

**TOWN OF COLUMBINE VALLEY  
BOARD OF TRUSTEES MEETING**

February 18, 2014

**A G E N D A**

1. ROLL CALL 6:30PM
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES Mayor Christy  
January 21, 2014 Minutes
4. CITIZENS CONCERNS Mayor Christy  
Columbine Country Club Mr. Orten  
HOA Representatives
5. MAYOR'S COMMENTS Mayor Christy
6. POLICE DEPARTMENT REPORT Chief Cottrell
7. TRUSTEE REPORTS:  
Building Commissioner Mr. May  
Planning & Development Mr. Best  
Public Safety Mr. Fischer  
Public Works Mr. Newland  
Special Affairs Mr. Champion  
Treasurer Mr. Tempas  
Town Administrator Mr. McCrumb
8. OLD BUSINESS  
Assistant Town Planner Mr. Best  
Personnel Manual Mr. Schiller/Mr. Tempas
9. NEW BUSINESS  
Minor Plan Amendment – Equestrian Center Mr. Schiller  
Resolution 1, Series 2014 (Personnel Manual) Mr. Schiller  
Trustee Bill # 4, Series 2014 P&Z Meetings Mr. Schiller
9. EXECUTIVE SESSION:  
Review Minutes of 11/19/13 Mayor Christy  
Discuss personnel matters
10. ADJOURNMENT

**TOWN OF COLUMBINE VALLEY**

**BOARD OF TRUSTEES**

**Minutes**

January 21, 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, John Fischer, Jeff May, Richard Champion, Dave Cope

Also present: Lee Schiller, Jeff Tempas, J.D. McCrumb, Bret Cottrell, and Troy Carmann

**MINUTES:** The minutes of the November 19, 2013 and December 11, 2013 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 Janna Ohlinger is back from medical leave.
- Officer Zack Vincent has two to three weeks of training remaining.
- A drunk driver caused significant damage to the golf course of the Country Club and to the stop sign at Club and Fairway. The driver was apprehended and will face charges.
- Responding to a comment by Trustee Newland, Chief Cottrell noted that speeding tickets were down due to the holidays and the temporary reduction in PD staff.

**TRUSTEE REPORTS:**

**Building Commissioner:** See attached report.

**Planning and Development:** No Report.

**Public Safety:** No report.

**Public Works:** No Report.

**Special Affairs:** Trustee Champion reported on a meeting held with Mayor Christy and Mr. McCrumb regarding Town Administration/Staff goals for 2014. Mr. McCrumb briefly reviewed these goals with the Board and will bring issues before the board individually as they need action.

**Treasurer:** Mr. Tempas reviewed the October and November financial statements; both Motor Vehicle and Sales/Use tax are up. He also noted that the engagement letter for the 2013 Audit had been signed.

**Town Administrator:** See attached report.

**OLD BUSINESS:**

- **Roadway Pavement Evaluation Study:** Trustee Newland introduced and Mr. Carmann presented the study and recommendations for upcoming Road improvements over the next three years. Recommendations include immediate attention given to Town-wide spot-problems as identified in the study, as well as 2014 funds focused on the Burning Tree and Village neighborhood streets.  
**ACTION: Bids will be brought to the Board in March. No Action required at this time.**
- **Snow Removal:** Trustee Champion relayed the concerns of his constituents regarding the removal of snow from Columbine Valley streets in the last two snow events. Other Trustees and Town staff had received similar concerns. The Board discussed several possibilities to improve driver safety during snow storms. After discussion, the Board decided to supplement the existing contract with Designs by Sundown with Town sanding efforts. Evaluation will continue throughout the remainder of the snow season.  
**ACTION: No Action taken at this time.**

**NEW BUSINESS:**

- **Trustee Bill No. 1, Series 2014:** Trustee Best and Mr. Schiller presented an ordinance concerning the retail sale, distribution, cultivation and dispensing of medical marijuana.  
**ACTION: upon a motion by Trustee Best and a second by Trustee Fischer, the Board of Trustees unanimously approved Trustee Bill No. 1, Series 2014.**
- **Trustee Bill No. 2, Series 2014:** Trustee Best and Mr. Schiller presented an ordinance concerning the operation of marijuana cultivation facilities and sales, marijuana product manufacturing facilities and marijuana testing facilities and retail marijuana stores in the Town of Columbine Valley.  
**ACTION: upon a motion by Trustee Best and a second by Trustee Newland, the Board of Trustees unanimously approved Trustee Bill No. 2, Series 2014.**
- **Trustee Bill No. 3, Series 2014:** Trustee Best and Mr. Schiller presented an ordinance concerning the Planning and Zoning Commission of the Town of Columbine Valley. The number of members on the Commission shall include the Mayor and Planning Trustee in ex-officio rolls, seven regular members and up to three alternate members.  
**ACTION: upon a motion by Trustee Best and a second by Trustee Newland, the Board of Trustees unanimously approved Trustee Bill No. 3, Series 2014.**
- **Appoint Planning and Zoning Commissioners:**  
**ACTION: upon a motion by duly made and seconded the Board of Trustees unanimously approved Eric Chekal, Bill Dotson, Sandy Graham and Bruce James as regular/voting members and Dale Irwin was approved as an alternate member of the 2014 Planning and Zoning Commission.**

- **Town Planner Succession:** Mr. McCrumb presented to the Board of Trustees the position of Assistant Town Planner for the purpose of supporting the current Town Planner and ensuring the ongoing operations of Town Planning functions in the event the Town Planner is no longer able to serve in said capacity during what is anticipated to be a very active Planning season in Columbine Valley.

