

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

February 15, 2022

6:30PM

**A G E N D A**

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 January 18, 2022 Minutes
5. REPORTS
  - a. Mayor
  - b. Trustees
  - c. Finance Report
  - d. Town Administrator
  - e. Chief of Police
6. OLD BUSINESS
  - a. There is no Old Business
7. NEW BUSINESS
  - a. Trustee Bill #1 - 2022, An Ordinance Regarding Dumpsters Mr. Schiller
  - b. Trustee Bill #2 – 2022, An Ordinance Regarding Insurance Mr. Schiller
  - c. Appointments to the Planning and Zoning Commission Mr. McCrumb
8. ADJOURNMENT

**TOWN OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES**  
Minutes  
January 18, 2022

Mayor Pro Tem Menk called the Regular Meeting of the Trustees 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: Bruce Menk, Kathy Boyle, Bill Dotson, Mike Giesen, Ed Icenogle,  
and Jim Tarpey  
Also present: Lee Schiller, J.D. McCrumb, Diane Rodriguez, Bret Cottrell, Jamie  
Milliman, Roger Landeis, and Tim Weiss

**PUBLIC COMMENT:** There was no public comment.

**CONSENT AGENDA:**

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

**REPORTS**

- A. The Mayor Pro Tem acknowledged the passing of Mr. John Fischer, Columbine Valley Resident and Trustee from 2006-2014.
- B. There were no additional reports.
- C. Mrs. Rodriguez reviewed the Town's December financials as presented in the Trustees Packet.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet. The Trustees discussed the dumpsters on the street and directed staff to draft an ordinance addressing the amount a time a dumpster could be parked in the right-of-way. Town Attorney Schiller shared the need to update the Town's policy on workers compensation insurance related to building permits; the Trustees directed him to draft an ordinance.
- E. Chief Cottrell reviewed his report as presented in the Trustee Packet and introduced Officer Tim Weiss to the Board.

**OLD BUSINESS:** There was no old business

**NEW BUSINESS**

**Resolution #2, 2022 –CO Local Government Trust:** Mr. McCrumb and Mrs. Rodriguez presented the resolution and the Trustees asked clarifying questions.

**ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously approved Resolution #2, 2022.**

**Approval of Audit Engagement Letter:** Mr. McCrumb presented a letter outlining expectations and scope of the Town's 2021 audit. The Trustees asked clarifying questions and had a brief discussion.

**ACTION: upon a motion by Trustee Boyle and a second by Trustee Icenogle, the Board of Trustees unanimously approved the letter.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 6:57 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.  
\*\* All minutes should be considered in DRAFT form until approved by the Board of Trustees at the next regular meeting.

**TOWN OF COLUMBINE VALLEY**  
**Financial Statements Ending January 31, 2022**  
**Variance Summary**

**General Fund**

**Revenues**

- General Fund Revenues are at 10% of budget
  - o Sales and use taxes estimated (11% of budget)
  - o Permits, fees and services (11% of budget)

**Administration – 3% of budget**

- Bank charges – January reconciliations have not been done so this has not been posted

**Public Safety – 9% of budget**

- Municipal court – Court forms of \$750
- Govpilot & Juvenile assessment is paid for the year
- Offsite server backup – paid quarterly

**Public Works – 17% of budget**

- Street and gutter maintenance - \$46K for patching & drain pan of asphalt

**General Fund Expenditures**

- General Fund Expenditures are at 7% of budget. In addition, a transfer to the Capital fund was made in the amount of \$2,300,000.
- The ending fund balance is \$1,006,210.

**Capital Fund**

- Transfer from the general fund of \$2,300,000, the ending fund balance is \$3,744,029.

**Conservation Trust Fund**

- Ending fund balance \$22,984.

**Arapahoe County Open Space Fund**

- Ending fund balance \$488,900.

**Impact Fees**

- Impact Fee revenues \$50,800 (17% of budget) with zero expenditures to date.
- Ending fund balance \$927,674.

**Transportation Fees**

- Transportation fees \$3,379 (4% of budget) with zero expenditures to date.
- Ending fund balance \$110,718.

**TOWN OF COLUMBINE VALLEY  
CASH POSITION  
YEAR TO DATE (YTD) AS OF JANUARY 31, 2022**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo checking	\$ 552,236	\$ -	\$ 552,236
Bank of the West checking	100	-	100
Bank of the West money market	-	100	100
Vectra Bank money market	-	4,943	4,943
Vectra Bank investment	-	413,937	413,937
C-Safe Primary	-	3,533,388	3,533,388
C-Safe Impact fee	-	851,474	851,474
C Safe CTF	-	20,720	20,720
Arapahoe County shareback	-	493,308	493,308
<b>YTD Cash Balances</b>	<b>552,336</b>	<b>5,317,870</b>	<b>5,870,206</b>
Less amount allocated for capital	-	(3,744,029)	(3,744,029)
Less amount restricted for ACOS	-	(488,900)	(488,900)
Less amount restricted for CTF	-	(22,984)	(22,984)
Less amount restricted for impact fees	-	(927,674)	(927,674)
Less amount restricted for transportation fees	-	(110,718)	(110,718)
<b>CURRENT UNRESTRICTED/UNALLOCATED BALANCE</b>	<b>\$ 552,336</b>	<b>\$ 23,565</b>	<b>\$ 575,901</b>

