

**TOWN OF GREEN MOUNTAIN FALLS
BOARD OF TRUSTEES REGULAR MEETING
Tuesday May 17, 2016 – 7:00 P.M.**

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Michael Butts
Trustee Tyler Stevens
Trustee Cameron Thorne
Trustee David Pearlman
Trustee David Cook

Interim Town Clerk

Renee Price

Board Members Absent

Trustee Chris Quinn

Town Attorney

Matt Krob

Public Works

Michael Cullinane

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

Mayor Newberry called the meeting to order at 7:00 p.m. Trustee Thorne led us in the Pledge of Allegiance.

2. Additions, Deletions or Corrections to the Agenda

Additions to the Agenda were:

#7 Reports

New Business

- 4. l. Re-discuss Green Box Fees regarding safety
 - m. Proposed Creek Clean Up-June 11th
 - n. Billing Cycle – Bills Payable
 - o. Road Base Approval – Large Purchase
 - p. Introduction to an Ordinance for a Budget Amendment

5a. # 2016-05-17A was added to the Title regarding Resolution for Trustee Liaison Positions

5g. # 2016-05-17C was added to the Title regarding Resolution for Designation of Newspaper for Publication

5h. # 2016-05-17B was added to the Title regarding Resolution Clarifying the uses of Terms Marshal & Police

Approved Agenda as amended – **M/S Thorne/Stevens Motion carried unanimously**

3. Consent Agenda

Approve Board of Trustee Meeting Minutes for Tuesday May 03, 2016

1 Correction: Refund for Lightning delay: A 1 day punch pass will be given if the pool closes for an hour or more due to lightning was added to the minutes.

Bring into Record Approved PC Minutes – April 26, 2016

Approve Bills Payable Run from May 04, 2016-May 17, 2016=\$8,270.21

Approved Consent Agenda as amended – **M/S Butts/Thorne Motion carried unanimously**

4. New Business:

a. GMF Police Patrol Update- Mayor Newberry informed the public that she and Trustee Thorne met with El Paso County, State Patrol, Teller County, El Paso County Attorney Lisa Kirkman and Atty. Matt Krob to discuss coverage of GMF during the interim without enforcement. El Paso County has agreed to respond to calls for service that they would normally respond to for 60 days. They will be patrolling, they will cover vacation requests forms that are received and Atty Krob reminded us to use the Dispatch Number and not the 9415 number that was used when Chief Bradley was here. Teller County will continue to work hand in hand with El Paso County and State Patrol will handle anything that is a severe

accident. Their encouragement to GMF because it is a statutory town was to put in place law enforcement ourselves as soon as possible.

b. Introduction of Ordinance 06-21-2016A-Appropriation of Funds- Trustee Thorne stated that GMF appropriates Funds by Ordinance, causing a slower process. He continued by saying that State Law allows towns to appropriate Funds by Resolution or by Ordinance. Trustee Thorne reiterated wanting to have a quarterly workshop where a treasurers report would be provided and discussed as to where the Town stands financially, then follow up at the next BoT Business meeting with any budget amendments deemed necessary from the previous workshop and vote on it, speeding up the process. Trustee Thorne then read the Ordinance in its entirety and made a motion instructing the Interim Town Clerk to post it on the website, set notice for a workshop on June 7th to discuss this Ordinance and to set notice for a public hearing on June 21st regarding this ordinance. Through additional Board discussion it was determined that on June 7th it would be discussed if the annual budget presentation should be moved up to earlier in the year as opposed to the November schedule and the words "Presentation of the Budget" be added to the title of this Ordinance. **M/S Thorne/Newberry Motion carried unanimously as amended**