**ACTION: upon a motion by Trustee Newland and a second by Trustee Champion, the Board of Trustees unanimously approved the position of Assistant Town Planner as a contract position.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:49 pm.

Submitted by,

J.D. McCrumb  
Town Administrator



**BUILDING COMMISSIONER'S MONTHLY REPORT**  
**Jan-14**

<b>ADDRESS</b>	<b>PERMIT</b>	<b>PL REV</b>	<b>TAX</b>	<b>OS</b>	<b>TOTAL</b>
3 Club Lane Bsmt Remodel	493.15	\$329.52	\$370.74	\$30.90	\$1,224.31
43 Fairway Lane Demo Permit	200.00				\$200.00
8 Spyglass Drive Reroof	370.30		\$262.50	\$21.88	\$654.68
77 Spyglass Drive Reroof	349.65		\$269.06	\$22.42	\$641.13
3 Riviera Court Re Roof	300.10		\$196.35	\$16.36	\$512.81
43 Fairway Lane Home Remodel	4,396.65	\$2,857.82	\$8,250.00	\$687.50	\$16,191.97
4 Club Lane Reroof	658.75		\$570.00	\$47.50	\$1,276.25
13 Eagle Drive New Windows	107.05		\$113.12	\$9.43	\$229.60
25 Niblick Lane Wine Cooler	247.45		\$163.22	\$13.60	\$424.27
<b>TOTAL</b>	<b>7,123.10</b>	<b>\$3,187.34</b>	<b>\$10,194.99</b>	<b>\$849.59</b>	<b>\$21,355.02</b>

TOWN OF COLUMBINE VALLEY  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 DECEMBER 31, 2013

	Totals	
Assets	December 31, 2013	December 31, 2012
Cash and investments	\$ 1,428,612	1,721,215
Other receivables	39,037	48,473
Property taxes receivable	-	301,724
Property and equipment, net	2,130,170	2,138,791
	<b>\$ 3,597,819</b>	<b>4,210,203</b>
<u>Liabilities and Equity</u>		
Liabilities:		
Accounts payable	\$ 16,542	25,910
Accrued liabilities	13,407	16,053
Deferred property tax revenue	-	301,724
Capital lease payable	-	280,587
Fund balance:		
Reserved - TABOR emergency	37,696	37,696
Conservation Trust	19,670	18,728
Arapahoe County Open Space	233,022	206,535
Unavailable - Fixed assets net of outstanding long term debt	2,130,170	1,858,204
Unreserved	1,147,312	1,464,766
Total equity	3,567,870	3,585,929
	<b>\$ 3,597,819</b>	<b>4,210,203</b>

TOWN OF COLUMBINE VALLEY  
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 BUDGET AND ACTUAL  
 YEAR ENDED DECEMBER 31, 2013 AND 2012

Revenue	December Totals		Year Ended December 31, 2013		
	2013	2012	Budget	Actual	Variance
<b>Taxes:</b>					
Property taxes	\$ -	-	301,724	307,260	5,536
Specific ownership taxes	1,623	1,216	18,276	20,737	2,461
Sales and use tax	539	24,178	280,000	287,836	7,836
Utility franchise fees	873	4,100	45,000	49,456	4,456
Cable television	-	5,910	22,000	18,264	(3,736)
<b>Permits and fines:</b>					
Permits, fees and services	1,249	1,199	50,000	78,166	28,166
Fines	5,504	8,660	100,000	91,786	(8,214)
<b>Intergovernmental:</b>					
Bow Mar IGA	-	-	245,800	245,863	63
State highway user's tax	-	3,303	43,500	40,762	(2,738)
County highway tax revenue	644	639	12,000	12,879	879
Motor vehicle registration fees	482	471	5,000	5,889	889
State cigarette tax apportionment	56	63	500	695	195
Conservation Trust Fund entitlement	1,683	1,529	5,800	6,911	1,111
Arapahoe County Open Space shareback	-	-	23,000	26,212	3,212
Interest income	93	(2,050)	5,000	2,044	(2,956)
Other	11,000	-	1,500	20,893	19,393
<b>Total revenue</b>	<b>23,746</b>	<b>49,218</b>	<b>1,159,100</b>	<b>1,215,653</b>	<b>56,553</b>
<b>Expenditures</b>					
<b>Current:</b>					
Public safety	49,515	53,399	631,000	598,388	32,612
Sanitation	5,397	5,397	66,909	64,764	2,145
Administration	32,045	30,243	335,000	375,430	(40,430)
Planning and zoning	2,706	(5,619)	20,000	49,472	(29,472)
Public works	1,883	3,374	150,000	65,739	84,261
Other - rounding	2	-	-	1	(1)
<b>Capital lease:</b>					
Principal	-	-	280,587	280,587	-
Interest	-	-	11,504	11,504	-
<b>Capital outlay</b>					
Capital expenditures	-	-	53,500	53,793	(293)
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
<b>Total expenditures</b>	<b>91,548</b>	<b>86,794</b>	<b>1,554,500</b>	<b>1,505,678</b>	<b>48,822</b>
<b>Excess of revenue over expenditures</b>	<b>(67,802)</b>	<b>(37,576)</b>	<b>(395,400)</b>	<b>(290,025)</b>	<b>105,375</b>
Major projects	-	-	-	-	-
<b>Excess of revenue over (under) expenditures and major projects</b>	<b>(67,802)</b>	<b>(37,576)</b>	<b>(395,400)</b>	<b>(290,025)</b>	<b>105,375</b>
<b>Fund balance - beginning of period</b>	<b>1,505,502</b>	<b>1,768,239</b>	<b>1,584,852</b>	<b>1,727,725</b>	<b>142,873</b>
<b>Fund balance - end of period</b>	<b>\$ 1,437,700</b>	<b>1,730,663</b>	<b>1,189,452</b>	<b>1,437,700</b>	<b>248,248</b>



