

**TOWN OF GREEN MOUNTAIN FALLS
BOARD OF TRUSTEES REGULAR MEETING
TUESDAY, SEPTEMBER 2, 2014 – 7:00 P.M.**

MEETING MINUTES

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Meeting called to order: @ 7:05 p.m.

Board Members Present: Mayor Worthey, Trustee Stevens, Trustee Quinn, Trustee Ellis, Trustee Gardiner and Trustee Butts

Board Member(s) Absent: Trustee Cook,

Quorum Met: yes **Pledge of Allegiance** was recited.

Mayor made the announcement that Trustee Quinn is a new proud father and in honor of his daughter, Savannah Rose, there would be a 10min recess to have cake and congratulate him. Meeting was called back into order @ 7:15p.m.

2. ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA

Trustee Butts suggested we move agenda item 7E to agenda item 7A so they wouldn't have to sit through most of the board meeting before giving their presentation. Also, Attorney Krob suggested we table agenda item 6B to September 16th meeting; M/S – Butts/Gardiner to approve these agenda changes; all were in favor.

3. CONSENT AGENDA

- a. APPROVE BOARD OF TRUSTEES MINUTES FOR AUGUST 19, 2014
- b. APPROVE PLANNING COMMISSION MINUTES JULY 22, 2014 & AUGUST 12, 2014
- c. BILLS RUN AUGUST 20, 2014 – SEPTEMBER 2, 2014 TOTAL: \$0.00 (NO BILL RUN)

M/S: Quinn/Butts to approve all on this agenda item. All were in favor.

4. PUBLIC HEARING – Mt. Dewey Trail – Continuation on Oct 7, 2014

Public hearing was opened @ 7:21 p.m. - there was no information. Mac Pitrone challenged why this keeps getting continued and Attorney Krob explained that this was continued at the July 1, 2014 meeting for the October 7, 2014 meeting. Mr. Krob stated that if anyone would like to speak on this they are more than welcomed to do so however, the Board is waiting on obtaining more information, thus the reason for the continuation until the October 7, 2014 meeting. Mr. Pitrone conveyed his lack of understanding by continuing to argue the point that this has been moved to the October 7, 2014 meeting. Mayor Worthey offered the opportunity for anyone who was present (including Mr. Pitrone) that wanted to speak about this would be granted the permission to do so even though this isn't scheduled until the October 7, 2014 meeting. No one chose to. Public hearing was closed at 7:26 p.m.

5. 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.

Ann Pinnell talked about the ducks that congregate around the pond and wanted permission to feed them as she has grown fond of them to the point of naming each one. She gave details about each one and presented pictures of them. She has a strong desire to be able to continue to feed them. Permission was not granted.

Mac Pitrone 10840 Myrtle St. - commented on the committee meeting that was posted for the same day as this board meeting and why it was held at 5pm. He felt it was insensitive and ridiculous for the town to hold a standing committee meeting at this time as it makes it difficult for those who may want to attend and can't, due to their schedules. He also suggested that this meeting be held at Town Hall. He commented that according to code, the committee is to provide minutes of the committee meeting at the next Board of Trustees (BoT) meeting which would be this current BoT meeting. He was questioning why they didn't have minutes provided to them from a meeting that just ended 30 minutes prior to the beginning of the 7pm BoT meeting. As stated by Mr. Pitrone, he is "expecting a report" from the meeting. Mr. Pitrone commented on defacing of property on Catamount Street with the signs that say "engage 4x4" and he wants to make sure this doesn't continue. He advised the BoT that if they knew who was doing this they needed to tell them to stop it.

Dick Bratton – he wanted to commend the expediency of response that Tim (Mike) Cullinane gave when responding to a call of a large hole that needed to be coned off until repairs could be made.

Mike Lowman – requested for additional volunteers to help out with the video streaming at meetings. Mike also commented that one of the reasons for the poor conditions of the roads is due to the residents not caring for their own water drainage problems within their property lines which cause the water to drain into the streets. He felt if property owners did some flood mitigation within each private property, this would reduce water damage to the existing dirt roads.

