

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

January 19, 2021

6:30PM

A G E N D A

VIRTUAL MEETING PARTICIPATION:

Due to COVID-19 and the closure of Town Hall until further notice, the Town of Columbine Valley is providing alternate means for public participation at meetings of the Board of Trustees.

To view the meeting click on the "Join Trustee Meeting" link at the top of the Town's web site www.ColumbineValley.org

To provide written remarks during the public comment or public hearing, send an email by 4:00 p.m. on the date of the meeting to jdmccrumb@columbinevalley.org with your name, address, agenda item and comment. You may also join at the web link above.

1. ROLL CALL 6:30
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
Each speaker will be limited to three minutes. The Board of Trustees is not authorized by the Colorado Open Meetings Law to discuss, comment, or act at the meeting on any issue raised by public comment. The Mayor may refer the matter to the Town Administrator or Town Attorney for immediate comment, or to staff to obtain additional information and report back to the Board as appropriate.
4. CONSENT AGENDA Mayor Palmer
 - a. Approval of November 17, 2020 Minutes
 - b. Approval of December 8, 2020 Minutes
 - c. Extend Emergency Declaration through February 17, 2021
 - d. Extend Pandemic Mitigation Plan through February 17, 2021
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Town Administrator
 - d. Chief of Police
 - e. Finance Report
6. OLD BUSINESS
 - a. There is no Old Business
7. NEW BUSINESS
 - a. 13 Middlefield Construction Materials Abatement Mr. Schiller
 - b. 2020 Audit Engagement Letter Mrs. Kelly
 - c. Columbine Park Stage Construction Mr. McCrumb
8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
November 17, 2020

Mayor Palmer called the Regular Meeting of the Trustees to order at 6:30 p.m. Due to the COVID-19 pandemic and as allowed under the Towns Electronic Participation in Meeting Policy (Resolution #6, 2020), the meeting was held virtually via Zoom. Roll call found the following present:

Trustees: Roy Palmer, Bruce Menk, Kathy Boyle, Bill Dotson, Ed Icenogle, and Jim Tarpey

Also present: Mike Giesen, Lee Schiller, J.D. McCrumb, Angela Kelly, Brent Kaslon, Jeremy Hayden, and Bret Cottrell

PUBLIC COMMENT

There was no public comment presented at the meeting. Several communications opposing the Transportation fee were submitted in writing by Steve and Mara Marks, 8 Driver Lane, Karrie Malone, 60 Fairway Lane, Mike Cope, 33 Wedge Way, Jared and Sarah Hamilton, 7 Fairway Lane.

AGENDA AMENDMENT

Mayor Palmer asked for a motion to amend the agenda, bringing New Business to the top of the agenda following approval of the consent agenda.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously approved the change to the agenda.

CONSENT AGENDA

ACTION: upon a motion by Trustee Dotson and a second by Trustee Tarpey, the Board of Trustees unanimously approved the consent agenda as presented.

NEW BUSINESS

- A. Appointment of Town Trustee:** Trustee Mimi Kuchman resigned her seat on the Board effective November 1, 2020. Mayor Palmer presented Mike Giesen as a candidate for the vacancy. The Trustees offered no other candidates to fill the seat.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Menk, the Board of Trustees unanimously approved the appointment of Mr. Mike Giesen to fill the vacant Trustee seat until April 2022.

ACTION: Mayor Palmer swore in Mike Giesen as a Town Trustee.

- B. Set December Trustee Meeting for December 8, 2020:** The Town mil levy must be filed by December 15, requiring the Trustees December meeting be moved forward one week to December 8.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Giesen, the Board of Trustees unanimously approved setting the December meeting for the 8th at 6:30 p.m.

REPORTS

- A.** Mayor Palmer noted that Arapahoe County will be moving to COVID level red effective Friday.
- B.** The Trustee's offered no comments or reports.
- C.** Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- D.** Chief Cottrell reviewed his report as presented in the Trustee Packet.
- E.** Mrs. Kelly reviewed the Town's financials as presented in the Trustees Packet.

OLD BUSINESS

- A. TB#4, 2020 Estate Sales – Public Hearing and 2nd Reading:** Mayor Palmer opened the Public Hearing at 7:09p.m. Mr. McCrumb presented the Trustee Bill. There was no public comment.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously approved closing the public hearing.

The Trustees discussed the Trustee Bill and asked clarifying questions of staff.

ACTION: upon a motion by Trustee Boyle and a second by Trustee Icenogle, the Board of Trustees unanimously approved TB#4, 2020 on 2nd Reading.

- B. TB#5, 2020 - Transportation Fee 2nd Reading:** Mr. McCrumb presented the Transportation Fee as presented in the Trustees packet. The Trustees discussed elements of the fee including percentage rate and threshold for implementation. The Trustees reviewed the comments submitted by the public.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Icenogle, the Board of Trustees unanimously approved TB#5, 2020 as presented on 2nd Reading.

