

**TOWN OF GREEN MOUNTAIN FALLS  
BOARD OF TRUSTEES REGULAR MEETING  
TUESDAY, AUGUST 5, 2014 @ 7:00 P.M.  
MEETING MINUTES**

**I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

**Meeting called to order @ 7:21 p.m. Board Members Present:** Mayor Worthey, Trustee Stevens, Trustee Cook, Trustee Quinn, Trustee Ellis, Trustee Gardner; **Board Member(s) Absent:** Trustee Butts **Quorum Met:** yes **Pledge of Allegiance** was sited

**II. RESOLUTION APPOINTING MARY DUVAL AS TOWN CLERK**

Town Attorney, Matt Krob, made a suggestion that the Board add to the agenda the swearing in of town clerk at the beginning of the meeting so that she could oversee the meeting as the newly appointed Town Clerk. Trustee Quinn made the motion to make the addition to the agenda adding the swearing in of Mary Duval, Trustee Cook seconded, all members were in favor.

Mayor Worthey verbally read the Resolution appointing Mary Duval as Town Clerk. Trustee Cook motion to pass the resolution, Trustee Quinn seconded. All Members were in favor. Attorney Matt Krob commented for the record that the resolution was submitted with an unassigned resolution number but that the new Town Clerk would be following up with putting into place a system tracking resolution numbering. He also stated that voting on the resolution without an assigned number would have no impact on it's legality or effectiveness. The swearing in of Town Clerk/Treasurer, Mary Duval, by Mayor Worthey, followed.

A question was raised by one of the residents about the Treasurer's position already filled by someone else. Attorney Matt Krob made a recommendation to the Board to make a motion to reaffirm the Town Clerk will also be serving as the Town Treasurer. Trustee Stevens made the motion, Trustee Quinn seconded. All were in favor.

**III. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**

Changes to the agenda are noted in II. Adding the swearing in of Town Clerk to the agenda.

**IV. CONSENT AGENDA**

- a. APPROVE BOARD OF TRUSTEES MINUTES FOR 7/15/14**
- b. APPROVE PLANNING COMMISSION MINUTES 6/24/14**
- c. BILLS RUN 7/15/14 - 8/1/14**

Trustee Cook motion to approve all on this agenda item, Trustee Ellis seconded. All were in favor.

**V. PUBLIC HEARING – STORM WATER IGA**

Regular Board meeting was recessed @ 7:36p.m. to move into the public hearing.

Mayor Worthey invited Dave Munger, Co-Chair of the Citizens Storm Water Task Force, to give an update on the project. Mr. Munger presented the Board and residents with a revised IGA. (See Attachment A). Mr. Munger stated he had 8-points of interest that were significant in happening. These points are reflected in Attachment A but are recapped as follows:

1. The fee has been reduced from \$9/mo. To \$7.70/mo. on an average.
2. Green Mountain Falls will it's own representative vs. having to share with Palmer Lake.
3. There will be a Citizens Review Board (CRB) comprised of 11 members. We will have a representative from Green Mountain Falls sitting on the board.
4. There will also be a Technical Advisory Board appointed to advise the Citizens Review Board with given areas of expertise.
5. "B" schedule has been adopted (see attachment) which goes along with the drop in monthly fees. This schedule dictates the amount of monthly fee each homeowner would pay based on the size of lot along with cost to commercial land owners as well non profit organizations operating within the community.
6. The CRB has rejected the right to exercise eminent domain to take on condemned properties.
7. Consensus is beginning to develop involving Emergency Funds given to a community during a major incident, will not be counted against the IGA project.
8. What constitutes an emergency will be determined by majority vote of the CRB before funds are appropriated to the cause.

Mr. Munger also stated he had a tentative list of the projects that will be listed on the ballot as well as, when communities and commissioners would go to vote. (See attachment)

The floor was opened for discussion and questions. It was noted there are 8 projects targeting Ute Pass that are all post-fire (Waldo Canyon Fire) improvements. These are listed in the attachment. It is possible that other projects will be added and some moved in priority due to the need of improvement. (i.e., this area just had a major fire and it needs to be added as a priority). Currently there are no projects targeting the Fountain Creek Watershed but that doesn't mean it won't be added eventually. For more detailed information on comments and discussion regarding the Storm Water IGA, visit <http://youtu.be/iHAav8FhsRU> for a complete review of the Public Hearing.

