

TOWN OF GREEN MOUNTAIN FALLS
Board of Trustees Regular Meeting
Town Hall – 10615 Green Mountain Falls Road
In-Person or Zoom
Tuesday, December 13, 2022 – 7:00 P.M.

Public Work Session prior to meeting at 6:00pm

MEETING MINUTES

Trustees Present

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

Town Manager

Becky Frank

Town Clerk/Treasurer/Planner

Nate Scott

Trustees Absent

Town Attorney

Not present

Public Works Department

Not present

Marshal's Department

Sean Goings

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

Mayor Dixon calls the meeting to order at 7:03 pm.

2. Additions, Deletions, or Correction to the Agenda

Mayor Dixon states that a necessary correction is to add a Public Hearing to Item #7. Trustee Guthrie moves to accept the agenda with this correction. Trustee Donzello seconds. Motion passes unanimously.

3. Public Comment: 3 Minutes Per Speaker

Howard Price: 6565 Grant and 10675 Hondo; concerns about the planned construction of the Colorado Springs Utilities Pump Station and the approval process.

Mac Pitrone: 10840 Myrtle St; concerns about Colorado Springs Utilities Pump Station and water usage rates.

Nancy Dixon: 11045 Iona Ave; as Trail Ambassador representative, advocates for expenses suggested for Trail Ambassador.

4. Consent Agenda:

- a. Minutes from November 29, 2022

Trustee Guthrie moves to approve consent agenda as presented. Trustee Donzello seconds. Motion passes unanimously.

5. Land Use Code Rewrite:

- a. Final Draft Presentation – Austin Flanagan

Mr. Flanagan presents a summary of the Land Use Code update, along with a summary of his qualifications and experience. Mayor Dixon, Trustee Donzello, and Trustee Guthrie thank the Planning Commission for the work. Trustee Guthrie asks about required notifications. Discussion about adding column(s) to table 5-1 of the code draft to specify required notices. Discussion about which Permits/Procedures merit which notification types.

Trustee Guthrie wants to clarify that all requirements are subject to a potential variance approval process.

b. Public Hearing

Hearing opens at 7:55 pm

John Bell: 10691 Illinois Ave; seeking clarify of what list is used for notification. TC Scott advises that the County assessor sites are used for mailing address notifications.

c. Ordinance 2022-03 – Approval of the Land Use Code as Presented Trustee Donzello moves to approve the signage for the Sallie Bush Holiday Art Show.

Austin Flanagan clarifies the options for the motion. Mayor Dixon moves to approve Ordinance 2022-03 with the condition of updating table 5-1 for staff to identify the proper noticing. Trustee Donzello seconds. Motion passes unanimously.

Mayor Dixon recesses the meeting for 5 minutes @ 7:59 pm.

6. Resolution 2022-11; Levying General Property Taxes for the year 2022, to Help Defray the Costs of Government for the Town of Green Mountain Falls, Colorado, for the 2023 Budget Year

TC Scott explains that this is a standard annual action to validate the assessment values provided by each county. Mayor Dixon explains that if there is a desire for a mill levy rate change, that would have to go to a public ballot measure.

Trustee Donzello moves to approve Resolution 2022-11. Trustee Ives seconds. Motion passes unanimously.

7. Resolution 2022-12; Summarizing Revenues and Expenditures for each Fund and Adoption of the Town of Green Mountain Falls 2023 Budget

TM Frank gives a summary of the budget procedure and the focus of this year's budget.

Mayor Dixon gives answers to questions he has received and the following comments: 1) What changed with this year's budget? Health insurance costs, retirement for employees was added, added a full-time Public Works position, with a total of about \$84K of additional recurring expenses; 2) comments that the accounting has become much more clear and accurate; 3) recommends stabilizing the budget by planning for a balanced budget and using quarterly reports to stay on track; 4) capital items need to go into that fund appropriately; 5) gives kudos to TC Scott for doing the necessary accounting work; 6) there are roughly \$100K of unfunded items in General Fund and \$40K of unfunded items in Capital Improvement fund; 7) sponsorships for pool – would have to adhere to the town donation policy.

