



Town of Green Mountain Falls

Board of Trustees Regular Meeting Agenda

10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

Tuesday, March 15, 2022, at 7:00 p.m.

In-person meeting with YouTube Streaming via the [Town's Channel](#)

REGULAR MEETING:

TIME*		ITEM	DESIRED OUTCOME
7:00	1.	CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE	
	2.	ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA	
	3.	CONSENT AGENDA a. Accounts Payables from Feb. 22, 2022, to Mar. 11, 2022 b. Minutes from Mar. 1, 2022, Board of Trustees Meeting	BOT Action Desired
	4	Amendment to Stilling Basins Contract	BOT Action Desired
	5.	Resolution 2022-05: Amendment to Employee Handbook – PTO Payout	BOT Action Desired
	6.	Volunteer Application – PRT Committee – Ron Gans	BOT Action Desired
	7.	Volunteer Application – FMA Committee – Kelly Hunter	BOT Action Desired
	8.	REPORTS a. Trustee Reports b. Committee Reports c. Staff Reports	Information Only
	9.	CORRESPONDENCE	Information Only
	10.	PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER	
	11.	ADJOURN	

*Please note: Times are approximate.

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

<u>Date</u>	<u>Reference</u>	<u>Entity Number</u>	<u>Name</u>	<u>Acct Number</u>	<u>Acct Name</u>	<u>Amount</u>
1-00-00-2000 General-Accounts Payable						
02/22/2022	5200166935	COSpringUtil	Colorado Springs Utilities	1-10-03-5200	General-Administration-Utilities-Utilities - Electric	169.62
02/22/2022	5872676037	COSpringUtil	Colorado Springs Utilities	1-60-03-5200	General-Pool-Utilities-Utilities - Electric	16.94
02/22/2022	6357261325	COSpringUtil	Colorado Springs Utilities	1-70-03-5200	General-Public Works-Utilities-Utilities - Electric	356.01
02/22/2022	7990482304	COSpringUtil	Colorado Springs Utilities	1-50-03-5204	General-Parks and Recreation-Utilities-Utilities - Electric - Gazebo	115.67
02/22/2022	9827690757	COSpringUtil	Colorado Springs Utilities	1-50-03-5203	General-Parks and Recreation-Utilities-Utilities - Electric - Fountain	28.61
02/22/2022	9995234678	COSpringUtil	Colorado Springs Utilities	1-40-03-5200	General-Public Safety-Utilities-Utilities - Electric	22.05
02/23/2022	9364097282	COSpringUtil	Colorado Springs Utilities	1-70-03-5206	General-Public Works-Utilities-Utilities - Electric - Street Lights	473.64
02/25/2022	206	fountaincreekwa	Fountain Creek Watershed	1-20-02-5101	General-Interdepartmental-Operations-Fees - Annual Dues, Licenses, Memberships	209.00
02/25/2022	7944145464	COSpringUtil	Colorado Springs Utilities	1-70-02-5124	General-Public Works-Operations-Maintenance - Roads	485.64
02/28/2022	0047463	CEBT	CEBT	1-10-01-5020	General-Administration-Labor-Labor - Health Insurance	6,357.20
02/28/2022	0047463	CEBT	CEBT	1-40-01-5020	General-Public Safety-Labor-Labor - Health Insurance	5,330.80
02/28/2022	0047463	CEBT	CEBT	1-70-01-5020	General-Public Works-Labor-Labor - Health Insurance	1,887.60
02/28/2022	62	Hoffman	Hoffman, Parker, Wilson & Carberry	1-20-02-5114	General-Interdepartmental-Operations-Services - Town Attorney	702.00
03/01/2022	5731	usamanageme000	USA Management	1-60-02-5113	General-Pool-Operations-Services - Professional	1,796.00
03/08/2022	00457666	CEBT	CEBT	1-10-01-5020	General-Administration-Labor-Labor - Health Insurance	3,178.60
03/08/2022	00457666	CEBT	CEBT	1-40-01-5020	General-Public Safety-Labor-Labor - Health Insurance	2,665.40
03/08/2022	00457666	CEBT	CEBT	1-70-01-5020	General-Public Works-Labor-Labor - Health Insurance	943.80
03/08/2022	104453	wilsoncompany	Wilson & Company	2-10-00-4030	Capital Improvement-Administration-Grants - State - DOLA 2 (Flood Recovery)	29,174.95
Total For 1-00-00-2000 General-Accounts Payable						53,913.53

TOWN OF GREEN MOUNTAIN FALLS
Board of Trustees Regular Meeting
Town Hall – 10615 Green Mountain Falls Road
Streamed via YouTube
Tuesday, March 1, 2022 – 6:30 P.M.

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Margaret Peterson
Trustee Katharine Guthrie
Trustee Sunde King

Board Members Absent

Trustee Chris Quinn

Town Attorney

Not present

Town Manager

Becky Frank

Public Works Department

Not present

Town Clerk/Treasurer/Planner

Nate Scott

Marshal's Department

Not present

Administrative Assistant

Vacant Position

Planning Department

Vacant Position

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

Mayor Newberry called the meeting to order at 6:34 p.m.

2. Additions, Deletions, or Correction to the Agenda

No changes to the agenda. Mayor Newberry moves to approve the agenda as presented. Trustee Guthrie seconds. Motion passes unanimously.

3. Consent Agenda

- a. Accounts Payables from Feb. 12, 2022, to Feb. 25, 2022
- b. Minutes from BOT Meeting; Feb. 15, 2022

Trustee King has a correction on the minutes. Paragraph 4: change should be “from consultant to respondent”. Trustee King motions to approve the consent agenda with this correction. Trustee Peterson seconds. Motion passes unanimously.

4. 6:40 pm – Public Hearing for Variance 20220204

Public hearing opened at 6:37 p.m.

Public comment:

Liz Ives - 10790 Florence Ave: question about whether there will be a shuttle to make up for lack of parking and expressed concern with lack of parking at the business.

Public hearing closed at 6:43 p.m.

5. Variance 20220204: 10830 Ute Pass Ave – Firehouse Venue development

Discussion: no formal comment from Planning Commission, but PC Chair Todd Dixon expressed his opinion of the hardship of the property – that the variances were necessary to promote development of the property.

Further discussion about the general parking situation in town and options. Suggested action to have Public Works staff clean off the ten parking spots on the NE side of Hotel St bridge.

Trustee Peterson moves to approve the application for variances based on the Planning Commission recommendation. Trustee Guthrie seconds. Motion passes unanimously.

6. Oath of Office – Planning Commission – Mike Frey

Oath completed – no Board action.

7. PPRTA CAC Realignment – Craig Gooding

Mr. Gooding summarizes the situation. Discussion ensues regarding the different options presented. The previous vote at CAC was not taken due to considerations requested by Manitou Springs.

Trustee Peterson moves to approve a 3rd option, which would have 6 “At-large” members and provide Manitou Springs with two voting members. Trustee Guthrie seconds. Motion passes unanimously.

8. Special Event Permit – Green Box Block Party – June 18th

Jesse Stroope summarizes the event. Trustee Guthrie moves to approve the application as presented. Trustee King seconds. Motion passes unanimously.

9. Special Event Permit – Green Box Block Party and Water Lantern Festival – July 4th

Jesse Stroope summarizes the event and the lantern details. Mayor Newberry moves to approve the application contingent on all fees being paid. Trustee Guthrie seconds. Motion passes unanimously.

