

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
STUDY SESSION
MARCH 15, 2021**

PRESENT:

Mayor Pro Tem Marsha Dennis

Trustees: Andrew Swanson
Leslie Hinton
Jane Carlson
Margo Ramsden

Attorney Kathie Guckenberger
Clerk Sue Blair

A study session was held from 6:00-7:00 p.m. on March 15, 2021 for the purpose of discussing potential ordinances to convert municipal court to a court of record and revise and reference general penalty provisions. Attorney Guckenberger reviewed a summary of the differences between the two court systems and a draft ordinance that addresses the municipal court and its powers. In addition, a draft ordinance was provided revising the general penalty provision in the Code to comport with the penalties available in courts of record. No action was taken by the Trustees during the study session. The Trustees did request that Attorney Guckenberger bring draft ordinances to the Board for consideration at a future meeting. The work session was concluded at 6:55 p.m.

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MARCH 15, 2021**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, March 15, 2021 by Mayor Pro Tem Dennis. The meeting was held via Zoom or teleconference for the Trustees and for the public. A quorum was declared present at 7:01 p.m.

PRESENT:

Mayor Pro Tem Marsha Dennis

Trustees
Andrew Swanson
Leslie Hinton
Jane Carlson
Margo Ramsden

Absent were Mayor Tom Feldkamp and Trustee Steve Fabricant, whose absences were excused.

Also in Attendance:

Police Chief Cottrell
Clerk Sue Blair
Attorney Kathie Guckenberger

Public Comment: There was no public comment.

Berry Sidewalk Update: Rick Pilgrim presented a power point presentation regarding the Berry curve pathway. Mr. Pilgrim described concept options A-F. Option F was the preferred option – inside-detached with roadway shoulder widening. The shoulder widening would include resurfacing the roadway and extending the asphalt shoulder. Bollards would provide a barrier, separating the pedestrians from the travel lane. Jefferson County Open Space funds can be used for this project.

Public Hearing - Second Reading: Ordinance 332 Model Traffic Code Changes: Ms. Blair reported that proper publication had been made in accordance with statute to allow a public hearing to be conducted on Ordinance 332. Trustee Swanson moved to open the public hearing for Ordinance 332: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF BOW MAR REPEALING AND RE-ENACTING SECTIONS 8-1, 8-2, AND THROUGH 8-3 AND AMENDING SECTION 8-5 AND 8-7 OF CHAPTER 8 OF THE TOWN OF BOW MAR MUNICIPAL CODE ENTITLED MODEL TRAFFIC CODE CONCERNING VEHICLES AND TRAFFIC, ADOPTING BY REFERENCE THE 2020 EDITION OF THE MODEL TRAFFIC CODE FOR COLORADO, WITH CERTAIN AMENDMENTS, AND ADOPTING PENALTIES FOR VIOLATIONS THEREOF. Upon a second by Trustee Hinton, the public hearing was opened. No public comment was received and the public hearing was closed. Trustee Swanson moved that Ordinance 332 be adopted as presented. Upon a second by Trustee Hinton a vote was taken and the motion carried unanimously.

Consent Agenda:

Trustee Swanson moved to approve the items listed on the consent agenda as presented. Upon a second, by Trustee Ramsden, a vote was taken and carried unanimously.

Commissioners Reports:

Public Safety – Trustee Swanson noted that he had nothing additional besides what Chief Cottrell provided in his report. Chief Cottrell reviewed his monthly report.

Finance – For the month of February, the total revenues were 20% of the year-to-date budgeted amount while operating expenses were at 62%. General government was 7% of the annual budget, public safety 16%, parks and rec 1%, and public works 0%. Total year-to-date operating deficit was \$27,740.98 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$26,685 results in a total year-to-date deficit of \$1,055.98. Property taxes (\$21,077.61) and road mill funds (\$6,014.91) were collected in February. Other sources of revenue included specific ownership tax, highway user tax and Xcel franchise fees.

