



## Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda  
10615 Green Mountain Falls Road  
Tuesday April 4<sup>th</sup>, 2023 at 7:00 p.m.

### Join Zoom Meeting

<https://us02web.zoom.us/j/84986364094?pwd=ditvNWV4RGhtT1cvUWx2ckluTVhUQT09>

Meeting ID: 849 8636 4094    Passcode: 564275    Mobile    +17193594580

### REGULAR MEETING:

1. CALL TO ORDER, ROLL CALL & PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA
  - Approve Board of Trustees Meeting Minutes from 2023-03-07
4. PUBLIC INPUT: 3 Minutes per speaker
5. BUSINESS
  - a. Public Hearing and Final Adoption, Ordinance 2023-01 Building Code
  - b. Child Abuse Prevention Month
  - c. PRT Advise Memo- RREO Grant Request
  - d. Green Box Block Party Application 2023-07-04
  - e. Green Box Block Party Application 2023-07-15
  - f. National Flood Insurance Visit
  - g. Planning Commission Recommendations To BOT
  - h. Blue Moose Liquor License Renewal Application
  - i. PRT Advise Memo regarding GMF Pool
  - j. FMAC Forestry Grant
6. CORRESPONDENCE

## 7. REPORTS

- a. Trustees
- b. Town Clerk- Budget Report

## 8. ADJOURN

\*The Town shall provide reasonable accommodation for those with disabilities on a case-by-case basis. Please send accommodation requests to [clerk@gmfcu.us](mailto:clerk@gmfcu.us) by 4pm on the date of the meeting.

\*\*Zoom meeting will start when the regular meeting is called to order. Public Comment for Zoom participants is restricted to live comment during Item #4 only. Commenters should be prepared to use the "raise hand" function to be called upon. Chat comments will not be managed or responded to.

**TOWN OF GREEN MOUNTAIN FALLS**  
**Regular Board of Trustee Meeting**  
**March 7, 2023 – 7:00 P.M.**

**MEETING MINUTES**

**Board Members Present**

Mayor Todd Dixon  
Trustee Sunde King  
Trustee Sean Ives  
Trustee Katharine Guthrie  
Trustee Nick Donzello

**Town Manager**

Becky Frank

**Town Clerk**

Bo Ayad

**Board Members Absent**

None

**Town Attorney**

**Public Works**

**Marshal's Dept.**

Sean Goings

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

Mayor Dixon called the meeting to order at 7:05 p.m. The Pledge of Allegiance was recited. All Board members were present.

**2. Additions, Deletions, or Corrections to the Agenda**

Trustee Donzello made a motion, seconded by Trustee Guthrie, to accept the agenda. Motion passed unanimously.

**3. Public Comment**

Clay Gafford had comments regarding the proposed lay down yard at the old Town Hall site. Lisa Bonwell made comments regarding the new guard rail that is part of the Stilling Basin Project.

Lamar Mathews made comments from Zoom regarding ROW zoning.

**4. Consent Agenda**

Approval of Board of Trustees Meeting Minutes from previous meeting. Approved unanimously.

**5. Business**

The Town Manager read a statement from Andre Brackin of Wilson and Co. Regarding the beginning of the final phase of the Stilling Basin Project. There was no action taken.

Paul Yingling presented regarding Capital Improvements and Strategic Planning. Trustee Guthrie motioned to approve the proposals dated 02/28/2023 and her motion was seconded by Trustee Donzello. The motion passed with none opposed.

## **6. Resolution 2023-07 Olathe St. Lay Down Yard**

Mayor Dixon recommended that the Planning Commission review the proposal under the new land use code. He also suggested that staff draft a policy rather than adopt this resolution at this time. AA discussion took place between the trustees about alternatives. Mayor Dixon motioned to table this Resolution until a draft policy could be reviewed later this summer. His motion was seconded by Trustee Donzello and passed with none opposed.

## **7. Application for Phil McIntyre**

Jay Kita of the PRT Committee voiced that Mr. McIntyre was an ideal candidate for the PRT Committee. Trustee Donzello motioned to approve the application which was seconded by Trustee Guthrie. Motion passed unanimously.

## **8. Dumpster Blind**

The Town Manager presented visuals from the PRT Committee showing the site and location information. Mayor Dixon motioned to approve the recommendations from PRT and also to allow the TM to make necessary changes to meet funding requirements. Trustee Guthrie seconded the motion and the motion passed 4 to 1 with Trustee King voting to oppose.

## **9. Resolution 2023-06**

Authorization for the Mayor to represent the town in a legislative capacity at the State level. After much discussion Trustee Guthrie motioned to approve before withdrawing the motion. Trustee King recommended that the Resolution be tabled and no Trustees were opposed.

## **10. PPRBD Ordinance 2023-01**

Roger Lovell of PPRBD presented regarding the history and current activities of PPRBD. Mayor Dixon performed the first reading of the Ordinance.

## **11. Recess for 5 minutes**

Mayor Dixon called a recess for 5 minutes.

## **12. Resolution 2023-05**

The Town Manager presented on the need to adopt a new Personnel Policy and Procedures Manual to replace the existing Employee Handbook. Trustee Donzello motioned to approve and Trustee Guthrie seconded the motion. Motion passed unanimously.

## **13. Reporting**

The Trustees had no reports.

Mayor Dixon presented regarding the PRT study on the Town Pool.

Marshal Goings presented on the arrival of body cameras and the new Patrol Vehicle.

## **14. Correspondence**

None.

## **15. Adjournment**

At 9:57 PM Mayor Dixon called to Adjourn the meeting.



**TOWN OF GREEN MOUNTAIN FALLS**

**ORDINANCE NO. 2023-01**

**AN ORDINANCE AMENDING CHAPTER 18 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2023 EDITION OF THE PIKES PEAK REGIONAL BUILDING CODE**

WHEREAS, the Town previously adopted the Pikes Peak Regional Building Code, 2017 Edition, as amended, by reference and according to Title 31, Article 16, Part 2, Colorado Revised Statutes (C.R.S.), as amended;

WHEREAS, the Pikes Peak Regional Building Code, 2023 Edition, is a revision of the Pikes Peak Regional Building Code, 2017 Edition, as amended, and an amended version thereof; and

WHEREAS, the Board of Trustees deems it necessary to update and revise Chapter 18 of the Green Mountain Falls Municipal Code to adopt the newest edition of the Pikes Peak Regional Building Code.

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

Section 1. Section 18-1 of the Town of Green Mountain Falls Municipal Code is hereby amended to read as follows:

**Sec. 18-1. Adoption by reference.**

Pursuant to Title 31, Article 16, Part 2, C.R.S., the ~~2017-2023~~ *2023 edition* of the Pikes Peak Regional Building Code, *together with Appendix A and Appendix B*, as published by Pikes Peak Regional Building Department, is adopted by reference as the primary code, including all secondary codes referred to therein, hereinafter collectively referred to as the " Pikes Peak Regional Building Code", "Regional Building Code", "this Code" or "RBC" and are hereby enacted as the Building Code of the town for use to regulate building construction activities within the town.

Section 2. Section 18-2 of the Town of Green Mountain Falls Municipal Code is hereby amended to read as follows:

**Sec. 18-2. Permit Fees.**

*Section RBC108.2, Schedule of Permit Fees of the Building Code is amended and modified by adding the following to read: "The Board of Trustees establishes Appendix B: Building Permit Fee Schedule of the Pikes Peak Regional Building Code as the adopted fee schedule."*

Section 3. Section 18-3 of the Town of Green Mountain Falls Municipal Code is hereby amended to read as follows:

**Sec. 18-3. Availability.**

One copy of the *Pikes Peak Regional Building Code* is now filed in the office of the town clerk and may be inspected during regular business hours.

Section 4. Section 18-4 of the Town of Green Mountain Falls Municipal Code is hereby amended to read as follows:

**Sec. 18-4. Penalties and Fines.**

*The following fines and penalties in the Pikes Peak Regional Building Code are hereby adopted and set forth in this adopting Ordinance pursuant to C.R.S. § 31-16-204:*

- (1) Any person violating the Building Code<sup>1</sup> or any provisions of the Pikes Peak Regional Building Code, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars (\$500.00), or imprisoned not more than ninety (90) calendar days in the county jail, or both. A separate offense shall be deemed committed for each and every calendar day during which any illegal erection, construction, reconstruction, alteration, maintenance, or use continues. In case any building or structure is, or is proposed to be, erected, constructed, reconstructed, altered or remodeled, used or maintained in violation of the Pikes Peak Regional Building Code or of any provision of the Building Code, the Town Attorney or the Department's attorney, as applicable, in addition to other remedies provided by law, may institute an appropriate action for injunction, mandamus, or abatement to prevent, enjoin, abate, or remove any unlawful erection, construction, reconstruction, alterations, remodeling, maintenance, or use. *See, RBC101.8.*
- (2) The Building Official may impose an administrative fine in an amount of up to one thousand dollars (\$1,000.00) on any person (entity included) engaged in any construction consulting work or construction work covered by the Pikes Peak Regional Building Code. Appeals to this action may be made as provided for elsewhere in the Pikes Peak Regional Building Code. *See, RBC103.12.*
- (3) The Building Official shall have authority to record a certificate of alleged noncompliance in the public records of the County of the Jurisdiction where a property is located thirty (30) calendar days after notice of noncompliance is posted on the premises or sent by registered mail or by certified mail, postage prepaid, return receipt requested, addressed to the record owner as such concerns any work done by any

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<sup>1</sup> As referenced throughout the Pikes Peak Regional Building Code, "Building Code" means either the Commercial Building Code or the Residential Building Code, as applicable, in accordance with Chapter 3 of the Pikes Peak Regional Building Code.

person, which work allegedly fails to comply with the final inspection requirements of the Pikes Peak Regional Building Code. Service is perfected under this Section at the earliest of the date of posting; the date the record owner receives the notice of non-compliance; the date shown on the return receipt, if signed on behalf of the record owner; or five (5) days after mailing. This Section does not prescribe the only means, or necessarily the required means, of serving a person in the State of Colorado. When the person has made appropriate corrections so that the work becomes compliant with the Pikes Peak Regional Building Code, the Building Official may record a release of the certificate of alleged non-compliance. *See*, RBC103.13

- (4) All work performed on an emergency basis, as determined by the Building Official, to maintain an existing service or to maintain an existing installation, building, or structure, where the maintenance is necessary to protect life or property, shall not be subject to penalty if application for any required permits is made within seventy-two (72) hours after commencement of the emergency work. *See*, RBC105.2.3.
- (5) The Building Official may, in writing, suspend or revoke a permit issued under the provisions of the Pikes Peak Regional Building Code whenever the permit has been issued in error or on the basis of incorrect information supplied, or in violation of any other provisions of this Code. *See*, RBC105.10.4.
- (6) Any person who refuses, without lawful excuse, to attend any hearing or to produce material evidence in the person's possession or under the person's control, as required by any subpoena served upon the person as provided for herein, shall be guilty of a misdemeanor. *See*, RBC112.3.8.3.
- (7) The Jurisdiction's Engineer shall keep an itemized account of the expenses incurred by the Jurisdiction in the repair or demolition of any building or structure done pursuant to the provisions of Section RBC112.4.1.2 Item 3 of the Pikes Peak Regional Building Code. Upon the completion of the work of repair or demolition, the Jurisdiction's Engineer shall prepare and file with the Jurisdiction's Clerk a report specifying the work done, the itemized and total fees and cost of the work, a description of the real property upon which the building or structure is or was located, and the names and addresses of the persons entitled to notice pursuant to Section RBC112.2.5 of the Pikes Peak Regional Building Code. Upon receipt of this report, the Jurisdiction's Clerk shall fix a time, date, and place for hearing the report, and any protests or objections thereto. The Clerk shall cause notice of the hearing to be posted upon the property involved, published once in a newspaper of general circulation in the Jurisdiction, and served by

registered mail or by certified mail, postage prepaid, addressed to the owner of the property as the owner's name and address appears on the assessment roll of the County Assessor, if it so appears or is known to the Clerk. The notice shall be given at least ten (10) calendar days prior to the date set for hearing, and shall specify the day, hour, and place when the governing body of the Jurisdiction will hear and pass upon the Engineer's report, together with any objections or protests that may be filed as hereinafter provided by any person interested in or affected by the proposed charge. *See*, RBC112.5.1.