**TOWN OF COLUMBINE VALLEY**  
**ALLOCATION OF AVAILABLE FUND BALANCES**  
**YEAR TO DATE (YTD) AS OF JANUARY 31, 2022**

Account Activity/Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	Transportation Fees	TOTALS
<b>BEGINNING FUND BALANCES</b>	\$ 3,155,253	\$ 1,444,029	\$ 22,983	\$ 489,744	\$ 876,843	\$ 107,339	\$ 6,096,191
<b>YTD REVENUES PER FINANCIAL STATEMENTS</b>							
Taxes	163,089	-	-	-	-	-	163,089
Permits and fines	66,225	-	-	-	-	-	66,225
Intergovernmental	86,212	-	-	-	-	-	86,212
Interest	128	-	1	17	31	-	177
Impact fees	-	-	-	-	50,800	-	50,800
Transportation fees	-	-	-	-	-	3,379	3,379
<b>Total YTD revenues</b>	<b>315,654</b>	<b>-</b>	<b>1</b>	<b>17</b>	<b>50,831</b>	<b>3,379</b>	<b>369,882</b>
<b>Total YTD expenditures</b>	<b>(164,697)</b>	<b>-</b>	<b>-</b>	<b>(861)</b>	<b>-</b>	<b>-</b>	<b>(165,558)</b>
<b>Excess of revenues over (under) expenditures</b>	<b>150,957</b>	<b>-</b>	<b>1</b>	<b>(844)</b>	<b>50,831</b>	<b>3,379</b>	<b>204,324</b>
Transfers	(2,300,000)	2,300,000	-	-	-	-	-
Net change in fund balance	(2,149,043)	2,300,000	1	(844)	50,831	3,379	204,324
<b>YTD ENDING FUND BALANCES</b>	<b>\$ 1,006,210</b>	<b>\$ 3,744,029</b>	<b>\$ 22,984</b>	<b>\$ 488,900</b>	<b>\$ 927,674</b>	<b>\$ 110,718</b>	<b>\$ 6,300,515</b>

Budget vs actual reference (page 4) (page 8) (page 9) (page 10) (page 11) (page 12)

**TOWN OF COLUMBINE VALLEY  
BALANCE SHEET - ALL FUNDS  
January 31, 2022  
Unaudited**

	<b>General</b>
<b>ASSETS</b>	
Cash and investments	\$ 5,870,206
Accrued revenue	166,198
Other receivables	385,039
Property tax receivable	609,145
<b>TOTAL ASSETS</b>	<b>\$ 7,030,588</b>
 <b>LIABILITIES AND FUND BALANCES</b>	
<b>LIABILITIES</b>	
Accounts payable	\$ 101,862
Accrued liabilities	19,066
Deferred property tax revenue	609,145
Total liabilities	730,073
 <b>FUND BALANCES</b>	
General	1,006,210
Capital	3,744,029
Conservation trust fund	22,984
Arapahoe county open space	488,900
Impact fees	927,674
Transportation fees	110,718
Total fund balances	6,300,515
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 7,030,588</b>

**TOWN OF COLUMBINE VALLEY  
GENERAL - SUMMARY  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE ONE MONTH ENDED JANUARY 31, 2022**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
<b>REVENUES</b>				
Taxes	\$ 163,089	\$ 2,129,498	\$ (1,966,409)	8%
Permits and fines	66,225	630,000	(563,775)	11%
Intergovernmental	86,212	382,259	(296,047)	23%
Interest	128	1,000	(872)	13%
<b>Total revenues</b>	<u>315,654</u>	<u>3,142,757</u>	<u>(2,827,103)</u>	<u>10%</u>
<b>EXPENDITURES</b>				
Administration	26,585	953,612	(927,027)	3%
Planning and engineering	2,000	53,500	(51,500)	4%
Public safety	75,102	867,980	(792,878)	9%
Public works	61,010	361,849	(300,839)	17%
<b>Total expenditures</b>	<u>164,697</u>	<u>2,236,941</u>	<u>(2,072,244)</u>	<u>7%</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>150,957</u>	<u>905,816</u>	<u>(754,859)</u>	<u>17%</u>
<b>OTHER FINANCING USES</b>				
Transfer to capital	(2,300,000)	(2,700,000)	400,000	85%
<b>Total other financing uses</b>	<u>(2,300,000)</u>	<u>(2,700,000)</u>	<u>400,000</u>	<u>85%</u>
<b>NET CHANGE IN FUND BALANCE</b>	(2,149,043)	<u>\$ (1,794,184)</u>	<u>\$ (354,859)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>3,155,253</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 1,006,210</u>			