6. OLD BUSINESS:

a. APPROVAL OF THE REVISED CORA REQUEST FORM

No approval needed as this was approved through the resolution adopting the new CORA Policy that was passed on the August 5, 2014; new form will be posted on website. Someone from the audience asked if it would cost to come into the office to look at public records – Attorney Krob explained that there are two types of fees; 1). staff time for gathering the information, and 2). cost per page if hard copies were requested. If they wanted to come into the office to review the records when the request form was ready, the only charge would be for staff time for gathering the information. Gail Gerig asked that it be clarified whether or not a charge would be incurred if information was transmitted via email. Mayor Worthey along with Attorney Krob both reiterated that only the staff time would be charged if someone wanted the information transmitted vs. hard copies. Attorney Krob further explained that the first hour of time spent by staff to gather the information would be at no charge. Anything that takes longer than an hour to research would be charged the \$30/hour fee. Ms. Gerig occupied several minutes on this agenda item due to her lack of understanding of the fee schedule. Attorney Krob tried several times to help her gain an understanding. Ms. Gerig also wanted to know if she would be able to come in and supervise the time that was being spent on researching and gathering documents to fill a CORA request. Attorney Krob's answer was "no." He further explained that it is part of the Town Clerk's responsibility to honor CORA requests and that it didn't require someone from the community to overlook the Town Clerk's work schedule.

b. APPROVAL OF THE REVISED SPECIAL EVENT PERMIT

Tabled to September 16, 2014 meeting

c. CONSIDERATION - FIREWORKS FOR THE 4TH OF JULY, 2015 – TRUSTEE GARDINER

Trustee Gardiner reported that the property that has been previously used for the firework display is under new ownership and they have conveyed they do not want their property used for this purpose. As a result, there will be no firework display for the 2015, 4th of July celebration.

d. BUDGET REVIEW PROCESS – TRUSTEE BUTTS

Trustee Butts reported that over the past few months the focus has been spent on the expense side of the budget. He stated that since the hiring of the new Town Clerk who has been taking over getting a handle on the day to day operations of the accounting, he has been able to focus on the budget. He has used two methods of approach; 1). What the budget called for originally and where we think we are today – so there can be a more accurate forecast to the end of the year; and 2). Looking at 2015 Budget including what the needs are, what are the long term desires for the town based on feedback from the community

and staff. He stated that the finance committee would like to look at revenue generating ideas, as well as what grants are available to us and where should the revenues be spent.

Public Works Director, Michael Cullinane asked the Board of Trustees if he would be able to get temporary help to get him through the end of the year with the workload. He feels that with the winter fast approaching, extra help will be needed to handle the snow removal. Mayor Worthey asked when he was looking to bring someone on. Michael replied within the next month. M/S Butts/Ellis approved to move forward with the interview process of a part-time employee to assist the Public Works Department.

e. REVIEW OF BOARD GOALS – MAYOR PRO TEM STEVENS

Mayor Pro Tem Stevens stated that this item was listed as a reminder of the goals that were identified in the April BoT meeting and that the Board as a whole, would be focusing on moving the Town towards achieving the remainder of these goals.

7. NEW BUSINESS

a. FOUNTAIN CREEK WATERSHED – CREEK WEEK 2014 PRESENTATION – ALLISON PLUTE

Allison Plute, Project Manager for the Fountain Creek Watershed with the Colorado Springs Utilities, gave a presentation on the project called “Creek Week.” She gave a brief background on the Fountain Creek Watershed stating that it encompasses 927 miles including Pueblo, Fountain, Colorado Springs, Manitou Springs, Green Mountain Falls, Woodland Park, Palmer Park and Monument. We all share the same water system and it drains into the Arkansas River down in Pueblo. Their projects protect and enhance the water that all the communities share. “Creek Week” is a week-long watershed wide, litter and debris cleanup program. This will involve members from each community to commit to taking time to help with this project. She reported that if everyone, including children, took even 15 minutes to pick up litter and debris from the areas along the watershed area, then great progress will be made. All the materials for performing the cleanup are being donated by Lowes. This starts on September 27th and will run through October 5th with a bonus cleanup day on October 11th at Fountain Creek Regional Park. Their website has all the information about this program and can be found at www.fountain-creek.org with a link to “Creek Week.”

