



TOWN OF WELLINGTON

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BOARD OF TRUSTEES

April 12, 2016

LEEPER CENTER – 3800 WILSON AVE.

REGULAR MEETING – 7:30 PM

AGENDA

CALL TO ORDER - PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS TO OR DELETIONS FROM THE AGENDA

CONFLICTS OF INTEREST

PUBLIC TO BE HEARD ON NON-AGENDA ITEMS

CORRESPONDENCE

PRESENTATIONS

CONSENT AGENDA

- Board of Trustee Minutes for March 22, 2016
- Planning Commission Minutes for March 7, 2016
- Park Advisory Board Minutes for January 19, 2016
- Park Advisory Board Minutes for February 16, 2016
- Community Activities Commission Minutes for February 15, 2016
- Boxelder Basin Regional Stormwater Authority Minutes February 24, 2016 & March 3, 2016
- Municipal Court Report – April 6, 2016

OLD BUSINESS

1. Ordinance 4-2016 - Amending 2015 Budget
2. Ordinance 5-2016 - Amending Code – Non conforming Uses and Structures
3. Resolution 10-2016 - Appointment to the Planning Commission
4. Resolution 11-2016 - NYPUM
5. Appointment to Parks Advisory Board
6. Main Street Update
7. Proposal – Bidding Services for Old Town Street Repairs
8. TST Change Order – Additional Work Windsor Ditch Crossing
9. Purchase Request – Pickup Truck for Utilities Department
10. Purchase Request – Compaction Wheel Attachment for Mini Excavator
11. Purchase Request – Fence for Cemetery and East Side Pedestrian Crossing Trail
12. Town Administrator Annual Evaluation

NEW BUSINESS

1. Oaths of Office for Elected Trustees
2. Resolution 12-2016 Appointing Mayor Pro Tem
3. Resolution 13-2016 – Appointing Town Officers
4. Resolution 14 – 2016 Appointing the Board of Trustee Members to the Library Board
5. Resolution 15-2016 – Appointing Members Trustee Members to the Planning Commission
6. Resolution 16-2016 – Street Closures for Farmers Market
7. Resolution 17-2016 – Substantial Compliance for Patterson Annexation and Setting Public Hearing
8. Ordinance 6-2016 – Amending Municipal Code for Multi-family in Commercial Districts
9. The Knolls Homeowners Association Covenants Regarding Hose Bibs
10. Request from Chamber of Commerce/Economic Development Committee – Liaison – Town Staff
11. Purchase Request –Wilson Well Electric Upgrade
12. Purchase Request –Chlorine Analyzers
13. Discussion – Thimmig Property
14. Bills for Approval
15. Town Attorney Update
16. Town Administrator Update

SCHEDULING OF WORK SESSIONS

OTHER

13. Executive Session

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
April 12, 2016

The Regular Board Meeting was called to order at 7:30p.m. April 12, 2016 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: TRAVIS HARLESS, MATT MICHEL, TIM SINGEWALD,
ASHLEY MACDONALD, LARRY NOEL, RAYMOND
BILLINGTON and JACK BRINKHOFF

TRUSTEES ABSENT: None

PRESIDING: JACK BRINKHOFF, MAYOR

ALSO PRESENT: LARRY LORENTZEN, TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
MIKE CUMMINS, FINANCE DIRECTOR
MIKE BEAN, UTILITIES SUPERINTENDENT
JIM MILLER, PUBLIC WORKS SUPERINTENDENT
BRAD MARCH, TOWN ATTORNEY
DON SILAR, TOWN ENGINEER

Additions to or deletions from the agenda

None

Conflicts of Interest

None

Public to be heard on non-agenda items.

Chuck Cross, of 4202 Alder Creek Lane, asked if the threats talked about at the last meeting were physical or verbal. Trustee Singewald said it was verbal. Mr. Cross commented about Conflict of Interest issues. He asked Trustee Singewald about an email that related to information he got from talking with representatives from the Boys & Girls Club and from the Chamber. He asked if Trustee Singewald was getting this information as a Trustee and could any citizen get the same information. His concern was that the information was then given out to the members of his Homeowners Association (HOA) and if that information was gathered while he was acting as a Trustee would that not be a conflict. He charged Mr. March to pull the State Statute on Conflict of interest and make sure all the Board members understand. Mayor Brinkhoff asked if this is an item that could be discussed at the next work session. Mr. March said that he would bring it back in a work session. Mr. Cross ended by stating that the current board members needed to find a way to work together, because they are not working for the good of the community. There was further discussion about participation of Trustees on HOA boards.

