TOWN OF MOUNTAIN VILLAGE
TOWN COUNCIL REGULAR MEETING
THURSDAY, MARCH 24, 2022, 3:00 PM
2nd FLOOR CONFERENCE ROOM, MOUNTAIN VILLAGE TOWN HALL
455 MOUNTAIN VILLAGE BLVD, MOUNTAIN VILLAGE, COLORADO
AGENDA
https://us06web.zoom.us/webinar/register/WN_mP6xAeSqQEWioiZgK190IA
Please note that times are approximate and subject to change.

	Time	Min	Presenter	Type	
1.	3:00				Call to Order
2.	3:00	5			Public Comment on Non-Agenda Items
3.	3:05	5	Johnston	Action	Consent Agenda: All matters in the Consent Agenda are considered to be routine by the Town Council and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately: a. Consideration of Approval of the February 17, 2022 Regular Town Council Meeting Minutes
4.	3:10	5	Lemley Vergari	Informational	Finance: a. Presentation of the February 28, 2022 Business & Government Activity Report (BAGAR)
5.	3:15	30	Broady Armstrong Cheroske	Informational	Emergency Preparedness Review
6.	3:45	10	Lannon	Informational	Telluride Historical Museum Annual Report
7.	3:55	10	Wadley	Informational	Telluride Medical Center Foundation Ballot Measure
8.	4:05	20	Council Members & Staff	Informational	Council Boards and Commissions Updates: 1. Telluride Tourism Board-Berry 2. Colorado Flights Alliance-Gilbride 3. Transportation & Parking-Mogenson/Duprey 4. Budget & Finance Committee-Gilbride/Duprey/Mogenson 5. Gondola Committee-Caton/Berry/Prohaska 6. Colorado Communities for Climate Action-Berry 7. San Miguel Authority for Regional Transportation (SMART)-Berry/Prohaska/Mogenson 8. Telluride Historical Museum 9. Latinx Advocacy Committee-Berry/Prohaska 10. Green Team Committee-Berry/Prohaska 11. Business Development Advisory Committee-Caton/Duprey 12. San Miguel Watershed Coalition-Prohaska 13. Telluride Mountain Village Owners Association Governance Axillary Committee-Duprey 14. Wastewater Committee-Duprey/Mogenson 15. Mayor's Update-Benitez
9.	4:25	20	Soukup Holmes Katz	Informational	Staff Reports: a. Technology & Broadband b. Human Resources c. Mountain Munchkins
10.	4:45	5		Informational	Other Business
11.	4:50	30	Legal		Executive Session for the Purpose of Receiving Legal Advice and

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	2					Determining Positions Relative to Matters that may be Subject to Negotiations, Developing Strategies for Negotiations, and Instructing Negotiators Related to Village Court Apartments Pursuant to Section 24-6-402(4)(b) and (e), C.R.S.
12.	5:20					Adjourn

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Public Comment Policy:
- All public commenters must sign in on the public comment sign in sheet and indicate which item(s) they intend to give public comment on
Speakers shall wait to be recognized by the Mayor and shall give public comment at the public comment microphone when recognized by the Mayor
- Speakers shall state their full name and affiliation with the Town of Mountain Village if any
- Speakers shall be limited to three minutes with no aggregating of time through the representation of additional people
- Speakers shall refrain from personal attacks and shall keep comments to that of a civil tone
- No presentation of materials through the AV system shall be allowed for non-agendized speakers
- Written materials must be submitted 48 hours prior to the meeting date to be included in the meeting packet and of record. Written comment submitted within 48 hours will be accepted, but shall not be included in the packet or be deemed of record

<div align="center">**TOWN OF MOUNTAIN VILLAGE**
MINUTES OF THE FEBRUARY 17, 2022
REGULAR TOWN COUNCIL MEETING
DRAFT</div>

<div align="right">**Agenda Item 3**</div>

The meeting of the Town Council was called to order by Mayor Laila Benitez at 2:01 pm on Thursday, February 17, 2022. Due to the Town's Disaster Declaration of March 19, 2020 related to the COVID-19 virus, the meeting was held in person and with virtual access provided through Zoom.

Attendance:

The following Town Council members were present and acting:
Laila Benitez, Mayor
Dan Caton, Mayor Pro Tem
Patrick Berry
Harvey Mogenson
Marti Prohaska
Jack Gilbride (Arrived at 5:09 p.m.)
Pete Duprey

The following Town Council members were absent:

DRB Members Present:
Banks Brown
Adam Miller
Greer Garner
Scott Bennett
Ellen Kramer
Liz Caton
David Craig (Via Zoom)
Shane Jordan (Via Zoom)

Also in attendance were:

Paul Wisor, Town Manager	Douglas Tueller
Susan Johnston, Town Clerk	Paula Eisenberg
Kim Schooley, Deputy Town Clerk	Shaw Construction
Lizbeth Lemley, Finance Director	Shawnda Meier
Julie Vergari, Chief Account	Stefanie Solomon
Zoe Dohnal, Business Development and Sustainability Director	Jeff Kirby
Kathrine Warren, Public Information Officer	Alline Argueles
Lauren Kirn, Environmental	Lee Betten
Michelle Haynes, Director of Planning & Development Services	Randy Timmerman
Amy Ward, Senior Planner	Kathy McJoynt
David McConaughy, Town Attorney	Andrew Butler
John Miller, Community Housing Program Director & Senior Planner	David Averill
Chris Broady, Police Chief	Justin Craido
Jim Soukup, Chief Technology Officer	Amy Markwell
Emily Pierson, Broadband Administrative Assistant	Ankur Patel
Mike Otto, Town Forester/GIS Assistant	Kyle Conley
Lars Forsythe, Building Inspector	Bohdan Iwanetz
Kathrine Warren, Public Information Officer	Brian Woody
JD Wise, Assistant Director of Public Works	Chris Chaffin

Connor Reilly, VCA Property Manager
Dev Motwani, Developer Merrimac Ventures
Dale Reed, Merrimac COO
Jay Khoriaty, Developer Fort Partners
Kirsten Murray, Design Architect Olson Kundig
Jeff Busby, Design Architect Olson Kundig
Rob Rydel Achitect of Record Oz Architecture
Jeff Zimmerman, Landscape Architect Design Workshop
Dave Ballode, Civil Engineer Uncompahgre
Dave Bulson, Surveyor
Chris Hazen, Wetlands Specialist
Carly Shaw
Sean DeLand
Matt Skinner, Colorado Flights
Rachel Shindman, EPS
Andrew Knudtsen, EPS
Elly Schaefer, MIG
Marcin Ostromecki
Mark O'Dell
Mark Ruckoldt
Randy Podolski
Matthew Hintermister
Stephanie Fanos
Tom Richards
Gabby Clune
Julia Caulfield
Su Oz
David Spector
Huascar Gomez
George Bryant
Jonathan Greenspan
Joe Coleman
Bob Gleason
Jeffrey Busby
Teri Steinberg
Randy Averitte
Chris Hanson
Frost Prioleau
Chris Paulk
Nathan Frerichs
Bill Fandel
Linda Brown

Emma Brown
Anton Benitez
Tamara Bujakowski
Stephen Kear
Scott Pittenger
Richard Lee
Patrick Zoidis
Patrick Willis
Mike Weist
Mike Shimkonis
Lisa McGovak
Don Morgan
Jack Wolinetz
Jean Nictakis
Joan Semeria
KC Kaissi
Larry Dillon
Bruce Crown
Michael Gorman
Mathew Zaremba
Chad Horning
Orsolya Palacios
Tige Savage
Yvette Rauff
Louis Alaia
Kaye Simonson
Paul Zoidis
Jeff Roberts
Steve Togni
Matt Lewis
Joan May
Dan Garner
Elaine Grillo
Daniel Zempke
Bill Whitehurst
David Eisenberg
John Reynders
Andy Nadel
Patrick Latcham
Ana Bowling
Eric Fallenius
Mark Satler

Public Comment on Non-Agenda Items (2)
No public comment was received.

Recognition of the Public Works Department for the 30 Plus Hour Effort to Restore Ski Ranches Water Service (3)
Assistant Director of Public Works JD Wise introduced members of the Water Department and Road & Bridge Department. Council thanked them for their dedication on the repair of a water mainline break in Ski Ranches on January 19, 2022.

Introduction (4)
Chief Technology Officer Jim Soukup introduced new IT Network & Server Administrator Johnny Aird and new Broadband Administrative Assistant Emily Pierson to Council.

Consent Agenda
All matters in the Consent Agenda are considered to be routine by the Town Council and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately: (5)
   a. **Consideration of Approval of the January 20, 2022 Regular Town Council Meeting Minutes**
   b. **Consideration of Approval to Amend the Rules for the Conduct of Meetings and General Business**

Town Clerk Susan Johnston presented. On a **MOTION** by Dan Caton and seconded by Pete Duprey, Council voted unanimously to approve the Consent Agenda as presented.

The Town Council and Design Review Board (DRB) Opened the Joint Special Meeting at 2:05 pm for the Purposes of agenda items 6 & 7.

Patrick Berry and Marti Prohaska recused themselves for agenda items 6 and 7.

A Design Review Board Recommendation to Town Council Regarding a Conceptual Site-Specific Planned Unit Development (SPUD) Application for a Mixed-Use Hotel, Branded Residence and Condominium Project at 161CR, Lot 67, Lot 69R-2, Lot 71R, OS-3Y (Commonly Called the Pond Lots) (and a Request to Incorporate Portions of OS-3BR2 and OS-3XRR Owned by the Town of Mountain Village in the Amount of .478 acres) into the Site-Specific Development Approval (SPUD) with a Concurrent Vested Property Rights Request (6)
Director of Planning & Development Services Michelle Haynes, Senior Planner Amy Ward, Town Attorney David McConaughy and Applicant Merrimac Ventures presented. DRB discussion ensued. Public comment was received by Anton Benitez, Bob Gleason, Dan Garner, Frost Prioleau, Mark Satler Joseph Coleman, Dan Zempke, Linda Brown, Dr. Lou Alaia, Bill Fandel, Patrick Latcham, Jeff Kirby, Tige Savage, KC Kaissi, Randy Podolsky, Dougas Tueller, Brian Woody and Chad Horning. The Mayor closed public comment. On a **MOTION** by Liz Caton and seconded by Adam Miller, DRB voted unanimously to close the public hearing. DRB discussion ensued. On a **MOTION** by David Craig and seconded by Ellen Kramer, DRB voted 4–3 (with Banks Brown, Adam Miller and Scott Bennett dissenting. Shane Jordan did not vote as he is an alternate member of DRB) to reopen the hearing and continue the application to allow the applicant to provide more information based on public comment, DRB comments and staff recommendations to the amended date of March 17, 2022.

