



Town of Green Mountain Falls

Board of Trustees Meeting Agenda
10615 Green Mountain Falls Road
Tuesday August 6th, 2024 at 7:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/88167878469?pwd=9U7XHQk9wbOnur5xlNMsnaRc8FBMbt.1>

Meeting ID: 881 6787 8469

Passcode: 585937

7:00 REGULAR MEETING

1. CALL TO ORDER/ TECH CHECK/ ROLL CALL/ PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA

Meeting minutes from 2024-07-02 and 2024-07-16

4. REPORTS
 - a) Mayor and Trustee Reports
 - b) Staff Reports
5. PUBLIC COMMENT: 3 Minutes per speaker
7. BUSINESS ITEMS
 - 7a) 2025 Budget Calendar
8. DISCUSSION ITEMS
 - 8a) On-Going Task List
9. CORRESPONDENCE
 - 9a) Planning Commission Correspondence
10. PUBLIC COMMENT: 3 Minutes per Speaker
11. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
July 2nd, 2024 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Todd Dixon
Trustee Don Walker
Trustee John Bell
Trustee Sean Ives
Trustee Sunde King

Town Manager

Becky Frank

Board Members Absent

Town Attorney

Marshal's Dept

Will Starks

Town Clerk

Bo Ayad

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

Mayor Dixon called the regular meeting to order at 7:00 p.m. The Pledge of Allegiance was recited. A tech check was conducted.

2. Additions, Deletions, or Corrections to the Agenda

Trustee King motioned to approve, seconded by Trustee Bell. Motion carried.

3. Consent Agenda

Meeting Minutes from the 2024-05-21 BoT Meeting. Trustee King requested the following corrections: Item 6a) The word "fee" should follow the word "application", in paragraph 7h) Trustee Bell's name should be capitalized, in paragraph g) the word Trustee should precede the names of the trustees. Trustee Bell motioned to approve, seconded by Trustee Ives. Motion passed unanimously.

4. Reports

Mayor Dixon reported on the receipt of a large portion of the expected FEMA dollars. The Town Marshal reported on activities from his department from the last month. The Town Clerk reported on accessibility compliance and thanked the Board for the opportunity to attend this year's CML conference. The Town Manager reported on grant activities, new trailhead trash containers and audit progress.

5. Public Comment

Jesse Stroope made public comment about the hardship to applicants regarding the current procedure for building applications.

Robin Meyers made a public comment about concern over the Town's relationship with Baseline Planning Services.

James Boelens Jr. made a public comment to introduce himself as a candidate for the State House D18 Seat.

Shawn Meyers made public comments about Baseline Planning Services and the use of "pass-thru" billing.

6. Public Hearing

At 7:28pm Mayor Dixon opened the public hearing on the appeal of the Planning Commission's variance with conditions. Julie Esterl of Baseline Planning Services presented the same materials as had been presented to the Planning Commission.

Planning Commissioners Blasi & Morales made public comment regarding the validity of their findings when this application was before the Planning Commission. Planning Commissioner Esch also made public comment regarding the decision.

At 8:04 Mayor Dixon closed the public hearing.

At 8:05 Mayor Dixon opened the public hearing for the special events liquor license application at 10734 Ute Pass Ave. The Town Clerk gave a brief timeline of the required postings and notices. The applicant, Jesse Stroope, highlighted details of the event. At 8:07 the public hearing was closed.

At 8:07 Mayor Dixon opened the public hearing for the special events liquor license application at 6690 Lake St. The Town Clerk gave a brief timeline of the required postings and notices. The applicant, Jesse Stroope, highlighted details of the event. At 8:09 the public hearing was closed.

7. Business Items

7a) Appeal of variance at 10565 Foster Ave.

A discussion took place about the appeal which was presented at the corresponding public hearing. Mayor Dixon stated that the Town should reconsider how easements are issued, and the language contained in them. Trustee Bell asked for clarity on the sequence and procedure for obtaining an easement and variance. Trustee Walker voiced concern that the appeal was brought by Staff rather than the applicant. Trustee Walker motioned to reject the appeal, seconded by Trustee Ives. Trustee King abstained from the vote. Mayor Dixon voted to approve the appeal so three aye votes, 1 nay & 1 abstaining. Motion to reject carried.

7a) Special Events Liquor Application- 10734 Ute Pass Ave.

Trustee Bell motioned to approve the application, seconded by Trustee Walker. Motion carried.

7b) Special Events Liquor Application- 6690 Lake St.

Trustee Bell motioned to approve as amended, seconded by Trustee Walker. Motion carried.

