

**TOWN OF GREEN MOUNTAIN FALLS  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday June 21, 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  
Trustee Chris Quinn

**Interim Town Clerk**

Renee Price

**Board Members Absent**

**Town Attorney**

Not in Attendance

**Public Works**

Michael Cullinane

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

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

**2. Additions, Deletions or Corrections to the Agenda**

- 4a. Algae Condition in the Lake-Tom Hughes – put at front of New Business
- 4h. Green Box Request
- 4i. Public Works Job Postings to be added after the Public Hearing

**Additions were approved M/S Newberry/Butts Motion carried unanimously**

**3. Consent Agenda**

Approve Board of Trustees Meeting Minutes for – June 07, 2016  
Bring into Record, Approved PC Minutes – May 24, 2016  
Approve Bills Payable Run from June 7, 2016 – June 21, 2016 = \$13,774.85

Consent Agenda was approved as written

**M/S Newberry/Thorne Motion carried unanimously**

**4. New Business**

**a. Algae Condition on the Lake – Tom Hughes**

Mr. Hughes stated that the Algae in the Lake would not hurt anything. He stated that they had opened the valve more and with better water flow this would help take care of some of the Algae. He then stated that an aerator would be beneficial which could be placed at the bottom of the lake as it would help circulate the water better. He finally recommended that some light chemical treatment be done in specific areas and that it would not be harmful to the wildlife. It was also stated that once the Fountain was up and running again that this too would help with the water flow. The Board took his information on advisement.

**b. PC Recommendation – PC Board Members**

The PC Board recommended that Mary Lang and Don Ellis be sworn in as Planning Commissioners. There was concern by a few citizens of Don Ellis's residency. Mayor Newberry noted that according to the 2-222 Ordinance; it states that if a PC member misses three consecutive meetings that the Planning Commission can but does not have to, but can remove them from the board. She also stated that she had spoken to the Town Attorney and that because Mr. Ellis states that his residence is still in GMF on his application, he may serve on the PC Board. While additional concerns were taken under advisement by Mayor Newberry, Trustee Butts moved to approve Mary Lang as a Planning Commission board member.

**M/S Butts/Stevens Motion carried unanimously**

Trustee Butts then moved to approve Don Ellis as a Planning Commission board member.

**M/S Butts/Cook Motion carried unanimously**

Mayor Newberry then swore in Mary Lang and Don Ellis as Planning Commission Board Members. She stated their first meeting would be June 28<sup>th</sup>.

**c. Geese Crossing Signage**

**Ann Pinnell** – 9880 Mesa – Chipita Park stated that this request should be approved as she felt that having these signs would help slow residents down as well as visitors when driving through town.

**Dick Bratton** – 11190 Hondo Ave. stated that funds were available to pay for all fees including installation and that no manpower from Public Works would be needed. The size of the signs was questioned by the BoT as well as their placement. The cluttering of signs was also noted by the Mayor. After much discussion, Trustee Quinn moved to approve the signs as submitted and the funding available for purchase and installation with no cost to the town. **M/S Quinn/Cook All yeah except Mayor Newberry and Trustee Thorne voting no. Item passes**

**d. Fishing Line Disposal**

**Ann Pinnell** stated that geese get entangled in fishing line and that having these containers would be very helpful for people to use when disposing of their line.

**Sid Kramer** – presented the design of the disposal containers to the Board with pictures of where the Parks Committee felt they could be installed with minimal visibility as to not take away from the parks natural landscape and beauty.

Mr. Kramer and Mr. Olds were thanked for their efforts in making these containers. The Board then discussed any pros or cons in having these disposals in the park. A motion was then made by Trustee Quinn to approve these fishing line disposals as submitted, to be placed in the areas shown in the pictures submitted and if the Parks Committee would take responsibility in cleaning them out on a regular basis. **M/S Quinn/Stevens Motion carried unanimously.**

It was then discussed that the wording that would be placed on these containers would be brought back before the Board for approval at a later date.

**e. PC Recommendation – Lodging Application**

Mayor Newberry stated that the PC had been working hard on coming up with an Application that would give all the information needed for a vacation rental in GMF, noting a new Renewal Fee of \$50.00 per year and raising the Application Fee from \$200.00 to \$250.00. It was also questioned and discussed amongst the Board regarding the Annual Review process for the vacation rentals in GMF and who would be responsible for follow through on the review process as this was originally done by the Town Clerk. It was then determined that some of the wording needed to be changed or added into the application and Trustee Stevens stated that a lot of the wording in the application needed to be moved to the Ordinance and once that was done then the application be created to coincide with what the Ordinance states. He also stated that a check list then be created to make sure anything that may be in a gap between the Ordinance and Application be created and noted to make sure all bases are covered. He then stated that he would suggest a Consent Agenda Approval be part of the Annual Review process.

