

TOWN OF GREEN MOUNTAIN FALLS
Board of Trustees Regular Meeting
Town Hall – 10615 Green Mountain Falls Road
In-Person or Zoom
Tuesday, June 28, 2022 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Todd Dixon
Mayor Pro Tem Sunde King
Trustee Nick Donzello (Zoom)
Trustee Katharine Guthrie

Board Members Absent

Trustee Sean Ives

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 Dixon called the meeting to order at 7:01 p.m.

2. Additions, Deletions, or Correction to the Agenda

Trustee Guthrie motions to approve the regular agenda. Trustee Donzello seconds. Motion passes unanimously.

3. Persons Present not on the Agenda: 3 minutes per speaker

Mike Frey – comment on Item 8 – short term rental discussion. Hoping the Board doesn't use a sledgehammer to swat a fly. Solutions should solve a specific problem but not add hardship to STR operators. He has never had a problem with their STR properties.

4. Consent Agenda:

a. Non-auto-pay vendor invoices paid from June 4, 2022, to June 27, 2022

Trustee King questions what the description means. TCTP Scott advises that it means "non-auto-pay vendor invoices" paid in the time frame presented and that this is the same information that the Board has received for the last year-plus. Just renamed according to Trustee King's advisement last meeting. Discussion about what the report represents vs. what is wanted and what is the process for entering and are they transparent to the public. Trustee King states that she has been requesting a change for months. TCTP Scott advises that the auto-pay transactions are minimal but time consuming to enter for the accounts payable contract employee. Trustee King states that this is a "pick and choose" report from staff and it should be a standard report from the software. TCTP Scott responds that he does run a standard report from the software that identifies all outgoing checks. Board agrees that all outgoing expenses should be represented on this report and that it is fine to call it an "acknowledgment" of payments instead of presented as an "approval". Discussion about what it would take to get all these transactions entered into the accounting software. TM Frank advises that a different software may help with this process.

Trustee Donzello motions to table item 4a for discussion in the next Board meeting. Trustee King seconds. Motion passes unanimously.

b. Minutes from June 7, 2022, Board of Trustees Meeting

- c. Minutes from June 16, 2022, Board of Trustees Meeting
Trustee King has a correction on Item 6 – Gazebo Music Series. Trustees King and Guthrie abstained from the vote. It says it passes unanimously.

Trustee Guthrie moves to approve items 4b and 4c with the change mentioned above. Trustee Donzello seconds. Motion passes unanimously.

5. Public Hearing for Special Event Liquor License: Chamber of Commerce for Bronc Day Barn Dance @ the Farm Stand

Public Hearing opens at 7:20.

No public comment from the room or Zoom.

Trustee King clarifies that this should technically be called a “Special Event Permit for Liquor” not a “Special Event Liquor License”. Town Manager Frank agrees.

Public Hearing Closed at 7:22

6. Special Event Liquor License: Bronc Day Barn Dance at The Farm Stand

Trustee Donzello moves to approve the liquor license for the special event. Mayor Dixon seconds. Motion passes unanimously, with Trustee Guthrie abstaining.

7. Parks, Recreation, and Trail Advisory Committee: Crosswalk Request

Town Manager Frank gives a summary of this request. With the new hiking trail and Skyspace, the existing crosswalk near the bus station needs to be refreshed and another needs to be added for the crossing into the Joyland parking lot. TM Frank advises that the method of payment has not been identified yet but that the Town should have some supplies on hand to help accomplish this.

Discussion about the need for the new crosswalk, due to people using the walking path on the opposite side of the street of Joyland/Pool Park. Discussion about adding crosswalk signs, which can be produced in house, to accompany the crosswalks.

Trustee Donzello moves to approve the request from the PRTAC to add and refresh the crosswalks, to also include the necessary signs. Trustee King seconds. Motion passes unanimously.

8. Short Term Rental Discussion

TM Frank gives a summary of the issues at hand and brief history of the Town’s STR management policy. Advises that it is inappropriate for us to change any process for applications in progress, and there will be suggestions from staff to improve the policies and refine the process. Town is still awaiting feedback from legal about our current policies and suggested best practices.

Discussion about the timeframe for the public meeting and that the assumption is that any new code changes would come into effect for next year’s renewal period. Mayor Dixon says that he received a report from TCTP Scott indicating \$90k-ish revenue from STR fees in 2021. Discussion about some examples of policy ideas that have been presented in previous meetings, like Boulder County policies, and some ideas from the board for new policies.

Next step is scheduling the public meeting. Just waiting for legal. TM Frank updates the board on the process to change policies and suggests a timeline. Trustee Donzello asks what some of the ideas were that were sent to legal. TCTP Scott summarizes a list of ideas which were sent to legal. Mayor Dixon mentions a webinar he attended about another possible software solution that could help with management. Resident Mike Frey asks for staff to explain some of the complaints/issues that are being reported. TM Frank and TCTP Scott list some of the complaints received: lights in windows, marijuana use, parking conflicts, need for more clarity (ie. Objective enforceable rules)

for approvals/revocations. Discussion about general evolution of the Town's current policy. Tuesday, July 26 is identified as the date for the public "town hall" meeting. TM Frank will put together information to guide discussion.

No board action.

9. Reports

a) Trustee Reports

- i. Trustee Guthrie comments about Colorado Municipal League conference – she found it very valuable to network with other town officials.
- ii. Mayor Dixon also comments on the value of the CML conference and would like other trustees to attend next year.

b) Committee Reports – none received

c) Staff Reports

- i. TCTP Scott summarizes the included report. Comments specifically on the method of grid work utilized by the Mile High Youth Corps work. Update that the new version of the municipal code adopted last winter is now on the website – minus the land use code until a new version adopted. Mayor Dixon asks about Planning Commission vacancy process – discussion about whether executive session should be used or how should the interview process go.
- ii. TM Frank summarizes the included report. Goes into detail about funding method for the Stilling Basin project budget overage. The pool work has encountered setbacks, so the opening will be delayed another week, to July 8. Thanks CIRSA and CML for the scholarships that allowed Mayor Dixon and Trustee Guthrie to attend.

10. Correspondence

None received. Mayor Dixon asks what should be presented as correspondence to the board. TM Frank says any communication addressed to the entire board should be included in this section.

11. Adjourn

Meeting adjourned at 8:24 p.m.



Nathan Scott, Town Clerk/Treasurer



TODD DIXON (Jul 15, 2022 17:30 MDT)

Todd Dixon, Mayor






4c 2022-06-28 BOT Meeting Minutes Draft

Final Audit Report

2022-07-15

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