b. FLOOD & FIRE MITIGATION PROJECT(S) PRIORITIZATION – PPRBD FUNDS

Mayor Pro Tem Stevens respectfully requested that we not accept the funds awarded to the town due to no identifiable projects slated for this year and to be hopeful for more funds be granted in the following year.

c. NEW TOWN HALL PROJECT

This agenda falls in line with item 7D. The change order listed in item 7d supplements the first change order placed to add the building of the police department within the new Town Hall project which was removed from the building plans by the previous Board. The change order involved adding security measures that are needed to secure the police department.

d. CHANGE ORDER FOR MARSHAL/POLICE STATION SECURITY

M/S – Butts/Quinn to approve the change order. All were in favor.

e. TEAM RUBICON SERVICE PROJECT OCTOBER 2014 – MAYOR WORTHEY & JONAS REYNOLDS

Jonas Reynolds was not able to attend tonight's meeting. Mayor Worthey reported that this is a group of ex-military and first responders, called Team Rubicon, who provide their services to areas who have been devastated by disasters. She stated they played an integral part in the cleanup of Manitou Springs after the floods of 2013. They are a nonprofit organization; they provide their own insurance and equipment for clean up. The group was made aware that Green Mountain falls may be in need of their services. Discussion followed as to what area along Fountain Creek could be worked on.

8. REPORTS - MAYOR, BOARD OF TRUSTEES, MARSHAL, STAFF

Mayor Worthey – will be attending the Mayor's Conference on September 11th. The Mayor also reported that she has met with Mr. Boley from El Paso County to finish up GMF's part in the Hazard Mitigation Plan. The plan helps GMF's to qualify for FEMA monies should there be a disaster, such as the floods of 2013. She mentioned the request by the Pastor Larry from Joyland Church, involving the plowing of snow and the installation of a possible walkway from the new Town Hall to the church's parking lot. Attorney Krob will be checking into the liability of these to request.

Trustee Stevens – he reported that PPRBD has offered to donate a piece of equipment to GMF. Mike Cullinane, Director of Public Works gave a short report on what type of equipment which was a John Deere Skid Steer. This is a piece of equipment that would benefit our town immensely. M/S – Stevens/Ellis to approve the acceptance of this very generous donation from PPRBD. All were in favor.

Trustee Gardiner – no report

Trustee Ellis – had a workshop with CDOT. He was able to meet with the Regional Manager who agreed to take a look at the El Paso Street crossing and give advice as to how we can make the repairs that are needed. Secondly, he reported that he had been looking at a contact for the Green Mountain Falls Historic Foundation. The key thing the Foundation is looking at is that everything be in working condition. They are also interested in cell phone towers as they come in from out of town and their cell phones don't work in GMF. He had their first Structure Committee meeting earlier in the day. This first meeting of the Committee was an organizational meeting. They also looked at some of the goals that have been established; they discuss ways to meet the goals. They will be meeting again on September 16, 2014.

Trustee Butts – reported on a request that had been made at a previous meeting regarding the Marshall's 2 police vehicles that were new to the Town. Trustee Butts stated that Manitou Springs donated the vehicles the amount of \$5,000.00. Mr. Pitrone insisted that he know who specifically donated the vehicles from Manitou at such a low cost to GMF. Trustee Butts stated that was not public information.

Trustee Quinn – commented that the FEMA ICS training would be beneficial for us to take advantage of. It is free of charge at this time. The board will look into an available time for the training.

