

**TOWN OF GREEN MOUNTAIN FALLS  
REGULAR BOARD OF TRUSTEE MEETING  
February 7, 2017 – 7:00 P.M.**

**MEETING MINUTES**

**Board Members Present**

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

**Board Members Absent**

Trustee Cameron Thorne

**Town Attorney**

Andrew Gomez

**Public Works**

RJ Viers

**Interim Town Manager/Clerk**

John Pick

**Interim Deputy Clerk**

Renee Price

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

Mayor Newberry called meeting to order at 7:00 p.m. The Pledge of Allegiance was led by Trustee Stevens.

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

4a. Introduction of new Town Attorney from Hoffmann, Parker, Wilson & Carberry

4d. Bill Run Summary for January 18, 2017-February 7, 2017= \$18,809.92

A motion was made to accept the Agenda with the changes noted.

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

**3. Consent Agenda**

Approve Board of Trustee Meeting Minutes for January 17 & January 30, 2017

Bring into Record Approved PC Minutes- December 27, 2016 & January 10, 2017

Approve Bills Payable Run From January 18, 2017-February 7, 2017= \$18,809.92

**Consent Agenda was approved with Bills Payable Run moved as Agenda item 4d**

**M/S Newberry/Cook All aye! Motion carried unanimously!**

**4. New Business**

**a. Introduction of New Town Attorney: Andrew Gomez of Hoffmann, Parker, Wilson & Carberry**

Andrew introduced himself to the residents of GMF at the meeting. He noted that he had met with the Mayor, John Pick and Renee Price. He stated that he had been working on the Short Term Rental Agreement and that more work needed to be done. He also stated that he had researched the sign code and that there was nothing pending in legislation that would keep us from enforcing the code. When a new Marshal is hired, this code can be enforced. He finished

by stating that the Board could decide how often they would like to hold court and if they chose not to have it but every 6 weeks, that would be fine.

**b. Lake Project Presentation – Tom Hughes, Mayor Newberry**

Tom Hughes showed a drawing of the proposed project, stating that it would be a huge renovation. Mayor Newberry, Cameron Thorne, Tom Hughes, John Pick and R.J. Viers have met and gone over the plans. The renovation would address issues such as: silt and drainage, provide additional safety, fix concrete walls that are crumbling, provide handicap accessibility, address inlet and outlet flow of water and provide a path that would go around the entire lake. The proposed time line would be from August 2018 to October 2018 and a Fishing is Fund Grant would be the biggest source of funding for the project. Other grants would also be applied for such as GOCO to help offset costs. Private donations would be sought and the Town's portion of payment would be that of in kind work provided by Tom Hughes, R.J. with town equipment being used in the renovation. Karen Watson asked if when the decorating of the area was to begin if they would consider providing more permanent flower pots for the area which the Mayor stated would be addressed as well. The total project would cost approximately \$472,000.00. Mayor Newberry then asked the Board for permission to apply for the Fishing is Fund Grant to move forward with the project. **M/S Stevens/Butts All Aye! Motion carried unanimously.**

**c. Discussion of Town Code Amendments needed to Accommodate Town Manager/Clerk**

John Pick addressed the Board stating that the Town Code referenced "Town Clerk" approximately 76 times and proposed that instead of changing all the code references, to just amending the code with an additional Ordinance that states the Town "may" appoint a Town Manager, not "shall" appoint a Town Manager to give the flexibility if later in time the Town decided they wanted to change the structure of governing. A copy of the draft Ordinance was provided to the Board at this meeting and would be reviewed by the Town Attorney should the Board agree to this approach. A motion was then made by Trustee Stevens to approve moving forward with this process and the first reading of this Ordinance to take place on February 21, 2017. **M/S Stevens/Butts All Aye! Motion carried unanimously.**

**d. Approve Bills Payable Run - January 18, 2017-February 7, 2017= \$18,809.92**

John stated that the amount of \$3557.19 would be removed from the Bill Run as the quote and invoice for an additional three new computers would be changed to two computers and we would ask for an updated quote and invoice from Scott Sanders. This would now make the Bill Run total \$15,252.73. Mayor Newberry then asked Renee to explain the \$1848.98 to the El Paso County Assessor's Office. Renee stated that on January 25<sup>th</sup> the Town had received an email from the Assessor's Office stating that a resident of GMF had filed an appeal on their taxes. The time frame was from 2011-2016. The resident had won the appeal and this amount was needed to pay the resident for over paid taxes and there was not enough money in the Town's account to do so. The email then stated that payment needed to be received by January 31 or the town would be charged an additional 1 percent. She then stated that she cut the check and Mayor Newberry and Trustee Stevens signed the check and the Mayor delivered the check to El Paso Co. on Monday the 30<sup>th</sup> so it would reach them in time. A motion was then made to approve the Bill Run for January 18-February 7, 2017. **M/S Newberry/Butts All Aye! Motion carried unanimously**