7c) Pool Facility Rental Application

TM presented the request to set a fee for facilities rentals. Since there is no "Pool Facility" cost on the 2024 Fee Schedule, the BoT will have to set the price. The applicant suggested a \$1000 payment. Trustee King motioned to accept the \$1000 price, seconded by Trustee Bell. Motion passed with Trustee Ives recusing from the vote & Trustee Walker voting nay.

7d) PPRTA IGA

The TM highlighted the scope and timeline for a grant application regarding the "Ute Pass Avenue Pedestrian Bridge Safety Improvement" project. The IGA would allow the Town to utilize non-PPRTA funds to complete cost estimating in 2024 for a PPRTA 3 Capital Project and seek reimbursement in 2025. Trustee Bell motioned to approve the expenditure of up to 10K and to pursue the IGA, seconded by Trustee Ives. Motion carried.

7e) GOCO Conservation Service Corps Grant

The TM requested the approval of a concept for a grant application through GOCO to support MHYC. Four pedestrian bridges would be added to the American Discovery Trail.

Trustee Walker motioned to approve, seconded by Trustee Bell. Motion carried.

7f) Integral Recoveries Collections Contract

The Town Clerk briefed on the contract to retain Integral Recoveries for collections services. A discussion took place regarding the amount of volume that would be subject to collections. Potential items that could be sent to collections include court fee's, law enforcement fines, building application fees, nuisance tree fines & STR non-compliance. Trustee's expressed interest in defining a comprehensive list of items that would be subject to collections. Item to be revisited with additional information from the Town Marshal, Integral Recoveries and the total amount of outstanding items (including total Dollars) owed to the Town. The Trustees also wanted to see what the staff procedure would be, including timeline and notifications provided before an item is sent to collections. Trustee Bell motioned to table until a future meeting with additional data provided, seconded by Trustee King. Motion carried.

8. Discussion

Mayor Dixon requested an agenda item for the Planning Commission for removal of the secondary engineering review in land use & building applications. TM suggested a Work Session with the Legal Team. Trustee Bell requested that legal also review amending the code to remove the requirement that causes the Town to have to enforce applicable State & Federal Laws when processing planning applications.

Trustee King requested the ongoing list of tabled items be shared with the BoT in the next meeting.

9. Correspondence

10. Public Comment

None.

11. Adjournment

At 9:08 pm Mayor Dixon called to Adjourn the meeting.

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
July 16th, 2024 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Todd Dixon
Trustee Sunde King
Trustee Don Walker
Trustee John Bell
Trustee Sean Ives

Town Manager

Becky Frank

Town Clerk

Board Members Absent

Town Attorney

Marshal's Dept

Sean Goings

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

Mayor Dixon called the regular meeting to order at 7:01 p.m. The Pledge of Allegiance was recited. A tech check was conducted.

2. Additions, Deletions, or Corrections to the Agenda

TM requested the addition of Item #8 Team Rubicon support. Trustee Bell made a motion to approve as amended. Trustee Ives Seconded. Motion carried.

3. Reports

Trustee Bell reported on the Town Staging areas as being all clear with nothing staged as of 07/15. Mayor Dixon reported on the final FEMA project which is to remove the sediment from the creek. The Mayor also asked for additional volunteers to help with goose waste removal at the park.

The TM reported on the sediment being staged on site until public works can remove it.

4. Public Comment

None.

5. Business Items

5a) Reserve Deputy Oath of Office

Mayor Dixon performed the Oath of Office for Reserve Deputy Matos.

5b) Revised Staging Policy from PC

The TM presented the revised Staging Policy brought back from the Planning Commission. The Temporary Use Permit will be utilized for private projects. Since the BoT approves public projects, the Policy pertains only to private projects. The staging areas are defined in the Policy as well. Trustee Walker motioned to approve as amended, seconded by Trustee Bell. Motion carried.

5c) Comprehensive Plan Proposal from PC

The TM led a discussion on the proposal from PC. Trustee Bell suggested that a minimum of two public input sessions with two modalities be added to the proposal. Trustee Bell motioned to approve, seconded by Trustee Ives. Motion carried.

5d) Resolution 2024-05 Appointments of Outside Agencies

The TM presented the resolution which adds Trustee Bell to the PPRBD Advisory Board & Ann Esch to the PPACG Water Quality Management Committee. Trustee Ives noted the spelling of "Peak" and the removal of Katharine Guthrie who is no longer serving. Trustee Ives motioned to approve as amended, seconded by Trustee Walker. Motion carried.

