

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
OCTOBER 21, 2019**

**CALL TO ORDER:** The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, October 21, 2019 by Mayor Pro Tem Dennis. 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 Pro Tem	Marsha Dennis
Trustees	David Wadsworth
	Jane Carlson
	Margo Ramsden
	Leslie Hinton
Clerk	Sue Blair
	Angie Kelly
Police	Chief Cottrell
Attorney	Kathie Guckenberger

**ABSENT:**

Mayor	Tom Feldkamp
Trustee	Steve Fabricant

**Public Comment:** Mary Spofford addressed the Trustees hoping to hear about the legality with gates in Town: can Bow Mar gate the roads? Ms. Spofford also commented that she heard the Town only sent 420 surveys and that is not very many. Ms. Spofford also asked Chief Cottrell the percentage of break-ins that have occurred because cars and houses were unlocked? Chief Cottrell said it is rare for someone to force entry. In the last 5 years, he remembers 1 broken window for laptop, otherwise, the thefts were from unlocked cars/doors.

**Public Hearing:** Mayor Pro Tem Dennis opened the public hearing at 7:08pm. It was noted that due to not having a quorum for Board of Adjustment, a vote cannot be taken on the variance. Therefore, the public hearing will be continued to a date and time certain: Wednesday, October 23<sup>rd</sup> at 7pm at 4690 Bow Mar Drive. Mayor Pro Tem Dennis adjourned the Board of Adjustment and the Board of Trustees will now reconvene.

**Presentation:** Rick Pilgrim and Tom Moore addressed the Trustees regarding the Bow Mar Foundation. Mr. Pilgrim, Mr. Moore, and Mr. Greg O'Connor have been discussing ideas to get the Foundation more active in the Town. A written outline and proposal was shared with the Trustees and Mr. Pilgrim explained the plan. A Foundation Advisory Committee (FAC) was proposed to develop an action plan in which recommendations would be made to the Foundation Board regarding revisions to the Bylaws/Articles, concepts to get the Foundation more active, and possible ideas for fundraising. The goal is to achieve the purposes initially set forth in the development of the Foundation. Trustee Carlson thanked Mr. Pilgrim and Mr. Moore for working on this project. Mayor Pro Tem Dennis noted that the Trustees would discuss the proposal, a Foundation meeting would be called, and decision can be made at that Foundation meeting.

Also, Mr. Pilgrim discussed the Berry curve with the Trustees. A drawing was distributed with an outline of a possible solution to the lack of sidewalk at the Berry curve. Mr. Pilgrim noted that previously the City of Littleton and Bow Mar were working on a sidewalk that would travel through easements held by each entity and provide a safe walkway for kids going to school. There is possible grant money in the Safe Route to School Grant. Mayor Pro Tem Dennis noted that this is of interest to the Town as people are worried about kids walking around that corner. This topic will continue to be discussed.

Consent Agenda:

Approval of Minutes –Trustee Carlson moved to approve the minutes from the September 16, 2019 Regular meeting as presented. Upon a second by Trustee Wadsworth, a vote was taken and the motion carried unanimously.

Approval of Treasurer’s Report and Payments – Trustee Dennis outlined the report for September 2019. Trustee Carlson moved to accept the Treasurer’s Report. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Commissioners Reports:

Public Safety – Chief Cottrell outlined his report to the Trustees. Chief Cottrell outlined that a couple of vehicles were stolen but were found/returned. Also, a couple of cars were broken into, all were unlocked. It was noted that the police did get video from the Flock cameras but the vehicle used by the suspect was stolen. They then tracked credit card usage to a King Soopers gas station but the camera quality was poor and identifying information could not be obtained. Chief Cottrell reported that the department hired another part time officer, Danielle Frost. Ms. Frost started training a couple of weeks ago.

Finance – For the month of September, the total revenues were 101% of the year-to-date budgeted amount while operating expenses were at 51%. General government was 67% of budget, public safety 74%, parks and rec 89%, and public works 24%.

Total year-to-date operating surplus was \$402,867 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$139,345 results in a total year-to-date surplus of \$542,212.

In September, the Town did not collect any property tax or road mill funds, and as anticipated, we operated at a deficit for the month. Other sources of revenue included specific ownership tax, highway user tax, Xcel franchise, lottery income and interest income. Expenses of note were \$5,465 for maintenance of the wood entrance signs. The Town’s road engineer was \$9,419 for road mill and maintenance planning. Legal fees were higher than normal, at \$3,672, due to the road contracts, data breach policy, road change orders, trustee training session and Xcel franchise contract work. We also paid Columbine Valley \$77,526 for police and building services that will be expensed over the next three months. All other items were as anticipated.

Building – Trustee Carlson outlined her report in which \$7,558.50 was collected in permit fees, \$470 was collected in license fees, and \$2,164.08 was collected in utility transportation fees. A total of \$10,192.58 was collected this past month. Trustee Carlson noted in the report that there are quite a few projects ready to start in the next couple of months. Attorney Guckenberger addressed the asbestos abatement issue and the loophole through the State. Colorado Court of Appeals found that the asbestos regulation for single family residential buildings up to 4 units was not valid. Therefore, there was a gap in regulation, effective August 1<sup>st</sup>. Emergency rules were passed by the Board on October 15 and are good for 120 days until permanent regulations can be put into place.

