



Town of Green Mountain Falls

Regular Board of Trustees Meeting Agenda

P.O. Box 524; 10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

Tuesday, October 20, 2020 at 7:00 p.m.

Online Meeting ONLY**

Join the Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/88017771346?pwd=U0ZHYVdKanRma1JoS1NydUIMRnIFUT09>

Meeting ID: 880 1777 1346 Passcode: 808631

To make a **public comment** please **pre-register** by 4pm on the day of the meeting via email:

clerk@gmfco.us

REGULAR MEETING:

| TIME* | | ITEM | DESIRED OUTCOME |
|-------|-----|---|--------------------|
| 7:00 | 1. | CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE | |
| 7:00 | 2. | ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA | |
| 7:00 | 3. | PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER | |
| 7:10 | 4. | CONSENT AGENDA a. Colorado Department of Revenue Memorandum of Understanding (MOU) for Control of Confidential Data | BOT Action Desired |
| 7:15 | 5. | 2019 Audit Report, Presented by Kyle Logan, Logan & Associates LLC | BOT Action Desired |
| 7:35 | 6. | PPRTA Stilling Basins Project Update & Proposal, Presented by Andre Bracken | BOT Action Desired |
| 7:55 | 7. | Red Devil Mountain Annexation | BOT Action Desired |
| 8:15 | 8. | Discussion of Planning Commission Comprehensive Plan Guidance from BOT | Discussion |
| 8:25 | 9. | Consideration of Town of Green Mountain Falls Resolution 2020-15 Organization Resolution and Agreement for Credit Card Program | BOT Action Desired |
| 8:30 | 10. | Consideration of Merritt Bid \$25,515, for Paving the Town Hall Parking Lot November 02, 2020 | BOT Action Desired |
| 8:35 | 11. | Advisory Committee Volunteer Application(s) Review | BOT Action Desired |
| 8:45 | 12. | CORRESPONDENCE | Informational Only |
| 8:45 | 13. | REPORTS a. Trustee Reports b. Committee Reports c. Staff Reports | Informational Only |
| 8:50 | 14. | ADJOURN | |

*Please note: Times are approximate.

**The Town shall provide reasonable accommodation for those with disabilities on a case by case basis. Please send accommodation requests to clerk@gmfco.us by 4pm on the date of the meeting.

**Board of Trustees
Agenda Memorandum**

| | | |
|--|-------------------------------|---|
| DATE: 10.13.2020 | AGENDA NO. 4d & 4e | SUBJECT: Colorado Department of Revenue Memorandum of Understanding for Control of Confidential Data |
| Presented by: Angie Sprang, Town Manager Attachments: (1) Colorado Department of Revenue Memorandum of Understanding for Control of Confidential Data | | |

Background

Pursuant to C.R.S 29-2-106(4) for the purpose of obtaining confidential information concerning local sales taxes collected and administered by the Department on behalf of the Town of Green Mountain Falls from the Colorado Department of Revenue, the attached Memorandum of Understanding document needs be executed and it is pertinent to successful Town Operations.

Discussion

The attached document ensured that the Town Manager can obtain confidential information concerning local sales taxes collected and administered by the State of Colorado Department of Revenue on behalf of the Town of Green Mountain Falls. This document is pertinent to operations.

Recommended Motion

I move to approve the 2021 CIRSA Property Casualty Preliminary Contribution Quotation as stated in the agenda packet attachment and recommend the Bylaws to the BOT for their review and final approval.

Alternative Options

1. Approve the 2021 CIRSA Renewal as an amended proposal per BOT discussion – this will cancel our insurance policy and is not recommended.
2. Reserve the 2021 CIRSA Renewal for further discussion at the next or a future meeting – this will cancel our insurance policy and is not recommended.
3. Do not approve the 2021 CIRSA Renewal – this will cancel our insurance policy and is not recommended.
4. Any other action the Board of Trustees sees as equitable and just.

Memorandum of Understanding for Control of Confidential Data

Pursuant to § 29-2-106(4), C.R.S., and for the purpose of obtaining from the Colorado Department of Revenue ("Department"), confidential information concerning local sales taxes collected and administered by the Department on behalf of the city/county/special district (hereafter referred to as "Jurisdiction")

of the Town of Green Mountain Falls, Colorado appoints

(Name) Angie Sprang (Title) Town Manager, an employee of the Jurisdiction, to receive this confidential information. The appointee, on behalf of the Jurisdiction and on his or her own behalf, hereby agrees as follows:

A. Safeguarding Confidential Information:

1. To store and maintain confidential information in a secure place, physically and/or electronically.
2. To keep adequate records of what confidential information is received and the disposition thereof.
3. To restrict access to such information to persons whose duties and responsibilities require such access, and to make certain that confidential information is not disclosed to unauthorized persons.
4. The information obtained pursuant to this agreement shall be used only for the purpose of administration and enforcement of the sales and/or use tax laws of the undersigned Jurisdiction of the State of Colorado
5. To keep confidential the Jurisdiction's sales tax account number, user ID and computer password(s) issued by the Department, and to immediately provide written notification to the Department of any change in person designated in this Memorandum and/or the need for a new password for any reason.
6. To keep confidential the monthly report Web site address and the Department's local government support email address.
7. To allow the Department to review the adequacy of the safeguard measures established hereunder.
8. It is understood and agreed that if any of these safeguards are violated, the Department may refuse to furnish any additional information concerning the status of vendor's accounts and/or impose additional or alternative safeguard procedures. It is understood and agreed that violators of confidentiality statutes may be subject to criminal prosecution and removal from office.

B. Maintaining Accurate Records:

1. The Jurisdiction shall take an active role in identifying retailers within the boundaries, including, but not limited to, reviewing monthly Department Site and Open or Closed Accounts reports to determine whether retailers are incorrectly excluded or included in Department reports and timely advising the Department of annexations or other changes in the jurisdiction involving retailers.
2. The Jurisdiction shall contact said retailers who are not correctly identified in Department Site and Open or Closed Accounts reports to determine whether such retailers should be included or excluded on monthly reports.
3. The Jurisdiction shall timely notify the Department of corrected information or unresolved issues concerning said retailers.
4. The information obtained pursuant to this agreement shall be used only for the purpose of administration and enforcement of the sales and/or use tax laws of the undersigned jurisdiction of the State of Colorado.

| | |
|--|---|
| Municipality or County of <u>Green Mountain Falls</u> | Date <u>09-21-2020</u> |
| Jurisdiction Mailing Address <u>P.O. Box 524; 10615 Green Mtn. Falls Rd.</u> | Appointee Phone Number <u>719-684-9414 ext 5</u> |
| Appointee Name** <u>Angie Sprang</u> | Title <u>Town Mgr.</u> |
| Appointee Signature  | Appointee Email *** <u>manager@gmfcu.us</u> |
| Name of Chief Administrative Officer or Designee* | Title |
| Chief Administrative Officer or Designee Signature | Chief Administrative Officer or Designee Email |
| Department of Revenue Approval | |
| By | Title Deputy Executive Director |

* Signature of the chief administrative officer or his/her designee who has authority to enter into contractual agreements on behalf of the jurisdiction. The person signing should be someone other than the appointee.

** I have read the Memorandum of Understanding on Control of Confidential Data as set forth above and I promise and agree to safeguard all confidential information received from the Department of Revenue under this agreement.

*** Notification of matters related to the Local Government Sales Tax Information System will be sent to this email address. The User ID and Password will also be sent to this email address.

**Board of Trustees
Agenda Memorandum**

| | | |
|--|---------------------|--|
| DATE: 10.20.2020 | AGENDA NO. 5 | SUBJECT: 2019 Audit Report Presentation |
| Presented by: Kyle Logan, Logan & Associates LLC Attachments: (1) 2019 Audit Report DRAFT | | |

Background

Logan & Associates LLC services were procured to conduct our 2019 Audit as required by State of Colorado Title 29 Budget Law.

Discussion

Attached is the draft 2019 Audit as provided by Kyle Logan of Logan & Associates LLC.

Recommended Motion

I move to approve the draft 2019 Audit report as stated in the packet, and submit it to the Department of Local Affairs as our official 2019 audit document.

Alternative Options

1. Approve the 2019 Audit report with amendments as discussed by the BOT.
2. Reserve the items for further discussion at the next or a future meeting.
3. Do not approve the 2019 Audit report.
4. Any other action the Board of Trustees sees as equitable and just.



September 29, 2020

Board of Trustees
Town of Green Mountain Falls
Green Mountain Falls, Colorado

We have audited the financial statements of the Town of Green Mountain Falls, Colorado (the "Town") for the year ended December 31, 2019, and have issued our report thereon dated September 29, 2020. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform our audit to obtain reasonable, but not absolute, assurance about whether the financial statements are free of material misstatement. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or regulations that do not have a direct and material effect on the financial statements.

In planning and performing our audit of the financial statements, we considered the Town's internal control as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our responsibility for the supplementary information and state compliance accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information and state compliance in relation to the financial statements, as a whole and to report on whether the supplementary information and state compliance is fairly stated, in all material respects, in relation to the financial statements as a whole.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Town are described in Note 1 to the financial statements. We noted no transactions entered into by the Town during the year for which there was a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements for the year ended December 31, 2019.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from management's current judgments. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Significant Audit Adjustments

For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. We made adjustments to the Town's accounting records to properly report certain assets, fund balances, revenues and expenditures of the Town's three funds. The nature and amounts of these audit adjustments made to the Town's accounting records indicate a significant deficiency in the Town's accounting and financial reporting. We recommend that the Town review its accounting and reporting procedures in order to insure transactions are properly reported in the accounting records.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves the application of an accounting principle to the Town's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties while performing our audit.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to the retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and the responses were not a condition to our retention.

Other Matters

Segregation of Duties

As we noted in prior years, the Town has primarily one individual performing the majority of the accounting functions. This limited segregation of duties is common in municipalities of this size and nature. It is very important that the Town put in place compensating controls/procedures in order to mitigate most of the segregation of duties and lower the risk of material misstatement to the financial statements through error or fraud. We recommend that the Town implement procedures where necessary in order to reduce this risk.

Governmental Funds Reporting

We provided this comment last year. During 2018, the Town created three (3) separate governmental funds for reporting the Town's financial activities, the General, Conservation Trust and Capital Improvements Funds. However, the Town's accounting system is not set-up to accurately report these funds separately. As a result it is difficult to determine the assets, liabilities, fund balance, revenues and expenditures for each fund. Although, for the year ended December 31, 2019, with the assistance of the Town's consultant, we were able to determine and audit the transactions for each separate fund. We recommend that the Town create the accounting necessary to report each funds activity separately. This will allow for accurate reporting as well as monitoring of each fund's financial reporting in accordance with generally accepted accounting principles.

General Fund Budget

During the year ended December 31, 2019, the General Fund's actual expenditures exceeded budgeted expenditures by \$40,944. Colorado state Statues do not allow local governments to spend more than what they expect to spend (ie budget). We recommend that the Town establish procedures in order to do a better job of monitoring actual expenditures compared to approved budgeted expenditures. This will allow the Town to amend the budget as needed in order to prevent future over-expenditure of the budget.

Interfund Transfers

During the 2017, the Town created the Capital Improvements Fund, including a policy of funding the activities of this new fund through transfers from the General Fund. During the year ended December 31, 2019, the Town budgeted a transfer of \$48,700 from the General Fund to the Capital Improvements Fund. This did not occur. We recommend that the Town establish procedures in order to insure that these fund transfers are occurring when budgeted.

Payroll Transactions

We provided this comment in prior years. One individual is performing all payroll functions, including adding and deleting employees, changing pay-rates, processing bi-weekly payroll for recording in the accounting system and initiating the direct deposits for payment to employees. As we noted above in the segregation of duties, it is important that the Town establish and implement mitigating procedures to reduce the risk of potential unauthorized payroll

transactions through error or fraud. During our audit procedures we were unable to determine if anyone is reviewing the bi-weekly payrolls prior to submission for payment to employees. We, again, recommend that someone review the bi-weekly payroll prior to submission for payment to employees and that the review be documented.

We also noted that certain payroll forms were not fully completed by a representative of the Town. We recommend that the Town review all personnel files for accurate and current information on each employee.

Pool Fee Revenue

We provided this comment in prior years, and during our audit procedures this year we didn't find any improvements to the processes over collecting and reporting pool revenue. We noted that the pool revenue collected at the pool is not reconciled by anyone to the Town's pool revenue reported in the accounting system. This poses a risk that pool revenue may not be properly reported in the Town's financial statements due to error or fraud. We recommend that the Town implement policies and procedures over the pool revenue, cash collections and reconciliation to the Town's accounting system on a timely basis.

Conclusion

We would like to thank Angie Sprang and consultant, Corbin Fromm, for their assistance during the audit process.

This purpose of this report is solely to inform the Board of Trustees and management of the Town of Green Mountain Falls about the results of our audit of the financial statements. Accordingly, this report is not suitable for any other purpose.

Sincerely,

Logan and Associates, LLC

**TOWN OF GREEN MOUNTAIN FALLS,
COLORADO**

FINANCIAL STATEMENTS

December 31, 2019

DRAFT SUBJECT TO REVISION



Logan and Associates, LLC
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of
the Board of Trustees
Town of Green Mountain Falls
Green Mountain Falls, Colorado

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Green Mountain Falls (the "Town") as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Green Mountain Falls as of December 31, 2019, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison schedule on pages i – vi and on pages 17 - 18 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements as a whole. The accompanying supplementary information on pages 19 – 20, and other information on pages 21 – 22, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The supplementary information and other information have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information and other information are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Aurora, Colorado
September 29, 2020

TOWN OF GREEN MOUNTAIN FALLS
El Paso County, Green Mountain Falls, Colorado
Management's Discussion and Analysis
December 31, 2019

Management of the Town of Green Mountain Falls offers readers of the basic financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended December 31, 2019. The focus of the information contained herein is on the primary government.

Financial Highlights

- The Town's assets exceeded liabilities at the close of the fiscal year by \$1,859,293 (net position). Of this amount \$402,039 (unrestricted net position) may be used to meet the Town's ongoing obligations.
- The Town's total net position increased by \$274,280.
- The Town currently has no debt.

Overview of the Financial Statements

This discussion and analysis is intended as an introduction to the Town's basic financial statements. The basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. In addition to the basic financial statements, also provided is other supplementary information.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business.

The focus of the Statement of Net Position (the "Unrestricted Net Position") is designed to be similar to a bottom line for the Town and its governmental activities. This statement reports all of the governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information illustrating how the Town's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

The governmental activities reflect the Town's basic services, including police, judicial, administrative, parks and recreation, streets and public works. Sales and property taxes finance the majority of these services.

TOWN OF GREEN MOUNTAIN FALLS
El Paso County, Green Mountain Falls, Colorado
Management's Discussion and Analysis
December 31, 2019

Fund Financial Statements

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds are used to account for the same functions as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on financial position and change in financial position, not on income determination, and use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are "measurable and available"). The Town considers all revenues available if they are collected within sixty days following the year end. Expenditures are recorded when the related fund liability is incurred.

The General Fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide fund financial statements.

Other information, in addition to the basic financial statements and accompanying notes, is presented in the form of certain required supplementary information.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Green Mountain Falls, assets exceeded liabilities by \$1,859,293.

Of the Town's net position, 22% is unrestricted and may be used to meet the Town's ongoing financial obligations. These are net position that are not restricted by external requirements nor invested in capital assets.

Of the Town's \$1,859,293 in net position, \$1,423,549 (77%) reflects investment in capital assets (e.g. land, buildings, infrastructure, machinery and equipment).

TOWN OF GREEN MOUNTAIN FALLS
El Paso County, Green Mountain Falls, Colorado
Management's Discussion and Analysis
December 31, 2019

The following table reflects the Town's Net Position:

| | Government Activities | |
|-------------------------------|-----------------------|--------------------|
| | <u>12/31/2018</u> | <u>12/31/2019</u> |
| Current assets | \$557,643 | \$640,901 |
| Other assets | | |
| Capital assets | <u>1,230,102</u> | <u>1,423,549</u> |
| Total Assets | <u>1,787,745</u> | <u>2,064,450</u> |
| Current liabilities | <u>44,026</u> | <u>24,757</u> |
| Total Liabilities | 44,026 | 24,757 |
| Deferred Inflow of Resources | | |
| Deferred Property Tax Revenue | <u>158,706</u> | <u>180,400</u> |
| Net Position | | |
| Invested in capital assets | 1,230,102 | 1,423,549 |
| Restricted for TABOR | 21,000 | 23,000 |
| Restricted - Other | 1,169 | 10,705 |
| Unrestricted | <u>332,742</u> | <u>402,039</u> |
| Total Net Position | <u>\$1,585,013</u> | <u>\$1,859,293</u> |

TOWN OF GREEN MOUNTAIN FALLS
El Paso County, Green Mountain Falls, Colorado
Management's Discussion and Analysis
December 31, 2019

Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the Town's governmental funds is to provide information on current year revenue, expenditures and balances of spendable resources. Such information is useful in assessing the Town's financial requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the year ended December 31, 2019, the Town's governmental funds reported combined ending fund balance of \$435,744. The increase in Fund Balance of \$80,833 was primarily due to the increase in sales tax revenue.

General Fund Budgetary Highlights

Actual revenues of \$694,373 exceeded the final budgeted revenues of \$582,000 by \$112,373 primarily due to sales tax and intergovernmental revenue exceeding their respective budgeted amounts. Actual expenditures of \$624,544 exceeded the final expenditure budget of \$534,900 by \$89,644.

TOWN OF GREEN MOUNTAIN FALLS
El Paso County, Green Mountain Falls, Colorado
Management's Discussion and Analysis
December 31, 2019

The following reflects the Town's Changes in Net Position:

| | Government Activities | |
|-------------------------------------|---------------------------|---------------------------|
| | <u>12/31/2018</u> | <u>12/31/2019</u> |
| Revenues | | |
| Program Revenues | | |
| Charges for service | \$28,305 | \$35,511 |
| Grants & contributions | 161,253 | 375,433 |
| General Revenues | | |
| Taxes | | |
| Property taxes | 176,720 | 176,617 |
| Sales Taxes | 117,677 | 161,857 |
| Other taxes | 166,878 | 168,142 |
| Investment interest and Misc. | 20,330 | 56,454 |
| Total Revenues | <u>671,163</u> | <u>974,014</u> |
| Expenses | | |
| General Government | 339,903 | 380,137 |
| Judicial | 1,699 | 433 |
| Public Safety | 83,491 | 76,984 |
| Public Works | 211,012 | 201,803 |
| Culture & Recreation | 45,312 | 40,377 |
| Total Expenses | <u>681,417</u> | <u>699,734</u> |
| Increase (decrease) in net position | (10,254) | 274,280 |
| Net Position – Beginning | <u>1,595,267</u> | <u>1,585,013</u> |
| Net Position - Ending | <u><u>\$1,585,013</u></u> | <u><u>\$1,859,293</u></u> |

Governmental activities increased the Town's net position by \$274,280. Key elements are as follows:

- Sales tax revenues increased \$44,180.
- Grants and contributions increased \$214,180 primarily due to construction work performed on Belvidere Avenue with capital funds from the Pikes Peak Rural Transportation Authority.

TOWN OF GREEN MOUNTAIN FALLS
El Paso County, Green Mountain Falls, Colorado
Management's Discussion and Analysis
December 31, 2019

Capital Asset and Debt Administration

Capital assets

The Town's capital assets as of December 31, 2019 amount to \$1,423,549 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment and other, park facilities, infrastructure (including streets, alleys, signs and bridges), The Town's capital assets by activity at December 31, 2019 were as follows:

| | Government Activities | |
|-------------------------------|-----------------------|--------------------|
| | <u>12/31/2018</u> | <u>12/31/2019</u> |
| Land | \$164,395 | \$164,395 |
| Construction in Progress | 8,048 | 70,249 |
| Improvements | 318,201 | 318,201 |
| Buildings | 1,047,944 | 1,047,944 |
| Infrastructure | - | 197,168 |
| Machinery and Equipment | 328,805 | 348,144 |
| Vehicles | 169,798 | 169,798 |
| Less accumulated depreciation | (807,089) | (892,350) |
| Total | <u>\$1,230,102</u> | <u>\$1,423,549</u> |

Debt

At December 31, 2019, the Town had no debt.

Economic Factors and Next Year's Budget

The 2020 budget represents an attempt to maintain both core services and a sufficient fund balance. Increasing reserves is a large priority for the foreseeable future as the current reserves are not sufficient for our needs. The following factors were considered in compiling the 2020 budget:

- Capital Improvement Projects and what's needed in the foreseeable future
- Reserves
- COVID

It is the hope of the Board of Trustees and the employees of the Town of Green Mountain Falls that 2020 will keep improving.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning the information provided in this report or requests for additional financial information should be addressed to the Town Manager or Town Clerk, Town of Green Mountain Falls, P.O. Box 524, Green Mountain Falls, CO 80819.