**f. PC Recommendation – Proposed Lodging Draft Ordinance**

Mayor Newberry in conjunction with the conversation regarding the proposed Lodging Application stated to the Board that they had a draft Ordinance in their packet that had been submitted by the Planning Commission. As items e. and f. go hand in hand, and after much discussion with the public and the BoT, it was determined that the Mayor would send the Ordinance and Application to the Town Attorney to pull necessary information from the application and place it in the ordinance and vice versa, so that both documents coincide with each other. It was determined once this was done a checklist be created afterwards and that the enforcement issue be enhanced. Mayor Newberry then noted that this would be revisited at another BoT meeting and that a Workshop and Public Hearing would also be held in conjunction with the Proposed Ordinance.

**g. Lifeguard Position – Madeline Butts**

Maddie submitted her application for approval by the BoT to be a 5<sup>th</sup> lifeguard at the GMF pool. Mayor Newberry felt that she would be a great asset to the team, noted that she had her certification and moved to approve her as a lifeguard for the 2016 GMF Pool season.

**M/S Newberry/Thorne Motion carried unanimously It is noted that Trustee Butts recused himself from the vote nor participated in the discussion.**

**h. Green Box Request**

Mayor Newberry presented the Board with a request from Jesse Stroope that since there was no Marshal to provide security during their week-long event, that the Town vacate the fee originally determined for security so they could hire their own security to cover during the event. A motion was then made by Trustee Butts to approve the vacating of the original security fee as the Town was not providing security for the event and that Green Box would provide their own security. **M/S Butts/Stevens Motion carried unanimously.**

Mayor Newberry then presented Jesse's request for Two Pool passes as prizes for Bingo during the event which is supporting the Sallie Bush Community Center. It was then determined that two 10 punch pool passes would be provided as prizes.

**M/S Newberry/Cook Motion carried unanimously**

**Regular BoT Meeting was recessed at 8:27 p.m. to enter into a Public Hearing regarding Ordinance 06-21-2016A Appropriation of Funds & Ordinance 06-21-2016B Re-Appropriation of Funds for the 2016 fiscal year.**

A motion was made by Trustee Butts to read the Ordinance by Title Only.

**M/S Butts/Cook Motion carried unanimously.**

Trustee Thorne noted that the draft ordinance incorporated feedback from the BoT. That Ordinance 06-21-2016A Appropriation of Funds was just changing the way funds are appropriated from an ordinance to a resolution. Mayor Newberry noted that this did not take away any authority but changes the process to an easier system.

**The Public Hearing was closed at 8:33 p.m. to discuss Resolution 2016-06-21A and the regular meeting of the BoT was reconvened.**

Trustee Thorne stated that before the BoT they had a Resolution amending the budget for the 2016 Budget year which coincides with Ordinance 06-21-2016B-Re-Appropriation of Funds for 2016 fiscal year. He noted that the only big update since the budget was cut was that the Town had received a firmer quote from Cirsa for the remainder of 2016 which takes \$7500.00 from that line and only increases the Cirsa line item by \$887.00 and that the \$7500.00 could be applied to a different area.

**The Regular BoT meeting was recessed and a Public Hearing was then entered into again at 8:37 p.m.**

**Ordinance 06-21-2016B Re-Appropriation of Funds for the 2016 fiscal year was presented.** It was noted that Items have been updated. There were no comments from the public; therefore, the Mayor closed the Public Hearing at 8:39 p.m. and reconvened into a Regular BoT Meeting.

Trustee Thorne then moved to reduce the Cirsa liability insurance line by \$7500.00 which reduces the general government total by the same amount in both Resolution and Ordinance and increase the Administration Contract line item by that same amount of \$7500.00.

**M/S Thorne/Butts Motion carried unanimously**

Trustee Thorne then asked for a short recess to move those numbers to the appropriate line items to create the final document to present for final adoption.

**Ordinance 06-21-2016A - An Ordinance Amending Article IV of The Green Mountain Falls Municipal Code Regarding Appropriation of Funds and Presentation of the Budget was read by Title only.**

**M/S Stevens/Butts Motion carried unanimously to approve as written.**

The BoT meeting recessed at 8:42 p.m.

The BoT meeting was called back to order by Mayor Newberry at 8:51 p.m.