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
**FOR THE ONE MONTH ENDED JANUARY 31, 2022**  
**Unaudited**

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (8% YTD)
<b>REVENUES</b>					
<b>Taxes</b>					
Cable television	\$ 3,000	\$ 3,000	\$ 36,000	\$ (33,000)	8%
Property taxes	6,274	6,274	615,419	(609,145)	1%
Sales and use taxes	146,604	146,604	1,385,000	(1,238,396)	11%
Specific ownership taxes	3,044	3,044	43,079	(40,035)	7%
Utility franchise fees	4,167	4,167	50,000	(45,833)	8%
<b>Total taxes</b>	<b>163,089</b>	<b>163,089</b>	<b>2,129,498</b>	<b>(1,966,409)</b>	<b>8%</b>
<b>Permits and fines</b>					
Court fines	8,264	8,264	100,000	(91,736)	8%
Permits, fees and services	57,961	57,961	530,000	(472,039)	11%
<b>Total permits and fines</b>	<b>66,225</b>	<b>66,225</b>	<b>630,000</b>	<b>(563,775)</b>	<b>11%</b>
<b>Intergovernmental</b>					
Bow Mar IGA	76,208	76,208	300,259	(224,051)	25%
Bow Mar IGA admin	5,000	5,000	20,000	(15,000)	25%
County highway tax revenue	1,250	1,250	15,000	(13,750)	8%
Motor vehicle registration fees	338	338	6,000	(5,662)	6%
State cigarette tax apportionment	83	83	1,000	(917)	8%
State highway user's tax	3,333	3,333	40,000	(36,667)	8%
<b>Total intergovernmental</b>	<b>86,212</b>	<b>86,212</b>	<b>382,259</b>	<b>(296,047)</b>	<b>23%</b>
<b>Interest</b>	<b>128</b>	<b>128</b>	<b>1,000</b>	<b>(872)</b>	<b>13%</b>
<b>TOTAL REVENUES</b>	<b>315,654</b>	<b>315,654</b>	<b>3,142,757</b>	<b>(2,827,103)</b>	<b>10%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Accounting and audit	3,290	3,290	63,500	(60,210)	5%
Advertising/notices	-	-	500	(500)	0%
Bank/credit card fees	18	18	5,100	(5,082)	0%
Building inspection and planning review	-	-	238,500	(238,500)	0%
Building maintenance and utilities	561	561	22,011	(21,450)	3%
Community functions	-	-	55,000	(55,000)	0%
Computer expense	-	-	14,500	(14,500)	0%
County treasurer's collection fees	63	63	6,154	(6,091)	1%
Dues and publications	147	147	8,850	(8,703)	2%
Education and training	-	-	12,000	(12,000)	0%
Election	-	-	4,000	(4,000)	0%
Emergency response and preparedness	-	-	3,000	(3,000)	0%
Health insurance	2,761	2,761	47,000	(44,239)	6%
Insurance and bonds	-	-	34,047	(34,047)	0%
Legal	-	-	45,000	(45,000)	0%
Mayor/monthly breakfasts	-	-	2,000	(2,000)	0%
Miscellaneous	-	-	2,300	(2,300)	0%
Payroll taxes	703	703	12,575	(11,872)	6%
Pension	865	865	12,575	(11,710)	7%
Salaries	17,704	17,704	251,500	(233,796)	7%
Supplies, printing, postage	298	298	13,000	(12,702)	2%



