

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
April 16, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, April 16, 2018 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	Anne Justen
	Marsha Dennis
	Carrie McLaughlin
	Jane Carlson
	Barb Cole
Absent	Steve Fabricant
Trustees Elect	Margo Ramsden
	David Wadsworth
Absent	Doug Champion
Clerk	Sue Blair
	Angie Kelly

Public Comment – Rob Sterling asked the Trustees to fix 3 things: traffic, forcing construction traffic to use only the Berry entrance, and to reconsider construction being allowed on Sunday.

Consent Agenda:

Approval of Minutes – Trustee Carlson moved to approve the minutes from the March 19, 2018 meeting as presented. Upon a second by Trustee Cole, a vote was taken and the motion carried unanimously.

Approval of Treasurer’s Report and Payments – Trustee Dennis outlined the Treasurer’s report. Trustee Carlson moved to approve the Treasurer’s Report and Payment of Claims as presented by Trustee Dennis. Upon a second by Trustee Cole, a vote was taken and the motion carried unanimously.

Commissioners Reports:

Public Safety - Trustee Cole noted another mailbox theft took place, with someone breaking into a locked box. Also, Trustee Cole noted it is important for the new Public Safety Commissioner to work closely with Chief Cottrell regarding Town issues and to encourage residents to call the Police to report issues.

Chief Cottrell reviewed the report distributed to the Trustees.

Finance – Trustee Dennis reviewed the finance report provided to the Trustees.

For the month of March, the total revenues were 49% of the year-to-date budgeted amount while operating expenses were at 13%. General government was 18% of budget, public safety 25%, parks and rec 3%, and public works 1%.

Total year-to-date operating surplus was \$283,480 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$62,432 results in a total year-to-date surplus of \$345,912.

We received \$185,446 in property tax and road mil funds from Arapahoe and Jefferson County. The 2nd quarter payment to the Town of Columbine for the police IGA for \$69,133 and building department services for \$10,000 was made. This is paid in advanced and expensed over the next 3 months. It should be noted that the police

IGA is a long-term agreement and we are in the final year. Building inspection cost was \$5,036. The cost of the building department at Columbine Valley and inspections are covered by the building and permit fees. Other expenses of note are

\$5,289 spent on the election. These were clerk services, legal fees and cost of ballots.

Building – Trustee Carlson outlined the report distributed to the Trustees. Permit Fees collected were \$29,461.63, Transportation Utility Fees collected were \$26,260.89, and License Fees were \$900 with a total collected of \$56,622.52. Trustee Carlson noted that 4 new construction projects have started, 9 major remodels, 5 smaller projects, 6 landscape projects. Trustee Carlson also outlined the regulations communicated to construction traffic to use the Berry entrance only. Trustee Carlson also noted to let her know if contractors are working outside of allowable work hours.

Parks and Recreation – Trustee McLaughlin explained the electrical issue at the Sheridan Circle. There is a fault in the line that needs to be identified and re-wired. If this does not fix the problem, they may need to cut the road for repairs. The contractor can start repair work in 2 weeks and a proposal was obtained for the work. The bid was for \$4525 as a base price. Trustee Dennis moved to approve the bid from Specialized Electric to repair the fault in the electrical line at the Sheridan Circle. Upon a second by Trustee McLaughlin, a vote was taken and the motion carried unanimously. Trustee McLaughlin also noted that the maintenance work on the Sheridan sign is scheduled for this week. This is estimated to cost \$1800. Trustee McLaughlin also asked Than to cut a 20-foot fire break at Mary's Meadow. Trustee McLaughlin also suggested that the Commissioner position name be changed to 'Public Lands' since there are no parks and no recreation.

Public Works – Trustee Fabricant was not present. Mayor Feldkamp noted that Jason Miner will be at the May meeting to update the road project progress and outline the 2018 road plan. Trustee Cole also noted that the GIS map contact was available if Mr. Miner was not able to get them from the former contractor.