c. Lifeguard Applicants- Mayor Newberry and the Board reviewed the applications submitted. Certifications for all who applied are in place, are all of the appropriate age; their rates of pay have already been discussed. Mayor Newberry stated the names of those who had applied: Sage Stevens, Kethrys Buffa, Alyssa Prince and Jillian Reavis. The advertisement for a fifth lifeguard will remain open as it was determined four was not enough. The Lead lifeguard position was then addressed, with a recommendation for Kethrys Buffa to be the Lead Lifeguard. The Mayor stated that her speech to the lifeguards in this day and age of social media would be to remind them that they are representing GMF and anything that is put out in social media is a reflection on the town as well as them. It was noted that there is a Pool Facebook Page with incorrect hours and it was determined that Tori Reavis was the owner of this page and would need to be contacted to change all the information and bring it up to date. The Mayor made a motion to start the hiring process and approve these four lifeguards and Kethrys to be the Lead Lifeguard for 2016. **M/S Newberry/Butts** Matt recommended that anyone with close ties to any of the applicants should recuse themselves from the discussion and voting. Additional instruction was given to Renee to get all the paperwork in place for these young ladies. **Motion was passed by all Trustees except Trustee Stevens who recused himself from the vote and he did not participate in the discussion.**

d. Discuss Administration Position, Budget Constraints & Job Posting

Mayor Newberry before the discussion took place charged the Review Committee to do the following: Eliminate any unsuitable candidates and their applications who do not meet the minimal standards of the job description or advertisement; Establish reasonable expectations and standards from which to choose the top ten candidates and be prepared to discuss things such as years of experience vs perceived quality of experience amongst the committee members; Determine the top ten and be prepared to discuss the criteria regarding the candidates in an open meeting with the Board. She would like to know how the candidates were chosen, how many candidates applied, the minimum years of experience; conduct phone interviews with those selected and recommend the final three to the Board for interviews and final decision. It was also noted that the top three would not be ranked. Trustee Thorne stated he would like to see the Town aggressively pursue a Town Administrator/Clerk position. Trustee Thorne then added that he agreed with the Mayors charge to the committee and added that he would like to see the committee create a job profile for a Town Administrator, identify the Ordinances and Policies that would need to be changed to encompass a Town Administrator position vs Clerk Only, and bring to the Town Board on June 7th. In doing this, it will pause the hiring process. This Job Profile will then be posted but not limited to the CML Job Posting site with a Job Description to follow. **M/S Thorne/ Stevens Motion carried unanimously**

Mayor Newberry then stated that she would like to see the Committee Applications be extended since the Town Administrator position had been up in the air. Trustee Butts made a motion to hold the first meeting Monday, May 23rd at 6 p.m., at Town Hall and give others time to return applications by June 2nd. Staff was then directed to post a sign at the Post Office and at Town Hall regarding this meeting.

M/S Butts/Newberry Motion carried unanimously

e. Discuss the Marshal Position, Budget constraints and Job Posting- Mayor Newberry stated this position was moving quicker than admin as the position is already defined and El Paso Co. would like us to move as swiftly as possible in resolving enforcement in GMF as well as citizens of GMF who would like

to see the enforcement of Town Code. An aggressive time line was given for the Marshal's Committee. Mayor Newberry stated she hoped that the Job Posting could be agreed upon, a committee finalized and direction given for the Clerk to post the job in the Courier and other professional organizations. The timeline is as follows:

May 18: Post the Job Position at the Post Office
May 24: Committee meets for initial review of applications (if necessary)*
May 31: "**"**
June 7: Close for acceptance of Applications
June 9: Initial discussion and review of applicants/decide on top 10 for phone interview (Committee)
June 16-17: Phone interviews (Committee)
June 24: Top 3 Candidates interviews (Board)
July 5: Final decision by Board
July 6: Job offer extended

*These may or may not be necessary depending on the number of applicants. These should be to decide if applicants meet the minimum standards set forth in the position advertisement, nothing more.

All to be flexible as with any timelines; they are subject to change.

The Job Posting was read by Mayor Newberry in its entirety. Salary has not been determined as budget has not been finalized.