- C. TB#6, 2020 Land Use Code – Public Hearing and 2nd Reading:** Mayor Palmer opened the Public Hearing at 7:29p.m. Mr. Kaslon presented the Trustee Bill. There was no public comment.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously approved closing the public hearing.

The Trustees discussed the Land Use Code and asked clarifying questions of staff.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Icenogle, the Board of Trustees unanimously approved TB#6, 2020 on 2nd Reading.

- D. TB#7, 2020 Electric Code – Public Hearing and 2nd Reading:** Mayor Palmer opened the Public Hearing at 7:33p.m. Mr. McCrumb presented the Trustee Bill on Mr. Thelen's behalf. There was no public comment.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Boyle, the Board of Trustees unanimously approved closing the public hearing.

The Trustees discussed the Electric Code and asked clarifying questions of staff.

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Tarpey, the Board of Trustees unanimously approved TB#7, 2020 on 2nd Reading.

- E. 2021 Town Budget - Public Hearing and 2nd Reading:** Mayor Palmer opened the Public Hearing at 7:36 p.m. Mr. McCrumb presented the Town Budget. There was no public comment.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Menk, the Board of Trustees unanimously approved closing the public hearing.

The Trustees discussed the Trustee Bill and asked clarifying questions of staff. The Trustees directed staff to reduce the Snow Truck to \$56,000 and reduce the Administrative salary line item to \$226,000. No other changes were made. The Trustees went into executive session (below) to discuss employee salaries.

ACTION: no action is required. The Budget will be adopted by Resolution in December.

EXECUTIVE SESSION: ACTION: upon a motion by Trustee Dotson and a second by Trustee Tarpey, the Board of Trustees unanimously approved entering executive session at 8:02 p.m. to discuss personnel matters, involving performance and compensation, pursuant to C.R.S. § 24-6-402(4)(f).

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 9:04 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

** All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall, 2 Middlefield Road.*

*** All minutes should be considered in DRAFT form until approved by the Board of Trustees at the next regular meeting.*

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
December 8, 2020

Mayor Palmer called the Regular Meeting of the Trustees to order at 6:30 p.m. Due to the COVID-19 pandemic and as allowed under the Towns Electronic Participation in Meeting Policy (Resolution #6, 2020), the meeting was held virtually via Zoom. Roll call found the following present:

Trustees: Roy Palmer, Bruce Menk, Kathy Boyle, Bill Dotson, Mike, Giesen, and Ed Icenogle,

Absent: Jim Tarpey

Also present: Lee Schiller, J.D. McCrumb, and Bret Cottrell

PUBLIC COMMENT

There was no public comment.

REPORTS

- A. Mayor Palmer provided an update on the proposed 5-Star program
- B. Trustee Menk shared the development at Bowles and Platte Canyon (Arap Cnty)
- C. Recommended Logan and Associates as the auditor for the 2020 Town Audit. Mayor Palmer and Trustee Menk concurred that the Town should obtain an engagement letter to be presented in Jan.
- D. Trustee Boyle provided an update on the stage at Columbine Park and asked for action to be considered in January.

NEW BUSINESS:

Resolution # 9, Series 2020: Upon presentation and review of the 2021 Budget for the Town of Columbine Valley, the Board of Trustees took the following action:

ACTION: upon a motion by Trustee Dotson and a second by Trustee Boyle, the Board unanimously approved Resolution # 9, Series 2020

Resolution # 10, Series 2020: Upon receipt of the valuation of the property in the Town from the Arapahoe County Assessor's Office, the Treasurer calculated the appropriate mill levy at 6.567 mills and the Board took the following action:

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Menk, the Board unanimously approved Resolution # 10, Series 2020.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:58 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

** All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall, 2 Middlefield Road.*

*** All minutes should be considered to be in DRAFT form until approved by the Board of Trustees at the next regular meeting.*



Request for Board of Trustee Action

Date: January 19, 2021

Title: Extend Emergency Declaration and Pandemic Plan

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Lee Schiller, Town Attorney

Background: On March 24, 2020, Mayor Pro Tem Bruce Menk signed an Emergency Declaration for the Town stating that the COVID-19 virus constitutes a local disaster for the town which endangers the health, safety, and welfare of the community. Mayor Pro Tem Menk also activated the Town's Pandemic Mitigation Plan. These documents were ratified by the Trustees on March 27, 2020 and have been extended several times through January 20, 2021 by the Board of Trustees.

Town staff, as well as State and local authorities recommend continuing mitigation efforts at this time.

Attachments: Local Disaster Emergency Declaration
Pandemic Mitigation Plan

Suggested Motion: As a part of the consent agenda "I move to extend the Town's Emergency Declaration and Pandemic Mitigation Plan through February 17, 2021, unless circumstances allow the Mayor to relax restrictions or until extended by the Board of Trustees".