TOWN OF COLUMBINE VALLEY  
GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
YEAR ENDED DECEMBER 31, 2013 AND 2012

	Year Ended				
	December 2013	December 2012	Budget	December 31, 2013 Actual	Variance
Public safety:					
Automotive expenses	1,772	4,849	46,000	41,556	4,444
Salaries and benefits	37,670	37,384	479,200	469,317	9,883
Municipal court	3,208	1,774	45,000	40,129	4,871
Other	6,865	9,392	60,800	47,386	13,414
	<u>49,515</u>	<u>53,399</u>	<u>631,000</u>	<u>598,388</u>	<u>32,612</u>
Sanitation	5,397	5,397	66,909	64,764	2,145
Administration:					
Legal	4,300	188	35,000	41,224	(6,224)
Accounting and audit	550	500	20,100	19,200	900
Inspection	-	2,937	25,000	33,848	(8,848)
Town administration	16,298	19,965	189,280	197,278	(7,998)
Insurance and bonds	685	975	19,000	24,639	(5,639)
Office supplies and miscellaneous	8,139	4,473	20,020	29,086	(9,066)
County Treasurer's collection fees	-	-	3,100	3,077	23
Rent and building occupancy costs	2,073	1,205	23,500	27,078	(3,578)
	<u>32,045</u>	<u>30,243</u>	<u>335,000</u>	<u>375,430</u>	<u>(40,430)</u>
Planning and zoning					
Engineering	2,706	(5,619)	20,000	49,472	(29,472)
Public works:					
Street repairs and maintenance	249	1,353	97,000	23,740	73,260
Street lighting	1,020	1,275	15,000	13,109	1,891
Weed and tree removal	-	-	16,000	9,271	6,729
Other	614	746	22,000	19,619	2,381
	<u>1,883</u>	<u>3,374</u>	<u>150,000</u>	<u>65,739</u>	<u>84,261</u>
Other - rounding	2	-	-	1	(1)
Capital expenditures:					
Public safety	-	-	38,500	38,699	(199)
Administration	-	-	-	-	-
Public works	-	-	15,000	15,094	(94)
	<u>-</u>	<u>-</u>	<u>53,500</u>	<u>53,793</u>	<u>(293)</u>
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
Total expenditures	<u>91,548</u>	<u>86,794</u>	<u>1,262,409</u>	<u>1,213,587</u>	<u>48,822</u>
Major projects:	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	<u>91,548</u>	<u>86,794</u>	<u>1,262,409</u>	<u>1,213,587</u>	<u>48,822</u>

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 YEAR ENDED DECEMBER 31, 2013 AND 2012