Trustee Butts stated that he would like to highlight a few numbers from the changes that had been made:

<u>Departments</u>	<u>Starting Balance</u>	<u>2016 Adj.</u>	<u>Ending Balance</u>
<b>Administration -</b> (Salaries, Benefits/Operations/Utilities)	\$109,145.50	\$3,095.50	\$106,050.00
<b>Public Safety –</b>			
Marshal's Department (Salaries, benefits/Operations/Utilities)	\$137,383.75	\$38,605.75	\$98,778.00
<b>Public Works -</b> (Road Maintenance, Salaries/benefits/Operations/Utilities)	\$134,394.25	\$2,003.75	\$136,398.00
<b>Parks -</b> (Salaries/Benefits/Operations/Utilities)	\$1,406.00	\$9166.00	\$10,572.00
<b>Pool -</b> (Salaries/Benefits/Operations/Utilities)	\$25,545.00	\$2,712.00	\$28,257.00
<b>Judicial – Municipal Court</b> (Judge, Attorney, Clerk Salaries/Operations)	\$22,483.50	\$5,148.50	\$17,335.00
<b>General Government -</b> (Insurance/Legal Advice/Capital Outlay)	\$35,619.00	\$5,337.00	\$40,956.00
<b>Total General Fund</b>	<b>\$465,977.00</b>	<b>\$27,631.00</b>	<b>\$438,346.00</b>

**Conservation Trust Fund**

Parks – Salaries/benefits/Operations/Utilities	\$12,000.00	\$2000.00	\$10,000.00
<b>Total Expenditures:</b>	<b>\$477,977.00</b>	<b>\$29,631.00</b>	<b>= \$448,346.00</b>

**General Fund Reserves**

Contribution to Contingency Reserve = \$15,041.00 (unchanged)

Adjustment to TABOR Amendment Reserve	\$748.00	\$2,838.00	= -\$2,090.00
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**Total Increase- General Fund Reserves \$15,789.00 decreased \$-2,838.00 = \$12,951.00**

**Total Expenditures and Increases to Reserves - \$493,766.00 - \$32,469.00 = \$461,297.00**

**Amended Fund & Reserve**

<u>General Fund</u>	<u>Starting Balance</u>	<u>2016 Adjustment</u>	<u>Ending Balance</u>
Restricted Contingency Reserve	\$13,870.00	\$15,041.00	\$28,911.00
Restricted TABOR Amend. Reserve	\$15,629.00	\$2,090.00	\$13,539.00
Unrestricted General Fund Reserve	\$0.00	\$0.00	\$0.00
<b>Conservation Trust Fund</b>			
Conservation Trust Fund Reserve	\$0.00	\$0.00	\$0.00

Trustee Butts then moved to approve **Resolution 2016-06-21A** A Resolution Amending the Budget for the 2016 Budget Year for the Town of Green Mountain Falls, Colorado.

**M/S Butts/Thorne Motion carried unanimously**

Trustee Butts then made a motion to approve **Ordinance 06-21-2016B** An Ordinance Re-Appropriating Sums of Money to the Various Funds and Spending Agencies in the Amounts and for the Purposes as set Forth Below for the 2016 Budget Year for the Town of Green Mountain Falls, Colorado.

**M/S Butts/Stevens Motion carried unanimously**

#### **i. Public Works Job Postings**

Trustee Thorne made a motion for the Board to direct Michael Cullinane to advertise and hire a part-time Seasonal Worker and a Permanent Part-Time Public Works worker with the limitations within the amended 2016 budget. **M/S Thorne/Butts Motion carried unanimously**

It was noted by Trustee Thorne that the candidates would come before the BoT for approval.

Critical needs with road maintenance were then addressed by Trustee Thorne stating that a chemical application would be done on July 15, 2016 and is within the budget. He asked that an Application Specialist/Equipment Operator be hired on a temporary basis as it is a two man job to get the roads done. Trustee Thorne then made a motion authorizing Michael to conduct a temporary hire of no more than four weeks and within budgetary constraints along with his Liaison without coming back to the BoT. If for some reason it went past 4 weeks, they would come back to the BoT for approval. This was a secondary motion to meet critical needs.

**M/S Thorne/Cook Motion carried unanimously**

### **5. Old Business**

**a. Administration Job Update** – Trustee Butts stated that they had worked on the description with follow up conversation with Clay Brown from DOLA who is checking to see if there are any matching funds or grants for funding this position.