On a **MOTION** by Banks Brown and seconded by Ellen Kramer, DRB voted unanimously to adjourn the joint Town Council and Design Review Board meeting.

On a **MOTION** by Dan Caton and seconded by Pete Duprey, Council voted unanimously to continue the Town Council hearing to the March 17, 2022 Town Council meeting and adjourn the joint Town Council and Design Review Board meeting continuing with the regular February 17, 2022 Town Council meeting.

Consideration of Approval of a Conceptual Site-Specific Planned Unit Development (SPUD) Application for a Mixed-Use Hotel, Branded Residence and Condominium Project at 161CR, Lot 67, Lot 69R-2, Lot 71R, OS-3Y (Commonly Called the Pond Lots) (and a Request to Incorporate Portions of OS-3BR2 and OS-3XRR Owned by the Town of Mountain Village in the Amount of .478 acres) into the Site-Specific Development Approval (SPUD) with a Concurrent Vested Property Rights Request (7)
The Design Review Board did not provide a recommendation to Council.

The Design Review Board adjourned at 4:56 p.m. The Regular Town Council meeting continued.

Council took a break from 4:56 p.m. to 5:06 p.m.

Patrick Berry and Marti Prohaska rejoined the meeting at 5:06 p.m.

January 25, 2022 Internet Outage Report (8)
Jim Soukup and Town Manager Paul Wisor presented. Council discussion ensued.

Jack Gilbride arrived at 5:09 p.m.

Second Reading, Public Hearing and Council Vote on an Ordinance Amending Section 1.08 of the Town of Mountain Village Municipal Code - General Penalties (9)
David McConaughy presented. Council discussion ensued. The Mayor opened the public hearing. No public comment was received. The Mayor closed the public hearing. On a **MOTION** by Dan Caton and seconded by Patrick Berry, Council voted to approve 7-0 on second reading an Ordinance Amending Section 1.08 of the Town of Mountain Village Municipal Code - General Penalties.

Second Reading, Public Hearing and Council Vote on an Ordinance Regulating Weight Size of Motor Vehicles *Continue to the March 17, 2022 Town Council Meeting* **(10)**
Paul Wisor presented. On a **MOTION** by Patrick Berry and seconded by Jack Gilbride Council voted unanimously to continue the item to the March 17, 2022 Town Council meeting.

Consideration of Appointments to the Meadows Resident Advisory Board (11)
      a. **Appointment of Four Board Members**
Michelle Haynes and Paul Wisor presented. Twelve applications were received. Council discussion ensued. Jonathan Greenspan and Joan May made statements. On a **MOTION** by Pete Duprey and seconded by Dan Caton, Council voted unanimously to appoint Heather Knox, Mathew Zaremba, Abbott Smith, Erika Builder to the Meadows Resident Advisory Board for a 3–4-month commitment. Council member Patrick Berry volunteered to serve on the Board.

Council broke for dinner from 5:20 p.m. to 5:35 p.m.

Finance (13)
      a. **Presentation of the January 31, 2022 Business & Government Activity Report (BAGAR)**
      b. **Consideration of Approval of the December 31, 2021 Financials**
Finance Director Lizbeth Lemley and Chief Accountant Julie Vergari presented. Council discussion ensued. On a **MOTION** by Dan Caton and seconded by Jack Gilbride, Council voted unanimously to approve the December 31, 2021 Financials.

Emergency Preparedness Review (14)
This agenda item was continued to a later date.

Community Housing Mitigation Methodology (15)
Michelle Haynes, Paul Wisor, Rachel Shindman with EPS, and Andrew Knudtsen with EPS presented. Council discussion ensued. Council consensus was in favor of moving forward with what was proposed by EPS.

Village Court Apartments Quarterly Report (16)
VCA Manager Connor Riley presented. Council discussion ensued.

Colorado Flights Alliance (CFA) Bi-Annual Report (17)
Colorado Flights CEO Matt Skinner presented. Council discussion ensued.

Council Boards and Commissions Updates (18)
      1. Telluride Tourism Board-Berry
      2. Colorado Flights Alliance-Gilbride
      3. Transportation & Parking-Mogenson/Duprey
      4. Budget & Finance Committee-Gilbride/Duprey/Mogenson
      5. Gondola Committee-Caton/Berry/Prohaska
      6. Colorado Communities for Climate Action-Berry

7. San Miguel Authority for Regional Transportation (SMART)-Berry/Prohaska/Mogenson
8. Telluride Historical Museum- Prohaska
9. Latinx Advocacy Committee-Berry/Prohaska
10. Green Team Committee-Berry/Prohaska
11. Business Development Advisory Committee-Caton/Duprey
12. San Miguel Watershed Coalition-Prohaska
13. Telluride Mountain Village Owners Association Governance Auxillary Committee-Duprey
14. Wastewater Committee-Duprey/Mogenson
15. Mayor's Update-Benitez

Staff Reports (19)
   a. **Business Development and Sustainability**
Director Zoe Dohnal presented. Council discussion ensued.

Other Business (20)
There was no other business.

Executive Session for the Purpose of (21)
   a. **For the Purpose of Receiving Legal Advice and Determining Positions Relative to Matters that may be Subject to Negotiations, Developing Strategies for Negotiations, and Instructing Negotiators Pursuant to Section 24-6-402(4)(b) and (e) and to Discuss the Purchase, Acquisition, Lease, Transfer, or Sale of Real, Personal or Other Property Interest Under CRS 24-6-402(4)(a) in Connection with Lot 615-1CR**
   b. **For the Purpose of Receiving Legal Advice and Determining Positions Relative to Matters that may be Subject to Negotiations, Developing Strategies for Negotiations, and Instructing Negotiators Pursuant to Section 24-6-402(4)(b) and (e) and to Discuss the Purchase, Acquisition, Lease, Transfer, or Sale of Real, Personal or Other Property Interest Under CRS 24-6-402(4)(a) in Connection with a Proposed Real Estate Transaction**
   c. **For the Purpose of Receiving Legal Advice and Determining Positions Relative to Matters that may be Subject to Negotiations, Developing Strategies for Negotiations, and Instructing Negotiators Pursuant to Section 24-6-402(4)(b) and (e) in Connection with TMVOA Membership and Voting Rights**

On a **MOTION** by Dan Caton and seconded by Harvey Mogenson, Council voted unanimously to move into Executive Session for the purpose of receiving legal advice and determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators pursuant to Section 24-6-402(4)(b) and (e) and to discuss the purchase, acquisition, lease, transfer, or sale of real, personal or other property interest under CRS 24-6-402(4)(a) in connection with a) Lot 615-1CR and b) a proposed real estate transaction, and c) receiving legal advice and determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators pursuant to section 24-6-402(4)(b) and (e) in connection with TMVOA membership and voting rights at 7:24 p.m.

Council resumed regular session at 8:55 p.m.

There being no further business, on a **MOTION** by Pete Duprey and seconded Harvey Mogenson, Council voted unanimously to adjourn the meeting at 8:55 pm.

Respectfully prepared and submitted by,

Susan Johnston
Town Clerk

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Business and Government Activity Report
For the month ending: February 28th

