

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
APRIL 20, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, April 20, 2020 by Mayor Feldkamp. The meeting was held via Zoom or teleconference. A quorum was declared present at 7:00 p.m.

PRESENT:

Mayor	Tom Feldkamp
Trustees	David Wadsworth
	Marsha Dennis
	Margo Ramsden
	Leslie Hinton
	Jane Carlson
	Steve Fabricant
Police	Chief Cottrell
Clerk	Sue Blair
	Angie Kelly
Attorney	Kathie Guckenberger
Incoming Trustee	Andrew Swanson

Public Comment: None presented.

Consent Agenda:

Trustee Dennis moved to approve the items listed on the consent agenda. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously.

Commissioners Reports:

Public Safety – Chief Cottrell outlined his reports which were emailed out to the Trustees. There were two thefts; one from a motor vehicle which was reported locked but there was no sign of forced entry. There was also a theft out of a mailbox. There is no suspect information on either. Chief Cottrell noted that they anticipate an increase in mail thefts with stimulus checks going out. Chief wants to remind everyone to get mail asap or invest in a locking mailbox.

Finance – For the month of March, the total revenues were 35% of the year-to-date budgeted amount while operating expenses were at 11%. General government was 15% of budget, public safety 24%, parks and rec 3%, and public works 1%.

Total year-to-date operating surplus was \$213,265 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$25,679 results in a total year-to-date surplus of \$238,944.

In March, the Town collected \$277,574 in property tax and road mill funds. Other sources of revenue included specific ownership tax, highway user tax, interest income and Xcel franchise fee. The clerk fee was above normal due to work done for the 2019 financial audit and we spent \$5,100 for snow plowing. All other expenses were as anticipated.

Building – Trustee Carlson reviewed her report, emailed to the Trustees. The report is missing two permits from March due to the transition of working from home for Columbine Valley. They will be reported at a later time. In March, the Town collected \$6,462.50 in permit fees, \$2,664.81 in transportation utility fee, and \$560 in licensing for a total of \$9,687.31. No permits have been issued in April, so far. However, there are 3 projects with paperwork being

completed so those will be coming in soon. The DRB meeting was cancelled for April but the DRB is planning to meet in May.

Parks and Recreation – Trustee Hinton reported that Vegetation Management was out for the first weed treatment application, there was another sprinkler line broken on Sheridan but is now repaired, clean up at the entrances has started, and Bear Creek Tree is trimming along Sheridan starting May 5th. Pet scoop has been called for extra pickups with all of the walking traffic.

Public Works – Trustee Fabricant sent an email regarding the street plans for this year. Specs will be put together to repair lower Lakeshore from Juniper to Beach. Road, drainage, etc will be part of the specs. There was originally \$161k budgeted for that section of road. The engineer working has estimated that number looks closer to \$350k with all of the drainage issues. The goal is do the road work in August and bids will be presented at the June Trustee meeting for review. Jason Miner is also updating the road plan to outline what has been completed and what work remains.

Intergovernmental Affairs – Trustee Ramsden noted she has had a few comments from people who are upset about the garbage collection. Discussion took place about temporarily closing roads during the stay at home order with all of the foot traffic in Town. No formal action will be taken.

Attorney’s Report – Attorney Guckenberger noted she had nothing in addition to the agenda.

Clerk’s Comments – Clerk Blair noted the next regular meeting will be held on May 18, 2020.

Mayor Report – Mayor Feldkamp noted that Governor Polis reported that he will not extend the stay at home order but that the State is moving to a suggested stay at home. Reports are suggesting that the state has peaked with the COVID cases reported and now is on the downturn. The gates and fences at Mary’s Meadow were discussed. It was noted that Mary’s Meadow is public land and the Town does not have the ability to restrict people from using the land. IT has been reported that people are not adhering to the social distancing regulations and the Town would ask that everyone abide by regulations outlined for social distancing. It was also reported that the fence has been cut so people can access Mary’s Meadow from Grant Ranch. Trustee Dennis noted that the gate tampering has been an ongoing issue with the chains, locks, and fence caps. Trustee Dennis has contacted the Metro District to review the issue. Mayor Feldkamp thanked Trustee Ramsden for preparing the recent email blast. Another email blast will be written about mailboxes and social distancing practices.

Old Business:

Updates Regarding Traffic Study – Trustee Ramsden is working on the follow up from the last discussion.

New Business:

Public Hearing to Consider Amending 2019 Budget: Mayor Feldkamp opened the public hearing at 7:39 pm to consider Resolution 2020-R-07 to amend the 2019 budget. The notice for this public hearing was published the in Littleton Independent. Trustee Dennis outlined the reason for the change in that the Town had voted to do extra road work, add Flock cameras, the cost of liability insurance was higher than budgeted, there were electrical issues at Sheridan, the traffic study was higher than budgeted, and snow plowing was costly. No questions or comments were presented regarding the issue. Mayor Feldkamp closed the public hearing at 7:42 pm. Trustee Dennis moved to approve Resolution 2020-R-07 and amend the 2019 budget. Upon a second, by Trustee Fabricant, a roll call vote was taken.

