

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MARCH 16, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, March 16, 2020 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	David Wadsworth
	Marsha Dennis
	Margo Ramsden
	Leslie Hinton
	Jane Carlson
	Steve Fabricant
Clerk	Angie Kelly

ABSENT:

Police	Chief Cottrell
Clerk	Sue Blair

PRESENT VIA TELEPHONE:

Attorney	Kathie Guckenberger
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Mayor Feldkamp noted this would be the last meeting for Trustee Wadsworth and thanked him for his service to the Town.

Public Comment: None.

Franchise Agreement: This is the second reading of the proposed ordinance and franchise agreement as both were introduced and considered at the February 17, 2020 meeting. The notice regarding the agreement was properly published in the Littleton Independent. Deputy Clerk Kelly introduced Ordinance 327: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF BOW MAR, COLORADO APPROVING A NON-EXCLUSIVE FRANCHISE AGREEMENT BETWEEN THE TOWN OF BOW MAR AND PUBLIC SERVICE COMPANY OF COLORADO GRANTING THE RIGHT TO PROVIDE, SELL AND DELIVER GAS AND ELECTRICITY TO THE TOWN AND ITS RESIDENTS USING THE TOWN STREETS AND RIGHTS-OF-WAY, PUBLIC UTILITY EASEMENTS AND OTHER TOWN PROPERTY. Trustee Dennis then introduced the franchise agreement and moved to approve the Franchise Agreement with Xcel Energy and Ordinance 327 as presented. Upon a second, by Trustee Fabricant, a roll call vote was taken:

Ramsden – yes	Wadsworth - yes
Fabricant – yes	Hinton - yes
Dennis - yes	Carlson - yes

Consent Agenda:

Trustee Ramsden 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 provided an email report prior to the meeting.

Finance – For the month of February, the total revenues were 4% of the year-to-date budgeted amount while operating expenses were at 7%. General government was 8% of budget, public safety 16%, parks and rec 1%, and public works 0%.

Total year-to-date operating deficit was \$31,496 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$20,936 results in a total year-to-date deficit of \$10,561.

In February the Town collected \$5,493 in property tax and road mill funds. Other sources of revenue included specific ownership tax, highway user tax, interest income and Xcel, CenturyLink, cable TV franchise fees. All expenses were as anticipated.

Building – Trustee Carlson presented the reports emailed to the Trustees. In February, the Town collected \$10,474.08 in permit fees, \$1,175.67 in transportation utility fee, and \$820 in licensing for a total of \$12,469.75. Trustee Carlson noted changes to the building department, given Columbine Valley will be closing offices and having only 1 person in the office. The person who administers the building permits can work remotely for the Town of Columbine Valley so the process will be changing. The Town will be going back to the way it was before Columbine Valley. Trustee Carlson has provided a write up, which will be sent in a Town email blast as well as posted on the Town website. Mr. Weis will perform inspections, but he will do inspections without anyone in the house. Photos will be taken for outside inspections and will be discussed through email. Business will operate on a limited basis but the Town will work to accommodate everyone needing permits and inspections.

Parks and Recreation – Trustee Hinton is meeting with contractors about the trees on Sheridan and the area near Mary's Meadow. Prices will be distributed once received.

Public Works – Trustee Fabricant had no update.

Intergovernmental Affairs – Trustee Ramsden had no update.

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

Clerk's Comments – Mayor Feldkamp noted the next meeting will be Monday, April 20, 2020. The April meeting will be the time when the Trustees will be sworn in for the next 2-year term.

Mayor Report – Mayor Feldkamp noted that Attorney Guckenberger will draft an IGA or MOU related to the Berry Curve work. Mayor Feldkamp also noted Littleton is will do the curb and gutter for the project. Jason Miner is going to come up with drawings and will present to Littleton. Littleton is completing (once traffic gets back to normal) a warrant study for the 4-way stop at Blue Sage and Berry to determine if signs will be added. Mayor Feldkamp also explained the annual accomplishment list that was sent to the trustees. This will be posted on the website, once completed, for reference as to the work the Town does throughout the year.

Old Business:

Updates Regarding Traffic Study – Trustee Ramsden is working on the next steps of the traffic study. A resident had posed the question that the legal summary indicated it was not legal to gate the entire Town. Trustee Ramsden asked if this was the case? Discussion took place regarding Sheridan and the ability to gate that Town entry point. Further investigation continues.

New Business:

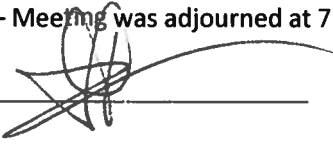
Review and Consider Approval for Ordinance 329: The ordinance was discussed and it was explained that the ordinance would allow the Town to adopt rules of order, instead of being bound by Robert's Rules of Order. Tabled until next month.

Review and Consider Approval of CIRSA Coverage: The proposed policy was discussed. Questions were presented by Trustee Fabricant so a call will be set up with CIRCSA to obtain answers.


Review and Consider Approval for Building Inspection Contracts: Tabled until April for further review.

Electronic Meeting Policy Resolution 2020-R-06: Attorney Guckenberger provided an outline of the proposed resolution regarding electronic meetings and the Town's ability to perform electronic meetings when situations happen like COVID-19. Attorney Guckenberger outlined the abilities of the town administratively and explained the policy. The policy provides parameters as to if quorum is reached or if the electronic presence is part of a quorum. The policy also allows electronic participation under specific circumstances, all parameters must be met. It was explained that notice provisions are still required to be met. The open meetings law is clear that electronic meetings are allowed to take place; the Town needs to make sure notice is provided and the public has the ability to monitor what the Town is doing. The scope is only for the Board of Trustees, it does not include DRB or Board of Adjustment. Discussion took place about when the Town can have electronic meetings according to this policy. Trustee Carlson moved to approve Resolution 2020-R-06 as presented. Upon a second, by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Adjournment – Meeting was adjourned at 7:59 pm.



Tom Feldkamp, Mayor



Angie Kelly, Deputy Town Clerk