- (8) The Jurisdiction may thereupon order that the charge be made a personal obligation of the owner, or assess the charge against the property involved, or both. *See*, RBC112.5.4.
- (9) If the Jurisdiction orders that the charge be a personal obligation of the owner, it shall direct the Jurisdiction's attorney to collect the same on behalf of the Jurisdiction by use of all appropriate legal remedies. *See*, RBC112.5.4.1.
- (10) If the Jurisdiction orders that the charge be assessed against the property, it shall confirm the assessment roll, and thereafter this assessment shall constitute a special assessment against and a lien upon the property and shall be collected in the same manner as other special assessments of the Jurisdiction. *See*, RBC112.5.4.2.
- (11) Eligible persons who are determined to have a marginal income such that they cannot pay an assessment or personal obligation levied under this Section, either against the property on which they reside or against themselves personally, may be afforded relief as hereinafter provided.
  1. Within thirty (30) calendar days after the assessment or the personal obligation is ordered by the Jurisdiction, an application for relief shall be filed with the Jurisdiction's Clerk.
  2. The governing body of the Jurisdiction, or a hardship committee, as designated and authorized by the governing body of the Jurisdiction, shall review the application for the requested relief. To determine the applicant's eligibility, the reviewing body shall use criteria established or adopted in the Jurisdiction's code, ordinances, rules, or regulations, except that ownership of real property need not be required.
  3. If it is determined that the applicant is eligible and that any person would probably default on the assessment or personal obligation, the reviewing body may authorize the execution with the applicant of an installment note for the payment of the assessment or personal obligation. The note shall be secured by a deed of trust, or if not available, by some other security

reasonably available or appropriate. If no security is reasonably available or appropriate, then none may be required. The installment note shall provide that the owner shall make monthly payments to the Jurisdiction's Treasurer; that the payments shall not be less than five dollars (\$5.00) and shall be sufficient to repay the amount within a period of not more than twenty-five (25) years; that interest shall be charged at a rate of three percent (3%) per annum on the unpaid balance; that the entire outstanding balance shall become due and payable upon the death of the obligor or the sale or transfer of the property; that if at any time the Jurisdiction determines that the obligor is financially able to pay the outstanding balance, or that the obligor has willfully misrepresented the obligor's financial condition on the obligor's application, it may upon sixty (60) calendar days' notice declare the entire balance due and payable.

*See*, RBC112.5.4.3.

- (12) Immediately upon its being placed on the assessment roll, the assessment shall be deemed to be complete, the several amounts assessed shall be payable, and the assessment shall be a lien against the property assessed. The lien shall be subordinate to all existing special assessment liens previously imposed upon and recorded against the same property and shall be priority or superpriority, as applicable, to all other liens except for State, County, and municipal taxes with which it shall be upon a parity. The lien shall continue until the assessment and all interest due and payable thereon are paid in full. *See*, RBC112.5.6.1.
- (13) Any assessments remaining unpaid after thirty (30) calendar days from the date of recording on the assessment roll shall become delinquent and shall bear interest at the rate of one percent (1%) per month from and after this date. *See*, RBC112.5.6.2.
- (14) The amount of the assessment shall be collected at the same time and in the same manner as general taxes are collected; and shall be subjected to the same penalties and procedures and sale in case of delinquency as provided for general municipal taxes. All laws applicable to the levy, collection, and enforcement of general municipal taxes shall be applicable to the assessment. If the Jurisdiction has determined that the assessment shall be paid in installments, each installment and any interest thereon shall be collected in the same manner as general and municipal taxes in successive years. If any installment is delinquent, the amount thereof is subject to the same penalties and procedures for sale as provided for general municipal taxes. *See*, RBC112.5.8.
- (15) No person or entity convicted or found by a court or an administrative agency or authority having competent jurisdiction of a felony, or for civil or

criminal fraud, constructive or actual, or for civil or criminal theft, for work related to any license or registration issued by Pikes Peak Regional Building Department, or for work related to the building trades in any jurisdiction, shall be granted a license or registration, or serve as an examinee for a contractor in Pikes Peak Regional Building Department's jurisdiction. *See*, RBC201.6.6.

- (16) Each policy of insurance shall contain an endorsement to the effect that the insurance carrier shall notify Pikes Peak Regional Building Department at least ten (10) calendar days in advance of the effective date of any reduction or cancellation of the policy. The lapse, cancellation, or reduction of insurance shall be cause for automatic suspension of the license or registration until the required coverage is timely reinstated. *See*, RBC201.7.2.
- (17) Failure to renew a license within this (45) calendar day period after the expiration date of the license or registration will require payment of a penalty at one-half (½) of the license or registration fee if renewed within ninety (90) days of the expiration date. After (90) days to (135) days, the penalty will be equal to the license or registration fee. After (135) days up to (180) days, the penalty will be equal to twice the license or registration fee. All requests for renewal(s) after (180) days from the expiration date shall require payment of all fees accrued, re-application, examination, evaluation by the respective Advisory Committee, and approval by the Board of Review of Pikes Peak Regional Building Department, as applicable. *See*, RBC201.10.4.
- (18) The following actions shall be considered punishable:
  1. Willfully violating any provisions of the Pikes Peak Regional Building Code including any codes which are adopted by reference.
  2. Failure to comply with any lawful order of the Building Official or of any other authorized representative employed by Pikes Peak Regional Building Department pertaining to the administration of the Pikes Peak Regional Building Code and the codes which have been adopted by reference.
  3. Using a contractor's license or registration to obtain permits required under the Pikes Peak Regional Building Code for work that will not be performed by or supervised by the contractor.
  4. Misrepresentation by an applicant of a material fact when applying for a contractor's license or registration.
  5. Failure to obtain a proper permit for any work for which a permit is required by virtue of the Pikes Peak Regional Building Code.
  6. Commitment of any act of willful and wanton negligence in the conduct of the contractor's or other person's specific trade or business on work done by the contractor or other person that is regulated by the provisions of the Pikes Peak Regional Building Code.

7. Ordinary negligence of the contractor or other person, evidenced by letters of reprimand and/or incident reports received by the contractor within a three (3) year time period that are, in the judgment of the Board of Review of Pikes Peak Regional Building Department, sufficient in number and severity to warrant revocation or suspension of the contractor's license or registration.

*See, RBC201.11.3.*

(19) A license or registration, or the right of an examinee of the contractor to serve as a contractor or as an examinee of a contractor, shall automatically be suspended or revoked by the Building Official as follows:

1. Registrations within this jurisdiction shall be automatically revoked or suspended upon revocation, suspension or refusal to renew any required Colorado State license.
2. Any license or registration within this jurisdiction shall be automatically suspended upon lapse, cancellation, or reduction of insurance coverage below that required by section RBC201.7 of the Pikes Peak Regional Building Code. This suspension shall remain in effect until proof of the reinstatement of the required coverage is presented to Pikes Peak Regional Building Department. Failure to present this proof within twelve (12) months from the date of the lapse, cancellation, or reduction shall result in automatic revocation of the license or registration.
3. Conviction or a finding by a court or administrative agency or authority having competent jurisdiction of the contractor and/or its examinee(s), for a felony, or for civil or criminal fraud, constructive or actual, or for civil or criminal theft, for work related to any license or registration under the authority of the Pikes Peak Regional Building Code, or for work related to the building trades in any jurisdiction, shall result in automatic revocation of the license or registration and revocation of the right of the examinee and all authorized persons of the contractor to serve as a contractor or examinee for this or another contractor after notification by the Board of Review of Pikes Peak Regional Building Department and exhaustion of due process rights, if any, in accordance with Colorado law. The notification shall be served personally or posted by registered or by certified mail, return receipt requested, to the last known mailing address.

*See, RBC201.11.4.*

(20) Voluntary Suspension.

1. The Board of Review of Pikes Peak Regional Building Department may suspend licenses or registrations upon the voluntary written request for this action by the contractor. These suspensions shall not exceed a period of twelve (12) months unless a notarized annual certification from an employer is furnished to Pikes Peak Regional Building Department indicating that the contractor is engaged in an active capacity in the field of building codes and construction.
2. While under voluntary suspension, the contractor need not carry insurance, but shall be responsible for all license or registration fees normally due.
3. The voluntary suspension shall be automatically lifted at any point during the twelve (12) month period under the following conditions:
  - 3.1. Written request is made to Board of Review of Pikes Peak Regional Building Department by the contractor.
  - 3.2. Proof of insurance is provided in accordance with section RBC201.7 of the Pikes Peak Regional Building Code.
4. In the event the contractor does not terminate the voluntary suspension within the twelve (12) month period as provided in item 3 above or furnish proof of active engagement in the construction field and building codes, as provided in item 1 above, in order to obtain a new license or registration, the contractor must then meet all requirements of sections RBC201.5 and RBC201.6 of the Pikes Peak Regional Building Code.

*See*, RBC201.11.5.

- (21) The Building Official shall have the authority to require compliance with the requirements of SECTION RBC312 - of the Pikes Peak Regional Building Code. It shall be the responsibility of the property owner(s) to meet or cause to be met all applicable requirements. Upon due notification of noncompliance and failing to meet or cause to be met all applicable requirements, the property owner(s) shall be responsible for any and all incurred expenditures on the part of the Jurisdiction(s) or any authorized agency in the enforcement of and compliance with applicable requirements. *See*,



RBC312.3.8.

(22) Refer to local Jurisdiction's penalties for noncompliance, as stated within the Jurisdiction's ordinances or regulations. *See*, RBC313.10.

(23) The following provisions of Appendix B:

R. Investigation Fee: Work Without a Permit.

Investigation. Whenever any work for which a permit is required by this Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to twice the amount of the permit fee that would be required by this Code if a permit was issued. The payment of such an investigation fee shall not exempt any person from compliance with any provisions of this Code nor from any prescribed by law.

Equal to two times the Permit Fee

S. Re-inspection Fees:

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete, when corrections required by a previous inspection have not been made, or when an additional inspection is required for alterations made after completion of initial inspection.

This is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as controlling the practice of requesting inspections before the job is ready for such an inspection or re-inspection.

Re-inspection fees may be assessed for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the Building Official.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until such fees have been paid.

\$50.00 for 1<sup>st</sup> incident

\$100.00 for 2<sup>nd</sup> incident

\$200.00 for 3<sup>rd</sup> incident

Plus 2 workday inspection delay

Section 5. Section 18-5 of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

**Sec. 18-5. - Administration.**

Pikes Peak Regional Building Department is appointed as the administrator for the purpose of enforcing all the building codes, as adopted, and issuing all building permits for construction.

Section 6. Severability. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 7. Safety. The Board of Trustees finds that the adoption of this Ordinance is necessary for the protection of health, safety and welfare of the public.

Section 8. Effective Date. This Ordinance shall become effective after final approval and adoption on second reading.

INTRODUCED AND ORDERED PUBLISHED the 7<sup>th</sup> day of March, 2023, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED ON SECOND READING the 4<sup>th</sup> day of April, 2023, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado 80819.

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Todd Dixon, Mayor

ATTEST:

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Bo Ayad, Town Clerk/Treasurer

Published in the Pike Peaks Courier, \_\_\_\_\_ 2023.

# *Proclamation Recognizing Child Abuse Prevention Month*

**WHEREAS,** finding solutions for child abuse and neglect – a serious problem affecting every segment of our community – requires input and action from everyone because the well-being of our children today will shape the future of Colorado and our community; and

**WHEREAS,** childhood trauma can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse and neglect; and

**WHEREAS,** all parents and caregivers need support sometimes, and supporting all children and families early is far less costly to society and individuals than healing from trauma; and

**WHEREAS,** community leaders, policymakers and elected officials play a unique role in building a community for kids by understanding the programs and policies that support child maltreatment prevention, listening to parents' needs, and examining community planning through this lens to build healthy communities; and

**WHEREAS,** effective prevention efforts succeed because of partnerships created among human service agencies, Public Health, the District Attorney's Office, schools, faith and civic organizations, the medical community, law enforcement and first responder agencies, the business community, nonprofits and concerned citizens; and

**WHEREAS,** everyone plays a role in preventing child abuse and neglect, helping to build thriving communities, so that families and children may also thrive.

**NOW, THEREFORE,** the **GOVERNING ENTITY DESIGNATION**, hereby proclaims April as Child Abuse Prevention Month in **EI Paso County**. No matter where you live, everyone has the power to contribute towards a brighter tomorrow for all children.

**DONE THIS** XXX day of April 2023 at **UPDATE WITH LOCATION**, Colorado.

**Parks, Recreation, and Trails Advisory Committee  
Agenda Memorandum**

<b>DATE: 4.4.2023</b>	<b>AGENDA NO</b>	<b>SUBJECT:</b> Recycling Resources Economic Opportunity (RREO) Mini Grant
<b>Presented by:</b> Jesse Stroope, PRT Chair		
<b>Attachments: None</b>		

**Background**

At the suggestion of the Town Manager, the PRT explored the feasibility of applying for the Recycling Resources Economic Opportunity (RREO) grant to supplement the CPW Bear Aware grant by adding recycling to the dumpster blind location. Two PRT members attended the mandatory Q&A meeting on Friday, March 31st to obtain information and so the town could be eligible to apply for the grant.