Intergovernmental Affairs – Trustee Justen thanked the Town and the Board for the last 6 years she has served. Trustee Justen noted that DRCOG has the next meeting on Wednesday, April 18. Trustee Justen also forwarded the TIP funding meetings information to Trustee Elect Ramsden. Trustee Justen also outlined the Republic Services trash collection information. Trustee Justen also outlined that CSU has noted the Emerald Ash Borer (EAB) has spread into the South Platte Valley. It is estimated that 1 in 6 trees will be affected in the Denver Metro Area. This is a potential serious issue for Bow Mar as 1,100 ash borer trees exist in Town. It is suggested that municipalities develop EAB plans.

Attorney Report – None presented.

Clerk's Comments – Ms. Blair outlined that the Foundation meeting will immediately follow the Trustee meeting. The next regular meeting is May 21, 2018. Clerk Blair thanked Trustees Justen, McLaughlin, and Cole for their work and noted it has been great working with them.

Mayor's Report – Mayor Feldkamp noted that the Census is coming up in 2020 and Bow Mar will participate. Mayor Feldkamp noted that Bow Mar will write a letter stating that the Town supports the Littleton Fire inclusion into South Metro Fire. Mayor Feldkamp also recognized and thanked Trustee Justen for 6 years of service to the Town, Trustee McLaughlin for 10 years, and Trustee Cole for 2 years of service.

Old Business – None presented.

New Business:

Departure of Officials - Mayor Feldkamp thanked all departing Trustees for their work and dedication to the Town of Bow Mar.

Administration of Oaths to Elected Mayor and Trustees - Clerk Blair administered the oath to Mayor Elect, Thomas Feldkamp. Mayor Feldkamp administered the oaths for Trustees Elect: Jane Carlson, Marsha Dennis, David Wadsworth, and Margo Ramsden. Absent were Steve Fabricant and Doug Champion.

Election of Mayor Pro Tem - Trustee Carlson moved to nominate Trustee Dennis as Mayor Pro Tem. Upon a second by Trustee Wadsworth, a vote was taken and the motion carried unanimously.

Mayoral Appointment of Trustees to Areas of Administrative Responsibility -

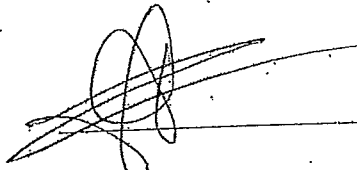
Public Safety – David Wadsworth
Finance – Marsha Dennis
Building – Jane Carlson
Parks/Recreation – Doug Champion
Public Works – Steve Fabricant
Intergovernmental – Margo Ramsden

Appointment to the Board of Adjustment - Mayor Feldkamp outlined the history and responsibilities of the Board of Adjustment. Since Trustee Carlson is the Building Commissioner and Trustee Champion builds many houses in the Town, these two should not serve on the Board of Adjustment due to the conflicts of interest. Therefore, Trustee Dennis moved to appoint Mayor Feldkamp, Trustee Dennis, Trustee Fabricant, Trustee Wadsworth, Trustee Ramsden to the Board of Adjustment. Upon a second by Trustee Wadsworth, a vote was taken and the motion carried unanimously.


Discussion Regarding Trash Collection and Proposed Service Day Change - Laura Kear introduced herself as the new contact for Republic Services. Republic Service is changing the service day to Wednesday, from Tuesday. This re-route is being done to ensure consistent service and efficiency. This will ensure trucks through the neighborhood less often and recycle and trash are both picked up on Wednesday with the change. Mayor Feldkamp asked about yard clean-up, electronic pick-up, paint/chemicals, etc. Ms. Kear noted that a dumpster can be given to the Town for free for a clean-up day. For items that cannot be taken to the landfill they can be collected differently: this can be set-up for \$450 for each pallet collected.

Mayor Feldkamp outlined an idea presented by Trustee Carlson in that a Board training/retreat might be helpful. This would be a chance to discuss ideas and goals for the Board of Trustees. This meeting will be posted once a date and time have been selected.

Adjournment – There being no further business, the meeting was adjourned at 8:28 p.m.



Tom Feldkamp, Mayor



Sue Blair, Town Clerk