Mayor Worthey verbally read a letter that was received from Commissioner Clark, who represents GMF, encouraging the community to join and be engaged in the Storm Water IGA Project.

There will be another Public Hearing at the August 19<sup>th</sup> Regular Board meeting prior to the Board voting on the involvement of GMF in this project. This Public Hearing is to give the residents another opportunity to express their concerns if any, and/or ask questions.

Public Hearing was closed @ 8:20 p.m.

## **VI. PUBLIC INPUT – Items not listed on the agenda**

**Public comment welcome. Please limit comments to 3 minutes. If questions or requests are presented, they will be referred to a designated Trustee for further investigation.**

1. Mr. Mac Pitrone from .....requested "copies" of the check register and supporting documents along with bills run from January 1, 2014 up through August 15, 2014. He has also requested that the minutes be doubled space so to make it easier for him to read. Attorney Matt Krob stated that there is an agenda item under New Business involving a "Resolution Adopting Colorado Open Records Act Policy (CORA) in which the records that Mr. Pitrone is requesting would fall under this policy. Mr. Krob recommended Mr. Pitrone's request be delayed until a new Request Form be created according to the new policy, that will be voted on under New Business.

2. Mr. Dick Bradley? From 1190 hathawy? Gave a report on the 76<sup>th</sup> annual Bronc Day. He recognized Vickie McKnight, Chairman of the Planning Committee, with her leadership skills that helped the event grow over the past couple of years. He explained that the planning committee has 10 people who meet once a month beginning the first week after the current years event has ended, up through the time the new event begins, which involves a lot of time and dedication of the committee. He reported the community came together along with the 52 volunteers that worked the day of the event, that helped make this year's event very successful! He reported that the committee has stayed within the budget allotted for this event along with trying to keep a small surplus each year to carry over into the next year, should the event get rained out, they could still plan for the next year's event with the surplus funds. Other individuals were recognized for their help in setting up for the event as well as working in the event...they are as follows: Mayor Worthey, Mike Cullinane, Director of Public Works, Susan Barnes, from the Marshall's Office, Trustee's Cook, Ellis & Gardiner, Mike Webster from the Fire Department...this is the most involvement form town government that the event has seen in many years and was very significant. It was also noted that Attorney Matt Krob brought his family to the event from the Denver area to support the community's event and will be back next year as well. There were also 22 citizens who donated to the event along with corporate businesses...this years donations were the most they have received.

## **VII. OLD BUSINESS**

### **a. Review of the Asset Policy**

Attorney Matt Krob sited from page 2 of the policy under section called "Asset Transfers Dispositions" which prohibits scrapping of equipment and/or material that are no longer useful to the department and/or community. He recommended that this section be revised so that this can be done and would also allow for the areas to be cleaned up from equipment/material that is now being stored in the open creating an unpleasant view to the community . Trustee Steven commented that this section was adopted from other municipal policies to prevent the liquidation of the Town's assets and needs to be revised to meet the need of our community with respect to the volume of unusable assets that could generate funds. He recommended an inventory be taken of current assets that are in workable and useful status. Trustee Cook provided a list of items that are ready for scrapping at this time (see attachment B). The attorney stated that the Board had the authorization to make the decision to scrap what wasn't usable. In addition, it was discussed to give the authority to the Public Works Director to decide what would go for scrapping in the future with the approval of the Department Head (currently this is Liaison Trustee Cook) before moving forward with scrapping. Trustee Stevens made a motion to move forward with scrapping the items on the list, as well as giving the Public Works Director the authority to make decisions on what gets scrapped, Trustee Cook seconded. All were in favor.

## **VIII. NEW BUSINESS**

### **a. Appointment of Green-Box Liaison**

Trustee Ellis was appointed. Mayor Worthey motion to accept the appointment of Trustee Ellis, Trustee Quinn seconded. All were in favor.

