

TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
July 15, 2019

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, June 17, 2019 by Mayor Feldkamp. The meeting was held at Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, CO 80123. A quorum was declared present at 7:00 p.m.

PRESENT:

Mayor	Tom Feldkamp
Trustees	Marsha Dennis
	Steve Fabricant
	Jane Carlson
	Doug Champion
	Margo Ramsden
Clerk	Sue Blair
	Angie Kelly
Police	Chief Cottrell

ABSENT: (excused)

Trustee	David Wadsworth
---------	-----------------

Public Comment: none presented.

Presentation by Logan & Associates for 2018 Audit: Kyle Logan presented the 2018 Audit to the Trustees. Mr. Logan reviewed the audit process in which samples of checks and building permits are chosen to review. Supporting documentation is reviewed and rates/fees are reviewed to ensure building permits are charged accordingly. Revenues are also reviewed to ensure all parties report the same claimed by Bow Mar. The opinion of Logan & Associates is a clean opinion; meaning that financials are reported accurately and appropriately. No modifications were needed upon the audit report. The Foundation is also audited in the same report and review. Both the Foundation and the Town received clean opinions. Mr. Logan reviewed the financial statements in the audit. Mr. Logan also pointed out that the fund balance is in a good position for the Town, in that if no money came in the Town could operate for about eleven months. Mr. Logan also outlined the fund balances in detail. Mr. Logan outlined the management letter to the Trustees and noted that no adjustments were made to the financial statements. Trustee Dennis moved to accept the 2018 audited financial statements as presented. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously.

Consent Agenda:

Approval of Minutes –Trustee Carlson moved to approve the minutes from the June 17, 2019 meeting as presented. Upon a second by Trustee Dennis, a vote was taken and the motion carried unanimously.

Approval of Treasurer’s Report and Payments – Trustee Dennis outlined the report for June 2019. Trustee Dennis noted that nothing was out of the ordinary; the payment was made to Columbine Valley this month. Trustee Carlson moved to accept the Treasurer’s Report. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously.

Application for the Cattle Permit Renewal - Trustee Dennis moved to approve the cattle permit. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously.

Commissioners Reports:

Public Safety – Chief Cottrell outlined his report to the Trustees.

Finance – For the month of June, the total revenues were 73% of the year-to-date budgeted amount while operating expenses were at 32%. General government was 44% of budget, public safety 49%, parks and rec 21%, and public works 16%.

Total year-to-date operating surplus was \$329,032 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$88,417 results in a total year-to-date surplus of \$417,449.

The town collected \$56,640 in property tax and road mil funds from Arapahoe and Jefferson county. Other sources of revenue included specific ownership tax, highway user tax, Xcel franchise, lottery and interest income. The third quarter payment for police and building services of \$77,526 was paid. All other items were as expected.

Building – Trustee Carlson outlined her report and noted that \$10,752.26 was collected for building permits, \$4,940.05 was collected for the transportation utility fee, and \$360 in license fees: totaling \$16,052.31. Trustee Carlson noted that many projects have been completed so far this year. Trustee Carlson also added that if the Town wants to consider sales tax again, education needs to start. Given the discussion that gates may be on an upcoming ballot, sales tax should also be part of the discussion if the Town wants to put it on a ballot.

Parks and Recreation – Trustee Champion noted that a new transformer and meter will be installed in August at the Sheridan Circle. Mr. Than put about 20 tons of rock in Mary's Meadow. Mr. Than has also completed the repairs at Barry St. The Belleview sign is scheduled to be refinished this summer. The company is also bidding maintenance on the other two signs. A bid is also coming for the Sheridan wall repair.

Public Works – Trustee Fabricant emailed a written report to the Trustees. The report outlined bids that were submitted for the 2019 road improvement work. Jason Miner, Town Engineer, has reviewed the bids and provided an outline of the bids to the Trustees. The recommendation from Trustee Fabricant and the Town Engineer is to retain PLM Asphalt & Concrete, LLC to perform the work. PLM is able to start the work early in August; which is earlier than the other bidding companies. PLM also does work with Jason Miner on other properties. The goal is to have all of Frontier paved, Beach to the gates will get paved, and Sunset will get paved. Drainage and culverts will be addressed also.

Trustee Dennis moved to award the bid for 2019 Bow Mar Roads Paving Project to PLM/RAE as the lowest responsible bidder in the not-to-exceed amount of \$249,000 Dollars and \$0 Cents (\$249,000.00); to authorize the Town Attorney and Town Engineer to prepare and finalize a construction contract in a form approved by the Town Attorney; to authorize the Mayor to execute the construction contract on behalf of the Town after Contractor has signed the construction contract; and to authorize the Town Engineer to issue a notice to proceed in accordance with terms and conditions outlined in the contract and contract documents. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously.

Intergovernmental Affairs – Trustee Ramsden noted that Republic Services had some equipment and staff issues which impacted pickups this past month.

Attorney's Report – Attorney Guckenberger reported that she and the Mayor met with Xcel on July 2nd regarding the proposed franchise agreement. Attorney Guckenberger in the process of preparing redlines regarding the agreement.

Clerk's Comments – Ms. Blair noted the next regular meeting will be August 19, 2019.

Mayor Report – Mayor Feldkamp outlined the request for Road to Hope. This is a 5k run that went through the Town last year. It will be held on October 27th, mid-morning. The event was approved and no objections were raised. Mayor Feldkamp outlined the negotiation with Xcel mentioned previously in the meeting. Every 20 years the contract expires and the time has come to renegotiate the contract. This contract will be another 20-year contract. Xcel is also going to attend a meeting to outline what is coming to Bow Mar in the next 5 years. Xcel is also going to outline a disaster recovery plan. Mayor Feldkamp outlined the Lyft program but not enough people used it to keep it going. The total spend on the 5 weeks worth of rides was \$50.87. Mayor Feldkamp noted that Rick Pilgrim has agreed to come up with a plan for the inside berm of Berry St to help with safety.

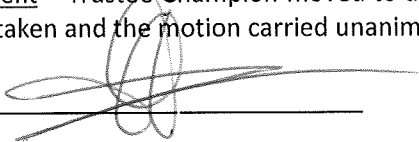
Old Business:

Data Breach Policy – this was tabled until further notice. Ms. Kelly will send Attorney Guckenberger the previous two drafts of the data breach policy to review and provide recommendations.

New Business:

Review Town Meeting – Trustee Ramsden noted that a work session should be the next step in the traffic study process to evaluate comments and outline ideas to move forward. Discussion took place regarding an election or survey regarding gates to determine a ‘yes’ or ‘no’ from the residents. Trustee Carlson noted that she heard feedback that the presenter from the contractor was not extremely clear on the information or the solution options: they wanted more information. The next step will be a Trustee work session to determine what options to further investigate. Therefore, further research will be completed after the work session to ensure all outstanding questions are answered. The work session will be held July 25, 2019 at 4:00pm. The meeting will be held at the Dennis residence. The presentation from July 11, 2019 will also be posted on the Town website.

Adjournment – Trustee Champion moved to adjourn the meeting at 8:47pm. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.



Tom Feldkamp, Mayor



Sue Blair, Town Clerk