	December 2013	December 2012	Year Ended December 31, 2013		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	1,772	4,849	40,000	34,918	5,082
Cruiser insurance	-	-	6,000	6,638	(638)
	<u>1,772</u>	<u>4,849</u>	<u>46,000</u>	<u>41,556</u>	<u>4,444</u>
<b>Salaries and benefits:</b>					
Salaries	30,142	29,564	367,500	360,016	7,484
Pension plan	3,002	2,838	36,700	35,082	1,618
Health/workman's comp insurance	4,526	4,982	75,000	74,219	781
	<u>37,670</u>	<u>37,384</u>	<u>479,200</u>	<u>469,317</u>	<u>9,883</u>
<b>Municipal court:</b>					
Municipal court - judge	750	750	10,500	9,000	1,500
Municipal court - legal	2,069	1,910	27,500	26,613	887
Municipal court - other	389	(886)	7,000	4,516	2,484
	<u>3,208</u>	<u>1,774</u>	<u>45,000</u>	<u>40,129</u>	<u>4,871</u>
<b>Other:</b>					
Uniforms	-	948	7,500	2,808	4,692
Education/training	37	-	7,500	2,684	4,816
Arapahoe County dispatch fee	6,450	6,450	25,800	25,800	-
Supplies/miscellaneous	378	1,994	20,000	16,094	3,906
	<u>6,865</u>	<u>9,392</u>	<u>60,800</u>	<u>47,386</u>	<u>13,414</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	11,229	10,199	141,000	140,285	715
FICA/Medicare - administration	902	810	11,280	12,794	(1,514)
Health insurance - administration	930	1,102	13,000	14,741	(1,741)
Pension - administration	527	510	6,000	6,803	(803)
Telephone/communications	411	400	5,000	4,871	129
Computer expense	382	6,944	8,500	12,438	(3,938)
Election expense	1,917	-	-	1,917	(1,917)
Dues and publications	-	-	4,500	3,429	1,071
	<u>16,298</u>	<u>19,965</u>	<u>189,280</u>	<u>197,278</u>	<u>(7,998)</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	-	-	500	713	(213)
Miscellaneous	7,656	4,220	15,120	23,395	(8,275)
Supplies - administration	483	253	4,400	4,978	(578)
	<u>8,139</u>	<u>4,473</u>	<u>20,020</u>	<u>29,086</u>	<u>(9,066)</u>
<b>Legal</b>					
Legal	4,300	188	35,000	41,224	(6,224)
Accounting and audit	550	500	20,100	19,200	900
Inspection	-	2,937	25,000	33,848	(8,848)
Insurance and bonds	685	975	19,000	24,639	(5,639)
County Treasurer's collection fees	-	-	3,100	3,077	23
Building occupancy costs	2,073	1,205	23,500	27,078	(3,578)

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 YEAR ENDED DECEMBER 31, 2013 AND 2012

	December 2013	December 2012	Year Ended December 31, 2013		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	-	-	75,000	16,318	58,682
Snow removal	50	950	5,000	2,800	2,200
Striping	-	-	3,000	1,587	1,413
Signs maintenance	100	51	3,000	202	2,798
Vehicle maintenance	99	352	4,000	2,833	1,167
Other drainage	-	-	5,000	-	5,000
Street cleaning	-	-	2,000	-	2,000
	249	1,353	97,000	23,740	73,260
Street lighting	1,020	1,275	15,000	13,109	1,891
Ground maintenance	-	-	16,000	9,271	6,729
Other:					
Miscellaneous minor public works	100	-	7,000	5,881	1,119
Storm water permit process	-	250	6,000	4,442	1,558
Professional fees	514	496	9,000	9,296	(296)
	614	746	22,000	19,619	2,381
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	-	38,500	38,699	(199)
Public works	-	-	15,000	15,094	(94)
	-	-	53,500	53,793	(293)
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	6,000	6,000	-
	-	-	6,000	6,000	-

**TOWN OF COLUMBINE VALLEY  
TOWN ADMINISTRATOR'S REPORT  
February 2014**

**MUNICIPAL COURT:**

Court Revenue Total:	2012	\$106,839.17
	2013	\$84,804.73

<u>Court Revenue</u>	<u>2013</u>	<u>2013YTD</u>	<u>2014</u>	<u>2014YTD</u>
January	\$7,613.25	\$7,613.25	\$5,670.50	\$5,670.50
February	\$7,447.00	\$15,060.25		
March	\$6,144.75	\$21,204.00		
April	\$6,433.50	\$27,638.50		
May	6,123.00	\$33,761.25		
June	\$5,775.00	\$39,536.25		
July	\$9,162.98	\$48,699.23		
August	\$6,830.50	\$55,529.73		
September	\$10,312.50	\$65,842.23		
October	\$10,009.00	\$75,851.23		
November	\$3,450.00	\$79,301.23		
December	\$5,503.50	\$84,804.73		

**MAYORS/MANAGERS MEETING:** Joined by the Towns of Foxfield and Bow Mar, Columbine Valley will host the Arapahoe County Mayors and Managers Meeting at the Country Club on March 21.

**MUNICIPAL ELECTION:** The 2014 Municipal Election will be on April 1. Nomination Packets/Petitions are now available and must be returned by February 28.

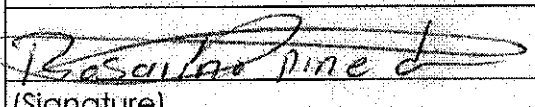
**TOWN WEB SITE:** The web site was launched on January 28. Staff will be trained on how to update and maintain over the next two weeks.