**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
**FOR THE ONE MONTH ENDED JANUARY 31, 2022**  
**Unaudited**

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (8% YTD)
Telephone/communications	175	175	6,500	(6,325)	3%
Emergency reserve	-	-	94,000	(94,000)	0%
<b>Total administration</b>	<b>26,585</b>	<b>26,585</b>	<b>953,612</b>	<b>(927,027)</b>	<b>3%</b>
<b>Planning and engineering</b>					
Town planning	2,000	2,000	36,000	(34,000)	6%
Town engineer	-	-	16,000	(16,000)	0%
Miscellaneous	-	-	1,500	(1,500)	0%
<b>Total planning and engineering</b>	<b>2,000</b>	<b>2,000</b>	<b>53,500</b>	<b>(51,500)</b>	<b>4%</b>
<b>Public safety</b>					
<b>Operations</b>					
Cruiser gas	1,223	1,223	22,100	(20,877)	6%
Cruiser oil/maintenance	783	783	18,000	(17,217)	4%
Cruiser insurance	-	-	8,487	(8,487)	0%
Education/training	-	-	11,750	(11,750)	0%
Equipment repair	-	-	5,875	(5,875)	0%
Health insurance	6,711	6,711	70,900	(64,189)	9%
Workers comp insurance	-	-	29,705	(29,705)	0%
Payroll taxes	1,680	1,680	24,730	(23,050)	7%
Pension	3,797	3,797	49,459	(45,662)	8%
Salaries	42,282	42,282	494,590	(452,308)	9%
Supplies/miscellaneous	95	95	15,980	(15,885)	1%
Telephones/air cards	-	-	2,938	(2,938)	0%
Uniforms	972	972	11,750	(10,778)	8%
<b>Total operations</b>	<b>57,543</b>	<b>57,543</b>	<b>766,264</b>	<b>(708,721)</b>	<b>8%</b>
<b>Municipal court</b>					
Judge	500	500	8,000	(7,500)	6%
Legal	-	-	27,500	(27,500)	0%
Administration	178	178	2,000	(1,822)	9%
Supplies	936	936	2,000	(1,064)	47%
Interpreter	200	200	2,000	(1,800)	10%
<b>Total municipal court</b>	<b>1,814</b>	<b>1,814</b>	<b>41,500</b>	<b>(39,686)</b>	<b>4%</b>
<b>Contracts</b>					
Arapahoe county dispatch fee	700	700	33,709	(33,009)	2%
Tri-tech software	-	-	1,225	(1,225)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	595	595	782	(187)	76%
Netmotion	-	-	500	(500)	0%
CACP	-	-	250	(250)	0%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	450	(450)	0%
<b>Total contracts</b>	<b>1,295</b>	<b>1,295</b>	<b>38,416</b>	<b>(37,121)</b>	<b>3%</b>
<b>Computer/IT</b>					
Offsite server backup	450	450	1,800	(1,350)	25%
Office 365 accounts	-	-	2,500	(2,500)	0%
Scheduled computer replacement	-	-	3,500	(3,500)	0%
Govpilot	14,000	14,000	14,000	-	100%
<b>Total computer/IT</b>	<b>14,450</b>	<b>14,450</b>	<b>21,800</b>	<b>(7,350)</b>	<b>66%</b>

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
**FOR THE ONE MONTH ENDED JANUARY 31, 2022**  
**Unaudited**

	<u>Current Month</u>	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
<b>Total public safety</b>	75,102	75,102	867,980	(792,878)	9%
<b>Public works</b>					
Ground maintenance	-	-	8,578	(8,578)	0%
Health insurance	891	891	7,934	(7,043)	11%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	211	211	4,193	(3,982)	5%
Pension	273	273	4,193	(3,920)	7%
Professional fees-mosquito control	-	-	7,500	(7,500)	0%
Salary	5,300	5,300	83,850	(78,550)	6%
Sanitation/trash/recycle service	8,070	8,070	92,000	(83,930)	9%
Signs maintenance	-	-	1,061	(1,061)	0%
Snow removal	200	200	5,500	(5,300)	4%
Storm water permit process/NPDES	-	-	7,500	(7,500)	0%
Street and gutter maintenance	15,000	15,000	15,000	-	100%
Streets and gutters contingency	31,065	31,065	75,000	(43,935)	41%
Street lighting	-	-	40,000	(40,000)	0%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	-	3,500	(3,500)	0%
<b>Total public works</b>	<u>61,010</u>	<u>61,010</u>	<u>361,849</u>	<u>(300,839)</u>	<u>17%</u>
<b>TOTAL EXPENDITURES</b>	<u>164,697</u>	<u>164,697</u>	<u>2,236,941</u>	<u>(2,072,244)</u>	<u>7%</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>150,957</u>	<u>150,957</u>	<u>905,816</u>	<u>(754,859)</u>	<u>17%</u>
<b>OTHER FINANCING USES</b>					
Transfer to capital	(2,300,000)	(2,300,000)	(2,700,000)	400,000	85%
<b>Total other financing uses</b>	<u>(2,300,000)</u>	<u>(2,300,000)</u>	<u>(2,700,000)</u>	<u>400,000</u>	<u>85%</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (2,149,043)</u>	<u>\$ (2,149,043)</u>	<u>\$ (1,794,184)</u>	<u>\$ (354,859)</u>	
<b>BEGINNING FUND BALANCE</b>		<u>3,155,253</u>			
<b>ENDING FUND BALANCE</b>		<u>\$ 1,006,210</u>			

**TOWN OF COLUMBINE VALLEY  
CAPITAL  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE ONE MONTH ENDED JANUARY 31, 2022**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
<b>REVENUES</b>				
<b>Total revenues</b>	\$ -	\$ -	\$ -	-
<b>EXPENDITURES</b>				
<b>Public safety</b>				
Flock camera system	-	17,500	(17,500)	0%
Vehicle	-	55,000	(55,000)	0%
<b>Public works</b>				
Lightpole replacement	-	12,000	(12,000)	0%
Truck - snow removal	-	68,000	(68,000)	0%
<b>Total expenditures</b>	<u>-</u>	<u>152,500</u>	<u>(152,500)</u>	<u>0%</u>
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	<u>-</u>	<u>(152,500)</u>	<u>152,500</u>	<u>0%</u>
<b>OTHER FINANCING SOURCES</b>				
Transfer from general	2,300,000	2,700,000	(400,000)	85%
Transfer from impact fee	-	9,520	(9,520)	0%
<b>Total other financing sources</b>	<u>2,300,000</u>	<u>2,709,520</u>	<u>(409,520)</u>	<u>85%</u>
<b>NET CHANGE IN FUND BALANCE</b>	2,300,000	<u>\$ 2,557,020</u>	<u>\$ (257,020)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,444,029</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 3,744,029</u>			