10. Reports

- a) Board: Mayor Newberry summarizes the discussion at the recent regional mayors’ lunch, particularly fire mitigation discussion.
- b) Committees:
 - i. PRT: Jesse Stroope summarized the report included in the packet.
 - ii. FMAC: Town Clerk Scott requested consideration of Board approval of volunteer Kelly Hunter for the FMAC. Board would like to see it on the next Board agenda.
- c) Staff:
 - i. Mayor Newberry congratulates Town Manager Frank on the Emergency Management of the Year award.
 - ii. Town Manager Frank provides verbal report about published RFPs and pending projects.
 - iii. Marshal report will appear on the next Board agenda.

11. Correspondence

No correspondence.

12. Persons present not on the agenda: 3 minutes per speaker

No public comment.

13. Adjourn

The meeting adjourned at 7:31 p.m.

Nathan Scott, Town Clerk/Treasurer

Jane Newberry, Mayor



Green Mountain Falls

COLORADO
OFFICE OF THE TOWN MANAGER

10516 Green Mountain Falls Road
PO Box 524
Green Mountain Falls, CO 80819
www.gmfco.us

BOARD OF TRUSTEES AGENDA MEMO

DATE: 03/15/2022	AGENDA NO	SUBJECT:
Presented by: Becky Frank, Town Manager		Stilling Basins Contract Amendment

Background: Per the attached letter from Mr. Andre Brackin, Wilson & Company, there has been identified relocations of waterlines necessary to complete the stilling basins project. This expense will be reimbursable through Colorado Springs Utilities for the project cost. The cost breakdown can be referenced in Mr. Brackin's letter and totals \$26,000.

Discussion: If approved, a Purchase Order will be issued to Wilson & Company.

Recommended Action:

Move to approve the contract amendment and issue purchase order.

Respectfully,

Becky Frank

March 3, 2022

Ms. Becky Frank, Town Manager
Town of Green Mountain Falls, CO
10615 Green Mountain Falls Road, Unit B
Green Mountain Falls, CO 80819RE: Contract Amendment for Utility Relocation Support Services,
20611400, Stilling Basin Design Phase 3

Dear Becky:

The Town of Green Mountain Falls has retained the services of Wilson & Company, Inc., Engineers & Architects to design stilling basins. The purpose of the basin is to improve water quality of stormwater which drains to Gazebo Lake. During site investigation surveyors located water lines that exist within the project limits. In completion of the design process, we were unable to avoid conflict with some of the water lines. Our original design contract with the Town did not include scope and fee for relocation of existing utilities. To complete the design of the stilling basins, design of relocation of water lines and accompanying coordination is required. The utility owner is Colorado Springs Utilities (CSU). Adam Baker of CSU reminded me that they have an agreement with the town that obligates CSU to fund these types of relocations in Green Mountain Falls, such that all engineering and construction costs related to the relocation are reimbursable to the Town by CSU. The following is an estimate of costs to provide this service and complete the required plan amendments, permitting, and coordination with the utility owner:

Survey Locating (Edward James Surveying).....	\$1,200.00
Potholing (Kinetic Energy Services, LLC).....	\$17,750.00
Plan Amendments/Editing.....	\$1,950.00
Utility Coordination.....	\$2,850.00
Project Management/Administration.....	\$2,250.00
TOTAL.....	\$26,000.00

A contract amendment by purchase order is requested in the amount of \$26,000.00 to complete these services and move the project to construction. It has been our pleasure to build this relationship with the Town of Green Mountain Falls, and we look forward to completing another successful project for the Town. Please contact me at 719-400-9548, or my email, Andre.Brackin@wilsonco.com if you have any questions.

Sincerely,

Andre Brackin
Digitally signed by Andre Brackin
DN: cn=Andre Brackin, o=Wilson & Company, email=Andre.Brackin@wilsonco.com,
c=US, email=Andre.Brackin@wilsonco.comAndré P. Brackin, PE
Senior Water Resources Project Manager

CC: Central Files

Purchase Order

Town of Green Mountain Falls
P.O. Box 524; 10615 Green Mountain Falls Rd.
Green Mountain Falls, CO 80819
719-684-9414 ext. 5
manager@gmfco.us

March 15, 2022
PO# 2022-01

Vendor Information
Wilson & Company
Attention: Mr. Andre Bracken
5755 Mark Dabling Blvd., Ste. 220
Colorado Springs, CO 80919
719-520-5800
andre.bracken@wilsonco.com

RE: Contract Amendment for Utility Relocation Support Services,
20611400, Stilling Basin Design Phase 3

DESCRIPTION	AMOUNT
Survey Locating (Edward James Surveying)	\$ 1,200.00
Potholing (Kinetic Energy Services, LLC	\$ 17,750.00
Plan Amendments/Editing	\$ 1,950.00
Utility Coordination	\$ 2,850.00
Project Management/Administration	\$ 2,250.00
Total	\$ 26,000.00

THANK YOU!



BOARD OF TRUSTEES AGENDA MEMO

DATE: 03/15/2022	AGENDA NO	SUBJECT:
Presented by: Becky Frank, Town Manager		Employee Handbook Revision

Recommend action:

Review and discuss changes directed by the Board. Determine further changes if desired or adopt the document.

Background:

This draft is provided to you with changes. Specifically:

- Specification that PTO is payable at separation.

This change is reflected on Page 12 and provides the following language:

“Upon separation of employment, employees will be paid for unused PTO earned through the last day of work not to exceed the maximum accrual, paid out hour-for-hour at the employee’s pay rate.”

The preceding paragraph detailing “Maximum Accrual” prevents employees from “banking” several years’ worth of PTO that would have to be paid out upon separation according to this policy.

Issue Before the Board

Does the Board wish to adopt the policy?

Alternatives

- Adopt the Resolution and policy as presented.
- Adopt the Resolution and policy with changes.
- Do not adopt the Resolution and further direct staff.

Conclusion

As we move forward in the hiring process of a Town Marshal, having a functional policy is critical. An employee handbook should always be considered for revision in response to changing laws and best practices and adopting this policy today doesn’t preclude this Board or a future Board from continuing to consider improvements.

This specific revision provides for enhanced opportunities for succession planning and continuity of operations.

Respectfully,

Becky Frank



Employee Handbook

Adopted through Resolution No. 2019-05

Adopted February 5, 2019

Amended March 15th, 2022, through Resolution No. 2022-05

THIS EMPLOYEE HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF GREEN MOUNTAIN FALLS AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS OF THE EMPLOYEE HANDBOOK OR PERSONNEL POLICIES OR PROCEDURES.

NEITHER THE EMPLOYEE NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN BOARD OR THE TOWN MANAGER HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN BOARD OR TOWN MANAGER AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

EMPLOYEE HANDBOOK

Town of Green Mountain Falls

Adopted by Resolution No. 2018-19, October 16, 2018

Amended March 15, 2022

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Town of Green Mountain Falls, Colorado

Employee Handbook

EMPLOYMENT

Equal Employment Opportunity/Unlawful Harassment

The Town is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Town. Employees needing such accommodation are instructed to contact their supervisor or the Town Manager immediately.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Manager.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required

to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Sexual Harassment

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Submission to such conduct is made explicitly or implicitly a term or condition of employment.

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.

Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Town Manager or the Town Clerk who will investigate the matter and take corrective action. Your complaint will be kept as confidential as possible.

The Town prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the Town determines an employee's behavior is in violation of this policy, disciplinary action will be taken, up to, and including termination of employment.

CHAPTER I GENERAL PROVISIONS

Introduction

The Board of Trustees is made up of elected officials with the authority to govern the municipal functions of the Statutory Town of Green Mountain Falls. To that end, the use of the term “Town” in this document refers to the municipal function served by the incorporated entity known as the Town of Green Mountain Falls.

