

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MAY 18, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, May 18, 2020 by Mayor Feldkamp. The meeting was held via Zoom or teleconference. A quorum was declared present at 7:02 p.m.

PRESENT:

Mayor	Tom Feldkamp
Trustees	Andrew Swanson
	Marsha Dennis
	Margo Ramsden
	Jane Carlson
	Steve Fabricant
Police	Chief Cottrell
Clerk	Angie Kelly
Attorney	Kathie Guckenberger

ABSENT:

Trustee	Leslie Hinton
Clerk	Sue Blair

Public Comment: None presented.

Guest: Mr. Burgess was invited to attend the meeting to answer any questions Trustees may have about the new Office 365 for the bowmar.gov email addresses. He is available for questions or any help needed to get Trustees going on Office 365.

BMOI Update: M-A Williams was present to discuss the BMOI restrictions at the beach, given the public health restrictions. It was noted that the BMOI facilities reside in Arapahoe County so that is mainly the health orders they will follow. Regarding the lake; the county has offered no specific guidance for lakes. The health order has asked all HOAs to close indoor and outdoor pools but nothing directly related to lakes. Therefore, BMOI will review the guidelines and work to apply necessary items for the lake. Lifeguards will help with control social distancing and BMOI has increased patrols by the security company. The residents are asked to not bring guests. No BMOI sponsored events are currently scheduled. Concerts have been cancelled and the Father's Day Brunch has been cancelled. Bathrooms are not open and BMOI is looking to hire a professional cleaning company for when the bathrooms will open. Tennis lessons allow no more than 4 people in a lesson. Sailing is similar; sailors get their own mainsheet and ropes. The items are cleaned in between use. Paddleboards are still in storage. Since there is often a senior dinner on Wednesday nights at the beach, BMOI is considering designating Wednesday for seniors only to keep the numbers down. BMOI is meeting Wednesday to further discuss the rules and any changes in the health order. Discussion also took place about having fires at the beach. Chief Cottrell outlined the restrictions for fires. Underage drinking was also discussed and the allowance for this at the beach. Chief Cottrell also addressed this and noted that if the kids are caught, the kids will likely get an MIP ticket. It is not legal for underage kids to drink at the beach.

Consent Agenda:

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

Commissioners Reports:

Public Safety – Chief Cottrell outlined his reports distributed to the Board. Animal Control was discussed in relation to the correct course of action for coyotes. Chief explained that municipal animal control does not handle wildlife and these concerns should be directed to the Department of Wildlife (DOW). The DOW stance is that coyotes were here first, and they will likely not come out unless a person is attacked.

Finance – For the month of April, the total revenues were 44% of the year-to-date budgeted amount while operating expenses were at 15%. General government was 22% of budget, public safety 32%, parks and rec 7%, and public works 1%.

Total year-to-date operating surplus was \$263,465 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$29,939 results in a total year-to-date surplus of \$293,404.

In April, the Town collected \$74,994 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 again, due to work done for the 2019 financial audit. All other expenses were as anticipated.

Building – Trustee Carlson reviewed her report, emailed to the Trustees. In April, the Town collected \$2,917 in permit fees, \$756.58 in transportation utility fees, and \$200 in licensing for a total of \$3,873.58. Trustee Carlson also noted that the project on Sky Trail is going to begin soon. Also, the project on Aspen is doing all new siding. Trustee Carlson also outlined a meeting that she and Mayor Feldkamp attended with SafeBuilt. SafeBuilt is a company that municipalities use to manage/run their building department. The discussion was related to the future situation when Mr. Weis retires, or Trustee Carlson is no longer on the Board. The Town understands it needs to prepare for options for the future of the building department.

Parks and Recreation – Trustee Hinton was absent but provided an update that a flood light at Sheridan Circle was replaced. Trustee Hinton is working with LifeScapes for seasonal flowers and improvements in the Town.

Public Works – Trustee Fabricant noted that the 2020 road repair bid publication is out and now the Town is waiting for bids to be submitted. Bids should be presented at the June meeting. The goal is to start work mid-August. The work to be done is lower Lakeshore from Juniper to Beach. Discussion took place about a timeline for notice to the homeowners who will have their yard affected with the work to regain proper drainage.

Intergovernmental Affairs – Trustee Ramsden outlined the lead water program from Denver Water. It was noted that Denver Water has postponed the program due to COVID. Therefore, the June date previously sent out will be delayed. The program is not due to Denver Water pipes; there is no lead in Denver Water pipes. However, some homeowners have lead in their service lines. These are the lines that run from Denver Water main lines to each home/building. Denver Water will be replacing the service lines containing lead, which are often found in homes built before 1951. If you are unsure about your lines, you can request a kit from Denver Water to test your water. If you are a home they already suspect has lead lines, Denver Water will send a kit to test the water, you will send it back to Denver Water, and they will replace the lines if there is lead. The homes who have lead will be sent a Brita filter until the lines are replaced. The homeowner is allowed to replace the lines and can be reimbursed up to 50% of the cost, up to \$3,500.