**TOWN OF COLUMBINE VALLEY  
 CONSERVATION TRUST  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
 BUDGET AND ACTUAL  
 FOR THE ONE MONTH ENDED JANUARY 31, 2022**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
<b>REVENUES</b>				
Conservation Trust Fund entitlement	\$ -	\$ 8,700	\$ (8,700)	0%
CTF interest	1	7	(6)	14%
<b>Total revenues</b>	<u>1</u>	<u>8,707</u>	<u>(8,706)</u>	<u>0%</u>
<b>EXPENDITURES</b>				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
<b>Total expenditures</b>	<u>-</u>	<u>6,000</u>	<u>(6,000)</u>	<u>0%</u>
<b>NET CHANGE IN FUND BALANCE</b>	1	<u>\$ 2,707</u>	<u>\$ (2,706)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>22,983</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 22,984</u>			

**TOWN OF COLUMBINE VALLEY  
ARAPAHOE COUNTY OPEN SPACE FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE ONE MONTH ENDED JANUARY 31, 2022**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
<b>REVENUES</b>				
Arapahoe County open space revenues	\$ -	\$ 46,114	\$ (46,114)	0%
ACOP interest	17	184	(167)	9%
<b>Total revenues</b>	<u>17</u>	<u>46,298</u>	<u>(46,281)</u>	<u>0%</u>
<b>EXPENDITURES</b>				
Nevada ditch	861	30,000	(29,139)	3%
<b>Total expenditures</b>	<u>861</u>	<u>30,000</u>	<u>(29,139)</u>	<u>3%</u>
<b>NET CHANGE IN FUND BALANCE</b>	(844)	<u>\$ 16,298</u>	<u>\$ (17,142)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>489,744</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 488,900</u>			

**TOWN OF COLUMBINE VALLEY  
IMPACT FEES  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE ONE MONTH ENDED JANUARY 31, 2022**

	Unaudited			Percent of
	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Annual Budget (8% YTD)
<b>REVENUES</b>				
Impact fees	\$ 50,800	\$ 292,100	\$ (241,300)	17%
Interest	31	145	(114)	21%
<b>Total revenues</b>	<b>50,831</b>	<b>292,245</b>	<b>(241,414)</b>	<b>17%</b>
<b>EXPENDITURES</b>	-	-	-	-
<b>Total expenditures</b>	-	-	-	-
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>50,831</b>	<b>292,245</b>	<b>(241,414)</b>	<b>17%</b>
<b>OTHER FINANCING USES</b>				
Transfer to capital	-	(9,520)	9,520	0%
<b>Total other financing uses</b>	-	(9,520)	9,520	0%
<b>NET CHANGE IN FUND BALANCE</b>	50,831	\$ 282,725	\$ (231,894)	
<b>BEGINNING FUND BALANCE</b>	876,843			
<b>ENDING FUND BALANCE</b>	<b>\$ 927,674</b>			

**TOWN OF COLUMBINE VALLEY  
TRANSPORTATION FEES  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE ONE MONTH ENDED JANUARY 31, 2022**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
<b>REVENUES</b>				
Transportation fees	\$ 3,379	\$ 90,000	\$ (86,621)	4%
<b>Total revenues</b>	<u>3,379</u>	<u>90,000</u>	<u>(86,621)</u>	<u>4%</u>
<b>EXPENDITURES</b>	-	-	-	-
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	3,379	<u>\$ 90,000</u>	<u>\$ (86,621)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>107,339</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 110,718</u>			





# Town Administrator's Report

*February 2022*



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

Tel: 303-795-1434  
Fax: 303-795-7325  
[jdmccrumb@columbinevalley.org](mailto:jdmccrumb@columbinevalley.org)





## Communications & Administration

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- Updates to the Town's municipal code and employee handbook continue. The handbook is currently being reviewed by Employers Council to ensure compliance with all state and federal laws and should be ready for adoption by the Trustees at the April meeting.
- Human Resource firms are being interviewed to provide professional support to the Town Administrator and Chief of Police in an on-call capacity. Support will be extended for ongoing compliance audits, employee onboarding and transitions, and other services as needed.
- The Town is currently looking for a new public works/maintenance support contractor to support Staff at Town Hall and throughout Columbine Valley. This has been a challenging position to keep staffed based on the expertise required and hours/compensation allotted. Until filled, some regular maintenance and projects will be reprioritized.
- Staff is now in full planning mode for the summer concerts and 4th of July activities, including the second annual 5K Fun Run.
- The Capital Improvement Program, initially set for review by the Trustees this month, has been pushed back to March due to staffing challenges at Town Hall.