This Employee Handbook has been adopted by the Board of Trustees of Green Mountain Falls and will be in full force and effect until such time as it is amended or repealed.

Please read this Employee Handbook. If you have questions that are not answered in the subject matter below, please contact the Town Manager.

Purpose

The purpose of this Handbook is to explain the Town's personnel management and administration so as to recruit, select, develop and maintain an effective, efficient and responsive work force. The Handbook includes policies for salary administration, retirement, benefits, grievance, discipline, discharge and other administrative, personnel-related activities.

Organizational structure & authority

As prescribed by Colorado statutes, the legislative, corporate and policy-making functions of the Town are vested in the Board of Trustees. The Board specifically delegates to the Town Manager the authority and responsibility to work with specific departments and to assist department personnel in establishing objectives and priorities for that specific department. The Board of Trustees approves the Town budget, which may determine the classifications and numbers of employees in each Department.

While the Board of Trustees establishes general personnel policies, the Town Manager has complete authority to employ, dismiss, suspend, or discipline all employees on a day to day basis, with the following exceptions: The Municipal Court Judge, the Town Attorney, and the Town Clerk may only be appointed or discharged by the Board of Trustees. Although the Town Clerk is appointed and discharged by the Board of Trustees, the Town Manager is responsible for day to day oversight and communications. . The Board of Trustees has sole authority to hire and fire the Town Manager, subject to any terms in a written agreement.

Coverage of policies, duties, obligations, job descriptions

These policies apply to all employees of the Town, including full-time, part-time, salaried and hourly employees. In the event that the Town delegates a portion of its management and/or operation to another agency, this Handbook establish the minimum standards.

All Town employees, other than those mentioned above, serve at the discretion of the Town Manager. Employees are expected to meet all expectations in order to retain their employment status with the Town. The expectations include, but are not limited to, satisfactorily accomplishing the Town adopted job description requirements, any State or Federal requirements, working a schedule of hours required by the Town Manager, working to the Town Manager's satisfaction during all of those hours scheduled and successfully completing tasks required by the Town Manager, cooperating with other staff, Board Members, citizens and guests, working in a healthy physical and mental condition, free of alcohol consumption and adverse effects of drugs, and acting in an ethical manner by adhering to Town ethical standards at all times. Employees may choose to leave their employment at any time, and the Town reserves the right to terminate any employee at any time, with or without cause, notice or a hearing.

Dissemination

Each person, upon employment by the Town, shall be furnished a copy of this Employee Handbook and shall sign an acknowledgement of receipt and understanding, which will be placed in the personnel file of each employee.

CHAPTER II CLASSIFICATION OF EMPLOYEES

General provisions

Employees are generally classified into one of several categories listed below. Employees will be hired in compliance with Fair Labor Standards Act ("FLSA") exempt salaried or FLSA non-exempt hourly employment standards.

Full-time employee

A full-time employee is an employee who has been hired to work and who is normally required to work at least thirty (30) hours per week for the entire year. All provisions of this Handbook apply to all employees, although full-time compensation and benefits are only offered to full-time employees.

employee

A part-time employee is an employee who has been hired to work fewer than thirty (30) hours per week. Part-time employees are not entitled to any benefits offered by the Town except worker's compensation and unemployment compensation benefits provided by law.

Marshal's Department personnel

In addition to all provisions of this personnel policy, employees of the Green Mountain Falls Marshal's Department shall be governed by all policies and procedures specific to the Marshal's Department. All Marshal's Department employees shall be informed of all procedures and policies

applicable to that position upon being hired. The Marshal's Department Reservists shall also be governed by the Reserve Program Rules and Regulations Manual. All Marshal's department employees shall receive and sign for the Marshal's Department Procedures and Policies Manual as well as this Employee Handbook.

Volunteers

Volunteers are governed by the policies and procedures as set forth in this Handbook, but they are not eligible for any benefits or compensation.

Temporary Employee

A Temporary Employee is an employee who has been appointed for a limited and specified period, either full- or part-time, and receives no compensation or benefits other than pay for services performed. All such arrangements shall be confirmed in writing by the Town Manager.

CHAPTER III EMPLOYEE RELATIONS / RESIDENCY / EXAMINATIONS AND TESTING

Employment of Relatives

In the event two employees marry or form a civil union and one of the following situations applies, the Town will try to arrange a transfer of one or both employees:

- One spouse or civil union member directly or indirectly supervises the other spouse or civil union member
- One spouse or civil union member audits, verifies, receives or is entrusted with money received or handled by the other spouse or civil union member;
- Either spouse or civil union member works in a department that handles confidential matters, including payroll and personnel records

If no such transfer is available, one of the employees must terminate employment with the Town within 90 days from date of marriage or the registration of the civil union. The decision as to which employee resigns will be left to the two employees.

In addition, job applicants in a familial relationship with a current employee may be denied employment. This includes, without limitation: spouse, father, mother, son, daughter, sibling, grandparent, grandchild, uncle, aunt, nephew, niece, father-in-law, mother-in-law, son-in-law-daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, half-brother, half-sister, and first cousin, or any member of the employee's household.

Romantic Relationships

If a romantic relationship develops between two people at work where one is in a supervisory position over the other, both parties are responsible for reporting the relationship to the Town

Manager. Such relationships can be disruptive to the work environment, create a conflict of interest or the appearance of a conflict of interest, and lead to complaints of favoritism, discrimination, or sexual harassment. Steps may be taken to change the work relationship to avoid any conflict of interest.

Residency Requirements

Employees of the Town of Green Mountain Falls are encouraged to live in the Town or within the Ute Pass area. If an employee does not live within the limits of the Town of Green Mountain Falls, geographic considerations (the distance of an employee's residence from the Town of Green Mountain Falls) or difficulty in traveling from the employee's home to Green Mountain Falls for any reason, including inclement weather or lack of transportation, will not constitute justifiable reasons for failure to report for duty as assigned or expected. The Town reserves the right to establish special residency requirements for specific positions based on the requirement for quick emergency response or other factors.

Examinations/Evaluations – Medical, Psychological, Alcohol, Drug/Chemical Dependency, Polygraphs

The Town has a zero tolerance for alcohol or drug use by employees while on the job. Under certain circumstances, a current employee may be required to undergo medical, psychological, alcohol, drug dependency or polygraph examination and evaluation at a facility selected by the Town. The purpose of such an examination is to determine the applicant's fitness and ability to perform the required work.

Testing procedures and standards will be determined by the laboratory conducting the testing and analysis in regard to sample identification, chain of custody, testing and analysis.

Drug and Alcohol Testing for Individuals with Commercial Driver's Licenses (CDL)

Drug testing policies for CDL drivers and other employees driving as part of their employment with the Town may be set forth in a separate policy.

CHAPTER IV WORK SCHEDULE

Work Week

The work week for all employees shall begin on Sunday at 12:00 midnight and end on the next Saturday at 11:59 p.m.

Scheduling

The Town Manager will determine the arrival and departure times for the employees of each department to achieve maximum effectiveness.

Employees who work an eight-hour day schedule are entitled to two fifteen-minute breaks plus a lunch break consisting of ½ or 1 hour, so long as eight hours are worked in one day.

Employees who work part time for four hours per day are entitled to one fifteen-minute break with no lunch break.

Employees who work part time for six hours per day are entitled to one fifteen-minute break and a ½ hour lunch break.

Attendance

Excessive absences or multiple instances of unexcused absences or tardiness may result in disciplinary action and/or termination. An employee who fails to notify his or her supervisor of any absence from work or does not call in within an hour of the expected start time may be the subject of disciplinary action.

