

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
November 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, November 15, 2021 by Mayor Pro Tem Dennis. The meeting was held in person at the Town of Columbine Valley, 2 Middlefield Road. A quorum was declared present at 7:00 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

Also in Attendance Were:

Police Chief Bret Cottrell
Clerk Sue Blair
Attorneys Kathie Guckenberger

Agenda: Upon motion duly made, seconded and unanimously carried, the agenda was approved as presented.

Public Comment: There was no public comment.

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

Variance Hearing – 4503 W. Wagon Trail Road

At 7:02 p.m., Trustee Dennis moved that the Board recess the regular meeting and enter into the Board of Adjustments Hearing. Upon second by Trustee Ramsden, the regular meeting was recessed and the Board of Adjustments Hearing was opened. Mr. Thomas addressed the Board regarding his variance request for 4503 W. Wagon Trail Road for a restriction that requires a side yard on each side of the existing building of not less than 40 feet in width. The proposed garage will encroach into the side yard set back 16 feet and 11 inches which is consistent with the encroachment of the existing garage. Trustee Dennis moved that the variance be approved. Upon second by Director Swanson vote was taken and motion carried unanimously. The Board reconvened into regular session at 7:08 p.m.

Commissioners Reports:

Public Safety – Chief Cottrell reviewed the monthly public safety report.

Finance – For the month of October, the total revenues were 112% of the year-to-date budgeted amount while operating expenses were at 89%. General government was 71% of budget, public safety 74%, parks and rec 71%, public safety 82%, parks and recreation 102%, and public works 101%.

Total year-to-date operating surplus was \$182,573 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$140,748 results in a total year-to-date surplus of \$323,321.

In October, we collected \$2,024 in property tax and road mill funds. Since most of the Town revenue has already been collected, we operated at a deficit for the current month. Other sources of revenue included specific ownership tax and highway user tax. We paid \$395,174 for road mill improvements and \$30,301 for culvert maintenance and road signage. Maintenance of the wood signs at the tree entrances as \$6,799. All other expenses were as anticipated.

Building – Trustee Carlson reviewed the month building report. In October, the Town collected \$6,901 in permit fees. Cost of projects total \$304,892. Transportation utility fees totaled \$3,048.92, \$210 in licensing fees, for a total of \$10,159.92. The building inspector was paid \$5,258.75.

Parks and Recreation - Trustee Hinton reported that the street signs at the entrances are complete and look great. The no parking signage at the top of Mary's Meadow has been stolen with no intention of immediately replacing it. The junipers are removed. Additional garlands need to be purchased this year and Trustee Hinton will request such purchase at the Bow Mar Foundation meeting in December. Trustee Carlson reported that she was contacted by a concerned neighbor regarding the large tree canopies over the Town's roadways. Ms. Guckenberger quoted the code regarding homeowner responsibility and the fact that it is a health, safety and welfare concern. After discussion, the Trustees requested that the Town Clerk send out an eblast asking residents to trim all bushes and trees on their properties.

Public Works – There was no report.

Intergovernmental – *Trash Update* - Trustee Ramsden reported that the contract has been verbally approved and she is waiting for a signed contract for Trustee consideration at the December Board meeting. Extra trash bins are \$48/year. Allied will not pick up trash bags. She will request that Allied take the initiative to educate the residents on the terms of the new contract. A trash dumpster is at Marston and will be there through Monday, November 22nd for the use of the residents. Trustee Ramsden requested that the Town Clerk send out an eblast regarding the dumpster availability.

Attorney's Report - Attorney Guckenberger presented an Agreement For Professional Services with Skyline Lawn & Landscape, LLC, to provide snow plowing for the Town. The contractor wants to clarify that he not responsible for the removal of snow from driveways and properties that ends up in the street. Trustee Fabricant has reviewed the contract and the costs identified within the contract. Trustee Swanson requested that an eblast go out to the residents requesting that their snow needs to stay on their property, and not be pushed onto the Town roads. The Trustees agreed that this is an issue. Trustee Ramsden moved that the Agreement be approved as presented. Upon second by Trustee Carlson, vote was taken and motion carried unanimously. Ms. Guckenberger noted that the contractor signed the agreement; however, did not get his signature notarized. Once the Agreement is received with the notarized signature, the Town Clerk will forward for final execution

Clerk's Comments: The Town Clerk noted that the December meeting will be held on December 13th and the 2022 budget will be adopted at the meeting. In addition, the Town Clerk will forward an election resolution for the

2022 election to Ms. Guckenberger for review. The resolution will be on the December agenda for approval. A Bow Mar Foundation meeting will be scheduled for the December meeting.

Mayor's Report – There was no report

Old Business - There was none.

New Business - There was none.

Study Session

There being no further business to come before the Board, the regular session ended and the Trustees entered into a study session to discuss variance procedures. Ms. Guckenberger provided a memorandum for Board discussion and copies of the Code relating to variances with recommended changes. No action was taken by the Trustees.

Adjournment

The meeting was adjourned at 7:48 p.m.



Marsha Dennis, Mayor Pro Tem



Sue Blair, Town Clerk