BASIC FINANCIAL STATEMENTS

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

STATEMENT OF NET POSITION
December 31, 2019

| | <u>GOVERNMENTAL ACTIVITIES</u> |
|--|------------------------------------|
| ASSETS | |
| Cash and Investments | \$ 352,381 |
| Receivables | |
| Property Taxes | 180,400 |
| Other Governments | 108,075 |
| Accounts | 45 |
| Capital Assets, Not Depreciated | 234,644 |
| Capital Assets, Depreciated Net of Accumulated Depreciation | <u>1,188,905</u> |
| TOTAL ASSETS | <u>2,064,450</u> |
| LIABILITIES | |
| Accounts Payable | 16,750 |
| Accrued Salaries and Benefits | <u>8,007</u> |
| TOTAL LIABILITIES | <u>24,757</u> |
| DEFERRED INFLOW OF RESOURCES | |
| Deferred Property Tax Revenue | <u>180,400</u> |
| NET POSITION | |
| Net Investment in Capital Assets | 1,423,549 |
| Restricted for Emergencies | 23,000 |
| Restricted for Parks and Recreation | 10,705 |
| Unrestricted, Unreserved | <u>402,039</u> |
| TOTAL NET POSITION | <u><u>\$ 1,859,293</u></u> |

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

STATEMENT OF ACTIVITIES
Year Ended December 31, 2019

| | | | | | NET (EXPENSE) REVENUE AND CHANGE IN NET POSITION |
|-------------------------------|------------|-------------------------|--|--|---|
| FUNCTIONS/PROGRAMS | EXPENSES | PROGRAM REVENUES | | | GOVERNMENTAL ACTIVITIES |
| | | CHARGES FOR SERVICES | OPERATING GRANTS AND CONTRIBUTIONS | CAPITAL GRANTS AND CONTRIBUTIONS | |
| PRIMARY GOVERNMENT | | | | | |
| Governmental Activities | | | | | |
| General Government | \$ 380,137 | \$ 14,749 | \$ 45,242 | \$ - | \$ (320,146) |
| Judicial | 433 | - | - | - | (433) |
| Public Safety | 76,984 | 881 | - | - | (76,103) |
| Public Works | 201,803 | 8,151 | - | 288,411 | 94,759 |
| Parks and Recreation | 40,377 | 11,730 | - | 41,780 | 13,133 |
| Total Governmental Activities | \$ 699,734 | \$ 35,511 | \$ 45,242 | \$ 330,191 | (288,790) |
| GENERAL REVENUES | | | | | |
| Taxes | | | | | |
| Property & Specific Ownership | | | | | 176,617 |
| Sales Taxes | | | | | 161,857 |
| Use | | | | | 55,161 |
| Lodging | | | | | 28,662 |
| Franchise | | | | | 46,383 |
| Other | | | | | 37,936 |
| Interest | | | | | 2,586 |
| Insurance Proceeds | | | | | 49,462 |
| Miscellaneous | | | | | 4,406 |
| TOTAL GENERAL REVENUES | | | | | 563,070 |
| CHANGE IN NET POSITION | | | | | 274,280 |
| NET POSITION, Beginning | | | | | 1,585,013 |
| NET POSITION, Ending | | | | | \$ 1,859,293 |

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

BALANCE SHEET
GOVERNMENTAL FUNDS
December 31, 2019

| | GENERAL FUND | CAPITAL IMPROVEMENTS FUND | NONMAJOR GOVERNMENTAL CONSERVATION TRUST FUND | TOTALS |
|---|-------------------|---------------------------------|---|-------------------|
| ASSETS | | | | |
| Cash and Investments | \$ 341,676 | \$ - | \$ 10,705 | \$ 352,381 |
| Property Taxes Receivable | 180,400 | - | - | 180,400 |
| Due from Other Governments | 108,075 | - | - | 108,075 |
| Due from Other Funds | - | 1,468 | - | 1,468 |
| Accounts Receivable | 45 | - | - | 45 |
| TOTAL ASSETS | 630,196 | 1,468 | 10,705 | 642,369 |
| LIABILITIES, DEFERRED INFLOWS AND FUND EQUITY | | | | |
| LIABILITIES | | | | |
| Accounts Payable | 16,750 | - | - | 16,750 |
| Due to Other Funds | 1,468 | - | - | 1,468 |
| Accrued Salaries and Benefits | 8,007 | - | - | 8,007 |
| TOTAL LIABILITIES | 26,225 | - | - | 26,225 |
| DEFERRED INFLOW OF RESOURCES | | | | |
| Deferred Property Tax Revenue | 180,400 | - | - | 180,400 |
| FUND EQUITY | | | | |
| Fund Balance | | | | |
| Restricted for Emergencies | 23,000 | - | - | 23,000 |
| Restricted for Parks and Recreation | - | - | 10,705 | 10,705 |
| Unassigned | 400,571 | 1,468 | - | 402,039 |
| TOTAL FUND EQUITY | 423,571 | 1,468 | 10,705 | 435,744 |
| TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND EQUITY | \$ 630,196 | \$ 1,468 | \$ 10,705 | \$ 642,369 |

Amounts reported for governmental activities in the statement of net position are different because:

| | |
|--|---------------------|
| Total Fund Balance of the Governmental Fund | 435,744 |
| Capital assets used in governmental activities are not financial resources and therefore, are not reported in the fund. | 1,423,549 |
| Net position of governmental activities | <u>\$ 1,859,293</u> |

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
Year Ended December 31, 2019

| | GENERAL FUND | CAPITAL IMPROVEMENTS FUND | NONMAJOR GOVERNMENTAL CONSERVATION TRUST FUND | TOTALS |
|---|-----------------|---------------------------------|---|------------|
| REVENUES | | | | |
| Taxes | | | | |
| Property | \$ 157,404 | \$ - | \$ - | \$ 157,404 |
| Specific Ownership | 19,213 | - | - | 19,213 |
| Sales Taxes | 161,857 | - | - | 161,857 |
| Use Taxes | 55,161 | - | - | 55,161 |
| Lodging Taxes | 28,662 | - | - | 28,662 |
| Franchise Taxes | 46,383 | - | - | 46,383 |
| Licenses and Permits | 22,900 | - | - | 22,900 |
| Fines and Forfeitures | 881 | - | - | 881 |
| Charges for Services | 11,730 | - | - | 11,730 |
| Intergovernmental | 133,732 | 40,689 | 10,752 | 185,173 |
| Donations and Contributions | - | 31,028 | - | 31,028 |
| Interest | 2,582 | - | 4 | 2,586 |
| Miscellaneous | 53,868 | - | - | 53,868 |
| TOTAL REVENUES | 694,373 | 71,717 | 10,756 | 776,846 |
| EXPENDITURES | | | | |
| Current | | | | |
| General Government | 358,015 | - | - | 358,015 |
| Judicial | 433 | - | - | 433 |
| Public Safety | 67,939 | - | - | 67,939 |
| Public Works | 162,757 | - | - | 162,757 |
| Parks and Recreation | 22,779 | - | 1,220 | 23,999 |
| Capital Outlay | 12,621 | 70,249 | - | 82,870 |
| TOTAL EXPENDITURES | 624,544 | 70,249 | 1,220 | 696,013 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 69,829 | 1,468 | 9,536 | 80,833 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfers In | - | - | - | - |
| Transfers (Out) | - | - | - | - |
| NET CHANGE IN FUND BALANCE | 69,829 | 1,468 | 9,536 | 80,833 |
| FUND BALANCE, Beginning, As Restated | 353,742 | - | 1,169 | 354,911 |
| FUND BALANCE, Ending | \$ 423,571 | \$ 1,468 | \$ 10,705 | \$ 435,744 |

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
Year Ended December 31, 2019

Amounts Reported for Governmental Activities in the Statement of Activities are Different Because:

| | |
|--|-------------------|
| Net Changes in Fund Balance - Total Governmental Fund | \$ 80,833 |
| Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which current year depreciation expense (\$85,261) exceeded capital outlay \$81,540. | (3,721) |
| Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. These represent capital assets contributed to the Town from another local government entity. | <u>197,168</u> |
| Change in Net Position of Governmental Activities | <u>\$ 274,280</u> |

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Town of Green Mountain Falls was founded in 1890 and is a municipal corporation governed by a Mayor and six-member Board of Trustees elected by the residents. It is located at the base of Pikes Peak and is split between El Paso County and Teller County, with approximately 62% in El Paso County and 38% in Teller County. The Town provides public safety, public works, municipal court, parks and recreation, and general administrative services to its residents.

The accounting policies of the Town conform to generally accepted accounting principles as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. A summary of the Town's more significant accounting policies follows.

Reporting Entity

In accordance with governmental accounting standards, the Town has considered the possibility of including additional entities in its financial statements.

The definition of the reporting entity is based primarily on financial accountability. The Town is financially accountable for organizations that make up its legal entity. It is also financially accountable for legally separate organizations if the Town officials appoint a voting majority of the organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the Town. The Town may also be financially accountable for organizations that are fiscally dependent upon it. Based on the application of the criteria, the Town does not include additional organizations in its report entity.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all nonfiduciary activities of the Town. Governmental activities are normally supported by taxes, intergovernmental revenues, and other non-exchange transactions.

The statement of net position reports all financial, capital and debt resources of the Town. The difference between assets plus deferred outflows, and liabilities plus deferred inflows of the Town is reported as net position.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Government-Wide and Fund Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses and allocated indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the granting agency have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both "measurable and available". Revenues are considered to be "available" when they are collected within the current year or soon enough thereafter to pay liabilities of the current year. For this purpose, the Town considers tax revenues to be available if they are collected within 60 days of the end of the current year, except for expenditure driven grants as defined in the following paragraph.

Taxes, intergovernmental revenue and interest associated with the current fiscal year are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. Franchise fees, grant and similar revenues are recorded as revenues when all eligibility requirements are met, including any time requirements. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met. All other revenues are considered to be measurable and available only when cash is received by the Town.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)

When both restricted and unrestricted resources are available for use, it is the Town's practice to use restricted resources first, then unrestricted resources as they are needed.

The Town reports the following major governmental funds in the fund financial statements:

General Fund – The General Fund is used to account for the general operations and specific programs of the Town.

Capital Improvements Fund – The Capital Improvements Fund is used to account intergovernmental revenues and donations for capital projects, improvements and acquisition of equipment and vehicles of the Town.

Assets, Liabilities, Net Position/Fund Balance

Investments – Investments are reported at fair value.

Receivables – Due from other governments and accounts receivable are reported at their gross value, and where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Capital Assets – Capital assets, which include land, buildings, equipment, are reported in the government-wide financial. Prior to 2017, the Town did not have a specific level for capitalizing capital assets. Beginning in April 2017, the Town approved capitalizing assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives.

| | |
|-------------------------|--------------|
| Buildings | 7 – 40 years |
| Land Improvements | 15 years |
| Machinery and Equipment | 5 – 7 years |
| Office Equipment | 5 – 7 years |
| Vehicles | 5 years |

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, Net Position/Fund Balance (Continued)

General infrastructure assets, identified as all roads, bridges and other infrastructure, are not reported by the Town.

Deferred Outflows/Inflows of Resources - In addition to assets, the statement of net position and governmental fund balance sheet will sometimes report a separate section for *deferred outflows of resources*. This separate financial statement classification represents a consumption of net position or fund balance that applies to a future period(s) and therefore will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position and governmental fund balance sheet will sometimes report a separate section of *deferred inflows of resources*. This separate financial statement classification represents an acquisition of net position or fund balance that applies to a future period(s) and therefore will not be recognized as an inflow of resources (revenue) until then. The Town has an item related to property taxes levied in the current year to be collected in the following year that is reported as deferred inflows of resources at December 31, 2019.

Long-Term Debt - In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Debt premiums and discounts are reported as other financing sources and uses, respectively. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. In the government-wide financial statements, debt premiums and discounts are deferred and amortized over the life of the debt using the straight-line method.

Compensated Absences - Full-time employees of the Town are allowed to accumulate paid time off (PTO). PTO accumulates based on years of service and is capped at a maximum accrual of one year's worth of the employee's normal annual rate of accrual. Employees are not paid accrued PTO time upon separation of employment. Therefore, no liability is reported for accumulated PTO.

Net Position - In the government-wide financial statements, net position is restricted when constraints placed on the net position are externally imposed.

- Net Investment in Capital Assets - this classification is intended to report the portion of net position which is associated with non-liquid, capital assets less outstanding debt related to those capital assets.
- Restricted Net Position - this classification includes liquid assets which have third party limitations on their use.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position/Fund Balances (Continued)

- Unrestricted Net Position – this classification includes assets that do not have any third party limitations on their use.

Fund Balance Classification – The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Nonspendable – This classification includes amounts that cannot be spent because they are either (a) not in spendable form (such as prepaid items) or (b) are legally or contractually required to be maintained intact.
- Restricted – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Town had classified emergency reserves as being restricted because State statute requires this restriction. In addition, the Town had restricted a conservation trust fund amount for future park and recreation expenditures at December 31, 2019.
- Committed – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority, the Town Board of Trustees. The constraint may be removed or changed only through formal action of the Town Board of Trustees.
- Assigned – This classification includes amounts that are constrained by the Town's intent to be used for specific purposes, but is neither restricted nor committed. Intent is expressed by the Town Board of Trustees to be used for a specific purpose. Constraints imposed on the use of assigned amounts are more easily removed or changed than those imposed on committed amounts.
- Unassigned – This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position/Fund Balances (Continued)

The Town has not established a formal policy for its use of restricted and unrestricted fund balance. However, if both the restricted and unrestricted fund balances are available, the Town uses restricted fund balance first, followed by committed, assigned and unassigned.

Property Taxes

Property taxes attach as an enforceable lien on property on January 1, are levied the following December, and are collected in the subsequent calendar year. Taxes are payable in full on April 30 or in two installments on February 28 and June 15. The County Treasurer's Office collects property taxes and remits to the Town on a monthly basis. Since property tax revenues are collected in arrears during the succeeding year, a receivable and corresponding deferred inflow of resources are reported at December 31.

Use of Estimates

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events

The Town has evaluated events subsequent to the year ended December 31, 2019 through September 29, 2020, the date of these financial statements were issued, and has incorporated any required recognition into these financial statements.

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures of certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the geographical area in which the Town is located. It is unknown how long these conditions will last and what the complete financial effect will be to the Town.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 2: CASH AND INVESTMENTS

A summary of cash and investments at December 31, 2019, follows:

| | |
|---------------|--------------------------|
| Cash Deposits | \$ 266,390 |
| Investments | <u>85,991</u> |
| Total | <u>\$ 352,381</u> |

The Colorado Public Deposit Protection Act (PDPA) requires that all local government entities deposit cash in eligible public depositories. Eligibility is determined by State regulations. Amounts on deposit in excess of Federal Deposit Insurance Corporation (FDIC) levels must be collateralized by eligible collateral as determined by the PDPA. The FDIC insures depositors up to \$250,000 for each financial institution. The PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution, or held in trust for all uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits. At December 31, 2019, the Town had bank deposits totaling \$269,748, of which \$250,000 were insured by FDIC at December 31, 2019 and \$19,748 were collateralized with securities held by the financial institution's agents but not in the Town's name.

The Town is required to comply with State statutes which specify investment instruments meeting defined rating, maturity, and concentration risk criteria in which local governments may invest, which include the following. State statutes do not address custodial risk. The Town's investment policy follows State statutes.

Investments

The Town has not adopted a formal investment policy; however, the Town follows State statutes regarding investments. The Town generally limits its concentration of investments to Local Government Investment Pools, obligation of the United States and certain U.S. government agency securities, which are believed to have minimal credit risk; minimal interest rate risk and no foreign currency risk. Additionally, the Town is not subject to concentration risk disclosure requirements or subject to investment custodial credit risk for investments that are in the possession of another party.

Colorado revised statutes limit investment maturities to five years or less unless formally approved by the Board of Trustees, such actions are generally associated with a debt service reserve or sinking fund requirements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 2: CASH AND INVESTMENTS (Continued)

Investments (Continued)

State statutes specify investment instruments meeting defined rating, maturity and concentration risk criteria in which local governments may invest which include the following.

- Obligations of the United States and certain U.S. Agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks
- Commercial paper
- Local government investment pools
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts

At December 31, 2019, the Town had the following investments:

| | <u>Maturity</u> | |
|---|--------------------------------|------------------|
| Colorado Liquid Asset Trust (COLOTRUST) | Weighted Average under 60 days | <u>\$ 85,991</u> |

The Town invested in the Colorado Government Liquid Asset Trust (COLOTRUST) (the "Trust"), an investment vehicle established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all State statutes governing the Trust. The Trust operates similarly to a money market fund and each share is equal in value to \$1.00. The Trust offers share in two portfolios, COLOTRUST PRIME and COLOTRUST PLUS+. Both portfolios may invest in U.S. Treasury and repurchase agreements collateralized by U.S. Treasury securities. COLOTRUST PLUS+ may also invest in certain obligations of U.S. government agencies, highest rated commercial paper and any security allowed under CRS 24-75-601. A designated custodial bank serves as custodian for the Trust's portfolios pursuant to a custodian agreement. The custodian acts as the safekeeping agent for the Trust's investment portfolios and provides services as the depository in connection with direct investments and withdrawals. The custodian's internal records segregate investments owned by the Trust. COLOTRUST is rated AAA by Standard and Poor's. COLOTRUST records its investments at fair value and the Town records its investments in COLOTRUST using the net asset value method. There are no unfunded commitments, the redemption frequency is daily and there is no redemption notice period.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 3: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019, is summarized below:

| | Balances 12/31/2018 | Additions | Deletions | Balances 12/31/2019 |
|--|----------------------------|--------------------------|------------------------|----------------------------|
| Governmental Activities: | | | | |
| Capital Assets, not being depreciated | | | | |
| Land | \$ 164,395 | \$ - | \$ - | \$ 164,395 |
| Construction in Progress | 8,048 | 70,249 | 8,048 | 70,249 |
| | <u>172,443</u> | <u>70,249</u> | <u>8,048</u> | <u>234,644</u> |
| Capital Assets, being depreciated | | | | |
| Buildings | 1,047,944 | - | - | 1,047,944 |
| Infrastructure | - | 197,168 | - | 197,168 |
| Land Improvements | 318,201 | - | - | 318,201 |
| Machinery and Equipment | 316,275 | - | - | 316,275 |
| Office Equipment | 12,530 | 19,339 | - | 31,869 |
| Vehicles | 169,798 | - | - | 169,798 |
| Total Capital Assets, being depreciated | <u>1,864,748</u> | <u>216,507</u> | <u>-</u> | <u>2,081,255</u> |
| Less accumulated depreciation | | | | |
| Buildings | (343,723) | (28,603) | - | (372,326) |
| Infrastructure | - | - | - | - |
| Land Improvements | (58,279) | (21,213) | - | (79,492) |
| Machinery and Equipment | (291,318) | (9,662) | - | (300,980) |
| Office Equipment | (12,320) | (3,044) | - | (15,364) |
| Vehicles | (101,449) | (22,739) | - | (124,188) |
| Total accumulated depreciation | <u>(807,089)</u> | <u>(85,261)</u> | <u>-</u> | <u>(892,350)</u> |
| Total Capital Assets, being depreciated, net | <u>1,057,659</u> | <u>131,246</u> | <u>-</u> | <u>1,188,905</u> |
| Governmental Activities Capital Assets, net | <u><u>\$ 1,230,102</u></u> | <u><u>\$ 201,495</u></u> | <u><u>\$ 8,048</u></u> | <u><u>\$ 1,423,549</u></u> |

Depreciation expense was charged to the functions/programs as follows:

| | |
|------------------------|-------------------------|
| General Government | \$ 33,413 |
| Public Safety | 9,045 |
| Public Works | 26,425 |
| Culture and Recreation | <u>16,378</u> |
| Total | <u>\$ 85,261</u> |

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 4: PUBLIC ENTITY RISK POOL

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. For these risks of loss, the Town is involved with the Colorado Intergovernmental Risk Sharing Agency (CIRSA), a separate and independent governmental and legal entity formed by intergovernmental agreement by member municipalities pursuant to the provision of 24-10-115.5, Colorado Revised Statutes (1982 Replacement Volume) and Colorado Constitution, Article XIV, Section 18(2).

The purposes of CIRSA are to provide members defined liability, property, and workers compensation coverages and to assist members in preventing and reducing losses and injuries to municipal property and to persons or property which might result in claims being made against members of CIRSA, their employees and officers.

It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with the bylaws, any member of CIRSA against stated liability of loss, to the limit of the financial resources of CIRSA.

It is also the intent of the members to have CIRSA provide continuing stability and availability of needed coverages at reasonable costs. All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members. CIRSA is a separate legal entity and the Town does not approve budgets nor does it have the ability to significantly affect the operations of entity.

NOTE 5: COMMITMENTS AND CONTINGENCIES

Tabor Amendment

Colorado voters passed an amendment to the State Constitution, Article X, Section 20 (the "Amendment"), which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local government. The Amendment requires, with certain exceptions, advance voter approval for any new tax, tax rate increase, mill levy above that for the prior year, extension of an expiring tax, or tax policy change directly causing a net tax revenue gain to the Town. Revenue in excess of the fiscal spending limit must be refunded in the next fiscal year unless voters approve retention of such revenue.

On April 7, 1998, voters within the Town authorized the Town to collect, retain and expend the full amount of revenues generated during 1998 and each subsequent year to include non-federal grants for the purpose of: police protection, street maintenance, construction, and for other basic Town services and lawful municipal purposes without increasing existing tax rates or adding any new taxes of any kind

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 5: COMMITMENTS AND CONTINGENCIES (Continued)

Tabor Amendment (Continued)

notwithstanding any state restrictions on fiscal year spending, including the restrictions of Article X, Section 20 of the Colorado Constitution.

On April 3, 2012, the voters of the Town authorized the Town to increase property taxes by \$34,800 in 2013 and annually thereafter in such amounts as are received each year by the imposition of an additional mill levy not to exceed 3 mills upon taxable real property within the Town. These revenues may be spent to pay for costs related to funding the Town's general operations and any other lawful municipal purposes. The Town may collect, retain and expend all property tax revenues derived from its entire property tax mill levy as a voter approved revenue change and an exception to limits which would otherwise apply under Article X, Section 20 of the Colorado Constitution.

The Town's management believes it is in compliance with the provisions of the Amendment. However, the Amendment is complex and subject to interpretation. Many of its provisions may require judicial interpretation.