Unexcused absences include any non-prearranged time away from work, including, but not limited to:

- Doctor or dentist visits or other appointments for which pre-approved absence is not requested and granted. Employees are expected to arrange personal appointments during non-work time whenever possible.
- Arriving at work late (after scheduled start time) without prior approval.
- Leaving work early (prior to scheduled end time) without prior approval.
- Extended breaks and/or meal periods without prior approval.

Emergency Conditions

All Town facilities are considered open for business, during normal opening times, regardless of weather conditions, fire damage, natural disaster, or other unusual circumstances unless officially designated CLOSED by the Town Manager or the Town Marshal.

When facilities are open: The decision to report to work when unusual conditions prevail shall normally reside with the employee except in the case of designated emergency personnel who shall be expected to report as instructed or scheduled. In the case of both emergency and non-emergency personnel, the Town reserves the right to provide transportation for the employee and to require the employee to report to work. An employee's job description will specify whether a position qualifies as emergency personnel. An employee should ask for clarification if he or she is unsure.

During emergency conditions when Town facilities remain open, all employees will exercise one of the following options:

- 1) Report to work as scheduled – all hours worked during the normal shift shall be paid at the employee's regular rate of pay.

- 2) Charge any time that the employee does not work due to emergency conditions to PTO leave, compensatory time, or leave without pay.

The employee is responsible for contacting the supervisor or the Town Manager if unable to report to work.

When the Town Manager closes Town Facilities due to emergency conditions the following provisions will apply:

- Emergency personnel are expected to report to work as directed or scheduled.
- Non-emergency personnel do not report to work unless specifically requested to do so by their supervisor. All time not worked shall be accounted for as PTO leave, compensatory time, or leave without pay. All personnel that are requested to and do report to work shall be compensated at the regular rate of pay for all normal hours worked and with overtime pay as required by law.

CHAPTER V COMPENSATION

Pay

Employees will be paid based on a bi-weekly pay period.

Salary Ranges

To the extent possible, salary ranges will be established for each classification by the Board of Trustees, upon recommendation from the Town Manager, with reference to comparable positions in local public and/or private nonprofit agencies in accordance with proper program guidelines. These ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing employee incentive for growth and improved performance, and in rewarding employees for meritorious service.

Continuous Service

Service requirements for salary advancement and for other purposes will be based on continuous service without a break. Leave without pay exceeding thirty calendar days generally will not be counted as continuous service.

Overtime and Compensatory Time

Applicability of Fair Labor Standards Act. The Town of Green Mountain Falls is governed by the provisions of the Fair Labor Standards Act (FLSA) in determination of eligibility for compensatory time and monetary payment for overtime. With this as a consideration, the Town

has the right to determine the employee's work week. This Section of the Handbook applies to non-exempt employees under the FLSA.

Compensatory Time Off in-lieu of Overtime Pay

- Compensatory time off will be given in lieu of overtime pay unless approved in advance by the employee's supervisor.
- Employees shall obtain verbal or written authorization from the Town Manager prior to continuing work into overtime in any given work period. Emergency conditions such as those affecting the public health, safety, and welfare will be taken into consideration, but verbal or written approval from the Town Manager must be obtained prior to working additional hours. Working unauthorized overtime hours may subject an employee to disciplinary action.
- Compensatory time will accumulate up to a maximum accumulation of 40 hours for all non-exempt employees under the FLSA. The employee and the employee's supervisor will coordinate so that this accumulated compensatory time is taken by the employee as soon as possible after it is earned. If an employee works in excess of forty hours in a work week and has reached the maximum accumulation, the employee will receive overtime pay for those hours. Accumulated and un-used compensatory time remaining to the credit of the employee upon separation from employment will be paid out at the employee's hourly rate at the time of separation.

Payroll Deductions

The following deductions are required by law to be withheld from the employees' paycheck:

- Federal and state tax withholdings
- Garnishments and tax levies

Deductions that may be authorized by the employee include:

- Health, dental, and life insurance premiums, as applicable
- Retirement savings

Time Recording

Each non-exempt employee shall complete a time sheet, as provided by the Town, for each work week recording their hours worked during that work week. The time sheet is to be turned in to the supervisor in accordance with a schedule established by the Town Clerk.

Exempt employees are to track exceptions only, such as use and category of any time off, and are not to track the specific number of hours worked on a daily or weekly basis.

CHAPTER VI EMPLOYEE BENEFITS

Policy

Paid holiday, annual PTO benefits, military leave, jury duty, health insurance, and worker's compensation benefits are granted in full from the first day of eligibility.

Except as may be governed by state law, benefits may be increased, decreased, eliminated, changed or modified from time to time as deemed necessary or appropriate by the Board of Trustees. The Town will make a reasonable effort to provide employees with a minimum of 30 days' notice prior to the effective date of any benefit change.

Official Holidays

The following 13 days are considered paid holidays for all full-time Town employees:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans' Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Holidays that fall on Saturday will be observed on the preceding Friday (or Thursday if Town Hall is closed on Fridays); holidays that fall on Sunday will be observed on the succeeding Monday. Holidays must be observed as they occur, except when the Town Manager determines that an employee must work for reasons of public health, safety or welfare. If the Town Manager determines that an employee is required to work on a designated holiday::

- Full-time and part-time regular employees will receive time-and-a-half pay for hours actually worked on the holiday, regardless of the number of hours worked the rest of the week.
- Full-time employees will receive one full replacement shift to be taken on another day. The number of hours allotted is equal to the number of hours that employee is typically scheduled to work on the day the holiday falls. This replacement shift must be used within two months of the earned holiday. Scheduling the use of the replacement holiday shift is subject to Town Manager approval.

- All work conducted on an observed holiday must be approved by the Town Manager prior to the employee beginning work. Failure to request and receive prior approval is grounds for disciplinary action.

In order to receive pay for a designated holiday, an employee must be employed both the scheduled work day immediately preceding and immediately following the holiday. The number of hours paid for the holiday will represent the number of hours the employee would typically be scheduled to work on that day.

Religious Holidays

Employees who desire to attend religious services or observe religious holidays that occur during scheduled work hours must receive approval for the absence in the same manner as for other absences. Employees may use PTO benefits, compensatory time off, or leave without pay for such purposes.

Paid Time Off (PTO) Benefits

Accrual

Paid Time Off is a benefit that may be used for any purpose. To the extent possible, the employee is expected to request time off through their supervisor using the process implemented by the Town Manager. For unanticipated time off needs, the employee is to notify the supervisor as soon as possible. The Town Manager has full discretion to approve or disapprove requested leave, whether it is anticipated or unanticipated.

Full-time employees shall earn annual PTO benefits each year on the basis of accumulated employment as shown below.

First pay period up to 1 year:	88 hours per year
1 year through 5 years:	176 hours per year
5 years through 10 years:	200 hours per year
10 years through 15 years:	256 hours per year
15+ years	280 hours per year

PTO benefits shall be earned at the rate of 1/26 of the applicable annual allowance per bi-weekly pay period. The rate of accrual is computed from the date of employment, subject to a cap. Employees accrue PTO in hours in proportion to their FTE percentage classification, and will be pro-rated accordingly.

Maximum Accrual

In order to promote an appropriate work-life balance, employees' PTO benefit accruals are capped at a maximum accrual of one years' worth of the employee's normal annual rate of accrual . Once a balance reaches the cap, the employee will cease to accrue additional PTO balance beyond the cap until reducing the accrued balance by taking time off. Accruals under the cap are on a rolling basis and do not expire.

Payment of upon Separation

Upon separation of employment, employees will be paid for unused PTO earned through the last day of work not to exceed the maximum accrual, paid out hour-for-hour at the employee's pay rate.

