

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
SEPTEMBER 17, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, September 17, 2018 by Mayor Feldkamp. The meeting was held at Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, CO 80123. A quorum was declared present at 7:00 p.m.

PRESENT:

Mayor	Tom Feldkamp
Trustees	Margo Ramsden Jane Carlson Doug Champion Marsha Dennis David Wadsworth
Absent	Steve Fabricant
Clerk	Sue Blair Angie Kelly
Police	Chief Cottrell
Attorney	Dan Harvey

Public Comment – none presented.

ACC Review:

Discussion Regarding Architectural Control Legislation – Attorney Harvey reviewed the proposed ordinance. This will create a Design Review Board under the purview of the Town and allow BMOI to remove itself from the ACC process. The Board will consist of seven (7) members, appointed by the Board of Trustees who will hold 2-year terms. It was asked if the process to request a variance will stay the same: it will remain the same. The design guidelines need to be adopted by the Town and the ordinance will not be effective until January 1, 2019. Discussion took place regarding covenants vs design guidelines and the difference between the two. Trustee Carlson and Trustee Wadsworth will work to review the covenants for the Town to adopt. This item will be reviewed in November after the follow up work has been completed.

Review of Procedures for ACC Members – This will be reviewed in November when all ACC members are present.

Presentation for Multi-Modal Transportation Project (Tanner Amman) – Mayor Feldkamp introduced the idea that transportation is a major issue facing the area. Mayor Feldkamp also noted that offering a program for residents to obtain free Lyft rides to the Littleton Light Rail Station from Bow Mar has been an initiative he has wanted to take shape. Mayor Feldkamp introduced Tanner Amman, a student at Mullen High School, as he will be taking this on a project. The Town will work with Lyft and get codes that Bow Mar Residents can request and use to obtain free rides from Bow Mar to the Littleton Light Rail Station. This is funded by the Town. Tanner outlined the Let's Go Colorado vote coming up as well as Mayor Hancock's mobility plan. The goal of this program is to get more people to use public transportation and to reduce congestion on the streets. Residents will contact Tanner to obtain the codes, he will email them the codes to be used at their discretion when using Lyft to get to the Light Rail Station. He is asking the Town for \$1,000 to get 12 packs of 10 rides. Once determined if this is effective, the Town can grow the program. It was discussed that the residents may want to use the Littleton Station or the Oxford Station; Tanner will be sure he will coordinate with Lyft that this can happen. The packages of rides will be on a first come, first served basis. Mayor Feldkamp and Tanner will study the results and determine if the program should continue and any adjustments needed in the program. Trustee Dennis moved to approve the Town granting \$1,000 for the trial run of the Lyft program. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Public Hearing – Mayor Feldkamp opened the public hearing at 7:58 pm regarding an Ordinance of the Board of Trustees of the Town of Bow Mar Amending Section 10-152 of the Bow Mar Municipal Code to comply with the changes in State Law. It was outlined that these changes allow parents to give alcohol and marijuana to their kids in their home and now it will extend to other people’s homes. This was a law passed by the State and the Town needs to comply with the same law. Trustee Ramsden moved to approve the Ordinance amending 10-152. Upon a second by Trustee Dennis, a vote was taken and the motion carried unanimously.

Consent Agenda:

Approval of Minutes –Trustee Dennis moved to approve the minutes from the August 20, 2018 meeting as amended, with typos fixed. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Approval of Treasurer’s Report and Payments – Trustee Dennis outlined the Treasurer’s report. Trustee Dennis noted that the check to Jason Miner will be distributed among 3 different accounts. Trustee Champion moved to approve the Treasurer’s Report and Payment of Claims as presented by Trustee Dennis. Upon a second by Trustee Wadsworth, a vote was taken and the motion carried unanimously.

Commissioners Reports:

Public Safety – Trustee Wadsworth noted he will refer to Chief for their report.

Chief Cottrell outlined his report as distributed to the Trustees. Chief reviewed the situation of the vehicle in the lake. Chief also spoke to the person in the tennis court bathrooms and explained the asphalt truck situation with the abandoned truck. Chief asked the Trustees to review the possibility of an ordinance for no parking from 3am-6am to help with issues like the abandoned truck. Chief also outlined the suspicious cars found by Columbine Valley Police during a patrol in Bow Mar. Chief also noted that the same group previously found breaking into cars has been back in the Town. Chief discussed the possibility for expansion of bike control. He explained that Columbine Valley Police has the opportunity to purchase an electric bike for \$2,000. He asked that Bow Mar share the cost with Columbine Valley for this purchase. Trustee Dennis moved to approve spending \$1,000 to help with the purchase of the electric bicycle for the Columbine Valley Police. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously. Trustee Carlson noted that she has been asked how much the Police patrol Bow Mar. Chief Cottrell explained that Bow Mar and Columbine Valley are split 50/50 on the time patrols spend in each Town. Chief also explained that if more patrol is needed, he will pull cars off traffic duty to patrol the Towns more.

Finance – Trustee Dennis reviewed the finance report provided to the Trustees. For the month of August, the total revenues were 100% of the year-to-date budgeted amount while operating expenses were at 40%. General government was 55% of budget, public safety 66%, parks and rec 56%, and public works 9%.

Total year-to-date operating surplus was \$461,887 and the net non-recurring income (building permits/transportation utility fees less building inspection expense) of \$84,169 results in a total year-to-date surplus of \$546,056.