**Discussion**

The RREO mini grant, <https://cdphe.colorado.gov/sustainability-programs/recycling-grants-support/recycling-resources-economic-opportunity> is for funding to support reuse, recycling, composting, source reduction or anaerobic digestion. Approximately \$360,000 is available to fund multiple projects. The maximum amount of funds an applicant can request is \$30,000 and the minimum amount that can be requested is \$10,000. There are no matching funds required. Grant funds are available for equipment and supplies purchases. The town would pay for the grant expense up front and be reimbursed at the end of the year.

Items that could be included, but not limited to, for this grant is a reinforced concrete slab for the recycling bin to sit on and informational signage regarding the use of the recycling bin.

**Grant Timeline**

- April 3 - Grant application opened
- April 28 - Grant application closed
- May 26 - Notification, all applicants will be notified regardless of being awarded
- July 3 - Funding date
- Nov 30 - Projects completed
- Dec 29 - Reimbursements finalized

**Recommended Motion**

**Recommend to authorize the PRT and town staff to apply for 10K – 30K in grant monies to incorporate recycling and improvements to the dumpster blind project.**

**Alternative Options**



Town of Green Mountain Falls  
P.O. BOX 524  
GREEN MOUNTAIN FALLS, CO 80819  
(719) 684-9414 [www.gmfco.us](http://www.gmfco.us)

### Special Events Permit Application

Title of Event: Green Box Block Party  
Organization Name: Green Box  
Organization Contact Name: Jesse Stoope  
Phone: 405-760-1094 Email: jessestoope@yahoo.com  
Dates of Proposed Event: 7/4 Start Time: 4pm End Time: 10pm  
Anticipated Number of Attendees: 500  
Request for Town utilities: Electric  Water \_\_\_\_\_ Gas \_\_\_\_\_  
Description of the event: Block party + water lantern launch  
Type of audio/visual equipment proposed: music - light + sound

**Office Use:**

Board Approval Date: \_\_\_\_\_  
State Special Event Liquor License Approval Date: \_\_\_\_\_  
Valid Liability Insurance will be submitted by: \_\_\_\_\_  
Final fee assessment will be paid by: \_\_\_\_\_  
Board of Trustees conditions for permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Town Clerk Date  
\_\_\_\_\_  
Mayor Date

Event Permit Fee: \_\_\_\_\_  
Traffic Control Fee: \_\_\_\_\_  
Additional fees: \_\_\_\_\_

### Special Event Permit Checklist

Thank you for considering historic Green Mountain Falls for your upcoming event. Any short-term activity that has the potential to impact public property or services must be permitted. Applications can be submitted up to twelve (12) months prior to an event, **but no later than sixty (90) days prior to the special event date. Updated liability insurance and final fees are due thirty (30) days prior to event.**

1. Completed Special Event Permit Application Form, signed and dated
2. Consent and General Release Form, signed and dated
3. Event details
  - a. Security (not provided by GMF)
  - b. Trash plan
  - c. Traffic plan
4. Certificate of Liability Insurance
5. Site plan sketch showing the proposed location of the following:
  - a. Street closures and barricades
  - b. Parking
  - c. Trash/recycling bins
  - d. Restrooms
  - e. Food, beverage, retail vendors
  - f. Signage
  - g. Audio/visual equipment
6. State of Colorado Special Event Liquor License Application with required documents
7. Applicable fees. Refer to Fee Schedule.

---

The undersigned representative of Green Box (organization) in consideration of privileges granted to him/her for use of the public properties of the Town of Green Mountain Falls for 7/4/23 (event title/date of event), does hereby release, discharge, and agree to hold free and harmless the Town of Green Mountain Falls from any and all actions, and causes of action arising out of or relating to any loss, damage, or injury including death of any participant or spectator, while in or on the premises of any public property within the Town of Green Mountain Falls for any purpose related to the above mentioned event.

By signing the foregoing release, the undersigned hereby acknowledges understanding that

- all participants and spectators must obey all regulations, laws, and ordinances of the Town of Green Mountain Falls, including but not limited to §7-54; §7-103; 10-273; §11-97
- he/she has read the foregoing release, and the attached statement for conducting a special event in the Town of Green Mountain Falls
- understands both documents and signs this agreement voluntarily.

Signature of Applicant:  Date: \_\_\_\_\_



Creek

PROPERTY LINE

CREEK

7705

7710

10 Parking Spaces

Restrooms and Studios

③

②

②

⑤

Lake Street

⑤

Learning Center

Lawn

Parking

②

②

Driveway

SLOPE DRIVE TO CREEK

Farm Stand

①

④

④

④

⑤

PROPERTY LINE

LOW RETAINING WALL (EXISTING)

⑥



# REENBOX CAMPUS

REEN MOUNTAIN FALLS, CO

- ① Sound - A/V Equipment
- ② TRASH RECEPTACLES
- ③ Restrooms
- ④ SIGNAGE
- ⑤ Food Vendors
- ⑥ Lake street road closure



Red line represents the portion of town property to be used and closed to vehicular traffic at 4pm.  
Cones and traffic closure requested from public works.





Town of Green Mountain Falls  
P.O. BOX 524  
GREEN MOUNTAIN FALLS, CO 80819  
(719) 684-9414 [www.gmfco.us](http://www.gmfco.us)

## Special Events Permit Application

Title of Event: Green Box Block Party  
Organization Name: Green Box  
Organization Contact Name: Jesse Strougal  
Phone: 405-760-1094 Email: jessestrugale@yahoo.com  
Dates of Proposed Event: 7/15/23 Start Time: 4pm End Time: 10pm  
Anticipated Number of Attendees: 500  
Request for Town utilities: Electric \_\_\_\_\_ Water \_\_\_\_\_ Gas \_\_\_\_\_  
Description of the event: Block party  
Type of audio/visual equipment proposed: music + lighting

### Office Use:

Board Approval Date: \_\_\_\_\_

State Special Event Liquor License Approval Date: \_\_\_\_\_

Valid Liability Insurance will be submitted by: \_\_\_\_\_

Final fee assessment will be paid by: \_\_\_\_\_

Board of Trustees conditions for permit: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk Date

\_\_\_\_\_  
Mayor Date

Event Permit Fee: \_\_\_\_\_

Traffic Control Fee: \_\_\_\_\_

Additional fees: \_\_\_\_\_

### Special Event Permit Checklist

Thank you for considering historic Green Mountain Falls for your upcoming event. Any short-term activity that has the potential to impact public property or services must be permitted. Applications can be submitted up to twelve (12) months prior to an event, **but no later than sixty (90) days prior to the special event date. Updated liability insurance and final fees are due thirty (30) days prior to event.**

1. Completed Special Event Permit Application Form, signed and dated
2. Consent and General Release Form, signed and dated
3. Event details
  - a. Security (not provided by GMF)
  - b. Trash plan
  - c. Traffic plan
4. Certificate of Liability Insurance
5. Site plan sketch showing the proposed location of the following:
  - a. Street closures and barricades
  - b. Parking
  - c. Trash/recycling bins
  - d. Restrooms
  - e. Food, beverage, retail vendors
  - f. Signage
  - g. Audio/visual equipment
6. State of Colorado Special Event Liquor License Application with required documents
7. Applicable fees. Refer to Fee Schedule.

The undersigned representative of Green Box (organization) in consideration of privileges granted to him/her for use of the public properties of the Town of Green Mountain Falls for 7/15/23 (event title/date of event), does hereby release, discharge, and agree to hold free and harmless the Town of Green Mountain Falls from any and all actions, and causes of action arising out of or relating to any loss, damage, or injury including death of any participant or spectator, while in or on the premises of any public property within the Town of Green Mountain Falls for any purpose related to the above mentioned event.

By signing the foregoing release, the undersigned hereby acknowledges understanding that

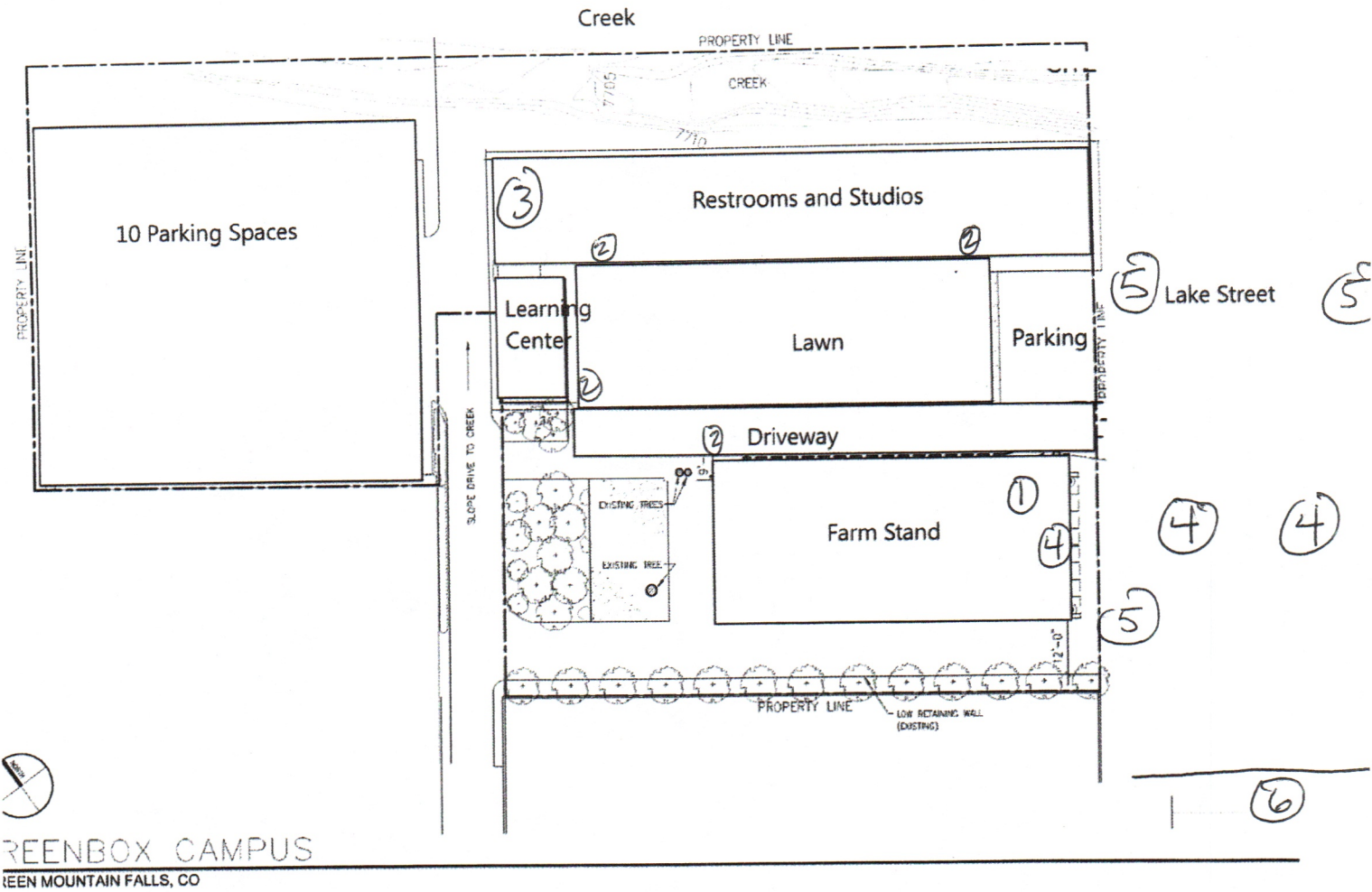
- all participants and spectators must obey all regulations, laws, and ordinances of the Town of Green Mountain Falls, including but not limited to §7-54; §7-103; 10-273; §11-97
- he/she has read the foregoing release, and the attached statement for conducting a special event in the Town of Green Mountain Falls
- understands both documents and signs this agreement voluntarily.

Signature of Applicant: \_\_\_\_\_

Jesse Strong

Date: \_\_\_\_\_

3/21/23



- ① Sound - A/V Equipment
- ② TRASH Receptacles
- ③ Restrooms
- ④ Signage
- ⑤ Food Vendors
- ⑥ Lake street Road closure





Red line represents the portion of town property to be used and closed to vehicular traffic at 4pm.  
Cones and traffic closure requested from public works.





# COLORADO

## Colorado Water Conservation Board

Department of Natural Resources  
1313 Sherman Street, Room 718  
Denver, CO 80203

March 9, 2023

The Honorable Todd Dixon  
Mayor, Town of Green Mountain Falls  
P.O. Box 524  
10615 Green Mountain Falls Road  
Green Mountain Falls, CO 80819

### **Subject: Community Assistance Visit for the Town of Green Mountain Falls**

Dear Mayor Dixon:

A Community Assistance Visit (CAV) for your community was conducted on March 6, 2023, attended by yourself, Ms. Becky Frank, town manager; Bo Ayad, town clerk & treasurer; and Mr. Keith Curtis, the community's designated floodplain administrator via the Pikes Peak Regional Building Department; to discuss the Town's participation in the National Flood Insurance Program (NFIP).