Activity	2022			2021			YTD or MTD Variance	
	MONTH	Monthly Change	YTD	MONTH	Monthly Change	YTD	Variance	Variance %
Cable/Internet	*New							
TV Residential Sunscribers	0	(3)		640	(1)		(640)	-100.0%
Fiber Video *	652	4		na	NA		NA	NA
TV Bulk Subscribers	567	0		612	0		(45)	-7.4%
Fiber Commercial *	20	0		na	NA		NA	NA
TV Inactive Subscribers	7	(2)		96	(10)		(89)	-92.7%
Cable Modem Residential Cable Modem Subscribers	691	(2)		870	(9)		(179)	-20.6%
Cable Modem Business Net Service Subscribers	29	(1)		38	0		(9)	-23.7%
Cable Modem Hospitality Subscribers	244	(1)		272	0		(28)	-10.3%
Dark Fiber Transport	8	0		8	0		0	0.0%
Fiber Hospitality Subscribers	8	0		9	1		(1)	-11.1%
Fiber Residential Subscribers	528	17		270	15		258	95.6%
Phone Subscribers	48	0		70	(1)		(22)	-31.43%
Village Court Apartments								
Occupancy Rate %	100.00%	2.73%	98.64%	99.55%	-0.45%	99.77%	-1.13%	-1.1%
# Vacated Units	4	0	8	3	1	5	3	60.0%
# Work Orders Completed	16	2	30	13	(7)	33	(3)	-9.1%
# on Waiting List	215	(2)		248	(3)		(33)	-13.3%
Public Works								
Service Calls	436	(158)	1,030	633	(142)	1,408	(378)	-26.8%
Truck Rolls	135	33	237	91	(57)	239	(2)	-0.8%
Snow Fall Inches	39	17	61	59	11	107	(46)	-43.0%
Snow Removal - Streets & Prkg Lots Hours	755	1	1,509	767	241	1,293	216	16.7%
Roadway Maintenance Hours	111	99	123	36	(44)	116	7	6.0%
Water Billed Consumption Gal.	9,533,000	(41,021,000)	60,087,000	10,188,000	(18,334,000)	38,710,000	21,377,000	55.2%
Sewage Treatment Gal.	8,899,000	(69,000)	17,867,000	7,526,000	(515,000)	15,567,000	2,300,000	14.8%
Child Development Fund								
# Infants Actual Occupancy	4.73	(0.03)		5.25	(0.17)		(0.52)	-9.8%
# Toddlers Actual Occupancy	9.27	(0.73)		12.00	0.81		(2.73)	-22.8%
# Preschoolers Actual Occupancy	14.73	(0.27)		15.00	(0.06)		(0.27)	-1.8%
Transportation and Parking	January parking reveneus in 2022 include bulk valet parking ticket sales of $17,500							
GPG Parking Utilization (% of total # of spaces occupied)	82.1%	9.60%	77.1%	75.50%	10.10%	70.2%	6.9%	9.8%
HPG Parking Utilization (% of total # of spaces occupied)	87.2%	14.60%	79.5%	84.00%	11.10%	78.2%	1.3%	1.7%
Parking Utilization (% of total # of spaces occupied)	81.2%	8.50%	76.7%	73.70%	8.10%	69.4%	7.3%	10.5%
Paid Parking Revenues	$59,954	($9,163)	$129,071	$48,852	$4,071	$98,288	$30,783	31.3%
Bus Routes # of Passengers	40	(221)	301	54	29	79	222	281.0%
Human Resources	Part Time EE's: Council (7), Judge (1), Child Care (5), IT Tech Help (1) Clerk's Office Help (1) MARRS: 6 employee's Seasonal EE's: Gondola Ops, Groundskeeper New Hires: 1 Network & Systems Administrator, 1 VCA Maintenance Tech, 1 Broadband Administrative Assistant Terms: 3 Seasonal Gondola Operators, 1 Sanitization Specialist Reason for Terms: 1 moved out of state, 3 quit without notice (job was not a good fit)							
FT Year Round Head Count	80	(3)		75	(1)		5	6.7%
Seasonal Head Count (FT & PT)	0	(1)		2	(3)		(2)	-100.0%
PT Year Round Head Count	15	(1)		14	0		1	7.1%
Gondola FT YR, Seasonal, PT YR Head Count	62	4		61	(7)		1	1.6%
Total Employees	157	(1)		160	(3)		(3)	-1.9%
Gondola Overtime Paid Hours	124	(193)	441	113	(169)	395	46	11.6%
Other Employee Overtime Paid	75	(78)	228	78	(24)	180	48	26.7%
# New Hires Total New Hires	3	(3)	9	2	(3)	7	2	28.6%
# Terminations	4	4	0	7	5	9	(9)	-100.0%
# Workmen Comp Claims	0	0	0	0	(2)	3	(3)	-100.0%
Workmen Comp Claims Costs	$0	$0	$259	$0	($291)	$291	($32)	-11.0%
Communications & Business Development								
Town Hosted Meetings	6	0	12	6	1	11	1	9.1%
Email Correspondence Sent	20	1	39	12	(1)	25	14	56.0%
E-mail List #	8,148	(2)		7,986	72		162	2.0%
Ready-Op Subscribers	2,066	(12)		1,983	5		83	4.2%
News Articles	18	(10)	46	31	7	55	(9)	-16.4%
Press Releases Sent	3	(1)	7	2	1	5	2	40.0%
Gondola and RETA								
Gondola # of Passengers	365,142	47,601	682,683	246,342	16,603	476,081	206,602	43.4%
Chondola # of Passengers	28,556	(44)	62,345	23,862	2,525	45,199	17,146	37.9%
RETA fees collected by TMVOA	$ 1,597,932	$ 377,582	$ 2,817,987	$ 1,482,660	$ 369,426	$ 2,595,894	$222,093	8.6%

Business and Government Activity Report
For the month ending: February 28th

Activity		2022 MONTH	2022 Monthly Change	2022 YTD	2021 MONTH	2021 Monthly Change	2021 YTD	YTD or MTD Variance Variance	YTD or MTD Variance Variance %
Police									
Calls for Service	#	544	(149)	1,237	467	(101)	1,035	202	19.5%
Investigations	#	20	5	35	21	1	41	(6)	-14.6%
Alarms	#	15	0	30	20	(9)	49	(19)	-38.8%
Arrests	#	3	3	3	3	(1)	7	(4)	-57.1%
Summons	#	2	(6)	10	1	(1)	3	7	233.3%
Traffic Contacts	#	6	(4)	16	10	1	19	(3)	-15.8%
Traffic Tickets Written	#	0	(3)	3	0	0	0	3	NA
Parking Tickets Written	#	637	81	1,193	371	(122)	864	329	38.1%
Administrative Dismissals	#	4	(3)	11	4	(1)	9	2	22.2%
Building/Planning									
Community Development Revenues		$97,490	$80,065	$114,915	$99,040	($48,601)	$246,682	($131,767)	-53.4%
# Permits Issued		14	2	26	25	(4)	54	(28)	-51.9%
Valuation of Mtn Village Remodel/New/Additions Permits		$0	$0	$0	$2,940,271	($1,091,729)	$6,972,271	($6,972,271)	-100.0%
Valuation Mtn Village Electric/Plumbing/Other Permits		$77,203	$53,303	$101,103	$86,909	$11,068	$162,750	($61,647)	-37.9%
Valuation Telluride Electric/Plumbing Permits		$89,083	($127,000)	$305,166	$278,518	$37,217	$519,819	($214,653)	-41.3%
# Inspections Completed		270	(63)	603	214	(242)	670	(67)	-10.0%
# Design Review/Zoning Agenda Items		16	(6)	38	12	(1)	25	13	52.0%
# Staff Review Approvals		30	20	40	18	12	24	16	66.7%
Plaza Services									
Snow Removal Plaza	Hours	239	(8)	485	353	173	532	(47)	-8.8%
Plaza Maintenance	Hours	653	(34)	1,340	581	(58)	1,219	120	9.9%
Lawn Care	Hours	0	0	0	0	0	0	0	NA
Plant Care	Hours	8	1	16	17	(8)	41	(25)	-62.0%
Irrigation	Hours	0	0	0	0	0	0	0	NA
TMV Trash Collection	Hours	93	(7)	192	109	(3)	220	(28)	-12.8%
Christmas Decorations	Hours	97	(125)	319	86	(69)	240	79	32.9%
Residential Trash	Pound	80,927	(5,631)	167,485	74,851	9,837	139,865	27,620	19.7%
Residential Recycle	Pound	27,522	(5,078)	60,122	28,998	5,222	52,774	7,348	13.9%
Diversion Rate	%	25.38%	-1.98%	26.41%	27.92%	1.15%	27.40%	-0.98%	-3.6%
Vehicle Maintenance									
# Preventive Maintenance Performed		18	2	34	22	7	37	(3)	-8.1%
# Repairs Completed		21	(5)	47	31	0	62	(15)	-24.2%
Special Projects		0	(1)	1	1	(1)	3	(2)	-66.7%
# Roadside Assists		0	(4)	4	0	(1)	1	3	300.0%
Finance		*January (2022) busienss license numbers were overstated, corrections have been made*							
# Other Business Licenses Issued		51	(948)	1,050	62	(807)	931	119	12.8%
# Privately Licensed Rentals		3	(85)	91	5	(65)	75	16	21.3%
# Property Management Licensed Rentals		6	(408)	420	26	(374)	426	(6)	-1.4%
# Unique VRBO Property Advertisements Listings for MV		512	0		480	0		32	6.7%
% of Paperless Billing Customers		56.98%	-0.44%		56.40%	-0.68%		0.6%	1.0%
# of TMV AR Bills Processed		2,243	(7)	4,493	2,236	67	4,405	88	2.0%

Accounts Receivable

	TMV Operating Receivables (includes Gondola funding)		Utilities - Broadband and Water/Sewer		VCA - Village Court Apartments	
Current	$230,548	84.1%	$398,024	83.6%	$4,134	50.0%
30+ Days	1,124	0.4%	34,675	7.3%	2,919	35.3%
60+ Days	59	0.0%	23,911	5.0%	674	8.2%
90+ Days	6,550	2.4%	18,997	4.0%	265	3.2%
over 120 days	35,782	13.1%	292	0.1%	276	3.3%
Total	$ 274,063	100.0%	$ 475,899	100.0%	$ 8,268	100.0%

	Other Billings - CDF, Construction Parking		Total All AR		Change Since Last Month - Increase (Decrease) in AR	
Current	$23,934	66.3%	$ 656,640	82.7%	($54,411)	20.9%
30+ Days	1,998	5.5%	40,716	5.1%	(165,675)	63.7%
60+ Days	1,813	5.0%	26,457	3.3%	(16,911)	6.5%
90+ Days	1,281	3.6%	27,093	3.4%	(8,025)	3.1%
over 120 days	7,051	19.5%	43,401	5.5%	(15,196)	5.8%
Total	$36,077	100.0%	$ 794,307	100.0%	$ (260,218)	100.0%

General Fund Investment Activity

Change in Value (Month)	na
Ending Balance	na
Investment Income (Month)	na
Portfolio Yield	na

Other Statistics

Population (estimated)	1,434
(Active) Registered Voters	873
Property Valuation	326,965,182

TO: Mountain Village Town Council

FROM: Chris Broady, Chief of Police
              Kathrine Warren, Public Information Officer
              Shannon Armstrong, San Miguel Emergency Manager
              John Cheroske, TFPD Fire Division Chief

DATE: March 24, 2022

RE: Emergency preparedness and evacuation procedures review and discussion
              (30 minutes)

With continuing dry winter conditions, emergency planners wanted to review with Mountain Village Town Council the plans and actions that can be taken before and during this summer season for wildfire preparedness.

As the recent Marshall Fire showed us, wildfire can happen without warning and spread quickly, putting true meaning to the phrase, spread like wildfire. Many residents and business owners have reached out to our local fire and police departments asking, could this happen to us? And the answer unfortunately is yes it could.