Building – Trustee Carlson reviewed her report which was emailed to the Trustees. In February, the Town collected \$13,713 in permit fees, \$6,280 in transportation utility fees, and \$520 in licensing for a total of \$20,513. Trustee Carlson reported that complaints had been received regarding the size of the construction signs. The contractor was contacted and the large signs were replaced with smaller ones. Further, Trustee Carlson noted that the house across from Trustee Ramsden has been torn down for a new home to be built.

Parks and Recreation – Trustee Hinton reported she had no report. The landscaping contracts would be discussed later in the agenda.

Public Works – No report was given.

Intergovernmental Affairs – Trustee Ramsden reported that trash would be picked up on Wednesday. Additionally, a draft agreement was sent to Republic Waste Management for review, and it was signed as a draft. The agreement will be resent in final form for execution. Trustee Ramsden also noted that she will follow-up with Mayor Feldkamp regarding conducting an election in November.

Attorney's Report – Attorney Guckenberger prepared Resolution 2021-R-04 to Appoint Town Clerk. After review, Trustee Ramsden moved that the Town approve the Resolution appointing Sue Blair as Town Clerk. Upon second by Director Carlson, vote was taken and motion carried unanimously.

Clerk's Comments – Town Clerk Blair noted the next meeting will be held on April 19, 2021.

Mayor Report – No report was given.

Old Business:

IGA with Town of Columbine Valley - Mayor Pro Tem Dennis moved that the Board approve the Intergovernmental Agreement with the Town of Columbine Valley to Provide Administrative Services, subject to annual appropriation. Upon a second by Trustee Hinton, vote was taken and motion carried unanimously.

Lifescapes Contract: Attorney Guckenberger reported that she has prepared formal resolutions for consideration by the Trustees when entering into various contracts. This Resolution is in accordance with the Town's purchasing policy, and it will streamline the management of the contracts. Attorney Guckenberger presented Resolution 2021-R-05 for Board consideration, said Resolution attaching the contract with Lifescapes as Attachment 1, in the amount of \$8,520.66. Trustee Hinton moved that the Board approve the Resolution and contract as presented. Upon second by Mayor Pro Tem Dennis, vote was taken and motion carried unanimously.


Vegetation Management Contract: Attorney Guckenberger presented Resolution 2021-R-06 for Board consideration, said Resolution attaching the contract with Vegetation Management as Attachment 1, in the amount of \$10,395.00. Trustee Hinton moved that the Board approve the Resolution and contract as presented. Upon second by Mayor Pro Tem Dennis, vote was taken and motion carried unanimously.

COVID Clinic - Trustee Carlson requested Board input on hosting a joint COVID clinic with the Town of Columbine Valley. A two-day clinic would be scheduled. Each town would pay for their own residents. The cost of shots administered to extra people would be split by the towns. The nurse in charge would come out and look at the facilities and determine costs. At this time, the estimated cost to the Town of Bow Mar is approximately \$6,000. The Town of Columbine Valley would have the contract for the event, and the Town of Bow Mar would enter into an IGA or letter agreement with Columbine Valley. The timing of the clinic would be the end of April. The Board was in favor of hosting the clinic and requested that Trustee Carlson reach out to the manager and Kathie Guckenberger contact the attorney for the Town of Columbine Valley to work out the necessary details.

New Business:

DRB Appointments – Trustee Carlson reported that there were seven candidates who applied for the DRB. All were qualified and their applications were greatly appreciated. Of the seven candidates, the DRB selected the following three candidates: Shane Fable, Kim Sperry, and Mike Ruger. Current DRF members Darren Hinton and Angie Graham will be ending their terms in March 2021. In addition, Heather Rasmussen is no longer a Town resident, thereby creating a vacancy on the DRB for a term ending in March 2022. Trustee Carlson moved that the Board approve Resolution 2021-R-03 – A Resolution Confirming the Terms of Appointed Members and Appointing New Members to the Design Review Board. Upon second by Mayor Pro Tem Dennis, vote was taken and the motion carried unanimously.

Adjournment – Meeting was adjourned at 7:58 pm.

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Tom Feldkamp Mayor

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Sue Blair, Town Clerk