Columbine Valley Pandemic Mitigation Plan – updated for COVID 19; March 2020

Goals:

- Health and Safety of Staff and Citizens
- Upkeep of Expected Service Levels throughout Columbine Valley
- Maintain Essential Functions and Services of the Town Government

Town Response:

Tier 1 – Heightened Awareness: The CDC and local health authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitation and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use PTO (sick leave)
- Wash hands often, also use hand sanitizer often
- Cover mouth with arm/elbow if coughing
- Heighten amount of environmental sanitation (Lysol, wipes, environmental germicide sprays, etc.)
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected staff (gloves, masks, etc.)

Tier 2 – Statewide Concern: The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of COVID-19 within the State of Colorado. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 2 which, in addition to Tier 1 steps includes:

- Prepare for Telework sites
- Staff should refrain of physical contact with each other and with members of the public (i.e. handshakes, etc.). CDC recommends a 6' distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely
- Town should begin to limit internal meetings
- Staff who self-identify as high risk (having compromised immune systems, etc.) should work from home. If sick, no PTO required – will treat as regular time
- The Town will take direction from State and Local Health authorities

Tier 3 – Local Concern: Tri-County Health has indicated multiple cases of COVID-19 within the region. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 3 which, in addition to Tier 2 steps includes:

- Staff will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. Staff staying home will not be required to use PTO – will treat as regular time
- Elimination of any Town meetings (Trustees excluded) or events (unless able to be done remotely)
- Teleworking and/or staggered shifts authorized when feasible

- Staff must take additional steps identified to limit exposure between employees and members of the public
- Town Hall reduced staffing authorized, maintain minimum staffing levels at Town Hall
- Heightened level of sanitation of spaces including germicide spraying
- Select staff have PPE on hand and begin utilization as appropriate
- Other steps as directed by State and Local Health authorities

Tier 4 – Full Implementation of Response Plan: Tier 4 may occur at such time as State and Local Health authorities recommends region wide social spacing, schools are shut down, or at such time as Columbine Valley deems it to be in the best interest of the community. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 4 which, in addition to Tier 3 steps includes:

- Town Hall is minimally staffed with no public access. Public will be directed to conduct business online or by phone if feasible.
- Some functions of municipal operations may be suspended. Only essential services ongoing, unless able to be provided through staff working remotely
- Incident Command may be set up in coordination with Arapahoe County authorities
- Select staff mandatory use of PPE
- Other steps as directed by State and Local Health authorities, including support of their efforts



Town Administrator's Report

January 2021



Town of Columbine Valley
2 Middlefield Road
Columbine Valley, CO 80123

Tel: 303-795-1434
Fax: 303-795-7325
jdmccrumb@columbinevalley.org



Communications & Happenings

- Administration staff and contractors met for an annual project planning meeting to review and scheduled activities for the 2021 calendar year.
- Columbine Valley was able to maximize its designated share of CARES funding due to a change in reimbursable allowances and diligent work be staff and CRS.
- Columbine Valley is actively participating in the 5-Star certification program offered through CDPHE and Arapahoe County. The Columbine Country Club applied and was certified as a 5-Star establishment allowing them to operate with an increased dining capacity.
- Staff is completing an upgrade to the phone system at Town Hall as the previous service was no longer being serviced. The new system will allow more flexibility and reliability.
- An audio video system was installed in the boardroom. A new camera, microphone and speaker system was installed, the wall mounted TV was upgraded to a larger size and the Wi-Fi router was also replaced to provide a more stable internet connection.

Citizen Contacts:

Staff has fielded calls, emails or walk-ins on the following topics in December

- ⇒ Building Department: 213
- ⇒ Comm. Development: 62
- ⇒ Public Works: 111
- ⇒ Municipal Court: 48
- ⇒ Other: 214