### Town Website Feb. Statistics

899

Visitors

2,961

February Page Views

### Top Pages

Police Department

Building Permits

Newsletters

Town Staff

### Town Directory

A postcard was mailed to all residents in January about the Town directories.

Approximately 130 households have picked up a printed directory at Town Hall.

Approximately 45 households have opted-in to participate in the online directory through DirectorySpot.

No households have opted out of the online directory aside from those few who have opted out of all directories.





## Public Works Department

- **Town Wall:** Repairs to the damaged section of the Burning Tree brick wall have been completed. The damage had been caused by an auto accident and the repair process involved many contractors and multiple sub-projects. Original excavation was required to determine the stability of the foundation. New drawings were designed after a thorough structural engineering review. Demolition then took place followed by pouring of a new concrete foundation. After working with many brick manufacturers, acceptable bricks that have a similar appearance to the existing wall were located and installed.
- **Fleet:** Repairs this month included replacing a broken power switch on the salt spreader, replacing a broken wiper transmission on the Expedition and replacing a broken eye bolt on the Gator plow. The F350 also passed emission testing as it went for registration renewal.
- **Wild Plum:** The underdrain system on Wild Plum Lane is designed to move water runoff into the stormwater system. After installation, it was buried, but never tested. The inlets have all been uncovered and testing has started in each section as the house goes through final inspections. The entire system has been jet washed and video scoped. Repairs are made to the pipe as deficiencies are detected.

### January Snow Report

- High of 63, Low of -2
- 6 days with plowing activity
- 19.9" of accumulated snow
- 0" of rain
- 3 days with salt spreading activity

## Municipal Court

	<u>2021</u>	<u>2021 YTD</u>	<u>2022 YTD</u>
<b>Jan</b>	\$2,816.00	\$2,816.00	<b>\$8,264.00</b>
<b>Feb</b>	\$11,445.00	\$14,261.00	
<b>Mar</b>	\$13,540.00	\$27,801.00	
<b>Apr</b>	\$15,330.12	\$43,131.12	
<b>May</b>	\$13,577.12	\$56,708.24	
<b>June</b>	\$11,777.00	\$68,485.24	
<b>July</b>	\$5,895.00	\$74,380.24	
<b>Aug</b>	\$8,090.00	\$82,470.24	
<b>Sept</b>	\$3,276.80	\$85,747.04	
<b>Oct</b>	\$6,856.45	\$92,603.49	
<b>Nov</b>	\$11,440.00	\$104,043.49	
<b>Dec</b>	\$11,777.12	\$115,820.61	

### February Total Stats

- Total paid before Court: 47
- Total on docket: 43
- Cases heard by Judge: 24
- Continuances: 3
- Default Judgments 3
- Stays of Execution: 1
- Classes Ordered: 0
- Bench Warrants 5
- Trials 1



# 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 February 2022

Full Time Positions	6 of 6
Part Time Positions	2 of 4
Regular hours	890
OT hours worked	91.5
Off Duty	0
PTO	95

### January 2022 Violations

#### Number of Tickets per Violation

Charges For the Date Range 1/1/2022 Thru 1/31/2022

Qty	Charge
15	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
14	703(3) FAIL TO STOP AT A STOP SIGN:
2	603 TRAFFIC CONTROL DEVICE:
1	204(1) HEADLAMPS (FAIL TO DISPLAY HEADLIGHTS):
1	201 OBSTRUCTED VIEW:
1	BMC 16-12 OUTDOOR STORAGE PROHIBITED:
1	1402(1) CARELESS DRIVING:
1	206 TAIL LIGHT:
0	
<b>36</b>	<b>Total Number of Violations Issued</b>



# Monthly Case # Report

<b>Event Date</b>	<b>Case Number</b>	<b>Situation Reported</b>
01/29/2022 09:23:26 PM	CV22-0000017	TRAFFIC ARREST IP
01/26/2022 09:14:31 PM	CV22-0000016	TRAFFIC ARREST IP
01/26/2022 10:34:47 AM	CV22-0000015	LOST PROPERTY IP*
01/24/2022 12:11:55 AM	CV22-0000014	COVER OTHER AGENCY IP
01/22/2022 08:31:36 PM	CV22-0000013	POSS SHOTS FIRED IP
01/21/2022 03:15:34 PM	CV22-0000011	Burglary
01/21/2022 03:10:07 PM	CV22-0000012	Theft
01/21/2022 12:55:49 AM	CV22-0000010	TRAFFIC STOP IP
01/19/2022 03:26:29 PM	CV22-0000009	Property Accident
01/17/2022 08:57:40 PM	CV22-0000008	TRAFFIC ARREST IP
01/15/2022 09:14:50 AM	CV22-0000007	Property Accident
01/13/2022 05:43:13 PM	CV22-0000006	ANIMAL CALL IP*
01/09/2022 05:47:51 PM	CV22-0000005	DUI IP
01/09/2022 01:26:26 PM	CV22-0000004	Theft from Motor Vehicle
01/04/2022 01:03:21 PM	CV22-0000003	TRAFFIC STOP IP
01/04/2022 08:02:54 AM	CV22-0000002	WELFARE CHECK IP
01/01/2022 07:57:10 PM	CV22-0000001	TRAFFIC STOP IP







