



AGENDA ITEM 6
TOWN MANAGER
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TO: Mountain Village Town Council
FROM: Paul Wisor, Town Manager
DATE: June 14, 2024
RE: Department Updates

Executive Summary: Below is a summary of notable activity within each of the Town's departments. Please contact the Town Manager if this report raises any questions.

Public Works

Road & Bridge

Asphalt overlay project has begun. The project will be completed in two phases (June 10-15 and July 8-13) – phased approach due to construction traffic in Montrose area slowing down process of hauling asphalt. Water infiltration issues are being investigated and addressed during the spring runoff. FOG inspections have begun at restaurants in Mountain Village.

Water

Three water leaks were addressed and fixed including two in Ski Ranches' old infrastructure. Production has increased back to normal levels due to irrigation and increased occupancy in Mountain Village. Water meter installation continues.

Plaza Services

Irrigation systems have been turned on and mowing operations have begun. Some of the summer flower order has arrived and is being planted around the Village Core. Market on the Plaza begins on the 13th and summer concerts in the Village Core have begun with the Music on the Green and Firstgrass on the 19th.

Facility Maintenance

General maintenance around the Village. Off-season turnover and new building move-ins at VCA are keeping staff busy.

Vehicle Maintenance

Gondola Parking Garage gutter project has been completed (replacement of broken channels within the storm drain system). Summer equipment standard maintenance has begun.

Parks and Rec/Parking/Gondola

Parking

Parking has transitioned into summer operations, with Bluegrass on the horizon. Wayfinding updates are underway in all lots and stall striping is happening as needed. Phase 2 structural steel painting in GPG starts after the July 4th holiday on levels 2 and 3.

Gondola / Bus

Gondola operations wrapped up orientation before opening for the summer season on May 23rd, onboarding and training 16 new seasonal employees and performing refreshers for the 21 FTYR employees. Seasonal housing in VCA is full and tenants will be moving into phase IV as early as next week. The gondola maintenance department had a productive shutdown period, tackling heavy maintenance tasks that cannot be performed while the system is in operation. The spare drive bullwheel, ordered 14 months ago, was delivered and “put on the shelf” until needed. Meadows bus service started up for the summer season, mirroring the operational dates and hours of the gondola.

Parks and Rec

The summer trails push is well underway, with the initial focus on the center section of Boulevard Trail. Town crews and sub-contractors will be wrapping up tree work on the corridor next week, on or before June 21st. Over 80 dead or declining trees will have been removed from the project area when complete. Trail width is being re-established and material is being imported, retaining walls are being dismantled in preparation for reshaping. Machine work on the Big Billies Novice spur will begin the week of June 23rd. Town crews have begun clearing the corridor and prepping for bridge construction. Alignment of the new Stegosaurus Trail is scheduled to be flagged the week of the 23rd as well and Town crews will start clearing the corridor ahead of the machine work.

The last of the ADA ramps was poured on the Boulevard at Blue Meas last week, officially closing out the grant funded safety improvements project. Sidewalk repairs are underway on the Boulevard at Franz Klammer and a new sidewalk connection at the Boulevard and Lost Creek intersection is scheduled to start following completion of the Franz Klammer section. The reroute of the sidewalk under the Village Bypass ski run bridge is out to bid. A stone veneer on the Hilfiker wall on lower San Joaquin is currently under construction, with a completion timeline of mid-July.

Parks and rec crews opened disc golf and the climbing rock before Memorial Day. Platform tennis has been spruced up for the summer season, and general beautification efforts at all venues and along all trails have kept the team busy. Bridge removal per the settlement agreement at 615-1CR has been completed, as have the required clean-up operations. Village Pond has been freshly stocked with trout. Moving forward, assisting with trail improvements and construction will be bulk of the department’s summer workload.

Munchkins

Munchkins is excited to welcome Elena Holt and Aliyah Uribe to the program as our most recent childcare assistant hires. We are really thrilled to have them onboard with us. We are still actively looking for more staff to get us to a place where we can successfully be operational in times of illness/staff absences.

The waitlist has been closed since this past February and we are getting ready to open it again on June 17th at noon. There has not been much movement on the waitlist but while it has been closed families have still been reaching out daily. To keep all the potential families organized, reopening the waitlist and streamlining the process will help us evaluate the true need of our community. Kathrine Warren and I have been discussing the ability to put the waitlist out to the public, much like the VCA waitlist, so families can see the enrollment progress- there are still some details to work out but hoping to have that up and running by the end of the summer.

