

**TOWN OF GREEN MOUNTAIN FALLS
REGULAR BOARD OF TRUSTEE MEETING
December 06, 2016 – 7:00 P.M.**

MEETING MINUTES

Board Members Present

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

Board Members Absent

Town Attorney

Not in Attendance

Public Works

RJ Viers

Interim Town Manager/Clerk

John Pick

Interim Deputy Clerk

Not in Attendance

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

Mayor Newberry called the meeting to order at 7:01 P.M. The Pledge of Allegiance was led by Trustee Quinn.

2. Additions, Deletions, or Corrections to the Agenda

Trustee Stevens added PPRTA Re-Appointments under New Business item 4n

John Pick added Phone Stipend to Old Business – Item 5a

Agenda approved as amended M/S Stevens/Cook All Aye! Motion carried unanimously.

3. Consent Agenda

Approve Board of Trustee Meeting Minutes for November 22, 2016

Bring into Record Approved PC Minutes- No PC Minutes to approve

Approve Bills Payable Run From November 15, 2016 – December 06, 2016= \$10,533.54

M/S Newberry/Pearlman approved as submitted. All aye! Motion carried unanimously

4. New Business

a. Stan VanderWerf – Was not able to attend meeting to address the council.

b. Thin Air Car Show – Mr. Collins not present

c. Partners for Healthy Choice was moved up in the Agenda

Laurie Wood, Director of Partners for Healthy Choices made a presentation. She stated that there had been an MOU three years prior. It was noted that Trustee Stevens sits on their advisory board. Trustee Thorne asked who will attend their meetings on behalf of Town as stated in MOU – Trustee Stevens will since he is on the Board. A motion was made to approve Resolution 2016-12-06A after a change is made; changing the date at the bottom of the

Resolution from November 15, 2016 to December 06, 2016. Resolution Approved as Amended
M/S Butts/Stevens All Aye! Motion carried unanimously

d. Bore Permit – Water Tap under Green Mountain Falls Rd. – Mark Lamb

The question arose as to whether or not the portion of Green Mountain Falls Rd in question is actually Green Mountain Falls property or CDOT. A motion was made to approve the permit subject to determining if that portion of the road is in fact GMF property. **M/S Newberry/Butts All Aye! Motion carried unanimously**

b. Thin Air Car Show Revisited – Mr. Collins showed up for the meeting and The Special Event Permit Application was considered.

Mr. Collins said that he had secured a commitment from the El Paso County Sheriff's department to provide whatever security they will need for the event. Mayor Newberry stated that the town would charge the full non-resident fee for the permit (\$500). Mr. Collins stated they have someone associated with the Car Show who is a resident of GMF and requested the resident fee of \$400.00 A motion was then made by Mayor Newberry to drop the fee to \$400.00 stating the date of the event to be July 15, 2017. **M/S Newberry/Butts All Aye! Motion carried unanimously.**

Trustee Stevens then stated the reference to "waivers" should be omitted from the Liabilities Release form. Mayor Newberry made a motion to drop the verbiage of "waivers" from the Liabilities Release Form **M/S Newberry/Pearlman All Aye! Motion carried unanimously**

e. Ordinance 12-20-2016A Black Hills Energy Franchise Agreement; Set Workshop and Public Hearing

A motion was made to read the Ordinance by title only and it was noted that a representative was in attendance representing Black Hills Energy.

M/S Newberry/Butts All Aye! Motion carried unanimously.

The Ordinance was then read by title only by Mayor Newberry
Trustee Thorne then suggested that the Workshop be held at 6:30 p.m. and Public Hearing regarding this Ordinance be held at 7:00 p.m. or close thereafter at their next meeting on December 20, 2016.

M/S Thorne/Butts All Aye! Motion carried unanimously

f. 1st Reading & 1st Vote Ordinance 12-20-2016A Black Hills Energy Franchise Agreement

Mayor Newberry noted that the franchise fee was being changed from 4% - 5% Trustee Thorne verified that the process being followed for this agreement was in order; Atty. Matt Krob had verified with Mayor Newberry that the process was in order in a previous phone call with Mayor Newberry. A motion was then made to approve Ordinance 12-20-2016A Black Hills Energy Franchise Agreement.

