

Cara Hardesty asked for clarification regarding the license to purchase when operating a Food Truck on private property.

Ann Esch asked for clarification on parking for the new Fire Station

7. CORRESPONDENCE:

- a. Planning Commission Minutes March 26, 2019
- b. Trails Committee Minutes January 10, 2019

8. REPORTS

a. Trustees –

Trustee Guthrie asked for clarification on the Comprehensive Plan dates
Mayor Pro Tem Stevens shared the Pikes Peak Regional Building Department is beginning the process of opening a satellite office

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

Discussion ensued around the suggestion that the Town Application for and Event Permit should designate permissions for the event such as hours the event can be operating
Mr. Wells asked for some on the record guidance for road maintenance on private drives and public roads. Mayor Pro Tem stated that no maintenance would be done on private drives, but on private land, yes.

There was discussion of short term vendor licenses and a possible need to restructure business licenses that could be fee based upon expected sales, or be an umbrella type license to cover all subcontractors. This would be accomplished with ordinance clean up.

A short recess was called at 9:01pm. Meeting reconvened at 9:07pm.

c. Town Clerk – Touched on highlights from her submitted report.

d. Marshal – The Marshal shared a verbal report of items addressed.

e. Public Works – Written report submitted.

9. EXECUTIVE SESSION

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

Mayor Newberry called a recess at 9:25, and the Regular Meeting resumed at 11:05pm. There were no actions taken.

10. ANNOUNCEMENT OF FINALIST CANDIDATES FOR TOWN MANAGER POSITION

Mayberry Newberry made a motion, seconded by Trustee Peterson, to publish the list of finalists for the position of Town Manager after they had accepted a final interview set for April 30, 2019. Four Finalists were moved forward. Motion passed.

11. ADJOURN

Meeting adjourned at 11:07p.m.

Jane Newberry, Mayor

Laura J. Kotewa

BOARD OF TRUSTEES AGENDA MEMO

DATE: 4.16.19	AGENDA NO 4.a	SUBJECT: Blue Moose Tavern Liquor License Renewal Application
Presented by: Laura Kotewa Town Clerk		

Recommend action: Approve the Retail Liquor or 3.2 Beer License Application for Blue Moose Tavern's license renewal.

Background: The Blue Moose Tavern has submitted, in a timely manner, their application for renewal, and has made payment for all associated fees. Their application includes their compliance with all criteria for renewal. Their current license expires May 29, 2019, and there have been no violations reported.

Issue Before the Board:

Whether the Board would wish to grant approval to renew the Blue Moose Tavern Liquor License

Alternatives:

1. Approve the renewal application as requested
2. Do not approve the renewal application and seek appropriate legal advice.

Conclusion

In its role as the Local Liquor Licensing Authority, the Board is obligated to act on this renewal in a reasonable amount of time. In the absence of any compelling reason to not approve the renewal, it would be inappropriate to take any other action than renewal.

**RETAIL LIQUOR OR 3.2 BEER
LICENSE RENEWAL APPLICATION**

THE BLUE MOOSE TAVERN
3539 PENNY ROYAL LANE
COLORADO SPRINGS CO 80906

Fees Due	
Renewal Fee	500.00
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	500.00

Make check payable to: **Colorado Department of Revenue**.
The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

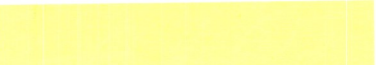
PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

Licensee Name BCATS LLC		DBA THE BLUE MOOSE TAVERN		
Liquor License # 03-09867	License Type Tavern (city)	Sales Tax License # 36734824	Expiration Date 05/29/2019	Due Date 04/14/2019
Operating Manager BRIAN CASTANEDA	Date of Birth 5/12/81	Home Address 3539 Pennyroyal Ln Colorado Springs, CO 80906		
Manager Phone Number 281 928 3341		Email Address BlueMooseTavernCO@gmail.com		
Street Address 10530 UTE PASS AVENUE GREEN MOUNTAIN FALLS CO 80819				Phone Number 719 418 3384
Mailing Address 3539 PENNY ROYAL LANE COLORADO SPRINGS CO 80906				

