

**TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
JUNE 20, 2022**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, June 20, 2022 by Mayor Sperry. The meeting was held in person at the offices of the Town of Columbine Valley, 2 Middlefield Road, Columbine Valley. A quorum was declared present at 7:04 p.m.

Present:

Mayor: Bryan Sperry
Mayor Pro Tem: Marsha Dennis
Trustees: Jane Carlson
Leslie Hinton
Andy Swanson
Margo Ramsden

Absent was Trustee Steve O'Dell, whose absence was excused.

Also in attendance were:

Police Chief Bret Cottrell
Town Clerk Sue Blair
Attorney Kathie Guckenberger
Residents David Peterson
Town Engineer Jason Miner

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

Public Comment: Trustee Carlson read a message from Leslie Mease:

I wanted to provide you some information regarding the violations as posted on signs occurring in Mary's Meadow that we talked about earlier today. There has been an increase in discussions by multiple neighbors with kids and adults regarding the rules of Mary's Meadow as indicated below under Violations. I know that some of these rules are specific to Town property and some are specific to BMOI, but the issues and potential risks impact both.

Violations:

Motorized Vehicles (golf cart, electric bikes)
Underage drinking and smoking
Fishing
Swimming

Concerns:

Possible fires (with houses nearby this is risky)
Increased liability of drowning, drunk and disorderly behavior and vandalism.

Solutions:

Put posts at entrance making it impossible to get a golf cart through. Posts need to be removable in case emergency vehicles need to pass through.

Install signs at entrance posting rules.

Potential gate entrance with FOB keys.

These items will be discussed later in the meeting.

Consent Agenda: Trustee Dennis 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.

Variance: Trustee Dennis opened the public hearing to consider an application for a variance by the property owner at 5171 Juniper Street, from the zoning restriction that no structures of any kind, including sheds, shall be placed within the 40 foot setback area. The proposed shed will be placed at the NE corner of the lot with a 10 foot setback from the north and east property lines. The property owner was present to answer any questions. Trustee Dennis asked for public comment and there was none. The public hearing was closed, and Trustee Hinton moved to approve the variance as presented. Upon second by Trustee Swanson, vote was taken and motion carried unanimously.

Commissioners Reports:

Public Safety – Chief Cottrell reviewed the monthly public safety report. Trustee Ramsden discussed the need for a road closure policy within the Town. Discussion ensued regarding fire access concerns and consideration of a street closure policy. Jason Miner suggested that other jurisdictions used street occupancy permits and he can provide examples. Trustee Ramsden will reach out to Mr. Miner regarding the permits.

Finance – Trustee Dennis reports that for the month of May, that total revenue was 64% of the year-to-date budgeted amount while operating expense was at 31%. General government was 41% of budget, public safety 41%, parks and rec 108%, and public works 14%.

Total year-to-date operating surplus was \$330,252 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$101,326 results in a total year-to-date surplus of \$431,578.

In May, we collected \$173,732 in property tax and road mill funds. Other sources of revenue included specific ownership tax, highway user tax , and Cable TV and Xcel franchise tax. The clerk expense was, once again, high due to the election services. The final payment on the Sheridan Circle landscape project of \$14,958 was made. This landscape project was not in the 2022 budget therefore Parks and Rec will remain over budget for the year. All other April expenses were as anticipated.

Public Works – Trustee Swanson reported that bids have been received for the Berry Curve project and 2022 road improvements. Jason Miner is present to review with the Board later in the meeting.

Parks and Recreation – Trustee Hinton reported that all the tree limbs from the Spring storm have been collected and will be removed this week. Residents appreciated the Town providing the chipping service and the tree company did an excellent job taking care of this very large pile. She has been working with Xcel Energy to get power at the Berry Curve sign in order to up light the signage, future landscaping and irrigation. Trustee Hinton inquired about the Flock camera at Berry entrance. Chief Cottrell noted that Flock is going to credit the Town for the time the camera was not present. Flock has indicated that that it will be fixed by next Monday.

Trustee Hinton requested that the Board approve mowing the walking paths in Mary's Meadow twice per year at a total cost of \$880.00. The Board approved the authorization and requested that Attorney Guckenberger draft an agreement for one year with automatic renewals for the next four years.

Trustee Hinton discussed signage at the top of Mary's Meadows for no smoking, motorized vehicles, fires or fireworks. Mayor Sperry recommended that a removable bollard be placed so vehicles cannot physically enter Mary's Meadow. Chief Cottrell explained that the City of Denver does security patrols in the meadow and discussion regarding an IGA with Denver was discussed. Trustee Ramsden and Chief Cottrell will meet to develop a policy that can be posted on the Town's website and in The Bulletin alerting homeowners who to call if they see suspicious activity within the Meadow, etc.