The Town has established an emergency reserve, representing 3% of qualifying expenditures, as required by the Amendment. At December 31, 2019, the emergency reserve of \$23,000 was reported as restricted fund balance in the General Fund and restricted net position in the Governmental Activities.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
Year Ended December 31, 2019
(With Comparative Totals for December 31, 2018)

| | 2019 | | | 2018 |
|---|---------------------------------|------------|------------------------------------|------------|
| | ORIGINAL AND FINAL BUDGET | ACTUAL | VARIANCE Positive (Negative) | ACTUAL |
| REVENUES | | | | |
| Taxes | | | | |
| Property | \$ 160,200 | \$ 157,404 | \$ (2,796) | \$ 157,158 |
| Specific Ownership | 17,300 | 19,213 | 1,913 | 19,562 |
| Sales Taxes | 122,600 | 161,857 | 39,257 | 117,677 |
| Use Taxes | 52,400 | 55,161 | 2,761 | 70,582 |
| Lodging Taxes | 43,400 | 28,662 | (14,738) | 4,186 |
| Franchise Taxes | 48,300 | 46,383 | (1,917) | 49,971 |
| Licenses and Permits | 18,500 | 22,900 | 4,400 | 17,064 |
| Fines and Forfeitures | 1,000 | 881 | (119) | - |
| Charges for Services | 13,500 | 11,730 | (1,770) | 11,241 |
| Intergovernmental | 102,700 | 133,732 | 31,032 | 149,749 |
| Interest | 2,100 | 2,582 | 482 | 2,445 |
| Miscellaneous | - | 53,868 | 53,868 | 41,302 |
| TOTAL REVENUES | 582,000 | 694,373 | 112,373 | 640,937 |
| EXPENDITURES | | | | |
| Current | | | | |
| General Government | 251,100 | 358,015 | (106,915) | 308,924 |
| Judicial | 5,300 | 433 | 4,867 | 1,699 |
| Public Safety | 80,200 | 67,939 | 12,261 | 71,153 |
| Public Works | 164,100 | 162,757 | 1,343 | 182,062 |
| Parks and Recreation | 34,200 | 22,779 | 11,421 | 28,390 |
| Capital Outlay | - | 12,621 | (12,621) | - |
| TOTAL EXPENDITURES | 534,900 | 624,544 | (89,644) | 592,228 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 47,100 | 69,829 | 22,729 | 48,709 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfers Out | (48,700) | - | 48,700 | (110,894) |
| NET CHANGE IN FUND BALANCE | (1,600) | 69,829 | 71,429 | (62,185) |
| FUND BALANCE, Beginning, As Restated | 119,300 | 353,742 | 234,442 | 415,927 |
| FUND BALANCE, Ending | \$ 117,700 | \$ 423,571 | \$ 305,871 | \$ 353,742 |

See the accompanying Independent Auditor's Report.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
December 31, 2019

NOTE 1: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgets

Budgets are legally adopted for all funds of the Town. Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

- In the fall, the Mayor and Trustees propose an operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted by the Town to obtain taxpayer comments.
- Prior to December 31, the budget is legally enacted through passage of an ordinance.
- Management is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures must be approved by the Town Board of Trustees.
- All budget appropriations lapse at year end. Colorado governments may not exceed budgeted appropriations at the fund level.

Legal Compliance

For the year ended December 31, 2019, the General Fund's actual expenditures exceeded budgeted expenditures and transfers out by \$40,944. This may be a violation of State statute.

SUPPLEMENTARY INFORMATION

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

CONSERVATION TRUST FUND
BUDGETARY COMPARISON SCHEDULE
Year Ended December 31, 2019
(With Comparative Totals for December 31, 2018)

| | 2019 | | | 2018 |
|---|---------------------------------|-----------|------------------------------------|----------|
| | ORIGINAL AND FINAL BUDGET | ACTUAL | VARIANCE Positive (Negative) | ACTUAL |
| REVENUES | | | | |
| Intergovernmental | | | | |
| Lottery Funds | \$ 9,000 | \$ 10,752 | \$ 1,752 | \$ 8,809 |
| Interest | 300 | 4 | (296) | 167 |
| TOTAL REVENUES | 9,300 | 10,756 | 1,456 | 8,976 |
| EXPENDITURES | | | | |
| Current | | | | |
| Parks and Recreation | 9,100 | 1,220 | 7,880 | 5,940 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 200 | 9,536 | 9,336 | 3,036 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfers (Out) | - | - | - | (27,204) |
| NET CHANGE IN FUND BALANCE | 200 | 9,536 | 9,336 | (24,168) |
| FUND BALANCE, Beginning, As Restated | 537 | 1,169 | 632 | 25,337 |
| FUND BALANCE, Ending | \$ 737 | \$ 10,705 | \$ 9,968 | \$ 1,169 |

See the accompanying Independent Auditor's Report.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

CAPITAL IMPROVEMENTS FUND
 BUDGETARY COMPARISON SCHEDULE
 Year Ended December 31, 2019
 (With Comparative Totals for December 31, 2018)

| | 2019 | | | 2018 |
|---|---------------------------------|-----------|------------------------------------|-----------|
| | ORIGINAL AND FINAL BUDGET | ACTUAL | VARIANCE Positive (Negative) | ACTUAL |
| REVENUES | | | | |
| Donations and Contributions | \$ - | \$ 31,028 | \$ 31,028 | \$ 21,250 |
| Intergovernmental | 301,200 | 40,689 | (260,511) | - |
| Interest | 1,500 | - | (1,500) | - |
| TOTAL REVENUES | 302,700 | 71,717 | (230,983) | 21,250 |
| EXPENDITURES | | | | |
| Current | | | | |
| Capital Outlay | 578,200 | 70,249 | 507,951 | 159,348 |
| TOTAL EXPENDITURES | 578,200 | 70,249 | 507,951 | 159,348 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | (275,500) | 1,468 | 276,968 | (138,098) |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfers In | 48,700 | - | (48,700) | 138,098 |
| NET CHANGE IN FUND BALANCE | (226,800) | 1,468 | 228,268 | - |
| FUND BALANCE, Beginning | 332,440 | - | (332,440) | - |
| FUND BALANCE, Ending | \$ 105,640 | \$ 1,468 | \$ (104,172) | \$ - |

See the accompanying Independent Auditor's Report.

DRAFT SUBJECT TO REVISION

OTHER INFORMATION

The public report burden for this information collection is estimated to average 380 hours annually.

| | |
|--|---|
| LOCAL HIGHWAY FINANCE REPORT | City or County: Town of Green Mountain Falls |
| | YEAR ENDING : December 2019 |
| This Information From The Records Of The Town of Green Mountain Falls Prepared By: Corbin Fromm (Contracted Accountant) Phone: 719-684-9414 | |

I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE

| ITEM | A. Local Motor-Fuel Taxes | B. Local Motor-Vehicle Taxes | C. Receipts from State Highway-User Taxes | D. Receipts from Federal Highway Administration |
|--|---------------------------|------------------------------|---|---|
| 1. Total receipts available | | | | |
| 2. Minus amount used for collection expenses | | | | |
| 3. Minus amount used for nonhighway purposes | | | | |
| 4. Minus amount used for mass transit | | | | |
| 5. Remainder used for highway purposes | | | | |

II. RECEIPTS FOR ROAD AND STREET PURPOSES**III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES**

| ITEM | AMOUNT | ITEM | AMOUNT |
|---|---------|---|---------|
| A. Receipts from local sources: | | A. Local highway disbursements: | |
| 1. Local highway-user taxes | | 1. Capital outlay (from page 2) | 0 |
| a. Motor Fuel (from Item I.A.5.) | | 2. Maintenance: | 288,897 |
| b. Motor Vehicle (from Item I.B.5.) | | 3. Road and street services: | |
| c. Total (a.+b.) | | a. Traffic control operations | |
| 2. General fund appropriations | | b. Snow and ice removal | |
| 3. Other local imposts (from page 2) | 20,556 | c. Other | |
| 4. Miscellaneous local receipts (from page 2) | 197,368 | d. Total (a. through c.) | 0 |
| 5. Transfers from toll facilities | | 4. General administration & miscellaneous | |
| 6. Proceeds of sale of bonds and notes: | | 5. Highway law enforcement and safety | |
| a. Bonds - Original Issues | | 6. Total (1 through 5) | 288,897 |
| b. Bonds - Refunding Issues | | B. Debt service on local obligations: | |
| c. Notes | | 1. Bonds: | |
| d. Total (a. + b. + c.) | 0 | a. Interest | |
| 7. Total (1 through 6) | 217,924 | b. Redemption | |
| B. Private Contributions | | c. Total (a. + b.) | 0 |
| C. Receipts from State government | | 2. Notes: | |
| (from page 2) | 44,731 | a. Interest | |
| D. Receipts from Federal Government | | b. Redemption | |
| (from page 2) | 0 | c. Total (a. + b.) | 0 |
| E. Total receipts (A.7 + B + C + D) | 262,655 | 3. Total (1.c + 2.c) | 0 |
| | | C. Payments to State for highways | |
| | | D. Payments to toll facilities | |
| | | E. Total disbursements (A.6 + B.3 + C + D) | 288,897 |

IV. LOCAL HIGHWAY DEBT STATUS

(Show all entries at par)

| | Opening Debt | Amount Issued | Redemptions | Closing Debt |
|------------------------------|--------------|---------------|-------------|--------------|
| A. Bonds (Total) | | | | 0 |
| 1. Bonds (Refunding Portion) | | | | |
| B. Notes (Total) | | | | 0 |

V. LOCAL ROAD AND STREET FUND BALANCE

| | A. Beginning Balance | B. Total Receipts | C. Total Disbursements | D. Ending Balance | E. Reconciliation |
|--|----------------------|-------------------|------------------------|-------------------|-------------------|
| | 57,817 | 262,655 | 288,897 | 31,575 | 0 |

Notes and Comments:

| | | | |
|-------------------------------------|--|---------------------------------------|--|
| LOCAL HIGHWAY FINANCE REPORT | | STATE: Colorado | |
| | | YEAR ENDING (mm/yy): December 2019 | |

| II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL | | | |
|--|---------------------------|---|---------------------------|
| ITEM | AMOUNT | ITEM | AMOUNT |
| A.3. Other local imposts: | | A.4. Miscellaneous local receipts: | |
| a. Property Taxes and Assessments | | a. Interest on investments | |
| b. Other local imposts: | | b. Traffic Fines & Penalties | 200 |
| 1. Sales Taxes | | c. Parking Garage Fees | |
| 2. Infrastructure & Impact Fees | | d. Parking Meter Fees | |
| 3. Liens | | e. Sale of Surplus Property | |
| 4. Licenses | | f. Charges for Services | |
| 5. Specific Ownership &/or Other | 20,556 | g. Other Misc. Receipts RTA | 197,168 |
| 6. Total (1. through 5.) | 20,556 | h. Other | |
| c. Total (a. + b.) | 20,556 | i. Total (a. through h.) | 197,368 |
| | (Carry forward to page 1) | | (Carry forward to page 1) |

| ITEM | AMOUNT | ITEM | AMOUNT |
|--|--------|--|---------------------------|
| C. Receipts from State Government | | D. Receipts from Federal Government | |
| 1. Highway-user taxes | 42,088 | 1. FHWA (from Item I.D.5.) | |
| 2. State general funds | | 2. Other Federal agencies: | |
| 3. Other State funds: | | a. Forest Service | |
| a. State bond proceeds | | b. FEMA | |
| b. Project Match | | c. HUD | |
| c. Motor Vehicle Registrations | 2,643 | d. Federal Transit Admin | |
| d. Other (Specify) - DOLA Grant | | e. U.S. Corps of Engineers | |
| e. Other (Specify) | | f. Other Federal | |
| f. Total (a. through e.) | 2,643 | g. Total (a. through f.) | 0 |
| 4. Total (1. + 2. + 3.f) | 44,731 | 3. Total (1. + 2.g) | |
| | | | (Carry forward to page 1) |

| III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES - DETAIL | | | |
|--|---|--|---------------------------|
| | ON NATIONAL HIGHWAY SYSTEM (a) | OFF NATIONAL HIGHWAY SYSTEM (b) | TOTAL (c) |
| A.1. Capital outlay: | | | |
| a. Right-Of-Way Costs | | | 0 |
| b. Engineering Costs | | | 0 |
| c. Construction: | | | |
| (1). New Facilities | | | 0 |
| (2). Capacity Improvements | | | 0 |
| (3). System Preservation | | | 0 |
| (4). System Enhancement & Operation | | | 0 |
| (5). Total Construction (1) + (2) + (3) + (4) | 0 | 0 | 0 |
| d. Total Capital Outlay (Lines 1.a. + 1.b. + 1.c.5) | 0 | 0 | 0 |
| | | | (Carry forward to page 1) |

Notes and Comments:

**Board of Trustees
Agenda Memorandum**

| | | |
|--|---------------------|---|
| DATE: 10.20.2020 | AGENDA NO. 6 | SUBJECT: PPRTA Stilling Basins Project Update & Proposal |
| Presented by: Andre Bracken, Engineer, Wilson & Company Attachments: (1) Stilling Basins Project Proposal | | |

Background

The PPRTA Stilling Basins Project was approved on the ballot in 2018. In 2019, after the completion of the PPRTA Belvidere Avenue project, there were funds left in the budget amounting to \$69,462, which rolled over into the PPRTA Stilling Basins Project Budget (\$60,124), so the Town now has a total of \$129,586 to invest our Stilling Basins Project.

Discussion

Attached is the quotation for the initial engineering of the PPRTA funded Stilling Basin's project in the amount of \$11,723. Staff recommends approval of this proposal and thanks Engineer Bracken for being diligent at minimizing costs in this initial phase of the project, so we can maximize our efforts and funding on constructing the basins.

Recommended Motion

I move to approve the PPRTA Stilling Basins kick off project proposal as stated in the packet for \$11,723.

Alternative Options

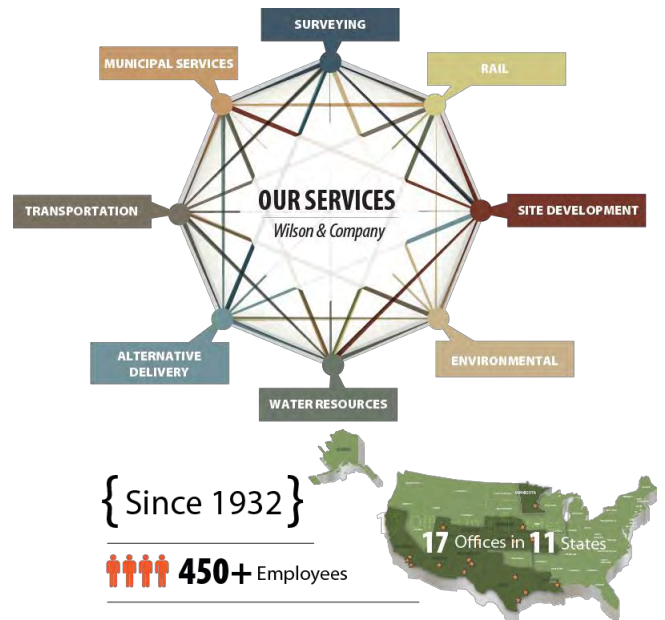
1. Approve with amendments as discussed by the BOT and Wilson & Company.
2. Reserve the items for further discussion at the next or a future meeting.
3. Do not approve the proposal.
4. Any other action the Board of Trustees sees as equitable and just.

Wilson & Company

Firm Background

Since 1932, Wilson & Company, Inc., Engineers & Architects (Wilson & Company) has specialized in civil engineering for public works projects including the planning and design of water resources system solutions. We have 17 offices located throughout the United States, with more than 450 employees.

Wilson & Company's stormwater expertise spans from watershed planning to conveyance system design. Our experience includes all facets of hydraulic systems and detention basin and sediment basin design. Our commitment to green growth and the delivery of environmentally friendly design is demonstrated when we present "green" recommendations that can be applied to design, construction, and material methodologies. This expertise is complemented with full service structural design, land acquisition, environmental permitting and construction management capabilities.



Project General Description

We understand that the primary goal of this project is to intercept and alleviate the continued transport of sediment impacting the Town Lake. The project will involve developing an understanding of the existing conditions, develop a plan and select the best alternatives for basin design, and then provide the final design, construction plans and specifications for construction of stilling basin/sediment basin improvements, and apply for permits required to construct the project.

Project Background Information

The Town of Green Mountain Falls Lake is a prominent feature in the town center and provides a picturesque venue for many public and private activities held throughout the year. There has been much concern in recent years over the aesthetics of the lake due to the impacts of sedimentation from storm activity. As a critical town venue and environmental asset, the Town desires to protect the lake through reduction of sediment impacts and improved management of storm water runoff quantities and quality. Storm water drainage through the town is directly tributary through the lake to Fountain Creek, which also is located within the town's limits. Incorporating sediment controls to improve the lake's water quality will also improve water quality in the Fountain Creek Basin. This project for Green Mountain Falls is identified in the Pikes Peak Regional Transportation Authority (PPRTA) list of funded capital projects.

Project Approach

Project Coordination

Upon receipt of notice to proceed, Wilson & Company will set up a kick off meeting with the Town Manager to review the scope, budget, schedule, and goals of the project. The initial project work will be limited to the Phase 1 scope. The Phase 1 scope and schedule will be reviewed in detail, and goals and milestones will be agreed upon. In addition to meeting minutes, we will prepare a progress reports and submit project status updates with our monthly project invoices.

Project Management/Administration

Wilson & Company will assign the management of this contract to Mr. Andre Brackin. Other staff will be assigned to the project to assist Andre with the tasks required to manage the schedule and provide quality deliverable to meet these goals. With over 30 years' experience in the planning and design of water resource solutions, Andre will be the sole point of contact for the Town Manager and will be responsible for all activities required for the successful completion of the contract.

Planning/Alternatives/Conceptual Design

Andre will orchestrate our project plan to successfully complete the engineering design services for the project. Wilson & Company's objective is to satisfy the primary goals of the project through all steps of project development. This proposal primarily presents the detailed scope and fee proposed for the first phase of work. The details of the remaining two phases will be determined after completion of this first phase. Detailed scope and fee estimates have not been provided for the second and third phases at this time, but an anticipated scope of services is included herein. The project will be organized into three phases, described as follows:

The first phase will involve completion of a drainage analysis, critical in determining runoff flow rates and sediment carrying runoff amounts impacting the lake. The first step is to perform data collection and field survey to determine conditions that will be utilized in performing drainage analysis. The field survey combined with LIDAR data, will enable us to prepare a detailed topographic map. From the map we will determine contributing discharges to the lake and then define the hydrologic boundary to study. A drainage analysis will follow which will be a hydrology study utilizing USACOE HEC-HMS software, which will provide estimates of major and minor storm runoff throughout the study area. It is anticipated this study area could be a significant percentage of the town incorporation/boundary. (A secondary and related important future project could entail extending this study to complete a hydrologic study of the complete town boundary.)

The second phase is a study utilizing the findings from the drainage analysis to determine significant movement, locations of aggradation and degradation, and transport of sediment in drainage-ways, which are for the most part roadside ditches in the town's road system. The most critical aspect of the project will occur in this phase which will determine potential locations for sediment catch points given very tight road Rights-of-Way constraints extending downstream to the lake. Conceptual design will be presented. This study will also include operation & maintenance plans for the basins as determined, and a first look at opinions of probable cost of construction. The O&M plan will provide insight into the effort and costs required by the town in maintaining and budgeting for the basins long term. A specific scope will be developed after completion of the first phase once we have verified area hydrology.

The third phase consists of designing the stilling/sediment basins for the locations previously determined, and production of plans, specifications, and cost estimates for construction. The plans will also include critical improvements required to address erosion and sedimentation issues identified upstream of the proposed basins. The scope of this phase also will be finalized only after the second phase has determined locations and initial sizing of the sediment basins.

The phases described can be accomplished “stand alone” in sequence, as funding allows, and as schedule dictates.

Phase 1 Scope

Data Collection and Review

Our team has performed a cursory review of existing data and visited the site to familiarize ourselves with the challenges and opportunities of the area that will influence the alternative development and analysis. Members of our team will provide a more detailed review of the relevant documents available after notice to proceed is received.

Upon award of the project contract we will proceed with collection and review of documents to gain an understanding of the characteristics of the site soils, the terrain and topographical features and any constraints including structure locations, property rights, permitting and utility locations.

Record Plans

We will review available relevant record drawings and reports for the area infrastructure including structures, upstream detention basin, upstream and downstream channels, property ownership documents and deeds.

Topographic Information

Our design team will utilize the Lidar topographic mapping for the area for the initial study. Design will conform to the horizontal datum of NAD83 and vertical datum of NGVD88. The site topography is critical to the development of project alternatives. We will review the topography in more detail once selected to identify challenges and opportunities for this project.

Our team will walk the site with obtained topographic mapping to gain an understanding and get a feel for the site features and how they will interact with the design.

Field Reconnaissance

Our project manager Andre Brackin has recently visited the project area to understand the magnitude of the site conditions, terrain, observe current drainage characteristics and stormwater contributing from the upstream residential areas of town and roadside ditches. He has reviewed the natural terrain to observe the soils and vegetation within the project limits to look for “green treatment” opportunities.

Our design team proposes to visit the site with Town Staff to review the locations of sediment accumulation and movement in roadways, and drainage impacts in the lake area, gain knowledge of historical information, identify constraints or opportunities we may not know about, and share ideas about design alternatives.

Document Site Visit Findings

Using the knowledge and data gained from the efforts described above Wilson & Company will prepare a brief summary of the existing site conditions and will be included in the Hydrology and Hydraulics Report identified below. This summary will document the site data to be used as the foundation for the drainage study and for eventual siting of basins.