John Chismar asked for directional signs to the parks. He said because voter registration was so low could informational bulletin boards be placed by the mailboxes so information can be posted. Mayor Brinkhoff said we can look into both items.

Correspondence

None

Presentations

None

Proclamations

None

Consent Agenda

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Trustee Macdonald said on page 4 there was a group that was raising funds for the design. It was not specified that it was the Boys and Girls Club.

Trustee Singewald said there were a couple HOA representatives at the last meeting and he did not see their comments reflected in the minutes. Ms. Sullivan said that there was a comment made, but she could not hear the name of the person on the recording and that person did not sign in on the sheet.

There was a correction on the spelling of a name.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MICHEL SECONDED to approve the consent without the minutes from the March 22 Board of Trustee Meeting. Roll call was taken and the motion passed unanimously.

OLD BUSINESS

1. Ordinance 4-2016 – Amending 2015 Budget

Mr. Lorentzen said we had some items that went over budget and we need to amend the budget before the audit. He explained that even though the expenditures went over budget we had the revenue to cover the expenditures. Trustee Singewald said when we approved the expenditures why do we not amend the budget. Mr. March said that the Board approves the payment knowing that that the budget would have to be amended all at once at the end of the year. Trustee Singewald suggested noting when the Board approved the amended items so it does not look like it was a surprise. There was further discussion about the parks fund.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MICHEL SECONDED to approve Ordinance 4-2016 an ordinance amending the fiscal year 2015 general fund, street fund, sewer fund, storm drainage fund, conservation trust fund, park fund and library trust fund budgets to defray expenses for the Town of Wellington, Colorado During the Fiscal year 2015 and declaring an emergency. Roll call was taken and the motion passed unanimously.

2. Ordinance 5-2016 – Amending Code – Non Conforming Uses and Structures

Mr. Lorentzen explained that when the municipal code was recodified in 2007 the section on non-conforming uses was changed with regard to repair or replacement of a structure. The previous code only allowed replacement to a non-conforming use structure if damage was less the fifty percent of cost of the structure. If not the use would have to go away. This ordinance would change the code back to the previous code regarding non-conforming use repair or replacement based on the fifty percent requirement. Mayor Brinkhoff said this change was recommended by the Planning Commission.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to approve ordinance 5-2016 amending Municipal code on non-conforming uses and buildings. Roll call was taken and the motion passed unanimously.

3. Resolution 10-2016 – Appointing to the Planning Commission

Mr. Lorentzen said that this was to fill the remainder of Jim Flowers term. Bonnie Dawdy the only applicant that was in attendance for the interviews by the Planning Commission. They recommended the appointment of Bonnie Dawdy to the Planning Commission.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MACDONALD SECONDED to approve resolution 10-2016 appointing Bonnie Dawdy to the Planning Commission. Roll call was taken and the motion passed unanimously.

4. Resolution 11-2016 – Nation Youth Program Using Minibikes (NYPUM)

Meghan Jordon and Dan Dressel, representing NYPUM

Mr. Dressel said they work for the Jacob Center that works with at risk youth and Larimer County. He explained how the program works and what type of area they need to teach the youth how to ride minibikes safely. They would need use of the property 2 to 3 times a week for a couple of hours. Mayor Brinkhoff asked what the duration is of the program. Mr. Dressel said the program runs year round, but they only ride when weather permits. The riding time would be between 4:30 to 6:00 pm Monday, Tuesday and Wednesday. Mayor Brinkhoff asked if other people would be allowed to ride. Mr. Lorentzen said in 2009 the Board adopted an ordinance allowing the use for special events only and a resolution allowing use of the property for this program only and they would have to provide signage that it would be trespassing for anyone else to use the property. This resolution would replace the previous resolution allowing NYPUM to use the property. Trustee Harless asked who would do any maintenance. Mr. Lorentzen said the town did go out and grade the property, but it would be the responsibility of the program to maintain. Trustee Singewald asked if the town would need additional insurance. Mr. Lorentzen said the resolution requires them to provide insurance. There was discussion about the location and whether the builder of the homes adjacent to this property had been notified. Mr. Lorentzen said the builder had not been notified because this program had already been approved. Mayor Brinkhoff suggested a stipulation that the program could be cancelled if there were complaints. Trustee Noel asked how many riders would they have at one time. Mr. Dressel said no more than ten. He said after 21 riding lessons they take them out on trails. It was decided to allow the program to run until December 31, 2016 and have them come back to renew the program. There was a question about whether it was for just at risk youth. Meghan Jordon explained that the program is run through the Larimer County Department of Human Services and they have 50% at risk youth, 25% probation, and 25% from the community.