Parks and Recreation – Trustee Hinton reported that there is power at the Sheridan circle. The electrician was onsite today and everything works. Mr. Than is wrapping up mowing and winterization on common areas. There is now another pet waste station at Ridge Trail/Bow Mar. Trustee Hinton also noted that the Town signs are getting varnished and a new copper top will be put on the Berry sign. The road marker signs were also replaced. Trustee Hinton reported that five (5) of the street signs are being repainted this fall and more will be done in the spring. The final Vegetation Management treatment was completed and she sent a proposal for next year. There was a leak found in the water meter that feeds the Sheridan circle. Bow Mar Water & Sanitation noted the Town needs to fix it, it is temporarily shut down until repaired. Trustee Hinton also obtained a proposal from a landscape company to maintain flower beds next year. The proposed cost is \$6,559 for this work. Trustees noted that obtaining a couple more bids would be preferred before making a decision. The Vegetation Management 2020 pricing is \$8,475, which

is the same as the last two years. Trustee Hinton moved to approve the 2020 Vegetation Management contract as presented. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously. Trustee Hinton moved to authorize Mayor Pro Tem Dennis to execute the contract in the absence of the Mayor. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Public Works – Trustee Fabricant was absent.

Intergovernmental Affairs – Trustee Ramsden noted that comments have come back on the traffic study from the Mayor and if anyone else has comments to please send them to her. She hopes to finalize the report this month so it can be posted to the website. Trustee Ramsden noted that her written report was mainly informational. Trustee Ramsden provided a report from DRCOG regarding traffic congestion over the last 5 years. Interesting information was that there is an 8% increase in population but only 2 or 3% increase in greenhouse emissions. Trustee Ramsden also outlined a small community meeting she attended, hosted by DRCOG, in which fiber was discussed. It was explained that a small cell tower has to be on a fiber backbone. Since the Town does not have fiber, this could be one explanation as to why Sprint did not build the tower in Bow Mar. Trustee Ramsden then noted that this topic should bring up a discussion as to what the future of Bow Mar looks like and what could be good for the Town looking ahead: the Trustees could put together a list of what issues or projects should be considered for the Town moving forward, a road map to work from.

Attorney's Report – Attorney Guckenberger noted the legislative update that was sent out. This is a review of legislation that gets passed in the legislative session and how the items will impact municipalities.

Clerk's Comments – Ms. Blair noted the next meeting will be Monday, November 18, 2019. Ms. Blair also reviewed the upcoming election schedule for the April 2020 election. Clerk Blair also outlined TABOR notice requirements and what it means for the April election.

Mayor Report – Mayor Feldkamp was absent.

Old Business:

Traffic Survey Results – Ms. Kelly reviewed the results and noted that a survey was either emailed or mailed to the heads of the household. The voter registration list was not used as it is old and the 2019 Directory was more current. Trustee Carlson noted that she felt the comments made on the survey were varied and the results didn't seem extremely conclusive. Mayor Pro Tem Dennis noted that she felt a lot of comments were made that asked the Trustees to do something, that people felt there was a traffic issue. Trustee Carlson asked what the next steps were to keep this moving forward? Trustee Ramsden noted she would finalize the traffic study and get it posted on the website. Ms. Kelly will get the survey results finalized and posted on the website also. Mayor Pro Tem Dennis noted that they would meet with Mayor Feldkamp to review the information and discuss how to proceed. Trustee Hinton asked what the survey was hoping to achieve? Trustee Ramsden explained that the hope of the survey was to outline where the community stood on options regarding traffic issues. The Trustees were looking for direction from the Town.



New Business:

Update Regarding Proposed 2020 Budget – Trustee Dennis noted a new 2020 draft budget was distributed. The changes were an increase to revenue in specific ownership tax, cable tv, and lottery income. These increases were based on the 2019 YTD revenue. Trustee Dennis also updated the YTD numbers for September, instead of August as in the previous version. There was also an increase to the parks/rec maintenance by \$3000 and an increase to the traffic study by \$2000. The roads revenue was up due to increased property values in Arapahoe County. Jefferson County saw a decrease in property value.

Discuss Emerald Ash Borer Update – Trustee Ramsden attended the Garden Club presentation about EAB and explained the origin of it in the US. Trustee Ramsden outlined the suggestion that there should be a survey of all the trees to determine how many can be saved, how many are healthy, and how that translates into treatment. There are not any known affected trees at this point, but it will likely be to the Town within a few years. The Town should think about plan moving forward as it will be a problem in the future: need to consider it now. It was discussed that this would likely be on the list of projects for the Town to consider moving forward for the future.

Discuss Development of Town Project List – Trustee Ramsden noted some suggestions for this list in her monthly report and feels that there are projects, priorities, or issues the Town will experience in the future that should be considered and a plan developed to handle. For example, the Berry curve sidewalk. Trustee Ramsden also noted that this could be something to work with the proposed Foundation Advisory Committee on, to develop ideas and plans.

Adjournment – Meeting was adjourned at 9:01 pm.

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*Marsha Dennis, Mayor Pro Tem*

*Sue Blair, Town Clerk*