### **b. Identification cards for Board Members & Staff**

This came up after the Waldo Canyon fire where GMF government workers were not properly identifiable during this crisis. The same proved to be the case during the burning of Town Hall in 2012. Chief Bradley reported that the cost to do ID cards is approximately \$5/ea and he recommended 2 cards each – 1 for the individual, 1 for the file. This ID card would also have an expiration date to be renewed at the end of the term if applicable. All ID cards would be required to turn in at the end of term/employment. There was discussion as to what information would be

included on the card. Trustee Stevens motioned to accept the ID Cards for elected board members and staff, Trustee Cook seconded. All were in favor.

**c. Resolution Adopting Colorado Open Records Act Policy (CORA)**

Attorney Matt Krob stated that legislation passed a new policy that would allow charging for request for information at the rate of \$30/hr after the first hour for staff time to research and pull together requested information along with \$.25/copy for any requested copies of information. He recommended this information be posted in Town Hall as well as the website. The current “Request for Information” form needs to be revised to reflect these charges as well as stating how the request is processed. This is to be presented at the next board meeting for approval. Discussion followed on what could and could not be requested as stated in policy. Trustee Quinn motioned to accept the Resolution adopting the change of the CORA policy that allows Town Hall to charge the above mentioned fees for any request for information, Trustee Ellis seconded. All were in favor.

**d. Review of the Event Permit**

Attorney Matt Krob reported that currently there is no Town Code for the Special Event Permit. He recommended to the Board that a policy be drafted to reflect the condition of Town property to be left in the same manner as it was prior to the event including trash, swings, etc. He also recommended a clause be added to define what area could be used by the public for their event. Attorney Krob recommended that the permit reflect a charge to the permit holder, should the property not be left in the same condition as it was prior to the event. And it should also include a fee for the Marshall’s Department to patrol the event. In addition, the Noise Ordinance needs to be reflected within the permit so the permit holder will stay in compliance with the Town’s Noise Ordinance while holding their event. Trustee Stevens recommended the Town Clerk draft a policy for the Boards review along with Special Events Forms reflecting the recommendations by the attorney. A rough draft will be presented at the August 19<sup>th</sup> regular board meeting for review. It was also discussed that the fee structure remain the same for now and to be looked at, at a later time. No motion was needed on this item, at this time.

**e. Approve Town Clerk to be authorized signer**

The following accounts will reflect Mary Duval to be added as a signer to each account and be an authorized user of said accounts:

Park State Bank and Trust – Mary Duval, Lorrie Worthey and Tyler Stevens

Colorado Trust – Mary Duval, Lorrie Worthey and Tyler Stevens

Pikes Peak Community Foundation – Mary Duval and Lorrie Worthey

State of Colorado – Department of Revenue – Sales Tax Distribution – Mary Duval

Trustee Cook motion to add Mary Duval to the above mentioned accounts as signer and authorized user, Trustee Stevens seconded. All were in favor.

**f. Liquor License Renewal for the Pantry Restaurant**

Chief Bradley reported that there has been no citations, no complaints or problems and recommended that the Board move forward with approving the liquor license renewal. Chief Bradley stated he would put together a letter of recommendation for the file. Attorney supported Chief Bradley’s recommendation based on findings that the restaurant is in good standing with the State of Colorado and County of El Paso. Trustee Quinn motioned to approve license renewal, Trustee Cook seconded. All were in favor.

**IX. REPORTS – MAYOR, BOARD OF TRUSTEES, MARSHAL, TOWN ATTORNEY**

**Mayor Worthey** – Michael Schaub from the State met with the Mayor and walked the creek and was shown all the bridges that are in need of repair, Public Works Direct – Michael and Chief Bradley also met with him. He will be meeting with Town Staff to talk about GMF getting the help that is needed. There is another meeting set regarding Fountain Creek to have the required people present to walk the creek and see the damage that is in need of repair. The Mayor also commented on the clean-up day for the Eagle Scouts to come in to clear debris from the Creek, on Saturday, August 9<sup>th</sup>. Chief Bradley

stated that the homeowners along the creek need to be notified of this event so that the scouts can have permission to enter their property to do the clean up. Chief Bradley agreed to follow up with the Scout leader regarding this.