Hydrologic Modeling

There has been little or no drainage/hydrology studies performed in this area to our knowledge. Our team will review what documentation may be available regarding drainage reports and previous storm documentation as well as anecdotal information and special flood hazard zone maps. We will create a preliminary HEC_HMS, or Rational Method model for the system to analyze contributing runoff. This data will be used later in the final design for the proposed improvements. This model will be prepared with the ability to extend this analysis to the remaining town area, such that a master plan for drainage can eventually be achieved for Green Mountain Falls. A detailed fee proposal and anticipated schedule for phase 1 is included. The list of deliverables in the phase 1 scope includes:

Deliverables

1. Topographic Mapping
2. Existing Conditions Memorandum
3. Hydrology & Preliminary Site Visit Report

Phase 2 Scope

Conceptual Design

One of our primary missions at Wilson & Company is to assist communities in finding ways to economize the costs of their infrastructure projects while maximizing the benefits that the projects provide. In accordance with this mission we have invested some time in identifying some possible concept design alternatives for the project that we believe may offer some benefits to Green Mountain Falls. Some potential alternatives are described below:

- Sediment basin
- Stilling basin
- Extended dry detention basin with forebay for sediment collection and settling
- Basins in series
- Expansion of roadside ditches as sediment collection features
- Ditch outs to collection points

Geotechnical Evaluation

Soils information is required for preliminary study and final design of the basins. Data to be collected includes the following characteristics:

- Water content
- Unit dry weight
- Swell/consolidation
- Atterberg limits
- Grain size analysis
- Moisture-density characteristics

Design Survey

GPS RTK techniques will be used to collect data. All topographic features will be collected using TMOSS coding. We will prepare 1' contour map of an area of approximately 200 feet either side of the proposed channel flow line and the two drainage structure on the north and south end of the project.

- **Research:** Wilson and Company will research County Records for deeds, final plats and aliquot corner monument records.
- **Horizontal and Vertical:** Using GPS technology establish up 3 control monuments. Horizontal data will relative to National Spatial Reference System (NSRS) for geodetic control. Differential leveling will used to establish elevations relative to North American Vertical Datum (NAVD) 1988
- **Right of Entry:** Prior to any field work be completed by Wilson we will research and identity the property owners to obtain R.O.E. form 703 for each property owner.

Anticipated Challenges

The biggest challenge with installing these basins will be the constraints of public right-of-way. The basins should be located in publicly-owned parcels in perpetuity for operations and maintenance. Road rights-of-way are currently the only known parcels not requiring purchase of property. While there is some flexibility in geometry for design of stilling/sediment basins, there may be inadequate space for storage of comparatively large volumes of sediment in the roadway. Permanent easements on adjacent private property may be necessary for location of the basins. Existing utilities are also an expected conflict with any excavation in the town limits, and may result in costly relocation. These relocations may be partially or wholly funded by the utility owner, but depends upon factors to be determined during the phase 2 part of the project. Traffic management in the work zone during construction will be a challenge for local residents as there is only local streets for detouring traffic.

Utility Coordination

Once proposed potential locations of basins are identified, all utilities in those locations will be identified and a preliminary meeting will be held with each of the utility owners to discuss the property rights, operations and maintenance and constraints involved with each utility and potential relocation.

Environmental Clearances and Permitting

A list of required permits will be developed. We will prepare any documents and exhibits required for submittal and assist the Town in the process to obtain all required permits. These should only include the local Flood Plain Development Permit, USACE 404, and erosion control/SWMP, but we will verify any other environmental permitting requirements.

Preliminary Engineering

With the determination of the basin locations, Wilson & Company will commence work to complete preliminary engineering and prepare 30% construction documents. The plans will also identify the existing road ROW's, and proposed easements if needed.

Deliverables

We will identify critical construction priorities and timing such as funding, handling of water during construction, material supply, flood season consideration, working hours and other critical elements that could impact the construction of the project. The deliverables will include draft preliminary plans and an estimate of probable costs for the Town's review and approval. A list of anticipated deliverables follows:

Documents:

1. Environmental Clearances/Permitting
2. Operations & Maintenance Plan for Stilling/Sediment Basins
3. Geotechnical Data/Evaluation

Plans:

1. Preliminary Stilling/Sediment Basin Plan Sheets
2. Preliminary Utility Plans
3. Preliminary Erosion Control Plan
4. Preliminary Construction Staging/Traffic Control Plan
5. Preliminary ROW Maps

Preliminary Cost Estimates & Schedule

The 30% design review meeting will be a key point of collaboration prior to moving on to Phase 3 and preparation of construction documents. This meeting will include an in office review. Key decisions for basin locations, design parameters, dimensions and construction materials will be made at this point of the project. Preliminary cost estimates and construction schedule/project schedule will be reviewed at this time.

Public Information

We would include in the scope a public information component involving meetings with residents and presentations for the Board of Trustees, for the purpose of a technical update and discussion of alternatives, as determined by the town manager.

Phase 3 Scope

Final Engineering

Wilson & Company will prepare the final office review construction plans and documents for review and approval. We will log all comments and redlines and prepare final deliverables in compliance with the Town of Green Mountain Falls and El Paso County standards as applicable. If determined necessary, ROW plans and legal descriptions will be prepared for any required additional ROW parcels, PE's and TE's. Comments from the Preliminary ROW Plans will be applied and final adjustments made to the ROW plans. The final ROW, parcel and PE corners will be monumented per Colorado revised statutes. A final ROW plan set will be submitted to the Town and recorded with the County Clerk and Recorder's office.

Deliverables

The final deliverable will comply with the outline in the scope of work and will include paper and electronic files as required. A list of typical anticipated final design deliverables follows:

Plans:

1. Cover Sheet
2. Location Map/index of sheets and general notes
3. Survey Control Sheet
4. Quantity Tables
5. Overall Plan sheet
6. Typical Sections
7. Plan and Profile Sheets
8. Final Erosion Control Plan
9. Utility Plans
10. Structure Detail Sheets
11. Construction Phasing/Traffic Control/Signage/Striping/Detour Plans
12. Final ROW Maps

Final Cost Estimates & Schedules

A final estimate of probable cost and construction schedule will be prepared and submitted for review as part of the final office review.

Engineering Cost and Schedule – Phase 1

Total compensation for completion of the scope of services outlined in Phase 1 is a time and material cost, with an estimated effort to not exceed \$12,000.00. Upon completion of this phase, Wilson & Company will have a better understanding of the level of effort for subsequent phases and can provide an engineering cost for those phases at that time. For the completion of Phase 1 services, Wilson & Company expects to complete this work within five months following the Notice to Proceed for this work.

Optional Additional Bid Process and Construction Phase Services

Wilson & Company has an experienced construction management operation with resident engineers, construction managers, administrative assistants and construction observers ready to support the Town. Our team can organize and lead the pre-bid conference, prepare addenda, provide the tabulation of bids and a letter of recommendation prior to award. We can also provide any level of support during construction to assist the Town with RFI's, pay application review, quantity source books and change orders. We can assist with final close out and record drawings as needed.

Optional Additional Property Acquisition Services

Wilson & Company can assist the Town with the acquisition process including hiring appraisers, hiring agents for making offers and negotiations and closing. In addition we can provide:

- **Title Commitments:** Wilson & Company will contract a Title Insurance Company to provide a Title Commitment for the affected properties and provide an update policy prior the conveyance of the legal descriptions.
- **Legal Descriptions and exhibits:** Wilson & Company will prepare legal descriptions and 8.5" X 14" exhibits to be used to acquire permanent ROW and permanent and temporary easements.
- **Appraisal Staking:** Wilson & company will provide staking in the field of the proposed ROW lines and easements for the appraisers and property owner to view the impacted areas.

These services will be provided upon request by the town manager.

Optional Other Additional Services

Wilson & Company is a full service engineering and architecture firm. All services with the exception of surveying and geotechnical engineering are performed in house and will be a value added asset to meet the schedule required for this project. We can assist the Town with consulting services as needed for the successful completion of this project.

Town of Green Mountain Falls

Fee_Worksheet.xls

Stilling Basin - Phase 1

Proposed Manhours / Fee

| COST DATA | | | | | |
|-----------|-------|------|-------|-------|------|
| P-6 | 72.00 | P-2 | 30.00 | | |
| P-5 | 56.00 | P-1 | 26.00 | | |
| P-4 | 45.00 | OD-2 | 20.00 | | |
| P-3 | 38.00 | IA-1 | 14.00 | Mult. | 3.00 |

LABOR COSTS:

| Item # | Description / Task | P-6 | P-5 | P-4 | P-3 | P-2 | P-1 | OD-2 | IA-1 | Total Hrs | Direct Labor Cost | OH Cost | Profit | Total Labor Fee |
|---|---|-----|-----|-----|-----|-----|-----|------|------|-----------|-------------------|---------|--------|-----------------|
| Phase 1 - Engineering Study/Assessment | | | | | | | | | | | | | | |
| 1 | Project Management | | | | | | | | | | | | | |
| 1.1 | Project Management | | 8 | | | | | | | 8 | 448 | 771 | 125 | 1343 |
| 2 | Data Collection and Review | | | | | | | | | | | | | |
| 2.1 | Review available data and record drawings | | | 2 | | 8 | | | | 10 | 330 | 568 | 92 | 990 |
| 2.2 | Download Lidar data & compile topography | | | 2 | | 8 | | | | 10 | 330 | 568 | 92 | 990 |
| 2.3 | Field site visit | | | 8 | | 8 | | | | 16 | 600 | 1032 | 167 | 1799 |
| 2.4 | Existing site conditions summary | | | 2 | | 8 | | | | 10 | 330 | 568 | 92 | 990 |
| 3 | Hydrology & Hydraulics | | | | | | | | | | | | | |
| 3.1 | Review existing studies | | | 2 | | 4 | | | | 6 | 210 | 361 | 59 | 630 |
| 3.2 | Preliminary Hydrologic modeling | | | 8 | | 32 | | | | 40 | 1320 | 2270 | 368 | 3958 |
| 3.3 | Hydrology & Preliminary Site Visit Report | | | 2 | | 8 | | | | 10 | 330 | 568 | 92 | 990 |
| | Total Labor Costs | 0 | 8 | 26 | 0 | 76 | 0 | 0 | 0 | 110 | 3898 | 6705 | 1087 | 11689 |

EXPENSE COSTS:

| Item | Description | # | Unit Cost | Total Expense Cost |
|---|---------------------------|----|-----------|--------------------|
| Water Treatment Plant Improvements | | | | |
| 1 | Mileage | 60 | 0.56 | 34 |
| 2 | Meals (#) | 0 | 10.00 | 0 |
| | Total Expense Cost | | | 34 |

TOTAL FEES:

| Item | Total Cost |
|--------------------|--------------|
| Total Labor Fee | 11689 |
| Total Expense Cost | 34 |
| Total Fee* | 11723 |

Note: No ground survey, geotechnical and detailed design services are not included in this Phase 1.



To: Mayor Newberry and GMF Board of Trustees
From: GMF Land Use & Planning
Date: October 13, 2020
Re: Red Devil Mountain Annexation Petition

Background

Historical Green Mountain Falls Foundation (HGMFF) has been working with Town Staff, Town Attorney, and Planning Commission for more than a year on a proposed land annexation into Green Mountain Falls. The Applicant, Mr. Jesse Stroope on behalf of HGMFF, has submitted supporting material for the Board's consideration:

- Letter of Intent (Attachment A)
- Annexation Petition (Attachment B)
- Annexation Plat Maps with Legal Description (Attachment C)
- Zoning Amendment Petition and Maps (Attachment D)
- PUD Zoning Sketch Plan (Attachment E)

This is an opportunity for the Board to review annexation documents and ask for clarification from the Petitioner and Staff or request further direction from Town Attorney. If the Board finds the petition to be in substantial compliance with Municipal Annexation Act of 1965 and finds it to be valid, the Board may consider Resolution 2020-15, Resolution of Intent to Annex.

Discussion

The Petitioner is proposing annexation of two parcels, to be part of the Planned Unit Development (PUD) Zoning Designation:

- Red Devil Mountain Parcel, Parcel Number 8308101102. El Paso County (EPC) Assessor shows the 1.05-acre parcel is owned by Historic Green Mountain Falls Foundation, LLC and zoned R-T Residential Topographic with a land use of agricultural grazing.
- Joyland Church Parcel, Parcel Number 8308101103. EPC Assessor shows the 29.27-acre parcel is owned by Green Mountain Road, LLC and zoned R-T Residential Topographic with a land use of agricultural grazing.

During the annexation process, the Planning Commission and Board of Trustees will consider Zoning Amendments pursuant to GMF Zoning Code §16-711:

- Joyland Church Parcel A, EPC Parcel Number 8308101048, Business to PUD
- Joyland Church, Parcel B, EPC Parcel Number 8308101049, Business to PUD
- Johnson Parcel, EPC Parcel Number 8308401054, 5-A SF Residential to PUD
- Watson Parcel, EPC Parcel Number 8308401104 SF Residential to PUD

As part of the annexation fees, HGMFF paid for legal guidance from GMF Town Attorneys Jeff Parker and Alexandra Slaten. Town Attorney reviewed HGMFF's draft documents (Attachments A-E) and responded to Town Staff's questions:

1. The PUD Zoning Amendment of four parcels can be considered concurrently during the annexation process?

This is acceptable and permitted under Code § 16-311(c) so long as there is a land use proposal being made. A development plan must be submitted along with the petition pursuant to Code § 16-311(h). A development plan requires more details than the current master plan pursuant to the requirements listed in Code § 16-713(c)(3).

2. Are the Annexation Petition and plat maps sufficient, as submitted?

Jesse Stroope has submitted all required documentation to prove his authority to handle the annexation. However, the maps submitted are still insufficient in that they fail to state the ownership of all surrounding unplatted land or provide the lots or blocks of all platted land. These descriptions are required under C.R.S. § 31-12-107(1)(d)(III). However, if the Town does still want to move forward with this petition, the map can likely be found in substantial compliance with the statutory requirements pursuant to C.R.S. 31-12-107(1)(g).

3. Can the Draft Annexation Agreement be amended during the public hearings and agreed upon by both parties as part of the annexation ordinance?

Annexation agreements are not required by Colorado law and are a matter of negotiation by the Town and the party seeking to have land annexed. The agreement is a contract and should be filed concurrently with the ordinance that provides for the annexation of the property, and finalized, signed and adopted by resolution at that same meeting where the annexation is approved. However, there is no statutory timeline that must be followed for this agreement.

4. How should advisory committees, the Board, and Staff address public and/or private trails and trail heads? Will this be a detailed part of the Annexation Agreement that has not been finalized? What about the future review of an art installation?

Trails will be addressed in the Annexation Agreement. If HGMFF is not dedicating a trail to the Town, Section 5 (Draft Annexation Agreement, Attachment F) can be revised to reflect the agreement finally reached with the Town regarding ownership and construction, but this section should remain separate.

The Town can certainly require that the petitioner submit a management plan for the trail with its annexation petition, laying out specific standards that must be maintained for the trail. These standards are permanently binding conditions that aren't subject to amendment via rezoning since they are put in place at the annexation stage and would take care of most issues associated with a privately managed public trail such as guaranteed continued public access and responsible maintenance practices.

The Town will need to decide if it would like to manage the trail head that is proposed to be located in the right-of-way, or if it would rather grant a revocable permit to HGMFF to operate this trailhead in the right-of-way.

On and off-site impacts caused by the new development such as parking, restrooms, trash, and law enforcement can and should be addressed in the development plan. The Code in § 16-

713(c)(3)(B) gives the Town wide latitude in considering things such as design compatibility with the surrounding area and traffic impacts when approving a development plan for a PUD.

The Town can demand more during the annexation stage with the annexation agreement than it can at the land use approval stages. If there are concerns about the impacts that the art installation will have off-site, these can be incorporated into the annexation agreement by requiring the HGMFF to come up with another management plan to mitigate these impacts, similar to the trail management. Again, these standards are permanent binding conditions that aren't subject to amendment via rezoning because they are implemented by contract at the annexation stage. If the Town does not want to address this during annexation proceedings, protections are still offered during the land use approval process as any development must follow the Policies set forth in Chapter 16, Article II of the Town's Code and the Town can require mitigation to that end.

GMF Staff drafted an annexation procedure outline for Board discussion and public hearing planning (Attachment G).

Town of Green Mountain Falls

October 1, 2020

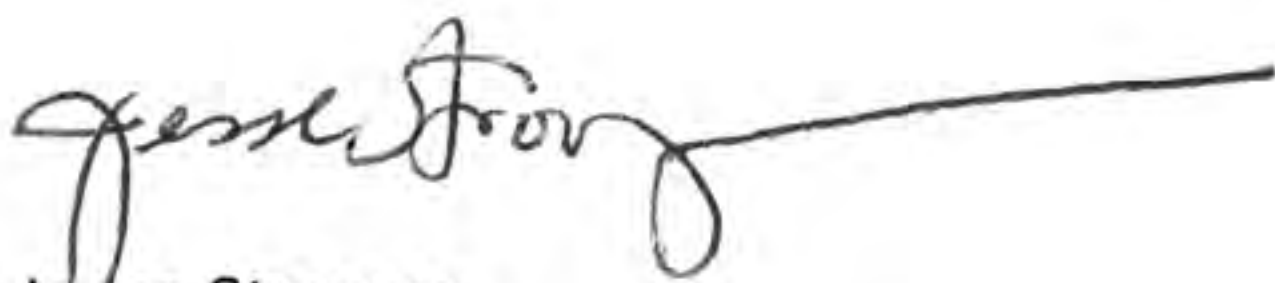
Dear Board of Trustees,

Please find attached an application for annexation of property into the Town of Green Mountain Falls. The documents detail zoning requests and project plans for a recreational area called Red Devil Mountain. Common stakeholders in this project include Green Box, Green Mountain Road, LLC and Historic Green Mountain Falls Foundation.

Red Devil Mountain will be inclusive of a nature walk, large animal grazing lands, hiking trails, and a permanent art installation by artist James Turrell. The development includes parking and ADA compliant restroom facilities. The recreational area will be open year round and will be managed daily by Green Box. The James Turrell art installation will expand opportunities for Green Mountain Falls to attract visitors beyond the hiking community. These cultural tourists typically enjoy amenities in a community for a number of days, and seek out local businesses and restaurants to complete their visit. Many visitors of the Skyspace will visit for days at a time and will visit multiple times per year doing light studies within the art installation. Finally, the development will create educational opportunities through Green Box programming in partnership with MSSD14.

The Red Devil Mountain Development includes lands which are currently zoned in Green Mountain Falls and land which is outside of Green Mountain Falls. The annexation of lands outside of town limits and combined with rezoned parcels within town limits will bring the whole of the project into Green Mountain Falls. This creates opportunities for the local Chamber of Commerce, will be a year round tourism driver, and will ensure protected open space which is currently the backdrop between Gazebo Park and highway 24. The new hiking trails also create a pedestrian avenue between the lake and town hall.

I think that this opportunity for year-round Green Box programming and a permanent art installation in a highly organized recreational area is a wonderful asset to the town of Green Mountain Falls. This endeavor is highly supported by the Comprehensive Plan and I appreciate your consideration of the project.

A handwritten signature in black ink, appearing to read 'Jesse Stroope', with a long horizontal line extending to the right.

Jesse Stroope

Project Planner

PETITION FOR ANNEXATION

TO: THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO

From: PROPERTY KNOWN AS: _____Joyland Church Parcel _____

We, the undersigned petitioners, in compliance with the "Municipal Annexation Act of 1967" as set forth in Article 12, Title 31, Colorado Revised Statutes, as amended, hereby petition and request the Board of Trustees of the Town of Green Mountain Falls, Colorado, to approve the annexation to the Town of Green Mountain Falls the following described unincorporated territory located in the Counties of El Paso County, State of Colorado, to wit:

Land to be annexed is described as: Joyland Church Parcel as shown on the attached certified survey by Oliver Watts, Licensed Surveyor, dated July 15, 2019.

In support of their Petition, Petitioners state as follows:

1. It is desirable and necessary that the above-described territory be annexed to the Town of Green Mountain Falls, Colorado.
2. That the area sought to be annexed meets the requirements of C.R.S. §§ 31-12-104 and 105.
3. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the Town of Green Mountain Falls.
4. A community of interest exists between the Town and the territory proposed to be annexed to the Town of Green Mountain Falls.
5. The territory proposed to be annexed is urban or will be urbanized in the near future.
6. The territory proposed to be annexed is integrated or is capable of being integrated with the Town of Green Mountain Falls.
7. The undersigned are owners of 100% of the real property included in the territory to be annexed and hereby consent to the establishment of the boundaries of the territory as described above.
8. The territory proposed for annexation is not presently a part of any unincorporated city, city and county, or town, nor have annexation proceedings been commenced for the annexation of part or all such territory to another municipality.
9. Annexation of the above described territory will not result in the detachment of any territory from any school district.
10. The requirements of Sections 31-12-104 Eligibility for Annexation and 31-12-105 Limitations of the Colorado Revised Statutes, as amended, exist and have been satisfied.
11. That the Town of Green Mountain Falls shall not be required to assume any obligation respecting the construction of water mains, sewer lines, gas mains, electric service lines, streets

WHEREFORE, the undersigned petitioners request that the Board of Trustees of the Town of Green Mountain Falls (1) take the appropriate action to entertain this petition, fix a date for public hearing, cause notice to be published and posted which specifies the time and place of such hearing, and invite all persons interested to appear and voice approval or disapproval of the proposed annexation; and (2) following the hearing determine by ordinance that the annexation shall be made, annexing the above territory or area, and declaring a date whereon the annexation shall be effective; and that the territory or area so annexed shall become a part of the Town of Green Mountain Falls, Colorado, subject to its law and ordinances then and thereafter in force.

Signed this 31 day of July, 2020.

Christian Keese

Christian Keese, Sole Member

Green Mountain Road, LLC

1001 W> Wilshire Blvd, Fourth Floor

Oklahoma City, OK 73116



STATE OF OKLAHOMA Signed by Kathy McCord COUNTY OF Oklahoma
Printed Name Kathy McCord Subscribed and sworn before me this Mailing Address
1001 W. Wilshire Blvd. 31 day of July 2020
My commission expires: August 3 Date 2020

STATE OF COLORADO Signed by _____ COUNTY OF _____
Printed Name _____ Subscribed and sworn before me this
Mailing Address _____ day of _____ 20____
My commission expires: _____ Date _____

PETITION FOR ANNEXATION

TO: THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO

From: PROPERTY KNOWN AS: _____ Red Devil Mountain Parcel _____

We, the undersigned petitioners, in compliance with the "Municipal Annexation Act of 1967" as set forth in Article 12, Title 31, Colorado Revised Statutes, as amended, hereby petition and request the Board of Trustees of the Town of Green Mountain Falls, Colorado, to approve the annexation to the Town of Green Mountain Falls the following described unincorporated territory located in the Counties of El Paso County, State of Colorado, to wit:


Land to be annexed is described as: Red Devil Mountain Parcel as shown on the attached certified survey by Oliver Watts, Licensed Surveyor, dated July 15, 2019.