Trustee Hinton reported that five more Town Street signs will be painted by Jeannette Nelson and her painting committee.

Building – Trustee Carlson reported that in May the Town received \$21,04875 in Permit Fees; License Fees of \$820.00; Transportation Utility Fees of \$7,611.00, for a total collected of \$29,479.75. The Town paid the building inspector \$2,958.75.

Trustee Carlson reported that JD McCrumb was organizing the annual get together with both Town Boards.

Intergovernmental – No report was provided.

Attorney's Report - Attorney Guckenberger that due to workload she has resigned as the Town's attorney effective August 1st. She stated it has been an honor and a privilege to serve as the Town's attorney.

Clerk's Comments – Clerk Blair mentioned the water main replacement project on Longhorn Drive between Sheridan and Sunset. The contractor will be mobilizing June 23rd. It is anticipated that the project will be completed in 2 months.

Clerk Blair stated that the July meeting will be held on July 18th and to please confirm attendance. Trustee Swanson stated that he will be out of town and will not be in attendance.

Mayor's Report – Mayor Sperry mentioned that long time resident Jonathan Bush had passed away and will be missed. He offered his condolences to the family of Mr. Bush.

With the quantity of the broken limbs from the May snowstorm, dumpsters were not going to solve the problem and a new plan was quickly designed whereby residents could drop off tree limbs at the Marston tennis courts parking lot to be ground up as mulch at a later date. The Mayor thanked Trustee Hinton for taking over the project. He also thanked BMOI for the use of the parking lot.

Regarding the Berry Curve Project, Jason Miner, and Mayor Sperry have had many meetings regarding the project to have it ready for construction by early August. Mayor Sperry also thanked former Mayor Pilgrim for all of his time and energy to help bring this to fruition.

Jonathan Alexander will be preparing a database of all signage within the Town as a class project – donating his time to the Town. The Mayor thanked Mr. Miner for setting up the database for Jonathan and also thanked Trustee Ramsden for referring Jonathan.

Mayor Sperry reported that he has been making changes to the website and worked with Trustee Carlson to update the building department information. He encouraged the Board to review the new website and to continue to send changes to him. If they are quick changes, he can make them. He will coordinate efforts with CRS. He mentioned that by getting the information on the website updated and correct, the Trustees could now drive traffic to the town website whenever possible.

Old Business:

2022 Roadway Improvement Project: Jason Miner reviewed the bids received for the 2022 Roadway Improvement Project. Only one bid was received and it was broken down as follows:

Berry Curve Project	\$235,369.85
Aspen	\$272,611.50
Upper Juniper	\$165,898.50

After discussion regarding the term of the mill levy, 2022 budgeted amount for roadway improvements, and Jefferson County Open Space funding, Trustee Swanson moved that the Board approve the Berry Curve project and Aspen (Alternate #1) with Upper Juniper to be decided at the July meeting once more information is obtained regarding funding. Upon second by Trustee Ramsden, vote was taken and motion carried unanimously.

Mayor Sperry reported there are four homeowners within Littleton that will be affected by the project. The Town will install landscaping as prescribed by the plans; however, the homeowners will be responsible to maintain said landscaping and must execute the agreement before any landscaping installation. Attorney Guckenberger will prepare a landscape agreement for the Littleton residents and will send to Mayor Sperry, Trustee Swanson and Jason Miner for review.

Mr. Miner stated that the City of Littleton want to ensure that emergency vehicles have access. Detours will be in place for vehicles and pedestrians. The contractor will start the work in August with the intent to have the project completed by the start of school. Roads will be identified where equipment will be stored.

Look-Ahead Schedule – Mayor Sperry asked the Trustees to bring their 2022 goals to the July meeting. The look-ahead schedule will be used as a tool to track goals and provide information on who is working on what projects.

New Business -

Trustee Ramsden moved that the Board ratify the Bear Creek Tree Limb Removal Agreement and Resolution as presented. Upon second by Trustee Dennis, vote was taken and motion carried unanimously.

The Board discussed a request from Denver Water Department for an easement. This matter was tabled to the

July meeting of the Board.

Trustee Hinton moved that the Board approve the expenditure of \$9,300 to get power to the Berry Curve signage. Upon second by Trustee Ramsden, vote was taken and motion carried unanimously. The Board authorized Attorney Guckenberger to prepare a contract with Specialized Electric for the Mayor's signature.

Clerk Blair has been contacting potential attorneys to serve as the Town. She will schedule virtual interviews with potential candidates.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:31 p.m.

Bryan Sperry

Bryan Sperry, Mayor

Sue Blair

Sue Blair, Town Clerk