The Mountain Village Police Department works closely with Telluride Fire Protection District staff, our San Miguel County Office of Emergency Management and United States Forest Service officials to go over all possible scenarios for a wildfire in and around Mountain Village.

While the location of a wildfire is impossible to predict, fire officials have examined many different scenarios when it comes to planning for our community to stay safe during a wildfire.

We encourage residents and visitors of Mountain Village take a number of actions to be prepared should a wildfire start within, or near the town.

All residents and visitors to the region should sign up for CodeRED to receive important emergency alerts from San Miguel County. Should wildfire evacuations occur, public safety officials would use CodeRed and geolocation to notify individuals in evacuation zones with specific instructions. You can sign up for CodeRed at **bit.ly/SMCprepared.**

Mountain Village also maintains its own public notification system, ReadyOp, and it would be used to reinforce the messaging going out through CodeRed should the need arise. All council members are signed up for this service, and can encourage the public to sign up through **bit.ly/MVNotifications.**

Cellular networks may be congested during a wildfire, but text messages are more likely to go through than phone calls. Technology is not 100 percent effective however, and if you see smoke or flames, evacuate immediately.

Should the need arise, residents are urged be prepared for quick evacuations. Together with your family or household members, plan ahead in case of wildfire. Here is a helpful "Ready Set Go" document for household planning : **rsg-eag.pdf**

As you know, there are very few routes in and out of both Telluride or Mountain Village and beyond, so it's critical to make yourself aware of different evacuation routes based on your location. To learn about different evacuation routes, see links below:

Mountain Village Evacuation Map

Mountain Village Evacuation Guide

San Miguel County Resident Evacuation Guide

Colorado Wildfire Risk Public Viewer

For those living in wooded areas, investigate creating a defensible space around your home to further protect your home. More information can be found at **cowildfire.org**.

The San Miguel County Emergency Management Office, your regional fire agencies, and law enforcement agencies work tirelessly behind the scenes to be as prepared as possible for any scenario, but at the end of the day, personal responsibility is crucial in keeping you and your family safe. Be sure to also visit **westslopefireinfo.com** for the latest fire restrictions throughout our entire region.

Some of the financial implications that Council may consider is the funding of mitigation costs, both within the Town limits and on the adjoining properties. The Town Forester can speak to this in much more detail.
Another lesson learned from the Marshall fire is some residents who suffered losses are finding they are under-insured.

Possible action for Council members
National Incident Management System (NIMS) / Incident Command System (ICS) Training –
- G-402: ICS Overview for Executives and Senior Officials
- IS-800b: Intro to the National Response Framework
- IS-801 to IS-814 on Emergency Support Functions appropriate to their responsibilities

Thank you for this critical discussion.

Respectfully submitted

Chris Broady

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2021 ANNUAL REPORT
TELLURIDE HISTORICAL MUSEUM, INC.

MISSION STATEMENT

The mission of the Telluride Historical Museum is to preserve the rich, colorful, and diverse history of the region and to bring history to life through exhibits, programs, and education.

VISION

We envision a museum that is an indispensable cultural asset which reaches beyond its walls to engage people by bringing history to life.

2021 EXECUTIVE SUMMARY

After a year largely lost to the upheaval and uncertainty that accompanied the dawn of the COVID-19 pandemic, the Telluride Historical Museum took a few tentative steps towards a return to normalcy in 2021. As the year progressed, the Museum was able to loosen restrictions on visitation in accordance with public health recommendations, phase out its reserved-entry system, and reintroduce some of the programs and events that were cancelled or postponed in 2020. At the height of the summer season, the Museum's visitation and program participation numbers inched toward pre-pandemic levels. Any optimism surrounding these developments was relatively short-lived, however, as the arrival of the COVID-19 delta and omicron variants necessitated the cancellation of several programs and events as well as a brief closure at the end of the year.

Still, it would be hard to characterize the Museum's 2021 as anything other than a moderate success. Buoyed by its mill levy funding and strong donation, admissions, and program revenues, the THM was able to cut its operational deficit from over $17,000 in 2020 to just over $3,000 in 2021. The Museum was able to realize further financial stability through a second Payroll Protection Program loan and its subsequent forgiveness (in addition to the original 2020 PPP loan's forgiveness).

Similar to its strong financial outlook, the Museum also saw a number of positive developments with regard to its programs and events in 2021 as well including the installation of a new annual exhibit exploring the history of disease, pandemics, and related medical treatments, the return of the Fireside Chats lecture series, a year-long partnership with the Town of Telluride's Historic Preservation Department to celebrate the 60th anniversary of Telluride's designation as a National Historic Landmark District, and the creation of a new, scavenger hunt-style Halloween event. In addition, a number of traditional Museum programs and events including the summer walking tours, the Hike into History series, and the Daffodil Days fundraiser, set new attendance or participation records.

In addition to the return of relative financial stability and the encouraging resurgence in Museum program participation, THM also underwent a much-needed staff restructuring in 2021 with the addition of a third full-time staff member. In June, the Museum hired Mary Higgins as its new Director of Public Engagement. In this new position, Mary is responsible for helping to manage all aspects of the Museum's public outreach efforts including marketing and publicity, donor cultivation, special event facilitation, and membership concerns.

Taken together, the Telluride Historical Museum's accomplishments over the past year helped serve as an effective counterbalance to the adverse effects of the lingering pandemic. If nothing else, 2021 was a year worthy of building upon.

EXHIBITS & COLLECTIONS

For the first time in two years, the Museum was able to install a new annual exhibit in its Robert Weatherford Gallery. *Outbreak: Pandemics in a Connected World* delves into the history and legacy of both epidemics and pandemics of the past as well as offering contextualization for the current and ongoing COVID-19 pandemic. The exhibit combines resources provided by the Smithsonian Institute, Telluride Medical Center, San Miguel County Public Health Department, and Pinhead Institute to explore this extraordinarily relevant history through both a global and local lens. Unveiled in June, *Outbreak: Pandemics in a Connected World* will remain on display through the beginning of April 2022.

In addition to the new annual exhibit, the Museum also continued to maintain its array of permanent galleries as well as five off-site exhibits installed throughout San Miguel County, including the San Miguel County Sheriff's Office, Mountain Village Town Hall, the Telluride Medical Center, and the Wilkinson Public Library's Telluride Room.

Aside from its exhibits, the Museum also continued to care for its vast artifact and photograph collections, though the limitations of the Museum's existing collections storage capabilities continued as a critical issue. Installed as a goal of paramount importance in the Museum's forthcoming strategic plan, Museum staff is hoping to make headway towards an appropriate long-term collections storage solution that will enable THM to continue to collect and care for the region's historical artifacts for years to come.

VISITORS & PROGRAM PARTICIPATION

6,111 members, residents, and guests visited the Museum in 2021. While it was not a complete return to typical pre-pandemic visitation levels, 2021's tally is an increase of roughly 103% over 2020's final number. The summer season was the most encouraging for the Museum. THM hosted 1,029 visitors in June, 1,589 in July, and 1,281 in August, which all compare favorably to pre-pandemic totals. Visitation began to decline towards the end of August as the COVID-19 delta variant fueled a concerning local COVID outbreak. The subsequent omicron variant-fueled COVID outbreak in December had a similar impact on fourth quarter visitation tallies. These outbreaks combined with the first quarter's still-lagging visitation numbers likely prevented the year-end figure from approaching the typical 7,000+ pre-pandemic visitor level.

Still, in comparison to the prior year, 2021's visitation number was encouraging sign of progress. If COVID-19 trends continue on their net-positive trajectory in the coming year, it is likely that the Museum will witness a return to pre-pandemic visitation levels as early as 2022.

As with admissions, program participation also experienced a precipitous rebound in 2021. In total, 3,466 individuals participated in 87 Museum programs and events during the year. This represents an approximate increase of 237% over 2020's program participation figure. 2021's tally includes 800 school-aged children who participated in 17 Museum and Museum-partner school programs during the course of the year.

While the ongoing pandemic forced the Museum to cancel some of its planned offerings in 2021, including the Feasting on History and Evening with Ken Burns film screening events, the Museum was able to offer its typically diverse array of events including the reintroduced Fireside Chats series, the Hike into History series, and a plethora of walking tours, cemetery tours, Zoom-based programs, and a newly-created and well-received scavenger hunt-themed Halloween program, *The Night of the Telluride Undead*. The strong total program participation number was fueled in part by record-setting or near-record-setting attendance/participation in a number of events including the annual Daffodil Days fundraiser, the historical walking tours, the Hike into History Series, and the Halloween on the Hill trick-or-treating event.

In addition, the Museum also partnered with the Town of Telluride's Historic Preservation Department to celebrate the 60th anniversary of Telluride's designation as a National Historic Landmark District through a series of preservation-themed walking tours, the facilitation of an Instagram account focused on local preservation stories, and the creation of a journal detailing the history and legacy of Telluride's historic preservation efforts. The journal was published in late December and distributed, free of charge, in early 2022.