The Town received \$7,924 in property tax and road mil funds from Arapahoe and Jefferson County. Expenses of note were \$19,817 to the Town road consultant for services directing the road mil work, road maintenance and drainage evaluation. The police and building IGA payment to the Town of Columbine Valley of \$79,132 and \$6,000 for the audit of the 2017 financial statements.

Building – Trustee Carlson noted that \$10,125.75 was collected in permit fees, \$380 was collected in license fees, and \$3,738.77 was collected in transportation utility fees: for a total of \$14,244.52 collected this past month. Trustee

Carlson noted that the next major demo project is delayed a month. Also, of note is that a new permit and inspection card have been developed because the stock of old cards have run out and they needed updating.

Parks and Recreation – Trustee Champion noted that he will be meeting with Public Service on Friday, Sept. 21st to discuss the replacement of the lateral for electricity at the Sheridan Circle. Also, the pothole on the walking path at the ponds has been repaired. Trustee Carlson asked about the trees needing trimmed of dead branches as the Sheridan property. Trustee Champion will review the situation.

Public Works – Trustee Fabricant noted in a written report that Metro Pavers will be back this week to do the punch list work for the town. This includes striping on the road and pot hole repairs. Jason Miner has a list of all the locations in town that need to be addressed and they will make sure the work gets done. In addition, Trustee Fabricant noted that in his report last month he incorrectly stated that the culvert cleaning that was done by JBS Pipeline was only for Redwood and Larkspur. JBS did in fact do all the locations as noted in the August Packet that included Frontier and Aspen.

Intergovernmental Affairs – Trustee Ramsden noted her items would be covered later in the agenda.

Attorney's Report - Town Attorney Harvey addressed the Trustees regarding a memo drafted about data breaches. Attorney Harvey outlined the bill that was passed to protect against data breaches. The bill Requires municipalities to come up with policies regarding data breaches and how they will be handled should one occur. Attorney Harvey will draft a policy and present it to the Town.

Clerk's Comments – Ms. Blair noted that the next meeting will be Monday, October 15.

Mayor Report – Mayor Feldkamp noted his report is covered in the agenda items noted later.

Old Business:

Discussion on Traffic Study Development – Trustee Ramsden outlined the draft RFP for the traffic study bid. The proposed schedule is to ask for bids from contractors by October 15. Trustee Ramsden and Trustee Fabricant will decide on which contractor to use by October 31. The study will begin right away. The goal is to have the study within 6 months. The RFP will be available on the Bow Mar website. Further information will be distributed as available. Trustee Ramsden noted that the study will focus on traffic and crime may be follow up after the study.

Ratification of Bow Mar Culvert Cleaning Proposal – Trustee Fabricant noted that the photo from the invoice last month did match the work that was actually done and the cost does match the work in the photo. Trustee Dennis moved to ratify the expenditure for the culvert cleaning work. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Discussions Regarding Sprint Small Cell Project – Mayor Feldkamp outlined the history of Sprint asking for a cell tower on Town property. Trustee Champion asked the Mayor to explain what the 600-ft notation was about in the paperwork. Mayor Feldkamp noted that the range of coverage is about 600-feet because these small cells use very low power. It was noted that Bow Mar will get about \$200 a year from this tower installation. Coverage will slightly improve but drastic changes will not be seen. However, it was discussed that the Town can possibly put smart city sensors on the tower in the future. Mayor Feldkamp explained that beam forming is also an option as a competitor to Comcast. The Town will send back the Master License Agreement drafted by the Town Attorney. A variance request will also be required and that process will take place after discussions take place about specific looks of the tower. Trustee Dennis moved to proceed with the Master License Agreement, asking for a black tower with specific design characteristics, and to place the tower in the triangle at the public right of way and not in a front yard. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Approval of Public Safety and Municipal Court Services IGA – Trustee Wadsworth moved to approve the Public Safety and Municipal Court IGA as presented. Upon a second by Trustee Dennis, a vote was taken and the motion carried unanimously.

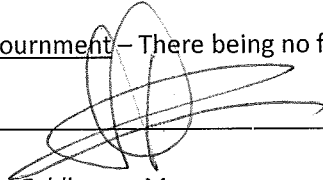
Approval of Building Services IGA – Trustee Carlson noted there is a change in the Building Services IGA in that the price was reduced to \$25,000 from \$40,000. Trustee Carlson moved to approve the Building Services IGA, as presented. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously.

New Business:


Proposed 2019 Budget – Trustee Dennis outlined the proposed 2019 budget and the process in determining figures. Discussion took place for revenues and expenditures as they are related to 2018 and if they will vary in 2019. Trustee Ramsden asked if money should be allocated for further traffic study work. This will be added to the budget. Formal action will be taken at later meetings.

The 2018 National Suicide Prevention Awareness Month Proclamation – Mayor Feldkamp outlined that the number one cause of death for Colorado people ages 10-24 is suicide. Mayor Feldkamp would like the Town to approve and sign the National Suicide Prevention Awareness Month Proclamation. Trustee Carlson moved to approve the National Suicide Prevention Awareness Month Proclamation. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously.

Adjournment – There being no further business, the meeting was adjourned at 9:09 p.m.



Tom Feldkamp, Mayor



Sue Blair, Town Clerk