5e) Nate Felton & Michael Ortiz request for fee waiver

Mr. Felton & Mr. Ortiz are requesting a Gazebo fee waiver to produce a film. The applicants highlighted details about the film and provided a timeline. They did agree to a local public viewing once complete and to pay a deposit to the town to off-set the fee should the film not be completed. Mayor Dixon motioned to approve with a \$1,200 deposit, refundable at time of public viewing and twelve hours of time to be used on Monday's. Trustee Walker seconded. Motion carried.

7. Discussion

7a) Team Rubicon

Trustee Bell stated that between 08/21 to 08/27 there will be around 40 Team Rubicon members here in Town doing fire mitigation work on private properties. Providing a community meal is customary and the funds would come from Kirkpatrick Fund Fire Mitigation Grant with BoT approval. The item will be a business item at the next BoT meeting on 08/06/2024.

8. Correspondence

9. Public Comment

None.

10. Adjournment

At 8:13 pm Mayor Dixon called to Adjourn the meeting.



Summary Statement

June 30, 2024

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Investor ID: CO-01-0554

Town of Green Mountain Falls
10615 Green Mountain Falls Rd
Green Mountain Falls, CO 80819

COLOTRUST

PLUS+

Average Monthly Yield: 5.4069%

| | | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|--------------|-----------------|-------------------|---------------|-------------|-----------------|-------------------|-----------------------|-------------------|
| ██████████ | SAVINGS ACCOUNT | 211,881.26 | 0.00 | 0.00 | 940.98 | 4,759.20 | 212,379.83 | 212,822.24 |
| ██████████ | TABOR RESERVE | 23,529.62 | 0.00 | 0.00 | 104.49 | 528.10 | 23,584.98 | 23,634.11 |
| TOTAL | | 235,410.88 | 0.00 | 0.00 | 1,045.47 | 5,287.30 | 235,964.81 | 236,456.35 |

PSB&T Balance

| Balance | Available Balance |
|---------------------|---------------------|
| \$76,791.22 | \$61,373.33 |
| \$0.00 | \$0.00 |
| \$0.00 | \$0.00 |
| \$490,227.65 | \$490,227.65 |
| \$0.00 | \$0.00 |
| \$567,018.87 | \$551,600.98 |

\$236,456.35 divided by \$551,600.98 = 42%

Town of Green Mountain Falls
General Ledger Activity
from January 01, 2024 to June 30, 2024
from 1-00-00-1030 to 1-00-00-1100

| Date | | Debit | Balance | Analyzed Earnings |
|--|------------------------------|-------------------------|------------|-------------------|
| 1-00-00-1030 General-Cash -Colo Trust 01-0554 | | | 207,003.21 | |
| 01/31/2024 | Earnings | 976.33 | 207,979.54 | 5.66% |
| 02/28/2024 | Earnings | 910.82 | 208,890.36 | 5.26% |
| 03/31/2024 | Earnings | 966.68 | 209,857.04 | 5.55% |
| 04/30/2024 | Earnings | 935.65 | 210,792.69 | 5.35% |
| 05/31/2024 | Earnings | 1,057.34 | 235,410.88 | 6.02% |
| 06/30/2024 | Earnings | 1,045.47 | 236,456.35 | 5.33% |
| 1-00-00-1030 General-Cash -Colo Trust 01-0554 | | 5,892.29 | - | |
| 1-00-00-1100 General-Cash - Money Market - PSB 6 | | | | |
| 1/1/2024 | | | 268,438.99 | |
| 01/31/2024 | Earnings | 36.28 | 291,303.27 | 0.16% |
| 02/29/2024 | Earnings | 35.29 | 271,253.69 | 0.15% |
| 03/31/2024 | Earnings | 42.61 | 354,131.58 | 0.19% |
| 04/30/2024 | Earnings | 49.01 | 379,657.80 | 0.17% |
| 05/31/2024 | Earnings | 54.89 | 444,387.72 | 0.17% |
| 06/30/2024 | Earnings | 35.59 | 232,278.29 | 0.10% |
| 1-00-00-1100 General-Cash - Money Market - PSB 6 | | 253.67 | - | |
| If you had all invested funds in Colo Trust | | | | |
| 1/1/2024 | | | 475,442.20 | |
| 01/31/2024 | | 2,242.42 | 499,282.81 | 5.66% |
| 02/29/2024 | | 2,186.55 | 480,144.05 | 5.26% |
| 03/31/2024 | | 2,221.96 | 563,988.62 | 5.55% |
| 04/30/2024 | | 2,514.55 | 590,450.49 | 5.35% |
| 05/31/2024 | | 2,961.71 | 679,798.60 | 6.02% |
| 06/30/2024 | | 3,019.02 | 468,734.64 | 5.33% |
| | | <u>15,146.20</u> | | |
| | Forgone Earnings | <u>9,000.24</u> | | |
| | Estimated Projected for year | <u><u>18,000.48</u></u> | | |