Town Website December Statistics

2,611

Total Visits

2,943

December Page Views

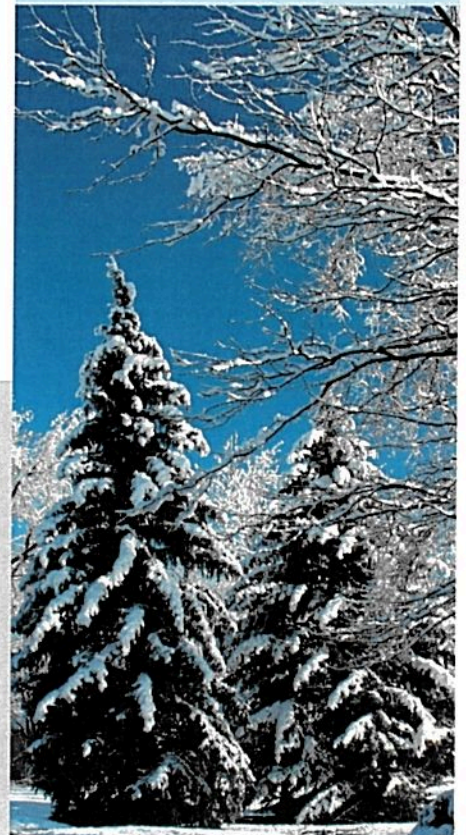
Top Pages

Calendar

Trash & Recycling

Snow Removal

Municipal Court



Building Department

Monthly Stats

12 Permits Issued

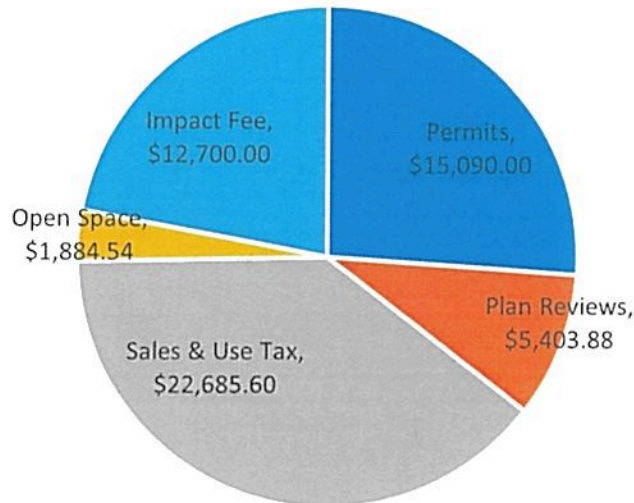
- New SFR: 1
- Major Remodels: 0
- Roofs/Solar: 6
- Other/Misc.: 5

85 Inspections

23 Licenses Issued

- General: 7
- Electrician: 3
- Plumbers: 2
- Mechanical: 9
- Roofer: 2

Dec. Permit Rev.: \$57,764.02



Wild Plum

95 Total Lots

(84 interior, 11 custom)

24 SFR Permits Issued

(16 interior, 8 custom)

2 Permits Pending

(2 interior, 0 custom)

4 Completed Homes

(4 interior, 0 custom)

2 Occupied Homes

(2 interior, 0 custom)



Building Department Revenue by Month

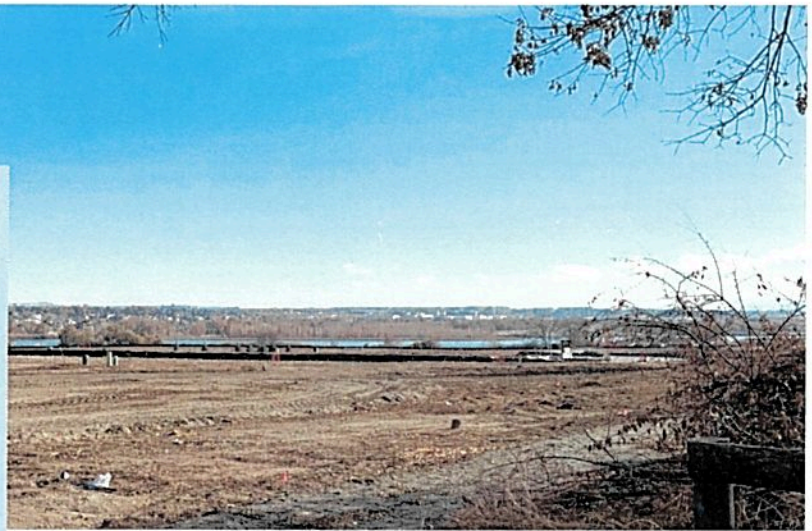
	2019	2019 YTD	2020	2020 YTD
January	\$23,584.77	\$23,584.77	\$12,880.59	\$12,880.59
February	\$12,990.46	\$36,575.23	\$153,178.50	\$166,059.09
March	\$64,334.11	\$100,909.34	\$51,548.10	\$217,607.19
April	\$55,497.63	\$156,406.97	\$66,015.59	\$283,622.78
May	\$5,595.22	\$162,002.19	\$4,379.81	\$288,002.59
June	\$46,632.58	\$208,634.77	\$107,786.01	\$395,788.60
July	\$7,113.45	\$215,748.22	\$35,704.73	\$431,493.33
August	\$8,432.54	\$224,180.76	\$70,347.86	\$501,841.19
September	\$33,744.29	\$257,924.29	\$52,257.91	\$554,099.10
October	\$102,798.74	\$360,723.03	\$395,156.20	\$949,255.30
November	\$89,872.08	\$450,595.11	\$363,482.19	\$985,637.49
December	\$82,149.75	\$532,744.86	\$57,764.02	\$1,043,401.5

Municipal Court

	<u>2019 YTD</u>	<u>2020</u>	<u>2020 YTD</u>
Jan	\$6,287.00	\$6,314.24	\$6,314.24
Feb	\$9,147.00	\$3,995.00	\$10,309.24
Mar	\$13,580.25	\$3,644	\$13,953.24
Apr	\$16,003.00	\$1,439.50	\$15,392.74
May	\$18,493.00	\$1,480.00	\$16,872.74
June	\$46,976.12	\$4,455.00	\$21,327.74
July	\$53,198.07	\$3,920.00	\$25,247.74
Aug	\$57,646.08	\$2,490.00	\$27,737.74
Sept	\$62,806.08	\$3,115.00	\$30,852.74
Oct	\$68,486.08	\$2,764.22	\$33,616.96
Nov	\$72,191.45		
Dec	\$75,911.45		

