

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
JULY 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, July 16, 2018 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	Margo Ramsden
	Jane Carlson
	Doug Champion
Clerk	Sue Blair
	Angie Kelly
Police	Jamie Milliman

ABSENT:

Mayor	Tom Feldkamp
Trustees	Steve Fabricant
	David Wadsworth

Public Comment: None presented.

2017 Audit: Kyle Logan presented the 2017 audit to the Trustees. Mr. Logan reviewed the financial statements, the management letter, and process used to perform the audit. He explained that samples of permits and checks are pulled to cross reference rates for permits and approval of checks. There were no issues found for 2017. Capital assets and cash balances were reviewed. Based on the findings, an opinion can be determined as to the state of the financials. An independent auditors report is then written. For 2017, the Town received an unmodified opinion, meaning financials were in order and clean. The Town was able to increase the fund balance by 36% in 2017. Mr. Logan also explained that the Foundation is included in the audit because the Board is the same for the Town as well as the Foundation. Mr. Logan then outlined the management letter to the Town. There were no audit adjustments proposed which tells the Board that the numbers reviewed during the year are the same as the numbers filed for the audit: no adjustments made. Trustee Champion moved to accept the audit as presented. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

Consent Agenda:

Approval of Minutes –Trustee Champion moved to approve the minutes from the June 18, 2018 meeting as presented. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously. Trustee Carlson moved to approve the minutes from the July 11, 2018 special meeting with the change of noting July, instead of June. Upon a second by Trustee Ramsden, a vote was taken and the motion carried unanimously.

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

Commissioners Reports:

Public Safety – Sergeant Milliman reviewed the report from Columbine Valley Police. Sergeant Milliman outlined a group of connected break-ins that took place throughout Colorado in which Columbine Valley Police caught in the act in Columbine Valley and stopped further break-ins. This group was entering unlocked cars. Sergeant Milliman noted

it is important to ensure you lock your vehicles and doors. No windows were broken of the vehicles, the group was targeting unlocked vehicles.

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

For the month of June, the total revenues were 79% of the year-to-date budgeted amount while operating expenses were at 27%. General government was 39% of budget, public safety 50%, parks and rec 38%, and public works 1%.

Total year-to-date operating surplus was \$403,346 and the net non-recurring income (building permits/transportation utility fees less building inspection expense) of \$68,560 results in a total year-to-date surplus of \$471,906.

The Town received \$56,550 in property tax and road mil funds from Arapahoe and Jefferson County and there were no expenses of note.

Building – Trustee Carlson outlined that permit fees collected were \$3,888.25, license fees collected were \$740, and transportation utility fees collected were \$1,130. Therefore, total fees collected were \$5,758.25. Trustee Carlson reviewed current projects taking place and upcoming work on a demolition.

Parks and Recreation – Trustee Champion noted that the electrical project has been inspected but needs to be released to public service. Once released, the meter will be set. A broken pine was also discussed.

Public Works – Trustee Fabricant was absent.

Intergovernmental Affairs – Trustee Dennis noted how well Trustee Ramsden and Trustee Fabricant did with the Town meeting regarding traffic issues. Trustee Ramsden said that bids have not been solicited but asked that the Board approve an expenditure for a traffic study contractor to ensure the process keeps moving forward. Trustee Ramsden noted that comments from the Town meeting will be used to construct a statement of work and this statement will be made public to the Town. Trustee Champion also noted that apps were not brought up at the meeting but should be discussed during the study. Traffic apps send drivers through Bow Mar and should be considered as an issue to review. It was noted that it would be nice to have 4 bids to consider. Trustee Ramsden moved to approve spending up to but not to exceed \$50,000 to hire a contractor to perform a study on traffic mitigation. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously.

Attorney's Report: The memo from legal was distributed to the Board.

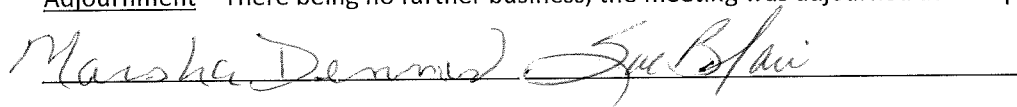
Clerk's Comments – Ms. Blair noted the next meeting will be August 20, 2018. Clerk Blair noted the annual cattle permit was submitted and paid for 2018.

Old Business:

Discussion Regarding Town Meeting Held July 11, 2018: This was discussed already.

New Business:

Adjournment – There being no further business, the meeting was adjourned at 8:01 p.m.



Marsha Dennis, Mayor Pro Tem

Sue Blair, Town Clerk