**NEWSLETTER:** The new newsletter format/design will be unveiled when it hits mailboxes on or around March 7, 2014.

**2014 DIRECTORIES:** The new phone directories are being worked on at present, and will be delivered mid-late March.

Respectfully Submitted,  
J.D. McCrumb  
February 14, 2014

**APPLICATION FOR LAND DEVELOPMENT  
TOWN OF COLUMBINE VALLEY, COLORADO**

<p>Date <u>1-10-14</u></p> <p>Name /Address/Contacts of Applicant  <u>J5 EQUESTRIAN</u>  <u>6900 S. PLATTE CANYON RD</u>  <u>LITTLETON CO. 80128</u></p> <p>          (Signature)</p> <p>Telephone <u>303-519-7789</u> Fax <u>303-955-4193</u></p> <p>E-Mail Address <u>JLBEJAR@GMAIL.COM</u></p>	<p>Name /Address/Contacts of Owner          (if different from Applicant)</p> <hr/> <hr/> <hr/> <p>Signature) <b>Note:</b> Owner's signature indicates applicant          May represent owner on all matters pertaining to this application</p> <p>Telephone _____          Fax _____          E-Mail Address _____</p>
<p><b>Type of Application:</b></p> <p><input type="checkbox"/> Annexation</p> <p><input type="checkbox"/> Planned Development</p> <p><input type="checkbox"/> Preliminary Plan/Plat</p> <p><input type="checkbox"/> Final Plan/Plat</p> <p><input type="checkbox"/> Major Amendment</p> <p><input checked="" type="checkbox"/> Minor Amendment</p> <p><input type="checkbox"/> Use by Special Review</p> <p><input type="checkbox"/> Rezoning      <input type="checkbox"/> Waiver</p> <p>Other _____</p>	<p><b>Property Description:</b></p> <p>Location of Property _____</p> <p>Acreage _____</p> <p>Existing Zoning _____</p> <p>Proposed Zoning _____</p> <p>Existing Land Use _____</p> <p>Proposed Land Use _____</p> <p><u>Brief description of the request:</u>          Amend the Final Dev. Plan to allow two 50' lagpoles.</p>
<b>OFFICE USE ONLY</b>	
<p>Date of complete Application _____</p> <p>Fees or Initial Deposit Paid      \$ _____</p> <p>Comments: _____</p>	

## JD McCrumb

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**From:** Andy Larsen Sr <andy@cbsconstruction.com>  
**Sent:** Thursday, January 23, 2014 3:51 PM  
**To:** JD McCrumb  
**Subject:** RE: Flags at the Equestrian Center

J.D., Our Board has discuss this and I have talked to the neighbors that would be immediately effected by this and we have no objections based on the info that we received. Please use this email as our approval for the flag poles for the Equestrian Center. Should you have any questions or concerns, please do not hesitate to contact me.

Thanks  
Andy Larsen Sr  
7561 S. Grant St. St. A-4  
Littleton, CO. 80122  
303-730-3001  
cbsconstruction.com

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**From:** JD McCrumb [<mailto:jdmccrumb@columbinevalley.org>]  
**Sent:** Tuesday, January 21, 2014 2:51 PM  
**To:** Andy Larson  
**Subject:** Flags at the Equestrian Center

Andy,

Has anyone from the Equestrian Center reached out to you or the HOA regarding flag poles at the entrance to their facility? I know they have contacted the Polo Reserve HOA.

While the Board isn't taking immediate action on this issue -- and won't before hearing from you, I know the center would like to install these poles soon.

I have attached a few pages detailing what they hope to do, and where. They are asking for two 50' poles. As a reference, the pole at the Country Club is about 42' and the pole outside of Town Hall is 30'.

Please let me know if you have questions, and contact me with a response from your HOA board regarding approval or concern.

Thanks,

**J.D. McCrumb**  
Town Administrator  
Town of Columbine Valley, Colorado

2 Middlefield Road  
Columbine Valley, CO 80123  
303-795-1434  
303-795-7325 (fax)

## **JD McCrumb**

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**From:** Tom Wootten <thwootten@gmail.com>  
**Sent:** Tuesday, January 21, 2014 2:42 PM  
**To:** JD McCrumb  
**Cc:** daveradueg@gmail.com  
**Subject:** J-5 Flagpoles