Below is a summary of the full range of the Museum's 2021 programs:

Program/Series	Location	Partners/Collaborators	Attendees
School programs/field trips/school outreach events/ After School at the Library (17 programs)	THM, WPL, Lone Tree Cemetery, the Valley Floor	Telluride School District, Telluride Academy, Telluride Mountain School, Wilkinson Library, Cortez School District, Pinhead Institute	945 (students & adults)
Workshops/Lectures/Presentations (3 programs)	Zoom, WPL	Kent Erickson, Wilkinson Public Library	146
High History Production (1 program)	Online	Telluride Theater	600
Historical Walking Tours (42 programs)	Telluride	Ashley Boling, Telluride Jazz Festival	796
HARC Tours (4 programs)	Telluride	Town of Telluride Historic Preservation Department	77
Cemetery Tours/Lamplight Cemetery Tours (10 programs)	Lone Tree Cemetery		162
Hikes into History (3 programs)	Telluride, Placerville, Ilium	Rudy Davison, Kierstin Bridger, Ted Wilson	59
Fireside Chats (4 programs)	THM, Placerville Schoolhouse	Paul O'Rourke, Linda Luther, Donnalee Brown, Rudy Davison	88
Halloween on the Hill/Night of the Telluride Undead (2 programs)	THM, North Fir Street, Telluride		455
4th of July Festivities	Mountain Village	Town of Mountain Village	177
Annual Exhibit Opening Reception	THM		Canceled
Free Family Night at the Museum	THM		Canceled
Annual Exhibit Lecture	THM		Canceled
An Evening with Ken Burns	Palm Theater		Canceled

Feasting on History	Town of Mountain Village		Canceled
70s Shindig	Ah Haa		Canceled
		TOTAL	3,466

MEMBERSHIP

The Museum had 198 members join or renew in 2021, which continued a recent downward trend. On a more positive note, THM recruited 31 new members during the year, a 72% increase over the number of new members that joined the Museum in 2020. Still, for the third consecutive year, membership revenue declined along with the decrease in the raw number of members. However, these decreases were again partially offset by fairly strong revenue derived from unrestricted donations. In total, THM received $37,466 in such donations in 2021 compared to $20,314 in 2020.

LEADERSHIP AND STAFF

Executive Director Kiernan Lannon continued to lead the Museum in 2021. A thirteen-member board of directors, which included both resident and government representatives, provided guidance and oversight to the organization.

After a year of relative staff stability in 2020, the Museum saw significant changes to its personnel structure in 2021. In March, Programs and Exhibits Assistant, Katie Triest, left the Museum. Visitor Services Coordinator Molly Daniel was promoted to fill the position. In June, the Museum hired Mary Higgins to the newly created Director of Public Engagement position. At the end of August, the Museum's longtime Director of Programs and Exhibits, Theresa Koenigsknecht, left THM to embark on a year of travel. Molly Daniel was promoted once again to fill this vacancy. The Programs and Exhibits Assistant position was left unfilled for the balance of the year.

In addition, due to the summertime resurgence in visitation, the Museum hired Laurie Jalenak and Eileen Claugus to serve as part-time auxiliary front desk staff.

Revenue

Admissions	$	35,988
Gifts and Donations	$	37,466
Memberships	$	37,055
Programming	$	15,017
Special Events	$	12,130
Town of Mountain Village- Mill Levy	$	99,874
Town of Telluride - Mill Levy	$	100,061
Investment Income	$	83
Store & Web Income	$	24,524
Total Revenue	$	362,198
Cost of Goods Sold	$	12,914
Gross Profit		$ 349,284

Expenses

General & Administrative	$	48,904
Building	$	11,746
Payroll	$	239,903
Utilities	$	13,055
Programming	$	8,399
Special Events	$	3,919
Promo & Sales	$	12,239
Collection & Exhibits	$	14,292
Total Expenses	$	352,457
Operating Income (Loss)		$ (3,173)

From: Jim Soukup, Chief Technology Officer
Casey Dukeman, GIS Specialist
Zoe Dohnal, Director of Operation and Development
For: Meeting, March 24, 2022

Date: March 24, 2022

Re: Broadband/IT Biannual Report

BROADBAND DEPARTMENT PROGRAM NARRATIVE
Mountain Village Broadband's goal is to provide high-speed internet access throughout the Town of Mountain Village with a high degree of reliability and redundancy, including any other surrounding areas as directed. The focus of Broadband is on the development of a sustainable model that does not restrict but enables sustainable future growth.

BROADBAND DEPARTMENT GOALS
1) Fiber to Premise: Complete main fiber construction this year and continue to install new fiber customers into 2022 and 2023.
2) Fiber splice matrix completion.
3) TMV Resort Internet Dish TV services.
4) Overall bandwidth utilization and network availability.
5) Provide Mountain Village the highest level of customer service.
6) Fiscal Responsibility. Prepare and stay within the department's approved budget and actively seek opportunities to optimize financial costs and investments when making decisions.

BROADBAND DEPARTMENT PERFORMANCE MEASURES
1. Fiber to Premise
   a. Fiber pathway is **99% complete**. Remaining construction include Trails Edge, Elk Stone, Aspen Ridge, and VCA Town is currently working with Lightworks to complete this construction with an expected end date June15th. Weather permitting of course.
   b. TMV has approximately 1297 subscribers. **44.5%** of Mountain Village residents (576 residences) are on the new fiber network.
   c. From **remaining the 55.5%**, TMV is prioritizing converting current coax cable customers to the new fiber network. These remaining residents fall into two categories, **182** properties require boring or trenching construction from the closest fiber pedestal to the premise (drop construction) and fiber installation. The other **539** require fiber installation. Of that 539, approximately **198** are within the Mountain Village Core area. All 721 require internal and external inspections to confirm the home is ready for fiber installation. At the current installation rate, and potential construction schedule, staff is estimating the remaining fiber installations will be completed by **October 2025**. The most predominant challenge has been scheduling and coordinating with customers.
   d. In order to track the stages of installation for each premise, staff will be implementing Crowdfiber (https://mtvillage.crowdfiber.com/). This system provides an internal contact

management system, communication automations, pre-fiber install inspection checklist and scheduling, and other streamlining capabilities. It also offers a clear public interface for the community. Each premise owner can track their current stage and their individual next steps. Staff will configure, test, and deploy the Crowdfiber contact management system by **March, 31, 2022.**

2. Fiber Splice Matrix:
   a. TMV is updating its as-builts for the fiber construction project. As-built is the end result of how the fiber construction project was completed. This GIS update is a large-scale endeavor which will produce a better understanding of how the fiber network was built, provide detail for future construction, and potentially provide real-time insights as to where there are fiber issues within TMV. This will be complete by **June 2022.**
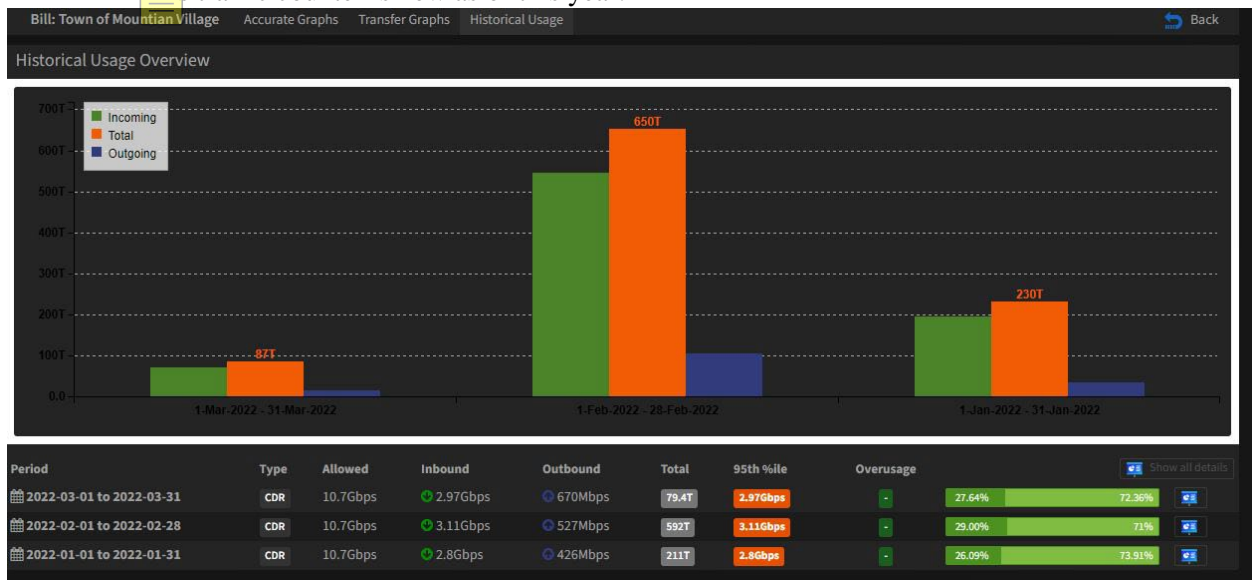
3. TMV Resort Internet Dish TV services:
   a. TMVs current TV subscribers count **increased by 12** to **651** with **2139** Wally's actively deployed. The previous month was 639 and 2052 respectively. TMV **lost 11 subscribers** to other TV streaming services like Hulu, Google TV, etc.

4. Bandwidth utilization and network availability:
   a. Below is TMVs bandwidth report for the North (**up to 30GBPS**) and South (**up to 10GBPS**) routes. Bandwidth peak alarms have been set at 10.7 GBPS. These alarms trigger possible DDOS attacks as well as bandwidth capacity planning. Below are the averages for the first three months. This traffic counter is new as of this year.