The application presented by Mayor Newberry was gone through and discussed with questions from Trustee Cook as to whether family questions and financial background can be kept in the application as in an interview; those questions are not allowed to be discussed. Mountain States will be contacted to determine if those things can be a part of the application. The application will be posted on the website once approved and can also be picked up at Town Hall. Optional Retirement plan is to be added as a benefit and Renee to check into LTD and Life Insurance. The Mayor will be finalizing the Job Description, Mountain States will be contacted and Trustee Thorne provided a list of places the Job Description could be posted. Trustee Thorne then made a motion that the Job Description be finalized by the Mayor with feedback from the other Board members, contact Mountain States and get the job description posted. This also includes getting the application updated as well.

MS Thorne/Pearlman Motion carried unanimously

f. Line Item Budget Amendment – Reallocation within departments to create Job Search Budget

Trustee Thorne stated that at this time there was not a job search budget for advertising the two positions open with the Town and asked board approval to create two line items for job search and reallocate money into them. Salaries for GMF are to be compared with CML Salary rates before determining salaries for said positions. Trustee Thorne made a motion to reduce the Administrative Salary by \$1250.00 and create a line item for Admin Job Search with \$250 to be paid to CML for the Survey they provide and \$1000.00 in advertising for the position. He then made a motion for \$1000.00 to be placed in a Marshal Job Search line item and reduce the Marshal full time salary to cover the cost. The Clerk was then instructed to purchase the CML Survey.

M/S Thorne/Butts Motion carried unanimously

g. Resolution 2016-05-17C Designating a Newspaper for Publication of Legal Notices- This Resolution was read in its entirety by Mayor Newberry. A motion was made to accept The Pikes Peak Courier as the official newspaper for Publication of all Legal Notices regarding the town of Green Mountain Falls as it was read. **M/S Newberry/Butts Motion carried unanimously**

h. Resolution 2016-05-17B Clarifying the Terms Marshal & Police- Mayor Newberry read this Resolution in its entirety. Trustee Butts was concerned about the logo changing being costly and noted there was no budget for this at this time with a cost of between \$1800.00 to \$2200.00 for each vehicle. Mayor Newberry noted his concern but stated that one vehicle was without any identifying markings, one vehicle did not work at this time and the other needed to be looked at before it could be used again, so the cost may be a moot point for now. Further discussion amongst the board took place to include Trustee Stevens stating the term "Marshal" vs "Police" was not a common identifier during tactical situations and that "Police" should be the primary identifier on vehicles as well as clothing for their own protection and when dealing with others who may be in an altered state of mind. He then stated he could not support only using the term "police" as a second identifier to accompany a primary identification of

Marshal. Trustee Butts conquered with Trustee Stevens comments. After additional discussion it was determined that the Resolution would be amended in point #2 to read as follows: "Authorizes only the use of the official names "Marshal", "Marshal's Department", "Town Marshal", "Deputy marshal", "Reserve Marshal", and "Special Marshal" for all official "written" identification and communication purposes, including but not limited to logos, insignia, uniforms, patches, badges, business cards, building signage, vehicles, job titles, letterhead, and electronic mail signatures, and budget documents; taking the word "primary" out in point #2 and the word "only" taken out in point #3, which now would read "Authorizes the continued use of the term "Police" as a secondary identification to accompany a primary identification as marshal, or to describe the functions of the Marshal's Department, or in an emergency." It was also determined that once a new Marshal is hired this can be revisited. A motion was entered to accept the Resolution as amended. **M/S Newberry/Thorne Cook/Stevens voted No All others Yeah. Motion carried.**

i. Municode Update- Municode gave a cost of \$300.00 to host GMF code per year with a 90 day free trial with an additional cost of \$1165.00 to bring the code book up to date. As there is no budget at this time to incur this cost, the Interim Town Clerk was asked to go back to Municode and see if we can get the codes brought up to date under the \$300 00, 90 day free trial cost without incurring additional fees. The item was tabled to check into this and will be added to the agenda for June 21st BoT meeting as this will need to be a budgeted item. **M/S Thorne/Newberry Motion carried unanimously**

j. Cirsia Audit – Renee reported that John Colvin came to Town Hall for his file audit and that he will be providing the score which determines the premium the Town pays for insurance. He will be returning on May 31 to do a security audit on the Town Hall Building. He will also come back out in September to make sure we are in compliance with items we were to have fixed from 2015. Mayor Newberry asked if he would be doing a security assessment on all of GMF Town buildings and is awaiting a response as the Town Hall building was the only building mentioned when he was here.