JD,

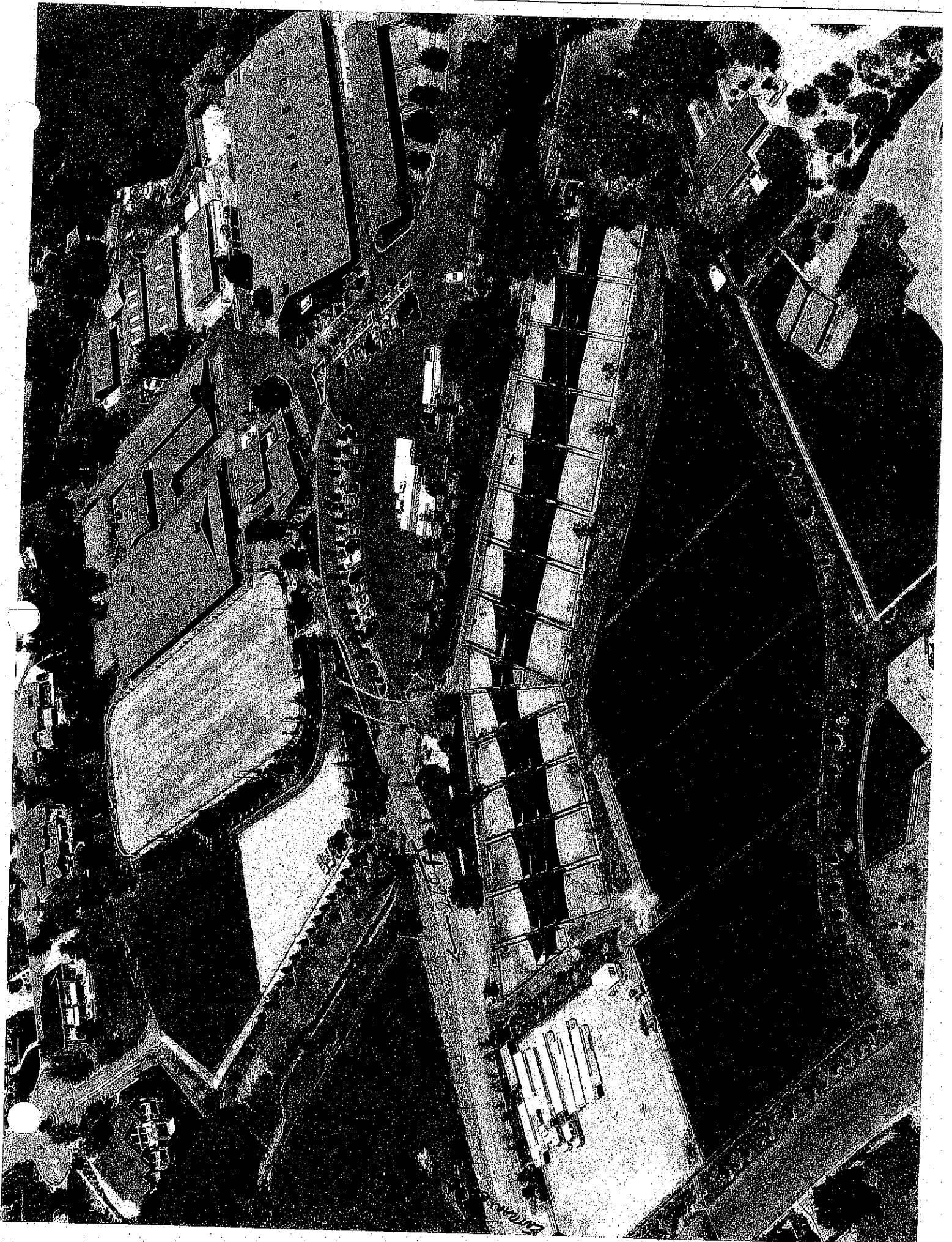
Per our discussion just now, please consider this email to serve as approval by the Polo Reserve Homeowner's Association for the two proposed flagpoles on the J-5 property.

We are privileged to have J-5 as neighbors, and welcome their continued commitment to the community.

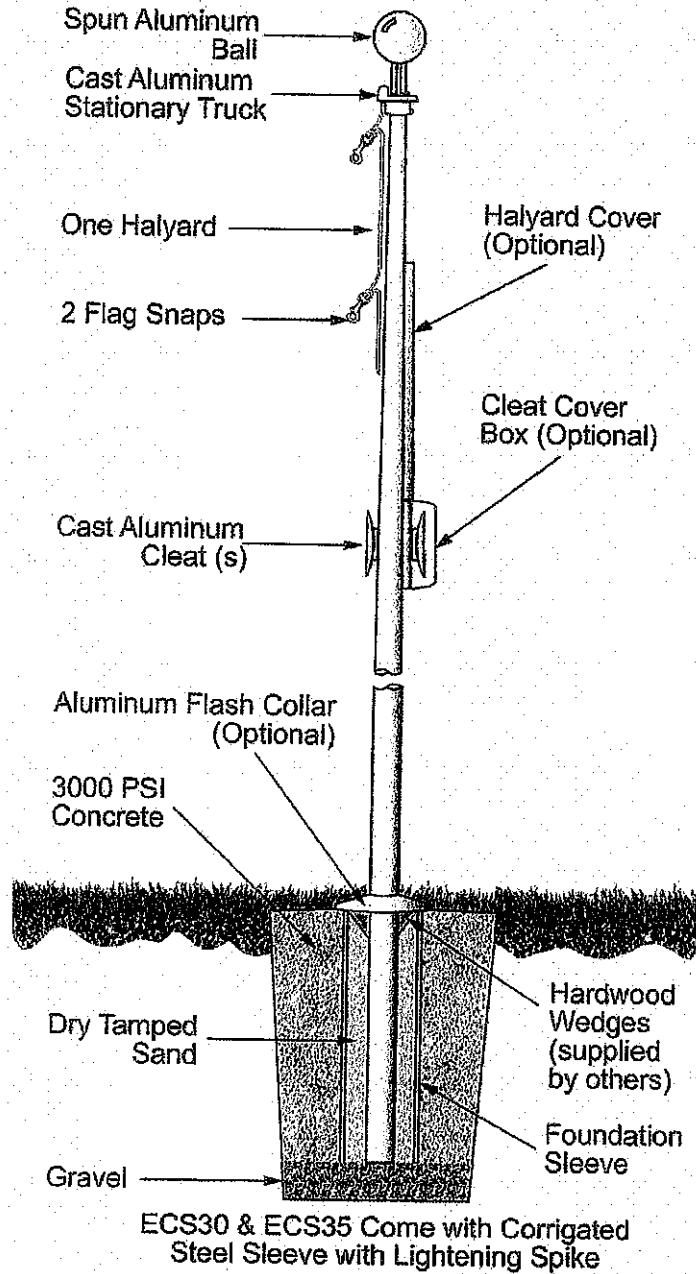
Please contact me with any questions.

