

**TOWN OF BOW MAR, COLORADO
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING HELD ON
MARCH 20, 2023**

A regular meeting of the Board of Trustees of the Town of Bow Mar, Colorado was held on Monday, March 20, 2023, at 7:00 p.m., Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado.

Present:

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

Absent was Trustee Andy Swanson, whose absence was excused.

Also in attendance were:

Ken Fellman, Esq.; Town Attorney
Bret Cottrell; Chief of Police
Sue Blair; Town Clerk

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

Consent Agenda: Upon motion duly made, seconded, and unanimously carried, the Treasurer's Report and vouchers payable were approved as presented and the minutes of the February 21, 2023 meeting were approved as presented.

Public Comment: There was none.

Second Reading, Ordinance No. 337: First Reading of Ordinance No. 337 was held at the January Trustee's Meeting and no changes were made. The Trustees tabled Second Reading to the April 17, 2023 meeting.

Commissioners Reports:

Public Safety: Trustee Ramsden and Chief Cottrell reviewed the monthly report with the Board.

Finance:

Trustee Dennis reports that for the month of February, that total revenue was 5% of the year-to-date budgeted amount while operating expenses were at 7%. General government was 10% of budget, public safety 17%, parks and rec 6%, and public works 1%.

Total year-to-date operating deficit was \$35,432 and the net non-recurring income (building permits/road impact fees less building inspection expense) of \$91,119 results in a total year-to-date surplus of \$55,687.

In February, we collected \$7,885 in property tax or road mill funds. Other sources of revenue included specific ownership tax, highway user tax, interest and Xcel and cable TV franchise tax. The only noteworthy expense was \$5,552 for architectural plans for the Bow Mar Drive trail, and this was paid for from Jeffco Open Space Funds.

Building: Trustee Carlson reviewed the February 2023 building report. In February, the Town collected \$2,930.75 in permit fees, \$39,062.20 in transportation utility fees, license fees totaling \$1,060, for a total collected of \$67,052.95. The building inspector was paid a total of \$5,070.

Trustee Peterson asked for clarification regarding final approval of landscaping plans. Trustee Carlson noted that the DRB only reviews landscaping relating to the building. However, landscaping and drainage plans are submitted at the time of permit. Columbine Valley Building Department should have the plans available for review.

Trustee Carlson reported that Xcel is six months behind on moving electrical boxes, which has delay several projects within the Town. It is getting more difficult to meet the 180 day permit requirement due to this delay. Mr. Fellman stated that the public works code could be modified to include language that would allow the Town to file a complaint in District Court due to the delays caused by utility providers.

Parks and Recreation: Trustee Hinton reported that the backflow project is complete, and the bridle path project was approved by the DRB.

Public Works: Trustee Peterson reported that the advertisement for the 2023 roadway improvements will publish on March 23rd. The first walk-through will be held tomorrow. Potholes on Sheridan and Bow Mar Drive will be repaired by ESI on Wednesday.

Intergovernmental: There was no report.

Appointment of DRB Board: Upon motion duly made, seconded and unanimously carried, the Trustees voted to appoint Shane Fable, Kim Sperry, Kimberly Moore and Mike Ruger to the Design Review Board. Their terms are for two years expiring in March 2025 with an opportunity to continue to serve on the Board. They will be joining Dave Komatz, Jessie Adkins and Heather Fleck, whose terms expire in March 2024 with an opportunity to continue to serve on the Board at that time. Jesse Schumacher was disqualified since he will be residing outside of the Town. The Board thanked him for his eight years of service on the DRB.

Attorney's Report: Mr. Fellman reported that introductory language to be included in the IGA regarding Mary's Meadow had been submitted. Mr. Fellman is waiting on Denver's response.

Jefferson County Open Space will be discussed at the April meeting.

Regarding changes to the variance code, the Board scheduled a work session for April 17th at 6:00 p.m. prior the regular Trustee meeting that starts at 7:00 p.m. The DRB will be invited to attend to discuss proposed changes to the variance ordinance. Mr. Fellman will draft an email that Mat Birkeness can forward to the DRB regarding the proposed changes.

Clerk's Comments: The next regular meeting of the Board of Trustees will be held on April 17, 2023. A meeting of the Bow Mar Foundation will also be held on that date. Clerk Blair will forward the King Scholarship applications to Trustee Ramsden.

Mayor's Report: Mayor Sperry thanked Trustee Hinton for all of her hard work on the bridle path project and obtaining approval of the DRB to move forward with the project. Regarding Berry Curve, there has been a post down on the Littleton side for some time. Mayor Sperry is concerned with the Town making repairs on Littleton property. Discussion ensued regarding an easement that was previously discussed granting the Town access. Mr. Fellman will review records received from the previous attorney and will report back to the Board. Mayor Sperry stated that after a long winter, it will be good for the community to see the roadway, striping and signage projects underway. He thanked the Board for being proactive instead of reactive. The 2023 roadway improvements are scheduled well ahead of the 2022 project.

New Business: Director Peterson moved that the Board approve the contract with Precise Striping to perform striping and signage services within the Town. Upon second by Trustee Dennis, vote was taken and motion carried unanimously.

Adjournment - There being no further business to come before the Board, the meeting was adjourned at 9:02 p.m.

Bryan Sperry

Bryan Sperry, Mayor

Sue Blair

Sue Blair, Town Clerk