

TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MARCH 21, 2016

CALL The regular meeting of the Board of Trustees of the Town of Bow Mar was called for Monday March 21, 2016, Mayor Rick Pilgrim presiding. The meeting was held at Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, CO 80123. A quorum was declared present at 7:02 p.m.

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

Public Comment – Former Town Attorney Jack Reutzel attended to say thank you to the Board for all they do. He said you have to be crazy to run for public office because you only hear the negative and rarely the good. He thinks the Board governs in the best interest of the Town and deserves to be thanked for their efforts and hard work. He gave a special thank you to the outgoing Board members – Commissioners Merle McKittrick and Gary Guilford who have served many years in challenging roles – and in particular Mayor Rick Pilgrim, who has given 20 years of service to the Town including membership on the Patrick Bennett Reservoir Board, BMOI, as a Trustee and Mayor. Mr. Reutzel said he is hopeful that the new Board will continue to work for the benefit of all Town residents.

Kim Sperry and Heather Fleck attended to discuss a proposed event to support Jim Chrisman’s Man of the Year campaign for the Leukemia and Lymphoma society. Jim and his wife Phyllis lived in our neighborhood for 10 years, and his parents still live here. They noted that he and other neighbors have been impacted by leukemia and both Brad Tucker and Rick Petersen have participated in the Man of the Year campaigns in past years. Their plan is to sell tickets for a farm to table dinner on one long table running down Lakeshore. They discussed their proposal to close the street for this party, which would happen at a date to be determined around the end of July to early August. Tickets would be sold at the L&L event. They noted that the road closure would not inhibit anybody getting to the Beach and Lakeshore residents could get in and out of their homes. The Board noted that parking would need to be addressed and a golf cart shuttle might be a good idea. The Board commented that it was a great idea and had no objections. However they requested that the two come back next month with a specific proposal for the Board’s approval including date, time, suggestions about parking, access

for people attending the event, and specifically where the closures will occur, which the Board could then act on under Old Business.

Public Hearing -Variance Request for 5245 Yellowstone (Cox-Voermann): Request for a 6.10 ft. variance to the west side setback for the addition of a roof overhang.

Building Commissioner Jane Carlson introduced the two variance requests for this home. She said signs were posted and the requests were properly published in the Bulletin. The homeowner confirmed that nothing changed from the proposals described in February. It was noted that this first variance will allow the extension of a roof overhang over an existing cement pad adjacent to the house, which is currently enclosed by a fence. The area is used for storage of trashcans and gets wet without a roof overhead. It was noted that this will not change the overall look of the home and probably won't be noticed. Commissioner Carlson recommends approval of the variance request. There was no public comment. The variance was unanimously approved by the Board upon roll call vote.

Dennis - Aye	McLaughlin - Aye
Guilford - Aye	McKittrick - Aye
Justen - Aye	Carlson - Aye

Public Hearing -Variance Request for 5245 Yellowstone (Cox-Voermann): Request for a 28 ft. variance to the rear setback and an 18 ft. variance to the west side setback for the construction of a shed.

This proposal is also unchanged from last month. There is an existing concrete pad in the location proposed that may or may not have housed a shed in the past. It was noted that the roofline exceeds the dimension of the pad. The shed (including the roofline) is within the ACC guidelines for a shed and will be shielded by landscaping. Commissioner Carlson commented that there are many existing sheds that were installed in the past without getting approval of a variance. She said these homeowners are working hard to protect the view from the street. There was no public comment. Adjacent neighbors have signed off on it. There were no further comments from Board. Commissioner Carlson clarified that this will be a utilitarian building and not a pool house. Commissioner Carlson recommends that the variance be approved. The variance was unanimously approved on roll call vote.

Dennis - Aye	McLaughlin - Aye
Guilford - Aye	McKittrick - Aye
Justen - Aye	Carlson - Aye

Consent Agenda The Minutes of the Regular Meeting on February 15, 2016 were approved unanimously by motion. (Dennis/Justen/Unanimous). The Minutes of the Special Meeting on February 5, 2016 were approved unanimously by motion. (McKittrick/Dennis/Unanimous). The Treasurer's Report and payments made in February were approved unanimously by motion. (McLaughlin/Justen/ Unanimous).

Commissioner Reports

Public Safety - Public Safety Commissioner Gary Guilford made the report; Police Chief Bret Cottrell is on vacation. He introduced the Board to new police officer Greg Bartholome, who attended the meeting - he comes from the Central City police force. Commissioner Guilford reported that 31 citations were issued in February with 11 in Bow Mar, 2 arrests and 17 Bow Mar calls for service. There was nothing of note to report in an otherwise slow month.

Finance - Finance Commissioner Marsha Dennis reported that at the end of February, the total revenues were at 6% of the year-to-date budgeted amount while expenditures were at 9%. General government was at 13% of budget, Public Safety 17%, Parks and Rec. 2%, and Public Works 1%. It was noted that we have started to receive some property and road taxes for the year. The total of the year-to-date operating deficit of \$20,041 and the net non-recurring income of \$4,267 results in a total year-to-date deficit of \$15,774. The February financial statements were unanimously approved by motion. (Guilford/Carlson/Unanimous).

