

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
NOVEMBER 12, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, November 12, 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
	Steve Fabricant
Clerk	Sue Blair
	Angie Kelly
Police	Chief Cottrell
Attorney	Dan Harvey

Public Comment – None presented.

Presentation – IT Plan by Mike Burgess – Mayor Feldkamp noted that the Town budgeted \$25,000 for 2018 to develop an IT Plan. Mayor Feldkamp explained that due to some recent legislation and the desire to centralize information, he enlisted resident Mike Burgess to help develop a plan for the Town. Mr. Burgess is working on setting up an email system and centralized document storage for the Trustees to have all information in one location. Office 365 will be used for the Town since there is a government arm to this system. This will also include a storage option for documents related to the Town. Mr. Burgess will also put together a one-page instructional document regarding the changes that will take place.

Also discussed was the doorbell application that was previously discussed. Mr. Burgess noted that nothing integrates the full neighborhood, unless you have the same doorbell. For example, if you don't have a Ring doorbell you cannot get the app to communicate. Therefore, there does not seem to be a system that will aggregate the entire neighborhood unless everyone has the same system and all subscribe to the same app. The final discussion was that Ring was the best option because of the 'neighbors' app, allowing all users to communicate. This connects into WIFI and each homeowner would be responsible for uploading video into the app. It is important to note that any video doorbell camera can upload video to the 'neighbors' app, it doesn't just have to be Ring. Chief Cottrell can then see the video on the app, once uploaded by the residents. Chief is working on a deal with Ring: if \$10,000 is reached as a commitment, Ring will give a \$50 rebate to a homeowner and the police department will match the \$50 rebate. There is a \$100 system from Ring and the program noted by Chief Cottrell would make this system free to residents. Chief would split this between Columbine Valley and Bow Mar. Trustee Dennis moved to approve spending \$5,000 for 100 doorbells to provide to residents. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously.

Also discussed was Flock Systems, which are neighborhood cameras. For \$1500 a year, the company will mount a camera on a pole at the entrance. Flock will backhaul all the video, replace any stolen or ruined cameras, link to local law enforcement, and the cameras are solar powered so no electrical is required. Mr. Burgess will reach out to them to work on a trial period to review the quality and ensure it meets the needs of the Town.

Consent Agenda:

Approval of Minutes –Trustee Carlson moved to approve the minutes from the October 15, 2018 meeting as presented. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Approval of Treasurer’s Report and Payments – Due to the meeting being scheduled a week earlier, the treasurer’s report will be presented in December.

Commissioners Reports:

Public Safety – Trustee Wadsworth deferred to Chief Cottrell.

Chief Cottrell outlined his report as distributed to the Trustees. Other items were previously covered in the IT plan discussion.

Finance – Trustee Dennis noted that due to the meeting date the finance report will be presented in December.

Building – Trustee Carlson noted that \$9,211 was collected in permit fees, \$330 was collected in license fees, and \$3,086.60 was collected in transportation utility fees: for a total of \$12,627.60 collected this past month. One major demo took place this past month but many projects are delayed until January.

Parks and Recreation – Trustee Champion reviewed his report and noted the electricity is still being resolved. The holiday light installation is scheduled.

Public Works – Trustee Fabricant noted that the plows went through twice during the last storm. The 2018 road work is completed. Trustee Fabricant also outlined the utilization of the engineering consultant and using Miner for inspecting the culvert permit requests.

Intergovernmental Affairs – Trustee Ramsden noted that garbage pick up for holiday season will be: no change for Thanksgiving but Christmas and New Year’s will be delayed by one day.

Attorney’s Report - Mr. Harvey noted the Design Review Board ordinance has been addressed already. He is also working on a Master License Agreement with Zayo but has not heard back from the last set of revisions. Mayor Feldkamp also noted that Xcel is working on placement of the pole installation. Also, Mr. Harvey has been working on the Data Breach Ordinance and the ordinance regarding culverts in driveways.

Clerk’s Comments – Ms. Blair noted that the next meeting will be Monday, December 10, 2018. Ms. Blair noted that Littleton Fire has been included South Metro and a dissolution election is not required.

Mayor Report – Mayor Feldkamp noted that the Lyft project has not been pursued but both Trustee Dennis and Mayor Feldkamp have reached out to the student who was working on the project.

Old Business:

Review and Approve Traffic Study Agreement with David Evans & Associates – Trustee Ramsden noted that only one proposal was submitted as the other two companies who indicated they would submit did not provide a proposal. Trustee Ramsden noted that the scope did address the noted concerns. Trustee Fabricant and Trustee Ramsden will set up a meeting with the company and review the information and process to move forward. A motion was made by Trustee Fabricant to approve the contract with David Evans & Associates. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Review and Discuss ACC Ordinance – Trustee Carlson outlined the changes that would take place moving from a BMOI committee to a Design Review Board for the Town. The ACC committee attendees introduced themselves and

noted they have agreed to serve on the Design Review Board for the Town. The guidelines document is not ready but will be discussed in December. Attorney Harvey noted he will provide a memo for the ACC members about any changes they may see in procedures. Some changes to the current procedures will include: open meetings law must be followed, 1 meeting per month shall be held, recording of minutes will take place, holding public hearings for applications, decisions are subject to an appeal, and the group will have no affiliation with BMOI. It was asked if the meetings can still be held at residences and it was agreed that the meetings can still be at homes in the neighborhood. Other questions presented were regarding records retention, terms of services, public notices, and legal procedures that might change. ACC members would like to meet with the attorney to review their additional questions. Trustee Carlson presented the first reading of the ordinance to amend chapter 2 and sections 16-8(c), 16-18, 18-4(J), and 18-8 of the Bow Mar Municipal Code concerning the creation of a Design Review Board. Changes that were discussed were related to specifying the word 'shed', the process for variances, and clarifying that ACC review needs to be done for external changes. Trustee Carlson moved to table any further decision for one month. Upon a second by Trustee Fabricant, a vote was taken and the motion carried unanimously.


Review Data Breach Resolution – Attorney Harvey reviewed the House Bill that requires municipalities to create and adopt a policy of personal identifying information and disclosure of a breach should one happen. Mr. Harvey agreed to draft an acknowledgement to be signed that Trustees understand and will abide by this policy. Trustee Ramsden noted that the definition of employee should be included. Trustee Dennis noted that personal devices are all that is used by the Town and the policy should reflect this. Trustee Wadsworth noted it seems longer than necessary and includes information that is not pertinent to the Town's operations. The direction was for Mr. Harvey to reduce the policy to applicable items for the Town.

Review 2019 Draft Budget – The draft budget was not changed since last meeting and will be considered for approval on December 10, 2018.


New Business:

Review and Discuss Ordinance Amending Section 11-5 of the Bow Mar Municipal Code, Concerning Construction or Replacement of Driveways – Trustee Dennis noted that she felt the first sentence of item 11-5(a) was not clear and people needed to know that the Town has an easement or owns the property along the roads. It was requested that a Town easement or ownership is specific in this ordinance. An updated version will be published before the December meeting.

Adjournment – There being no further business, the meeting was adjourned at 9:16 pm.



Tom Feldkamp, Mayor



Sue Blair, Town Clerk