Munchkins was preparing to go through the ITERs/ECERs quality rating this upcoming September, however due to staffing and capacity issues we have filed for an extension with the Colorado Shines program. The program typically gives a six-month extension to facilities who are not ready to go through the rating process- we are hopeful for that grace period.

On June 18th there is going to be a community discussion regarding the lack of available childcare in our area. Bright Futures recently published a white paper on the ins and outs of Early Childhood Education in our community. It's our hope to brainstorm more solutions to this ever-growing problem while also figuring out ways to continue to support the current programs.

It's finally summer so the kiddos are enjoying all the outside time, we will start to take the preschoolers to swim lessons in July. The toddler class is enjoying the splash pad and water tables on these nice summer days and the infants have been out on lots of walks. Everyone is enjoying this wonderful time of year!

Community Development

Planning – With summer building season in full swing, comes an increase in compliance issues that are often handled jointly by planning and building. Design review continues as usual and significant staff time is being spent on wrapping up conditions of approval necessary prior to issuance of building permits on larger projects such as Lot 161CR (Four Seasons), Lot 30 (Highline Residences) and Lots 126R/152R. We continue to work through various code amendments. Planning is working with Public Works and Parks and Rec to dial in plans for Meadows Parking Lot and Meadows subarea improvements along Adams Ranch Rd. so we can pursue grant opportunities looking to construct in 2025. Our new planning tech is scheduled to start June 17.

Building- We sent additional reminders to all licensed contractors in the Village regarding permitting processes and construction mitigation requirements to try to get ahead of potential violation complaints. Plan review and inspections are both very busy. Mark Eckard has received his FAA certification Drone Pilot License and we have begun utilizing that technology for roof inspections. Lars Forsythe has been coordinating the project of adding additional safety egress from gondola angle station, and that project contract should be awarded this week with installation sometime in early July. He has also begun preliminary meetings with the contractors for Four Seasons to answer questions about upcoming permitting.

GIS continues with re-addressing efforts. Boulders, Coyote Court and Prospect Plaza are all coming to completion and staff have verified that almost all physical addresses on the properties have been changed. We had a community meeting with Phase 2 residents on June 11 and will begin that Phase of re-addressing on July 8. Revisions to the Zoning and Open Space maps are underway to reflect recently recorded rezones.

Forestry participated in Fire and Ice Event on June 9 to educate the public on our fire related incentive programs, and afterward screened the film “Elemental: Reimagine Wildfire” at the TCC. This film is a good overview of current wildfire issues and changing tactics regarding fire mitigation. We encourage all Council members to view it, it can be rented on Amazon Prime and Apple TV. Seasonal crew has completed training and begun working on smaller projects to begin breaking in new equipment. They are currently assisting Parks and Rec with Boulevard Trail tree mitigation efforts. Next project would be either defensive space surrounding VCA (pending Telski approvals to access via Telski land) or community fuel break work between Jurassic and See Forever. We have contracted with the Colorado State Forest Service to do plot data collection to estimate biomass of ground fuels in this area and write a defensive space prescription which can be helpful in attaining grant funding.

Clerks

The Clerk’s Department has been fielding questions and public comment regarding the proposed Charter amendments. We continue to work through document accessibility conversions and update PaperVision documents. We recently attended a training conducted by Allyant which introduced us to their CommonLook Adobe add-in which allows accessibility changes to be made to PDF’s. It is extremely time-consuming to make these conversions and we will be continuing trainings and conversions in PaperVision.

Human Resources

Learning & Development Training: Our commitment to Learning & Development training continues with June’s training titled: “DiSC: Navigating We by Exploring You and Me”

Our training logistic strategy continues with a one-hour all staff training (101) and then a one-hour supervisor deeper dive training (201). As a reminder, these are being conducted on-site by our consultant with Marble Peak Consulting. HR’s strategic goals surrounding Learning & Development training will continue to enhance organizational growth, foster a culture of skill enhancement and improving employee engagement and retention, to point out a few factors.

We successfully participated in CIRSA (property casualty) and FTA (Fed Transit Auth) audits.