Building - Building Commissioner Jane Carlson reported that she collected \$12,654 on 9 permits in the last month, including a road impact fee of \$3,200. Building inspector fees were \$2,731. She gave the Board a report summarizing ongoing activity, including 9 new projects expected in 2016. A working group met two weeks ago about building issues in general. It was determined that we need one more layer of eyes on large projects. Therefore, after ACC approves the plans and if a project needs it, the Road Commissioner will review the plans regarding drainage and culvert issues before they go to the Building Inspector. Commissioner McKittrick suggests a flow chart be prepared that everyone can follow to document the proper sequence of review of projects. Commissioner Carlson said there been a bit of a disconnect between ACC and the Town over the last few years on building issues but everyone is committed to make the process work better. The ongoing drainage issues at the Harvey's continue to be examined - groundwater is being pumped up from their home from the new basement they installed and is currently being directed into the stormwater culvert that is not designed for the capacity of water being discharged. Our engineers, Bowman Vision Land have advised that groundwater coming from a home needs to be permitted by the state. It was also noted that there is a difference between groundwater and stormwater (surface water) and that groundwater cannot be discharged into the stormwater system. One problem with ground water is that it is high in mineral content. The adjacent neighbors are being impacted and Mayor Pilgrim has assured them that the Town is looking into the situation. Commissioner Carlson has issued a CO for the house. Commissioner Carlson noted that there will not be a quick solution for this problem and resolution will take some time. She summarized by reminding everyone that there are a lot of projects going on and residents need to be patient and let the Building Commissioner know if they see problems with specific construction projects.

Parks & Recreation- Parks & Rec Commissioner Carrie McLaughlin reported that spring cleanup on the Town open spaces and traffic circles will start soon. The abundance of

dog waste that has accumulated on Bow Mar Drive (especially west of Sheridan) was discussed. Commissioner McLaughlin will send the Pet Scoop people out to check; they are supposed to be patrolling that area. She will also investigate the cost of adding another station at the far west end of Bow Mar Drive to accommodate non-resident walkers who come into Town from Sheridan, and ask Pet Scoop about level of usage of certain other stations that may not get as much use. Commissioner Dennis suggested a sign to remind people who don't live in Bow Mar of the obligation to pick up their dog's deposits. Commissioner McLaughlin is talking with the contractor who removed the pump house about adding materials to the Mary's Meadow path – she is looking into an appropriate material for the job. There was discussion about parking solutions for those walking through Mary's Meadow. The adjacent neighbor is not interested in establishing a designated parking spot so this issue will be dropped for now. She is still working on electrical issues at the traffic circles which can be addressed with improving weather.

Public Works - Public Works Commissioner Merle McKittrick reported that the latest batch of sign repairs is done. This included reflectors, ditch markers, speed limit signs, etc. A missing signpost will be replaced at Sheridan and Sunset, and two Lakeshore signs are in process. He had a report about a missing sign at Juniper and Bow Mar Drive and is working on getting that one replaced. He recognized resident David Gamel and his company Art Craft Signs who does the sign work for our Town – he said Mr. Gamel doesn't charge us for a lot of the sign work that we ask them to do. He has been very helpful and has said he would like to continue with the sign work in the future. Commissioner McKittrick reported that a round of spring road repair was accomplished in the last month to repair and replace broken asphalt on Sombrero, Sunset, Wagon Trail and Prospect, and to do shouldering work along Sheridan. He acted quickly on Metro Pavers' immediate availability after getting verbal approval from the Trustees for the expenditure, which is within his yearly maintenance budget. A motion was made and approved to ratify the expenditure of \$6,688.00 for the asphalt repair.(McKittrick/Dennis/Unanimous). An additional \$4,950.00 was previously approved for the shouldering work. He has asked Q3 for status of their job on the electrical lines throughout Town.

Intergovernmental – Intergovernmental Commissioner Anne Justen reported about regional news. She said the City of Englewood Board has begun making more information available on its website in response to citizen complaints about transparency. There are no significant updates about Littleton developments. The DRCOG meeting concerned mostly administrative issues. The Light Rail line to DIA will open on April 22. She noted that Bike to Work Day falls on June 22. Bow Mar has not actively participated in the past and maybe we want to think about participating - Columbine Valley did last year. Participation means that there is some promotion within your community. Mayor Pilgrim suggested that perhaps could be coordinated with the bike shop, Pedal. Commissioner Justen reported that there is nothing new concerning the proposed Columbine Square development (Federal & Belleview) – she understands that the plans have been withdrawn from the City of Littleton. In response to resident inquiries, she investigated why the mailing addresses provided by the counties for Bow Mar voters are addressed Littleton rather than Bow Mar. Arapahoe County Clerk & Recorder Matt Crane told her that it is a post office issue.

