

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

February 18, 2014

Mayor Christy called the Board meeting to order at 6:30 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Gale Christy, Mark Best, Jim Newland, Jeff May, Richard Champion,
Dave Cope
Absent: John Fischer
Also present: Lee Schiller, Jeff Tempas, J.D. McCrumb, Bret Cottrell, and Phil Sieber

MINUTES: The minutes of the January 21, 2014 meeting were approved.

CITIZEN CONCERNS:

There were no citizen concerns.

MAYOR'S COMMENTS:

The Mayor did not have any comments.

POLICE DEPARTMENT:

- Chief Cottrell presented the attached report for December 2013.
- Officer Zack Vincent is out of training and doing well.

TRUSTEE REPORTS:

Building Commissioner: See attached report.

Planning and Development: Trustee Best reported that Sandy Graham had been elected as Chairman of the P & Z Commission; Bill Dotson had been elected Vice-Chairman. There are two alternate posts currently open on that Commission.

Phil Sieber provided the Board with updates on the several developments happening in town.

- Toll Brothers meet with HOA Board members regarding Tuck, no specifics discussed
- Toll Brothers has public meeting set for 2/19 to gather comments and concerns
- Traffic Study Firms have been interviewed – narrowed to two finalists
- Asked Board for permission to spend up to \$5000 prior to choosing a firm – OK'd with no Board action needed.
- Wilder Commons held public meeting 2/17. Hoping for April hearing with P & Z
- P & Z Study Sessions continue on educational topics. Will hold retreat in April.
- Willowcroft construction has begun – update on Denver Water and Wolf agreements
- Circle K/Shopping Center – Center owners interested in redevelopment, in lawsuit with Circle K regarding Bowles access.

Public Safety: No report.

Public Works: Road Project Bid Packets are ready and will be distributed; due back by March 14. The Board briefly discussed snow removal operations; decided to continue with Designs by Sundown for remainder of season, making adjustments and improvements where able. Town staff will augment D/S operations by sanding intersections and slippery roads.

Special Affairs: No Report.

Treasurer: Mr. Tempas reviewed the December financial statement; noted a positive variance of \$120k anticipated. The 2013 audit will begin March 3.

Town Administrator: See attached report.

OLD BUSINESS:

- **Assistant Town Planner:** Trustee Best reported on the interview conducted with Mr. Brent Kolson for the Assistant Town Planner position. The Board distinguished between Mr. Kolson as Phil Sieber's Assistant and his successor, noting that the position considered at this time was for an Assistant only. A six-month probationary period was discussed and agreed to.

ACTION: upon a motion by Trustee Best and a second by Trustee Cope, the Board of Trustees unanimously approved Mr. Kolson as a contract Assistant Town Planner.

NEW BUSINESS:

- **Minor Plan Amendment – Equestrian Center Flag Poles:** Mr. Schiller reported on the request to erect two 50' flag poles inside the Equestrian Center gates. The Polo Reserve HOA in Littleton and the Polo Meadows HOA in CV had no objections to the project. Mr. Len Goldstein was available to answer questions.

ACTION: upon a motion by Trustee Best and a second by Trustee May, the Board of Trustees unanimously approved the Minor Plan Amendment.

- **Trustee Bill No. 4, Series 2014:** Trustee Best and Mr. Schiller presented an ordinance concerning the meeting time of the Planning and Zoning Commission of the Town of Columbine Valley and asked that the issue be tabled until the P & Z could be consulted.

ACTION: No action was taken.

EXECUTIVE SESSION: Upon a motion by Trustee Newland and a second by Trustee May, the Board unanimously approved entering into executive session at 7:25pm to discuss personnel issues and the Personnel Manual in accordance with CRS 24-6-402(4), and to review the minutes of the November 19, 2013 meeting.

RETURN TO THE RECORD: The Board returned to the record at 7:50pm.

- **Resolution 1, Series 2014:** Mr. Schiller and Mr. Tempas presented the updated employee personnel manual. The Board discussed the manual and asked the date on page 33 be changed to February 18, 2014.

ACTION: upon a motion by Trustee Champion and a second by Trustee Newland, the Board of Trustees unanimously approved Resolution 1, Series 2014 as amended.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:55 pm.

Submitted by,
J.D. McCrumb
Town Administrator