TRUSTEE HARLESS MOVED AND TRUSTEE BILLINGTON SECONDED to approve Resolution 11-2016 for the use of Town property by National Youth Program Using Minibikes for a period ending December 31, 2016. Roll call was taken Trustees Harless, Macdonald, Noel, Billington and Mayor Brinkhoff voted for Trustees Michel and Singewald voted against motion passed.

5. Appointment to Parks Advisory Board

Mayor Brinkhoff said the appointment is to fill an opening and the applicant had previously served on the Board.

TRUSTEE SINGEWALD MOVED AND TRUSTEE BILLINGTON SECONDED to appoint Lorilyn Bockelman to the Parks Advisory Board. Roll call was taken and the motion passed unanimously.

6. Main Street Update

Shane Armstrong, representing the main street program

Mr. Armstrong updated the Board on the following items:

- Thanked Board and Mayor for signing the application for the grant for the LED sign. Demonstration at the work session on April 26th.
- Business Grant – One business will not be able to finish their project until spring. An extension was given on deadline.
- New Entry Sign – Sign will not be ready until Mid-May.
- Flower Planters and light pole banners – Flower planters have been picked up by the nursery and will be delivered in May. Contact with Xcel Energy for amendment to the agreement of putting banners on 6th Street. They will only allow six more banners on the South end of 6th Street. Mr. March commented on the amendment to the agreement.
- Summer Concerts – Four Summer concerts have been scheduled. Received \$4,000.00 from the Bohemian Foundation to help sponsor the concerts. Requesting Towns support by allowing the use of Centennial Park and staff assistance in setting up the staging and sound system. Dates have been set as following
 - Thursday June 23 – DaddyRab
 - Saturday July 23 – Choice City Jazz Band
 - Saturday August 20 – Switchman Sleepin’
 - Thursday September 8 – Off the Clock

Working on better ways to advertise events to surrounding areas. Would like events to be added in the water billing.

- Beer Sales at Concerts – Looking into beer sales at the concerts. The local brewery would like to participate. They would like town approval. Mayor Brinkhoff said they would have to have 501c3 status. Mr. Lorentzen said a resolution would have to be passed to allow the use of the park for the beer sales.
- Colorado Department of Transportation (CDOT) traffic study - There were some concerns about the proposed stripping of Cleveland Avenue. An additional meeting has been set for April 26 at 10:00am at the Main Street office.
- Work with the State Historical Fund for History Colorado for a Certified Local Government Winter Workshop on May 19 and 20 at the First National Bank, 4100 Harrison Ave. Speakers from History Colorado and Department of Local Affairs (DOLA),
- Downtown Historical Survey Inventory is underway. Will hold a public meeting in early June.
- The Main Street Program would like to take the lead in planning the scale, location and design of the Skateboard Park. Looking for Town support with input by community youth and with the town and Parks Advisory Board. Will apply for a GOCO grant. There was discussion about attending the Parks Advisory Board meeting.

7. Proposal – Bidding Services for Old Town Street Repairs

Don Silar said last year Tom Knostman did a report on the streets in the older part of town. This proposal is for multi-year implementation of the plan. Due to the water line work in Grant the streets plan for 2016 and 2017 have been switched. Mr. Knostman will be working with Jim Miller to fine tune the recommendations. There was further discussion about cost and possible overages with regard to the materials.

TRUSTEE HARLESS MOVED AND TRUSTEE MACDONALD SECONDED to approve Proposal from Stantec for Bid Package Engineering Services in an amount not to exceed \$22,991.00. Roll call was taken and the motion passed unanimously.