Period	Type	Allowed	Inbound	Outbound	Total	95th %ile	Overusage			
2022-03-01 to 2022-03-31	CDR	10.7Gbps	2.97Gbps	670Mbps	79.4T	2.97Gbps	-	27.64%	72.36%	
2022-02-01 to 2022-02-28	CDR	10.7Gbps	3.11Gbps	527Mbps	592T	3.11Gbps	-	29.00%	71%	
2022-01-01 to 2022-01-31	CDR	10.7Gbps	2.8Gbps	426Mbps	211T	2.8Gbps	-	26.09%	73.91%	

Below is the North route availability. Notice the outage on Jan. 25th. **Uptime 99.50%** for a three-month period.
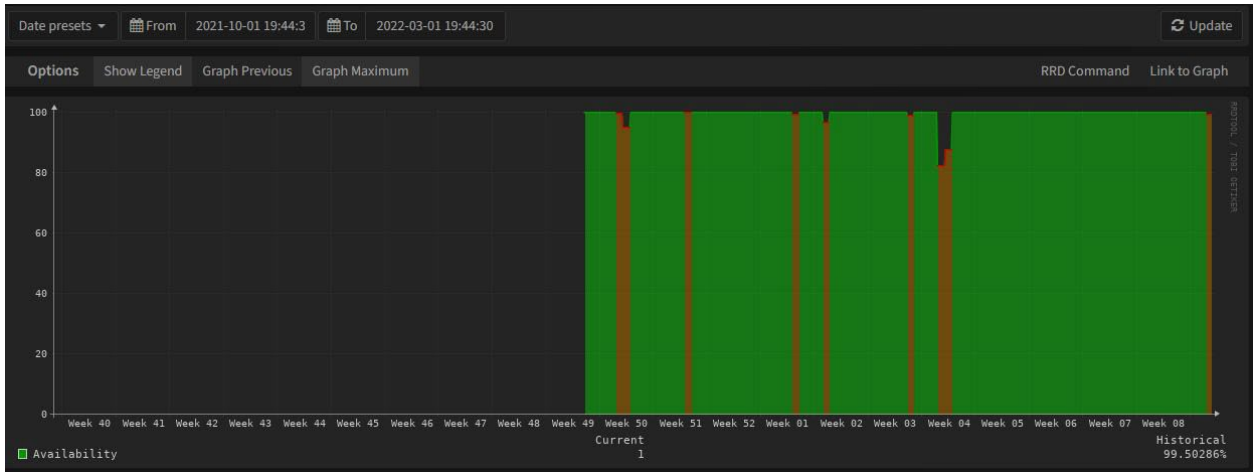
Below is the South route availability. Notice the outage on Jan. 25th. **Uptime 99.58%** for a three-month period.
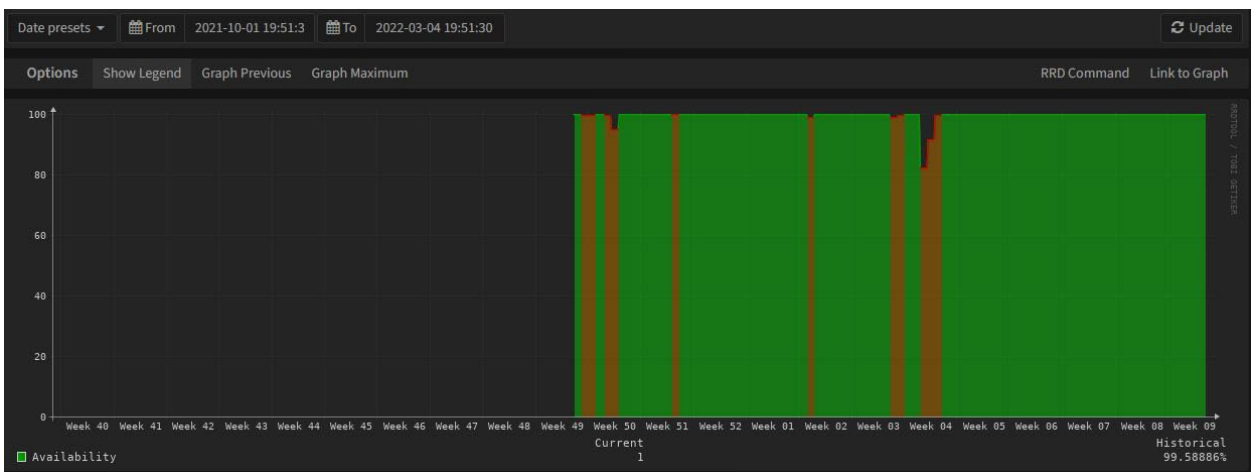
5. Customer Service:
    a. Over a 6-month period, staff completed **551 service truck rolls**. Due to staff turnover, we did not successfully return all calls within a 24-hour period. The department is now fully staffed and will maintain customer service standards. Staff successfully completed UNCC (Utility Notification Center Colorado) 304 cable locates.
6. Fiscal Responsibility:
    a. Year-end expenditure totals do not exceed the adopted budget and revenues meet or exceed forecast.

BROADBAND DEPARTMENT ACCOMPLISHMENTS 2021
1. Completed redundant core routers. Each router can control the North and the South internet routes. In the event of a router hardware failure, the other router can pass traffic in each direction. This failover happens automatically.
2. Upgraded backend fiber systems adding additional redundancy and capacity. The internet server has been upgraded and now connects to both core routers. In the event of a hardware failure on the internet server, traffic will continue to route out to the internet. This failover happens automatically. The added benefit to

this redundancy is it also adds additional bandwidth capacity. TMV upgraded from 20GBPS to 40GBPS back-end bandwidth capacity.

3. Added Tier 3 network service consultants Aspen Wireless. This team is responsible for maintaining the network analytics, uptime, and response notification.
4. Added Clearnetworx into TMV's internet systems providing carrier redundancy and bandwidth. Although no guarantee, adding a second carrier increases TMV's uptime percentages significantly. If Mammoth Network, TMV primary internet carrier, experiences a complete failure, Clearnetworx could handle the internet connectivity. This failover happens automatically.

INFORMATION TECHNOLOGY PROGRAM NARRATIVE

Responsible for establishing the Town's technical and cybersecurity vision and leading all aspects of the Town's technology development. Manages the Town's technology resources and support facilities local, wireless, internet, telephone, and all related software programs.

INFORMATION TECHNOLOGY DEPARTMENT GOALS

1. Cyber security patching and maintenance.
2. Network/Server/Phone administration and maintenance.
3. TMV desktop support.
4. GIS (Geographic Information Systems, electronic mapping).
5. Fiscal Responsibility. Prepare and stay within the department's approved budget and actively seek opportunities to optimize financial costs and investments when making decisions.

INFORMATION TECHNOLOGY DEPARTMENT PERFORMANCE MEASURES

1. Cyber Security:
    a. A **high percentage** of TMV computer equipment has been successfully security patched.
    b. Altered emailed security system enabling more reliable inbox delivery.
    c. Firewall Capture Threat Assessment reported **0** exploits and **160** blocked threats. These threats did not trigger other TMV cyber security systems.
    d. 90-day Managed Security Company reported **1** detection and **0** manual remediation which was successfully removed.
    e. 30-day Managed Security Company reported **126** hunting leads and **0** lead investigated.
2. Network/Server/Phone:
    a. Started accounting server migration to the cloud. Should be completed this month.
    b. Overhauled Broadband database. This project will continue through this year including a cloud migration.
    c. Upgraded phone system adding more protection against spam callers.
    d. Started Heritage Parking lot Wi-Fi and Camera project.
    e. TMV private network tracking system reported a **99.99% uptime** and a **5-star quality** of network rating. Star rating goes from 1-5, 5 being the best. **10 outages** were brief and due to facility or network maintenance.
    f. Added additional security cameras and upgraded security camera server.
3. TMV desktop support:
    a. TMV employees generated **192 support tickets** with **73%** (139) resolved. The remaining open tickets have been prioritized accordingly. TMV has been short staffed to address all tickets in a timely manner. This new ticketing system is still under refinement.
    b. Worked with HR onboarding and offboarding employees.
    c. Added new password manager. Currently this new system is under deployment and has 44% (**33) users deployed** of 70.

INFORMATION TECHNOLOGY DEPARTMENT ACCOMPLISHMENTS

1. No known cyber intrusions.
2. All systems achieved a high degree of uptime including a restoration of a failed controller.
3. TMV private's network achieved high uptime percentage.
4. Archival backup up system successfully added to the cloud along with licensing renewal.
5. No high temperature alerts at headend or internal server sensors.

GIS DEPARTMENT GOALS

1. Quality control all Lightworks mapping data regarding the Fiber to the Home (FTTH) project.
2. Maintain GIS licenses and equipment.
3. Provide mapping support/collaboration to internal and external partners.
4. Provide mapping support to all internal departments.
5. Research and develop a plan for using Ground Penetrating RADAR (GPR) technology.
6. Create GIS awareness/training, which is relevant to each department, centered around key questions.

GIS DEPARTMENT PERFORMANCE MEASURES

1. Ongoing Biannual Goals and Objectives

   a. Maintain GIS licensure and equipment such as ESRI desktop and online services and software, printing, scanning and mapping services, survey instruments, field deployment solutions and hardware. *Previous assessment, Ongoing* 50%
      i. **Current assessment: Ongoing, 80%** Nearly finished with converting all mapping and spatial data management systems to ESRI GIS platforms, converted all CAD files to GIS format and terminated all CAD licenses (a savings of over $2500). Trained personnel and implemented GPS mapping solutions in business development, parks and recreation, cable and broadband, road and bridge, and maintenance departments.

   b. Collaborate with TOMV Planning personnel and GIS analyst as well as San Miguel County GIS Department to evaluate the extensive inaccuracies of TOMV's parcel and zoning data as well as inconsistencies of that data with the San Miguel County's GIS data. *Previous assessment, 60%*
      i. **Current assessment: 85%** Most edits are complete; needs final spatial and nonspatial dataset merge; QA/QC; Implemented ArcGIS Online portal for eventual collaboration with San Miguel County's GIS.

   c. Provide mapping support for Planning and Housing departments: GPS locate Plaza license and use agreement maps, online map service support; editing workflows, training employees to create and edit in the online GIS environment; deed restricted housing and other data for the TOMV Comprehensive plan as well as other public notices and Town meetings. Previous assessment, Ongoing, 35%
      i. **Current assessment: 75%** Most initial services have been implemented, currently awaiting completion of the open space, ROW, and lot editing from planning GIS. Once completed, final implementation of mapping tools will be deployed and second phase workflow integration with San Miguel County and development of internal data organization tools and services will begin.

   d. GIS is working the TOMV Cable and Fiber Department and Lightworks Fiber & Consulting, LLC to create consistent data relevant to evaluating the route, managing assets, and assessing network health of the existing and newly constructed broadband infrastructure. *Previous assessment, capturing lightworks as-built data, 25%; onsite inspection and installation qualification; 10%*
      i. **Current assessment: 60%** Continued work with Lightworks to recreate deliverables required by the FttP Project SOW and subsequently abandoned during construction. This includes both conduit and fiber infrastructure, as well as fiber network splice matrix.

        ii. **Current assessment: 40%** Development of data collection technologies for onsite inspection, construction design, and quality assurance.

    e. GIS will work to develop a broad outreach, collaboration, and education program with the TOMV departments, Town of Mountain Village Homeowners Association, San Miguel County, Telluride Ski and Golf, and the Town of Telluride to promote GIS awareness and collaboration for the purpose of developing mapping infrastructure for TOMV and the surrounding area. *Previous assessments: Outreach: 50%; Collaboration 15%; map service and workflow tool implementation: 30%; establishing interdepartmental collaboration; 40%*

        i. **Current assessment: 55% Outreach,** GIS is working with additional departments to develop more mapping and workflow services. **65% Collaboration,** GIS has expanded its collaboration to permitting, plaza services, recreation, external contractors, TMV homeowners associations, outside software development entities, and gondola maintenance. **45% mapping services and workflow tool implementation,** GIS has developed online applications for Parking, Disc Golf, and fiber construction notifications, online maps for internal reference, integration of TelSki high resolution drone aerials, and business finder services.

    f. Provide professional development opportunities for GIS staff as well staff members from other TOMV departments. *Ongoing*

        i. **Current assessment: Ongoing,** Trained staff in the use of hosted map services for workflow integration. Trained staff in edit and design of such services for personal and departmental customization. Completed FAA Part 107 unmanned aircraft pilot certification.