Health Insurance Benefits

Full-time employees, those who work 30 or more hours per week, are eligible to enroll in the Town's group insurance plans. Full-time employees may also be eligible to enroll their family members in the Town's group insurance plans. Separate additional information will be provided related to specific plans and benefits.

Retirement Benefits

Full-time employees are eligible to participate in the Town's retirement plan. Details, regulations, and schedule of contributions will be explained to the employee prior to the enrollment period.

Workers Compensation and Work-Related Absence

Any employee who becomes incapable of performing his or her normal duties as the result of injury or illness incurred within the scope of the employee's employment shall be deemed to be on work-related absence as required by law. All employees of the Town shall receive the statutory benefits under the Worker's Compensation Act of Colorado.

Military Leave

Employees will be granted a military leave of absence, reinstated and paid in accordance with state and federal law.

Jury Duty

Employees required to serve in court as jurors will receive full normal pay (i.e., straight-time for their normal number of hours worked) for the duration of such duty, with the provision that the employee shall remit all compensation (other than mileage reimbursement) received for this duty to the Town. An employee released from jury duty or from serving as a witness is required to return to work as soon as possible.

Employees must immediately notify the Town Manager or their supervisor when they receive notice of jury duty or other notice to appear in court.

Court Appearances

Employees who are required to appear in court on matters that do not relate directly to their duties in the Town, except for jury duty, shall not be granted court leave. They may be allowed to use accumulated compensatory time, PTO benefits, or leave without pay.

CHAPTER VII UNPAID LEAVE

As a public sector or governmental employer, the Town is covered by the federal Family Medical Leave Act (FMLA). For this reason, the Town has posted an FMLA notice to employees. However, to be eligible to take FMLA leave, an employee must work at a work site with at least 50 employees within 75 miles. Because the Town does not have at least 50 employees, employees are not eligible to take FMLA leave. The Town may, however, allow unpaid leave in certain circumstances with approval by the Town Manager.

Except in the case of workers compensation leaves, an employee requesting unpaid leave will be required to use all accrued paid time off for such absence first. Once the employee's paid leave bank is depleted, unpaid leave may be granted by the Town Manager at his or her discretion.

Advance Notice

An employee must provide at least 30-days advance notice when requesting unpaid leave if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a family member.

When it is not practicable under the circumstances to provide such advance notice, (e.g., a premature birth or a medical emergency) such notice must be given no more than two working days after the employee learns of the need of the leave.

The Town Manager may request documentation regarding the need for unpaid leave at reasonable intervals.

Unpaid leave is not intended to continue indefinitely. After an extended period, the Town Manager may declare the position vacant when he/she finds that it is in the best interest of the Town to do

so.

CHAPTER VIII HEALTH AND SAFETY

Reporting Accidents and Injuries

All on-the-job injuries must be reported immediately to the injured employee's supervisor, whether or not medical care is needed. The supervisor will assist in the acquisition of medical treatment, if needed or requested by the employee. The supervisor will conduct a brief investigation of the incident to determine causation and to assist in mitigation of future incidents. The supervisor will prepare a written report to the Town Manager.

If, while operating a town-owned vehicle or privately-owned vehicle in the performance of official town duties, an employee is involved in an accident resulting in personal injury or property damage, the employee shall:

1. Notify and report the accident to the appropriate law enforcement officials;
2. Request that all parties remain at the scene of the accident until a law enforcement representative releases them;
3. Report the accident to his/ her supervisor or the Town Manager as soon as possible, but no later than the day after the accident;
4. Refrain from any discussion of the accident with anyone other than the Town Manager, the Town's insurance company or its attorneys, law enforcement or representatives of the employee's own insurance, if the employee's personal vehicle is involved.

If an employee's conduct has resulted in a loss or damage to Town equipment or property, the Town may seek to recover the cost of such loss or damage from the employee.

Worker's Compensation

All employees are entitled to benefits as provided by the Colorado State Worker's Compensation Law for injury or illness arising out of and in the course of Town employment.

Worker's compensation insurance covers only injuries arising out of and in the course of employment as determined by the Town's worker's compensation insurer.

All on-the-job injuries and illnesses must be reported to the employee's supervisor, the Town Manager, or the Town Clerk for filing with the Town's workers compensation insurance company as soon as possible and not later than 24 hours after an occurrence. Failure to report an on-the-job injury or illness could result in a reduction in benefits. A written report of all injury investigations must be made and will be included in the file.

The Town follows a return-to-work policy in accordance with state laws and insurance carrier requirements. As part of these requirements, a medical confirmation of the return-to-work status of the employee will be required prior to returning to work.

Use of Town Vehicles and Property

An employee must possess a valid, appropriate Colorado driver's license to operate a Town-owned vehicle or personally-owned vehicle while on Town business.

Employees with Commercial Drivers Licenses and employees of the Marshal's Department are prohibited from the on- or off-duty use of marijuana, regardless of whether they are impaired or under the apparent influence of marijuana in the workplace because marijuana is a Schedule 1 controlled substance under the Federal Controlled Substance Act, 21 U.S.C. §812, which remains illegal under Federal law.

Operation of a Town-owned vehicle is restricted to official Town business. Any Town property, including vehicles, shall not be used for private purposes. Personal business conducted while an employee is in a Town vehicle shall be restricted to stops requiring no more than a 15-minute break period or a normal lunch period. Such stops shall not result in additional mileage on the vehicle and shall be restricted to "en route" stops.

Use of Private Vehicles

An employee who is authorized by the Town Manager to operate a private vehicle on official Town business will be reimbursed at the Internal Revenue Service's standard mileage rates.

If the employee becomes involved in an accident while operating his or her personal vehicle on Town business, the employee's personal auto insurance coverage is considered to be the primary policy (insurer).

Traffic citations and parking tickets received while operating a vehicle on Town business, whether the vehicle is Town-owned or personally owned, are the responsibility of the employee.

Safety Equipment

The Town may provide safety equipment as it deems necessary and appropriate to employees whose positions require such safety equipment and may make its use mandatory.

Smoking in Town Buildings and Vehicles

Smoking is not permitted by any Town employee in any buildings or vehicles belonging to or owned by the Town. Smoking includes use of e-cigarettes or electronic vaporizing devices and the use of any product that can be used to deliver tobacco, nicotine, or marijuana to the person inhaling from the device.

Reporting to Work While Impaired by Medications

No employee shall report to work, or be at work, if impaired by prescribed or over-the-counter medications. Employees are expected to use prescription and over-the-counter medications in an appropriate manner and dosage and are expected to know whether the appropriate use of such medications may impair their ability to perform their jobs safely and competently.

CHAPTER IX DISCIPLINARY PROCEDURES

The Board of Trustees hereby delegates to the Town Manager the exclusive right to determine the discipline appropriate for each employee's conduct. The Board of Trustees reserves the right to determine discipline for the Town Manager. There is no requirement that disciplinary action be given in any specific or progressive sequence.

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

CHAPTER X TRAINING AND CAREER DEVELOPMENT

Orientation

Each new employee shall be given an orientation to the job and to the policies adopted by the Board of Trustees. Orientation will be given by the employee's supervisor. The Town Manager may permit or direct the attendance of employees at meetings, conferences, or seminars intended to improve skills or knowledge. Acceptance of such training by an employee at reasonable times and with reasonable frequency is a condition of employment.

Training

The Town Manager may release an employee from regular duties with pay during the work day to attend classes in a recognized institution of learning if in his or her opinion such classes contribute to the purposes of the Town and/ or to the attainment of the objectives of the Board of Trustees. Hours in exceeding eight hours per week must be approved in advance by the Town Manager.

