

**TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING
FEBRUARY 21, 2023**

A special meeting of the Board of Trustees of the Town of Bow Mar, Colorado was held on Tuesday, February 21, 2023, at 7:00 p.m., at 4690 Bow Mar Drive, Bow Mar, Colorado. A quorum was declared present.

Present:

Mayor: Bryan Sperry
Mayor Pro Tem: Marsha Dennis
Trustees: Jane Carlson
Leslie Hinton
Andy Swanson
Margo Ramsden
David Peterson

Also in attendance were:

Ken Fellman, Esq.; Town Attorney
Kendrick Wyman; Architerra Group
Sergeant Jamie McMillan
Sue Blair; Town Clerk

Agenda: Upon motion duly made, seconded and unanimously carried, the agenda was approved as presented.

Minutes: Upon motion duly made, seconded and unanimously carried, the minutes of the January 17, 2023 special meeting were approved as presented.

Public Comment: There was none.

First Reading, Ordinance No. 337

Mr. Fellman reviewed the proposed amendment to Chapter 2, Article VI, Section 2-115 of the Bow Mar Municipal Code regarding Design Review Board Authority. The Trustees were in agreement with the proposed amendment. This item will be on the March 20, 2023 agenda for Second Reading.

First Reading, Ordinance No. 338

Discussion ensued regarding proposed changes to this proposed ordinance being too restrictive, which repeals and replaces Sections 16-16, 16-17, and Subsection 1-18(e) of the Bow Mar Municipal Code regarding variances. Mr. Fellman will circulate proposed amendments for consideration by the Trustees. This item will be on the March 20, 2023 agenda for Section Reading.

Consent Agenda: Upon motion duly made, seconded, and unanimously carried, the Treasurer's Report and vouchers payable were approved as presented.

Presentation by Architerra – Bridle Path Improvement Project:

Trustee Hinton introduced Kendrick Wyman of The Architerra Group, a landscape architecture firm that specializes in trail design. Mr. Wyman made a presentation on the proposed walking trail. The project goals are 1) Improve pedestrian safety by providing a separate walking path 2) Minimize disturbance to the site and protect existing vegetation 3) Match the natural, rural character 4) Preserve mountain views to the west 5) Provide connection to Marston Field. The trail is approximately 4,000 feet in length running from Sombrero to Sheridan in the Bridle Path along Bow Mar Drive. It is 6ft wide soft surface path. Two additional benches and a pet waste station will be installed. Some trees will be trimmed, no trees will be removed. The trail is between the swale and the fence instead of near the street (Bow Mar Drive). There will be no edging, except where it ties into the BMOI path that is being constructed. The soft surface material is four-inches of crusher fines. If stabilizer is added to the crusher fines the cost almost doubles. Mr. Wyman suggested using the stabilizer in certain locations only. Maintenance of the trail was discussed. Mr. Wyman stated that a top dressing of crusher fine maybe needed in 3 to 5 years. Typically, you replenish 10-20% of the crusher fine. The Architerra Group estimates the project cost to be approximately \$175,000. We are not at the bidding stage yet, so actual proposals have not been presented. The cost of the project and maintenance of the trail will be paid by monies held for the Town by Jefferson County Open Space. Trustee Ramsden voiced concern if mapping changed to reflect the trail as open space, and if Jefferson County would require any kind of signage. Trustee Hinton stated the bridle path is already on the map and she was not aware of any required signage but will get clarification. The project timeline is 6 to 8 weeks to complete. This project will be presented to DRB at the March 14th meeting for approval. Trustee Hinton will provide the information that will be sent out to residents. The Trustees thanked Mr. Wyman for his presentation.

Commissioners Reports:

Public Safety – Trustee Ramsden reported that they are making great progress on the IGA with Denver. Sgt. McMillan reviewed the monthly report with the Board.

Finance -

Trustee Dennis reports that for the month of January, that total revenue was 2% of the year-to-date budgeted amount while operating expense was at 3%. General government was 1% of budget, public safety 8%, parks and rec 0%, and public works 0%.

Total year-to-date operating deficit was \$9,636 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$33,928 results in a total year-to-date surplus of \$24,292.

In January, we did not collect any property tax or road mill funds. Other sources of revenue included specific ownership tax, highway user tax, lottery, interest and Xcel and cable TV franchise tax. Most invoices paid in January were expensed in 2022 of which \$52,655 were for road repairs.

Building – Trustee Carlson reviewed the January 2023 building report. In January, the Town collected \$20,157.00 in permit fees, \$12,170.42 in transportation utility fees, license fees totaling \$1,440, for a total collected of \$34,487.42. The building inspector was paid a total of \$3,537.50.

Trustee Carlson reported that notices were eblasted to the Town residents regarding serving on the Design Review Board (DRB). There are four seats up and four persons responded that they were interested in serving: Kim Sperry, Kimberly Moore, Shane Fable, and Scott Hardy. The Trustees reviewed their submissions, and formal action will be taken at the March 20, 2023 meeting to appoint them to the DRB.

Parks and Recreation –

Trustee Hinton moved that the Board approve the contract with Weed Wranglers for treatment of noxious weeds. Upon second by Director Dennis, vote was taken and motion carried unanimously.

Trustee Hinton moved that the Board approve the contract with Nationscapes Sprinkler Service for a backflow preventer at the Belleview Circle. Upon second by Director Peterson, vote was taken and motion carried unanimously.

Trustee Hinton moved that the Board approve the contract with Bear Creek Tree Service contingent upon the DRB’s approval of the bridle path trail. Upon second by Director Peterson, vote was taken and motion carried unanimously.

The Board thanked Trustee Hinton for her efforts on behalf of the Town.

Public Works – Trustee Peterson reported that the signage project is a priority and it will start after the frost is gone. In addition, striping will be completed when the temperature stays above 50 degrees. Trustee Peterson will work with the Town Clerk to send out communications to residents whose tree branches or bushes are encroaching into the Town roadways causing safety issues. The 2023 roadway project will be advertised in late March. Potholes will also be addressed in March. There was a streetlight cycling on and off that he believes has been repaired by Xcel.

Intergovernmental – There was no report.

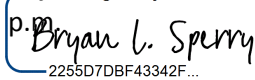
Attorney’s Report – Mr. Fellman provided guidance on using the short form agreement template for contracts such as those approved at today’s meeting. For large construction projects, as an example, the long form of agreement will be used.

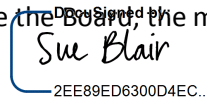
Clerk’s Comments – Clerk Blair stated that the next regular meeting will be held on Monday, March 20, 2023, at the Town of Columbine Valley at 7:00 p.m. Trustee Swanson will not be in attendance at the March meeting. Clerk Blair reported that she has been in communication with CIRSA establishing criteria for an audit.

Mayor’s Report – Mayor Sperry stated the importance of the Board acting in a proactive vs reactive manner and there is a very good opportunity to complete some positive accomplishments for our town in 2023.

New Business: No other business was discussed.

Adjournment - There being no further business to come before the Board, the meeting was adjourned at 9:26 p.m.


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Bryan Sperry, Mayor

Sue Blair, Town Clerk