In support of their Petition, Petitioners state as follows:

1. It is desirable and necessary that the above-described territory be annexed to the Town of Green Mountain Falls, Colorado.
2. That the area sought to be annexed meets the requirements of C.R.S. §§ 31-12-104 and 105.
3. Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the Town of Green Mountain Falls.
4. A community of interest exists between the Town and the territory proposed to be annexed to the Town of Green Mountain Falls.
5. The territory proposed to be annexed is urban or will be urbanized in the near future.
6. The territory proposed to be annexed is integrated or is capable of being integrated with the Town of Green Mountain Falls.
7. The undersigned are owners of 100% of the real property included in the territory to be annexed and hereby consent to the establishment of the boundaries of the territory as described above.
8. The territory proposed for annexation is not presently a part of any unincorporated city, city and county, or town, nor have annexation proceedings been commenced for the annexation of part or all such territory to another municipality.
9. Annexation of the above described territory will not result in the detachment of any territory from any school district.
10. The requirements of Sections 31-12-104 Eligibility for Annexation and 31-12-105 Limitations of the Colorado Revised Statutes, as amended, exist and have been satisfied.
11. That the Town of Green Mountain Falls shall not be required to assume any obligation respecting the construction of water mains, sewer lines, gas mains, electric service lines, streets

WHEREFORE, the undersigned petitioners request that the Board of Trustees of the Town of Green Mountain Falls (1) take the appropriate action to entertain this petition, fix a date for public hearing, cause notice to be published and posted which specifies the time and place of such hearing, and invite all persons interested to appear and voice approval or disapproval of the proposed annexation; and (2) following the hearing determine by ordinance that the annexation shall be made, annexing the above territory or area, and declaring a date whereon the annexation shall be effective; and that the territory or area so annexed shall become a part of the Town of Green Mountain Falls, Colorado, subject to its law and ordinances then and thereafter in force.

Signed this 31 day of July, 2020.


Elizabeth Eickman, Director

Historic Green Mountain Falls Foundation, LLC

1001 W> Wilshire Blvd, Fourth Floor

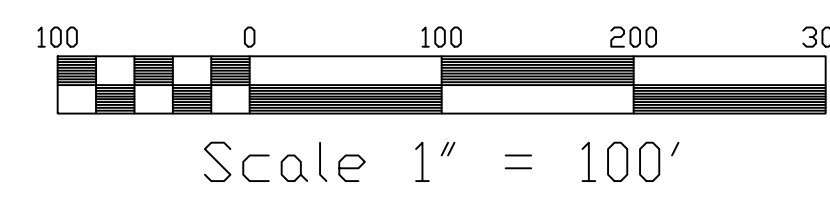
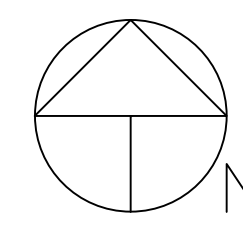
Oklahoma City, OK 73116



STATE OF OKLAHOMA Signed by Kathy McCord COUNTY OF Oklahoma
Printed Name Kathy McCord Subscribed and sworn before me this Mailing Address
1001 W. Wilshire Blvd. 31 day of July 2020
My commission expires: August 3 Date 2020

STATE OF COLORADO Signed by _____ COUNTY OF _____
Printed Name _____ Subscribed and sworn before me this
Mailing Address ____ day of _____ 20____
My commission expires: _____ Date _____

ANNEXATION PLAT
JOYLAND PARCEL
TO THE TOWN OF GREEN MOUNTAIN FALLS
PART OF THE E1/2 NE 1/4 SECTION 8, T.13S., R .68W. OF THE 6TH P.M.
EL PASO COUNTY, COLORADO



LEGEND:

- SET YELLOW #9853 CAP ON #4 REBAR
- FOUND BLM BRASS CAP PER MON RECORD 1937
- ⊗ FOUND 2" AL. CAP, #26962, 2002
- ⊕ FOUND BENT 1" PIPE - NOT ACCEPTED
- ◇ FOUND CDDT 1-1/4" AL. CAP, ILLEGIBLE
- ◁ FOUND RED #26965 CAP ON #4 REBAR
- FOUND YELLOW #9853 CAP ON #4 REBAR
- ◇ FOUND #4 REBAR

Notes:

- The percentage of property contiguous to the town limits of Green Mountain Falls is 48.1 %.
- As shown hereon, at least one-sixth (1/6th) of the boundary of the property is contiguous with the boundary of the Town limits of the Town of Green Mountain Falls.
- Ownership information was provided by: Warranty Deed, This Plat does not constitute a title search or opinion.
- Note: according to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

Surveyor's certification:

The undersigned registered land surveyor in the state of Colorado hereby certifies that the accompanying plat was surveyed and drawn under his supervision and accurately shows the described tract of land, and subdivision thereof, and that the requirements of title 38 of the Colorado Revised Statutes, 1973, as amended, have been met to the best of his knowledge and belief.

OLIVER E. WATTS "COLORADO" PE-LS 9853 _____ date
For and on behalf of OLIVER E. WATTS, CONSULTING ENGINEER, INC.

State of Colorado)
County of El Paso) SS

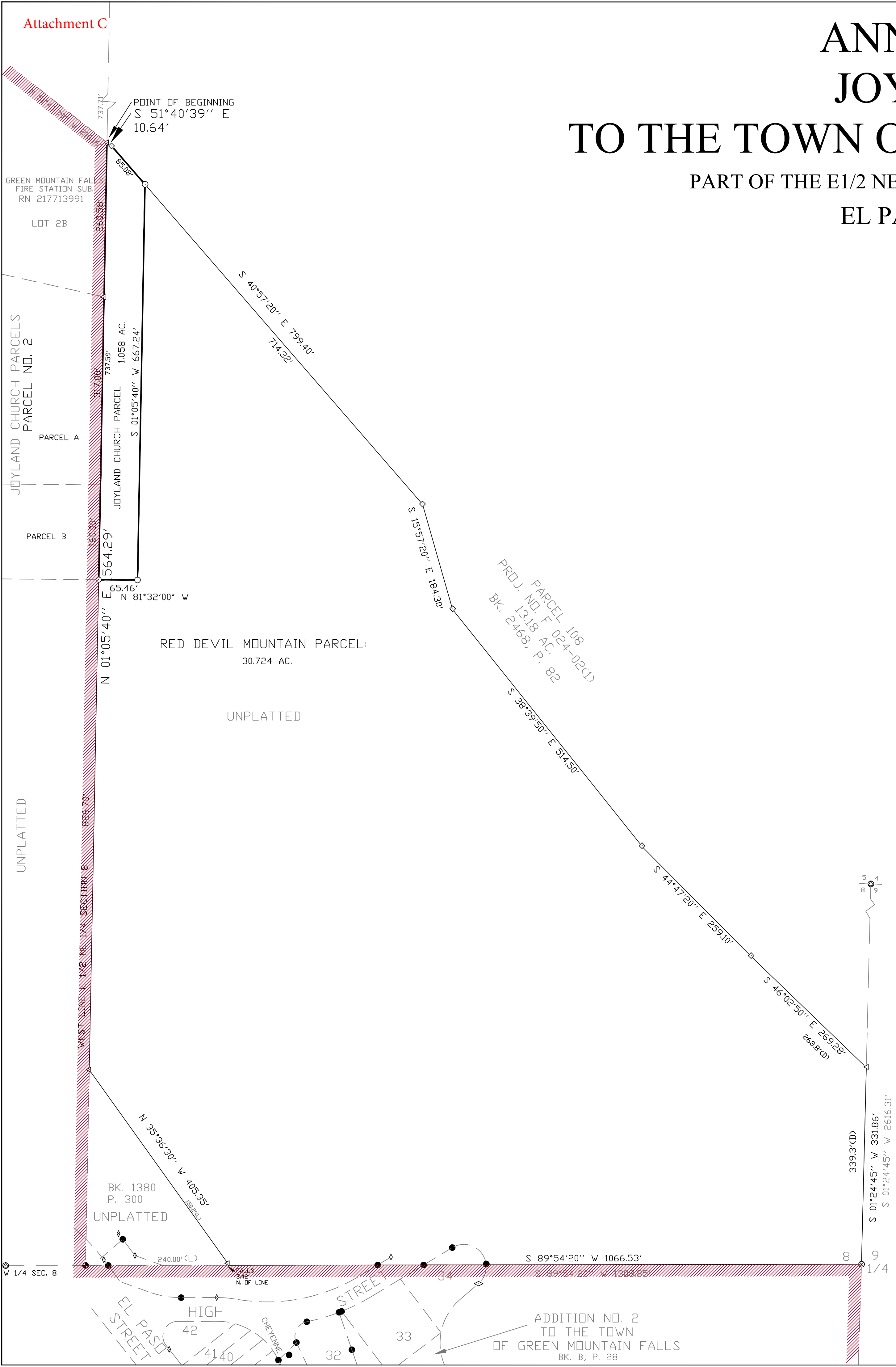
I hereby certify that this instrument was filed for recorded in my office at ____ o'clock ____m, this _____ day of _____, 20____, and is duly recorded at Reception no. _____ of the Records of El Paso County, Colorado.

Chuck Broerman
Clerk and Recorder

By: _____
Deputy

Fee: _____

PREPARED BY THE OFFICE OF:
OLIVER E. WATTS PE-LS
CONSULTING ENGINEER
614 ELKTON DRIVE
COLORADO SPRINGS, CO 80907
(719) 593-0173
ollewatts@aol.com
Celebrating over 40 years in business



OLIVER E. WATTS PE-LS
OLIVER E. WATTS, CONSULTING ENGINEER, INC.
CIVIL ENGINEERING AND SURVEYING
614 ELKTON DRIVE
COLORADO SPRINGS, COLORADO 80907
(719) 593-0173
FAX (719) 265-9660
CELL (719) 964-0733
olliewatts@aol.com

Celebrating over 40 years in business

LEGAL DESCRIPTION

DATE: January 23, 2020

JOB NO.: 18-5126

CLIENT: Green Mountain Road, LLC

PURPOSE: Joyland Parcel

Bearing are based on the record bearing of the West line of the East Half of the Northeast Quarter of Section 8, Township 13 South, Range 68 West of the 6th P.M., N 01°05'40" E, Monumented as shown on the survey.

That portion of the East Half of the Northeast Quarter of Section 8, Township 13 South, Range 68 West of the 6th P.M., El Paso County, Colorado, described as follows: Beginning at the Northeast corner of The Green Mountain Falls Fire Station Subdivision, according to the Plat thereof recorded at Reception No. 217713991 of the records of said County; Thence S51°40'39"E along the South Line of U.S. Highway 24, 10.64'; Thence S40°57'20"E continuing along said South line, according to that deed recorded in Book 2468 at Page 82, 85.08'; Thence S01°05'40"W, 667.24'; Thence S89°32'00"W, 65.46'; Thence N01°05'40"E along the West line of said East Half of the Northeast Quarter of Section 8, 767.59' to the Point of Beginning, and containing 1.058 acres.

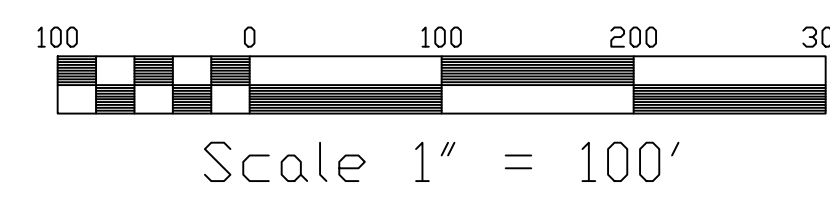
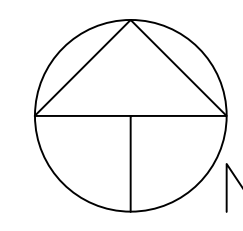
Oliver E. Watts Colo. PE-LS no. 9853
For and on behalf of Oliver E. Watts, Consulting Engineer, Inc.

Date

Exhibit A

ANNEXATION PLAT
RED DEVIL MOUNTAIN PARCEL
TO THE TOWN OF GREEN MOUNTAIN FALLS

PART OF THE E1/2 NE 1/4 SECTION 8, T.13S., R. 68W. OF THE 6TH P.M.
EL PASO COUNTY, COLORADO



LEGEND:

- SET YELLOW #9853 CAP ON #4 REBAR
- ⊙ FOUND BLM BRASS CAP PER MON RECORD 1937
- ⊗ FOUND 2" AL. CAP, #26962, 2002
- ⊕ FOUND BENT 1" PIPE - NOT ACCEPTED
- ◇ FOUND CDDT 1-1/4" AL. CAP, ILLEGIBLE
- ◁ FOUND RED #26965 CAP ON #4 REBAR
- FOUND YELLOW #9853 CAP ON #4 REBAR
- ◊ FOUND #4 REBAR

Notes:

- The percentage of property contiguous to the town limits of Green Mountain Falls is 26.3 %.
- As shown hereon, at least one-sixth (1/6th) of the boundary of the property is contiguous with the boundary of the Town limits of the Town of Green Mountain Falls.
- Ownership information was provided by: Warranty Deed, This Plat does not constitute a title search or opinion.
- Note: according to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

Be it known by all:

That Historic Green Mountain Falls Foundation, LLC, being the owner of the following described tract of land:

That portion of the East Half of the Northeast Quarter of Section 8, Township 13 South, Range 68 West of the 6th P.M., El Paso County, Colorado, lying South of U.S. Highway No. 24, as described in Book 2468 at Page 82 of the records of said County, except that parcel described in Book 1380 at Page 380, and except that portion described as follows: Beginning at the Northeast corner of The Green Mountain Falls Fire Station Subdivision, according to the Plat thereof recorded at Reception No. 217713991 of the records of said County; Thence S51°40'39"E along the South Line of U.S. Highway 24, 10.64'; Thence S40°57'20"E continuing along said South line, according to that deed recorded in Book 2468 at Page 82, 85.08'; Thence S01°05'40"W, 667.24'; Thence S89°32'00"W, 65.46'; Thence N01°05'40"E along the West line of said East Half of the Northeast Quarter of Section 8, 767.59' to the Point of Beginning, containing 30.724 acres.

The undersigned further agrees to understand that the annexation of said described territory is subject to and will comply with all Ordinances and Resolutions of the Town of Green Mountain Falls regarding the extension and installation of utilities, the furnishing of water, subdivision regulations and drainage requirements.

In witness whereof:

The aforementioned Historic Green Mountain Falls Foundation, LLC has executed these presents this ____ day of _____, 20____, A.D.

Elizabeth Eickman, Director
Historic Green Mountain Falls Foundation, LLC
1001 W. Wilshire Blvd, Fourth Floor
Oklahoma City, OK 73116

State of _____)
County of _____)

The foregoing instrument as acknowledged before me this ____ day of _____, 20____, A.D., By Elizabeth Eickman

Witness my hand and seal

My commission expires: _____
Notary Public

Filing approvals:

The Annexation Plat of "Red Devil Mountain Parcel" to the Town of Green Mountain falls, El Paso County, Colorado, is hereby approved for filing:

City Planning Director _____ date _____

Know all men by these presents:

Pursuant to an Ordinance made and adopted by the Town of Green Mountain Falls, El Paso County, Colorado, on the ____ day of _____, 20____, A.D.

Attest: _____ by: _____ Mayor

Surveyor's certification:

The undersigned registered land surveyor in the state of Colorado hereby certifies that the accompanying plat was surveyed and drawn under his supervision and accurately shows the described tract of land, and subdivision thereof, and that the requirements of title 38 of the Colorado Revised Status, 1973, as amended, have been met to the best of his knowledge and belief.

OLIVER E. WATTS "COLO. PE-LS 9853" _____ date _____
For and on behalf of OLIVER E. WATTS, CONSULTING ENGINEER, INC.

State of Colorado)
County of El Paso)

I hereby certify that this instrument was filed for recorded in my office at ____ o'clock ____m, this ____ day of _____, 20____, and is duly recorded at Reception no. _____ of the Records of El Paso County, Colorado.

Chuck Broerman
Clerk and Recorder

By: _____ Deputy

Fee: _____

PREPARED BY THE OFFICE OF:
OLIVER E. WATTS PE-LS
CONSULTING ENGINEER
614 ELKTON DRIVE
COLORADO SPRINGS, CO 80907
(719) 593-0173
oliewatts@aol.com
Celebrating over 40 years in business
1-24-2020

OLIVER E. WATTS PE-LS
OLIVER E. WATTS, CONSULTING ENGINEER, INC.
CIVIL ENGINEERING AND SURVEYING
614 ELKTON DRIVE
COLORADO SPRINGS, COLORADO 80907
(719) 593-0173
FAX (719) 265-9660
CELL (719) 964-0733
olliewatts@aol.com

Celebrating over 40 years in business

LEGAL DESCRIPTION

DATE: January 23, 2020

JOB NO.: 18-5126

CLIENT: Historic Green Mountain Falls Foundation

PURPOSE: Red Devil Mountain

That portion of the East Half of the Northeast Quarter of Section 8, Township 13 South, Range 68 West of the 6th P.M., El Paso County, Colorado, lying South of U.S. Highway No. 24, as described in Book 2468 at Page 82 of the records of said County, except that parcel described in Book 1380 at Page 380, and except that portion described as follows: Beginning at the Northeast corner of The Green Mountain Falls Fire Station Subdivision, according to the Plat thereof recorded at Reception No. 217713991 of the records of said County; Thence S51°40'39"E along the South Line of U.S. Highway 24, 10.64'; Thence S40°57'20"E continuing along said South line, according to that deed recorded in Book 2468 at Page 82, 85.08'; Thence S01°05'40"W, 667.24'; Thence S89°32'00"W, 65.46'; Thence N01°05'40"E along the West line of said East Half of the Northeast Quarter of Section 8, 767.59' to the Point of Beginning, containing 30.724 acres.

Oliver E. Watts Colo. PE-LS no. 9853
For and on behalf of Oliver E. Watts, Consulting Engineer, Inc.

Date

Exhibit A



Land Use Approval Application

This application form must be submitted with each land use approval request. Please refer to the appropriate Checklist of Supplemental Materials for a complete list of all documents that must accompany this form.

More information is available on the [Land Use & Planning](#) webpage.

PART I – APPLICANT INFORMATION

| |
|---|
| Applicant: Jesse Stroope |
| Address: 10770 Florence ave. |
| E-Mail: jessestroope@yahoo.co |
| Phone: 405-760-1094 |
| Owner(s): Green Mountain Road, LLC |
| Address: 1001 W. Wilshire Blvd, Fourth Floor |
| E-mail: webid@outlookgmf.com |
| Phone: 405-767-3703 |

PART II- PROPERTY INFORMATION

| | |
|---|--|
| Address: 10605 A Green Mountain Falls Rd. | |
| Zoning Designation: Business | Lot Size: 5 Acres |
| Hillside Overlay zone? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Land Survey Included: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

PART III- LAND USE

| |
|---|
| Brief Project Description: Addition of public trail head and parking |
| Type of Land Use Approval: Business to PUD |

PART IV- CERTIFICATION & SIGNATURE

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge. I certify that I understand that the proposed development will be in accordance with all provisions of the Town of Green Mountain Falls Municipal Code and other applicable regulations.

Applicant Signature *Jesse Stroope* Date 9.24.2020

Owner Signature *Christina Kuer* Date 24 Sept. '20

Owner Signature _____ Date _____



Land Use Approval Application

This application form must be submitted with each land use approval request. Please refer to the appropriate Checklist of Supplemental Materials for a complete list of all documents that must accompany this form.

More information is available on the [Land Use & Planning](#) webpage.

PART I – APPLICANT INFORMATION

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|---|
| Applicant: Jesse Stroope |
| Address: 10770 Florence Ave. |
| E-Mail: jessestroope@yahoo.com |
| Phone: 405-760-1094 |
| Owner(s): Green Mountain Road, LLC |
| Address: 1001 W. Wilshire Blvd, Fourth Floor |
| E-mail: webid@outlookgmf.com |
| Phone: 405-767-3703 |

PART II- PROPERTY INFORMATION

| | |
|---|--|
| Address: Highway 24 | |
| Zoning Designation: R-T | Lot Size: 1.05 Acres |
| Hillside Overlay zone? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Land Survey Included: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

PART III- LAND USE

| |
|--|
| Brief Project Description: Public Trail |
| Type of Land Use Approval: R-T |

PART IV- CERTIFICATION & SIGNATURE

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge. I certify that I understand that the proposed development will be in accordance with all provisions of the Town of Green Mountain Falls Municipal Code and other applicable regulations.

Applicant Signature Jesse Stroope Date 9-24-2010

Owner Signature Christina Lumen Date 24 Sept. '10

Owner Signature _____ Date _____



Land Use Approval Application

This application form must be submitted with each land use approval request. Please refer to the appropriate Checklist of Supplemental Materials for a complete list of all documents that must accompany this form. More information is available on the [Land Use & Planning](#) webpage.

PART I – APPLICANT INFORMATION

| | |
|--|--|
| Applicant: Jesse Stroope | |
| Address: 10770 Florence ave. | |
| E-Mail: jessestroope@yahoo.com | |
| Phone: 405-760-1094 | |
| Owner(s): Historic Green Mountain Falls Foundation | |
| Address: 1001 W. Wilshire Blvd, Fourth Floor | |
| E-mail: l.eickman@occf.org | |
| Phone: 405-767-3702 | |

PART II- PROPERTY INFORMATION

| | |
|--|---|
| Address: 10340 Cheyenne st. | |
| Zoning Designation: Residential | Lot Size: 1.58 Acers |
| Hillside Overlay zone? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Land Survey Included: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

PART III- LAND USE

| |
|--|
| Brief Project Description: Trail and Open space area |
| Type of Land Use Approval: Residential to PUD |

PART IV- CERTIFICATION & SIGNATURE

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge. I certify that I understand that the proposed development will be in accordance with all provisions of the Town of Green Mountain Falls Municipal Code and other applicable regulations.