Dennis – yes	Fabricant – yes
Carlson – yes	Ramsden – yes
Wadsworth – yes	Hinton – yes

Ratify Engagement of CIRSA for Insurance: Trustee Fabricant outlined the call held with CRISA to follow up on questions from the last Trustee meeting about the insurance coverage. Trustee Fabricant noted he was comfortable with the coverage. The Town had approved binding coverage, based on Trustee Fabricant’s recommendation, via email on April 1, 2020. Trustee Dennis moved to ratify the engagement of CIRSA for insurance coverage for the Town. Upon a second, by Trustee Fabricant, a roll call vote was taken.

Dennis – yes	Fabricant – yes
Carlson – yes	Ramsden – yes
Wadsworth – yes	Hinton – yes

Review and Consider Approval for CIRSA Bylaws and Resolution 2020-R-08: Trustee Dennis moved to approve the CIRSA bylaws and approve Resolution 2020-R-08 for Town insurance coverage. Upon a second, by Trustee Fabricant, a roll call vote was taken.

Dennis – yes	Fabricant – yes
Carlson – yes	Ramsden – yes
Wadsworth – yes	Hinton – yes

Ratify Approval of Resolution 2020-R-09 Regarding Mutual Aid IGA: Chief Cottrell outlined the IGA and explained that Arapahoe County has developed the Arapahoe county COVID 19 Task Force West Division. The task force includes Littleton, Sheridan, Columbine Valley, Bow Mar, and Arapahoe Community College Police. If officers are out from COVID the other parties in the IGA will be able to pool resources and continue providing services without interruption. Both Mayor Feldkamp and Attorney Guckenberger reviewed the IGA and signed the document on behalf of the Town. Trustee Carlson moved to ratify approval of Resolution 2020-R-09 for the Mutual Aid IGA. Upon a second, by Trustee Ramsden, a roll call vote was taken.

Dennis – yes	Fabricant – yes
Carlson – yes	Ramsden – yes
Wadsworth – yes	Hinton – yes

Review and Consider Approval of Disaster Declaration Extension: Attorney Guckenberger outlined that this is the same document that was ending April 17, 2020. This revision is changing the document ending term to be May 30, 2020, unless rescinded by the Board. Attorney Guckenberger noted that this was drafted before the recent announcements by Governor Polis, but it does not change the purpose of the document so need to amend the dates. Trustee Carlson moved to approve the Disaster Declaration Extension as presented. Upon a second, by Trustee Ramsden, a roll call vote was taken.

Dennis – yes	Fabricant – yes
Carlson – yes	Ramsden – yes
Wadsworth – yes	Hinton – yes

Review and Consider Approval of Resolution 2020-R-10 Regarding Electronic Meetings: Mayor Feldkamp explained that the Town wanted to extend ability for electronic meetings to the Design Review Board. It was noted that the applicant has the ability to pick if they would like to present at an electronic meeting of the DRB or wait until an in-person meeting happens to present. Trustee Carlson noted she appreciates this being allowed so that the residents have the option to keep moving on projects. Trustee Carlson moved to approve Resolution 2020-R-10 for Electronic Meetings, as presented. Upon a second, by Trustee Ramsden, a roll call vote was taken.

Dennis – yes	Fabricant – yes
Carlson – yes	Ramsden – yes
Wadsworth – yes	Hinton – yes

Review Proposed Building Inspector Contract: Trustee Carlson outlined the contracts for Building Inspector, Weis Building Inspection Services and the alternate inspector, Gates Carpentry. These contracts were drafted in response to the increase approved for inspection fees. Mr. Terry has signed the agreement. The Town has not heard back from

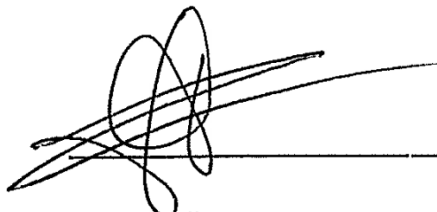
Mr. Gates regarding the contract. Attorney Guckenberger noted it is her preference that the contractor sign the agreement before it is approved. Trustee Carlson moved to approve both contracts, but the Town will not execute the contract for Mr. Gates until a signed contract is received first. Upon a second, by Trustee Ramsden, a roll call vote was taken.

Dennis – yes	Fabricant – yes
Carlson – yes	Ramsden – yes
Wadsworth – yes	Hinton – yes

Discussion Regarding Temporary Roll-Off: There has been discussion regarding the ordering of temporary dumpsters for Town use. Trustee Ramsden noted that she is not comfortable asking someone to maintain the dumpster with COVID happening. Chief Cottrell noted that Columbine Valley may have a contact for someone to manage the dumpsters for the Town. This option will be reviewed and if possible, there will communication emailed to the Town. Trustee Ramsden did note that if residents would like their own dumpster, she can help get them one at the Town's rate. Trash pick-up was clarified in that the drivers are only picking up cans and will not pick up items they have to touch.

Administration of Oaths to Elected Mayor and Trustees - Clerk Blair administered the oath to Mayor Elect, Thomas Feldkamp. Mayor Feldkamp administered the oaths for Trustees Elect: Jane Carlson, Marsha Dennis, Margo Ramsden, Leslie Hinton, Steve Fabricant, and Andrew Swanson. Mayor Feldkamp also thanked David Wadsworth for his service over the last two years.

Adjournment – Meeting was adjourned at 8:03pm.



Tom Feldkamp, Mayor



Sue Blair, Town Clerk