The Federal Emergency Management Agency and the Colorado Department of Natural Resources conduct these visits for the purpose of maintaining contact with participating communities as well as providing an opportunity for assessing the effectiveness of the local floodplain management program and for offering assistance to the community in understanding the NFIP requirements. By participating in the NFIP your community has agreed to manage and reduce future flood risk by adopting and enforcing floodplain management regulations that meet the minimum program requirements. Doing so not only protects lives but also minimizes flood damage to structures and creates a more resilient community.

The following is a summary of the topics discussed at the meeting as well as any program deficiencies and possible violations that were identified:

1. **Current NFIP flood insurance policy information:** There are currently 19 NFIP flood insurance policies in force totaling \$5.2 million in coverage. Since inception, the community has seen 5 NFIP claims with \$0.00 paid out.
2. **Floodplain Management Regulations:** The Town has adopted floodplain development management rules (Pikes Peak Regional Building Code, Section RBC313) compliant with the Colorado Floodplain Rules and Regulations (2 CFR 408-1) and Federal floodplain rules therefore the Town's code is in compliance with NFIP and State minimum standards. Additionally, enforcement and penalty language is included in the Town's Land Use Code.

The following recommendations are suggested in order to ensure residents are aware of the effective floodplain development regulations:

- Provide a link to the effective PPR floodplain development code via the Town of Green Mountain Falls official website in order to better inform their residents.





- Reference the PPR floodplain development code in Article 4(6)(i) of the community's Land Use Code.
3. Administration, Permitting, and Record Keeping: The Town has entered into an intergovernmental agreement (IGA) with the Pikes Peak Regional Building Department (PPRBD) where the PPRBD will act as the Town's floodplain development permitting agent. A copy of the PPRBD floodplain development permit application was reviewed prior to the CAV and found to be in compliance with state rules and NFIP requirements.

The PPRBD maintains the Green Mountain Falls floodplain development permits and associated documents electronically. Fourteen permit files dating from March 6, 2018 through March 5, 2023, were provided for CAV review.

The following requests regarding the reviewed permit files were made during the CAV in order to complete the permit assessment:

- Provide post-project information for permit #22008, 13050 Ute Pass Avenue. (COMPLETED, information provided by PPRBD via email on 03/07/2023)
- Provide post-project information for permit #23010, 10798 Ute Pass Avenue. (COMPLETED, information provided by PPRBD via email on 03/07/2023)
- Provide status of permit application for 11115 Midland Avenue project – no approved/denied floodplain permit or permit application included in file. (COMPLETED, retroactive floodplain permit and project plans received from PPRBD via email on 03/09/2023)

Please respond to the remaining request within 60 days of the date of this letter.

Of the 14 permits provided for review as part of the CAV, 7 were improvement or remodel projects. The approved permits indicated none of the projects met the substantial improvement valuation threshold of 50% or more of the value of the structure improved. The community is reminded that sufficient evidence of project cost and structure market value must be recorded & maintained with the permit file. This evidence can include itemized project costs or estimates of labor and materials & building valuation tables for the former and tax assessments and qualified private appraisals for the latter. It is recommended the community develop a method of tracking cumulative improvements of individual structures over a set period of time (e.g. 5 years) to ensure an at-risk structure is brought into current code compliance once the 50% criteria is met.

It was noted the administrative process for all development permits is divided into two categories, "minor site plan" and "major site plan", each with specific criteria and permitting requirements. This is not disallowed by state or federal rules but the community is reminded that FEMA and the state make no such distinction and that any development in a Special Flood Hazard Area (SFHA) would have to meet the local (PPRBD) floodplain rules.

4. Mitigation: The town identified several infrastructure projects to include bridge repair/upgrade/replacement (Green Mountain Falls Rd, Ute Pass Ave), sediment control, and culvert & drainage upgrades they would like to complete but for which they lacked adequate funding. The town has leveraged funding from the Colorado Department of Local Affairs in the past and this office will provide information in a follow-up communication on other potential funding sources to include:

- Colorado Water Conservation Loan & Grant opportunities



- Federal Grant opportunities as administered by the Colorado Division of Homeland Security and Emergency Management
  1. Building Resilient Infrastructure & Communities (BRIC)
  2. Flood Mitigation Assistance (FMA)

The requirements, benefits, and responsibilities of participating in the Community Rating System (CRS) was also discussed as the community does not currently participate. Additional information on the CRS will be provided to the community in a follow-up communication.

5. Floodplain Tour: Mayor Dixon escorted me and Keith Curtis on a tour of the town's floodplain. This tour encompassed large portions of Fountain Creek and Catamount Creek, the primary identified flooding sources, and allowed us to assess site specific information & inspect the results of the permitted activities, observe the impact of the 2018 flood event and the improvements made by the town (culvert replacement, debris/sediment catch basin, etc.), and gain a more holistic understanding of the community's permitting and review process.
6. Floodplain Mapping: The current Flood Insurance Rate Maps (FIRM) for Green Mountain Falls went effective on 12/07/2018 and include Zones X, A, AE, and floodways. The community is included in a current El Paso County-wide RiskMAP project which will result in updated mapping for the area to include a detailed study of Catamount Creek in particular. This RiskMAP project began in 2020 and is expected to take several more years to complete.

Thank you again for hosting my visit, it was a pleasure meeting you and touring your town - your time and participation in the NFIP is greatly appreciated. Should you have any questions regarding the CAV or the NFIP, please contact me at 303-866-3441 ext. 3221 or [doug.mahan@state.co.us](mailto:doug.mahan@state.co.us).

Sincerely,



Doug Mahan  
Colorado NFIP Community Assistance Program Coordinator  
Colorado Water Conservation Board  
1313 Sherman Street, Rm. 718  
Denver CO 80203  
(303) 866-3441 x3221  
[doug.mahan@state.co.us](mailto:doug.mahan@state.co.us)

cc: *Becky Frank, Town of Green Mountain Falls;*  
*Bo Ayad, Town of Green Mountain Falls;*  
*Keith Curtis, Pikes Peak Regional Building Department;*  
*Kevin Houck, CWCB;*  
*Marijo Brady, FEMA R8*

# Planning Commission Recommendations to the Board of Trustees

1) A motion by Mr. Blasi that PC make the following recommendation to BOT that the current staging area at Olathe and Ute Pass is not appropriate due to zoning and that a property that is zoned "Mixed Use" would be most suitable. The old Town Hall site is recommended. Commissioner Esch voted to abstain, and all other present commissioners voted to pass the motion.

2) A motion by Mr. Blasi to pass a resolution that the town recognizes that using the Olathe St. lot is not suitable for staging. The motion was seconded by Mrs. Esch and passed unanimously.

3) A motion by Mr. Blasi that the PC make the following recommendation to BOT: that the Board of Trustees direct PRT to work with the residents on Olathe St. To consider landscaping options that will enhance the appeal of the town.

4) Mrs. Bonwell motioned that PC make the following recommendation to BOT that the BOT should work with CSU to explore appropriate options that avoid residential staging areas for the current project. Mr. Blasi seconded the motion with all present commissioners voting in favor. The motion passed unanimously. Mayor Dixon commented from ZOOM that the area around the old town hall is residential and that the lot itself is very narrow. Also, the bridge on Oak St. needs to be assessed to see if it can sustain the weight of construction equipment. Mayor Dixon also pointed out that we will be staging for the new "dumpster blind" at that lot very soon. A discussion about the suitability of the old town hall lot took place.



RESOLUTION NO. 2023-07

A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS  
COLORADO, RESTRICTING CONSTRUCTION STAGING TO APPROPRIATELY  
ZONED LAND

WHEREAS, Ord. 2020-03 describes the Town is a rural mountain community in a natural setting characterized by mountainsides, boulders, streams, trees and other flora indigenous to its location, altitude and climate,

WHEREAS, Town Land Use Code finds equipment staging, construction laydown yards, and dumping are inconsistent and inappropriate for the land use designation on Olathe St. along the southern intersection with Ute Pass Avenue,

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

The Town recognizes that future equipment staging and materials handling is inconsistent with the land use designation on Olathe Street adjacent to Ute Pass Avenue.

INTRODUCED, READ, AND PASSED this 7<sup>th</sup> day of March 2023.

FALLS,

TOWN OF GREEN MOUNTAIN  
COLORADO

---

Todd Dixon, Mayor

ATTEST:

---

Boulos Ayad, Town Clerk/Treasurer

## Colorado Beer and Wine License Renewal Application

### Instructions

1. Complete entire application and attach details, if necessary.
2. Submit application 45 days prior to expiration to your local city or county licensing. **Do not submit to the State.**
3. Submit the appropriate renewal license fee by license type.
4. As of January 1, 2022, a \$50.00 annual renewal application fee will be applied to all renewals.

License Type	Fee	License Type	Fee
Fermented Malt Beverage and Wine (city)	\$ 96.25	Hotel & Restaurant / Optional Premise (county)	\$ 600.00*
Fermented Malt Beverage and Wine (county)	\$ 117.50	Liquor Licensed Drug Store (city)	\$ 227.50
Fermented Malt Beverage On Premise (city)	\$ 96.25	Liquor Licensed Drug Store (county)	\$ 312.50
Fermented Malt Beverage On Premises (county)	\$ 117.50	Liquor Store (city)	\$ 227.50
Fermented Malt Beverage On/Off Premises (city)	\$ 96.25	Liquor Store (county)	\$ 312.50
Fermented Malt Beverage On/Off Premises (county)	\$ 117.50	Lodging and Entertainment (city)	\$ 500.00
Arts License (city)	\$ 308.75	Lodging and Entertainment (county)	\$ 500.00
Arts License (county)	\$ 308.75	Optional Premises (city)	\$ 500.00
Beer & Wine (city)	\$ 351.25	Optional Premises (county)	\$ 500.00
Beer & Wine (county)	\$ 436.25	Racetrack License (city)	\$ 500.00
Brew Pub (city)	\$ 750.00	Racetrack License (county)	\$ 500.00
Brew Pub (county)	\$ 750.00	Resort Complex (city)	\$ 500.00
Campus Liquor Complex (city)	\$ 500.00	Resort Complex (county)	\$ 500.00
Campus Liquor Complex (county)	\$ 500.00	Related Facility - Campus Liquor Complex (city)	\$ 160.00
Campus Liquor Complex (state)	\$ 500.00	Related Facility - Campus Liquor Complex (county)	\$ 160.00
Club License (city)	\$ 308.75	Related Facility - Campus Liquor Complex (state)	\$ 160.00
Club License (county)	\$ 308.75	Retail Gaming Tavern (city)	\$ 500.00
Distillery Pub (city)	\$ 750.00	Retail Gaming Tavern (county)	\$ 500.00
Distillery Pub (county)	\$ 750.00	Tavern (city)	\$ 500.00
Hotel & Restaurant (city)	\$ 500.00	Tavern (county)	\$ 500.00
Hotel & Restaurant (county)	\$ 500.00	Vintner's Restaurant (city)	\$ 750.00
Hotel & Restaurant / Optional Premise (city)	\$ 600.00*	Vintner's Restaurant (county)	\$ 750.00

\* Plus \$100.00 for each additional optional premise(s)



**Submit to Local Licensing Authority**

Fees Due	
Annual Renewal Application Fee	\$ 50.00
Renewal Fee	
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	<b>\$</b>

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

## Colorado Beer and Wine License Renewal Application

**Please verify & update all information below**

**Return to city or county licensing authority by due date**

Licensee Name <b>BCATS LLC</b>		Doing Business As Name (DBA) <b>The Blue Moose Tavern</b>	
Liquor License # <b>03-09867</b>	License Type <b>Tavern (City)</b>		
Sales Tax License Number <b>36734824</b>	Expiration Date <b>05/29/2023</b>	Due Date	
Business Address <b>10530 Ute Pass Avenue, Green Mountain Falls, CO 80819</b>			Phone Number <b>(719) 418-3384</b>
Mailing Address <b>PO Box 95, Green Mountain Falls, CO 80819</b>		Email <b>bluemoosetavernco@gmail.com</b>	
Operating Manager <b>Catherine Guidry</b>	Date of Birth <b>06/12/1986</b>	Home Address <b>391 East Allen Street Apt 17, Castle Rock, CO 80108</b>	Phone Number <b>720-710-7879</b>
1. Do you have legal possession of the premises at the street address above ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease <u>12/31/2025</u>			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in the upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input checked="" type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			



7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.  Yes  No

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation.  Yes  No

**Affirmation & Consent**

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

Type or Print Name of Applicant/Authorized Agent of Business Catherine Guidry	Title Owner/Manager
Signature	Date

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For	Date
Signature	Title
	Attest



## Tax Check Authorization, Waiver, and Request to Release Information

I, Catherine Guidry am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of BCATS LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <p style="text-align: center;">Catherine Guidry/BCATS LLC</p>		Social Security Number/Tax Identification Number <p style="text-align: center;">463-87-3229/82-438264</p>	
Address <p style="text-align: center;">391 East Allen Street Apt #17</p>			
City <p style="text-align: center;">Castle Rock</p>		State <p style="text-align: center;">CO</p>	Zip <p style="text-align: center;">80108</p>
Home Phone Number <p style="text-align: center;">720-710-7879</p>		Business/Work Phone Number <p style="text-align: center;">719-418-3384</p>	
Printed name of person signing on behalf of the Applicant/Licensee <p style="text-align: center;">Catherine Guidry</p>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)			Date signed

### Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

**Parks, Recreation, and Trails Advisory Committee  
Agenda Memorandum**

<b>DATE: 4.4.2023</b>	<b>AGENDA NO</b>	<b>SUBJECT: 2023 Pool Operational Study</b>
<b>Presented by:</b> Don Walker, PRT Committee Member		
<b>Attachments:</b> 2023 Pool Operational Study		

**Background**

At the 3.7.2023 Board meeting, PRT was tasked with doing an operational pool study for the feasibility of opening the pool for the 2023 summer season. On 3.29.2023, the Parks, Recreation and Trails Committee unanimously voted to recommend to the Board that the pool be opened per one of the options of pool study, to hire employees sited in the study and to set up a fund that is specifically dedicated for donations to the pool to provide matching funds for future grants.