ESTRAINING ORDER VIO IP									
Robbery									
ROBBERY IP									
Runaway									
UNAWAY IP									
SAFE 2 TELL									
SELECTIVE ENFORCEMENT IP*				15					15
Sex Assault									
SEX ASSAULT IP									
Sex Crime									
SEX CRIME IP									
Shots Fired									
SHOTS FIRED IP									
Suicide Attempt									
SUICIDE ATTEMPT IP									
SUICIDE COMPLETED IP									
SUICIDE THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP	1								1
SUSPICIOUS PERSON IP	1								1
SUSPICIOUS VEHICLE IP									
Theft			1						1
Theft from Motor Vehicle			1						1
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP			3						3
Traffic Complaint									
TRAFFIC COMPLAINT IP									
TRAFFIC OBSTRUCTION IP	2								2
TRAFFIC STOP IP	50								50
TRANSPORT IP									
trespass to Property									
RESPASS TO PROPERTY IP	1								1
trespass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP	4								4
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
<b>Total</b>	<b>77</b>	<b>34</b>	<b>16</b>						<b>127</b>





**Request for Board of Trustee Action**

**Date:** February 15, 2022

**Title:** Trustee Bill #1, Series 2022 – Sanitary Measures (1<sup>st</sup> Reading)

**Presented By:** Lee Schiller, Town Attorney

**Prepared By:** Lee Schiller, Town Attorney

**Background:** At their meeting in January 2022, the Board of Trustees identified concerns regarding an increase in roll-off style dumpsters in the Town right-of-way. At that time, staff was directed to research solutions and bring an ordinance for the Trustees to consider.

**Attachments:** Trustee Bill #1, Series 2022 - Sanitary Measures (1<sup>st</sup> Reading)

**Suggested Motion:** “I move to approve Trustee Bill #1, Series 2022 on 1<sup>st</sup> reading as presented.”

**OR**

“I move to approve Trustee Bill #1, Series 2022 on 1<sup>st</sup> reading with the following changes.....”



TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 1  
SERIES OF 2022

INTRODUCED BY  
ED ICENOGLA

**A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY  
CONCERNING SANITARY MEASURES AT CONSTRUCTION SITES**

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

Section 1. Section 15.08.070 shall be amended to add the following:

15.08.070. Sanitary Measures at Construction Sites.

- (a) Prior to the commencement of construction of any residential or commercial building on any building site within the Town, the owner of the site or the contractor shall place an enclosed portable toilet on the site at a location to be determined by the building official. The portable toilet shall remain on the site from the commencement of overlot grading until indoor toilet facilities on the site are available for use. The toilet shall be removed prior to a request for a certificate of occupancy. The building official may require that more than one (1) portable toilet be placed on a building site if he or she determines that proper sanitation requires more than one (1) toilet.
- (b) Prior to the commencement of construction of any residential or commercial building on any building site within the Town, the owner of the property or the contractor shall place on the site, at a location approved by the building official, a trash-retaining receptacle and/or dumpster of size sufficient to cause retention of trash, paper, lunch bags, shingles, tar paper and other items which could be blown about by the wind. By 6:00 p.m. each day, the owner of the site or the contractor shall deposit or cause to be deposited in the receptacle all trash which could be blown about by the wind. The trash receptacle or dumpster shall be regularly serviced so as to preclude the contents from becoming airborne. The trash receptacle or dumpster shall be located on the construction site. In addition any owner of property in the Town who desires to use a trash receptacle or dumpster for purposes other than use at a construction site, shall be subject to the requirements and conditions set forth in this subsection (b) and locate the trash receptacle or dumpster on the property owner's property
- (c) A failure to provide the portable toilet or trash enclosure required by Subsections (a) and (b) hereof shall be the basis for the immediate issuance of a stop work order.
- (d) Trash receptacles or dumpsters shall not be located within any right of way and in no event shall a trash receptacle or dumpster be located within five feet of any property line.
- (e) Trash receptacles or dumpsters shall be removed with thirty days after being placed into use or if applicable, prior to issuance of a certificate of occupancy, whichever occurs first.