M/S Newberry/Thorne All Aye except Trustee Cook and Trustee Quinn who voted no.

g. Introduction, Set Workshop & Public Hearing for Ordinance 12-20-16B Amending the Green Mountain Falls Municipal Code Concerning Loitering

Mayor Newberry noted that the term "deviate sexual intercourse" should have been deleted from the draft or shown in "strikethrough" – A motion was then made to read the Ordinance by title only. **M/S Butts/Pearlman All Aye! Motion carried unanimously.**

h. Introduction, Set Workshop & Public Hearing Re: Ordinance 12-20-2016B Amending the Green mountain Falls Municipal Code Concerning Loitering.

A motion was made to set the Workshop for this Ordinance approximately at 6:45 p.m. on Dec 20, 2016 and Public hearing to be held on Dec 20th at 7:00 p.m. or close thereafter.

M/S Butts/Newberry All Aye! Motion carried unanimously

Trustee Stevens mentioned that we need to either show the words that are to be stricken in “strikethrough” or delete the statement that words that are to be stricken in “strikethrough” in the text. **This was made a motion M/S Stevens/Newberry All Aye! Motion carried unanimously.**

i. 2017 Budget – John Pick

John Pick presented the Budget for 2017. A discussion took place amongst the Board and questions were asked by the public. It was noted that the information presented was the most information the Town had received and the detail given was helpful.

j. Resolution 2016-12-06B Adoption of 2017 Budget & Appropriation of 2017 Funds

Mayor Newberry read the Resolution in its entirety. A motion was made to approve Resolution 2016-12-06B Adopting the 2017 Budget & the Appropriation of 2017 Funds.

M/S Butts/Thorne All Aye! Motion carried unanimously

(It is noted that initially there were two Resolutions; one for Adoption of Budget and another for Appropriation of 2017 Funds. These two Resolutions were combined into one Resolution changing the lettering to (B) and then labeling the Certification of Mill Levy to (C) as opposed to (D) as noted on the Agenda)

k. Resolution 2016-12-06C Certification of Mill Levy

Mr. Pick noted that the final valuations had been received from both El Paso and Teller Counties. He noted a slight decrease in Tax Revenue for 2017 as a result of these valuations. Mayor Newberry read the Resolution 2016-12-06C in its entirety.

A motion was made by Mayor Newberry to approve Resolution 2016-12-06C Certification of the Mill Levy. **M/S Newberry/Stevens All Aye! Motion carried unanimously**

l. Discussion: Comprehensive Plan Sustainability Committee per PC Request

This item was tabled to a future meeting when a PC representative could be available to attend the meeting to discuss. The Mayor noted that HGMFF had offered to pay for a full Comprehensive Plan update but that the PC felt that only portions of the plan needed to be updated as opposed to the whole document. No action was taken.

m. Empowerment of Planning Commission Per Section 2-222(b) of the Municipal Code

This item was tabled until a future meeting when a PC representative could be available to attend the meeting and discuss. Trustee Quinn asked what PC was questioning as their authority to approve. Mayor Newberry made note that this might be a good joint workshop item for the future. No action was taken.

n. PPRTA Re-Appointments-

Trustee Stevens noted that he was the RTA representative for the Town of Green Mountain Falls and that Trustee Cook was the alternate and asked the Board of Trustees re-appoint the both of them as the RTA representatives to the Town. A motion was then made to re-appoint Trustee Stevens as the RTA Representative to the Town of Green Mountain Falls and Trustee Dave Cook as the Alternate RTA Representative to the Town of Green Mountain Falls. **M/S Butts/Newberry All Aye! Motion carried unanimously**

5. Old Business

a. Phone Stipend

After a discussion amongst the board members, a motion was made to approve a \$60.00 phone stipend for both the Public Works Supervisor's phone and the new Town Marshal once hired. With the Public Works Stipend retroactive to the beginning of November. **M/S Stevens/Thorne All Aye! Motion carried unanimously**

6. Public Input

There was no Public Input

7. Correspondence

PC Draft Minutes from November 22, 2016 (No PC meeting was held)

8. Reports

Mayor Newberry- No Report – The Mayor did ask if other members of the board would be available for the Dec. 20th meeting. It was noted that it appeared at this time that there would be a quorum on Dec. 20th.

Trustee Pearlman- No Report

Trustee Thorne- Stated that half of the lights on the Tree in the park were half burnt out. R.J. was asked to contact Sid Kramer to see if this could be fixed.

Trustee Stevens- Stated that the construction project at Cimmaron St. and I-25 is due to be completed by Dec. 2017 but they may finish ahead of time.