November Total Stats

- Total paid before Court: 19
- Total on docket: 16
- Cases heard by Judge: 6
- Continuances: 0
- Failure to Appears: 3
- Stay of Executions: 0
- Classes Ordered: 0
- Bench Warrants 2
- Trials 0



Public Works

- The last Wilder Lane lots to develop by Platte Canyon are in full swing, leading to a large amount of construction traffic in a very concentrated area. This has lead to difficulties for residents trying to access their homes as well as trash and recycle trucks trying to navigate the narrow streets. To alleviate the problem, a No Parking zone has been extended along the south side of the street to remain in effect until construction has finished.
- The yearly concrete to fiberglass light pole replacement program for Old Town was completed this month. In a new collaboration with Excel Energy, the town was able to accelerate the program by replacing 4 poles instead of the usual 2. This change will be carried forward into the future, decreasing the number of years it will take to completely remove all of the crumbling concrete poles in the town.
- The heated windshield wiper system on the Expedition was updated to include full control from inside the vehicle. This will lead to less current draw from the battery, increasing the timespan between full battery recharges.
- An identification and review process has been established to evaluate candidate vehicles to replace the 1993 F-F350.
- Minor electrical issues were fixed with both snowplows. A new blower resister was installed in the Expedition after that old one shorted out.

** As is traditionally the case, the Town did not hold*

Municipal Court in December.



Columbine Valley Police Department

Serving Bow Mar

2 Middlefield Rd. Columbine Valley, Colorado 80123

www.columbinevalley.org

(303) 795-1434 Fax (303) 795-7325

Columbine Valley P.D. Monthly Report For December 2020

Full Time Positions	6 of 6
Part Time Positions	4 of 4
Regular hours	1020
OT hours worked	16
Off Duty	0
PTO	60

December 2020 Violations

Charges For the Date Range 12/1/2020 Thru 12/31/2020

Qty	Charge
9	BMC 16-12 OUTDOOR STORAGE PROHIBITED:
7	703(3) FAIL TO STOP AT A STOP SIGN:
4	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	1402(2) CARELESS DRIVING RESULTING INJURY:
1	1402(1) CARELESS DRIVING:
1	1008(1) FOLLOWING TOO CLOSELY:
25	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV20-0000162	2020-12-03T16:19:53	WELFARE CHECK IP
CV20-0000163	2020-12-06T12:47:07	PARKING COMPLAINT IP*
CV20-0000164	2020-12-07T17:28:00	TRAFFIC ARREST IP
CV20-0000165	2020-12-08T18:01:09	TRAFFIC ARREST IP
CV20-0000166	2020-12-09T11:32:10	TRAFFIC STOP IP
CV20-0000167	2020-12-11T11:17:21	Identity Theft
CV20-0000168	2020-12-13T23:10:25	Theft from Motor Vehicle
CV20-0000169	2020-12-16T10:25:55	PRIVATE TOW IP
CV20-0000170	2020-12-17T09:43:06	PRIVATE TOW IP
CV20-0000171	2020-12-21T10:09:04	Identity Theft
CV20-0000172	2020-12-21T12:45:16	Identity Theft
CV20-0000173	2020-12-21T15:41:30	Identity Theft
CV20-0000174	2020-12-22T17:28:03	PROPERTY ACCIDENT IP
CV20-0000175	2020-12-25T21:11:39	TRAFFIC ARREST IP
CV20-0000176	2020-12-27T09:05:12	INFORMATION IP
CV20-0000177	2020-12-28T13:37:35	Fraud
CV20-0000178	2020-12-30T14:47:28	Identity Theft
CV20-0000179	2020-12-31T10:57:27	INJURY ACCIDENT IP
CV20-0000180	2020-12-31T10:57:27	INJURY ACCIDENT IP
CV20-0000181	2020-12-31T12:22:03	Identity Theft
CV20-0000182	2020-12-31T12:27:16	Identity Theft

11:38 AM 1/12/2021
Data Source: Data Warehouse

Data Source: Data Warehouse

Exclusion:

- Calls canceled before first unit assigned
- Calls canceled before first unit at scene


▼ Export

[illegible]

SUSPICIOUS CIRCUMSTANCE IP		<u>3</u>							<u>3</u>
SUSPICIOUS PERSON IP		<u>1</u>							<u>1</u>
SUSPICIOUS VEHICLE IP		<u>3</u>							<u>3</u>
Theft			<u>1</u>						<u>1</u>
Theft from Motor Vehicle			<u>1</u>						<u>1</u>
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP									
Traffic Complaint									
TRAFFIC COMPLAINT IP			<u>1</u>						<u>1</u>
TRAFFIC OBSTRUCTION IP		<u>2</u>							<u>2</u>
TRAFFIC STOP IP		<u>18</u>							<u>18</u>
TRANSPORT IP									
trespass to Property									
RESPASS TO PROPERTY IP		<u>1</u>							<u>1</u>
trespass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP			<u>1</u>						<u>1</u>
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		<u>1</u>							<u>1</u>
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
Total	<u>1</u>	<u>35</u>	<u>41</u>	<u>20</u>					<u>97</u>