We held a successful employee and family picnic celebrating all employees! Our celebrated service anniversaries are as follows:

5 years:	10 years:	20 years:	30 years:	35 years:
Bissonnette, Josh.	Michael Conklin	Julie Vergari	Caley Davis	Finn Kjome
Soukup, James R.	TK Newell	Dany Ramirez		
Niehaus, Lindsay E.				
Cornish, Dylan				
English, Cory				
Hool, Matthew L.				
Fogg, Donovan				
Howe, Ada				

We also announced our Employee of the Year: Brett Button! HR sends a nomination form to all staff to recommend an employee of the year with a small committee selecting the employee. The employee for the year must meet the following criteria: Professionalism, Customer Focus, Quality, Teamwork, and Innovation. One of Brett’s nominators stated “Brett exhibits pride without ego. His work and that of his team helps make Mountain Village a wonderful place to

live, visit and work. His openness to new ideas and concepts while falling back on tried-and-true standards of care and priority are a mix from which to make a model for other employees.” Couldn’t be a truer statement to describe Brett and his work ethic.

Police

The month of May finally slowed down a little for the police department and we were able to catch up on tasks around the office. Including updating forms, working in the evidence room to dispose of items from cases that are no longer active and restocking patrol cars to get ready for the summer season.

Some of the significant cases we worked on this month included a dog bite report, two incidents of motor vehicle accidents on private property where no injuries were sustained, but property damage occurred. We are collaborating with the IRS and FBI to obtain search warrants for the bank where a stolen check was deposited. An arrest warrant attempt resulted in negative contact. The warrant remains active. Two construction employees were involved in a physical altercation. Neither party wished to press charges. The investigation continues for a child sex crimes case, and we have potentially identified a secondary suspect who is not in this area.

We were also able to continue with training and professional development. Sgt Moir assisted CMC law enforcement academy with emergency vehicle operations instruction. Officer Fabian attended three days of training in crime scene evidence collection and documentation at Colorado Bureau of Investigations (CBI) in Grand Junction. Officers Uribe and Ford completed a 40-hour course from Behavior Analysis Training Institute (BATI) on investigative interview and interrogation techniques. Jodi Miller went to the monthly Records Management System (RMS) training in Montrose .

All officers participated in 6 hours of firearms training and 6 hours of emergency vehicle operations at the Colorado Law Enforcement GJ track. All these classes were paid for either with POST grants or instructed by our certified in-house instructors.

Officers also continue work on their own on Defensive Tactics/Arrest Control Training and BluetoGold® Search and Seizure case law training.

Economic Development, Sustainability, and Communications

Economic Development

The Economic Development department, in partnership with TMVOA, issued an RFP for a Commercial Space Analysis for the Village Center Subarea. This study will help inform specifically what types of businesses we’re missing in Mountain Village, identify potential target tenants, and provide input on strategy and incentive programs to help fill vacant retail and restaurant spaces. This project will provide data and an associated recruitment strategy, allowing the Town to participate as an active partner to recruit and land high-value tenants. We received 4 responses and are in the process of evaluating proposals.

On June 4, Molly Norton, Community Engagement Coordinator, hosted our spring Lunch & Learn focused on providing information for our Mountain Village concierges and guest service professionals. The event was very well attended, and participants learned about dining, retail, and activity options, trails and all the great events happening in Mountain Village this summer.

On June 12, the Market on the Plaza kicked off for the summer season and featured a great mix of returning and new market vendors including fresh food, jewelry, arts, and prepared foods vendors. Molly, who also serves as our Market Manager, once again did a tremendous job of recruiting vendors and administering the registration and orientation of our 42 market participants. The Market on the Plaza will take place every Wednesday through September 11.

Over June 10-14, J.D. Wise, Economic Development & Sustainability Director, attended the Economic Development Council of Colorado's Basic Economic Development Course held at the Denver Metro Chamber of Commerce. The event was attended by 40 economic development professionals from across Colorado and the western US and is accredited by the International Economic Development Council.

Sustainability & Grants

Lauren Kirn, Environmental Efficiencies & Grant Coordinator oversaw the registration and administration of the Farm to Community program, which will again provide a weekly CSA full of locally grown produce and meat (as available) to 85 qualified households. Town staff was able to visit Birdhouse Farm in Norwood for a tour of the farm where much of the produce for the program is grown. The program will run concurrently with the Market on the Plaza.