k. PC Board- Two Vacancies- Mayor Newberry mentioned there are two Planning Commission seats open at this time. She encouraged those at the meeting to talk with others and generate support for sitting on this board. She then stated that applications should be returned by May 24 and to update the posting at the Post Office.

l. Green Box Fees- Jesse Stroope made Trustee Thorne aware that as part of the Special Use Permit for the Green Box Special Art Project Party, they were going to pay the town \$300 to cover the safety cost. Due to the Marshal's hiring time line, the town is not in a position to accommodate this need. Trustee Thorne stated that if the town eliminates this fee, Jesse Stroope has agreed to work with the County Sheriff's off hours extra duty program to cover the party. The Town Atty. suggested that the Town receive something in writing to keep on file. The document should state that we are not going to collect the fee and it should document that he has adequate coverage to cover the event and that he will provide us with that information. After discussion and concern over the Sheriff's office being able to provide this help, it was determined that Cirsia be contacted by the Mayor and this matter discussed with them. This item will be discussed at the next board meeting, June 7th.

m. Proposed Creek Clean Up – June 11th- Trustee Thorne would like to have a creek clean-up day on June 11th to clean up the obvious public areas of the creek. HGMFF has said if we do this, they will have roll out dumpsters on their property on El Paso Ave. to collect the material that is obtained from the clean-up efforts. Trustee Thorne then asked the board to ok Michael's time on Saturday, June 11th to help with this clean-up and provide a map to all volunteers on the areas to be cleaned up. A standard waiver of liability form has been obtained from Cirsia and an annual roster could be kept costing \$10 per person per year for medical coverage. This would not be an in the water clean-up. This clean up would be only along the banks. A motion was entered by Trustee Thorne, authorizing Michael's time on Saturday, June 11th, as part of his employee duties, for him to provide a map to the volunteers and to oversee the clean-up efforts. Atty. Krob also suggested that the town add the medical coverage to its policy, Mayor Newberry will be contacting Cirsia to find out how we can do this in a timely fashion. **M/S Thorne/Newberry Motion carried unanimously.**

n. Cycle of Bills Payable- Trustee Thorne stated that in keeping with the idea of keeping one BoT meeting a business meeting and the other one a workshop each month, he would like to shift as many bills payable to the second meeting of each month. He then made a motion for the Interim Town Clerk to

make such adjustments as necessary with GMF vendors to adjust the billing cycles to accommodate the second meeting of the month. **M/S Thorne/Newberry Motion carried unanimously**

o. Large Purchase – Road Base – Per the Procurement Policy, board approval is needed for large purchases. Michael would like to purchase 500 tons for road work. The road base is considered a Class 6 road base. The cost is over \$5000.00. Quotes were gotten from three different vendors:

Pioneer \$8750.00

Ute Pass Concrete Sand and Gravel \$8250.00

Rocky Mountain Materials- \$12,915.00

The bill will be directly sent to PPRTA for payment. Mayor Newberry asked if Michael had a priority list of roads to be worked first and it was noted that some roads are very obvious as needing the work first but a list is being worked on and how it breaks down. Motion to accept the quote of \$8250.00 by Ute Pass Concrete Sand and Gravel was entered **M/S Butts/Cook Motion carried unanimously**

p. Introduction to Ordinance 06-21-2016B– Budget Amendment – Trustee Butts stated he would like to have a public hearing and a vote at the June 21st BoT meeting amending the budget. He directed Renee to post information on June 10th that will be determined at the June 7th Workshop regarding these changes. Trustee Butts then gave a brief overview of possible changes to the budget. He stated \$42,000 being taken from the Court Traffic Revenue side and having that is the only change in the approved budget. He stated this would leave approximately \$451,000.00. He then noted Renee had provided everything up to date having spent approximately \$180,000. Looking at what we know we have to spend leaves just over 59,000.00 to 60,000.00 for search applications. These are broad numbers. The bigger question becomes can we sustain this in 2017 and will be discussed at the June 7th Workshop. Trustee Butts then entered a motion to introduce Ordinance 06-21-016B amending the 2016 budget and re-appropriating funds for the 2016 Fiscal year, to hold a Workshop on Tuesday June 7th at 7:00 p.m. or closely thereafter to discuss the re-appropriating of funds for the 2016 fiscal year and to hold a Public Hearing on June 21st at 7:00 p.m. or closely thereafter as possible.