Clerk Comments – Town Clerk Karen Reutzel reported that the next Regular Meeting will be held on April 18, 2016. She attended the Arapahoe Mayors, Managers and Commissioners breakfast the previous Friday; the Town was co-host with Columbine Valley and Foxfield and Mayor Pilgrim was unable to attend. There was a good turnout despite the snowy morning. She has requested a bill adjustment from Bow Mar Water and Sanitation District from what appears to be a faulty meter reading. The annual audit of Town finances is underway with materials turned over to the auditor, Kyle Logan. She provided an update on the Election. Mail ballots were all mailed on March 18, and election judges have been appointed. Election judge training will be held on March 18 and she explained that they verify and count the ballots. She responded to questions from the Trustees about the election process. She will be out of town March 23-26 and has a process in place for voters to get ballots if they need them while she is away.

Attorney Comments - Town Attorney Brian Jumps was away on Spring Break - no report.

Mayor's Report – Mayor Pilgrim reported that he met with Senator Linda Newell and Representative Susan Lontine regarding the proposed de-annexation of Mary's Meadow from the City and County of Denver and its annexation into Jefferson County and the Town of Bow Mar. As a reminder, Denver declined our request to do this a few years ago. There is a state statute that limits exchanges of property between municipalities to a total of 250 acres for all time and Denver has been concerned that the 54 acres in Mary's Meadow would use up too much of their 250 acre allowance. He said he and Senator Newell and Representative Lontine are working on a potential legislative fix that would allow the exchange of open space/recreational space as an exemption from the statutory limit. It is unlikely their proposal would make this legislative session, but he is willing to continue with the project (which he has been working on for many years) if the new Board would like to work on this issue in the future. Mayor Pilgrim asked the Board to consider giving a gift certificate to outgoing Town Clerk Karen Reutzel to thank her for her 5-1/2 years of service. The Board unanimously approved a \$300 gift certificate. (Dennis/Carlson/Unanimous).

BMOI Report – BMOI President Chris Murdy reported about all of the things going on with BMOI at this busy time of year. See the BMOI report for full details. He thanked Bow Mar Foundation President Carrie McLaughlin and her committee for organizing the King Scholarship awards. He said the awards are always a highlight for BMOI. BMOI is launching its own website, which will primarily be used right now to organize social activities, party reservations and payment. This website will have a member log-in function which can't be provided on the bowmar.gov website because that site is a public municipal site. He said there are a lot of things to work out between this website and the .gov site and there will be linking between the two to get people to the right source of information. They would like to create a clear distinction between the Town and BMOI functions, which frequently is a source of confusion among residents and outside people.

Old Business:

Discussion and Possible Board Action to Ratify Expenditure of Funds for Road Maintenance Expenses - This item was addressed under the Public Works report.

Discussion and Possible Board Action to Approve Expenditures for the 2016 Road Reconstruction Plan – Commissioner McKittrick reported that he has not yet seen bids for review from Bowman Vision Land for the 2016 work. He said that Metro Pavers has started to look at the portion planned for this year, which will include re-paving the remainder of Bow Mar Drive and crack-sealing Sunset. Those projects will leave a surplus and Commissioner McKittrick asked the Board whether they would prefer to carry a surplus over to 2017 so a bigger project can be taken on then or add another segment to 2016. The Board preferred spending the full budget this year and asked him to see what further project could be added. He will look at getting quotes for paving upper Lakeshore. Lower Lakeshore will be an expensive project planned for 2017 because there are soil and drainage issues that need to be addressed in that area as part of the reconstruction project.

New Business:

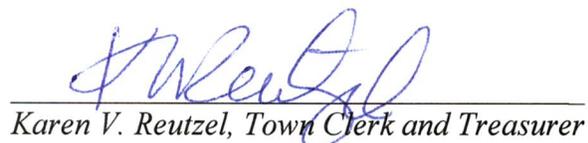
Discussion and Possible Board Action to Approve the Renewal of Town Insurance Policies – Town Clerk Reutzel reported that the insurance renewal quotes had come in that morning – the Town policies renew on April 1. The Board provided feedback regarding the renewals to increase umbrella coverage to \$2 million and renew all other policies as is. They also determined to decline wind and hail coverage to outdoor property, which is an additional endorsement and to self-insure those risks instead. Insurance expenses will be within the budget of \$7,500 for the year with the additional umbrella coverage.

Review and Discussion of Town Website and Coordination with BMOI – Much of this discussion already occurred during the BMOI report. President Murdy explained that the two websites will need to refer to the other. Commissioner Justen has already established a link from the bowmar.gov to the new BMOI website.

Discussion and Possible Board Action Regarding Parking to Access to Mary's Meadow – McKittrick – No further action is required on this topic as noted under the Public Works report.

Adjournment There being no further business, the meeting was adjourned at 8:53 p.m. (Guilford/Carlson/Unanimous).


Rick Pilgrim, Mayor


Karen V. Reutzel, Town Clerk and Treasurer