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

Clerk's Comments – Deputy Clerk Kelly noted the next regular meeting will be held on June 15, 2020. The Trustees will meet onsite at Columbine Valley, but Zoom will still be available.

Mayor Report – Mayor Feldkamp review the SafeBuilt meeting and noted that their IT solution in keeping electronic records would be a significant positive for the Town. The SafeBuilt conversation will be continued. Mayor Feldkamp also noted that he was able to obtain masks from the 'Masks for Mayors' program. While he only ordered a box, a box is 2,400 masks. The Town will hand out masks to homeowners and give some masks to a local hospital. The Berry curve

sidewalk was discussed. The plan for the sidewalk has changed in that the sidewalk will now be on the south side of the street. The homeowners on the north side of the street changed their mind and no longer agreed to having the sidewalk in front of their home. The sidewalk will be adjusted accordingly.

Old Business:

Updates Regarding Traffic Study – Trustee Ramsden summarized the current position: after 2 Town meetings, a traffic by a third-party contractor, and a Town survey it seems there is no consensus of how to solve the traffic concerns. There seems to be consensus that cut-through traffic is a problem, but it does not seem there is a consensus how to solve it. There were a lot of comment about one gate vs multiple gates, legality issues, the unintended diversion of traffic, cost of construction, and the operation of the gate(s). Trustee Swanson asked for a summary regarding the legal issues. Attorney Guckenberger noted that the Town cannot interfere with State highways so putting a gate on Sheridan is unclear until further information is gathered. There are also comments about the general legal authority of the Town to gate the roads. Trustee Ramsden noted that determining legal authority, traffic consequences, and a site evaluation seem to be the next steps in determining a possible path forward. Discussion took place as to the timing of a traffic diversion study, given the traffic changes from the pandemic. The follow up questions will be related to the cost of gates and the popularity of the solution. It was decided that the Trustees will table the item for 6 months, until traffic flow might be back to 'normal.'

New Business:

Review and Consider Approval for Ordinance 329 Amending Section 2-33 of Bow Mar Code: Mayor Feldkamp outlined the purpose of this ordinance in that Robert's Rules of Order can create unproductive meetings and are not always effective at getting business accomplished. Attorney Guckenberger echoed the Mayor's comments. This ordinance would repeal Robert's Rules of Order from the Town Code and allow the Trustees to approve adopt rules that fit the Town's needs. Deputy Clerk Kelly introduced the Ordinance: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF BOW MAR AMENDING SECTION 2-33 OF THE BOW MAR MUNICIPAL CODE CONCERNING THE RULES OF PROCEDURE FOR MEETINGS OF THE BOARD OF TRUSTEES. Trustee Carlson moved to approve Ordinance 329, amending Section 2-33 of Bow Mar Code. Upon a second, by Trustee Fabricant, a roll call vote was taken:

Carlson – yes	Dennis – yes
Ramsden – yes	Fabricant – yes
Swanson – yes	Hinton – absent

Note Inclusion of Drafted New Rules of Order for the Board of Trustees: A set of draft rules was created by Attorney Guckenberger as a starting point for the Trustees to consider and discuss. These set up motions as they should be made according to the Town Code. Please review these for next month as they will be discussed in June.

Review and Consider Approval of Resolution 2020-R-11 Appointing Town Officers: Mayor Feldkamp noted he would like to propose appointing Angie Kelly as Town Clerk, instead of Sue Blair as noted in the draft resolution. Both are with CRS so no change will be seen in the processes for the Town. Kathie Guckenberger will continue as Town Attorney. From the Columbine Valley IGA, the municipal judges will be Tricia McCarthy and James Bailey. Trustee Swanson moved to approve Resolution 2020-R-11, as amended, appointing Angie Kelly as Town Clerk/Treasurer. Upon a second, by Trustee Ramsden, a roll call vote was taken:

Carlson – yes	Dennis – yes
Ramsden – yes	Fabricant – yes
Swanson – yes	Hinton – absent

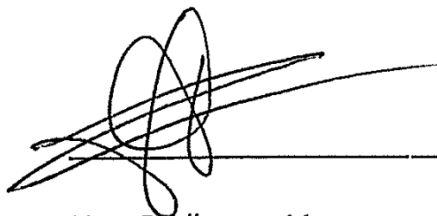
Review and Consider Approval of Credit Card Policy: Trustee Dennis explained that the auditor had suggested a credit card policy for the Town. Attorney Guckenberger drafted the policy and it can easily be amended should it need to be updated at any point. Trustee Dennis moved to approve the credit card policy, as presented. Upon a second, by Trustee Ramsden, a roll call vote was taken:

Carlson – yes
Ramsden – yes
Swanson – yes

Dennis – yes
Fabricant – yes
Hinton – absent

Discussion Regarding Denver Water Lead Reduction Program: this was already covered.

Adjournment – Meeting was adjourned at 8:26pm.

A handwritten signature in black ink, appearing to be 'Tom Feldkamp', written over a horizontal line.

Tom Feldkamp, Mayor

A handwritten signature in black ink, appearing to be 'Sue Blair', written over a horizontal line.

Sue Blair, Town Clerk