[Go Back](#)
[Close](#)

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Address</u>	<u>Response Date</u>
<u>AC2020-0198586</u>			P2	MEDICAL IP		11/10/2020 16:04
<u>BM2020-0000363</u>		410	P4	SELECTIVE ENFORCEMENT IP*	4811-4899 PROSPECT ST	11/1/2020 20:53
<u>BM2020-0000364</u>		405	P3	SOLICITING IP	Yellowstone St / Ridge Trl	11/2/2020 16:24
<u>BM2020-0000365</u>	CV20-0000150	403	P3	WARRANT ARREST IP	Bow Mar Dr / Bison Trl	11/4/2020 23:18
<u>BM2020-0000366</u>	CV20-0000151	403	P3	FALSE REPORTING IP		11/5/2020 0:07
<u>BM2020-0000367</u>		406	P2	SUSPICIOUS CIRCUMSTANCE IP	4401 Sombrero Cir	11/5/2020 13:01
<u>BM2020-0000368</u>		410	P2	SUSPICIOUS VEHICLE IP	Lakeshore Dr / Aspen Dr	11/7/2020 16:36
<u>BM2020-0000372</u>		410	P3	INCREASE PATROL IP*	5181-5299 ASPEN DR	11/7/2020 19:52
<u>BM2020-0000373</u>	CV20-0000153	406	P2	SUSPICIOUS PERSON IP	4300 BOW MAR DR	11/9/2020 0:09
<u>BM2020-0000374</u>		405	P2	SUSPICIOUS VEHICLE IP	4895 Pinyon St	11/10/2020 11:42
<u>BM2020-0000375</u>		410	P4	SELECTIVE ENFORCEMENT IP*	4811-4899 PROSPECT ST	11/12/2020 21:30
<u>BM2020-0000376</u>		410	P2	TRAFFIC STOP IP	Prospect St / Bow Mar Dr	11/12/2020 22:06
<u>BM2020-0000377</u>			P2	RESIDENTIAL ALARM IP	5070 Pinyon Dr	11/13/2020 12:12
<u>BM2020-0000378</u>		410	P3	INCREASE PATROL IP*	4500-5098 HOMESTEAD ST	11/14/2020 4:29
<u>BM2020-0000379</u>		410	P4	SELECTIVE ENFORCEMENT IP*	4811-4899 PROSPECT ST	11/15/2020 7:36
<u>BM2020-0000381</u>	CV20-0000156	410	P2	DUI IP	5275 Sunset Dr	11/15/2020 22:00
<u>BM2020-0000383</u>		401	P2	SUSPICIOUS PERSON IP	Bow Mar Dr / Frontier St	11/16/2020 8:12
<u>BM2020-0000384</u>		405	P2	SUSPICIOUS VEHICLE IP	4898 Pinyon St	11/16/2020 10:14
<u>BM2020-0000385</u>		401	P3	Fraud		11/17/2020 8:40
<u>BM2020-0000386</u>		405	P4	COMMUNITY CONTACT IP*	4895 Pinyon St	11/17/2020 15:08
<u>BM2020-0000387</u>		406	P3	MESSAGE FOR DEPUTY IP	4640 Frontier St	11/20/2020 18:45

<u>BM2020-0000389</u>		410	P3	MESSAGE FOR DEPUTY IP	4640 Frontier St	11/20/2020 20:08	
<u>BM2020-0000390</u>		410	P3	INCREASE PATROL IP*	5001-5179 ASPEN DR	11/20/2020 22:10	
<u>BM2020-0000391</u>		402, FIRE	P3	INFORMATION IP	5005 Bow Mar Dr	11/21/2020 8:52	
<u>BM2020-0000392</u>		410	P4	SELECTIVE ENFORCEMENT IP*	4811-4899 PROSPECT ST	11/22/2020 21:06	
<u>BM2020-0000393</u>		410	P2	SUSPICIOUS PERSON IP	4505 W Wagontrail Rd	11/22/2020 21:40	
<u>BM2020-0000394</u>		2T14, 405	P2	RESIDENTIAL ALARM IP	5417 Sombrero	11/23/2020 15:23	
<u>BM2020-0000395</u>		405	P3	Identity Theft		11/24/2020 9:31	
<u>BM2020-0000396</u>	CV20-0000157	405, 5COM	P3	INFORMATION IP		11/24/2020 12:54	
<u>BM2020-0000397</u>		405, 407	P3	CITIZEN ASSIST IP		Prospect St / W Belleview Ave	11/25/2020 16:04
<u>BM2020-0000398</u>		405	P3	CITIZEN ASSIST IP		4472 Prospect St	11/25/2020 16:21
<u>BM2020-0000399</u>		410	P4	SELECTIVE ENFORCEMENT IP*	4811-4899 PROSPECT ST	11/26/2020 21:17	
<u>BM2020-0000400</u>		406	P3	LOST PROPERTY IP*	5005 Larkspur St	11/27/2020 15:55	
<u>BM2020-0000401</u>		410	P4	BUSINESS CHECK IP*	5301-5399 LAKESHORE DR	11/27/2020 10:04	



Request for Board of Trustee Action

Date: January 19, 2021

Title: Construction Materials Abatement

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: Dating back at least to July 2020 a stockpile of construction material, specifically pallet(s) of stone veneer has existed in front yard of 13 Middlefield Road.