- Do you have legal possession of the premises at the street address above? ☒ YES ☐ NO
Is the premises owned or rented? ☐ Owned ☒ Rented* *If rented, expiration date of lease 31 DECEMBER 2020
- Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☐ YES ☒ NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ YES ☒ NO
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.
☐ YES ☒ NO
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ YES ☒ NO

AFFIRMATION & CONSENT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business BRIAN CASTANEDA	Title OWNER / MANAGER
Signature 	Date 3-10-19

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For The Town of Green Mountain Falls		Date
Signature	Title	Attest

Proclamation to Recognize Child Abuse Prevention Month

WHEREAS, children have a right to thrive, learn, and grow to their full potential; and

WHEREAS, children are key to our state's future success, prosperity, and quality of life; while children are our most precious resource, they are also our most vulnerable; and

WHEREAS, child abuse and neglect is a nationwide problem that is preventable when parents, families, communities and government work together to advocate for caring and safe environments for all children; and

WHEREAS, the long-term effects of child abuse and neglect are felt by our whole community, and need to be addressed by the entire community; and

WHEREAS, effective child abuse prevention efforts, such as the Not One More Child Coalition, succeed because of the partnerships created among human service agencies, Public Health, the District Attorney's Office, schools, faith and civic organizations, the medical community, law enforcement and first responder agencies, the business community and concerned citizens; and

WHEREAS, we all play a role in preventing child abuse and neglect and there are ways everyone can get involved to help a child; even those individuals who aren't raising a child or working with children every day, just one person has the power to make an extraordinary difference in the lives of both children and families.

NOW, THEREFORE, the Green Mountain Falls Board of Trustees of Green Mountain Falls, Colorado, hereby proclaims its support for the continued collaborative efforts towards preventing child abuse and neglect and raising the level of awareness in the community and hereby declares the month of April as Child Abuse Prevention Month.

DONE THIS DATE day of April 2018 at Green Mountain Falls, Colorado.

Mayor, Jane Newberry

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2019-02

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

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

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

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

Sec. 16-711. – Zoning Amendments

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

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

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

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

(c) Procedure.

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

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

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

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

(d) Protests.

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

(2) To be valid, the petition shall:

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

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

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

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the ____ day of _____, 2019, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the ____ day of _____, 2019.

Jane Newberry, Mayor

ATTEST:

Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, _____ 2019.



The Town of Green Mountain Falls

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

Memorandum

To: Mayor and Board of Trustees
From: Jason S. Wells, Interim Town Manager
Re: Management Report
Date: April 16, 2019

1) Flood Response

- a) Outside Funding Eligibility/Disaster Declaration
 - i) Outside Funding Sources
 - (1) Department of Local Affairs – \$139,730 awarded to address priority infrastructure projects
 - (2) NRCS Emergency Watershed Protection Program - Award Announcement Pending
- b) Project Steps (various grant compliance needs throughout)
 - i) Design/Engineering Contract Award
 - ii) Site Surveying/Easement Work
 - iii) Design/Engineering
 - iv) Bid solicitation/review
 - v) Construction
- c) Priority Projects
 - i) Midland Culvert Replacement - \$51,715
 - (1) Survey Work Completed
 - ii) Maple St. Bridge Repair - \$35,184
 - (1) Survey Work Completed
 - iii) Olathe/Belvidere Sediment Removal - \$26,413
 - (1) Possible Coordination w/ Belvidere Ave Resurfacing Project in Spring
 - iv) El Paso Trail Road Rehabilitation - \$40,711
 - (1) Working on Easement Agreement with Property Owner/Town Attorney
 - v) Iona Ave Culvert Replacement - \$32,282
 - (1) Revised Right of Entry Drafted/Delivered/Executed

2) Departmental Info

- a) Town Clerk/Treasurer
 - i) See included comprehensive report
 - ii) Items of Mutual Clerk/Mgr. Interest
 - (1) Vendor Permitting – Draft Info Forthcoming Per Board Instruction
 - (a) Reduced Business License Fee (i.e. based on daily operation rather than year-round)
 - (b) Clarity that Temporary Vendors May Operate Only in Conjunction with Approved Events
 - (c) Clarity that Individual Vendors Are Responsible for Collecting/Remitting Applicable Taxes