Trustee Butts- No Report

Trustee Cook- No Report

Trustee Quinn- No Report

Renee Price- Report was read by John Pick. It was noted that \$100.00 Petty Cash was set up. now. RFP's are due back by Dec. 15th to be discussed at the December 20th meeting. Two had been received for Attorney and one was coming in for the Auditor. The RFP's were circulated through CML and through the Clerks list responses. The Dog License Clinic is being held on Saturday, January 28th at 9:00 a.m. at the Fire Station. Dr. Voltz will be providing services that day. The website has been updated with pictures; courtesy of resident Karl Huseboe. Also, Business License, Dog License and Gazebo Forms have been updated to the 2017 versions. 2017 Business License Applications are being sent out by the end of the week to those businesses where email addresses were not available.

John Pick – Town Manager Grant – We were notified today that the Town Manager grant was approved with the condition that the position is not to involve clerk duties. John is to talk with Clay Brown for clarification and waiting on a call back at this time. The grant provides for funding 75% of the cost for a Town Manager in the first year, 50% in the second year and 25% in the third year. The Board will have to determine whether to accept this grant with this condition.

Town Marshal – Because we have advertised the position “open until filled”; we continue to receive expressions of interest. Four applicants have been selected by the Marshal Committee that they wanted to pursue. We have conducted preliminary background investigations and all of them have successfully passed. Since that meeting, we have received three more applicants and have forwarded them to the Selection Committee and are awaiting final determination whether we will want to pursue them as well. We will be scheduling interviews as soon as possible.

Budget – A lot of my time during the month was devoted to the Budget, which has now been approved. Now we will prepare for the new fiscal year.

Excess Military Equipment – A little over a year ago the town took possession of six rifles, a Humvee and several pistols through the 1033 program. The rules of this program require that this equipment be under the control of a law enforcement officer at all times. When the previous Marshal left, and the town was without law enforcement, this equipment was turned over to the El Paso County Sheriff’s Dept. for safe keeping. Several weeks ago, we were notified that it was necessary for us to inventory this equipment and certify to the State that that we still have it and that it is being used or stored in accordance with the program guidelines. Last week, the Mayor and I visited the Sheriff’s Dept. where we visually inventoried this equipment. I am in process of completing the certification process.

Strategic Planning Session – We have scheduled a Strategic Planning Session for Saturday, January 21, 2016 at the Fire Station. The meeting will start at 8:00 a.m. and hope to finish by noon. The purpose of this session will be to establish the goals and objectives for the Town for the next year. This will help to guide me during the rest of the time I am here and provide a guide for a new Town Manager.

My Schedule – I will be leaving next Wed. December 14th and will be returning to Green Mountain Falls on December 19th. My son will be visiting from Washington D.C.

Tractor Supply Credit Card – R.J. requested a credit card account at Tractor Supply as they do not accept purchase orders per their corporate financing policy. Trustee Thorne requested that the Standard P.O. be used in accordance with the purchasing policy. A motion was made to approve a credit card for Tractor Supply in Woodland Park. **M/S Stevens/Butts All Aye!**
Motion carried unanimously

R.J. Viers – Beginning of November work was done on Grandview. CSPU left road base for the Town to use if there was anything else that needed to be done. The road has been graded and compacted. The run off of mud and dirt into the lake was able to be cleared up but letting water out and back in within a timely manner. The slash piles around town have been picked up and disposed. R.J. stated he had worked with the Chamber & Sid Kramer in getting their needs met for the tree lighting that took place on November 26, 2016. The fountain has been taken out of the lake and have worked on recommendations provided by Cirsa (Town Insurance Co.), placing boulders along the driveway of Town Hall for deterring the ability of going off the edge. Soil around playground equipment was turned over to make it softer and placed padlocks on breaker boxes as they had suggested last year. Finally, snow was pushed even when not required just because of the nature of the storm and the slick road conditions that occurred. The lake inlet and outlet has been adjusted to the bare minimum and “Thin Ice” signs have been placed around to deter anyone from entering the lake. Once the ice thickens, equipment can be used to clean off debris that has been thrown onto the lake. Mayor Newberry noted that she

had received a complaint regarding graffiti on the ice and she had advised the individual that employees were not authorized on the ice until it had frozen over to a safer thickness.

8. Adjourned

Meeting adjourned at 9:01 P.M.

Jane Newberry - Mayor

John Pick – Interim Town Manager/Clerk

Renee Price – Deputy Town Clerk (Typed Minutes)

Draft