Staff sent the attached letter on July 31 and has subsequently been in regular contact with the homeowner to discuss the removal of the materials. While several deadlines were set by the homeowner, the materials to date have not been removed.

Attachments: Nuisance letter dated July 31, 2020
Nuisance letter dated January 7, 2021

Staff Recommendations: Provide direction and a timeline to staff as to how to proceed.

Recommended Motion: "I move to declare the construction material as described by staff a nuisance, defined in Section 8.12.060 of the Town's Municipal Code, and direct staff to abate it as advised by the Town Attorney not before January 28, 2021 and no later than February 4, 2021."

July 31, 2020

Re: 13 Middlefield Road, Columbine Valley, CO 80123

Dear Mr. and Mrs. Staab:

It has come to the attention of the Town that you have permitted the stockpiling of construction materials on a pallet in your front yard/adjacent to your driveway. This condition has existed for at least several months and constitutes a Nuisance under Chapter 8.12.060 of the Municipal Code of the Town of Columbine Valley. This nuisance must be abated within ten days of the date of this letter. Should you fail to comply with this notice citations may be written.

Thank you for giving this matter your immediate attention. Please don't hesitate to contact me if you have any questions about this letter, the Town's municipal code, or the removal of materials from your front yard/driveway.

Very truly yours,



J.D. McCrumb
Town Administrator

Cc: Village HOA President, Jeff Brooks
Country Club HOA President, Tim Vandel

RICHARD A. WEINER
LEE E. SCHILLER

WEINER and SCHILLER, P.C.

Attorneys at Law
Greenwood Executive Park
6412 South Quebec Street
Centennial, Colorado 80111

TELEPHONE
(303)779-5200
TELEFAX
(303)779-0736

January 7, 2021

Mr. and Mrs. Staab
13 Middlefield Road
Columbine Valley, CO 80123

Re: 13 Middlefield Road/ Nuisance

Dear Mr. and Mrs. Staab,

I am the Town Attorney for The Town of Columbine Valley. I have been contacted by the Town regarding the stockpile of construction materials, located on a pallet in your front yard, and adjacent to your driveway. My understanding is that this construction material has been stored in this condition for more than seven months.

The storage of this construction material, in this manner, constitutes a nuisance pursuant to Section 8.12.060 of the Municipal Code of The Town. On or about July 7, 2020 the Town Administrator wrote to you informing you that storing of the construction material, in your front yard, constituted a nuisance, and requested that the construction material be removed. Unfortunately, as of the date of this writing, the construction material has not been removed.

Please be advised that should you fail to remove this construction material within 10 days of the date of this letter, this matter will be placed on the Agenda of the Board of Trustees meeting scheduled on January 19, 2021 at which time the Trustees will be requested to declare this condition a nuisance and instruct the appropriate Town officers to have the construction materials removed.

I wish to thank you in advance for giving this matter your immediate attention. Should you have any questions regarding this request, please do not hesitate to contact me.

Very truly yours,

WEINER AND SCHILLER, P.C.

Lee E. Schiller

LES/ alr



Request for Board of Trustee Action

Date: January 19, 2021

Title: 2020 Annual Audit Engagement

Presented By: J.D. McCrumb, Town Administrator

Background: Each year the Town contracts an independent audit firm to audit the Town's financial statements and associated government activities.

The Town has received an audit engagement letter and would like Board approval to sign the letter.

Attachments: 2020 Audit Engagement Letter

Fiscal Impacts: Fee for services

Recommended Motion: "I move to engage Logan and Associates, LLC to conduct the 2020 audit".



December 14, 2020

Honorable Mayor and Members of the Board of Trustees
Town of Columbine Valley
2 Middlefield
Columbine Valley, Colorado 80123

We are pleased to confirm our understanding of the services we are to provide the Town of Columbine Valley for the year ended December 31, 2020.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, each major fund and the remaining aggregate information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Columbine Valley as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Columbine Valley's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, if applicable, we will apply certain limited procedures to Town of Columbine Valley's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedules required by GASB Statement No. 68 *Accounting and Financial Reporting for Pensions*
- Schedules required by GASB Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*
- Budgetary Comparison Schedule – General Fund

We have also been engaged to report on the supplementary information other than RSI, that accompanies the Town of Columbine Valley's financial statements. The following supplementary information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- Schedule of Expenditures – Budget and Actual – General Fund
- Five Year Summary of Assessed Valuation, Mill Levy, and Property Taxes Collected
- Local Highway Finance Report

The objectives of our audit are to obtain reasonable assurance as to whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is substantial likelihood that, individual or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

Audit's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Town or to acts by management or employees acting on behalf of the Town.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Audit Procedures—Internal Control

We will obtain an understanding of the Town and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to

management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- None noted.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Columbine Valley's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the Town of Columbine Valley in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of the financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) other where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to

us in the management representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe that supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

Engagement Administration, Fees, and Other

We understand that your staff will prepare all cash or other confirmations we request and will assist in locating any documents selected by us for testing.