**e. Discussion of the Draft of The Strategic Plan – Action Plan**

John stated that he thought the Strategic Planning Session held on Saturday, January 21 was a success. He provided the Board of Trustees with an Action Plan on moving forward with the top seven items identified at that meeting as holding the top priority. They are as follows:

1. Comprehensive Plan – Complete Re-Write
2. Town Manager/Clerk – Approx. start date of April 3
3. Technology/Communication – How best to serve the community
4. Lake Project – Presentation was given at this meeting
5. Committees/Appointments – What Committees the Town should have and how people are appointed to them.
6. Asset Replacement Capital Planning- Trustee Butts, R.J. and John compiling a list for review.
7. Town Code- Possible meeting on March 18<sup>th</sup> for a complete review of the Town Code

Each item has approximate dates and actions to be taken in moving forward with these items. A motion was made to authorize John to move forward with each of these items and with scheduling. **M/S Newberry/Butts All Aye! Motion carried unanimously.** He noted that Town Manager Clerk interviews were being held on Wednesday, Feb. 8<sup>th</sup>.

## **OLD Business**

### **5a. Marshal's Update**

John stated that an Open House had been held on Monday, January 30<sup>th</sup> for two of the Marshal's candidates. Town residents, members of the Board of Trustees and staff attended the open house. At 7:00 p.m. a Special Meeting of the Board of Trustees was held to interview the candidates individually in Executive Session. Pending test results would hopefully be received the week of January 13<sup>th</sup> and a Special Meeting of the Board of Trustees would be called once the results were received so that a decision could be made on who they would like to hire.

### **5b. Discussion Re: Donation from Dick Bratton**

Mayor Newberry noted the generous donation Mr. Bratton had made to the Town and thanked him for his generosity. Because of the Lake Project tentatively scheduled for 2018, Mayor Newberry asked if Mr. Bratton would be ok in the Town holding his funds until bids could be received for sod and sprinkler system upgrades could be received. She noted that if these items would become part of the over-all lake renovation, if Mr. Bratton would allow the Town to use his funds on a different Town project as there were many that could be considered. After discussion, it was determined that R.J. would pursue estimates on the cost of new sod and sprinkler upgrades for 2017 with further discussion to follow once this information was received. Mr. Bratton agreed.

## **6. PUBLIC INPUT**

**a.** Michael Lohman asked if any of the new computers would be slated for the audio/visual for the Board Room. John noted that this had not been budgeted but would be considered as part of the over-all project being looked at for the Board Room as a whole. Trustee Quinn then asked if one of the older computers from the Clerk's office could be used to upgrade the computer in the storage room and John noted he would look-into it.

**7. CORRESPONDENCE:** PC Draft Minutes – January 24, 2017 were brought into record.

## **8. REPORTS**

**Trustee David Pearlman** – No Report

**Trustee Tyler Stevens** – Trustee Stevens noted that the Lawsuit between PPRTA and Walmart/Sam's Club had been decided in favor of the PPRTA.

**Trustee Dave Cook** – No Report

**Trustee Chris Quinn**- No Report

**Trustee Mayor Newberry** – No Report  
**Trustee Butts** – No Report

**John** -No additional Report

**Renee** – Stated that the Preliminary Audit had taken place on Thursday, Feb. 2. Kyle Logan had sent a list of 20 items he wanted to review. The Auditor provided additional suggestions regarding internal controls.

1. When checks are signed, having one of the signers initial the invoice as well to show they approve of the amount on the invoice and what is being paid by the check.
2. He suggested that the Town Manager sign off on the Payroll Journals when they come in the mail since the Deputy Clerk calls in payroll.
3. He suggested that a Board of Trustee look over the Bank Statements and initial them once reviewed.

The auditor liked the fact that the Town Manager nor the Deputy Clerk signed the checks.

Renee also noted that items in Asyst still needed to be looked into and stated that while Quick Books was user friendly that only a few municipalities use this software, that Caselle is the Municipality Accounting Software of choice, that you only pay for the modules you use but that it was still costly but something the Town might consider in 2018 when budgeting.

Renee then stated that she had contacted El Paso County regarding if they would be willing to conduct the Election again in 2018, depending on who is hired as Town Manager and their skill set. El Paso Co. responded by stating if the Town wanted to use them again, they would need to know by December at the latest but would serve in the same capacity as they did in 2016.

**R.J.** - January began with hiring a new part time member of the team, Daniel Vanderhoef, he has continued to be a great asset. We have continued snow removal and sanding of the roads and are trying new things to customize our procedures to meet the needs of the town. We have either pushed or sanded half of the days in the month! I, along with John Pick and Trustee Butts have initiated an asset assessment and will continue taking an inventory of Towns capital belongings. We had all the Marshal's vehicles serviced and determined roadworthy. We have worked on inoperable equipment at the shop and now have it up and running. We will continue to service as needed per the schedule.

## **9. Adjourned**

Meeting adjourned at 8:20 P.M.

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Jane Newberry - Mayor

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Renee Price – Deputy Town Clerk