Applicant Signature  Date 9-24-2020

Owner Signature  Date 9-24-2020

Owner Signature _____ Date _____



Land Use Approval Application

This application form must be submitted with each land use approval request. Please refer to the appropriate Checklist of Supplemental Materials for a complete list of all documents that must accompany this form.

More information is available on the [Land Use & Planning](#) webpage.

PART I – APPLICANT INFORMATION

| |
|---|
| Applicant: Jesse Stroope |
| Address: 10770 Florence ave. |
| E-Mail: jessestroope@yahoo.com |
| Phone: 405-760-1094 |
| Owner(s): Historic Green Mountain Falls Foundation |
| Address: 1001 W. Wilshire Blvd, Fourth Floor |
| E-mail: l.eickman@occf.org |
| Phone: 405-767-3702 |

PART II- PROPERTY INFORMATION

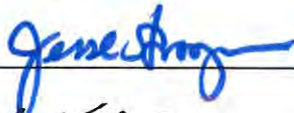
| | |
|---|--|
| Address: 10400 El Paso Ave. | |
| Zoning Designation: Residential | Lot Size: 7.14 Acres |
| Hillside Overlay zone? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Land Survey Included: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |


PART III- LAND USE

| |
|--|
| Brief Project Description: Trail Scenic Overlook, Restrooms |
| Type of Land Use Approval: Res to PUD |

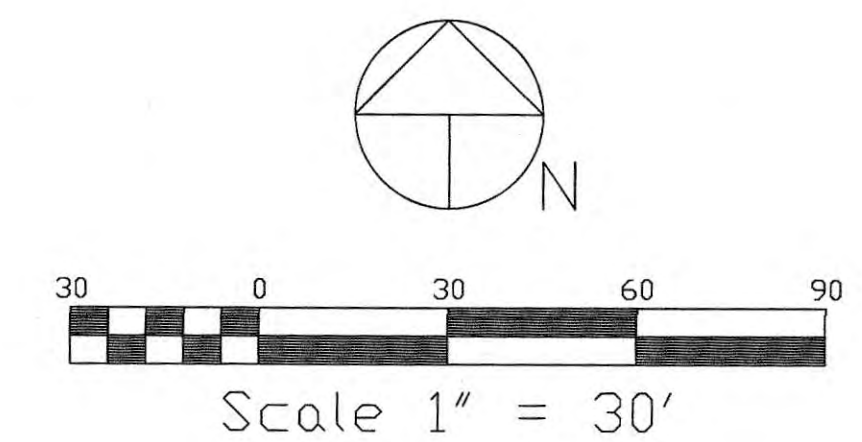
PART IV- CERTIFICATION & SIGNATURE

Certification: The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge. I certify that I understand that the proposed development will be in accordance with all provisions of the Town of Green Mountain Falls Municipal Code and other applicable regulations.

Applicant Signature  Date 9-24-2020

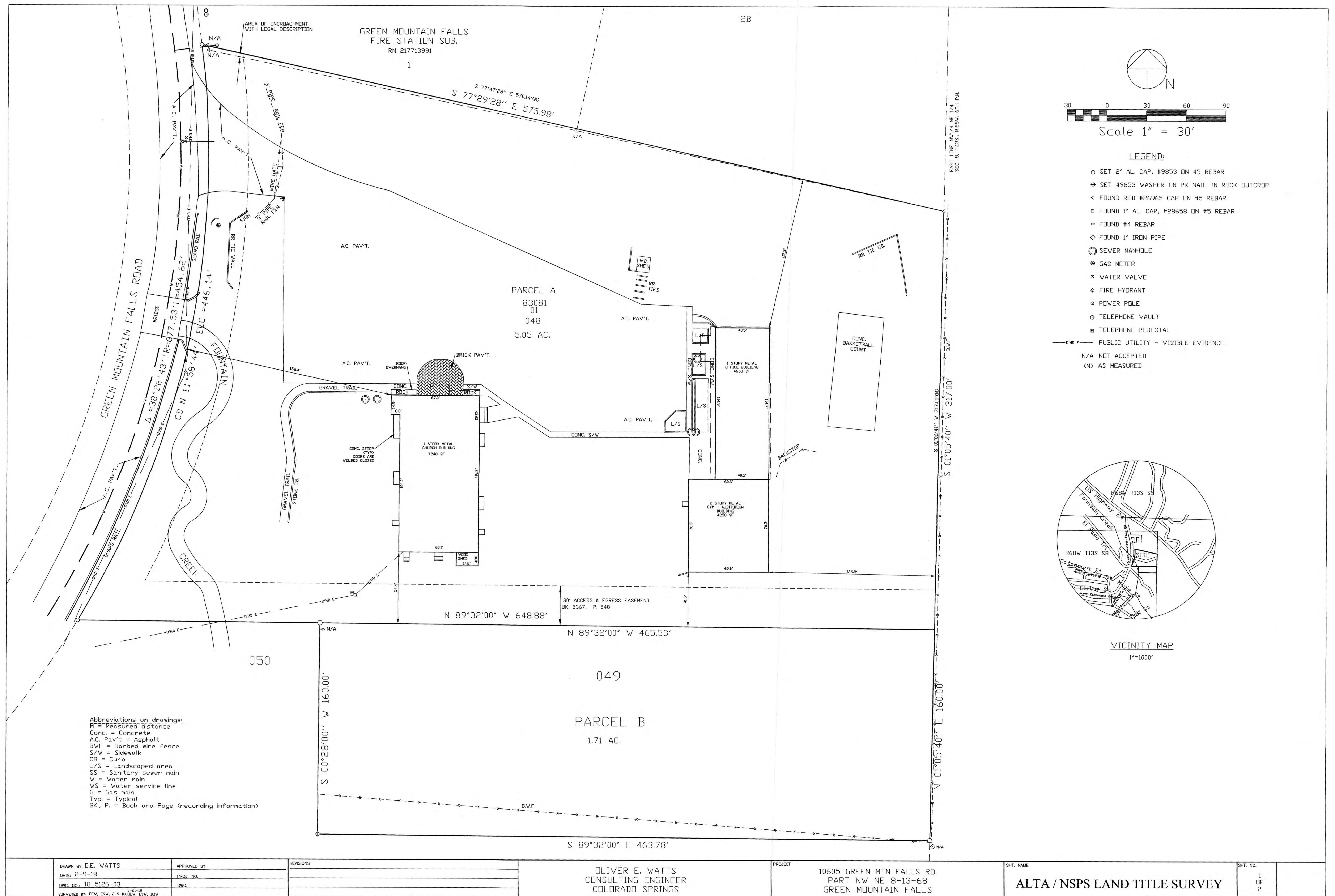
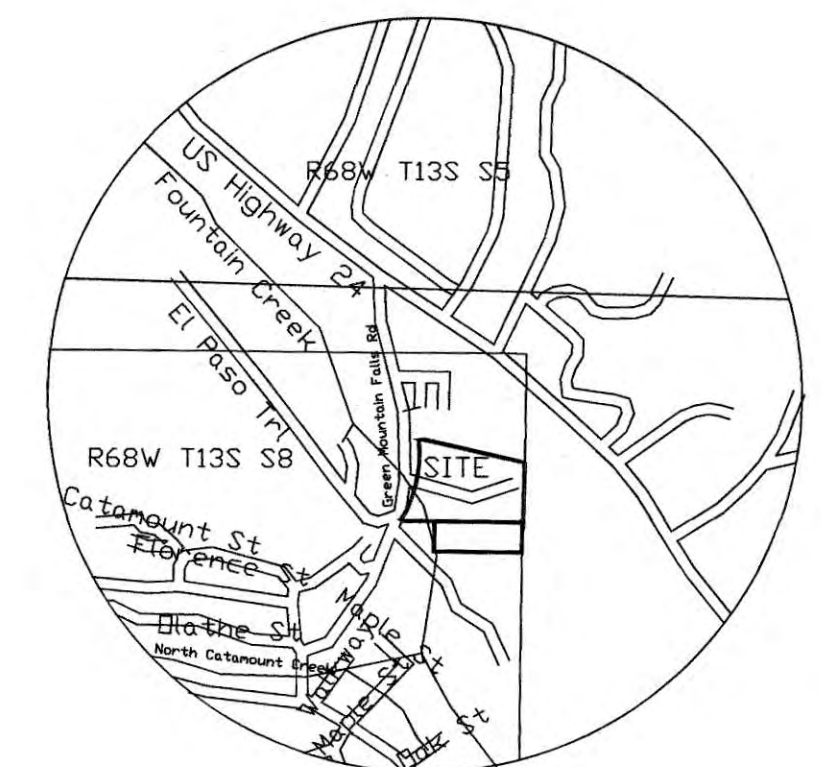
Owner Signature  Date 9-24-2020

Owner Signature _____ Date _____



LEGEND:

- SET 2' AL. CAP, #9853 DN #5 REBAR
- ⊕ SET #9853 WASHER DN PK NAIL IN ROCK OUTCROP
- ◁ FOUND RED #26965 CAP DN #5 REBAR
- ▢ FOUND 1' AL. CAP, #28658 DN #5 REBAR
- ◇ FOUND #4 REBAR
- ◇ FOUND 1' IRON PIPE
- ◎ SEWER MANHOLE
- ⊙ GAS METER
- ⊗ WATER VALVE
- ◇ FIRE HYDRANT
- POWER POLE
- TELEPHONE VAULT
- ▢ TELEPHONE PEDESTAL
- 10'10 E — PUBLIC UTILITY - VISIBLE EVIDENCE
- N/A NOT ACCEPTED
- (M) AS MEASURED



Bearings are based on GPS 1-step of the pins along the southern boundary of Green Mountain Falls Fire Station Subdivision, nonumented as shown

Units of measurement: US Survey Feet

Address: 10605 Green Mountain Falls Rd, Green Mtn Fls, CO 80819

Title information was provided by the client as follows:

Title Company: Fidelity National Title Insurance Company

Commitment No.: 510-F0600043-370-CSG, Amendment No. 1

Effective Date: January 2, 2018 at 7:00 A.M.

This survey does not constitute a Title search or opinion.

Notice: according to Colorado law you must commence any legal action based upon any defect in this Survey within three years after you first discover such defect. In no event may any action based upon any defect in this Survey be commenced more than ten years from the date of the certification shown hereon.

Flood plain: A portion of this parcel is within the limits of the 100 year flood plain as identified on FEMA Mapping Panel No. 08041C0459 F, dated March 17, 1997. Said portion is confined to the creek area

Title notes:

The following correspond to Schedule B numbers of the above referenced Title Commitment.

8. Easements for ingress and egress as set forth in deed recorded September 30, 1970 in Book 2367 at Page 548, affects the site, and is shown on the survey. NOTE: Terrain makes this easement all but unusable

9. Terms, conditions, provisions, agreements, easements and obligations contained in the Agreement as set forth below:

Recording Date: April 5, 1971

Recording No: Book 2399 at Page 524

Does not affect the site: See statement on top of age 2 of said agreement

10. Terms, conditions, provisions, agreements, easements and obligations contained in the Instrument as set forth below:

Recording Date: November 19, 1971

Recording No: Book 2450 at Page 586

Does not affect the parcels as they are within the limits of the Town of Green Mountain Falls

Legal description:

Parcel A:

A tract of land situate in the Northwest Quarter of the Northeast Quarter of Section 8, Township 13 South, Range 68

West of the 6th P.M., described as follows:

Commencing at the North Quarter corner of said Section 8, thence South 89° 14' East along the North line of said Section

8 a distance of 1330.56 feet to the Northeast corner of the Northwest Quarter of the Northeast Quarter; thence South

1° 5' 40" West along the East line thereof 998.27 feet to the Point of Beginning of the tract to be described herein;

thence continue South 1° 5' 40" West along the East line 317 feet to the Southeast corner of the said Northwest

Quarter of the Northeast Quarter; thence North 89° 32' West along the South line thereof 648.88 feet to the point of

intersection with the Easterly right of way line of a county road; thence Easterly along said right of way line on a curve

to the left having a radius of 677.53 feet, a central angle of 38° 26' 43", an arc distance of 454.62 feet, a cord bearing

North 11° 58' 44" East, a cord distance of 446.14 feet; thence South 77° 29' 28" East 575.98 feet to the Point of

Beginning, reserving therefrom an easement for ingress and egress over a strip of land 30 feet in width along the

Southerly and Westerly boundary of the above described tract, County of El Paso, State of Colorado

Parcel B:

Also a tract in the Southwest Quarter of the Northeast Quarter of Section 8, Township 13 South, Range 68 West of the

6th P.M., described as follows:

Commencing at the North Quarter corner of said Section 8, thence South 89° 14' East along the North line of said Section

8 a distance of 1330.56 feet to the Northeast corner of the Northwest Quarter of the Northeast Quarter; thence South

1° 5' 40" West on the East line thereof 1315.27 feet to the Point of Beginning of the tract to be described hereby;

thence North 89° 32' West 465.53 feet; thence South 0° 28' West 160 feet; thence South 89° 32' East 463.78 feet; thence

North 1° 5' 40" East 160 feet to the Point of Beginning, together with non-exclusive right to use easement described in

deed recorded September 30, 1970 in Book 2367 at Page 548, County of El Paso, State of Colorado

Total Acreages: 6.76

Certification:

To: Christian K. Keesee 1982 Revocable Trust

Agape Fellowship Incorporated, a Colorado nonprofit corporation who acquired title as Woodland Park Agape Fellowship

Incorporated, a Colorado nonprofit corporation

Fidelity National Title Insurance Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum

Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and

includes Items 1, 2, 3, 4, 7a, 7b1, 8, 9 and 11 of Table A thereof. The fieldwork was completed on 3-21-18.

Signed _____

OLIVER E. WATTS, CONSULTING ENGINEER, INC. date

For and on behalf of OLIVER E. WATTS, CONSULTING ENGINEER, INC.

614 Elkton Drive, Colorado Springs, CO 80907 (719) 593-0173

olliewatts@aol.com

Celebrating over 39 years in business

Depositing information:

Deposited this _____ day of _____, 2018, at _____ o'clock ____m. In Book DEPT of the county surveyor's

land survey plats/right-of-way surveys at Pages _____, Deposit Number _____.

Chuck Broerman

Clerk and recorder

By: _____

Deputy

SECTION 8, T.13S., R.68W., 6TH P.M.

OLIVER E. WATTS
CONSULTING ENGINEER
COLORADO SPRINGS

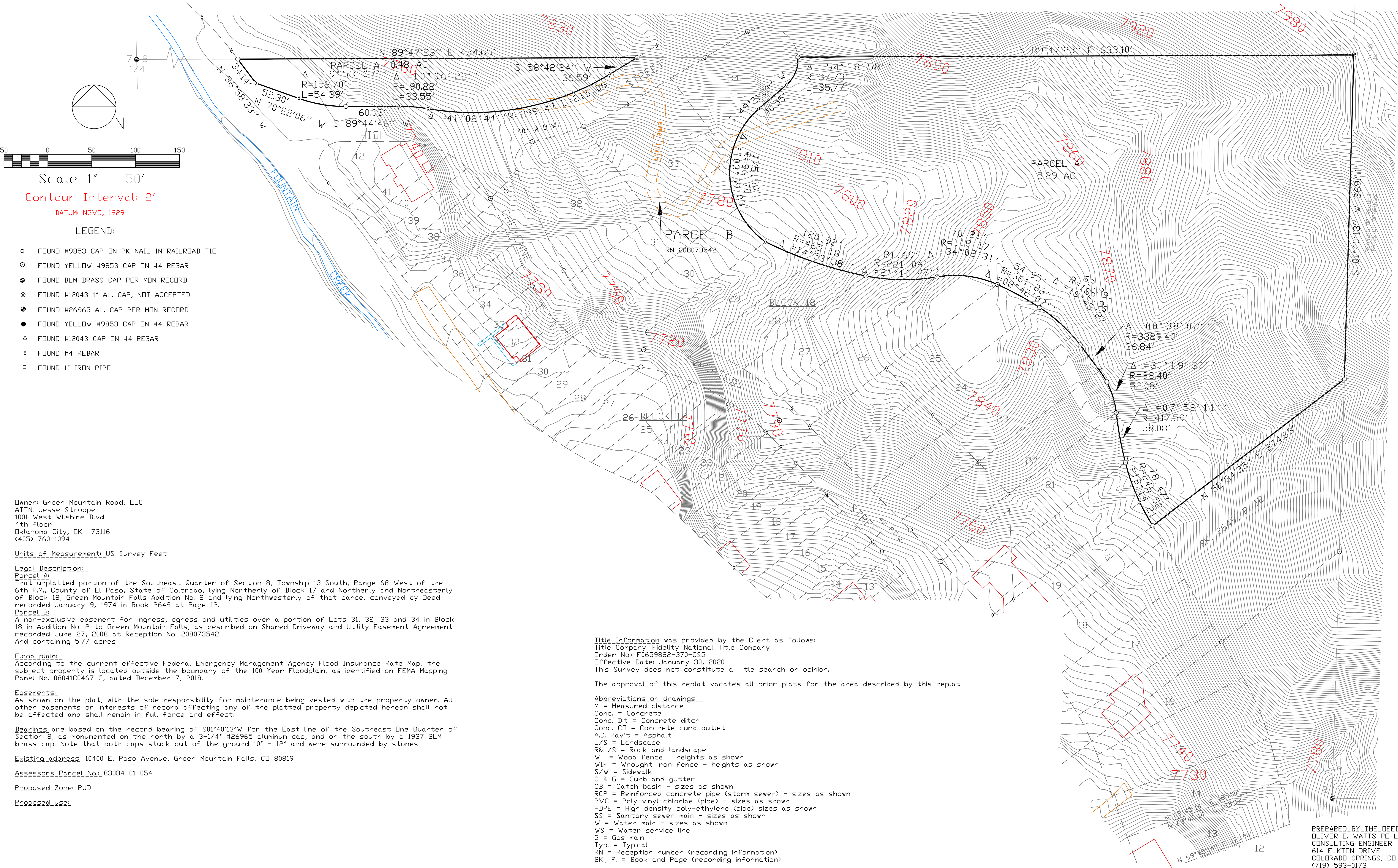
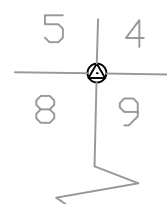
PROJECT
10605 GREEN MTN FALLS RD.
PART NW NE 8-13-68
GREEN MOUNTAIN FALLS

SHT. NAME
ALTA / NSPS LAND TITLE SURVEY

SHT. NO.
2
OF
2

SITE PLAN

PART OF SECTION 8, T.13S., R.68W., 6TH P.M.
TO THE TOWN OF GREEN MOUNTAIN FALLS
EL PASO COUNTY, COLORADO



Owner: Green Mountain Road, LLC
ATTN: Jesse Stroope
1001 West Wilshire Blvd.
4th floor
Oklahoma City, OK 73116
(405) 760-1094

Units of Measurement: US Survey Feet

Legal Description:

Parcel A:
That unplatted portion of the Southeast Quarter of Section 8, Township 13 South, Range 68 West of the 6th P.M., County of El Paso, State of Colorado, lying Northerly of Block 17 and Northerly and Northeasterly of Block 18, Green Mountain Falls Addition No. 2 and lying Northwesterly of that parcel conveyed by Deed recorded January 9, 1974 in Book 2649 at Page 12.
Parcel B:
A non-exclusive easement for ingress, egress and utilities over a portion of Lots 31, 32, 33 and 34 in Block 18 in Addition No. 2 to Green Mountain Falls, as described on Shared Driveway and Utility Easement Agreement recorded June 27, 2008 at Reception No. 208073542.
And containing 5.77 acres

Flood plain:

According to the current effective Federal Emergency Management Agency Flood Insurance Rate Map, the subject property is located outside the boundary of the 100 Year Floodplain, as identified on FEMA Mapping Panel No. 08041C0467 G, dated December 7, 2018.

Easements:

As shown on the plat, with the sole responsibility for maintenance being vested with the property owner. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect.

Bearings are based on the record bearing of S01°40'13"W for the East line of the Southeast One Quarter of Section 8, as monumented on the north by a 3-1/4" #26965 aluminum cap, and on the south by a 1937 BLM brass cap. Note that both caps stuck out of the ground 10" - 12" and were surrounded by stones

Existing address: 10400 El Paso Avenue, Green Mountain Falls, CO 80819

Assessors Parcel No.: 83084-01-054

Proposed Zone: PUD

Proposed use:

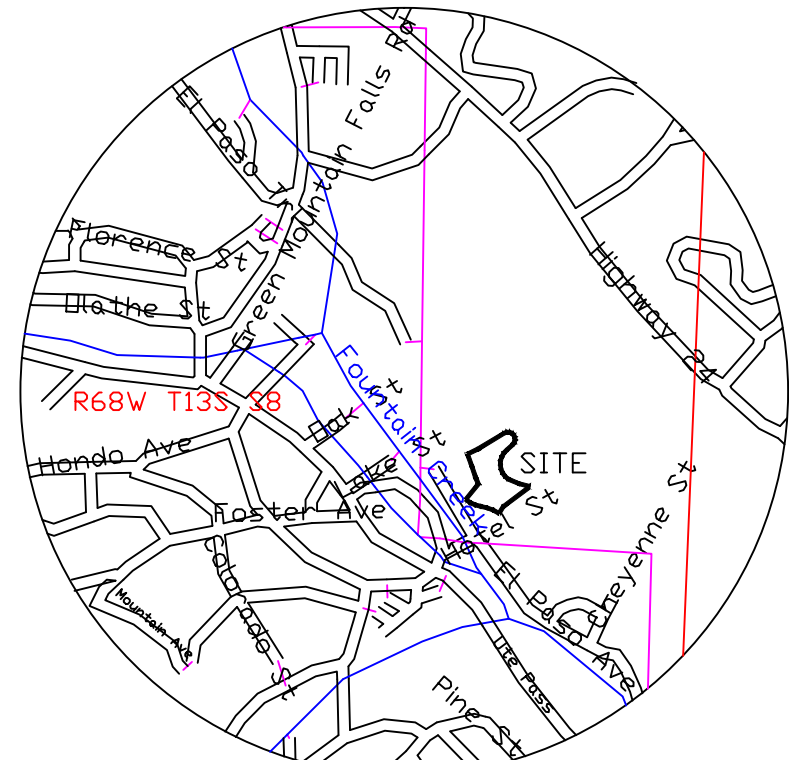
Title Information was provided by the Client as follows:
Title Company: Fidelity National Title Company
Order No: F0659882-370-CSG
Effective Date: January 30, 2020
This Survey does not constitute a Title search or opinion.