8. TST Change Order

Mr. Lorentzen said the \$2,500.00 is for the design of a ditch liner. He explained what changes have been proposed and Mr. March is working on what the town's portion of the work will be. The plans are still to put in 50-60 feet of 8-foot pipe so we can put in a crossing. Trustee Singewald asked when the pipe would be put in. Mr. Lorentzen said they will put in the pipe in July.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MICHEL SECONDED to approve the change order to TST Windsor Ditch design contract additional services in the amount of \$2,500.00. Roll call was taken and the motion passed unanimously.

9. Purchase Request – Pickup Truck for Utilities Department

Mr. Bean said this pickup would be for the on call person.

Trustee Singewald asked why we were purchasing so many vehicles. Mr. Bean explained that we had been getting older vehicles from the Larimer County Sheriff's Department. That program is no longer in effect so we have to look elsewhere for replacement vehicles.

Trustee Michel said that employees using Town vehicles need to be courteous to citizens and set a good example.

There was discussion about an inventory of vehicles.

Chuck Mayhugh, of 9049 Painted Horse, asked why not buy multiple vehicles with a fleet discount. Trustee Michel said we do get a discount.

TRUSTEE SINGEWALD MOVED AND TRUSTEE HARLESS SECONDED to approve purchase of ½ ton pickup truck in the amount of \$23,680.00. Roll call was taken and the motion passed unanimously.

10. Purchase Request – Compaction Wheel Attachment for Mini Excavator

Mr. Bean said this would be used for water meter service line repairs.

Trustee Singewald asked why only one bid. Mr. Bean said that there is only one made for attachment to the mini excavator.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to approve the purchase request on compaction wheel from Wagner Equipment in the amount of \$2,691.00. Roll call was taken and the motion passed unanimously.

11. Purchase Request – Fence for Cemetery and East Side Pedestrian Crossing Trail

Mr. Miller said this is for the completion of the fence along the south side of the cemetery and along the south side of the easement across the Chavez property. Mr. Lorentzen explained that as part of the easement agreement with Mr. Chavez we would put in a fence to keep people using the trail off their property.

Trustee Singewald asked about the number of bids. Mr. Miller said there were two bids. He had contacted a third but they would not just sell the materials they wanted to do the installation.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to approve purchase request for fencing materials in the amount of \$4,500.00. Roll call was taken and the motion passed unanimously.

12. Town Administrator Annual Evaluation

Mr. March said since this is typically done in executive session toward the end of the meeting.

NEW BUSINESS

1. Oaths of Office for Elected Trustees

Mayor Brinkhoff thanked the outgoing Trustees for their service.

Mr. Lorentzen gave the newly elected officials the oath of office.

2. Resolution 12-2016 – Appointing Mayor Pro Tem

TRUSTEE HARLESS NOMINATED AND TRUSTEE SATTLER SECONDED to approve Resolution 12-2016 appointing Tim Singewald as Mayor Pro-Tem. Roll call was taken Trustees Harless, Michel, Singewald, and Sattler voted for Trustees Macdonald, Cox and Mayor Brinkhoff voted against. Motion passed.

3. Resolution 13-2016 – Appointing Town Officers

Mr. March suggested that the appointment of the attorney should be of March, Olive, and Pharris LLC and take off the J Brad March, there have been issues in the past when an individual takes an office regarding compensation.

Trustee Singewald asked why these appointments are done on the first meeting of a new Board. Mr. March explained that the officers are appointed for a two-year period. He said the state statute requires having certain positions. He said the town administrator is not a required position, but the Town Code does provide for that. Mr. March read the statute where it specifies what positions have to be filled and has to be done within 30 days of the election. Mr. Lorentzen explained employment and appointment are two separate things. For example, Mr. Cummins is employed as the Finance Director, but is appointed as Treasurer.

Trustee Singewald asked if there is a contract with the Attorney. Mr. March said there is a contract, it does need to be updated.

TRUSTEE MICHEL MOVED AND TRUSTEE SINGEWALD SECONDED to approve Resolution 13-2016 appointing Town Officers with removal of J Brad March name. Roll call was taken and the motion passed unanimously.