M/S Butts/Thorne Motion carried unanimously

5. OLD BUSINESS

a. Resolution 2016-05-17A – Liaison Appointments - Mayor Newberry read this Resolution in its entirety. The Liaison appointments would be as follows:

Mayor Pro Tem Cameron Thorne as the Trustee Liaison for the Dept. of Public Works and Trustee Chris Quinn as alternate;

Trustee Michael Butts as the Trustee Liaison for the Administration Department and Trustee Tyler S.C. Stevens as the alternate;

Trustee David Cook as the Trustee Liaison for the Marshal's Department and Trustee David Pearlman as the alternate;

Trustee Tyler S.C. Stevens to represent the Town of Green Mountain Falls on the Board of Directors of the Pikes Peak Area Council of Governments (PPACG), on the Board of the Pikes Peak Rural Transportation Authority (PPRTA) and Trustee David Cook as alternate;

Trustee Chris Quinn to represent the Town of Green Mountain Falls on the Advisory Board to the Commission of the Pikes Peak Regional Building Department (PPRBD).

Motion was entered to accept the Resolution as amended, adding Trustee David Cook as alternate to PPACG and PPRTA, removing the Community Development Advisory Board (CDAB) for Tyler Stevens and changing the number sequence of each appointment.

M/S Newberry/Butts Motion carried unanimously

b. Candidate Review Committee Applicants- Marshal's Office – Mayor Newberry reviewed that in a previous meeting that the Committee would consist of 2 Board Members, 2 Citizens and 1 Professional for a committee of five. After review and much discussion it was proposed by Trustee Cook that this committee be a committee of 7 and all applicants be accepted. The Board members on this committee are Mayor Newberry and Trustee Cook. The others who make up this committee would be: Mac Pitrone, Dick Bratton, Mark Knowles, Don Hubschmidt and Sean Ives. Meetings are all open meetings, agendas and minutes will be provided by a committee member. A motion was entered to accept all applicants and make this a committee of seven.

M/S Cook/Stevens Motion carried unanimously

c. Candidate Review Committee Applicants – Administration – Trustee Butts stated again that he will be conducting a Workshop on Monday May 23, 2016, 6:00 p.m. at Town Hall. The deadline for accepting applications was proposed to be pushed out to June 2nd. This would allow possible applicants to attend without commitment to better understand what would be expected of them. The motion was then entered to push the deadline for applications for this committee to June 2nd.

M/S Butts/Thorne Motion carried unanimously

Public Input

Karen Watson - 10340 Cheyenne St. - Surveys recently show significant erosion and has concern of access to her property that she is trying to Quick Claim Deed to Chris Kesse. Through this process it came to light that the owner (Robert Johnson) of property above her puts out cones barricading anyone who would like to access High St. This has prevented surveyors, Karen and others from accessing High St. This raises concern of is the land she owns eroding to the effect that more mitigation is needed? How do we address the owner of the property who keeps barricading the right of way and denying access to High Street and according to Karen is a public right of way. Matt recommended everyone get on the same page and verified with Karen that there is an unknown cause of erosion creating less of a right of way and the blocking of public right of way by a property owner is taking place. Atty. Krob asked if surveyors staked the property when it was surveyed and was told no. The survey and pictures were given to the Town Clerk.