2. Fiscal Responsibility:
    a. Year-end expenditure totals do not exceed the adopted budget.
        i. Added ESRI ArcGIS online user level licensing for office and field deployment; discontinued AutoCAD licensing and replaced with ESRI plugins to seamlessly integrate CAD documents into the GIS environment; research less expensive more accurate solution for utility locating to replace the need for ground penetrating radar (GPR).

GIS DEPARTMENT ACCOMPLISHMENTS

1. Completed HUTF – CDOT Road reporting
2. Completed Unmanned Aerial Systems FAA Flight school and successfully obtained the UAS drone pilot's FAA Part 106 certification.
3. PLA maps for Plaza space utilization agreements with TMV.
4. Implemented desktop and GPS field deployment solutions for planning and broadband departments
5. Created extensive planning and tracking tools and provided workflow and organizational assistance for the Fiber to the Premises (FttP) broadband construction project.
6. Created and provided GIS data for the comprehensive plan.
7. Completed submeter GPS locating of all TOMV businesses.
8. Delineated the exact elements of the FttP as built that are deficient in the contractor's deliverables, develop plan, resources and tools to obtain said data. Converted and created new datasets with accurate information and relevant symbology and metadata.
9. Complete fabrication designs for the Plaza ice rink cover.
10. Completed GPS field solutions for cable and broadband, business development, Plaza services, Parks and recreation, facilities maintenance, water and sewer, and other contractors.
11. Integrated county structure (rooftop) addressing into the TOMV GIS system.
12. Integrated TelSki high resolution aerial photography into TOMV hosted and printed maps. Developed 3d model of most of TOMV using LiDAR data.

13. Created contour hypsography at 1ft, 2ft, 3ft, 5ft, 10ft, and 20ft intervals.
14. Developed Parking Finder app for TOMV visitors and residents.

Town of Mountain Village
HUMAN RESOURCES DEPARTMENT
Bi-annual Report to Town Council
August 2021 - February 2022

We make Mountain Village a great place to live, work & visit.

HUMAN RESOURCES STAFF:

Lindsay Niehaus, HR Coordinator

Jaime Holmes, HR Director

NEWS:
- CO Health Families & Workplaces Act (HFWA) requires employers to provide 2 types of leave:
  - Public Health Emergency Leave (aka Covid Leave) - to be used during a declared public health emergency for a specific time period and limited to 80hrs total for FT and 2 weeks average time worked for PT from 1/1/21 – no additional time granted for 2022, remaining leave rolls over to 2022.
  - Paid Sick Leave (not Covid specific and is ongoing) – 48 hours maximum is granted to all employees each year to be used for qualifying reasons.
- Vaccines: we are not requiring Covid vaccinations but do encourage them. A current Gallup poll provided from Employers Council stated that 36% of employers are mandating vaccinations.
  - Leave for vaccines: the Town has allowed a full day of time off without the use of PTO for employees that wish to be vaccinated or boosted.

~The updated 2022 Employee Handbook is being reviewed by Human Resources consultants at Employers Council. The Handbook review is a free annual service provided by Employers Council. Once completed, it will be uploaded to our employee software, Ultipro, with employee acknowledgment required.

1. **DOCUMENT MANAGEMENT:** Maintain accurate personnel files in compliance with the Colorado Municipalities Retention Schedule.
    - Employee personnel documentation is retained according to the Colorado Municipalities Record Retention schedule dates. Drug and alcohol reports are maintained in compliance with FTA Record Retention schedule dates.
    - HR schedules an annual clean-up day in the fall to begin process of cleaning up records throughout computer drives and paper files to continue compliance. We completed a clean-up day in November 2021 with several documents destroyed. We will maintain this as an annual HR function to remain compliant.

2. **BENEFITS & COMPENSATION:** Administer benefits, compensation and recognition programs to attract and retain high-performing, well-qualified employees.
    Compensation
    - HR completed working with Employers Council Consultant to conduct a salary survey, which included the following: A full review and revision of our current pay grade structure to ensure competitiveness in the identified market with development of a long term strategy to continue market competitiveness. HR will conduct a market wage analysis every two years depending on the market movement with overall wage requests going to Finance for budget approval from Council.
    - With Council approval, the market wage updates went into effect December 2021 and were distributed to each employee with a one-on-one meeting with HR, Manager/Director and the employee. This was well received.
    - A Compensation Policy and Performance Review Policy were written and are being evaluated by a Director led subcommittee for best practices.
    - Performance Reviews, Goals, and Competencies along with new strategies are being re-evaluated for change across the organization for 2022 reviews. A Director led subcommittee has been established and is currently meeting to establish best practices. New Performance Review Goals, and Competencies are expected to be implemented by June 2022.
    - HR participated in CML and Employers Council benchmarking surveys for 2022 market data.

    Benefits
    - Open Enrollment was completed November 2021 with a January 2022 start date. We kept the enrollment electronic and passive, meaning if there were no changes to benefits, the employee did not have to re-enroll. HR Coordinator Lindsay Niehaus, put together a full benefit review and benefit statement of each employee's benefits they were currently enrolled in. The benefit educational review and benefit statement were emailed to each employee. These benefit statements reflected what the organization covers for employees with costs. Employee feedback was positive.
    - CEBT: health benefit renewal rate increase was 2% for 2022 due to a very low loss ratio. We fell in the 2nd lowest loss ratio category equating to the second lowest rate increase. There were no renewal increases to the dental and vision benefits. The Town did absorb the increase renewal rate and did not increase premiums to employees.
    - 2022 Town Benefit Stats:
        - FSA: 23 enrolled in 2021 / 20 enrolled in 2022 (1 dependent care FSA and 19 medical FSA)
        - Aflac: 45 enrolled in 2021 / 40 enrolled in 2022
        - Standard Supplemental Life insurance: 16 enrolled (+1 enrollment from 2021), with 6 Supplemental Spouse Life, with 6 Supplemental Dependent Life (both spouse and dependent life were -1 from 2021)
        - PERA Supplemental Life Insurance: 7 enrolled in 2022
        - 401k: 87 enrolled in 2021 / 104 enrolled in 2022 (83% participation rate)

            HR Metric Data
        - Turnover (FT/PT year round): from 1/1/2021 to 12/31/2021 = 25% (2020 Turnover was at 30%)
        - Terminations (FT/PT year round): from 1/1/2021 to 12/31/2021 = 30
            - Separation reasons cited: 14 = took another job in the area, 6 = moved out of the area, 5 = terminated, 2 = retired, 2 = family/personal reasons, 1 = gave no notice
        - New Hires (FT/PT year round): from 1/1/2021 to 12/31/2021 = 24
        - As of 3/01/2022, we have 126 FT/PT year round employees and 22 seasonal employees

3. **ENVIRONMENT:** Promote the Town's commitment to environmental sustainability by educating and engaging current and future employees.
    - Ongoing employee education, policies and programs (waste reduction, recycling, energy conservation measures, zero waste plan...) are communicated in job descriptions, and monthly HR newsletters to encourage all employees to take responsibility for recycling, waste reduction and energy conservation. HR will work closely with new Environmental Efficiencies and Grant Coordinator to help aid in continuance of Town staff sustainability efforts.
    - A Paperless W-2 is available for all employees through UltiPro with an option to import directly into TurboTax.

4. **FISCAL RESPONSIBILITY:** Prepare and stay within the HR department's approved budget.
    *   HR did change drug and alcohol TPA providers due to increasing costs, as well as inefficiencies experienced with previous TPA provider. We are expecting to see a nearly 50% drop in drug and alcohol costs for 2022 along with a significant drop in administrative duties associated with previous TPA.

5. **POLICY ADMINISTRATION & ENFORCEMENT:** Administer and enforce town policies in compliance with state/federal laws and town goals.
    *   Ongoing communication/training with EC, CML, CIRSA, and Pinnacol regarding state and federal laws, employment regulations and Town goals.
    *   All Town policies are being reviewed and updated for compliance. New policies are being discussed and written where written policies were not in place previously. Currently, in the process of updating and cleaning up policies and forms throughout employee software, UltiPro.