**b. Marshal Job Search Update-** Mayor Newberry stated that the Application was finally approved by MSEC and has been posted to Discover Policing, Police One and Colorado Post.gov She has also emailed it to 42 others who had inquired early on. Two individuals stated the salary was too low and declined but several others have stated they will be submitting their apps. They extended the application deadline to June 30 due to the application approval taking so long. The Committee will meet again after June 30 to review applications and move forward.

**c. Municode Update-** Renee stated that the original amount given to the BoT of \$1,165.00 was what they would charge to update GMF's Municipal Code Book, along with a \$300 fee for one year to post the code to their website, give GMF a link to connect to their website and provide 4 bounded paper copies to the town. Any additional Ordinances passed in 2016 not included in this estimate will be at a cost of \$20.00 per page which is honoring the Colorado Code pricing. Mayor Newberry stated this should be approved by the BoT. **M/S Newberry/Stevens Motion carried unanimously**

**d. Lock Change – GMF Town Buildings** – Mayor Newberry asked Michael what the cost would be regarding changing the locks on the buildings. He stated that it was around \$500.00. Mayor Newberry stated that it is a good business practice to change locks with so much turn over in the past. Trustee Thorne suggested that a key inventory be verified before proceeding with further action. He asked it be tabled to a later date until that information is known. Michael stated he would get a second quote by a locksmith for comparison. **M/S Thorne/Newberry Motion carried unanimously**

#### **e. 2% Lodging Tax Increase – November Ballot – El Paso Co. Response**

Renee read the El Paso Co. response regarding the deadlines coming up to put this item on the November Ballot. July 29 is the first deadline the BoT must meet in taking formal action to participate. Trustee Thorne stated that the budget that was just adopted allows the Town to do this and Mayor Newberry stated this would need to be discussed at a Workshop on July 5<sup>th</sup>. This will be added as an agenda item at the July 5<sup>th</sup> BoT Meeting/Workshop. **M/S Newberry/Thorne Motion carried unanimously.**

### **6. Public Input – For those items not listed on the Agenda**

**Vickie McKnight-Joyland Church-** Officially invited all Board Members and Staff to Bronc Day on Saturday, July 30, 2016 and handed out buttons for everyone to wear. She also invited the Board to participate in the parade. She also stated that there would be a wine tasting event on Sunday, July 17<sup>th</sup> at the Mucky Duck from 4-6 p.m.

**Mayor Newberry** thanked Joyland for providing ice cream before the meeting tonight.

**Robert Mellor** – 10855 Ora that over the past 4-5 years due to the grading of the roads is garage cannot be easily accessed due to the road being cut down so far. Michael was asked to look at this to rectify the situation if possible.

**Kathleen Mellor**- Thanked the Board and those on other committees for their time that they put into working for the town.

**7. Correspondence – PC Draft Minutes - June 14, 2016 – No changes at this time**

**8. Reports**

**Trustee Quinn** – No Report

**Trustee Pearlman** – No Report

**Trustee Thorne**- Stated that the Creek Clean up on June 11<sup>th</sup> was a success. He stated that they had seven volunteers who helped and is hoping to have an in creek clean up in September. He was also

**Mayor Newberry**- Small Cities and Town Month in Sept. in CML Sept. 16-22 hope to host small event with time to plan.

**Trustee Cook**- No Report

**Trustee Stevens** - Stated that when the heavy rain hit over a week ago in Colorado Springs, CDOT was updating on Highway 24 closures and reiterated again that should that level of rainfall happen on the burn scar, that there is still a very good chance that we could lose Hwy 24 and it would take 16-18 months for it to be rebuilt and get back up and running. At this point we have been lucky on where the rainfall has hit this year.

**Trustee Butts**-Firefighter Chili Cook off is this Friday, June 24 in Colorado Springs from 5-10 p.m. He invited everyone to join them.

**Renee**- Stated that Town Hall was insured for \$1014.00 per year. She stated the pool was open and running well with deposits of approximately \$2,548.00 so far this year.

**Michael**- Gave the weather report, stated his rain gauge was broken but there had been significant rainfall. He also stated that he had finished getting the pool ready before it's opening on June 11<sup>th</sup>. He stated that he was grading roads as he could but it was difficult with being the only person and keeping up with the day to day. He informed the Board that the F-350 had been repaired at no additional cost to the town and finished by stating that the dead tree taken down by the pool was done by CSU at no cost to the town, saving GMF approximately \$3000.00.

**ADJOURNED:** 9:20 p.m.

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Mayor -Jane Newberry

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Renee Price – Interim Town Clerk