Management Report

January 27, 2017

- b) Marshall's Office
 - i) Verbal report to be provided
- c) Public Works
 - i) Parks
 - (1) Restrooms
 - (2) Goose Repellant
 - (3) Water Service – CSU Regulatory Compliance/Backflow Preventers ** On Hold Due to Staffing/Funding
 - ii) Road Maintenance
 - (1) Outsourcing - Culvert Clean-Outs; Ann St. Pilot Project
 - (2) Olathe Ave Culvert Replacement
 - (3) Implementation of Defined Zone-Based Maintenance Protocols
 - (4) Maintenance Policy - Private Roads
 - iii) Belvidere Ave Improvement Project – deferred to early May per County decision
 - iv) Lake/Park Improvements
 - (1) Memorial Park Bench Policy?
- d) Pool
- e) Finance/Budgeting
 - i) Chart of Accounts Overhaul
 - ii) Mid-Year Budget Amendment Process
- f) Planning/Land Use
 - i) Comprehensive Plan – Invite to Board to Attend 4/6 PC Meeting for In-Person Update
 - ii) Town Hall Parcel Rezone
 - iii) Revocable Permit Audit?
 - iv) Clarification of Application Requirements, Mandated Processes, Fees, Etc.
 - (1) Plan Review
 - (a) Grading Plans
 - (b) Site/Development Plans
 - (c) Architectural Design/Building Plans
 - (d) Others?
 - (2) Revocable Permits
 - (3) Grading Permits/Erosion Control Plans
 - (4) Fence/Shed Permits
 - v) Economic Development
 - (a) Fiber Optics/Broadband
 - (b) Follow Through on EPC Enterprise Zone Designation - ** On Hold
 - vi) Request to Elevate Portion of Iona Rd.
 - (1) Referred to Planning Commission for Initial Consideration
- g) Human Resources
 - i) Employee Recruitment
 - (1) Town Manager Position
 - (a) Two Finalists Identified
 - (b) Community “Meet & Greet” Reception at Town Hall – 5:30-6:30 on April 30th
 - (2) Planning Technician

Management Report

January 27, 2017

(a) Position Offered

(3) 2019 Seasonal Staff

(a) Public Works Position Offered

(b) Recruiting for Pool Positions

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

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

(1) Compensation policy – Completed

(2) Cell phone stipend policy – Completed

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

h) Information Technology

i) 2018-2019 Budgeted Hardware Acquisitions

ii) Desktop Support/Data Backup Contract Executed

iii) Website

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

3) Grants

a) Flood Recovery (2) – See Above

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

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

c) DoLA Comp Plan Update Grant

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

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

d) HGMFF Comp Plan Update Grant

i) Q4 2018 Request for Reimbursement Has Been Submitted

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

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

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

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

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

ii) Project Management/Grant Administration Needs

4) Intergovernmental

a) 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 ** On Hold

(1) Public Input

(2) Field Inventory

Management Report

January 27, 2017

5) Insurance Administration

a) CIRSA

i) Claims

(1) June 24th Hail Damage

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

(b) Solicitation of Quotes from Multiple Roofing Companies Completed

(c) Next Steps

(i) Execute Contract with Preferred Roofer

(ii) Work to Commence

6) Emergency Management

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

7) Legal

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

b) Ordinance Updating Rezoning Process – See separate agenda item

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

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



The Town of Green Mountain Falls

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

To: Mayor and Board of Trustees
From: Laura J. Kotewa Town Clerk
Re: Town Clerk Report

Routine activities continuing

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

Training

I am at SIPA training today!

IT

Office 365 upgrades are beginning to happen. We have purchased one license, and chosen email addresses for staff. We also now have a laptop with VPN installed. The Marshall has VPN installation scheduled as well.

Process Improvement

QuickBooks and Payroll updates are under investigation. Our current support version ends soon.

Planning Commission/Pool/Public Works support

Position postings have been updated to indicate they close on April 30th.

Unmet needs

Our amazing Marshall did some tune-ups on our printer. We can now hold off on the purchase of a new one a while longer, but we will need one by the end of the year.

Help is coming on final year end closeout, and investigations into QuickBooks options.