4. Resolution 14-2016 – Appointing the Board of Trustees Members to the Library Board

TRUSTEE SINGEWALD MOVED AND TRUSTEE MICHEL SECONDED to approve Resolution 14-2016 appointing the Board of Trustees to the Library Board. Roll call was taken and the motion passed unanimously.

5. Resolution 15-2016 – Appointing Members Trustee Members to the Planning Commission

There are two positions for appointment to the Planning Commission. One is appointed by the Mayor and the second by the Board of Trustees.

Mayor Brinkhoff said this appointment would be Trustee Macdonald. He then brought up the liaison positions for other boards and asked if anyone wanted to change their positions. Trustee Michel asked Trustee Macdonald what other boards she would be on. Trustee Macdonald said she would resign from the CAC Board, the Chamber liaison and the EDC. Trustee Michel said he would like to step down from the Planning Commission. Trustee Cox said he would be interested in the Planning Commission. Trustee Michel said he would be interested in being on the CAC Board.

TRUSTEE MICHEL MOVED AND TRUSTEE HARLESS SECONDED to approving Resolution 15-2016 appointing Ashley Macdonald and Paul Cox to the Planning Commission. Roll call was taken and the motion passed unanimously.

Mayor Brinkhoff said that leaves a liaison open to the Chamber and EDC. These are not appointed positions so it would be a volunteer to attend the meetings. Trustee Sattler said he would be interested in volunteering for the Chamber and EDC.

Trustee Harless said the DCI analysis was that 3 members of the Board be on the Chamber, but that would make if necessary to be a public meeting where minutes are taken. Mr. March said having three members at the meeting may not require that minutes be take but it would have to be posted as an open meeting. Wendell Nelson, representing the Chamber of Commerce, said the Chamber has two roles, the first is to have a liaison between the Town and the Chamber Board of Directors, second is EDC was established to work with the town on economic development in the town. He said this position was filled by Alisa Darrow when she was Assistant Town Administrator. When she left Mr. Brinkhoff and Ms. Macdonald filled that position. They were thinking that Ryan Abbott would fill that position as the Assistant Town Administrator. Mr. Lorentzen said attending those meetings is a part of Mr. Abbott's job with regard to economic development. The Town is a member of the Chamber and there should be a Board Member that attends those meetings as a liaison. He mentioned that the EDC deals with leads that are required to keep confidential. Mr. March said the Chamber is not a governmental entity. Trustee Harless said the DCI suggested a governmental economic development committee. Trustee Macdonald agreed with Trustee Harless about the need to look at an economic development committee. Trustee Harless asked for a joint work session with the Chamber to discuss these issues. It was suggested a work session in May. Mr. Nelson said their EDC looks at areas not necessarily within the Wellington Town limits for potential businesses.

There was discussion about board members attending the Colorado Municipal League conference. <http://www.cml.org/newly-elected-resources/>

6. Resolution 16-2016 – Street Closures for Farmers Market

Julianne Harvey said these closures would be for 4th street between Cleveland and Harrison. They have special events on the third Thursday of the of the month and would like to keep the area safe for pedestrians.

Trustee Sattler asked if there would be any problem with the Filling Station. Ms. Harvey said she has worked with them in the past to use their lot for parking and special music. She would be meeting with them on the dates for this year.

TRUSTEE HARLESS MOVED AND TRUSTEE COX SECONDED to approve Resolution 16-2016. Roll call was taken and the motion passed Trustee Macdonald voted against.

7. Resolution 17-2016 – Substantial Compliance for Patterson Annexation and Setting Public Hearing

Darren Roberson, Sage Homes applicant.

Tom Dugan, representing applicant, explained that this property is located adjacent to the north west corner of the Sage Meadows subdivision Mayor Brinkhoff asked how many additional homes would there be. Mr. Dugan said this property has 2 existing homes on it currently and there would be 100 additional homes. Trustee Macdonald asked what price range these homes would be. Mr. Dugan said this would be developed as phase 5 of Sage Meadows which would be from 5 to 7 years out so prices could be between 200-250 thousand.

Mr. March explained the process for annexation of a property into the town limits. He said this is to make sure that certain criteria have been met before setting a public hearing. He went through the criteria that is listed in the resolution.