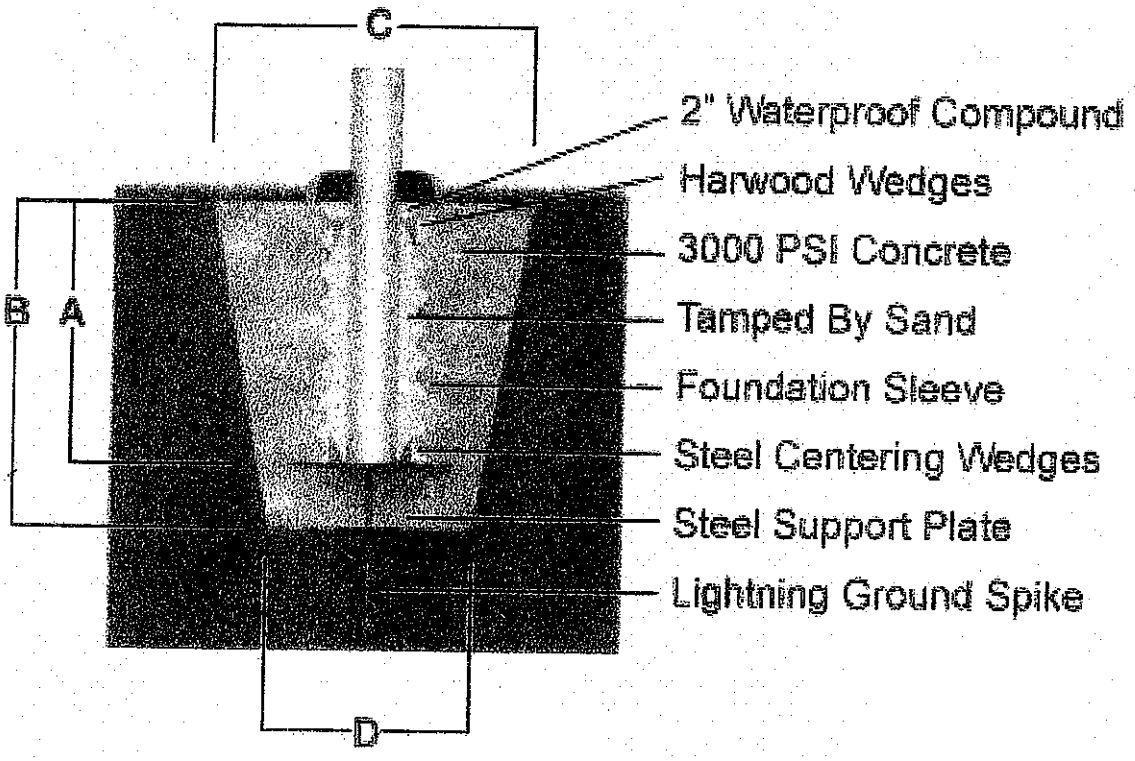
With best regards,

Tom Wootten  
President  
Polo Reserve Homeowner's Association  
303.888.1277





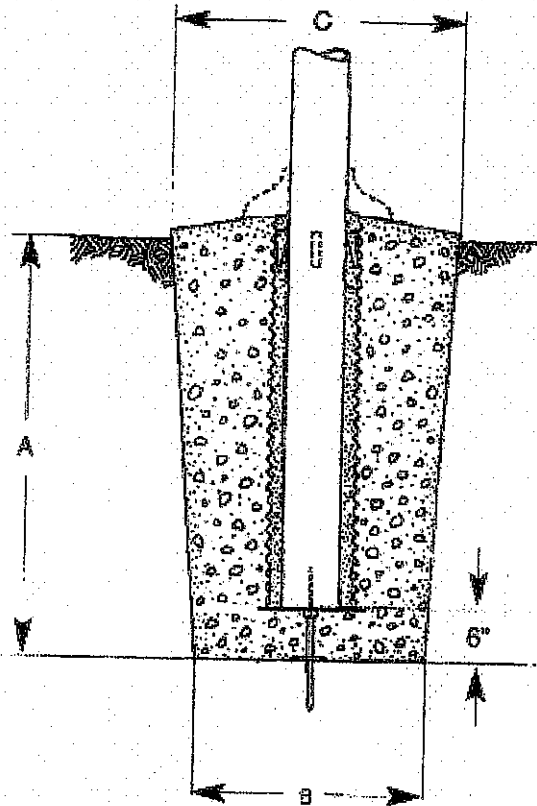




**Commercial Grade Flag Pole Installation Instructions**

**NOTE: THE FOLLOWING FOUNDATION DIMENSIONS ARE FOR OPTIMUM SOIL CONDITIONS.**

**DIMENSIONS MAY HAVE TO BE INCREASED IN YOUR AREA. CONSULT A LOCAL FOUNDATION ENGINEER FOR MORE INFORMATION.**



Exposed Height	A	B	C
20' & 25'	3'0"	24"	30"
30'	3'6"	30"	36"
35'	4'0"	36"	42"
40' & 45'	4'6"	42"	48"
50' & 60'	5'6"	54"	60"
70'	7'6"	66"	72"
80'	8'6"	66"	72"