**Discussion**

The hours of operation for the pool would be: 10am-2pm, family swim and 6-8pm, adult swim. Pool would be opened June 1st to September 3rd.

The PRT pool study has 3 options:

- 3 Star = Open Fr/Sat/Sun with an approximate cost of \$15,000 from the general fund
- 2 Star = Open Sat/Sun with an approximate cost of \$12,200 from the general fund
- 1 Star = Open Sat only with an approximate cost of \$8,000 from the general fund

For a more detailed breakdown of costs, please refer to the pool study that is attached. Revenue includes donations to the pool and VRBOs pre-purchased swim passes. The Board can decide if the pool donations are applied to the 2023 operations of the pool or if the donations are used to provide matching funds for future pool grants. The pool would be free to GMF residents. Expenses would include salaries for a certified lifeguard and a pool coordinator. Volunteers would be filling the front desk position. Currently, there are 12 volunteers on the list. See attached list.

The pool study also includes: job descriptions, pool operations, pool maintenance calendar, pool fees, pool rules and regulations.

**Recommended Motion**

Motion will be dependent on the configuration that the Board approves.

**Alternative Options**

## POOL VOLUNTEER LIST

1. Julie Horner
2. Margie Oldham
3. Margaret Frey
4. Mike Frey
5. Barrett Weisheipl
6. Lisa Bonwell
7. Lorri Worthey
8. JoAnne Berardi
9. Adelia Fulkerson
10. Rachel Schaef
11. Don Walker
12. Judith Piazza

# PARKS, RECREATION, TRAILS, COMMITTEE

---

## Swimming Pool Project

Draft 03-27-2023

### Objective

The PRT Committee shall develop and present a cost-option plan to the BOT, that is both practical and economical, for the opening of the GMF Swimming Pool for the 2023 season.

### Risk Assessment

The PRT recommends that any cost-option plan chosen through this process, be approved by CIRSA, through a risk management assessment review, with the Town Manager and PRT representative.

### Note

These cost-option plans are all considered to be stop-gap measures to open the Swimming Pool for the 2023 season.

Because we consider the Pool a valuable asset to our Community, and an important Public Service to our Residents;

The PRT believes that any one of the cost-option plans that the BOT funds, can be a foundation to launch a better funded, a better staffed, and recruit more volunteers, for the Pool operations in the years to come.



# PARKS, RECREATION, TRAILS, COMMITTEE

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## \*\*\* 3 Star Plan \*\*\*

(Open Fridays/Saturdays/Sundays)

### Swimming Pool Calendar-2023 Season

Open: June 2

Close: September 3

Days of Operation: Fridays / Saturdays / Sundays

42 days of operation, over 14 weeks

Times of Operation:

10:00 am - 2:00 pm (Children's Swim Time)

6:00 pm - 8:00 pm (Adult's Swim Time)

252 hours of operation, over 14 weeks

### Employees

Certified Lifeguard(s) (@\$25/hr\*=\$150/day)

Pool Coordinator (@\$25/hr\*=\$50/day)(recommend 1 individual)

(\*includes payroll taxes)

### Volunteers

Desk Clerk (126 time slots of 2 hours)

# PARKS, RECREATION, TRAILS, COMMITTEE

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## Proposed Pool Operating Budget

\*\*\*3 Star Plan\*\*\*

### Revenue:

Donations (note: 2022 fees \$3100)	\$4000	
Vrbo's Pre-purchased Pool Tickets	<u>1000</u>	
Total Revenue		\$5000

### Expenses:

Lifeguard Wages (includes taxes)	6300	
Pool Coordinator Wages (includes taxes)	2100	
Water (cost is primarily filling pool)	2700	
Natural Gas	1400	
Electricity	700	
Pool Chemicals	500	
Septic System	500	
Equipment Repairs	300	
Facility Repairs	200	
Supplies	200	
Misc.	<u>100</u>	
Total Expenses		\$15000
<b>Deficit</b>		<b>&lt;\$10000&gt;</b>
<b>Estimated General Fund Expenditure to Open Pool</b>		<b>\$10000</b>

# PARKS, RECREATION, TRAILS, COMMITTEE

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## **\*\* 2 Star Plan \*\***

**(Open Saturdays/Sundays)**

Note: **Highlighted portions** indicate changes from the **\*\*\*3 Star Plan\*\*\***

### Swimming Pool Calendar-2023 Season

Open: June 2

Close: September 3

Days of Operation: **Saturdays / Sundays**

**28** days of operation, over 14 weeks

Times of Operation:

10:00 am - 2:00 pm (Children's Swim Time)

6:00 pm - 8:00 pm (Adult's Swim Time)

**168** hours of operation, over 14 weeks

### Employees

Certified Lifeguard(s) (@\$25/hr\*=\$150/day)

Pool Coordinator (@\$25/hr\*=\$50/day)(recommend 1 individual)

(\*includes payroll taxes)

### Volunteers

Desk Clerk (**84** time slots of 2 hours)

# PARKS, RECREATION, TRAILS, COMMITTEE

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## Proposed Pool Operating Budget

**\*\*2 Star Plan\*\***

### Revenue:

Donations (note: 2022 fees \$3100)	\$3000	
Vrbo's Pre-purchased Pool Tickets	<u>1000</u>	
Total Revenue		\$4000

### Expenses:

Lifeguard Wages (includes taxes)	4200	
Pool Coordinator Wages (includes taxes)	1400	
Water (cost is primarily filling pool)	2700	
Natural Gas	1400	
Electricity	700	
Pool Chemicals	500	
Septic System	500	
Equipment Repairs	300	
Facility Repairs	200	
Supplies	200	
Misc.	<u>100</u>	
Total Expenses		\$12200
<b>Deficit</b>		<b>&lt;\$ 8200&gt;</b>
<b>Estimated General Fund Expenditure to Open Pool</b>		<b>\$ 8200</b>

# PARKS, RECREATION, TRAILS, COMMITTEE

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## Proposed Pool Operating Budget

\*1 Star Plan\*

### Revenue:

Donations (note: 2022 fees \$3100)	\$2000	
Vrbo's Pre-purchased Pool Tickets	<u>1000</u>	
Total Revenue		\$3000

### Expenses:

Lifeguard Wages (includes taxes)	1400	
Pool Coordinator Wages (includes taxes)	0	
Water (cost is primarily filling pool)	2700	
Natural Gas	1400	
Electricity	700	
Pool Chemicals	500	
Septic System	500	
Equipment Repairs	300	
Facility Repairs	200	
Supplies	200	
Misc.	<u>100</u>	
Total Expenses		\$8000
<b>Deficit</b>		<\$3000>
<b>Estimated General Fund Expenditure to Open Pool</b>		\$3000

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Administration

Pool Coordinator shall schedule and coordinate all Lifeguard administration.

Pool Coordinator shall schedule and coordinate all Front Desk Clerk administration.

Pool Coordinator shall open and close pool facility.

Pool Coordinator shall perform simple pool operations. (i.e. water testing)

Pool Coordinator shall follow the *Pool Coordinator GMF Administration Guide Book (to be written)*.

Lifeguard shall be certified by the State of Colorado.

Lifeguard shall have a visual perspective of the pool at all times during usage.

Lifeguard shall have the primary responsibility in preventing drowning and other injuries from occurring in or around the pool.

Lifeguard shall ensure the safety of the users by minimizing or eliminating hazardous situations or behaviors.

Lifeguard shall inform all users of the swimming rules and regulations.

Lifeguard shall administer CPR and first aid to injured users.

Lifeguard shall follow the *Lifeguard GMF Administration Guide Book (to be written)*.

Front Desk Clerk shall check the names of the users, in and out of the facility.

Front Desk Clerk shall monitor all pool activities, in the absence of the pool coordinator.

Front Desk Clerk shall follow the *Front Desk Clerk GMF Administration Guide Book (to be written)*.

# PARKS, RECREATION, TRAILS, COMMITTEE

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## **\* 1 Star Plan \***

**(Open Saturdays)**

Note: **Highlighted portions** indicate changes from the **\*\*\*3 Star Plan\*\*\***

### Swimming Pool Calendar-2023 Season

Open: June 2

Close: September 3

Days of Operation: Fridays / Saturdays / Sundays

**14** days of operation, over 14 weeks

#### **Times of Operation:**

10:00 am - 2:00 pm (Children's Swim Time)

**56** hours of operation, over 14 weeks

### Employees

Certified Lifeguard(s) (@\$25/hr\*=**\$100/day**)

**Pool Coordinator position assigned to Town Manager**

(\*includes payroll taxes)

### Volunteers

Desk Clerk (**28** time slots of 2 hours)

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Operations

Pool operations shall be performed by GMF Public Works by qualified personnel.

Pool maintenance shall be performed by GMF Public Works whenever possible.

Pool maintenance shall be contracted whenever repairs cannot be perfected by Public Works.

Pool inspection shall be performed by GMF Public Works every morning during operation.

Pool facility and restrooms shall be maintained by GMF Public Works.

Pool maintenance may also have the help of Pool Volunteers when needed.

Note: considering the cost of purchasing water, to fill the Pool from CSU, the PRT recommends repairing the Pool water well in the near future.



## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Maintenance Calendar

Pool opening, operations check, by Public Works:

beginning May 1, 2023

Pool fix-up and clean-up, by Public Works and Pool Volunteers:

beginning May 1, 2023

Pool closing and winterization by Public Works:

beginning September 5, 2023

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Fees

Pool usage shall be FREE to all GMF residents.

Pool usage donations shall be encouraged from all other users, via electronic means (i.e. QR code).

Pool usage donations in cash shall not be accepted.

Pool usage ticket purchases shall be encouraged by Vrbo's for their renters use.

## PARKS, RECREATION, TRAILS, COMMITTEE

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### Pool Rules & Regulations

Children 17 and under shall qualify for the Children's swim time,  
(10:00 am - 2:00 pm).

Children 12 and under shall have an adult guarding with them at all times.

Adults 18 and above shall qualify for the Adult's swim time,  
(6:00 pm - 8:00 pm).

Pool Parking Lot shall be for Handicap Parking only, and Emergency Vehicles.

Pool Parking Lot shall be converted into a drive-through for patrons to drop-off users.

Pool Parking shall be re-designated to the new parking area on Ute Ave.



**2023 Application  
Incentives For Local Government  
Grant Program**

Established by HB 22-1011

**Application Instructions**

The application is in pdf format. Applicants should use Adobe Acrobat or the free Adobe Reader software to download and edit the application for the most reliable results. All blocks are fill-in enabled and character locked. Applicants should write clearly in complete sentences and provide as much detail as needed for reviewers to understand all aspects of proposed projects in the allotted character space. Characters include letters, numbers, spaces and punctuation.

**Note:** Additional support materials beyond the allowable support letters, maps and contract bids will not be considered.