Out of Town Travel

Employees who are authorized by the Town Manager to attend meetings, conferences, and schools, etc., and are required to remain away from home overnight may be reimbursed. Reimbursements for all travel expenses must be substantiated by receipts. No employee may be paid for travel between home and the regular work place. No reimbursement shall be made for entertainment,

including alcohol purchases. Additional requirements regarding reimbursement and travel rules may be adopted by separate policy.

CHAPTER XI PERFORMANCE EVALUATION

Responsibility

The supervisors and the Town Manager are responsible for evaluating the performance and merit of personnel under their purview.

Form and Frequency

Employee evaluation reports let employees know how the supervisor views their performance, furnishes guidelines to improve that performance, and assists the employee in preparing for advancement. The Town Manager determines the format for evaluations, and full-time employees will generally be evaluated at least annually. An approved increase in pay may follow annually, depending upon Board approval of the Town budget.

Employee evaluations will be kept in the personnel file of that employee. The employee has the right to place in the personnel file a written statement of exception or explanation of the evaluation. The entire contents of the personnel file are considered when decisions concerning promotion, demotion, or disciplinary action are made.

CHAPTER XII EMPLOYEE PERSONNEL RECORDS

Personnel Records and Files

Personnel records are maintained in accordance with established personnel and legal procedures and portions are protected from and subject to public disclosure under the Colorado Open Records Act. Employee records shall be maintained by the Town Clerk.

Review of Personnel Records and Files

Any employee may review his/her personnel file at any time during the normal working hours of the Town Clerk. Employees may receive a copy of any information in their file upon request, unless prohibited by law.

Release of Personnel Information

Employees are encouraged to retain copies of their performance evaluations, since the only information released to prospective employers or for the purposes of establishing credit are dates of employment, full- or part-time status, job titles, and rate of pay. Any other requests for employee information must include a signed release from the employee.

CHAPTER XIII ELECTRONIC MEDIA ACCESS, E-MAIL AND INTERNET USE

Scope

While electronic mail and the Internet have become indispensable workplace communication and research tools, improper usage creates the potential for employer liability.

Purpose

The purpose of this policy is to convey an acceptable use policy regarding the Internet and e-mail services or equipment owned and provided by the Town of Green Mountain Falls. This will ensure that users of e-mail, Internet, voice mail, electronic facsimile (FAX), electronic bulletin boards, and electronic subscription services are aware of privacy/security, application, and legal issues related to their usage. This will also ensure that requests for information stored in the aforementioned formats are complied with in the same manner as requests for information stored in non-electronic formats.

Employee Use of Electronic Media, E-Mail and the Internet

All Electronic Communications Systems and information transmitted by, received from, and stored in these systems is owned or under the custody of the Town of Green Mountain Falls. “Electronic Communications System” is defined as the equipment and electronic messages that are transmitted between two or more computers or electronic terminals, and the messages left on a voice mail system.

An employee has no expectation of privacy in using the Town’s Electronic Communications System when transmitting, receiving, or storing information, whether on or over the Internet or by e-mail. The Town of Green Mountain Falls may monitor the system at any time at its discretion by random monitoring or monitoring any suspected improper use. Monitoring may include printing and reading electronic messages entering, leaving, or being stored in these systems and identifying Internet sites accessed. Electronic messages may be public records, available to the public for inspection upon request.

Data and information about the operations of the Town of Green Mountain Falls and its employees are collected and retained only to satisfy legitimate business purposes or as required by law. Protecting Town information and systems is every employee’s responsibility. Town employees share a common interest in ensuring information and systems are not intentionally, accidentally or improperly disclosed, lost or misused.

Care should be taken when using the Electronic Communications System. If the sender of a message on the Electronic Communications System does not intend for the mail to be forwarded, the sender should clearly mark the message “DO NOT FORWARD”.

Deliberate unauthorized acts against the Town, including but not limited to misuse, misappropriation, and destruction of information or system resources, and/or the deliberate unauthorized use of software/shareware, may result in disciplinary action.

Town employees have an obligation to use their access to the Internet in a responsible and informed way, conforming to network etiquette, customs and courtesies, and representing the Town in a positive manner. Use of electronic media, e-mail, or the Internet by Town employees constitutes acknowledgement of this policy in whole, whether formally acknowledged or not.

Employees should have no expectation of privacy of electronic messages or information received or sent over the Internet.

Acceptable Use of Electronic Media, the Internet, and E-Mail

The following constitute examples of acceptable use of electronic media, the Internet and e-mail. This list is not all-inclusive:

- To communicate and exchange professional, work-related materials.
- To use for professional society, university association, government advisory or standard activities related to the user’s professional capacity.
- To use in applying for or administering grants or contracts for work-related applications, but not for fund raising.
- To use any other administrative communications or activities in direct support of work-related functions.
- To announce new products or services within the scope of work-related applications.
- To access databases or files to obtain work-related reference material or work conduct research.
- To post work-related questions or share work-related information.

Unacceptable Use of Electronic Media, the Internet and E-Mail

The following constitutes unacceptable use of electronic media, the Internet and e-mail:

- The creation, downloading or transmission of any offensive, obscene, or indecent images, data or other material, or any data capable of being resolved into offensive, obscene or indecent images or material, except the transmission of official work-related information. Materials containing unlawful or inappropriate content, when not necessary for conduct of the job.
- The creation or transmission of unsolicited commercial or advertising material either to other user organizations, or to organizations connected to other networks or users.
- Deliberate activities with any of the following characteristics:
 - Corrupting or destroying other users’ data

- Violating the privacy of other users
- Disrupting the work of other users
- Introduction of “viruses”
- Violation of Federal, State or local laws
- Transmitting threatening or harassing materials.
- Lobbying any government (elected official or agencies) for purposes of supporting or opposing any issues, programs, or projects except as directed by the Town Manager or the Board of Trustees.
- Use of services to gain unlawful access to information, computational, or communication devices or resources.
- Transmission of material in violation of applicable copyright laws or patents.
- Personal use not related to the conduct of work directly on behalf of the Town of Green Mountain Falls, except that incidental personal use may be permitted during non-work hours.
- To misrepresent oneself or the Town of Green Mountain Falls government.
- To express views representing the Town of Green Mountain Falls government without proper authorization.
- Any matters for which the employee has an expectation of personal privacy.

Use of software

The Town of Green Mountain Falls will only allow software that is obtained and licensed by the Town to be stored or executed upon its computers. Programs installed with the intention of protecting municipal devices and peripherals, such as anti-virus software, shall not be removed or disabled.

Any software and software manuals covered under copyright laws or licensed under an agreement prohibiting duplication must not be duplicated, copied, or otherwise used on multiple computers, unless permitted by written agreement with the vendor. Single copies of software shared by multiple computers on a local/wide area network are not permitted unless specifically licensed for such purpose or unless the Town of Green Mountain Falls wrote the software. Licensed software on municipal computers shall not be downloaded to another computer for execution or for creation of a local copy unless permitted by written agreement of the vendor.

Privacy

Employees should have no expectation of privacy regarding the electronic media. Any information or data contained in any computer owned by the Town of Green Mountain Falls is available to the Town of Green Mountain Falls at all times and may be subject to audit. An employee does not have a right to individual privacy while using the Town of Green Mountain Falls' computer Electronic Communications System.

Interception

No user may intercept the e-mail of another employee, business or person. No employee may receive e-mail as an agent/employee of the Town without the knowledge and permission of the Town Manager.