6. **RECRUITMENT/ ONBOARDING:** Assist management with timely and lawful recruitment processes to maintain proper staffing levels and reduce turnover.
    *   To continue processes to become and remain an Employer of Choice through recruitment and retention. An Employer of Choice is an employer whom workers choose to work for when presented with other employment choices. This decision is also made when choosing to stay with that organization. An Employer of Choice results in better productivity, healthier workplace culture, and an ability to attract and retain top talent. Tactics include: defining the ideal employee, determining what will attract and retain employees, keeping an eye on competition, employee development, employee recognition, organization stability (includes transparency), and positive work experiences. These strategies are long- and short-term goals that continue to be developed and implemented.
    *   HR is currently involved in all hiring, guiding the hiring team to determine the ideal employee and ensuring the right fit and top talent is considered and hired not only for the department, but for the organization as a whole. This involvement contains: maintaining EEO standards and training hiring team of compliance, helping hiring team manage applications, setting up interviews, creating equitable, skill and behavioral based interview questions, working with a hiring team to choose the right candidate for job and workplace fit, and continuing immediate contact with candidate to get them fully onboarded. HR works diligently and one-on-one with new hire ensuring the onboarding experience is positive from day one. HR will work with departments to continue that positive employee experience.

7. **SAFETY:** Continue to provide a safe workplace and minimize workplace injuries
    *   The Safety Committee continues to evaluate and implement best practices to help create and maintain a proactive safety culture throughout the organization.
    *   CIRSA audit completed 9/2021 and found we need several updates regarding Safety trainings and policies. I am working with each department to ensure compliance. We have scheduled an upcoming 2-day on-site training with CIRSA for several certification completions.
    *   Started New Employee Safety Orientation with each new employee and their supervisor. Department Safety Inspection Checklist within each department started in June 2021.
    *   The Safety Committee started the process of having an on-staff CPR certified trainer to conduct CPR/AED trainings throughout the organization. In July, Officer Erika Moir completed her training and will be working with staff and departments to offer CPR/AED trainings.

8. **TRAINING & PROFESSIONAL DEVELOPMENT:** Combine performance management with staff training & development.
    *   Annual performance reviews for all staff were completed by December 2021. Average overall Manager rating for employees across organization was: 4.16. 46% of employees fell within the Commendable range of 4 – 4.49 score. Merit increases were distributed to staff based upon performance review scores.
    *   A Performance Review Policy was established during the 2021 market study. This policy, purpose and process was discussed with each Director in advance of changes coming for 2022 performance reviews. Highlights of the policy include new Performance Elements that are established as organizational wide competencies and will be added to all jobs. Further training will be established for all Managers/Directors to understand the difference between an Outstanding Performer, a Skilled Performer and an Inconsistent Performer and will be able to score the employee based upon actual job goal and competency performance. A Director led subcommittee will continue to work on updating organizational and departmental goals and competencies and establish consistency. The goal is to have this complete

with Town wide reviews and trainings completed by June 2022.
- o New Performance Elements to be included in 2022 performance reviews:
  - Service and Professionalism (External Focus)
  - Work Effectiveness (Personal Focus)
  - Teamwork (Collaborative Focus)
  - Staff Management and Development (Leadership Focus)

Memo

Agenda Item 9c

To: Mayor and Town Council
From: Dawn Katz, Director
Date: March 2022
Re: Mountain Munchkins Semi-Annual Staff Report

SUMMARY

1. Mountain Munchkins currently has 34 children enrolled. 25 of those families live and/or work in the Town of Mountain Village. The other nine reside and work in San Miguel County. These non-resident families pay a higher daily tuition rate. Priority for enrollment is given to Town of Mountain Village employees and residents, then children on CCAAP (Social Services), CPP (Colorado Preschool Program) or SPED (children with an individualized education plan).

2. Mountain Munchkins will begin facility improvements and minor renovations during spring break April 4th-15th when the program will be closed.

3. Mountain Munchkins infant and preschool classrooms are at full capacity. Per state licensing, the toddler room can only accommodate ten mixed ages (1–3-year-old) students. That classroom is licensed for 18.

4. The State of Colorado annual licensing inspection was completed on February 9th, 2022. The newly assigned licensing inspector is working closely with the director regarding classroom accommodations and suggestions moving forward. Based on the walk-through inspection, the staff will relocate the infant room to the young toddler room that has remained closed since March of 2020. By doing so, the facility could accommodate an additional three infants and five toddlers with the current staff. This change will happen after facility improvements are complete. The goal is by September 2022.

5. Mountain Munchkins has received additional grant funding from the State of Colorado for 2022. The Colorado Office of Early Childhood Stimulus Grant will total $57,231 over nine months. This funding is specifically earmarked for program stabilization and workforce support. Monthly reporting is required.

6. In June 2021, Mountain Munchkins received a level *FOUR* (out of 5) rating through the *Colorado Shines* program. *Colorado Shines* is a quality rating and improvement system used to assess, improve, and communicate the level of quality in early care and education programs. The director has filed for an appeal to the state in hopes of receiving a level 5. The area that came up short was in Leadership, Management and Administration based on the staff survey around benefits. With most of the current staff in a part time position, full time benefits were unknown.

7. Mountain Munchkins will host a family event on June 24th, 2022. The second event will be an open house later in the summer/fall to show families the facility improvements.

DEPARTMENT GOALS

1. Assure facility operates within licensing guidelines.
2. All daycare operations are properly supervised.
3. Assure staff completes all continuing education requirements to ensure excellence of the programs.
4. Operate within the annual budget.
5. Continue grant funding and fund-raising efforts to offset the Town subsidy.
6. Assess and evaluate each child's development in the toddler and preschool programs.
7. Create and maintain strong family partnerships within the program.
8. Replace paper towels in each facility with wash cloths to reduce waste.
9. Create and manage the wait list. Priority is given to families that live and work in the Town of Mountain Village.

DEPARTMENT PERFORMANCE MEASURES

1. All staff and employee files are current within 60 days of enrollment/employment. Staff to child ratios are maintained 100 percent of the time. Fire, Health, and State inspections are current and on file; any violations are corrected within five business days.

   The childcare licensing inspector conducted the annual visit in February 2022. The program was cited for minor facility violations. The director is working closely with the new inspector to rectify these citations. Fire inspection was completed June 2021 and the health inspector completed a virtual inspection in July 2021. Citations were corrected immediately.

2. Play areas and equipment are inspected daily; unsafe materials discarded immediately. Fire/Evacuation drills are conducted monthly. All policies and procedures are current with the State of Colorado Rules Regulating Child Care Centers.

   Both playgrounds are inspected daily. All issues are corrected immediately. All staff are informed on changes to policies and procedures as changes occur. Most of the structures and toys have been replaced with funding received from the Temple Hoyne Buell Foundation playground renovation grant. Once the snow has melted, these new structures will be set in place.

   Fire/evacuation drills and in shelter/active shooter drills are practiced monthly.

3. All staff is current on required training, continuing education, and formal education courses. Through grants, staff shall seek and successfully complete formal early childhood college courses.

   Early childhood courses and trainings are easily accessible for all childcare providers. The issue in getting qualified staff is now the employees desire and time. All current employees are enrolled in a form of continuing or higher education course.

4. Offset payroll expenses by staffing according to ratios and daily enrollment. Offset operational expenses through parent donated snacks, supplies, and equipment, grants, and fund raising. Department year end expenditure totals do not exceed the adopted budget.

   The revenue vs. expense report is carefully monitored monthly.

5. Pursue all grant opportunities to offset operational costs. Pursue and coordinate fund raising opportunities to offset operational costs.

   Received grants and fundraiser revenue for 2022:

Telluride Foundation	$30,000 (requested)
Strong Start	$35,000 (requested)
CO Early Childhood Stimulus Grant (stabilization)	$45,954
CO Early Childhood Stimulus Grant (workforce)	$11,277
Temple Hoyne Buell Foundation Scholarship	$25,000
Just for Kids Grant:	$5,000
CCAASE Grant:	$10,000
Family Date Night Fundraiser	$10,000-projected

   TOTAL: *$172,231!*

Mountain Munchkins received approximately $135,000 in grant funding for 2021. Specific funding was utilized for COVID related issues such as loss of program revenue due to closures and expenses to support new protocols and procedures.

6. Toddlers and preschoolers will be observed and assessed in all areas of development. Staff will conduct parent-teacher conferences to discuss child's progress and pursue additional services if needed.

    Mountain Munchkins is required to assess all preschool children receiving assistance through the Colorado Preschool Program or that may qualify for special education services using Teaching Strategies Gold. The Teaching Strategies Gold is a research-based, in-depth look into every developmental domain. This assessment tool guides instruction, measures growth over time and pin-points areas in a child's development that need more attention. Mountain Munchkins staff members choose to evaluate all preschool age students with this invaluable tool. The information received from these evaluations help to guide lesson planning and preschool instruction.

    Conferences are offered twice a year in the preschool. The infant and toddler lead teachers have completed developmental checklists on all the children enrolled. Virtual conferences are scheduled for March 24th, 2022.

7. Serve as a community resource for families in our community. Offer families opportunities to be part of their child's early learning experience. Communicate with families about their child's development and how the program operates. Be available for conferences on an as needed basis. Forward all parenting education opportunities to our families. Utilize child development professionals to observe and access our program and make improvements based on their assessments.

    Continue to advocate for early childhood education regionally. I am the board chair of the Colorado Preschool Program Council. The Council assures that at-risk child in our community have access to high quality pre-school programs.

    The program supports and distributes the scheduled Bright Futures parenting class that happens bi-monthly at the library.

    Mountain Munchkins staff members are required to attend monthly Pyramid Model Trainings. These trainings offer ideas and suggestions for helping families (and providers) with infant, toddler, and preschool social and emotional challenges. These ideas and resources are shared with families during parent/caregiver conferences or whenever requested.

    Programs that offer Colorado Preschool Program (CPP) spots to at-risk children must meet a set of criteria set forth by the Colorado Department of Education regarding class size and quality standards. 25 percent of preschoolers enrolled at Munchkins are considered "at-risk" and are receiving CPP and Special Education services.

8. Replace paper towels in each facility with wash cloths to reduce waste.

    Paper towels are being used 100% of the time per the recommendation of the CDC.

9. Create and manage the wait list.

    I created and manage a wait list for the program. Priority is given to families that live and work in the Town of Mountain Village. Other families will be considered based on availability. Due to qualified staffing issues, the program has started three children in the last nine months. With the new classroom recommendations, the director hopes to start more children this summer.