**Trustee Quinn** – reported that he spoke with the Regional Department Director about collecting our fees. The Director didn't see it being a problem and that he would work with his staff to pull together an agreement for us as it will involve an IGA. As of the time of this meeting, Trustee Quinn had not heard back from him but he will follow up with him in the coming week. Quinn also reported he had received an email from Rob Seever regarding items involving the project that have been discussed over the course of 2 years prior to the actual construction starting. This list is to show the progress that has been achieved and will be posted for the community to see.

**Trustee Ellis** – had nothing new to report.

**Trustee Gardiner** – nothing new to report.

**Trustee Stevens** – reported the Town Hall project is moving forward on schedule. A third request for payment has been submitted. He will be meeting with Rob Seever in the morning to visit the project and discuss submitting a quarterly report.

**Trustee Cook** – reported that he and the Public Works Director are checking into the trash service the Town currently uses that charges \$75/mo. Springs Waste Services will double the size of container we currently are using that is provided by (current provider) Waste Management for only \$10 more a month vs. doubling the cost with our current provider for the same size container. The Town Clerk has been assigned the task to setup a new contract with Springs Waste Services and cancelling our current provider. He also stated that it is in the budget to provide the Town Clerk with a part-time assistant but the Board is waiting on the status of finances before moving forward with bringing in an assistant. He recommended the task of accurate financials be expedited so the Board knows where we stand. Trustee Stevens made a recommendation that a budget workshop be set prior to the next board meeting on August 19<sup>th</sup>. This will also aide in the developing of the 2015 budget. The workshop was set for Aug 19<sup>th</sup> @ originally 6pm but was changed to 5pm. Town clerk is to provide: 1). where we are at financially, YTD; 2). Where we stand with the Town Hall Project Budget, and if there are any contingencies setting out there designated strictly for the Town Hall Project; and 3). What is left in our current budget to carry us through to the end of the year. Attorney Krob reported the legal fees regarding the Town Hall Project can be used as in-kind donations. The last thing that Trustee Cook commented on was to recognize the Director of Public Works, Michael, in his support and efforts in the Bronc Day event, the Antique Car Show and the Swing Set expedition.

**Director of Public Works, Michael Cullinane** – reported there has been lots of rain in the past few weeks which has created additional work of clean up of roads; he has been working on the clean up of the shop – clearing out items that are no longer needed getting them ready for recycling/salvage; Service had trucks; Park bathroom sanitary system has been cleaned and is back up and running again; GMC Pickup is being worked on by Jerry's Auto; estimates have been solicited for putting product/chemicals on roads to help maintain the erosion problems – all products are environmentally friendly; he is cleaning out drains and trying to keep them maintained to avoid future problems; he recognized El Paso County for their help with the drainage problem over by the upholstery shop, with hauling away the debris and doing the grading that needed to be done at no charge to the community.

**Chief Bradley** – see attached report

**Town Attorney** , Matt Krob – he spent most of the day with the staff, discovering we are all on the same page in wanting to support the Board of Directors, he reported that he will provide 8 hrs of free time to the Town Clerk to help her get up to speed with the things that are needed to get done.

**Town Clerk**, Mary Duval – reported that she has only been on staff for a couple of days but in that time was shown the accounting software, how to enter in the invoices and pay bills and pull together the board packet for the board meeting. Her second day was spent with the attorney and other staff members to develop a strong team spirit. She has been very appreciative with all the residents who have taken the time to stop by the office to meet her and show a warm welcome. She's very excited to get to

know and serve the community residents and to be a part of a great team, staff and board members, who want to move the community forward in a positive and productive manner that will benefit all members of Green Mountain Falls.

**X. MUNICIPAL CORRESPONDENCE - NONE**

**XI. ANNOUNCEMENT OF EXECUTIVE SESSION IF NEEDED – Not Needed**

**XII. ADJOURNMENT – meeting was adjourned at 10:05p.m.**

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Mayor Lorrie Worthey

**ATTEST:** \_\_\_\_\_  
Mary Duval, Town Clerk