TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING
MAY 25, 2016

CALL The special meeting of the Board of Trustees of the Town of Bow Mar was called for Monday May 25, 2016, Mayor Tom Feldkamp presiding. The meeting was held at 4690 Bow Mar Drive, Bow Mar, CO 80123. A quorum was declared present at 7:30 p.m.

PRESENT	Mayor	Tom Feldkamp
	Trustees	Steve Fabricant
		Barb Cole
		Carrie McLaughlin
		Anne Justen
		Jane Carlson
		Marsha Dennis
	Attorney	Brian Jumps
	Clerk/Treasurer	Karen Reutzel
	Public	Dave Osborne
		Kristin McDonald

Public Comment:

Dave Osborne attended to ask what happened with the Columbine Valley IGA and how the Town Clerk position was going to be filled. Kristin McDonald said that the final vote in the election indicated that the residents were in favor of the IGA and she hopes that the Town will not run off any more potential future partners.

New Business:

Discussion and Possible Board Action Regarding the Retention of Community Resource Services of Colorado to Provide Town Clerk and other Administrative Services to the Town of Bow Mar.

Mayor Tom Feldkamp introduced Sue Blair and Angie Kelly from Community Resource Services ("C.R.S.") C.R.S. was referred to him by former Mayor Pilgrim and Cathy Noon (Mayor of Centennial). Sue Blair, their CEO, made a presentation about the services they could provide the Town and gave a summary of their background and experience. C.R.S. has been in business for 11 years and provides services to 150 local governments (special districts and municipalities). For some local governments they only provide limited services like elections and accounting services, for others they provide full management. They have a deep accounting department including 3 CPAs, in addition to 7 managers, and 6 district administrators, among others. Ms. Blair introduced her colleague who would be

assisting with Bow Mar - Angie Kelly – she was a prior manager of the Highlands Ranch HOAs. Ms. Blair was a former paralegal of Jim Collins of Collins, Cockerel and Cole (a law firm specializing in special districts) while he was also Mayor of Littleton. She worked for many years at R.S. Wells – Ray Wells was a visionary for contract services. She ran the incorporation election for the City of Lone Tree and R.S. Wells managed Lone Tree for many years when it was first incorporated. She set up the building department, liquor licensing and other administrative processes. With that experience they formed their own firm 11 years ago. She noted that Cathy Noon, the Mayor of the City of Centennial works for C.R.S. part time and will join the firm full time when her term ends. Sue Blair will serve as Town Clerk for Bow Mar. Angie Kelly will assist. They discussed their hourly rate structure and said they anticipate that the cost should be around $2,000-$3,000 per month, so this would be a cost savings to the Town.

The Trustees asked questions about the details of the contract. Commissioner Carrie McLaughlin asked how C.R.S. would run elections and whether it would be hourly or flat fee. Ms. Blair said that those fees are generally hourly because it is difficult to know how active the community will be in an election. She noted that they just ran 13 elections for various entities this spring.

Commissioner Anne Justen asked if she had ever been a Town Clerk. Ms. Blair said she had not, but believes the job will be very similar to what they do for their special districts: keeping them in compliance, preparing agenda packets, keeping the Board informed with what is going on around Town. They will delegate the various duties to the appropriate person in their firm at the appropriate rate. Commissioner Jane Carlson asked they get to know the Town. Ms. Blair said they have already started by reviewing the Town Code and will initially meet with the Board one-on-one at no cost to the Town. Commissioner Steve Fabricant asked if she would be able to draft ballot language if the Board decides to put a use tax question on the November ballot. She said she wrote four tax measures for the last election, and any ballot question she would write would be reviewed by our Town Attorney.

A motion was made and seconded to retain C.R.S. to provide Town Clerk services to the Town (Dennis/Cole). It was confirmed that the retention is on a month-to-month basis. Commissioner Cole asked if they have CIRSA insurance and it was confirmed that they do. It was further clarified that they will not have check writing authority for the Town. The motion was passed unanimously on roll call vote.

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

It was determined that Sue Blair should be sworn in as Town Clerk immediately so there would not be a gap in the office. Mayor Feldkamp administered the oath of office to Ms. Blair. Commissioner Justen asked if she would also be serving as the

Town Treasurer and the answer was no. Mayor Feldkamp swore in Marsha Dennis as the new Town Treasurer.

Adjournment There being no further business, the meeting was adjourned at 7:53 p.m. (Fabricant/Dennis/Unanimous).

Tom Feldkamp, Mayor

Sue Blair, Town Clerk