Public Records

All electronic communications should be considered a public record and may open to inspection pursuant to the Colorado Open Records Act, C.R.S. § 24-72-201.1, *et seq.*

All requests for public records should be directed to the Town Clerk for processing.

Monitoring

The Town may monitor, with or without consent or knowledge of an employee, e-mail and Internet usage at any time, whether by tracking all users, selecting random users, or tracking employees at the request of the Town Manager or Board of Trustees.

CHAPTER XIV SEPARATION FROM EMPLOYMENT

Termination

Termination of an employee will be made at the discretion of the Town Manager in consultation with the Town attorney.

Resignation

An employee shall provide the Town with written notice no less than two weeks prior to the effective date of the resignation. Unauthorized absence from work for a period of three consecutive working days may result in termination.

Exit Interview

The supervisor or Town Manager may conduct an Exit Interview on each separating employee unless the circumstances of their separation make it impossible to do so. The notes from the Exit Interview will be placed in the employee's Personnel File.

Death

In the case of an employee's death, separation shall be effective as of the date of death. All compensation shall be paid to the estate of the employee, except for such sums as by law may be paid directly to the surviving spouse.

Final Paycheck

In addition to other remedies available under the law, an employee's final paycheck may be reduced if he or she has not turned in town equipment, tools, keys, or other property belonging to the Town, and/or if the employee owes money to the Town for any reason.

Final paychecks will include payment for any accrued, unused compensatory time. The separating employee shall leave a forwarding address with the Town Clerk indicating where future correspondence and tax report forms can be mailed.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED FEBRUARY 5, 2019. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE TOWN'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY LAW, MY EMPLOYMENT WITH THE TOWN IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE TOWN AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF THE TOWN OTHER THAN THE TOWN MANAGER HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

IF I HAVE QUESTIONS REGARDING THIS EMPLOYEE HANDBOOK, OR EMPLOYMENT POLICIES OR BENEFITS I UNDERSTAND THAT I AM ENCOURAGED TO TALK DIRECTLY TO THE TOWN MANAGER.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature

Date

Print name:

RESOLUTION NO. 2022-05

**TITLE: A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS,
COLORADO, APPROVING AND ADOPTING A REVISED
EMPLOYEE HANDBOOK**

WHEREAS, the Board of Trustees has determined that it is necessary to adopt a revised section of the Employee Handbook; and

WHEREAS, the revision replaces the entire "Payment of Upon Separation" paragraph on page 12 with the following: *"Upon separation of employment, employees will be paid for unused PTO earned through the last day of work not to exceed the maximum accrual, paid out hour-for-hour at the employee's pay rate."*

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

Section 1. The document attached as Exhibit A, entitled Employee Handbook, is hereby approved and adopted.

INTRODUCED, READ and PASSED this 15th day of March 2022.

TOWN OF GREEN MOUNTAIN FALLS,
COLORADO

Jane Newberry, Mayor

(SEAL)

ATTEST:

Nathan Scott, Town Clerk

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

DATE: 3.2.2022	AGENDA NO	SUBJECT: Approval of new PRT member
Presented by: PRT - Jesse Stroope, PRT Chair Attachments: Volunteer Application - Ron Gans		

Background

On 3.2.2022 at their regularly scheduled meeting, the Parks, Recreation and Trails Committee unanimously elected Ron Gans to be a member.

Discussion

From Ron's application, his experience as an architect will be an asset on the PRT Committee.

Recommended Motion

I move to appoint Ron Gans as a member of the Parks, Recreation and Trails Committee.

Alternative Options



The Town of Green Mountain Falls

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

Committee Volunteer Application

Volunteer Position applying for: TRAILS COMMITTEE MEMBER

Name: RON GANZ

Street Address: 10845 BELVIDERE AVE.

City, State: GME, CO.

Zip Code: 80819

Phone Number: 719-344-5740

Email address: ron.ganz@hok.com

How many years have you been a resident of Green Mountain Falls: 10 years

Current Employer/Occupation: HOK / ARCHITECT

Work Experiences that may apply: + 30 YEARS OF PLANNING AND DESIGN OF SPORTS FACILITIES THROUGHOUT THE U.S. NUMEROUS

Other Volunteer Experiences that may apply: ATHLETIC CAMPUS MASTER PLANS. HOME BUILDER IN THE 1980'S.

Any Special Qualifications that may apply to this volunteer position: HAVE HIKEED ALL THE TRAILS IN & AROUND GME, AND HIKER

Other Current Volunteer Positions you hold: _____

Reasons for choosing this Volunteer Opportunity: HAVE BEEN A REGULAR VISITOR SINCE THE 1960'S AND FULL-TIME RESIDENT FOR 10 YEARS.

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

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

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

Volunteer Signature: [Signature]

Date: 02-17-22

Are you 18 years or older? YES ☒ NO ☐

If NO, Guardian Signature: _____

**Fire Mitigation Advisory Committee
Agenda Memorandum**

DATE: 3.11.2022	AGENDA NO	SUBJECT: Approval of new FMAC member
Presented by: Nate Scott, Town Clerk/Treasurer, FMAC Secretary Attachments: Volunteer Application - Kelly Hunter		

Background

In December, Kelly Hunter submitted her application to volunteer as a member of the Fire Mitigation Advisory Committee. The FMAC has not had a quorum at recent meetings, so has not been able to formally recommend her to the Board. But the members present, including Chair David Douglas, expressed desire to have her on the committee.

Discussion

Kelly's work with non-profits, passion for wildfire mitigation, and experience as a long-time resident of the Town will be an asset to the FMAC.

Recommended Motion

I move to appoint Kelly Hunter as a member of the Fire Mitigation Advisory Committee.

Alternative Options



The Town of Green Mountain Falls

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

Committee Volunteer Application

Volunteer Position applying for: Fire Mitigation

Name: Kelly Hunter

Street Address: 10765 Mountain Ave

City, State: Green Mountain Falls, CO Zip Code: 80819

Phone Number: 719-684-2567/719-761-9123 c Email address: kellygrn@comcast.net

How many years have you been a resident of Green Mountain Falls: 1989

Current Employer/Occupation: Author, sub teacher

Work Experiences that may apply: _____

Other Volunteer Experiences that may apply: _____

Any Special Qualifications that may apply to this volunteer position: _____

Other Current Volunteer Positions you hold: Women's ministry retreat coordinator

Reasons for choosing this Volunteer Opportunity: To help GMF be safer from wildfire

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

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

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

Volunteer Signature: *Kelly Hunter* Date: 12/7/21

Are you 18 years or older? YES ☒ NO ☐

If NO, Guardian Signature: _____



The Town of Green Mountain Falls

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

To: Mayor and Board of Trustees
From: Nate Scott, Town Clerk/Treasurer/Planner
Re: Staff Report, March 11, 2022

Routine activities continuing:

- Payroll
- Agenda packet preparation
- Meeting management
- Legal notices and postings
- Gazebo inquiries
- Licensing management

UPDATES

Clerk/Treasurer:

- Website/social media:
 - Posting YouTube links before each BoT meeting.
 - Posting videos of other committees promptly after meetings.
- Audit:
 - Getting ready for the audit, help from Brian Bundy is invaluable.
 - Starting to gather all required documentation and reports.
- Budget:
 - Staff will be meeting with Kyle Logan independent of the audit to understand past and present budgets better, for full understanding of grant, capital, and CTF accounting best practices.
 - There will likely be an amended budget presented soon.
- Grants:
 - Catching up on Land Use Code grant documentation.
 - Meeting with Mile High Youth Corp and CO State Forest Service on March 22 to initiate COSWAP effort.
 - Need to verify "strength of prescription".
 - Deadline of March 24 to update prescription and/or change timeline if needed.