Matt Krob, Town Attorney – reported on the culvert installation request. The installation will have to go into the towns' right-of-way. Attorney Krob suggested the town not engage in the cost for installation at this time. He also stated that if the installation occurred, due to its location, would become the town's responsibility to maintain. Mr. Krob also reported that he made a presentation to the Planning Committee at their August 5th meeting. Mayor Worthey would be attending these meetings as ex officio with no voting rights. Mayor Pro Tem to attend in the Mayor's absence. Mr. Krob reported the podium has been donated by a church in Castle Rock. Mr. Krob also reported on an attendee present at the meeting, who has made false statements regarding Resolution 03-2014. He has been in correspondence with this attendee. He stated that he has received another email in regards to this same matter and ask the Board if they would like for him to follow up. Mayor Worthey asked the email be forwarded to the Board and to go ahead with the follow up and copy them on his response.

Chief Bradley – Law Enforcement – see attached

Mike Cullinane - Public Works Director – see attached

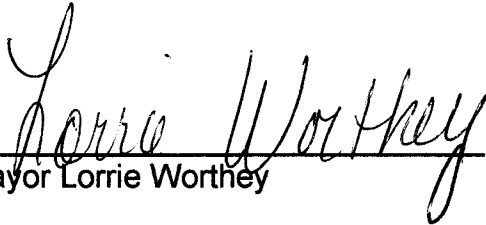
Mary Duval - Town Clerk – see attached

9. MUNICIPAL CORRESPONDENCE – None

10. ANNOUNCEMENT OF EXECUTIVE SESSIONS IF NEEDED: In accordance with the Town Ordinances and the Colorado Open Meetings Act, the Board of Trustees' Open Session is to determine whether it will hold a Closed Executive Session. A Closed Executive Session may be held upon an affirmative vote of two-thirds of the quorum present. If consent to the closed Executive Session is not given, the items may be discussed in open session or withdrawn from consideration.

11. ADJOURNMENT @ 9:25 pm

Live stream link: [youtube.com/user/GreenMountainFallsCO](https://www.youtube.com/user/GreenMountainFallsCO)



Mayor Lorrie Worthey

ATTEST: 

Mary Duval, Town Clerk

REPORTS

Month of August 2014

Michael Cullinane, Director of Public Works

Chief Bradley, Police Department

Mary Duval, Town Clerk/Treasurer

Staff Report – Michael Cullinane

August 1, 2014 Green mountain falls assets to be sold or scrapped:

1. 1981 F-700 diesel water truck(not useable for our applications)
2. 1970's F-600 boom truck (not running)
3. Old Steiner tractor (not running)
4. 1977 Cat 140G motor grader estimated 20-25 thousand hrs.(has lots of oil leaks)
5. 1980 Cat 950A front end loader with 23300 hrs difficult to operate and has issues starting.
6. 1980's GMC 4x4 plow/sander has close to 80 thousand miles the plow and sander are also near the same age..
7. 1999 Steiner tractor used for our mowing, sweeping and clearing off snow on lake for ice skating..

We are waiting for the results of the inspection report done by John deere to determine the maintenance needs of the loader and grader.

We are also looking into costs of a lease program with either Caterpillar or John deere. Both of them have inspected to determine trade value towards the lease program which includes full maintenance and repair costs in case of breakdown. This program can be one where you turn around in 5-10 years and get a new one..

Green Mountain Falls Law Enforcement Report 08-05-2014 through 09-01-2014

Calls for Service 15

Verbal Warnings 65

Citations 19

Animal Citation 1

Arrest(s) 1

DUI 1

AOA 3

- We received 2 new RADAR units, donated from the Colorado State Patrol. 1 was to replace an existing unit and to provide us additional parts for the other existing RADAR units. The total cost of these 2 units as new is about \$ 5400.00.
- The Bears are out and tearing up dumpsters and scattering trash. They are entering their pre hibernation drive for the winter. We will be enforcing trash ordinance violations firmly through the winter.
- Feed in the Geese and Ducks at the lake has created more issues this year that I have witnessed in past years. This flock has increased in size, causing constant traffic issues, health concerns due to the large amount of droppings around the lake and on the gazebo island. It appears people have dropped off more domestic ducks at the lake. We will be enforcing the feeding of wildlife ordinances and involving DOW as well. I would recommend posting a DO NOT FEED THE DUCKS AND GEESE signs around the lake.
- Another concern this summer is that I have made many more contacts and given several more warnings to dog owners in GMF. Some are local and others are not but the number of warnings issued to dog owners for leash violations is far more than I remember in past years. I would like to see signs posted at all points of access to our parks and trails. The constant excuse I hear from those that do not live in GMF is "I did not know". If we have signs clearly marked and posted, I feel it would help reduce the number of violations and it is helpful in the event a citation needs to be issued.