**2024 Town of Green Mountain Falls
DRAFT Budget Calendar FY 2025**

| Time | 2024 DATES | EVENT/ACTIVITY |
|--------------------------|---------------|---|
| 9:00am | 6-Sep | BoT Goal Setting-BoT Retreat |
| 7:00pm | 1-Oct | First Draft of Budget Presented to BoT |
| 5:00pm | 15-Oct | Budget Worksession-Staff Funding Requests |
| 5:00pm | 5-Nov | Budget Worksession-Committee Funding Requests |
| 5:00pm | 19-Nov | Budget Work Session-Funding Priorities |
| | 27-Nov | Notice of Budget Published (notify paper by 11/20/2024) |
| 7:00pm | 5-Nov | BoT Adopts Final Budget, Appropriates Funds and sets Mill Levy |
| | 3-Dec | Contingency Date (if necessary) Publication required by 11/27/2024 |
| | 31-Dec | Submit Budget and Resolutions to DOLA |
| BOLD=BoT Sessions | | |

Task List

| Project | Activities | Status | Funding Source(s) | Resources Needed | Timeline |
|--------------------------------|--|-------------|---------------------|---|--------------------------------|
| Dumpster Blind | MOU Drafted, site prep completed, construction in progress | COMPLETED | CPW | Dumpster needs to be delivered, participation needs to be advertised with users | Anticipated completion 5/24/24 |
| Gazebo Bridge | Funding secured, contract awarded, demo began 5/13/24 | COMPLETED | El Paso County CDBG | | Anticipated completion 5/24/24 |
| Staging Policy | Staging Policy reviewed with new LUC. Presented findings to BoT, Referred back to PC for 5/14 meeting. Add "scorecard" from Trustee Bell | COMPLETED | | | |
| Guard Rail | Need to find funding for new engineering study before bids can be procured | In Progress | | Drainage Study/Alternate Design | Ongoing |
| Revocable Permits | Need to reestablish as "Temp Use Permit" per new LUC | In Progress | | Review with Baseline | |
| Nuisance Tree Procedure | Resources from private sources identified to include in notification letter | In Progress | | | |
| Zoning Map | Map drafted, needs public process for adoption | In Progress | | Review with Baseline | |
| No Parking Signage | | In Progress | | PW Dept Labor to manufacture and install signage. | Ongoing |
| Records Management | Perm retention Items identified. Applying destroy dates to archives. Moved locable fire file for perm storage | Ongoing | | Labor to organize, file, label, archive, scan & seal docs | Ongoing |

Trustees,

We have a problem. Town Code Sec 12-52 (j)(2) describes who may request an appeal and the process for doing so: "Appeal. The applicant or an aggrieved party may file a written appeal regarding a decision made under this LUC, clearly stating the reasons for such appeal, within 15 days of the final action." Baseline (and Town Staff) have no standing and the town clerk stated that he has not been in contact with the applicant since the June 11 PC meeting. Last night's agenda item involving the appeal of Planning Commission's June 11 decision to approve, with conditions, a variance at 10565 Foster (item 6a and 7) should never have been allowed to be discussed or decided.

I hereby request you take action to terminate the contract with Baseline Engineering. The Town pays Baseline to provide planning consultation expertise to the Town, but they have proven highly culpable (and expensive) in this messy non-process and failed to follow the most basic guidance in the Town Land Use Code regarding the appeal process and beyond.

I also request that Planning Commission be brought to the table to discuss potential corrective actions beyond contract termination to include a revised Planning Commission role in land use applications. This is NOT the process we envisioned when we re-wrote the land use code.

When the last group of Trustees voted to accept Baseline as the Town planning contractor, Planning Commission was left out of proceedings and was provided no time for contract review. I can't help but feel that this was a huge disservice to you, the Planning Commission, and ultimately the Town.

Since last Fall, the Planning Commission has repeatedly requested regular updates on application status (to include property addresses) and overall planning work performed by the contract planner. This has largely been ignored. Without such situational awareness, Planning Commission cannot fully perform the role we volunteer to do, reviewing and advising you on land use matters. I ask that you direct town staff to have the Planning Commission be provided a list of planning work in progress, including status and property addresses, updated regularly as part of every Planning Commission meeting agenda.

Trustees, we have problems...but they are not insurmountable given your leadership and direction. I welcome the opportunity to partner to help fix the issues so clearly on display at last night's Trustee meeting and appeal hearing. Respectfully submitted,
Rocco Blasi