Planning:

- Short Term rentals:
 - One STR application processing now – 11190 Hondo Ave – in comment period now but will not be approved until after deck construction inspections are completed by PPRBD.
 - Another pending application – 10650 Hondo Ave.
 - Recently approved:
 - 6855 Howard St.

- 11065 Falls Ave.
 - After removing all hotels (Business zoned) from the STR count, we are at 46 actively licensed STRs.
- Recent applications:
 - Variances for 10380 Ute Pass Ave (Firehouse development) approved at Board.
 - One for Onsite Parking requirement.
 - Another for minimum lot square footage in B-1 zone.
 - Special meeting to approve stucco at 10928 Iona Ave
 - Deck at 11190 Hondo Ave.
- Clerestory Preservation Project:
 - Private project by HGMFF, will be completing an “Architectural Reconnaissance Form” to summarize the Town’s building stock (see attached).
 - Results can be used for the town for planning, historical designation purposes if so desired.
 - Any suggestions of additional “data points” to be gathered can be sent to Jesse Stroope or myself.
- 6848 Howard – fire property
 - Received a complaint about it but I hadn’t thought about the Town’s role in it.
 - Notified PPRBD about the situation. No tape or anything around it - concerns that it is a potentially hazardous situation. Figuring out what Town’s role is...
- Code updates:
 - Recent code changes won’t be published online until May.
 - Planning Commission hopes to have a final draft of those chapters to Board by early May.
 - Working with Municode on best timeline for publishing without extra cost. Likely will be a period of time when LU chapters are not online.

Architectural Reconnaissance Form

Click here to enter a representative photo. The box will automatically adjust to fit the photo dimensions.

IDENTIFICATION

1. Property Name: Enter property name.
2. Resource Classification: Choose a classification.
3. Ownership: Choose an ownership type.

LOCATION

4. Street Address: Enter street address.
5. Municipality: GREEN MOUNTAIN FALLS 80819
6. County: EL PASO
7. Schedule Number: Enter schedule number.
8. Legal Description: Enter legal description.
9. UTM reference: Zone 13 ;mE Click here to enter data. ;mN Click here to enter data. ☐ NAD 1927 ☒ NAD 1983

DESCRIPTION

10. Physical features (forms, materials):

Style/Type	Number of Stories	Plan	Roof
Choose a style/type.	Choose the number of stories.	Choose a plan shape.	Choose a roof form.
Walls	Primary Window Type	Doors	Choose a roof material.
Choose a primary wall material.	Choose a window type.	Choose a door type.	Chimney
Choose a secondary wall material.	Choose a window material.	Choose a door material.	Choose a chimney material.
Porch	Garage/Carport	Outbuilding	Choose a chimney location.
Choose a porch type.	Choose a garage/carport type.	Choose an outbuilding type.	Other Outbuilding(s)
Choose a porch material.	Choose a garage wall material.	Choose an outbuilding wall material.	Note other outbuilding(s), material(s), and roof form(s).
Choose a porch roof form.	Choose a garage roof form.	Choose an outbuilding roof form.	

11. Apparent Alterations to Primary Resource:

☐ Siding ☐ Windows ☐ Window Openings ☐ Doors ☐ Door Openings ☐ Roof ☐ Porch ☐ Garage ☐ Landscaping

12. Addition(s) to Primary Resource:

☐ Front ☐ Side ☐ Rear ☐ Garage ☐ Porch ☐ Deck

13. Landscape Features:

☐ Mature Trees ☐ Walls ☐ Stairs ☐ Driveway ☐ Fence ☐ Garden ☐ Pool ☐ Lampposts ☐ Sidewalk ☐ Parking Lot

14. Notes on Alterations, Additions, and Other Physical Characteristics: Click or tap here to enter text.

HISTORICAL ASSOCIATIONS *(based on visual observations and/or review of secondary sources):*

15. Date of Construction: Enter date of construction. ☐ Estimated ☐ Actual (include source): Click or tap here to enter text.
16. Historic Function/Use: Choose a historic function/use. Current function/Use (if different): Choose a current function/use.
17. Historical Background Information, if any: Click or tap here to enter text.
18. Integrity: Choose a level.
19. Preservation Priority: Choose a level.
20. Sources: El Paso County Assessor Records

RECORDING INFORMATION

Surveyed By:

Project Sponsor:



Marshal's Office
Green Mountain Falls Colorado

Marshal Virgil Hodges
10615 Green Mountain Falls Road, PO Box 549 Green Mountain Falls, Colorado 80819
Phone (719) 684-9415

3/1/22

TO: The Board of Trustees
FROM: Marshal Virgil Hodges
SUBJECT: Activity for February 2022

	MARSHAL and DEPUTY	RESERVES	TOTAL
HOURS WORKED	170 PATROL (130)	0 PATROL (0)	170 PATROL (130)
ACTIVITY			
911 HANG-UP/MISDIAL	1		
ASSIST OTHER AGENCY	1		
ALARMS	1		
CHECK THE WELFARE	2		
ANIMAL CALL	1		

Other items of interest:

Respectfully Submitted,
Virgil Hodges Marshal, Town of Green Mountain Falls, CO.
719-684-9415
marshal@gmfco.us



The Town of Green Mountain Falls

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

To: Mayor and Board of Trustees
From: Becky Frank, Manager
Re: Staff Report, March 15, 2022

Rolling Project Roster:

- Employment Opportunities-
 - Developing a plan in coordination with Nate to backfill Town Planner Position.
 - Marshal Position posted and first review of applications March 14th, 2022. Preliminary interview scheduled with committee March 21, 2022.
- Stilling Basins (PPRTA)-waiting on RFP for this project to go out to bid.
- Gazebo Lake (El Paso County CDBG Accessibility for All)-RFP approved and ready to go to bid.
 - Pre-Proposal Meeting on March 11, 2022.
 - Thanks to Trustees Guthrie and Peterson and the PRT for their thoughtful review and participation in the Public Bidding Process.
 - Next steps-draft contract to be ready post bid award.
- Wayfinding signage-project nearly complete with one sign install remaining.
- Parking Management Plan-Working with Interstate Parking to get ready for the 2022 season.
- Fitness Court-looking into options for the restroom and Wi-Fi.
- Comprehensive Roads Plan-Approved.
 - RFP posted to the Rocky Mountain E-Purchasing System.
 - Bid Opening March 11, 2022.
 - Next Steps: Draft Contract and Bid Award.
- Code Project-last publication in the newspaper was 1/26/22. The code changes will take effect on 2/25/22 (30 days after publication). Website will be updated to reflect new adoption but printing will not occur until Land Use Codes have been adopted.

UPDATES

Please see the attached reports for the following departments:

Clerk/Treasurer, Planning, Marshal's Office

Public Works:

- Parts for the grader have arrived and repairs are in progress to get it ready for this season.
- Continued signage updates.
- Public Works is working to implement recommended CIRSA improvements/repairs.
- Scheduled Professional Development.

Town Manager:

- Wildfire mitigation opportunities- Nate and the Wildfire Mitigation Advisory Committee drafted a grant application for a field crew with Department of Natural Resources and Mile High Youth Corps. The Application was submitted on 2/14/22 and awards were announced in March. This grant was successful.
- Developing a plan with FD to update the Community Wildfire Protection Plan.
- Working with Marshal's office to recruit, hire and train successor.
- Working with PRT to explore additional planning opportunities.
- Planning and coordination of "All Boards CIRSA Training" April 19, 2022, 7-9pm.
- Planning and coordination of GMF BoT Orientation
- Planning and coordination of Community Potluck/Employee Appreciation May 5, 2022