Trustee Michel said there are three houses on this land. How would they be affected. Mr. Dugan said that two of the homes would be platted lots and the third is a mobile home that will be removed.

Trustee Sattler asked who owned the homes. Mr. Dugan said the Patterson family owns the houses and the land. Mr. March said that the Patterson's have signed the annexation petition.

Trustee Singewald wanted to make sure with all the new growth that there would be dedicated green space between subdivisions in the future. Mr. Lorentzen said the design standards are requiring more green space including trail systems. This was implemented after most of the subdivisions that are currently being built. There was further discussion about at what number of population does the town start requiring more green space. Mr. Lorentzen said the ability to purchase property relies on sales tax.

Mr. Dugan said the three projects that Sage Homes has developed have averaged 33% open space in the subdivisions. Mr. Lorentzen said in the next comprehensive master plan update we can get the Parks Advisory Board and the Planning Commission together and work on this issue. There was discussion about how many buildable lots are currently available.

Ted Gantek, of 7303 Dunes, agreed with the need for open space and trail systems.

Kent Allen, 6863 McClellan, felt this project was good for the town, because the type of homes would be higher end and of higher quality.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MACDONALD SECONDED to approve Resolution 17-2016 finding substantial compliance with the Patterson Annexation Petition and Setting a Public Hearing Date for May 24, 2016. Roll call was taken and the motion passed unanimously.

The Board took a 10-minute recess at 10:10pm.

8. Ordinance 6-2016 – Amending Municipal Code for Multi-family in Commercial Districts

Mr. Lorentzen asked that this item be tabled because it might require publication as a public hearing.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to table Ordinance 6-2016. Roll call was taken and the motion passed unanimously.

9. The Knolls Homeowners Association Covenants Regarding Hose Bibs

Mr. March explained that the town requires the use of non-potable water for irrigation for those subdivisions that have access to a well. The town gives a reduction in the raw water fee on the building permits if the Developer puts in an irrigation line for the lots. The covenants in the Knolls did not allow outside hose bibs to force the homeowners to use the irrigation water. Some of the homeowners did put spigots in the garage for use in cleaning. This amendment allows outdoor spigots to be installed on the houses. The action would be for the Board to approve the change of article XX of the Knolls covenants conditional on final approval of the covenants by Mr. March. He said once the Knolls HOA approves the changes then the Board would pass a resolution. Trustee Harless asked if there would be any additional strain on the potable system. Mr. Lorentzen said the residents are still required to use the non-potable system for irrigation unless their pump fails and they request the use of potable water from the Town.

Sara Stolz and Nicole Singleton were in attendance representing the The Knolls HOA.

Trustee Sattler asked what the discount was for using the non-potable system. Mr. Lorentzen explained that the discount was 50% of the raw water fee. Mr. March said if there is a violation by a resident the town has the right under the covenants to charge them the difference between what they paid and the current fee, which could be about \$3,500.00. There was discussion about the HOA's process to change the covenants.

Mr. Bean had a concern that if the well system went down and the homeowner tried to connect the potable water into the sprinkler system there could be an issue with contamination if a backflow preventer is not used. Mr. Lorentzen suggested that in the case that the pumps were down and the town allowed the use of potable water for irrigation that the homeowners be notified that they would have to use a sprinkler attachment to the hose instead of connecting it to the in ground system.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to approve the amendment of Article XX of the Knolls covenants in the form provided. Roll call was taken and the motion passed Trustee Sattler voted against.

10. Request from Chamber of Commerce/Economic Development Committee – Liaison – Town Staff

Mr. Nelson suggested once the town has created an Economic Development Committee then the two committees can meet and discuss who does what and why. Trustee Harless asked that in the interim that Ryan Abbott and Trustee Sattler attend the Chamber and EDC meetings. Mr. Nelson said the next meeting would be next Wednesday at 3:00pm.

No action was taken.

11. Purchase Request – Wilson Well Electric Upgrade

Mr. Bean said this item was budgeted. He talked to several companies, but the bids were not a good comparison. Interstate Construction is the same company that did the work before. He explained what is needed to make sure the pump is running.

Trustee Cox asked why the budget amount was so high. Mr. Bean said he put in extra to cover the purchase of a new pump if needed.

