

**TOWN OF BOW MAR, COLORADO BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
JANUARY 21, 2019**

CALL TO ORDER: The regular meeting of the Board of Trustees of the Town of Bow Mar was called to order on Monday, January 21, 2019 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	Margo Ramsden Jane Carlson Doug Champion Marsha Dennis David Wadsworth
Clerk	Sue Blair Angie Kelly
Police	Chief Cottrell

ABSENT:

Trustee	Steve Fabricant
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Public Comment – Mike Burgess attended the meeting to update the Town regarding execution of the IT Plan. Mr. Burgess has created emails through bowmar.gov for each position in the Town. Office 365 will be used, providing storage data for the Town also. This allows the Town to store shared files and important historical documents. Mr. Burgess also updated the Trustees regarding the Flock Safety concept, previously discussed at a meeting. The cameras are \$2,000/each per year. Flock as agreed to let the Town demo a camera for a few months to determine if this an effective product and helpful to the Town. Flock and Mr. Burgess will work with Columbine Valley police to ensure the most effective use of the cameras is taking place. Data will be discussed as available. The Trustees will decide if further action is warranted after the demo period.

Consent Agenda:

Approval of Minutes –Trustee Carlson moved to approve the minutes from the December 10, 2018 meeting as presented. 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 report for December 2018. Trustee Champion moved to approve the report as presented. Upon a second by Trustee Carlson, a vote was taken and the motion carried unanimously.

Commissioners Reports:

Public Safety – Chief Cottrell outlined his report as distributed to the Trustees. Chief discussed the Ring Doorbell project and noted that he is working through the partnership with Ring. There is a law enforcement application in which the police can request videos from homeowners immediately. Chief will be able to see who has a Ring doorbell and then send that person a request to access the video. The approval will only be for the requested timeframe and not all video at that home. This process speeds up information sharing and possible action. It is important to note that no thefts in Bow Mar were reported to Columbine Valley Police in December.

Finance –

For the month of December, the total revenues were 107% of the year-to-date budgeted amount while operating expenses were at 92%. General government was 76% of budget, public safety 100%, parks and rec 81%, and public works 97%.

Total year-to-date operating surplus was \$70,293 and the net non-recurring income (building permits/transportation utility fees less building inspection expense) of \$123,155 results in a total year-to-date surplus of \$193,448.

All property taxes and road mil funds were previously collected, so the town operated at a 31,268 deficit for the month of December. Other revenue sources for December were highway user tax, Xcel Franchise, Specific Ownership fees, lottery income and interest income. Expenses of note were \$15,127 to Metro Pavers that represented the 10% retention for the road mil work. Attorney fees were \$3,678 for working on the master licensing agreement with Zayo regarding the small cell tower, work associated with the new Design Review Board and the Data Breach Resolution. The first quarter payment to Columbine Valley for the police IGA and Building Department was \$77,525. Christmas Bonus checks were given to all police officers and other contract labor individuals.

Building – Trustee Carlson outlined her report and noted that \$1,949.75 was collected in December for building permits, \$475.62 was collected for the transportation utility fee, and \$930 in license fees: totaling \$3,355.37. Trustee Carlson also outlined the 2018 year end report, noting 83 building permits were issued and 69 projects have been finished during the year. This collected a total of \$173,625.88 between permit fees, transportation utility fees, and license fees. Trustee Carlson noted that an asphalt company left trucks at a home in Town and the homeowner has been given approval to have the trucks towed. The homeowner is in the process of having this done.

Parks and Recreation – Trustee Champion noted that Maintenance Matters has holiday décor boxes that he cannot store during his warehouse renovation. He is going to deliver them to the office of the Clerk for storage. Also discussed was Pet Scoop adding a couple of dog waste stations.

Public Works – Trustee Fabricant was absent from the meeting. It was noted that discussion regarding the 2019 road work project has already begun.

Intergovernmental Affairs – Trustee Ramsden noted that the traffic study company is making progress and has reviewed all the information provided by the Town. Upon review of the traffic information, that will be collected by StreetLight Data, the contractor will provide their best options for resolution to the Town. Trustee Ramsden also noted that a bill was introduced, at the DRCOG meeting, regarding posting meeting notices on the website. Further information will be provided on this as it moves through the legislature.

Attorney's Report - no report.

Clerk's Comments – Ms. Blair noted that the next meeting will be Monday, February 18, 2019.

Mayor Report – Mayor Feldkamp noted that the resident working on the Lyft project is waiting for Lyft to send the necessary codes to the Town. The Design Review Board is still in progress as they are gathering input regarding the policy requirements. Mayor Feldkamp outlined the cell tower progress and explained that Xcel has decided to offer only 1 option for the pole, which is the option the Town wanted. The next step is for a variance request to be submitted, per the Town code. Mayor Feldkamp also noted that the South Metro and Littleton Fire Department was effective January 1, 2019.

Old Business:

Update Regarding Traffic Study Progress – Trustee Ramsden addressed this during report.

Update Regarding Design Review Board – this was discussed during the Mayor’s report. The ordinance will be addressed at the February meeting while the design guidelines will continue to be discussed.

Review and Consider Approval of Data Breach Resolution – this item is tabled until next meeting as Trustee Wadsworth will follow up with legal counsel regarding the requirements of the policy.

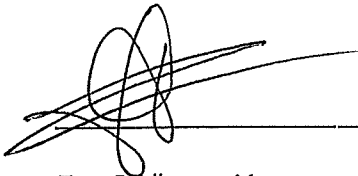
Ring Doorbell Update – already completed during safety report.

New Business:


Discussion Regarding Radon Proclamation – Mayor Feldkamp outlined the importance of testing for radon and encourages homeowners to do so if their home has never been tested. A proclamation will be sent to Tri-County Health outlining the Town’s recognition of the importance of radon testing and mitigation. For further information regarding radon information from Tri-County Health: <http://www.tchd.org/630/Radon>.

Consider and Approval a Resolution to Designate the Posting Location and Meeting Dates – Trustee Dennis moved to approve the Resolution as presented. Upon a second by Trustee Champion, a vote was taken and the motion carried unanimously.

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



Tom Feldkamp, Mayor



Sue Blair, Town Clerk