Lauren continues to actively meet with Town departments to identify grants and funding opportunities for priority Town projects. The Town was awarded \$250k for construction of VCA bus stops and is expecting to hear results on a Zero Emission Vehicle (ZEV) workforce development grant in the coming weeks. Additionally, an application has been submitted for a Bus and Bus Facilities Grant, and we will be applying for the Active Transportation Infrastructure Investment Program (ATIIP) Grant and the Reconnecting Communities Program grant. We're also actively pursuing funding for water infrastructure in the Ski Ranches, cybersecurity, and ADA accessibility.

Communications/Public Information

On Sunday, June 9, Kathrine Warren, our Public Information Officer, worked with the MVPD, Telluride Fire Protection District and San Miguel County Office of Emergency Management to put on the Fire and Ice event providing information on wildfire preparedness and safety to the community. We handed out a total of 240 ice cream bars and had about 30 folks stick around for the movie screening at the Telluride Conference Center. The event was a wonderful opportunity for the community to talk wildfire home hardening with our Planning Department and wildfire preparedness with both the TFPD and SMC OEM.

Over May 21-23, Kathrine attended the National Association of Government Communicators 47th annual Communication School in New Orleans, LA.

With the approaching accessibility deadline of July 1, 2024, the State legislature passed a bill granting a one-year grace period for government agencies to have their websites fully compliant. The majority of documents uploaded to the website since January 1, 2024 have been made accessible for users using assistive technology to read the website and Kathrine is working with the Clerks and other staff to create and work through a document remediation plan for the website's more than 3,000 documents before July 1, 2025.

IT

Information Technology reviewed its full report with the penetration testers “red team” and has started making changes accordingly. In addition, IT partnered with Knowbe4 and began its cyber security training for staff and council members. This new training programming will continue throughout 2024. IT continues to migrate departments to share point enabling a more resilient file sharing system. Lastly, TMV’s redundant systems kicked in last month when one of its primary servers died. Failover to the standby server worked perfectly. All systems are restored and functioning properly.

Finance

The finance team is working to finalize the 2023 audit and Annual Comprehensive Financial Report. The report when completed will be submitted for consideration for the GFOA Award.

Preparation for the 2025 budget is underway. We will begin working with directors to complete their draft budgets in July.

We have been working closely with the Economic Development team regarding TCC operations to ensure a smooth transition in operations. This includes submitting credit applications to new vendors, setting up the correct general ledger accounts to correctly reflect new activity, providing contract negotiation support and working with our partners to ensure we are collecting deposits for upcoming events and that previously submitted deposits are transferred to the Town.

We have received several qualified applicants for our open payroll position and are excited to begin the interview process in the coming week.

Town Manager

Meadowlark

We have 3 available units. The Town intends to keep the reservation for B-107, 3 bed 3 bath with a garage, and discuss with Council in July additionally reserving a 3 bed 2.5 bath with a carport unit.

We currently have two applicants in Group 5 in the reservation process for the available units. We will also discuss in July whether to reopen group 5- those that work in the R-1 school district, or open to group 6 – Mountain Village Businesses

VCA

8 businesses participated in the VCA Business Master Lease Program, and 8 units were available for reservation. All businesses were able to reserve a unit.

Compliance

Compliance is complete, and both delinquent owners have submitted their paperwork and paid the \$250 late fee.

Housing Manager

Marleina Taix is stepping down from her position and relocating to be closer to her family. This is a difficult decision for her, and she expressed her sincere gratitude for working with this organization. She is training Mae Eckard in housing fundamentals until Marleina's departure at the end of the month and to help bridge the gap while we advertise for the position. We would like to thank Brittany Newell VCA Property Manager, who is also stepping in to assist during this transition. We appreciate Marleina's time with the organization and will miss her.

Wastewater

We are coordinating a master meeting schedule with Telluride thru September and will loop Council into those critical dates. We have no new updates relative to current plant upgrades this month. The frack tank is being utilized for septage thru the summer to reduce impacts to the plant. We are hoping to understand compliance impacts with FOG and I & I by year end with the expectation that BOD's will be reduced. We are tracking on this closely.

A note from Marleina:

My gratitude extends to all in this organization. Each of you is exceptional, and I am thankful for the invaluable lessons learned from the members of this community. I realize that the unique environment here is truly irreplaceable and it makes this decision very hard for me. I've developed a deep appreciation for the individuals within this organization and will forever cherish this experience as one of the largest highlights of my life. While parting brings me sadness, I am reassured by the skills I've gained here, and I am confident in the brightness of my future. Thank you all for this opportunity, and I am excited to see the Town of Mountain Village continue to excel.