The approval of this replat vacates all prior plats for the area described by this replat.

Abbreviations on drawings:

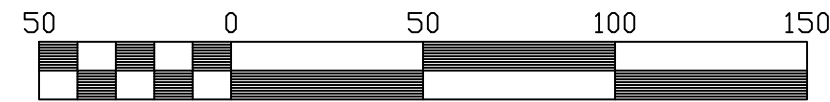
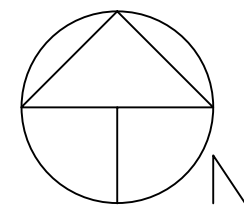
M = Measured distance
Conc. = Concrete
Conc. Dlt = Concrete ditch
Conc. CD = Concrete curb outlet
A.C. Pav't = Asphalt
L/S = Landscape
R&L/S = Rock and landscape
WF = Wood fence - heights as shown
WIF = Wrought iron fence - heights as shown
S/W = Sidewalk
C & G = Curb and gutter
CB = Catch basin - sizes as shown
RCP = Reinforced concrete pipe (storm sewer) - sizes as shown
PVC = Poly-vinyl-chloride (pipe) - sizes as shown
HDPE = High density poly-ethylene (pipe) sizes as shown
SS = Sanitary sewer main - sizes as shown
W = Water main - sizes as shown
WS = Water service line
G = Gas main
Typ. = Typical
RN = Reception number (recording information)
BK., P. = Book and Page (recording information)

PREPARED BY THE OFFICE OF:
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614 ELKTON DRIVE
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(719) 593-0173
oliewatts@aol.com
Celebrating over 41 years in business



VICINITY MAP

1"=1000'



Scale 1" = 50'

- SET YELLOW #9853 CAP DN #4 REBAR
- FOUND YELLOW #9853 CAP DN #4 REBAR
- △ FOUND YELLOW LAMBERT CAP DN #4 REBAR
- ◇ FOUND #4 REBAR
- FOUND 1/2" IRON PIPE

Owner: Historic Green Mountain Falls Foundation, LLC
ATTN: Jesse Stroope
1001 West Wilshire Blvd.
4th Floor
Oklahoma City, OK 73116
(405) 760-1094

Units of Measurement: US Survey Feet

Legal Description:

Lots 28, 29, 30, 31, 32, 33 and 34, and vacated Cheyenne Street adjacent thereto, in Block 18, Addition Number 2 to the Town of Green Mountain Falls, Excepting therefrom That portion of Lots 31 and 32, Block 18, Addition No. 2 to the Town of Green Mountain Falls, El Paso County, Colorado, according to the Plat thereof recorded in Plat Book B at Page 28 of the records of said county, described as follows: Beginning at the Westerly end of vacated Cheyenne Street; Thence along the Westerly line of said Lot 32, being the Easterly line of High Street, for the following two (2) courses; (1) Thence on a curve to the right having a central angle of 104°11'15", a radius of 25.00', a length of 45.46', and whose chord bears N26°26'13"E; (2) Thence on a curve to the left having a central angle of 09°33'06", a radius of 339.47', a length of 56.59', and whose chord bears N73°45'18"E; Thence S19°07'14"E, 66.65'; Thence S19°06'13"E, 64.98'; Thence S22°32'23"E, 34.82'; Thence S39°24'08"W, 104.03'; Thence along the South and West lines of vacated Cheyenne Street for the following three (3) courses; (1) Thence on a curve to the right having a central angle of 25°02'45", a radius of 166.63', and a length of 72.84'; Thence N25°39'24"W tangent to said curve, 110.42'; Thence N45°45'58"E, 42.20' to the Point of Beginning, County of El Paso, State of Colorado
And containing 1.588 acres

Flood plain:

According to the current effective Federal Emergency Management Agency Flood Insurance Rate Map, the subject property is located outside the boundary of the 100 Year Floodplain, as identified on FEMA Mapping Panel No. 08041C0467 G, dated December 7, 2018.

Easements:

As shown on the plat, with the sole responsibility for maintenance being vested with the property owner. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect.

Bearings are based on the record bearing of S01°40'13"W for the East line of the Southeast One Quarter of Section 8, as monumented on the north by a 3-1/4" #26965 aluminum cap, and on the south by a 1937 BLM brass cap. Note that both caps stuck out of the ground 10" - 12" and were surrounded by stones

Existing address: Cheyenne St., Green Mountain Falls, CO 80819

Assessors Parcel No.: 83084-01-105

Proposed Zone: PUD

Proposed use:

Title Information was provided by the Client as follows:

Title Company: Fidelity National Title Company

Order No. F0678734-370-CSG

Effective Date: July 14, 2020

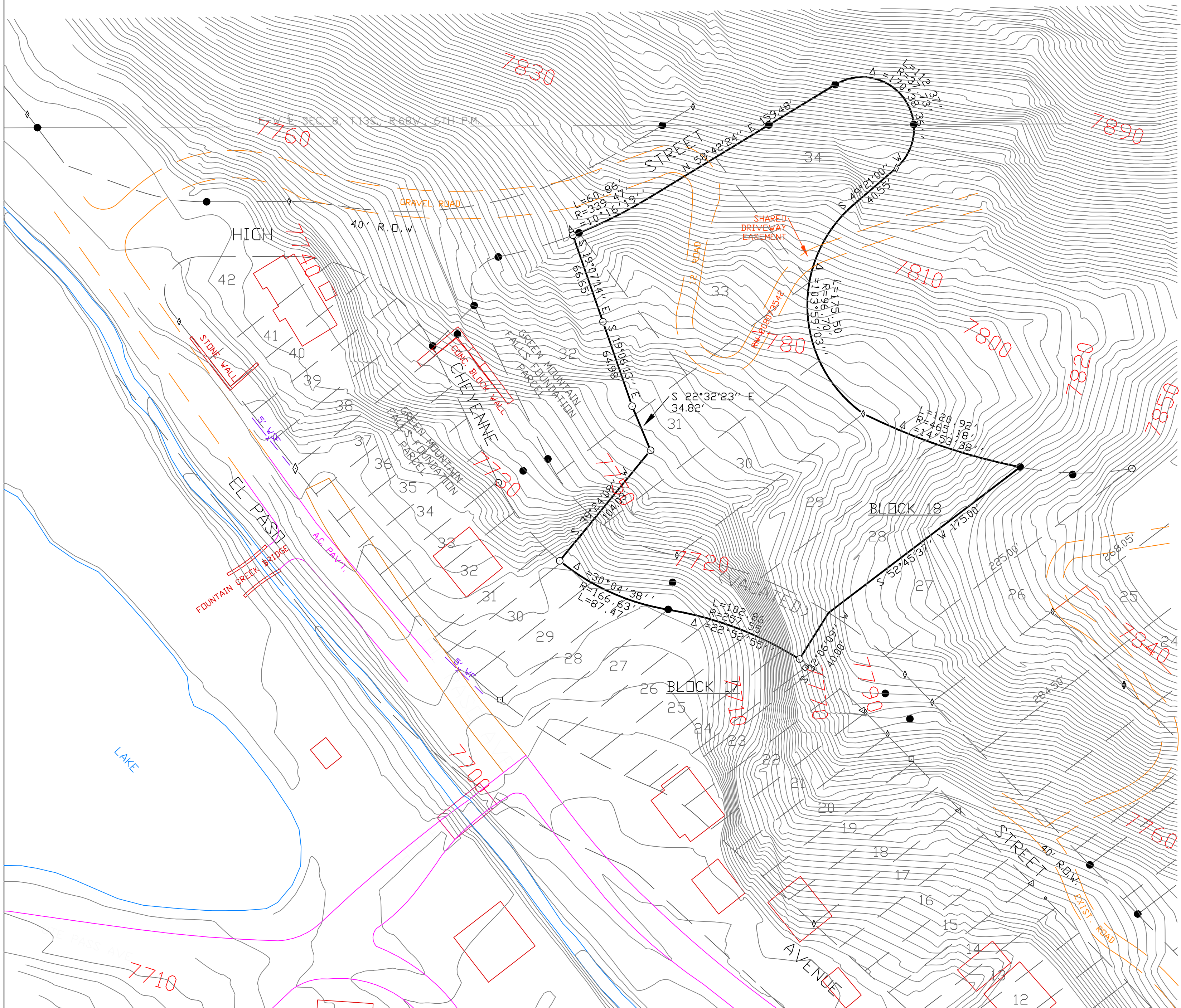
This Survey does not constitute a Title search or opinion.

The approval of this replat vacates all prior plats for the area described by this replat.

Abbreviations on drawings:

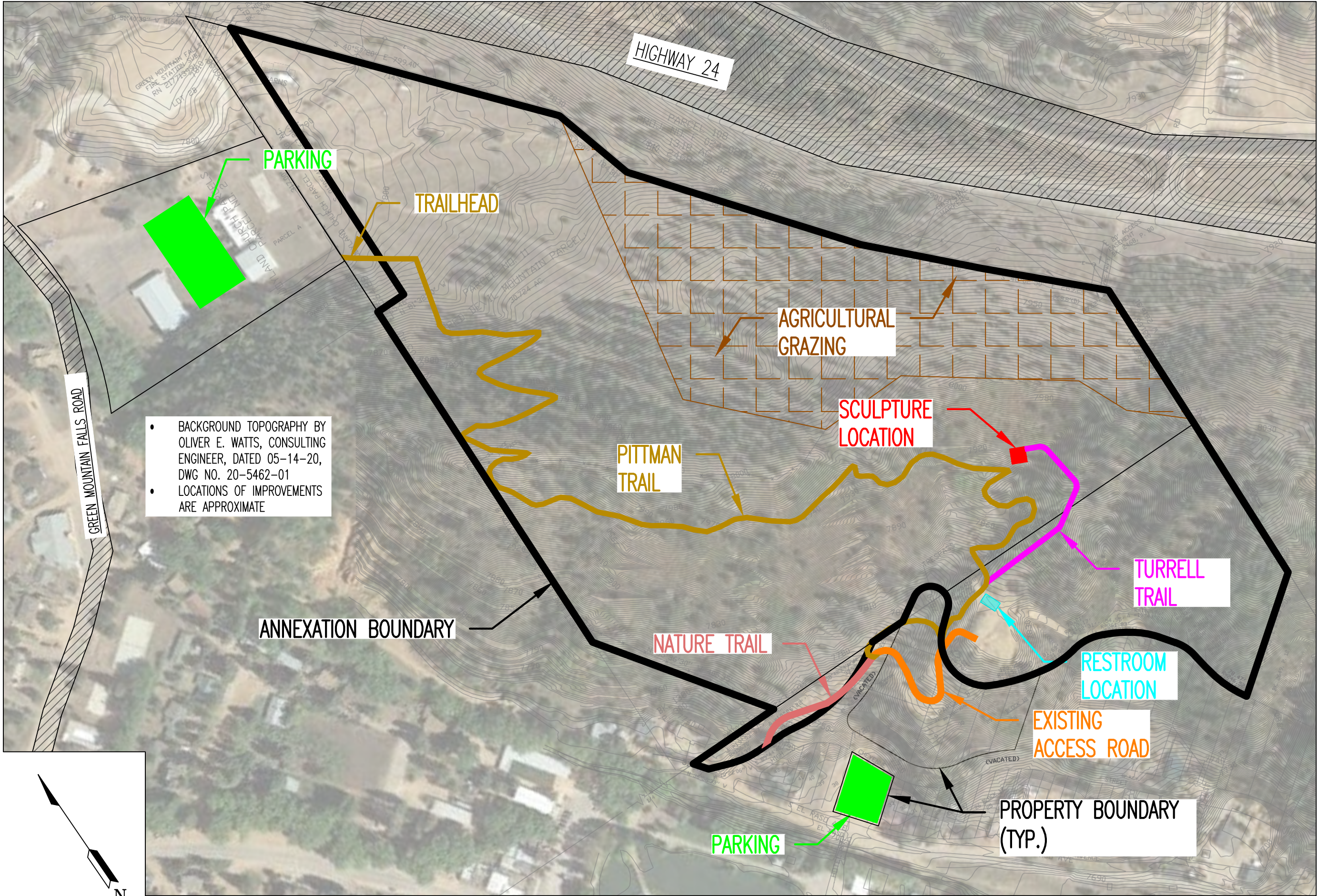
M = Measured distance
Conc. = Concrete
Conc. Dit = Concrete ditch
Conc. CO = Concrete curb outlet
A.C. Pav't = Asphalt
L/S = Landscape
R&L/S = Rock and landscape
WF = Wood fence - heights as shown
WIF = Wrought iron fence - heights as shown
S/W = Sidewalk
C & G = Curb and gutter
CB = Catch basin - sizes as shown
RCP = Reinforced concrete pipe (storm sewer) - sizes as shown
PVC = Poly-vinyl-chloride (pipe) - sizes as shown
HDPE = High density poly-ethylene (pipe) sizes as shown
SS = Sanitary sewer main - sizes as shown
W = Water main - sizes as shown
WS = Water service line
G = Gas main
Typ. = Typical
RN = Reception number (recording information)
BK., P. = Book and Page (recording information)

City File No:



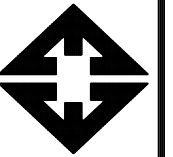
Prepared by the office of:
Oliver E. Watts, Consulting Engineer, Inc.
614 Elkton Drive
Colorado Springs, CO 80907
(719) 593-0173
oliewatts@aol.com
Celebrating over 41 years in business

| | | | | | |
|---|--|------------------|---|---|--|
| <p>DRAWN BY: O.E. WATTS DATE: 9-8-20 DWG. NO.: 20-5462-07 TOPGRAPHY BY: CITY FILE SURVEYED BY: DWT, GG, 1987 DEV. ES'W THRU 7-21-20</p> | <p>APPROVED BY: PROJ. NO. DWG.</p> | <p>REVISIONS</p> | <p>OLIVER E. WATTS CONSULTING ENGINEER COLORADO SPRINGS</p> | <p>PROJECT ADD. NO. 2 TO GREEN MTN. FALLS PART S.8, T.13S., R.68W., 6TH P.M. EL PASO COUNTY, COLORADO</p> | <p>SHT. NAME 1 OF 1 SITE PLAN</p> |
|---|--|------------------|---|---|--|



| REVISION | BY |
|----------|----|
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| | |
| | |

ENTECH
ENGINEERING, INC.
505 ELKTON DRIVE
COLORADO SPRINGS, CO. 80907
(719) 531-5599



MASTER PLAN
RED DEVIL MOUNTAIN
GREEN MOUNTAIN FALLS, CO.
FOR: HISTORIC GREEN MOUNTAIN
FALLS, LLC

| |
|-------------------------|
| DRAWN AMN CHECKED |
| DATE 09/22/2020 |
| SCALE AS SHOWN |
| JOB NO. 201280 |
| FIGURE No. 1 |

ANNEXATION AGREEMENT

Red Devil Mountain Parcel

THIS ANNEXATION AGREEMENT (the "Agreement") is made and entered into this _____ day of _____, 2020 (the "Effective Date") by and between the Town of Green Mountain Falls, a Colorado municipality with an address of 10615 Unit B, Green Mountain Falls Road, Green Mountain Falls, Colorado, 80819 (the "Town"), and _____ with an address of _____ ("Owner") (each a "Party" and collectively the "Parties").

WHEREAS, Owner is the owner of certain real property located in unincorporated El Paso County and more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Property");

WHEREAS, Owner desires to have the Property annexed to the Town; and

WHEREAS, the Town wishes to annex the Property into the Town upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals, mutual covenants, and promises set forth below, the receipt and sufficiency of which are mutually acknowledged, the Parties hereby agree as follows:

1. Annexation. The annexation of the Property shall be in accordance with the Colorado Municipal Annexation Act of 1965, as amended.
2. Purpose. The purpose of this Agreement is to set forth the terms, conditions, and fees to be paid by Owner upon annexation and initial development of the Property. Unless otherwise expressly provided to the contrary herein, all conditions contained herein are in addition to any and all requirements of the Green Mountain Falls Municipal Code, as amended, and other applicable law.
3. Water and Sewer Service. The Town does not currently provide water or wastewater services within the Town. If at the time of development the Property, the Town provides water or wastewater service capable of serving the Property, the Property shall connect to such service in accordance with the Town's regulations in effect at the time at the sole expense of Owner and the construction and extension of any such necessary lines and associated infrastructure shall be constructed in accordance with Town standards and specifications. Owner shall further be required to acquire at its own expense and dedicate to the Town, in a form acceptable to the Town in the Town's sole judgment, easements necessary to provide for the location of water and wastewater distribution, collection and transmission lines and related facilities serving the planned development on the Property.
4. Drainage. A Master Development Drainage Plan shall be prepared and submitted by Owner to the Town and approved by the Town Engineer prior to approval of any preliminary plat by the Board of Trustees. If determined by the Town Engineer to be necessary, such Plan shall include the construction of facilities for the safe discharge of all surface and subsurface water into

a drainage conveyance facility. Owner shall be solely responsible for the construction, designs, and costs of all drainage improvements included in the Master Development Drainage Plan.

5. Trail Management

6. Road Improvements. Owner shall be responsible for the cost of design and construction of all public or private access improvements, including without limitation the construction and design of new or improved streets, roads, and driveways, to and from the Property as needed for any such road to comply with the Town's current standards and specifications. At the time any such new or improved public street, road, or driveway is requested by Owner or initiated by the Town to serve the Property, Owner shall reimburse the Town its proportional cost for the extension of such service and conferral of such benefit upon the Property within 90 days of written request from the Town made after the improvements are complete. The decision whether to extend or improve any such public access improvement shall be at the sole discretion of the Town. Any improvements dedicated and accepted by the Town shall be maintained by the Town at the Town's sole expense.

7. Wildfire Mitigation. Owner shall cooperate and consult with the Green Mountain Falls Marshal to form a Wildfire Mitigation and Prevention Plan for the Property and shall promptly comply with such wildfire mitigation and prevention measures, which shall include the management of vegetation and wildfire fuels on the Property.

8. Zoning and Development.

a. Owner hereby consents to the zoning of the Property as Planned Unit development (PUD), as defined by § 16-311 of the Green Mountain Falls Municipal Code.

b. Owner may develop the Property in accordance with this Agreement, Town ordinances and regulations and other applicable law. Additionally, pursuant to the Town's Municipal Code, development may only occur in accordance with the PUD Development Plan submitted for the property with the zoning petition. Owner acknowledges that all amendments to the Development Plan subsequent to zoning approval shall require approval by the Board of Trustees after review by the Planning Commission.

c. Rezoning shall conform to the Master Plan and the Town's Master Plan in existence at the time of application for rezoning. Rezoning may occur prior to actual development on the site.

9. Vested Rights. Upon annexation, Owner waives any prior vested property rights that may have been acquired in El Paso County and acknowledges that this Agreement creates no new vested rights.

10. Remedies. Owner's remedies against the Town for the Town's breach of this Agreement are limited to breach of contract claims. The Town's remedies under this Agreement include without limitation the following:

a. The refusal to issue any building permit or certificate of occupancy.

b. The revocation of any building permit previously issued under which construction directly related to such building permit has not commenced, except a building permit previously issued to a third party.

c. A demand that the security given for the completion of the public improvements be paid or honored.

d. Any other remedy available at law.

11. Authority of the Town. Nothing in this Agreement shall constitute or be interpreted as a repeal of existing codes or ordinances or as a waiver or abrogation of the Town's legislative, governmental, or police powers to promote and protect the health, safety and general welfare of the Town or its inhabitants.

a. Owner acknowledges that the annexation and subsequent zoning of the Property are subject to the legislative discretion of the Board of Trustees of the Town of Green Mountain Falls. No assurances of annexation or zoning have been made or relied upon by Owner.

b. In the event that the Town of Green Mountain Falls Board of Trustees, in the exercise of its legislative discretion, does not take any action with respect to the Property required herein, then the sole and exclusive remedy for the breach hereof accompanied by the exercise of such discretion shall be the withdrawal of the petition for annexation by Owner, or disconnection from the Town in accordance with state law, as may be appropriate.

12. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Owner, its successors in interest, or their legal representatives, including all developers, purchasers and subsequent owners of the Property, and shall constitute covenants running with the land. This Agreement shall be recorded with the County Clerk and Recorder of El Paso County, Colorado, at Owner's expense.

13. Indemnification. Owner agrees to indemnify and hold harmless the Town and the Town's officers, employees, agents, and contractors, from and against all liability, claims, and demands, including reasonable attorney's fees and court costs, which arise out of or are in any manner connected with the annexation of the Property, or with any other annexation or other action determined necessary or desirable by the Town in order to effectuate the annexation of the Property, or which are in any manner connected with the Town's enforcement of this Agreement. Owner further agrees to investigate, handle, respond to, and to provide defense for and defend against or at the Town's option to pay the reasonable attorney's fees for defense counsel of the Town's choice for any such liability, claims, or demands, which arise out of or are in any manner connected with the annexation of the Property.

14. Termination. If the zoning as set forth herein is not approved by the Town, or if the annexation of the Property is not completed, then this Agreement shall be null and void and of no force and effect whatsoever.