**A. Applicant Information**

To receive Incentives for Local Government Grant Program funds, the applicant or fiscal agent must be registered with the IRS and have a tax identification number. Fiscal agents often take responsibility for financial or other types of transactions for another entity. If the applicant organization will not be the direct fiscal agent for contracting purposes, list the name of the desired fiscal agent. For the purposes of this grant application and the resulting grant agreement, a fiscal agent is a separate entity that agrees to assure that a project will use awarded grant funds to accomplish the ends described in the grant application and the resulting grant agreement.

Fiscal agents are eligible for grant awards on behalf of the applicant organization in any of the following circumstances:

1. The fiscal agent must be identified at the time the grant application is submitted. The fiscal agent shall either be the grant applicant or clearly identified as the fiscal agent for the applicant organization in the grant application.
2. The fiscal agent is also eligible for a grant award.
3. The fiscal agent takes responsibility, not just for financial matters related to the grant, but for all aspects of grant performance and monitoring, including financial accounting, performance of the grant accomplishments, performance reporting and financial reporting.

*Note: The fiscal agent must remain unchanged during the full period of the grant.*

Name of Project:	
Applicant/Fiscal Agent:	
Type of Organization:	
Contact Person/Title:	
Mailing Address:	
City, State, Zip Code:	
Phone (Work/Cell):	
Email:	

## B. Eligibility

This section includes a checklist of **required** elements for each application. If the application does not include **all** of the items below (i.e. any items checked “No”), the application will be considered ineligible.

Are you applying on behalf of a local government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have <b>required</b> formal commitment for matching funds? This can be communicated through explanation of designated fund, specific project or revenue source, passed initiative, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you attached a <b>required</b> 1-page map showing the project area or territorial boundary of the local government <b>IN</b> the <a href="#">Colorado Forest Atlas</a> with the 2020 Forest Action Plan Composite Priority theme <b>and</b> the Areas of Fewer Economic Resources layer (Social Vulnerability Index) visible? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the information in this application accurate to the best of your knowledge and do you agree to contracting requirements, including reporting requirements, as outlined in the Request for Applications? <input type="checkbox"/> Yes <input type="checkbox"/> No

From the [Colorado Forest Atlas](#) homepage, launch the Wildfire Risk Reduction Planner application to create a project area, view and print maps of the project area with the Composite Priority theme overlaid and the Social Vulnerability Index layer visible. The Wildfire Risk Reduction Planner application requires users to create an account with the Colorado Forest Atlas, free of charge, before they can access the application. Account requests are usually approved within 1 day of submitting the request.

### 2020 Forest Action Plan Composite Theme

The Composite Priority Map prioritizes areas that address combined Themes of Forest Conditions, Living with Wildfire and Watershed Protection. The Forest Conditions Theme Priority Map evaluates threats such as insect and disease disturbance, canopy fire and land use conversion. The Living with Wildfire Theme Priority Map evaluates wildfire risk including the wildland urban interface, drinking water assets, forest and riparian assets combined with burn probabilities. The Watershed Protection Theme Priority Map evaluates improving and maintaining quality of water and infrastructure by looking at infrastructure and predicted post-fire erosion rates. More information on the 2020 Colorado Forest Action Plan and Themes can be found on the [Forest Atlas](#).

### Social Vulnerability Index

Projects or territorial boundaries located partially or fully in areas identified as having Fewer Economic Resources may match 25% in cash match to 75% grant funds for the total project budget. All other projects areas must match 50% in cash match to 50% grant funds for the total project budget. When viewing the Social Vulnerability Index, the project areas or territorial boundaries within the cross-hatching indicate a project is eligible for a 25% match. Additional information on the Social Vulnerability Index and how areas of fewer economic resources are defined can be found on the Wildfire Risk Reduction Planner application in the [Forest Atlas](#).

Additional risk maps, such as a Community Wildfire Protection Plan (CWPP) map or other Forest Action Plan theme maps such as Watershed Protection or Forest Conditions, may be included and should be clearly labeled.

**How to create a map with the project area and the Composite Priority layer and Social Vulnerability Index visible ([Click here to view step-by-step images of this process](#)):**

1. Launch the Wildfire Risk Reduction Planner application.
2. Navigate to the Analyze Project Areas section in the menu on the left and click the **“Manage Project Areas”** button. A “Manage Project Areas” menu box will open.
3. Click the **“+”** button in the bottom right corner of the “Manage Project Areas” menu to create a new project area. The project area can be created by using the drawing tool within the application or you have the option of uploading an existing shapefile or kml file containing the project area if you already have one. Shapefiles must be in a compressed zip folder and projected in NAD 1983 UTM Zone 13N coordinate reference system. When uploading a shapefile, you must press the **“Select”** button and then click on your shapefile in the map (it should turn green when selected) and click **“Finish”**.
4. After you’ve created the project area, select the project area within the “Manage Project Areas” box to activate this project area.
5. Expand the Reference Layers and turn on required **Social Vulnerability Index layer** and any relevant layers, such as Ownership or County Boundaries. If your project area falls within the cross-hatching that indicates you are eligible for a 25% match.
6. Expand the Map Themes icon and make sure the 2020 Forest Action Plan **“Forest Action Plan Composite Map”** is enabled. Adjust the Theme Transparency in order to see any relevant Reference Layers.
7. Scroll down on the left-hand side of the page to the **“Print Map”** function and click on **“Print Map.”** Click the check mark inside a circle on the map to indicate the area surrounded by the dashed rectangle is the area that should be printed, and then click **“Print.”**
8. The application may run a few minutes while creating a map. A Composite Priority map with the SVI layer and project area boundaries will be created.

If further assistance is needed, reference the [user manual](#) on the CO Forest Atlas support page or contact us using the form on the [Colorado Forest Atlas Contact page](#).

**C. Project Summary**

This section is a summary of project details.

**All information for the project must fit into the allotted character spaces below.**

Approximate number of homes/critical infrastructure elements directly affected by this project:	
Total number of acres* to be treated (if applicable):	
Estimated cost/acre (if applicable): This can be determined by dividing the total project budget from Section F. <i>Total Project Budget</i> (both the total grant share and match share combined) by the total number of acres proposed for treatment.	
Number of jobs to be created (if applicable):	
In the instance of the project being partially funded, is the project still viable with reduced outcomes (i.e., is the project scalable)?	

\***Total number of acres** identified should only be treated acres within project boundaries and should not include areas that are inoperable, inaccessible, or untreated “reserves” within project areas.

## Brief Project Summary

All information for the project must fit into the allotted **500-character space**. **Characters include letters, numbers, spaces and punctuation.**

## D. Project Relation to Forest Action Plan and Local Actions

Briefly describe the project objectives. Clearly describe how the project goals align with the specific goals of the Colorado State Forest Action Plan\* and specific Community Wildfire Protection Plan or similar plan goals and objectives (if applicable).

\*The 2020 Colorado State Forest Action Plan is required by the 2008 Farm Bill to help guide where the CSFS directs resources to and is available in the Forest Action Plan application on the [Forest Atlas](#).

All information for the project must fit into the allotted **2,500-character space**. **Characters include letters, numbers, spaces and punctuation.**

## E. Matching Contributions

DO NOT show grant-requested funds in this table. This is for matching share only, which is a minimum of 50% of total project cost, or 25% for areas of fewer economic resources. All matching funds, must be clearly quantified and justified in Section G. Budget Narrative of the grant application.

For projects not located in areas of fewer economic resources (outside cross-hatching area within the Social Vulnerability Index layer), applications are required to demonstrate an ability to match requested grant funds for a minimum of a 1:1, or dollar-for-dollar, grant to match ratio. For example, if the total project budget is \$100,000 the minimum match would be \$50,000 and the grant-funding request would be for \$50,000.

Proposed projects located within areas of fewer economic resources are required to match the requested grant funds for a minimum of 3:1, grant to match ratio. In a similar example, if the total project budget is \$100,000, the grant-funding request would be \$75,000 and the minimum match would be \$25,000.

**Contributing revenue source/existing program, project, or funding mechanism:** Specify the name of each designated revenue source, existing program, project, or funding mechanism that is being used as match, and the dollar amount of each contribution. Spell out all acronyms in Section G. Budget Narrative.

**Cash match (dollars):** Any funding awarded under the grant program must match either revenues raised by the local government from a dedicated revenue source or supplement existing programs administered by the local government on a long-term basis, which efforts are intended to be used for forest management or wildfire mitigation efforts at the local level. A local government is eligible for funding under the grant program even in the absence of a dedicated revenue source if:

1. It has created and administers an existing program, project or funding mechanism that provides long-term funding at the local level for wildfire mitigation or forest health OR
2. It has created and administers other creative and innovative approaches for promoting wildfire mitigation and forest health.
3. An approved ballot issue creating a long-term revenue source takes place the same calendar year as the funding is awarded

**Applications will be disqualified if sufficient match is not identified.**

Contributing Revenue Source, Existing Program, Project, or Funding Mechanism: (Name)					<b>TOTAL</b>
Cash Match: (Dollars)					

## F. Total Project Budget

This section should reflect the entire budget for the proposed project. The grant share column should reflect the state grant funds being requested in this application. The match columns should carry over information from Section E. *Matching Contributions*. Please ensure that total budget numbers are calculated correctly and that the Match % is no less than 50% (or 25% for areas of fewer economic resources). All expenses should be described in detail in Section G. *Budget Narrative*.

Personnel/Labor: Include expenses directed toward staff time or labor, *except those being directed to contractual services*.

Supplies/Materials: Include expenses for supplies or rental equipment used to complete project activities.



Contractual Services: Include expenses that will be contracted out to a third-party.

Indirect Costs: Include a wide variety of items not specifically broken out in the budget known as facilities and administrative costs, such as costs for utilities, telephone, copying, accounts payable, payroll, purchasing agent’s time and routine administrative services.

Anticipated Project Revenue: List any anticipated cost offsets or revenues generated from the utilization of forest products or woody biomass. Any revenue generated by the project must be explained clearly in the budget narrative and be factored into the grant request. For example, if the cost for treatment is \$3,000 per acre, but utilization will decrease the cost to \$2,500 per acre, then show the \$500 per acre as revenue, request funding based on the \$2,500 per acre and explain the reasoning in *Section G. Budget Narrative*.

<b>Total Project Budget</b>	<b>Grant Share</b> (\$ Amount requested)	<b>Match</b>	<b>TOTAL</b>
Personnel / Labor:			
Supplies / Materials:			
Contractual Services:			
Indirect Costs: <small>Grant share indirect costs may not exceed 10% of grant total</small>			
<b>TOTAL PROJECT BUDGET</b>			

Anticipated Project Revenue (from wood or biomass utilization)	
-------------------------------------------------------------------	--

To calculate match %, divide the Total Match (purple box) with the Total Project Budget (green box). If match is less than 50.00% of the total project budget, the application will be disqualified.

## G. Budget Narrative

Describe in detail the budget line items listed in Sections E. *Matching Contributions* and F. *Total Project Budget*.

Clearly explain how specific project costs were estimated. For example, estimated per-acre costs of contracted work should be supported by bids, known costs from previous or similar projects, or other means. Describe the role of each entity involved in project implementation and the known terms of contracts associated with the project.

Clearly explain the anticipated project revenue or cost-savings, how revenue is factored into the grant request, the intended use of any revenue, and how revenue generated will further the objectives of the program. For example, will the revenue allow more acres to be treated?

If the project includes match from an existing program, project or funding mechanism, describe how it creates long-term funding at the local level for wildfire mitigation or forest health.

If electors of the local government approved a ballot issue creating the revenue source that forms the basis for the match, include details on the specific ballot issue and date of election when the initiative was approved.

Describe how you meet the eligibility requirements for this grant program.

Additional preference will be given to applicants that make available a dedicated revenue source for wildfire mitigation or forest health and full-time employees to collaborate with private landowners to implement wildfire mitigation measures.

All information for the project must fit into the allotted 2,000-character space. **Characters include letters, numbers, spaces and punctuation.**

## **H. Project Area Description**

Describe the project area and/or territorial boundaries of the local government where the grant funds will be used. Examples include land ownership breakdown (including acres) and the community or communities in which the project will take place including population, number of homes and structures, and other values at risk. Identify which hazards and challenges exist and how the project will overcome those challenges and reduce hazardous fuels and/or improve forest condition, and to what extent. Describe any Community Wildfire Protection Plan activities that will take place and how those activities are relevant to the project.

All information for the project must fit into the allotted 2,000-character space. **Characters include letters, numbers, spaces and punctuation.**

## I. Project Prescription and/or Capacity Building

For projects that include on-the-ground treatments, describe the prescription and scientific foundation for the project and the specific practice standards that will be applied to achieve the desired outcomes of the project.

Descriptions should be detailed and measurable, and may include the distance fuels mitigation work will be conducted from homes and structures, target basal area for forest thinning, target fuel loading, target percentage for the reduction of continuous tree and shrub canopy cover, etc. Describe how invasive species will be managed during project implementation as well as how wildfire impacts will be considered.