Mac Pitrone – 10840 Myrtle St.- Commended the board on the workshop and stated that citizen input was good. He would like to see those comments noted and minutes taken at the workshops. He also stated he is interested in what happened to the 1033 equipment. He would like something in writing reassuring that the town is no longer responsible for the Humvee and weapons obtained by the previous Chief of Police. He also requested that Trustee Stevens and Atty. Matt Krob speak up during the meetings so they can be heard.

Dick Bratton – 11190 Hondo Ave.- Reminded the Board that a letter was sent to the board asking approval for two Goose crossing signs to be placed on Ute Pass Ave. He requested this item be placed on the Town Agenda for June 7th. He highly recommended we pursue the neighborhood watch program with the security and law enforcement situation being muddy.

Gail Gerig – 0 Scott Ave.- Questioned with Cirsa coming out regarding the security assessment of Town Hall, where things stood with the keys being changed out since it wasn't on the Agenda.

Stan VanderWerf – Running for County Commissioner, District 3, wanted to listen to the concerns and issues that were going on in Green Mountain Falls and noted the audience size of the GMF Board meeting and that there is real engagement in the town governing.

7. Reports

Mayor Newberry extended the Town's sympathies to the families of those who used to serve the Town in some capacity and to those friends of Green Mountain Falls who have passed away recently.

Trustee Butts – Thanked Renee and Cindy for their preparation of the Audit that is starting on Monday, May 23rd.

Trustee Cook – No Report

Trustee Thorne- On April 29th, Mayor Newberry, Former Mayor Worthey and himself attended the Emergency Operations meeting which was held at GMF Town Hall. Numerous agencies from the Ute Pass area were represented. He felt it was very educational, that there is more to be done but we have a good start and we will tackle more as we go.

Trustee Pearlman – No Report

Trustee Stevens – Updated us on Cimmaron and I-25 Rd Construction, they are a little ahead of schedule. Traffic patterns have again changed there and with more to come so proceed with caution. The same goes for Filmore St. Updates are available from CDOT and you can sign up for them so you can be alerted of the changes when they happen. State Legislature has wrapped up and PPACG had a couple of bills that were being tracked, one that didn't get passed was the Bonding for Future Transportation Projects and the issue there is in the past two years, the State has done bonding the resources that have been promised to the region and bonding efforts have not been fulfilled or only partially funded. He emphasized how important it is to advocate as a region some certainty or priority in getting bonding dollars in so we can get our projects done. RTA sales tax revenues are to reach 90 million dollars. He then mentioned a piece of legislation he had gone up and testified on for the RTA that dealt with Fountain annexing land which annexed into the RTA boundary and the city of Fountain felt that because they annexed into the RTA boundary that it should be exempt from the RTA. He stated it is RTA's contention that this is a separate sovereign government and a separate government formed by the voters and that it requires and IGA to change any of those boundaries not just simply the act of annexation.

Renee – PPRTA has provided their 2016 Annual Report. They are available at Town Hall and are located on the bookshelf in the foyer. She stated she is finishing up what is needed for the audit. She finished by reminding the board that once the audit is complete she will be going to a two day a week work week of Tuesdays and Thursdays only.

Matt Krob: No Report

Michael Cullinane: Reported the snow total so far this year was 114" compared to 99 ½ inches last year. Repairs have been made on the Skidster. Everything is hooked up at the pool with the only repair being the replacement of a flush valve in the women's bathroom. The pool was drained and cleaned and concrete repairs will be done at the end of this season but are minor. The privacy fence is about to be re-stained. The pool is almost filled and spring grading of gravel roads has begun. CSU has installed all of the meters and sprinkler systems. The Great American Clean-up was a huge success with 16 volunteers and gathering over twenty bags of trash. He then made the public aware that Shawn Vigil will be leaving his part time position and June 10th will be his last day. The process to replace him will begin soon.

8. Correspondence: The Draft Minutes for PC Meeting May 10th, 2016 were noted.

Mayor Newberry finished by reminding the Board of the CML meeting on May 26th in the morning, if you have not registered it's free to attend and very informative.

Adjourned: 9:33 p.m.

Mayor, Jane Newberry

ATTEST: _____
Renee Price, Interim Town Clerk