- John Ives Eagle Scout project on 08-09-2014 was very successful. The project yielded 19 loads of wood and brush and 2 loads of metal, wire and plastic from Fountain Creek in GMF. GMF Elected officials, GMF employees, GMF citizens, Boy Scouts and property owners joined in to make this project complete in near 4 hours. During the high water event on 08-10-2014, I only observed 5 small sticks float under the bridge on El Paso Avenue East with no issues. This is a significant difference as this low bridge usually becomes obstructed with debris then forces the water over the road causing road damage.
- I am still working with Public Safety Equipment in Sturgis South Dakota to design an Early Warning System and get a quote to submit to the GMF Board of Trustees, EPSO and the State OEM departments. I should have the figures within a few weeks.

Chief Timothy S. Bradley

Town of Green Mountain Falls

Town Clerk/Treasurer

Month of August 2014

- Have attended 12 meetings including:
 - **Cindy Thompson** – on August 2nd & August 7th – Town Clerk Training; basic training on accounting software; A/P & A/R, DOLA Reports and board preparations
 - **Judge Bruce** – on August 7th & August 21st – overview of court proceedings and handling of citations, DMV Reporting and Warrants
 - **Attorney Matt Krob** – August 5th & August 26th – overview of Town Clerk duties
 - **Trustee Stevens** – on August 8th – budget review and financials
 - **PPRTA w/Rick Sonnenburg** – Training on reimbursement for maintenance and overview of 2015 budget for GMF's. Every 10 years we are awarded a capital budget in which 2015 begins another 10 yr. cycle for GMF. I Will have to research the amount awarded. \$188,000 ???
 - Maintenance budget for 2014 was set at 27,945 we have a balance of 14,400 and can be carried over into coming years.
 - Budgets are due in by Sept 20th, 2014 – they are delivered to the PPRTA in October and then we have to attend one of their workshops in November justifying our budgets. Workshops are the 1 & 2 Wednesdays
 - We are required to do quarterly reports showing how we used the money. If nothing was turned in for reimbursement, then a report showing “no activity” for the quarter. Reports are due 50 days after end of qtr.
 - GMF is allowed two voting members to sit on the Citizen Advisory Committee. Since Rob McArthur has left there is one vacant seat. Brian Wess is a friend of Rob's who doesn't live in GMF that is sitting in the other chair for GMF. It is possible that we can replace Brian with someone from GMF....need to check the by-laws on this.
 - **Attended 2 BoT Board Meetings** – August 5th & August 19th and 2 **Planning Commission meetings** – August 12th & August 26th – this involved prep of minutes, board packet preparation and completing any action items that have derived from both meetings.
- Outside of meetings, I have been performing the day to day operations as Town Clerk, answering phones, issuing business licenses, Use Tax #'s, banking, learning the accounting software, trying to figure out the filing system and last but not least, meeting new residents from the community – everyone I've met has been very welcoming!
- In between meetings and doing the day to day operations, I have been tasked with getting a handle on the financials. I have discovered revenues and expenses haven't been entered in correctly which is giving us inaccurate financials. It's going to take time to go through all the journal entries from the beginning of the year and make corrected journal entries so that our budget & financials reflect what has been taken in and what has been paid out accurately for each line item. I have spent the past 1-1/2 wks going through all the invoices, files and receipt books pulling out everything related to the Town Hall Project. I will give a full report at our next Board Meeting.