Prescriptions should specifically address how projects will comply with [Colorado Forestry Best Management Practices \(BMPs\)](#).

The scientific foundation should be substantiated by a reliable and professional resource with proper interpretation and recognized as appropriate to the local conditions found on the project site. Resources include publications such as CSFS guidelines and/or research articles from relevant studies appropriate to Colorado, management plans and the expertise of CSFS foresters, consultants or other professionals. CSFS guidelines include Forestry BMPs, thinning standards and guidelines on defensible space, fuels mastication, shaded fuelbreak development, etc. All of these publications are available at <http://csfs.colostate.edu/csfspublications/>.

Successful applicants may be required to submit a more detailed prescription prior to a grant award from the CSFS.

For projects that include capacity building, describe how increased staffing, community engagement, prioritization and planning efforts, and/or requested purchase of equipment will enhance local capacity to implement and maintain efforts related to forest management or wildfire mitigation activities.

Planning efforts should include specific and measurable activities, such as the number of stakeholder outreach and engagements, the target audience and expected outcomes, such as development, mapping and prioritization of fuels reduction projects.

Proposals to support staffing should describe the position(s) and responsibilities and how efforts will support long-term capacity for planning and implementation of fuels and forest restoration activities.

Projects that include purchases of equipment should describe any related training and safety measures to address safe use of purchase(s). If possible, quantify the annual anticipated use of equipment.

If the project is part of an existing program, project or funding mechanism, describe how existing initiatives have been successful and how awarded funds will increase success into the future.

**J. Strategic Value of Project**

Explain the strategic nature of the project. Identify if the proposed project will take place adjacent or in close proximity to other planned or previously treated forest areas on state, local government, municipal, private or federal lands. Explain whether the project will be implemented across land-ownership boundaries; if it is within a priority area identified in a completed Community Wildfire Protection Plan or FEMA Hazard Mitigation Plan; and/or if it is part of a larger landscape-scale treatment effort. Describe the benefits the project will have to the respective community or residents. If appropriate, explain how the proposed project could serve as a catalyst for future forest management projects. Describe any coordination that will occur with participating groups/organizations and include partner contributions to the project.

Preference will be given to projects that include initiatives emphasizing a regional approach to promoting forest management and wildfire mitigation. Preference will also be given to applicants that describe initiatives of a longer duration that are intended to give the local government a stable source of revenue for forest management and wildfire mitigation efforts.

All information for the project must fit into the allotted 1,500-character space. **Characters include letters, numbers, spaces and punctuation.**

### **K. Timeline**

Provide a timeline for the project including project beginning and end dates as well as project milestones with specific targets for completion. **All projects funded in this cycle should be completed by July 1, 2027.**

All information for the project must fit into the allotted 1,000-character space. **Characters include letters, numbers, spaces and punctuation.**

### **L. Maintenance/Sustainability**

Outline long-term plans to monitor and maintain the improved landscape conditions achieved through implementation of the proposed project. Monitoring and maintenance activities that do not use grant dollars are expected to occur after the project period to sustain the benefits of the treatments. Identify who will plan and provide the project monitoring and maintenance services, how the work will be funded, what monitoring and maintenance will be needed to sustain the long-term benefits and at what frequency monitoring and maintenance will be necessary.

For projects that include capacity building, explain how the proposed project will be sustained over time to maintain and/or enhance capacity.

For projects that include equipment purchases describe how equipment will be cared for and used beyond the life of the project. The expectation is that equipment will be used and maintained by the awardee for a minimum of five years following the grant. Clearly address who will maintain purchase(s), what will be done and how, when this will be accomplished and how often, etc.

Projects that include planning and staffing should describe how plans will be used over time and how position(s) will be supported beyond the life of the grant. If the project includes project identification and prescription development, describe the commitment to implement projects after completion of grant.

**All information for the project must fit into the allotted 1,500-character space. Characters include letters, numbers, spaces and punctuation.**

### **M. Additional Preference**

Local Governments that have attempted unsuccessfully to create a dedicated revenue source for wildfire mitigation or forest health will be given additional preference. If this applies to you, please describe previous unsuccessful attempts to create a dedicated revenue source for wildfire mitigation or forest health and identify the roadblocks that resulted in an unsuccessful attempt and how those roadblocks will be overcome.

**All information for the project must fit into the allotted 500-character space. Characters include letters, numbers, spaces and punctuation.**

Note: Additional support materials beyond the allowable support letters, maps and contract bids will not be considered.

## INCENTIVES FOR LOCAL GOVERNMENT

### SCORING SHEET

Final Score: / 50

#### 1. Project Relation to Forest Action Plan and Local Actions (Section D)

Score: \_\_\_\_\_/10 pts

Are the objectives of the project clearly defined, and do project goals align with specific goals in the Colorado State Forest Action Plan? Does the project fit into the goals of a specific Community Wildfire Protection Plan (CWPP) or other similar collaborative plan? Have the community/communities adopted local measures to reduce wildfire risk?

#### 2. Budget (Sections E, F & G)

Score: \_\_\_\_\_/10 pts

Review both the budget breakdown and the accompanying narrative. Do costs seem reasonable and/or justified for the proposed work? Does the budget provide effective leverage for other funds? Is there a commitment to make available a dedicated revenue source and/or full-time employees?

#### 3. Project Area Description (Sections H)

Score: \_\_\_\_\_/5 pts

How well is the project area defined? Consider any maps included: 2020 FAP Composite Priority map, other FAP theme maps, CWPP maps, etc. Do the maps align, and in what priority value are the projects located? Are the projects likely to be effective in reducing risk to identified values? Are hazards and challenges identified and a solution address? Is the project in an area of fewer economic resources?

#### 4. Project Prescription and/or Capacity Building (Section I)

Score: \_\_\_\_\_/10 pts

How appropriate are the standards and prescriptions to achieve the project and grant program's objectives? Do the scientific standards reflect best available information? Are applicable Colorado Forestry Best Management Practices (BMPs) addressed or discussed? Have applicants consulted with experts? Have CSFS guidelines been integrated? Are the prescription standards detailed and measurable? For increased staffing, are positions and responsibilities appropriate and supportive of long-term capacity planning and implementation of wildfire mitigation or forest health efforts?

#### 5. Strategic Value of Project (Section J)

Score: \_\_\_\_\_/5 pts

Does the project tier to a county plan or relevant CWPP? Is there an emphasis on a regional approach? Is it adjacent or in close proximity to other planned or previously treated areas? Will the project achieve results at a meaningful scale? Is there intent to provide a stable source of revenue?

#### 6. Timeline (Section K)

Score: \_\_\_\_\_/5 pts

Is the timeline organized with clearly defined beginning and end dates, project milestones and specific targets completed at specific times? Does the proposed timeline seem achievable?

#### 7. Maintenance/Sustainability (Section L)

Score: \_\_\_\_\_/5 pts

Is there a plan to maintain the project after completion? Does the maintenance plan include details of who will accomplish maintenance tasks, how the work will be funded and how often activities will occur (equipment purchases and fuels projects)? For increased staffing, is there a plan to maintain and/or enhance capacity?

#### 8. Additional Consideration/Preference (Section M)

Score: \_\_\_\_\_/2 pts

If applicable, are previous unsuccessful attempts to create a dedicated revenue source for wildfire mitigation or forest health described and are roadblocks that resulted in unsuccessful attempts identified?












# Legend

<https://co-pro.coloradoforestatlas.org>

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## Fire Intensity Scale

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-  1 Lowest Intensity
-  2 Low
-  3 Moderate
-  4 Moderate to High Intensity
-  5 Highest Intensity


## Social Vulnerability Index

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-  Eligible for 25% Match

## Counties

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-  < 1:1,500,000



# Colorado Risk Reduction Planner

<https://co-pro.coloradoforestatlas.org>

## Burn Probability

Annual probability of any location burning due to wildfire.

### Created on:

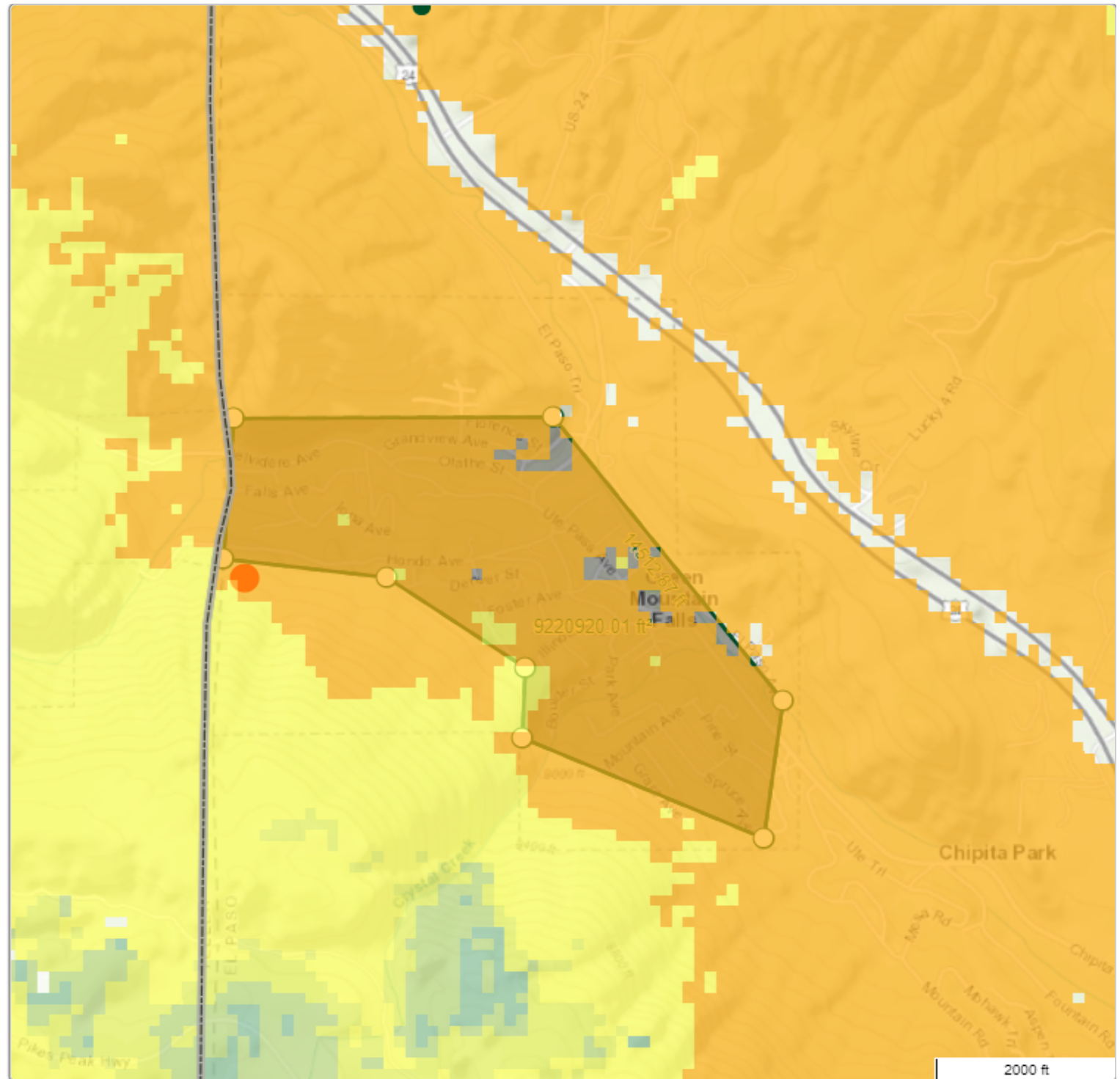
3/28/2023, 11:10 AM

## Disclaimer

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# Legend

<https://co-pro.coloradoforestatlas.org>

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## Burn Probability

---

- Non-Burnable
-  Very Low
-  Very Low-Low
-  Low
-  Low-Moderate
-  Moderate
-  Moderate-High
-  High
-  High-Very High
-  Very High


## Social Vulnerability Index

---

-  Eligible for 25% Match

## Counties

---

-  < 1:1,500,000



# Colorado Risk Reduction Planner

<https://co-pro.coloradoforestatlas.org>

## Wildfire Risk

The overall composite risk occurring from a wildfire derived by combining Burn Probability and Values at Risk Rating.

