

TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
NOVEMBER 20, 2017

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, November 20, 2017 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
	Steve Fabricant
	Barb Cole
Clerk	Sue Blair
	Angie Kelly
CV Police Chief	Bret Cottrell

Public Comment – None presented.

Public Hearing- Trustee Cole moved to introduce the following ordinance: Ordinance of the Board of Trustees of the Town of Bow Mar Amending Chapter 8 of the Bow Mar Municipal Code to regulate electric assisted bicycles and allow electric assisted bicycles on bicycle and pedestrian paths in the town. Upon a second by Trustee McLaughlin, discussion took place. The electric bicycles will not be allowed on certain streets and the Town has added a requirement for users to wear helmets. The ordinance also requires users to be at least 16 years old. The Town used the State regulations as the guidelines for the ordinance. Trustee Carlson moved to approve the ordinance. Upon a second by Trustee McLaughlin, a roll call vote was taken.

Carlson - yes	Dennis - yes
Justen – yes	Fabricant - yes
McLaughlin – yes	Cole - yes

Consent Agenda:

Approval of Minutes – Trustee Dennis moved to approve the minutes from the October 16, 2017 meeting, as presented. Upon a second by Trustee Fabricant, a vote was taken and the motion carried unanimously.

Approval of Treasurer’s Report and Payments – Trustee Fabricant 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. Trustee Cole asked if the Town is receiving franchise money from Comcast or anyone else? Trustee Dennis said that she would double check how much the Town receives. Trustee Cole also asked that a report of assessed property values be brought to the December meeting.

Commissioners Reports :

Public Safety - Trustee Cole discussed the report provided to the Trustees. There are exposed cables and pedestals that have not been addressed by Comcast. Trustee Cole noted that the draft agreement in the Town files has some problems that need to be addressed. A couple of the main issues are that Comcast is not keeping up the pedestals around the Town and some pedestals split property lines. Trustee Cole would

like to ask residents of the Town if anyone is experiencing these same issues with equipment not being maintained. Another concern is that other utilities are in the Town and the Town has no control of these utilities. The Trustees are asking that Town Clerk Blair write a letter to Comcast noting these issues need to be fixed within one month. Trustee Cole will put a notice in the bulletin regarding the issue. Trustee Cole also would like Town Clerk Blair to review utility property easements.

Trustee Cole also noted that illegal solicitations were taking place around the Town. Trustee Cole will write a notice for the bulletin to inform of appropriate actions should they encounter a solicitor.

Trustee Justen asked if there was anything further on the sight lines at intersections. Trustee Cole noted that she will work the ACC regarding landscape overgrowth at intersections. Trustee Cole will ask ACC to ensure the sight triangle is being respected with landscape applications.

Chief Cottrell discussed the report he distributed to the Trustees.

Finance – Trustee Dennis reviewed the report distributed to the Trustees.

For the month of October, the total revenues were 108% of the year-to-date budgeted amount while operating expenses were at 49%. General government was 58% of budget, public safety 83%, parks and rec 109%, and public works 12%. The public works percent of budget will change dramatically once the invoices for the road repairs have been processed.

Total year-to-date operating surplus was \$418,103 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$183,474 results in a total year-to-date surplus of \$601,577.

No property tax revenue and road mill levy funds were collected in the month of October.

Building – Trustee Carlson outlined the report distributed to the Trustees reflecting activity in the month of October. Also, Trustee Carlson noted the permit fees collected: permit fees collected equaled \$2,235.25 and license fees equaled \$290. The total collected for the month was \$2,525.25. There are 18 projects in progress and 7 scheduled to start before the end of the year. Since the beginning of January, 47 projects have been completed in the Town. Discussion took place regarding updates on some of the projects. Trustee Cole asked about the requirement for lumens and who to contact if there is a complaint. Trustee Carlson noted that she can offer information regarding the projects if they are recent.

Parks and Recreation – Trustee McLaughlin noted that the season is winding down. The gravel has been installed in Mary's Meadow. Also of note is that the holiday lights will be hung and should be up by December 1st. Trustee Carlson noted that the sign on Berry looked nice.

Public Works – Trustee Fabricant noted that the potholes were repaired. A revised invoice is being submitted by Metro Pavers but payment will be held until work is completed on Wagontrail. Trustee Fabricant also outlined 4 projects currently under consideration: 2018 updated funding for roadwork (Larkspur and Redwood), Wagontrail culvert and ditch work, mitigation of additional flow at the bottom of Wagontrail and daylighting a closed culvert off Sheridan. Trustee Cole noted her concern about the lack of easements on record. She feels the Town needs to understand the full scope of easements for the Town.

Intergovernmental Affairs – Trustee Justen reviewed her report to the Trustees. Karina Elrod and Kyle Schlachter were elected at-large Littleton Council Members in the November 2017 election. Elrod and Schlachter were on the LIFT (Littleton Invests For Tomorrow) Board. Columbine Square is the last project under LIFT so this will be of importance for Bow Mar. Trustee Justen will watch for any developments on this project as there is no indication, as yet, when Columbine Square work will get started. Trustee Justen also noted that a preschool is possibly closing and wanted to ask the Trustees if a letter should be sent from the Town noting the detrimental effect on Bow Mar. Trustee Carlson noted that a grassroots effort has been

taking place and the preschool may be able to stay open one more year. Littleton School District will notify the community by the end of January if the school will stay open for another year. Trustee Justen also noted that the FAA has not provided any information on the redirection of airplane traffic.

Attorney Report – no report provided.

Clerk's Comments – Town Clerk Blair noted that the next meeting will be December 11, 2017. The budget will be adopted at this budget. Town Clerk Blair noted that Election Day is April 3, 2018. Nomination forms will be circulated between January 2nd and 18th. Town Clerk Blair will prepare a message for the bulletin. A Bow Mar Foundation meeting will take place on December 11th after the Trustee Meeting.

Mayor's Report – Mayor Feldkamp explained that the wireless ordinance feedback has been received. Town Attorney Carberry is reviewing the feedback and editing the ordinance accordingly. Columbine Valley has sent a building agreement extension and the same price was given for 2018. Mayor Feldkamp noted that a greater understanding of what the amount covers needs to be had and the agreement will leave room for negotiation in future renewals. Mayor Feldkamp wished everyone a Happy Thanksgiving!

Old Business:

Drainage Project Update – no further update.

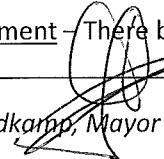
Review Draft 2018 Budget/Ordinances – Trustee Dennis reviewed the changes from the original draft presented to the Trustees. The property tax revenue was adjusted as was the road mill repair expense along with the Colorado Treasurer's fee to collect the taxes. Trustee Justen asked why the building permit fees were called miscellaneous? Trustee Dennis noted that building revenue was listed under non-recurring and it was accounted for by name. The miscellaneous revenue is only for unanticipated income and not building permits. The pension refund money was the 2017 miscellaneous revenue, for example. Discussion took place as to what the IT Expense would cover. Mayor Feldkamp noted a list of items the Town should address related to IT concerns: some examples would be email distribution messages, electronic record retention, IT services for the Town, etc.

New Business:


2017 Audit Engagement Letter – Logan and Associates provided an engagement letter for the 2017 audit and provided the Town the same price as the previous year. Trustee Cole moved to approve the engagement of Logan and Associates for the 2017 audit. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously.

CV Building Department Renewal - this item is tabled until December.

Adjournment – There being no further business, the meeting was adjourned at 8:29 p.m.



Tom Feldkamp, Mayor



Sue Blair, Town Clerk