Section 2. That should any section, clause, sentence, part of portion of this ordinance be

adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or 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. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 1, Series of 2022, at a regular meeting of the Board of Trustees held at the Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 15<sup>th</sup> day of February 2022, passed by a vote of \_\_\_ for and \_\_\_ against on first reading; passed on second reading, after a meeting held on the 15<sup>th</sup> day of March, 2022, at a regular meeting of the Board of Trustees by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against and ordered published in the Littleton Independent on the \_\_\_ day of \_\_\_\_\_, 2022.

PASSED AND APPROVED this \_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Roy Palmer, Mayor

Attest: \_\_\_\_\_  
JD McCrumb, Town Clerk

Published: \_\_\_\_\_, in the Littleton Independent Newspaper



**Request for Board of Trustee Action**

**Date:** February 15, 2022

**Title:** Trustee Bill #2, Series 2022 – Concerning Insurance (1<sup>st</sup> Reading)

**Presented By:** Lee Schiller, Town Attorney

**Prepared By:** Lee Schiller, Town Attorney

**Background:** It is standard practice, but not a requirement by Town municipal code, for contractors applying for a license to perform work in Columbine Valley to provide general liability and (when appropriate) workers compensation coverage.

**Attachments:** Trustee Bill #2, Series 2022 – Concerning Insurance (1<sup>st</sup> Reading)

**Suggested Motion:** “I move to approve Trustee Bill #2, Series 2022 on 1<sup>st</sup> reading as presented.”

**OR**

“I move to approve Trustee Bill #2, Series 2022 on 1<sup>st</sup> reading with the following changes.....”

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 2  
SERIES OF 2022

INTRODUCED BY  
ED ICENOGLE

**A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY  
CONCERNING CONTRACTOR INSURANCE**

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

Section 1. Section 15.50.060D shall be amended in its entirety as follows:

15.50.060D. Proof of Insurance.

(a) Every contractor shall procure workers' compensation coverage as required by state law and general liability coverage with the following minimum limits:

- (1) General aggregate: two million dollars (\$2,000,000.00).
- (2) Products, completed operations: two million dollars (\$2,000,000.00).
- (3) Personal and advertising injury: one million dollars (\$1,000,000.00).
- (4) Each occurrence: one million dollars (\$1,000,000.00).

(b) No contractor's license shall be issued under this Article until the following documents are filed with the building official:

(1) A statement or certificate signed by an authorized agent of an insurance company licensed to do business in the State, stating that a policy or policies have been issued to the applicant with the coverage amounts set forth in Subsection (a) hereof, and including the effective date and expiration date of the policy or policies; and

(2) A copy of an endorsement to the policy requiring at least thirty (30) days' prior written notice to the building official of cancellation of the policy for any reason.

(c) In the event of cancellation of any policy required by this Section, the building official shall immediately suspend the contractor's license. The license shall be reinstated when the licensee furnishes the documentation required by Subsection (b) hereof.

Section 2. That should any section, clause, sentence, part or portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or 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. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning

of the laws of the State of Colorado.

Introduced as Trustee Bill No. 2, Series of 2022, at a regular meeting of the Board of Trustees held at the Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 15<sup>th</sup> day of February 2022, passed by a vote of \_\_\_ for and \_\_\_ against on first reading; passed on second reading, after a meeting held on the 15<sup>th</sup> day of March, 2022, at a regular meeting of the Board of Trustees by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against and ordered published in the Littleton Independent on the \_\_\_ day of \_\_\_\_\_, 2022.

PASSED AND APPROVED this \_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Roy Palmer, Mayor

Attest: \_\_\_\_\_  
JD McCrumb, Town Clerk

Published: \_\_\_\_\_, in the Littleton Independent Newspaper



**Request for Board of Trustee Action**

**Date:** February 15, 2022

**Title:** Planning and Zoning Commission Appointments

**Presented By:** J.D. McCrumb, Town Administrator

**Prepared By:** J.D. McCrumb, Town Administrator

**Background:** Per section 2.44.020 of the Columbine Valley Municipal Code, the Board of Trustees may appoint six qualified individuals to serve in the capacity of Planning and Zoning Commissioner and up to five qualified individuals to serve in the capacity of Alternate Commissioner. Each Commissioner is appointed to a term of four years and Commissioner terms should be staggered.

The Town Planner and Town Administrator recommend to the Board the reappointment of Commissioners Sandy Graham and Eric Chekal to seats on the Planning and Zoning Commission and Cinamon Watson as an alternate on the Planning and Zoning Commission. Each of these nominees would serve four years terms to expire on January 19, 2026.

Commissioners Dale Irwin, Jeff Sahr, Jay Neese, and Hailey Theil, and Alternate Commissioners Pam Eller and Jack Scheu are all currently serving terms set to expire on January 16, 2024.

**Attachments:** None

**Staff Recommendations:** Approve as presented

**Recommended Motion:** “I move to approve the appointment of Sandy Graham and Eric Chekal to seats on the Planning and Zoning Commission and Cinamon Watson as an alternate on the Planning and Zoning Commission until January 19, 2029.