15. Miscellaneous.

a. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, Colorado.

b. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

c. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

d. Third Parties. There are no intended third-party beneficiaries to this Agreement.

e. Notice. Any notice under this Agreement shall be in writing and shall be deemed sufficient when directly presented or sent prepaid, first-class U.S. Mail to the Party at the address set forth on the first page of this Agreement.

f. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

g. Modification. This Agreement may only be modified upon written agreement of the Parties.

h. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

i. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

j. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the Effective Date.

**TOWN OF GREEN MOUNTAIN
FALLS, COLORADO**

Jane Newberry, Mayor

ATTEST:

GMF Town Clerk

OWNER

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was subscribed, sworn to, and acknowledged before me this
_____ day of _____, 2020, by _____.

My commission expires: _____

(SEAL)

Notary Public

Attachment G

The following list, while lengthy, is an abridged version of the overall annexation process for the Board's information and was compiled using two references that are available in electronic format upon request: *Annexation Plan, Town of Green Mountain Falls*, prepared by Pikes Peak Area Council of Governments in April 1997 and adopted by the Town in 1999 into GMF Municipal Code §15-1; *Annexation in Colorado*, prepared by Gerald Dahl of Murray Dahl Beery & Renaud, published by Colorado Municipal League, May 2019.

1. *Pre-Application Meeting with Town Clerk and Planning Commission.* It is highly recommended that the petitioner meets with the Town Clerk and Planning Commission on a preliminary basis to discuss annexation procedures and requirements.
2. *Preparation of Annexation Petition and Supporting Materials.* Applicant prepares the annexation petition, annexation agreement, zoning application, development plan, and annexation plat.
3. *Submission of annexation request.* Applicant then submits the annexation petition, plat, and supporting materials to the Town Clerk. Concurrently, the zoning application and development plans are also filed with the Town Clerk. All applicable filing fees are paid at this time.
4. *Distribution of annexation materials.* The Board of Trustees determines if the petition for annexation is in substantial compliance with the Municipal Annexation Act of 1965, i.e., at least 1/6 contiguity and that a community interest exists. If the annexation petition is found to be valid, the Board of Trustees may pass a resolution finding compliance and/or establishing date, time, and place for public hearings to consider the proposed annexation. The hearing shall be held not less than 30 days, nor more than 60 days after the effective date of said resolution.
5. *Public hearing by Planning Commission.* Planning Commission conducts a public hearing on the proposed zoning and development plans as related to the proposed annexation and makes a recommendation to the Board.
6. *Agency Review.* Upon acceptance by the Town Board of Trustees and/or passage of a resolution for public hearings, distribution of the proposed annexation petition, plat, annexation agreement, zoning proposals and development plans is made to appropriate referral agencies for review and comment.
7. *Publication of Notice.* The Town Clerk publishes notice of the date, time, and place of the public hearings by the Board of Trustees to consider the proposed annexation. Notice of hearing will be published once per week for 4 consecutive weeks, the first publication occurring at least thirty (30) days prior to the date of the public hearing.
8. *Preparation of Impact Report.* At least 25 days before the hearing date, an impact report (AIR), prepared by petitioner on behalf of the Town, is submitted to the Town, containing the information required by State Statute. At least 20 days prior to the public hearing, the AIR is filed with the EPC Board of Commissioners. An AIR is not required for annexations of ten acres or less in total area, or when the Town Board of Trustees and the Board of Commissioners agree that the report may be waived.
9. *Notice to County, School District, and Special Districts.* At least 25 days prior to public hearing, the Town Clerk sends formal notice to the EPC Board of Commissioners, the County Attorney, the Manitou Springs School District 14, and the Green Mountain Falls/ Chipita Park Fire District.

Attachment G

10. *Notice to Property Owners.* At least 25 days prior to the date of the public hearing, the applicant mails notices to adjoining property owners, informing them of the public hearing the annexation, master plan, zoning request and their right to appear and provide comment.

12. *Public hearing by Town Board.* If the Town Board of Trustees approves the annexation, including zoning and development plans, it does so by ordinance, which requires two (2) readings at separate meetings (first reading is typically given at the above-mentioned public hearing). The annexation agreement is approved by the Town Board of Trustees at either first or final reading of the annexation ordinance.

13. *Board approval.* Approval on second reading will finalize the ordinance, which cannot be legally challenged after 60 days from its effective date.



To: Mayor Newberry and GMF Board of Trustees
From: GMF Land Use & Planning
Date: October 18, 2020
Re: Planning Commission Direction- Comprehensive Plan Implementation

Background

Planning Staff and the Planning Commission are requesting direction from the Board of Trustees.

Discussion

For the June 2020 Planning Commission meeting agenda, members requested staff include “2019 Plan GMF Comprehensive Plan” as an item for discussion. The spirit of the business was for members to further work to implement items- whether it be as a Commission or special committee, it was not clear. During the meeting they voted to include “Comprehensive Plan Implementation” as an ongoing agenda item of business.

After several new appointments and resignations, the PC has five permanent members. Staff would like some direction on whether the PC can serve the Board in a specific advisory capacity on the Plan GMF goals, policies, objectives, and implementation, as we strategize business for 2021.

**Board of Trustees
Agenda Memorandum**

| | | |
|---|---------------------|---|
| DATE: 10.20.2020 | AGENDA NO. 9 | SUBJECT: Consideration of Town of Green Mountain Falls Resolution 2020-15 Organization Resolution and Agreement for Credit Card Program |
| Presented by: Angie Sprang, Town Manager Attachments: (1) Resolution 2020-15 Organization Resolution and Agreement for Credit Card Program | | |

Background

The Town currently uses Chase Credit Card Services, which is costly and provides no cash back benefits to the Town for purchases. Town Staff researched opportunities for purchasing card services which offer cash back and are designed for municipal governments and/or non-profit entity purchasing.

Discussion

Attached is an application for UMB Purchasing Card Services, which will give the Town approximately 1% cash back on purchases. If the Town's budget grows in coming years, UMB provides 3% cash back on more than \$1 million in purchases annually, and 5% cash back at higher amounts of purchases. Staff recommends that we close our Chase Credit Card Services Account, and switch to UMB to save money on necessary purchases.

Recommended Motion

I move to approve Resolution 2020-15 Organization Resolution and Agreement for Credit Card Program, in support of closing our Chase Credit Card Accounts and switching to UMB Purchasing Card Services.

Alternative Options

1. Reserve the items for further discussion at the next or a future meeting.
2. Do not approve.
3. Any other action the Board of Trustees sees as equitable and just.

**ORGANIZATION RESOLUTION AND AGREEMENT
FOR CREDIT CARD PROGRAM**

Patricia A. Sprang, who is the undersigned Recordkeeper for Town of Green Mountain Falls, Colorado, (the "*Organization*"), a Municipal Government (*type of entity*) organized under the laws of The State of Colorado (*state*), does hereby certify:

1. That he/she is the Secretary or Assistant Secretary, or an officer, partner, owner, principal, manager, member or other person having lawful custody of the official records of the above Organization (the "*Recordkeeper*") and is authorized to provide this document to UMB Bank, n.a. ("*Bank*").
2. That at a meeting of the governing body of the Organization duly held on 10/06/2020 (*date*) and at which a quorum was present and acting throughout, or pursuant to the unanimous written consent of its members, the following Resolution and Agreement was duly adopted and approved and is currently in full force and effect, and has not been amended or rescinded:

RESOLVED, that a credit card authority for this Organization be established by the Designated Officer named in the section immediately below with UMB Bank, n.a., and that separate accounts and credit cards ("*Cards*") under said authority be opened and issued by Bank in the name of this Organization for use by employees and agents of this Organization who are identified from time to time by the Designated Officer, or by any successor to the Designated Officer identified from time to time by the Recordkeeper (or by the successor to the Recordkeeper), and that the Organization authorizes the use of the Cards in accordance with the Cardholder Agreement that is sent by Bank with the Cards; and

RESOLVED FURTHER, that Patricia A. Sprang is the Designated Officer referred to in the above section of this Resolution, and that the Designated Officer or any successor to the Designate Officer designated in writing by the Recordkeeper (or by a successor Recordkeeper) may from time to time: request that Cards be issued in the name of this Organization; request that the credit limits and purchase controls be changed on existing Cards issued in the name of this Organization; designate additional persons authorized to use Cards issued by Bank in the name of this Organization; request termination of use of existing Cards; and communicate other pertinent information to Bank; and

RESOLVED FURTHER, that the forgoing resolution shall remain in full force and effect until written notice of an amendment or rescission thereof is delivered to and receipted for by Bank; and

RESOLVED FURTHER, that the Recordkeeper be and he/she is hereby authorized and directed to certify to Bank this resolution and that the Recordkeeper signing this Resolution and Agreement or any person designated in writing by the Recordkeeper, is authorized to certify to the Bank the names and signatures of persons authorized to act on behalf of the Organization under the foregoing Resolution and Agreement, and from time to time hereafter, as additions to or changes in the identity of said Recordkeeper are made, such Recordkeeper or designee shall immediately report, furnish and certify such changes to the Bank, and shall submit to Bank a new incumbency certificate or other document reflecting such changes in order to make such changes effective; and

RESOLVED FURTHER, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, the undersigned Recordkeeper has subscribed his or her name and, if appropriate or required, applied the seal of the Organization to this Resolution and Agreement as of this 7th day of October, 2020.

RECORDKEEPER

**Signature by Secretary, Assistant Secretary, or other
Person certifying to this Resolution and Agreement**

Signature
Name: Patricia A. Sprang
Title: Town Manager

ADDITIONAL OFFICER

**Signature by Second Person, certifying to incumbency
of Recordkeeper**

Signature
Name: Jane Newberry
Title: Mayor

Affix Seal, if required by Organization's governing documents.

Additional Signatures of Members, Partners or Other Required Persons

The undersigned persons, being Members, General Partners, or other persons required under the governing documents of the foregoing Organization Resolution and Agreement for Credit Card Program, hereby consent to the adoption thereof.

Signature

Name: Patricia A. Sprang

Title: Town Manager

Signature

Name: Jane Newberry

Title: Mayor

Signature

Name: Margaret Peterson

Title: Mayor Pro Tem

Signature

Name:

Title:

Signature

Name:

Title:

Signature

Name:

Title:

Signature

Name:

Title:

Signature

Name:

Title:

Guidelines for Completion for Customers that are U.S. legal entities:

- **Corporation:** The Recordkeeper signing above should be the corporate secretary or assistant secretary. The second person may be the Chairman, President, CEO, a Board member, the Treasurer or the CFO.
- **Partnership, Limited Liability Partnership, Limited Liability Company, or Sole Proprietor:** All general partners, all members, or the sole proprietor must sign this form, unless Organization's governing documents specify that a manager, managing general partner or other person may act. In any event, a second general partner or member must sign in the second place. Sole proprietors do not require a second signature.
- **Governmental Entity:** The Treasurer must sign in the first place, unless the Organization's charter specifies otherwise. The entity's Chairperson, Vice Chairperson, or Counsel must sign in the second place.

**Board of Trustees
Agenda Memorandum**

| | | |
|--|----------------------|---|
| DATE: 10.20.2020 | AGENDA NO. 10 | SUBJECT: Consideration of Merritt Bid \$25,515, for Paving the Town Hall Parking Lot November 02, 2020 |
| Presented by: Angie Sprang, Town Manager Attachments: (1) Merritt Bid | | |

Background

Merritt is working on the GMF – Chipeta Park Rural Fire Protection District construction, and they have been selected by the Fire Department to pave Carselle Way. Merritt has provided us with the attached bid to pave our Town Hall parking lot on November 02, 2020 when they are paving Carselle Way.

Discussion

Attached is the Merritt Bid in the amount of \$25,515 for paving the Town Hall parking lot on November 02, 2020. This is an unexpected expense that is not in the budget, and the costs would have to come out of our reserve funds which could be considered a drawback. It will be cheaper for the Town to complete the work while the company is already mobilized. Hiring a company to complete the work later will drive the cost up around into the \$40k + range.

Recommended Motion

I move to approve/not approve the Merritt bid as presented in the amount of \$25,515.

Alternative Options

1. Approve with amendments as discussed by the BOT.
2. Reserve the items for further discussion at the next or a future meeting.
3. Do not approve.
4. Any other action the Board of Trustees sees as equitable and just.



**Martin
Marietta**

1910 Rand Ave.
Colorado Springs, CO 80905
Phone (719) 591-3300
Fax (719) 591-3325

| | | | |
|--------------------------|---|-------------------------|------------------|
| To: | MERRITT GENERAL CONTRACTOR INC | Contact: | Angelique Kallio |
| Address: | 4758 NORTH CHESTNUT STREET | Phone: | (719) 599-3349 |
| | COLORADO SPRINGS, CO 80907 US | Fax: | (719) 599-5004 |
| Project Name: | GMF - Central Fire Station | Estimate Number: | 19369 |
| Project Number: | 19369 | Bid Date: | 6/28/2019 |
| Project Location: | 10615 Green Mountain Falls Rd, Green Mountain Falls, CO | | |

Addendum #4 as well as 5 revised drawings A1.2, A1.3, A2.1, A7.0 and I3.0

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|-------------------------|--|--------------------|------|------------|---------------------|
| 1 | MOBILIZATION (INCLUDES 1 MOBILIZATION FOR DIRT/GRAVEL CREW AND 1 MOBILIZATION FOR PAVE CREW) | 1.00 | EACH | \$3,288.00 | \$3,288.00 |
| 2 | FINE GRADE SUBGRADE FROM +/- .01 FT TO BALANCE | 2,088.00 | SY | \$2.65 | \$5,533.20 |
| 3 | PLACE 12" CLASS 6 BASE COURSE | 2,088.00 | SY | \$23.45 | \$48,963.60 |
| 4 | 6" ASPHALTIC SURFACE COURSE CDOT GRADE SX & "s" | 2,088.00 | SY | \$29.60 | \$61,804.80 |
| 5 | SHEER STRIP PER DETAIL 4/C10.0 | 90.00 | LF | \$9.50 | \$855.00 |
| 6 | 2' WIDE ABC CLASS 6 BASE SHOULDER | 1,677.00 | LF | \$4.45 | \$7,462.65 |
| 7 | TOWN HALL PARKING LOT: 3" FULL DEPTH ASPHALT (INCLUDES FINE GRADE) | 696.00 | SY | \$25.95 | \$18,061.20 |
| 8 | TOWN HALL PARKING LOT STRIPING (INCLUDES PARKING BLOCKS) | 1.00 | LS | \$1,500.00 | \$1,500.00 |
| Total Bid Price: | | | | | \$147,468.45 |

Notes:

- The following Proposal, subject to terms and conditions, as noted, and on the attached page, if accepted, shall constitute a contract between the parties to this Proposal. This Proposal shall be valid for a period of Thirty (30) days from the date of Proposal unless otherwise specifically stated in the Proposal.
- This contract is expressly conditioned upon approval of Customer's credit by Martin Marietta Materials Inc.'s credit department, and Martin Marietta Materials Inc. shall have no obligation to perform its obligations hereunder until such approval has been obtained. Project scheduling is subject to receipt of accepted Proposal. Please sign in spaces provided to indicate acceptance and return original. Note terms and conditions of sale as listed on Proposal document.
- COMPOSITE PAVING - MAIN DRIVE: We will furnish all labor, equipment and material to fine grade from +/- 0.10 foot balanced, place 12" base course and construct a 6" compacted asphalt surface on approximately 2088 sq. yds.

FULL DEPTH PAVING - TOWN HALL PARKING LOT: We will furnish all labor, equipment and material to fine grade from +/- 0.10 foot balanced, and construct a 3" compacted asphalt surface on approximately 696 sq. yds.

SUBGRADE:

After the subgrade is brought to within + or - .10' of final grade, compacted in depth, balanced and blue topped within maximum 50 foot grid by others. We will proof roll, fine grade, wet and recompact material disturbed by fine grading.

- *This price is not valid if an Owner Controlled Insurance Program (OCIP) is required.

- Final adjustment of structures - Manholes \$ 300.00/EA
Water valves \$ 150.00/EA

- Additional quantities will be charged at the items unit price.

- Additional mobilizations will be charged at \$3500 each. The pricing is valid for a minimum of 826 tons per mobilization. The project will have to be re-priced if multiple mobilizations are required.

Merritt General Contractors

Owner: GMF City Hall

Date: 10/13/2020

Job Name:

Revision # 1

Solicitation / Project #[illegible]

**Board of Trustees
Agenda Memorandum**

| | | |
|--|----------------------|---|
| DATE: 10.20.2020 | AGENDA NO. 11 | SUBJECT: Advisory Committee Volunteer Application(s) Review |
| Presented by: Angie Sprang, Town Manager Attachments: (1) Ann Esch, Application for the Board of Adjustment (2) Pamela Giraud, Application for Fire Mitigation | | |

Background

N/A

Discussion

Attached are two applications for Advisory Committee Membership:

1. Ann Esch, application for membership on the Board of Adjustment (currently, 0/5 seats filled)
2. Pamela Giraud, application for membership on the Fire Mitigation Advisory Committee (currently, 2/5 seats filled)

Staff requests preference guidance from the BOT regarding residency for members.

In legal review of “residency,” Staff understands that Trustees and Quasi-Judicial (i.e. Board of Trustees; Planning Commission; & Board of Adjustment) Advisory Committee Members MUST legally be full time residents in GMF per State Law.

Additionally, some Town’s/City’s allow other non-quasi-judicial advisory committees (i.e. Parks, Recreation, & Trails; Fire Mitigation) to have Members that are residents, not necessarily full-time residents, but residents who consider GMF to be their place of primary residency. This does not necessarily mean that they reside in GMF more of the year than they reside elsewhere, but again that they consider GMF home and their domicile of primary residency. However, it may be ideal that they do, it is to the BOT’s discretion.

Staff requests preference guidance from the BOT regarding residency for members, some questions for consideration:

1. What criteria would the BOT like to use to set precedence in matters of residency for non-quasi-judicial memberships? Once decided, if requested, Staff can do a review of current memberships and report back to the BOT on this matter.
2. Any other discussion points the BOT sees as equitable and just.

Recommended Motion

N/A

Alternative Options

N/A



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

Committee Volunteer Application

Volunteer Position applying for: BOARD of Adjustment
Name: ANN ESCH
Street Address: 6830 Colorado Street
City, State: Green Mountain Falls, CO Zip Code: 80819
Phone Number: 336-624-2958 Email address: aesch1234@aol.com
How many years have you been a resident of Green Mountain Falls: 83 (Summer Fall)
Current Employer/Occupation: Volunteer
Work Experiences that may apply: Editor: WAKE FOREST UNIVERSITY SCHOOL OF LAW Continuing Education Department
Other Volunteer Experiences that may apply: CITIZEN'S ADVISORY Committee Representing Green Mt. Falls (PIKES PEAK AREA Council of Governments + PIKES PEAK RURAL Transportation authority)
Any Special Qualifications that may apply to this volunteer position: LAW DEGREE (J.D.) Wake Forest University
Other Current Volunteer Positions you hold: PPAC G(CAC) PPRTA(CAC) Green Mt. Falls
Reasons for choosing this Volunteer Opportunity: FAMILY property since 1914 Concern for future of Green Mt. Falls

*Please attach any other relevant information/documentation that would enhance your application.

By signing below, you acknowledge that the Town of Green Mountain Falls IS NOT liable for any harm and/or injury sustained while volunteering at any Town facilities or activities.

You also agree that all information you have provided in this application is true to the best of your knowledge.

Volunteer Signature: Ann Esch

Date: Sept. 23, 2020

Are you 18 years or older? YES ☒ NO ☐

If NO, Guardian Signature: _____



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

Committee Volunteer Application

Volunteer Position applying for: Fire Mitigation Committee
Name: Pamela Giraud
Street Address: 10470 Hondo
City, State: Green Mtn. Falls, CO Zip Code: 80819
Phone Number: 719-684-9893 Email address: pamelaggiraud@hotmail.com
How many years have you been a resident of Green Mountain Falls: summers - 50+ yrs. com
Current Employer/Occupation: _____
Work Experiences that may apply: _____

Other Volunteer Experiences that may apply: Brent Day Committee - 20 yrs.,
Signal Comm.

Any Special Qualifications that may apply to this volunteer position: Down 11 acres
in the middle of town

Other Current Volunteer Positions you hold: _____

Reasons for choosing this Volunteer Opportunity: I don't want this town
to burn down

I have a year round resident who can stand in for

*Please attach any other relevant information/documentation that would enhance your application. me.

By signing below, you acknowledge that the Town of Green Mountain Falls IS NOT liable for any harm and/or injury sustained while volunteering at any Town facilities or activities.

You also agree that all information you have provided in this application is true to the best of your knowledge.

Volunteer Signature: Pamela Giraud Date: Sept. 10, 2020

Are you 18 years or older? YES ☒ NO ☐

If NO, Guardian Signature: _____

Trail Ambassador Updates

12 people participated in the training

7 people have been active so far doing shifts on weekends

Volunteers are spending roughly 1.5-3 hours each per shift with 20-40+ hikers encountered per shift.

Most commonly asked questions:

How far is it?

Am I going the right way?

Where can I park?

How long does it take?

Do you have a map?

What is the trail like?

How long till the waterfall?

Concerns raised by volunteers:

- Many of our trail ambassadors have been cleaning up trash. Can we have trash bags and gloves available to us for shifts?

- Many hikers are unsure of where they are going (at times >50% of people encountered). Hikers are often using AllTrails which is inaccurate. There is currently a lack of maps for ambassadors to help people navigate. Can we have laminated maps near the trailheads or printed stacks of maps to give to hikers.

- Can a hiker's code of conduct be posted somewhere to help reinforce trail expectations for use?

- Volunteers are passing instruction to people to use Belvidere as a bypass to Hondo but when the hikers don't see heavy equipment or material stockpiled at the facility they just walk around it and come down Hondo. This erodes public confidence in the guidance that we give. Is there a timeline for the Hondo trailhead closure/CSU work completion?

- "One of the signs for the trail access closure on Hondo appears to have been run over and is badly broken."