**IMPORTANT: PRIOR TO BEGINNING ANY EXCAVATION, VERIFY THE LOCATION OF ALL BURIED UTILITIES, WATERLINES AND DOWNSPOUTS.**

1. Use the foundation detail above to determine the required width and depth of your hole based on the exposed height of the flag pole being installed. Hole may be dug round or square.
2. Once excavated, locate the 1/2" x 12" long threaded rod, 3 hex nuts and 6" square plate in the carton with the foundation tube or the carton of flag pole accessories if the tube was shipped with flag pole. Screw threaded rod into the nut welded on the bottom plate of the foundation tube. Secure it in place using one of the hex nuts. Thread another nut onto the rod until it is 6" from the bottom of the foundation tubes bottom plate. Lower the 6" plate to rest on the this nut. Thread remaining nut to the 6" plate. Secure the plate by tightening both nuts.
3. Place the foundation tube in the center of the hole and push lighting rod in the ground so that the 6" square plate rests on the floor of the hole. While holding the foundation tube on rough vertical, pour concrete around the foundation tube until you have covered approximately 2/3 of the tube. **CARE SHOULD BE TAKEN TO SEE THAT NO CONCRETE IS ALLOWED TO ENTER THE FOUNDATION TUBE.**
4. At this point, completely level the foundation tube vertically using the inside or outside wall of the tube. **NEVER ATTEMPT TO LEVEL TUBE BY RESTING THE LEVEL HORIZONTALLY ACROSS THE TOP OF TUBE AS TUBE MAY NOT ALWAYS BE CUT STRAIGHT.**
5. Form up the sides of the hole using 2 X 4's or Sono Tube. Carefully finish pouring concrete until there is 1/2" to 1" of the tube exposed. Recheck level of foundation tube.
6. Trowel the surface as desired, allowing for some slight slope away from the foundation tube. **DO NOT DISTURB THE LEVEL OF THE FOUNDATION TUBE.**
7. Let concrete set for at least 72 hours before erecting flag pole.

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January 16, 2014

MEMO: J. D. McCrumb  
FROM: Phil Sieber

RE: Flagpoles-Equestrian Center

Regarding the Equestrian Center's request for two 50' flagpoles, I have discussed the issue with Lee Schiller. We both agree that the ability to have the flagpoles is a reasonable request and should probably be considered an accessory use for both the Equestrian Center and the Club. However, the current Equestrian Center Final Development Plan is silent on flagpoles as are the Towns Land Use Regulations.

The Board of Trustees may want more specific information but if they do agree that the use is reasonable, we will amend the Land Use Regulations at later when we do a number of minor revisions to the regulations.

In any case, the Board should have comments from the Polo Meadows HOA

RESOLUTION NO. 1  
SERIES OF 2014

A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURES

WHEREAS, Board of Trustees determined that the Town was in need of modifying its Personnel Policies and Procedures;

WHEREAS, the Board of Trustees have received and reviewed a document titled Personnel Policies and Procedures, which amends the Personnel Policies and Procedures currently in effect and:

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that it is in the best interests of the Town to adopt said amended Personnel Policies and Procedures,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY:

The Board of Trustees of the Town of Columbine Valley hereby adopts the Personnel Policies and Procedures, as more fully set forth in Exhibit A attached hereto and as may be amended and updated from time to time. The effective date of the Personnel Policies and Procedures shall be February 18, 2014.

ADOPTED AND APPROVED this 18<sup>th</sup> day of February, 2014.

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Gale Christy, Mayor

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J.D. McCrumb, Clerk

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 4  
SERIES OF 2014

INTRODUCED BY  
TRUSTEE: MARK BEST

A BILL FOR  
AN ORDINANCE

CONCERNING THE PLANNING AND ZONING COMMISSION  
OF THE TOWN OF COLUMBINE VALLEY

**NOW, THEREFORE,** BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO AS FOLLOWS:

**Section 1.**

Section 2.44.050 of the Municipal Code of the Town of Columbine Valley shall be amended to provide as follows:

Beginning with the month of March 2014, the regular meeting of the Planning and Zoning Commission will be held on the second Tuesday of each month at the hour of 6:30 p.m.

**Section 2:**

Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The Board of Trustees hereby declare that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

**Section 3:**

The Town Clerk shall certify the passage of this Ordinance and cause notice of its contents and passage to be published.

**Section 4:**

Emergency. In the opinion of the Board of Trustees, this ordinance is necessary to the immediate preservation of the public health or safety and is enacted for that purpose and shall be in full force and effect immediately upon publication of this ordinance in the *Littleton Independent*, Littleton, Colorado, said newspaper being a weekly newspaper of general circulation of the Town of Columbine Valley and being duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

INTRODUCED AS TRUSTEE BILL NO. 3, SERIES OF 2014, at an emergency meeting of the Board of Trustees of the Town of Columbine Valley, held at the Town of Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado, Arapahoe County, Colorado, on the 18th day of February, 2014, at the hour of 6:30 PM and approved on an emergency basis by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

ATTEST:

\_\_\_\_\_  
J.D. McCrumb  
Clerk of the Town of Columbine Valley

\_\_\_\_\_  
Gale Christy, Mayor