

**TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING
December 7, 2015**

CALL A special meeting of the Board of Trustees of the Town of Bow Mar was called for Monday, December 7, 2015, Mayor Rick Pilgrim presiding. The meeting was held at Columbine Valley Town Hall, No. 2 Middlefield Road, Columbine Valley, CO 80123. A quorum was declared present at 7:01 p.m.

PRESENT	Mayor	Rick Pilgrim
	Trustees	Merle McKittrick
		Gary Guilford
		Carrie McLaughlin - absent
		Anne Justen
		Jane Carlson
		Marsha Dennis
	Attorney	Brian Jumps
	Clerk/Treasurer	Karen Reutzel
	Police Chief	absent
	BMOI Rep.	absent

Public Comment

Resident Tom Deats addressed the potential outsourcing of the Town Clerk/Administrator position to the Town of Columbine Valley. He said he can't say whether he is in favor or not in favor of the proposal because he doesn't have the details. However, he said that in a few months there will be a new Mayor and several new Trustees and therefore maybe the decision should be delayed. He also said notice was short for the special meeting.

Resident Tom Feldkamp encouraged the existing Board to make the decision about filling the position now rather than to leave it to a new Board because the existing Board is more aware of the issues and time is of the essence. He said that making the decision now will allow the new Board to move forward quickly after taking office. He said the Town is far more complicated to run than it was even a decade ago.

New Business:

Administer Oath of Office to new Town Attorney Brian Jumps

Mayor Rick Pilgrim welcomed new Town Attorney Brian Jumps to the meeting. Attorney Jumps gave a summary of his background (moved into Bow Mar 4 years ago and has been involved with the ACC for 1.5 years, has practiced law since 1997, initially in municipal law and now in real estate development, twin 8-year olds at Wilder

Elementary). He said he looks forward to helping the Board deal with the legal aspects of governance. Mayor Pilgrim administered the oath of office to Brian Jumps as Town Attorney.

Mayor Pilgrim recognized that former Mayor Alma Bergmann arrived at the meeting, who had no comment at the time.

Discussion of Options for Town Administrator/Clerk Position -

Mayor Pilgrim provided background on the Board's options. He recounted that Town Clerk Karen Reutzel gave her notice of resignation back in August. The Board then discussed three choices for filling the position at its September meeting. Option 1 was to bring on a new employee of the Town, which would require the Town to re-institute an entire employment program. The Trustees determined in September that they were not interested in hiring a new employee. Option 2: hire a new independent contractor to replace Clerk Reutzel, who is an independent contractor. He noted that an interview committee comprised of Mayor Pilgrim, Trustee Gary Guilford and Clerk Reutzel interviewed two candidates (both residents) for a potential independent contractor position. Option 3 was to consider outsourcing duties to an outside company or another municipality. Mayor Pilgrim noted that Town issues and responsibilities have become more complicated and have actually accelerated in the last 10 years. As people are moving in and paying more for their properties and then making substantial investments in those properties, they are expecting services that are more business-like in overall conduct. During the Comprehensive Plan process it also became evident in discussions that the Trustees were doing too much work themselves, which risked their individual and the Town's governmental immunity. It was recommended by the Comprehensive Plan consultant that the Trustees should be a policy body with others doing the physical work. Therefore, the Town asked for a proposal from the Town of Columbine Valley. A committee comprised of Mayor Pilgrim and Trustees Marsha Dennis and Jane Carlson met with Columbine Valley officials. The resulting proposal covers 5 potential areas of service: an administrator function, a clerk function, financial transactions and bookkeeping, a building department function and assistance with public works matters. In addition, staff that would represent Bow Mar would be available to issue building permits during regular business hours. Columbine Valley has two full time employees and two part time employees. If an agreement were made, it is anticipated that the two part time employees would go to full time. Mayor Pilgrim noted that the special meeting was held because it is now time for the Trustees to discuss those options and provide direction to the committees for future negotiations.

Commissioner Justen said she does not have a copy of the proposal from Columbine Valley and has not evaluated it. Mayor Pilgrim said he did pass out the proposal at the last meeting and asked for copies to be returned at the end of the meeting to preserve confidentiality. He provided her a copy, which she returned at the end of the meeting because the contents continued to be confidential. Commissioner McKittrick said he wanted to see if efficiencies would be gained by an outsourcing to Columbine Valley. Commissioner Carlson said that she did not feel that she was being the best public

servant in the way she provides Building Commissioner services, because those needing a building permit have to wait for her to be available, which is often after work. She recommended that the Board look at the price of the services and see if that makes sense. It would also be nice to digitize the building permit records and Columbine Valley would do that for new records under the agreement. Currently, full permit records are at her house and the Clerk maintains one paper copy in a permanent file. Commissioner Justen said that a new independent contractor could also fill the role of issuing building permits. She said that the Comprehensive Plan survey showed that 61% of residents were not in favor of hiring a Town Administrator (as indicated by a response that such option was “somewhat” or “not essential”).

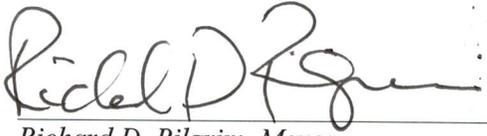
Mayor Pilgrim said that a higher level of professionalism is required in how the Town conducts business and provides services, and further that there needs to be long-term consistency regarding the body of work moving forward. Commissioner McKittrick said the Town has a history of outsourcing services with the police and court services and the Town accountant. In addition, this can be done under a short-term contract (one-year) to see how it works. Commissioner Justen said that a concern has been expressed about transparency. She doesn't think people know about this proposal.

Commissioner Carlson stated it is appropriate for the Board to be looking at something different that might help how the Town operates. The proposal from Columbine Valley gives either party the opportunity to terminate after one-year. Commissioner Justen said it is inappropriate to commit the next Board for a long-term contract because it will only meet 3 or 4 more times before a new Board takes over. Commissioner Guilford said that if the relationship is not working, the new Board will only have to live with the contract for 8 months from the swearing in at the April meeting. Commissioner McKittrick said there was precedent for other big decisions made before a new Board took over. It was noted that the proposal could dramatically affect the interest level of the people who might run for Trustee positions because with a staff available to the Board officers they would have less responsibility, less time commitment and lower liability.

A motion was made and approved to go into Executive Session for the purposes of discussing negotiations concerning the potential outsourcing of the Clerk/Administrator position. (Guilford/Dennis/Unanimous). The Board went into Executive Session at 7:41 p.m. A motion was made to close the Executive Session and resume the public portion of the meeting at 8:16 p.m. (McKittrick/Guilford/Unanimous).

A motion was made to continue negotiating with Columbine Valley and to make a counterproposal for the services proposed for the sum discussed in the Executive Session. Commissioner Justen asked if this would obligate the Board to enter into a contract and the response was no. The motion was approved unanimously. (Guilford/McKittrick/Unanimous).

Adjournment - There being no further business the meeting was adjourned at 8:18 p.m. (Guilford/Dennis/Unanimous). The next Regular Meeting is scheduled for December 14, 2015 at No. 2 Middlefield Road, Columbine Valley, CO. The meeting will begin at 7:00 p.m.


Richard D. Pilgrim, Mayor


Karen V. Reutzel, Town Clerk