TRUSTEE SINGEWALD MOVED AND TRUSTEE COX SECONDED to approve the purchase request for the Wilson Well Electric upgrade by Interstate Construction in the amount of \$25,599.00 plus up to \$5,000.00 for Xcel. Roll call was taken and the motion passed Trustee Macdonald voted against.

12. Purchase Request – Chlorine Analyzers

Mr. Bean explained that currently we have one analyzer and the state is requiring that we have one for each of our holding tanks. He would like to stay with the same brand of equipment as we already have so they will be compatible.

TRUSTEE MICHEL MOVED AND TRUSTEE HARLESS SECONDED to approve the purchase of Chlorine analyzers from Municipal Treatment Equipment in the amount of \$9,360.00. Roll call was taken and the motion passed Trustee Macdonald voted against.

13. Discussion –Thimmig Property

Mr. Lorentzen met with Mr. March, Kathy Wright and Chuck Mayhugh about moving forward to subdivide the Thimmig Property so they can start working on their development. The property would be divided into two parcels. The Boys and Girls Club parcel will have two lots. One for their club and one for future use possibly for a charter school. The difference in the concept plan would be changing the road from a horseshoe into a cul-de-sac. Mayor Brinkhoff said they are also working with a college about a vocational school. He said they have asked if the town would be willing to donate some of their property for the school. Mr. March said the town could possibly lease property to them, but if the town disposes of property it has to go to the voters. There was discussion about how the buildings would be used. Trustee Harless asked about the traffic. Mr. Mayhugh said the end of the street would be more like a round about where you could have multiple access points. Trustee Michel asked who would put in the road. Mr. Mayhugh said it would be joint between the Town and the Boys and Girls Club. Mr. Lorentzen said Northern Engineering who did the initial survey for the annexation would do the survey for the subdivision. Mr. March added that once the survey is done and all parties agree then the plat would come back to the Board for approval. There was a consensus to move forward.

14. Bills for Approval

Caselle	\$ 1,000.00
Timber Line Electric & Control	1,008.50
Lyons Gaddis	1,496.50
Hach	1,543.00
Bennett Premium Lighting	1,600.00
Seacrest Group	1,650.00
DPC Industries	1,716.00
ZEP Sales & Service	1,830.80
Sharp Brothers Seed Co.	1,943.50
Konica Minolta	2,303.01
Sport About	2,322.20
TST, Inc. Consulting Engineers	2,500.00
Ramey Environmental Compliance	2,621.87
JVA Consulting Engineers	6,121.50
Dana Kepner Co., Inc.	6,460.02
Traffic Signal Controls, Inc.	6,915.00
Stantec	23,680.00
Wells Fargo	36,747.29
ECI Site Construction Management, Inc.	47,021.00
HYDRO	<u>71,260.32</u>
	\$ 247,847.10

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to pay the bills in the amount of \$247,847.10. Roll call was taken and the motion passed unanimously.

15. Town Attorney Update

Mr. March updated the Board on the following:

- Conflict ordinance by the next meeting.
- Will get the Board a report on the water source issues.
- North Poudre Irrigation updating by laws would like to have him on a review committee.
- Deitzler matter has been settled.
- Will try to sit down with Tim Dowd about the particulars of the piping for the Windsor Ditch and to get a time from to get the work done.
- Meeting next week with Ryan Abbott on the personnel manual.
- Meetings with Boys and Girls Club
- Ordinance related to upgrading fees
- The Judge would be open to come and meet with the Board. Trustee Singewald suggested that Board members go to court and watch the proceedings.

Trustee Singewald asked about the Craig Harrison deal. Mr. March said he needed to get a report to the Board about this water source. Mayor Brinkhoff said there are still some logistic issues. Mr. March said Mr. Harrison is the representative for the owner. Trustee Singewald gave a report on what he had found with regard to this water source, including decrees and capacity. There is currently design for distribution of the water to the northern Colorado area. He said there is a company called Wright Water Engineers that could give us an analysis of the water sources. He would like to see a comparison of all the options. There was further discussion on this issue. There was a request to have Mr. Harrison do a presentation. Mr. March suggested that this issue should be discussed at a work session.