Public Hearing opens at 8:25 pm.

Ann Esch: asks for clarification on Mayor's PPRTA and PPRBD statement – Mayor Dixon clarifies that it was a comparison regarding staff wages, not about giving more money to those organizations.

David Douglas, Fire Mitigation Advisory Committee Chair; comments on lack of Board prioritization for fire mitigation budget requests.

Public Hearing closes at 8:20 pm.

TC Scott summarizes the recommended changes to the budget from the work session, which have been made in the version of the budget to be adopted:

- 1) Addition of \$8,550 for employee insurance contributions.
- 2) Addition of \$1,200 for trail maps.
- 3) Addition of \$300 for Trail Ambassador expenses.

4) In Capital Improvement, addition of \$8,220 for Fire Mitigation grant match.

Trustee Guthrie moves to adopt Resolution 2022-12, adopting the Town of Green Mountain Falls budget, with the changes discussed. Trustee Donzello seconds. Motion passes unanimously.

Mayor Dixon moves to direct staff to revise the corresponding Budget Message and Budget Draft according to the recommended changes above. Trustee Guthrie seconds. Motion passes unanimously.

8. Resolution 2022-13; Adopting the 2023 Fee Schedule for the Town of Green Mountain Falls

TM Frank explains that this is essentially the same as the 2022 fee schedule, and this action allows the town to continue charging fees until an amended fee schedule is presented based on contract planning fees.

Trustee King states that the notary fee should be \$5.00/notarization, not per document.

Trustee Guthrie moves to approve Resolution 2022-13 to include Trustee King's correction. Trustee Donzello seconds. Motion passes unanimously.

9. Audit Engagement Letter – Logan and Associates

TM Frank gives a summary of the memo and explains that the Town can't have an extension in 2023, so must start working on it early.

Trustee King moves to accept the audit engagement letter from Logan and Assoc. Trustee Donzello seconds. Motion passes unanimously.

10. Town Attorney Engagement Letter – Hoffman, Parker, Wilson, & Carberry, P.C.

TM Frank gives a summary of the memo and points out that there is a rate increase for 2023.

Trustee Donzello confirms that this is for one calendar year and asks when the last time this selection was opened up to a bidding process. TM Frank asks about availability of the Board to meet with the attorney in person on a Monday or Wednesday. Trustee Donzello asks about how much we spend with them. TC Scott states that the 2022 year-end projection is between \$22-23K and the budget is slightly less than that for 2023. TM Frank expresses satisfaction with their services.

Trustee Guthrie moves to accept the letter of engagement from H,P,W & C, P.C. Trustee King seconds. Motion passes unanimously.

11. Resolution 2022-14; Appointment of Town Officers

TM Frank explains that this is a standard annual action. Trustee Donzello moves to approve Resolution 2022-14. Trustee Guthrie seconds. Motion passes unanimously.

12. Recommendation from the Fire Mitigation Advisory Committee: Mitigation of Undeveloped Town Rights-of-Way

FMAC Chair David Douglas summarizes the project, which involves CUSP-managed grants with matching town funds. Discussion about the logistics of determining property boundaries and the liability to the town that may be involved. Discussion about the process that will be followed by CUSP and communication that is planned for property owner notification/engagement.

Mayor Dixon moves to accept the FMAC's proposal, with the condition that it is pending legal review. Trustee Donzello seconds. Trustee Ives votes for. Trustee King abstains. Trustee Guthrie abstains. Motion passes.

13. Reports

a) Trustees

Trustee Guthrie reports on the advent service, and tree lighting events this past Sunday.

Mayor Dixon requests Trustee signatures for staff Christmas cards. PPACG is organizing lobbying forces in order challenge unfunded mandates.

b) Committees - none

c) Staff

Mayor Dixon asks Marshal Goings for a copy of his monthly report for inclusion in the Mayor's monthly newsletter.

14. Correspondence

TM Frank summarizes the legal correspondence. TC Scott summarizes the GOCO grant award and initial plan for work.

15. Adjourn

Meeting adjourned at 9:32 pm.

Nathan Scott, Town Clerk/Treasurer

Todd Dixon, Mayor