### Created on:

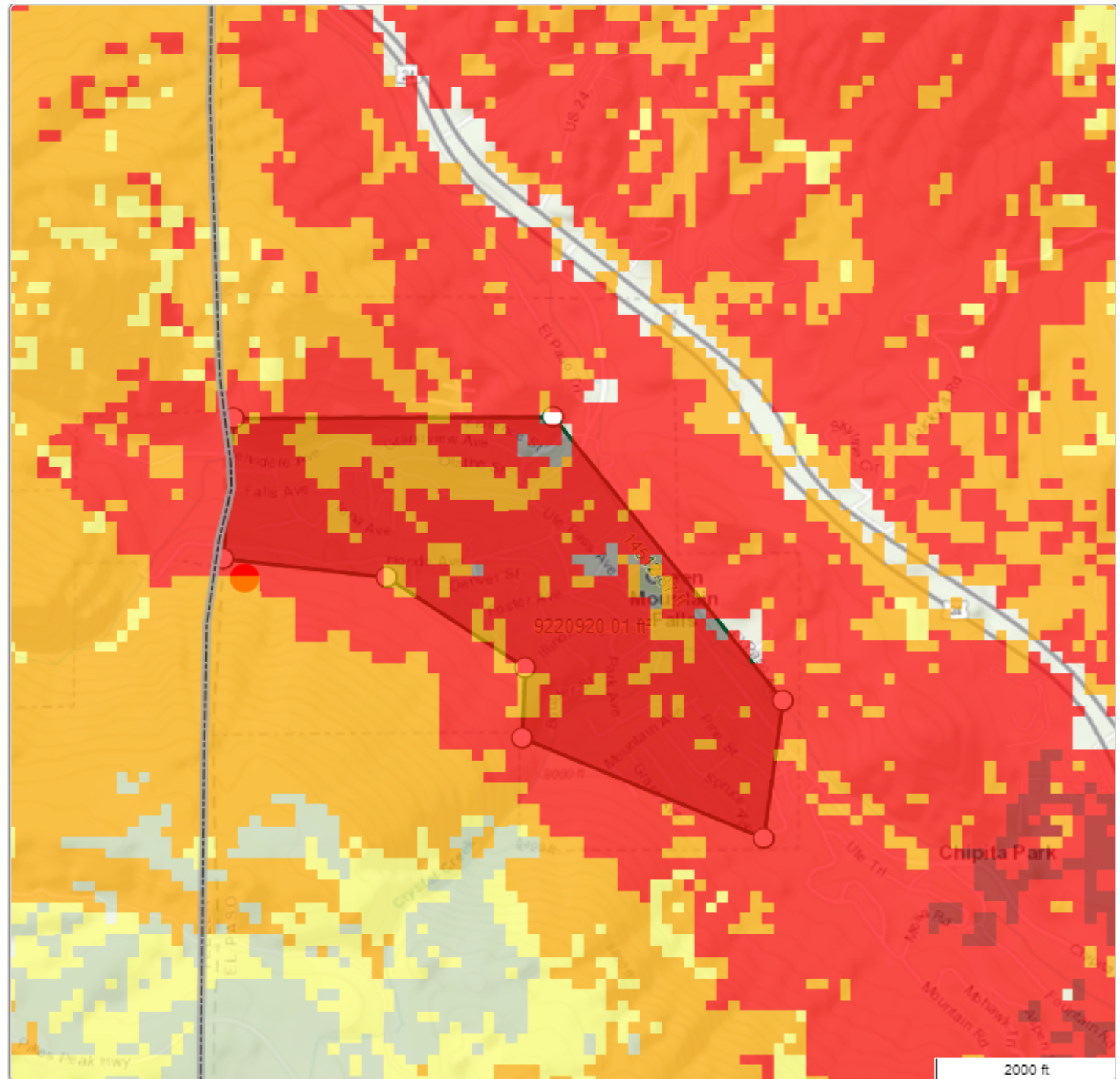
3/28/2023, 11:07 AM

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# Legend

<https://co-pro.coloradoforestatlas.org>

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## Wildfire Risk

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-  Lowest Risk
-  Low Risk
-  Moderate Risk
-  High Risk
-  Highest Risk


## Social Vulnerability Index

---

-  Eligible for 25% Match

## Counties

---

-  < 1:1,500,000

## Marshal's report 4/4/23

Call type	# of calls	Outcomes if any
Check the welfare	2	-
911 hang ups	2	-
Assault	1	No arrests
Domestic Violence	2	No arrests
Citizen Contacts	4	-
Animal complaints	0	
Civil service	2	Papers served by EPSO
SXO registration	0	
Disturbance	0	
Harassment	2	
Traffic stops	5	-
Parking complaints	1	
Alarms	2	
Criminal mischief	0	
Noise complaints	0	
Suicidal check the welfare	1	
Motorist assist	0	
Follow up	3	
Trespass	1	
Unattended Death	1	
Suspicious incidents	3	
Traffic Accident	1	Asst. State Patrol on Chipita Park Rd.
<b>Total calls for service</b>	<b>33</b>	

Other agencies assisting us – 4

Us assisting other agencies – 3

Details worked-None

Deputy Starks-Continues his training in shadow phase.

Body cams are in use!!

New patrol car-is at the shop and being outfitted as we speak.



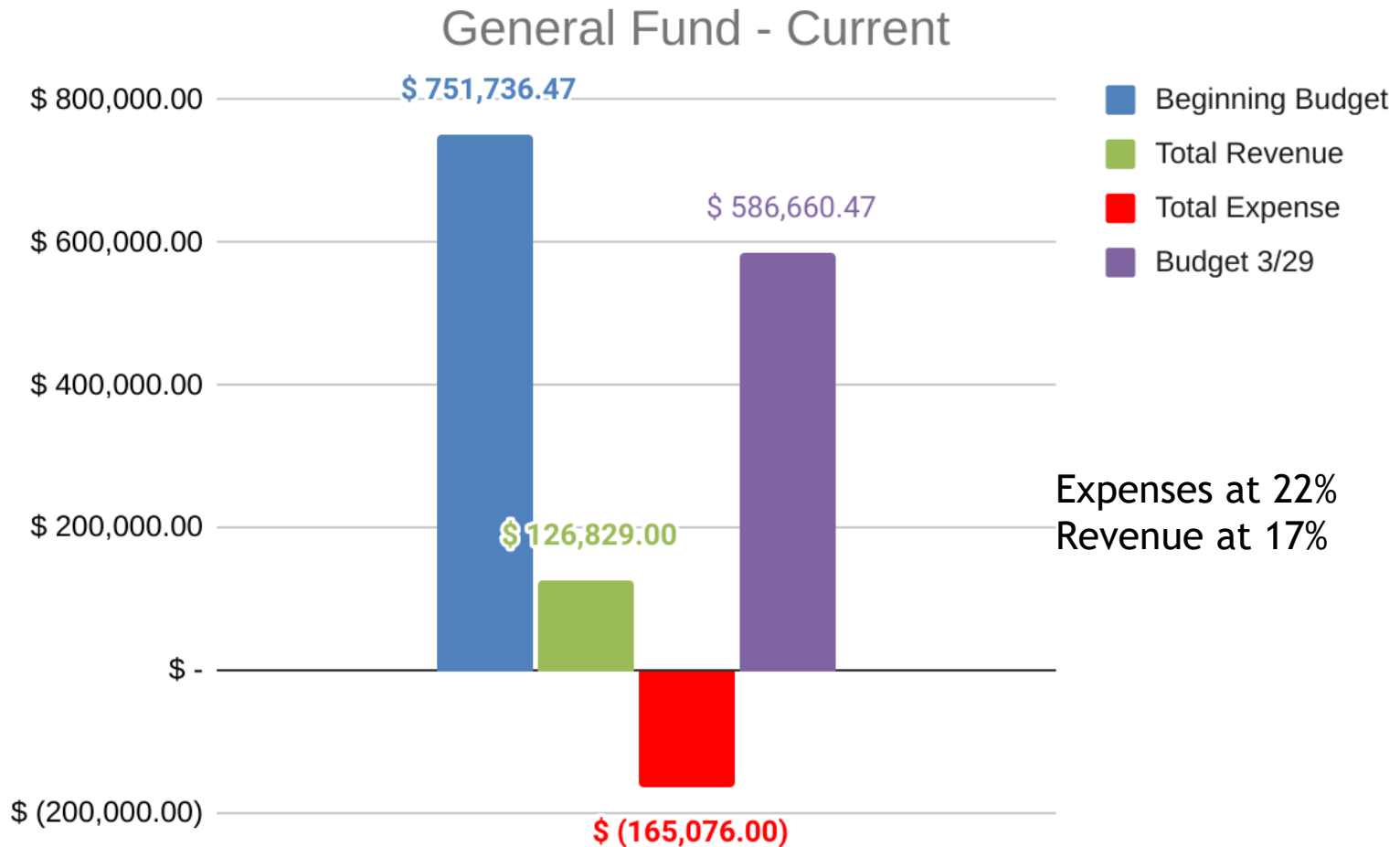
# Town of Green Mountain Falls



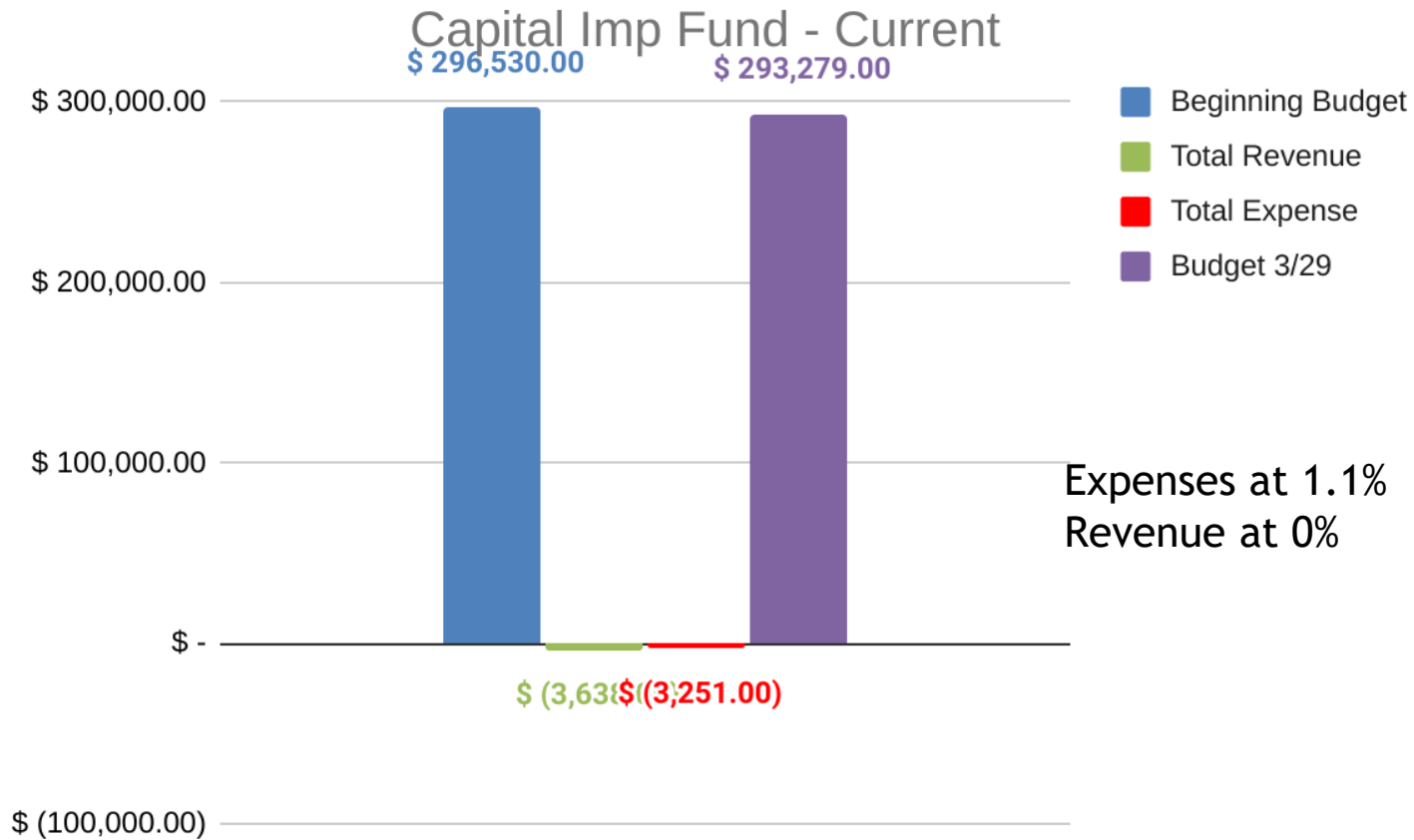
## Budget Review

1st Quarter, 2023

# Operations (General Fund)



# Capital Improvement Fund



# Conservation Trust Fund

## Conserv. Trust Fund - Current



# Bank Balance as of March 30, 2023

- Available Balance = \$466,762 (includes all Funds)
- Of that \$466,762, roughly \$150,000 is carried over ARPA Funds allotted to Capital Improvement Fund
- General Fund Balance as of this date is roughly \$316,762