16. Town Administrator Update

Mr. Lorentzen gave the Board an update on the following:

- Meeting Friday with CDOT on the interchange signalization and the access study.
- Meeting Friday with John McGee and Stantec about the Garfield drainage project.
- The RFP for Engineering services for the Boxelder Basin Regional Stormwater Authority impervious surface survey went out this week.
- Meters to be installed next week at the Water Treatment Plant.
- Received the Letter of Credit from Doug Walker for the Bonfire Project. Still looking for standard for an RV dump.
- Planning Commission
 - Fuaud Faour
 - Site Plan for multi-family on lots north of the Grocery
 - Conditional use plan for Learning Center on one lot north of Grocery

Trustee Singewald asked what the learning center would be for. Mr. Lorentzen said that the Faour's are teachers and wanted to have a facility where class could be taught on multiple subjects they would also rent space to individual who wanted to teach classes. These would range from music to language and would be for children and adults.

Trustee Singewald asked if the water billing had been changed. Mr. Lorentzen said we started using a lockbox service to do the data entry. This will free up time for Ms. Atherton to work on collections and analysis. He would have to check with Mr. Cummins about the cost.

Trustee Singewald complained about the election process. Mr. Lorentzen said we sent out notes in two water bills and sent out the required notifications in the newspaper and placed it on the website. Ms. Sullivan explained the process for the state required notifications. There was discussion about how to better advertise for the elections.

Trustee Singewald asked about an Xcel bill for the Community Park. He asked how we could get paid. Mr. Lorentzen said he did not know that there was an outstanding bill. Trustee Cox asked who we are. Trustee Singewald said Buffalo Creek HOA. There was discussion about the change in the service.

Scheduling of Work Session

Open Meetings, Open Records and Rules for elected officials at 6:30pm.

13. Executive Session

None

Other

Trustee Harless asked Trustee Macdonald why she voted no on the purchase requests. Trustee Macdonald said she wanted to see more than one bid.

Trustee Michel asked if a digital sign showing the speed limit could be added to the flashing signs at the north end of the school zone. Mr. Lorentzen said we could get a cost estimate.

Trustee Michel asked when is the closure of the community park for repairs scheduled. Mr. Lorentzen said it has not been scheduled, but the park is technically not open. He is trying to get a meeting scheduled with ECI about the schedule.

Trustee Singewald asked if there was information about putting the street lights up at the intersection of Sixth and Washington. Mr. Lorentzen said he contacted Xcel and they assigned a designer and to contact him within 5 days to go look at the site. He would also be pushing the light at Third and Washington.

Trustee Singewald asked where the shares of the North Poudre carried in the budget. Mr. Lorentzen said they would be an asset in the water fund. They would not be something in the budget, but it would show in the audit.

Trustee Macdonald was contacted by Carolyn Reed of the Poudre School District about three items she wanted brought up at this meeting but could not attend because the School Board meets at the same time.

- Property Acquisition – Their preferred selected site has possible issues with an adjacent property owner, so they would like some alternative land options available for the public to look at and comment. They need approximately 100 acres. Letters were sent to property owners with no response.
- Fundraiser for Foundation for Better Teachers – on April 21st at the Hilton on 425 W Prospect from 7:00-7:30 am. If Board Members were interested they need to contact Carolyn Reed.
- April 26th will be the voting on the Long Range Plan.

Trustee Macdonald asked what the policy is for signs on public property. She asked for Code Enforcement to remove the signs. Mr. Lorentzen said they signs are not allowed at all.

Mr. Lorentzen said he received a question from the school district that he would send on to the Board for comments.

Regular Board Meeting

April 12, 2016

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Trustee Cox asked the Board members who are on HOA's if another representative from the HOA could present issues to the town like the Xcel bill mentioned. That way you would not have the perspective of having a conflict with the issue.

Trustee Sattler said he thought it was said that the equipment at the skate board park was dangerous. Mr. Lorentzen said it does take a lot of maintenance.

Trustee Sattler received a request from Travis Stevens for repainting of the cul-de-sac to allow for parking. Mr. Lorentzen said that parking in the cul-de-sac would not allow emergency vehicle to turn around. He would take a look at it.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to adjourn the meeting. Roll call was taken and the motion passed unanimously. Meeting adjourned at 11:55pm.

Respectfully Submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk