

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
DECEMBER 10, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, December 10, 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
Clerk	Sue Blair
	Angie Kelly
Police	Chief Cottrell

**ABSENT:** Steve Fabricant

**Public Comment** – None presented.

**Public Hearing** – Consider Adoption of Ordinance 324 Amending Section 11-5 of the Bow Mar Municipal Code, Concerning Construction or Replacement of Driveways: Trustee Champion noted that the third whereas and 11-5(c) needs to say ‘easements and or property owned by the Town’. This needs to be added for clarification. Trustee Ramsden noted that she had concern that 11-5(a) should not say ‘unlawful to alter drainage’. Upon discussion, it was realized that the end of the section noted that a permit must be obtained to make alterations. Trustee Carlson noted that there was concern expressed about the review of the driveway and culvert installation. It was discussed that the road engineer would review these permit requests. Trustee Carlson moved to approve the ordinance as amended. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously.

**Public Hearing** – Approval Resolution 2019-R-01, 2019-R-2, 2019-R-3 for 2019 Budget: Trustee Dennis outlined the changes due to the final assessed value from the counties. Otherwise, no other changes have been made to the budget from previously distributed drafts. Trustee Dennis moved to approve Resolution 2019-R-01. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously. Trustee Wadsworth moved to approve 2019-R-02. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously. Trustee Dennis moved to approve 2019-R-03. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

**Consent Agenda:**

**Approval of Minutes** –Trustee Dennis moved to approve the minutes from the November 12, 2018 meeting as presented. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously.

**Approval of Treasurer’s Report and Payments** – Trustee Dennis outlined the reports for October 2018 and November 2018. Trustee Carlson moved to approve the reports as presented. Upon a second by Trustee Wadsworth, a vote was taken and the motion carried unanimously.

**Commissioners Reports:**

**Public Safety** – Chief Cottrell outlined his report as distributed to the Trustees. The Ring doorbell project is currently in a holding pattern and Chief Cottrell will work to get the project pushed. Chief Cottrell noted that some package thefts

were reported and a few days later the packages were delivered. This is an issue with USPS in that they are marking the package as delivered so they can keep their contracts by not delivering packages late. Chief Cottrell also noted that the no parking sign was moved to make the zone larger. Mayor Feldkamp noted he would contact Maintenance Matters to have the sign moved back.

Finance –

Financial Report for October 2018:

For the month of October, the total revenues were 104% of the year-to-date budgeted amount while operating expenses were at 79%. General government was 66% of budget, public safety 83%, parks and rec 73%, and public works 85%.

Total year-to-date operating surplus was \$151,691 and the net non-recurring income (building permits/transportation utility fees less building inspection expense) of \$115,186 results in a total year-to-date surplus of \$266,877.

We received \$1,204 in property tax and road mil funds from Jefferson County net of a refund we made to Arapahoe County. Expenses of note were \$136,142 to Metro Pavers for the road mil work and \$29,092 for road maintenance. Cleaning the culverts cost \$11,608. All other expenses were at usual levels.

Financial Report for November 2018:

For the month of November, the total revenues were 105% of the year-to-date budgeted amount while operating expenses were at 86%. General government was 71% of budget, public safety 91%, parks and rec 77%, and public works 92%.

Total year-to-date operating surplus was \$106,603 and the net non-recurring income (building permits/transportation utility fees less building inspection expense) of \$118,113 results in a total year-to-date surplus of \$224,716.

As anticipated, no property tax and road mil funds were collected. Other revenue sources for November were highway user tax, Xcel Franchise, Specific Owner fees and interest income. Expenses of note were \$23,574 for the town road consultant for managing the road mil work, maintenance and drainage issues. Attorney fees were \$2,086 for working on the master licensing agreement with Zayo regarding the small cell tower and work associated with the new Design Review Board. All other expenses were at normal levels.

Building – Trustee Carlson outlined her report and noted that \$7,092.50 was collected in permit fees, \$1,707.35 in transportation fees, and \$230 in license fees for a total of \$9,029.85 collected. There were a lot of roof replacements this past month which brings up the fees. A few homes are close to completion but nothing major to report.

Parks and Recreation – Trustee Champion referenced his report as distributed to the Trustees. Xcel noted that the issue seems to be their transformer and they are working to fix it.

Public Works – Trustee Fabricant was absent from the meeting.

Intergovernmental Affairs – Trustee Ramsden noted her report will be discussed later on the agenda.

Attorney's Report - none presented.

Clerk's Comments – Ms. Blair noted that the next meeting will be Monday, January 21, 2019.

Mayor Report – Mayor Feldkamp wished everyone a Happy Holiday and Happy New Year! Mayor Feldkamp noted that he will help push the Ring doorbell project through also. Mayor Feldkamp outlined the most recent communication with Zayo regarding the cell tower. Xcel is going to come in to take out the old pole and install the new pole. It will be moved to avoid taking down any trees in that the new pole will be moved 40 feet to the east of where the pole is now. Zayo will apply for a permit December 19, 2018.

Old Business:

Update Regarding Traffic Study Progress – Trustee Ramsden reported that her and Trustee Fabricant held a meeting with the contractor to outline the concerns of the Town. The contractor was told to provide a few options for solutions once their study is completed. The old documents and information were also passed on to the contractor. The contractor will review the information and provide more information once they have reviewed the initial information. A Town meeting will be held when options are available: likely late spring.

Review and Discuss ACC Ordinance – Trustee Wadsworth asked if the Building Commissioner was still making decisions or is it only the Design Review Board only? It was discussed that 16-18 in the draft ordinance provided is unclear about who makes the final decision regarding the proposed plans for construction. It was discussed that a clearer hierarchy of decision making needs to be outlined. Currently the building inspector reviews the final plans before permits are granted. Section 16-17 also confuses the issue of going to the Board of Adjustment for the variance process. It seems as though the document has changed the process and that was not the intent. A formal vote on this issue this item is tabled until January as the Design Guidelines are not complete yet.

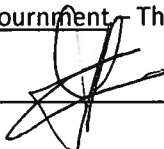
Review and Consider Approval of Data Breach Resolution – Trustee Wadsworth noted he thought this policy should be as narrow as possible. Trustee Wadsworth noted that the Town could have a policy that they never collect personal identifying information and could make the current resolution void. Trustee Wadsworth will revise and submit to the Town Attorney for review.

New Business:

TLC Meals on Wheels – no action needed.

Discussion and Consider Approval for 2018 Audit Engagement Letter – Logan and Associates provided an engagement letter to perform the 2018 Town audit. Trustee Carlson moved to approve the engagement of Logan & Associates. 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 8:27 pm.

  
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Tom Feldkamp, Mayor

  
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Sue Blair, Town Clerk