The audit documentation for this engagement is the property of Logan and Associates LLC, Certified Public Accountants and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State or Federal agencies. We will notify you of any such request.

Kyle Logan is the engagement partner and is responsible for supervising the engagement and signing the report.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, postage, copies, etc.) except that we agree that our gross fee, including expenses will not exceed \$10,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your staff and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If the Town is required to perform a single audit, additional fees will be required, however, we will discuss the fees with management prior to our commencement of the single audit.

Reporting

We will issue a written report upon completion of our audit of the Town of Columbine Valley's financial statements. Our report will be addressed to management and those charged with governance of the Town of Columbine Valley. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town of Columbine Valley and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us

Honorable Mayor and Members of the Board of Trustees
Town of Columbine Valley
Page 5

know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,

Logan and Associates, LLC

Logan and Associates, LLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Town of Columbine Valley.

By: _____

Title: _____

Date: _____



Request for Board of Trustee Action

Date: January 19, 2021

Title: Columbine Park Stage Construction

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: For the past five years Town staff has utilized a temporary stage in Columbine Park for the 4th of July events. Since 2017, the same stage has been used for the three concerts in the park as well.

In late 2018 the Board of Trustees approved the commencement of a fundraising effort to construct a permanent stage in Columbine Park. To date that effort has resulted in more than \$8,000 of contributed funds as well as an approximate \$6,000 in-kind donation of construction costs.

Based on these facts, staff is asking the Trustees to allocate funds from the Town's general fund to complete Phase one (platform only) of the stage in Columbine Park.

Attachments: Breakdown of contributions, estimated costs and stage use recommendations

Staff Recommendations: Approve as presented

Recommended Motion: "I move to allocate up to \$3,500 for the completion of phase one of the Columbine Park stage as presented and described by staff."

Columbine Stage – Phase 1:

The stage will be situated at the north end of the lawn in Columbine Park, adjacent to and along a north/south axis with Town Hall. The stage will be constructed of a concrete platform measuring 24' wide by 16' deep plus an 18' loading ramp. The platform will rise between 8" and 16" above the lawn and the concrete will be tinted to match the color of the stucco on Town Hall. The floor of the stage will feature inlaid memorial bricks that have been custom ordered by members of the Columbine Valley community. The stage will be powered by 4 separate 20-amp GFCI circuits, for a maximum load of 80 amps. The wall mounted outlets were installed with locking covers to prevent unauthorized use of the power supply.

The Phase 1 stage platform will conform with the Town's existing tent/shade structure.

Columbine Stage – Future Phase 2:

A terrace structure is envisioned to be constructed in the future. Designed to compliment the architecture of the Town Hall building, the structure will aesthetically balance the Town Hall, creating bookends to Columbine Park without being visually intrusive. Functionally, the structure will support a rain and shade canvas as needed and be equipped to with safety lighting. Additionally, the structure will be able to support temporary artistic lighting, sound equipment, and banners/flags, etc.

Construction Costs:

Electrical work (run from Town Hall to north end of Columbine Park)	complete in 2019
Cost of colored concrete including pump and contingency	\$12,000
Future Phase of columns and trellis	\$8,000
Total need for Phase 1/base completion by June 2021	\$12,000

Revenue:

Brick sales to date (49 bricks sold)*:	\$5,795
Minus cost of bricks and shipping	(\$1,197.50)
Anonymous Donor	\$4,000
Contribution from Town GF	\$3,402.50

** commemorative bricks will continue to be available*

Stage Use Policy:

Columbine Park is open daily from 5:00 a.m. – 11:00 p.m. (12.12.030) and the construction of the stage is not expected to attract notable additional traffic. The Park will be programmed for annual Town events including three concerts in the park and the 4th of July as has been the case in the past. The Phase 1 stage platform (without shade tent) would be available for passive use by the public and miniscule use for activities such as yoga is anticipated as those activities currently occur on occasion.

Just as Town Hall's conference room is available for HOA use, so to would the park/stage. However, no support resources or facilities would be made available without appropriate hourly fees and approval by the Town Administrator, Police Chief, Community Affairs Trustee and Mayor. Starting in 2022, an annual entertainment line-up will be presented to the Trustees for their consideration and approval. The stage would not be available to outside organizations for organized use without being approved by the trustees or otherwise as listed above.