



TOWN OF WELLINGTON

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BOARD OF TRUSTEES

August 9, 2016

LEEPER CENTER – 3800 WILSON AVE.

Work Session – Capital Improvement Plan - 6:30pm

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 July 26, 2016
- Special Board of Trustee Minutes for August 2, 2016
- Planning Commission Minutes for July 11, 2016
- Park Advisory Board Minutes for June 21, 2016
- Municipal Court Report for August 3, 2016

OLD BUSINESS

1. Resolution 29-2016 – Support of Sales Tax Ballot - Mental Health/Detox/Substance Abuse Facility
2. Old Town Street Repairs

NEW BUSINESS

1. Main Street Update
2. Purchase Request – Driver Speed Feedback Sign for Sixth Street
3. Purchase Request – ArcInfo Publisher Software – for GIS
4. Discussion – Utility Code Changes to Reflect Current Operations.
5. Bills for Approval
6. Town Attorney Update
7. Town Administrator Update

SCHEDULING OF WORK SESSIONS

OTHER

8. Executive Session

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
August 9, 2016

Following a work session on Capital Improvement Plan the Regular Board Meeting was called to order at 7:31p.m. August 9, 2016 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: TRAVIS HARLESS, MATT MICHEL, TIM SINGEWALD,
ASHLEY MACDONALD, DANIEL SATTLER, and JACK BRINKHOFF

TRUSTEES ABSENT: PAUL COX

PRESIDING: JACK BRINKHOFF, MAYOR

ALSO PRESENT: LARRY LORENTZEN, TOWN ADMINISTRATOR
RYAN ABBOTT, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
MIKE CUMMINS, FINANCE DIRECTOR
PATTY LUNDY, ADMINISTRATIVE ANALYST
BRAD MARCH, TOWN ATTORNEY
DON SILAR, TOWN ENGINEER

Additions to or deletions from the agenda

Mr. Lorentzen said the agenda was amended to addition item 2 of the old business for the old town street repairs.

Trustee Michel asked for a discussion item to be added about the pickle ball courts. Mayor Brinkhoff suggested it be added as item 4b.

Conflicts of Interest

None

Public to be heard on non-agenda items.

Nathan Hubenka, of 7305 Indigo Run and Chuck Cross, of 4202 Alder Creek, presented the board with information regarding the materials and installation of a guardrail on the east side of the east frontage road along the Park Meadow subdivision. Mr. Hubenka said he said there are four contactors in the state that do this type of construction. Ideal Fencing Corporation of Erie Colorado was the only one willing to come up and look at the project. He said this quote is about half of the cost for cable type barrier. Through research, they found that the Park Meadows Subdivision owns the property to the frontage road. They would donate that property for the barriers. They contacted the utility companies and found that the service line runs under or to the east of the berm. They did not find any easements recorded. The quotes for materials are for new and used with a difference of about \$3,000.00. Mayor Brinkhoff thought there was a phone line in that area. He asked if the Home Owners Association (HOA) be putting in a portion of the cost or are they asking the town to pay the full amount. Mayor Brinkhoff said he thought the phone line ran outside the berm. Mr. Hubenka said he talked to Cemetery Link the line snakes back to the east. They would like the town to fund the project and the HOA would donate the property and maintain the guardrail. He said this reduction in cost is about half of what the state was quoting for the cable system. Mr. Cross said that the HOA meets tomorrow and he would find out if they wanted to participate. He explained what they would have to do to get a vote on the project.

The Board discussed different options in funding the project. There was a consensus of Board members to move forward on this issue. Most of the Board thought the town should contact Colorado Department of

Transportation (CDOT) again to see if they would participate in the project. They strongly suggested participation by the HOA. There was a concern that it would set a precedent. Trustee Sattler suggested the town look at a possible 5-year plan to address this type of project and set up something for future projects. Staff was instructed to write a letter and send it out to CDOT and other agencies. Mr. Lorentzen would work with Mr. Hubenka to get a list of contacts. The Board asked Mr. Cross to check with the HOA about participation in the project. It was decided to put this on the agenda for the September 27th.

Mr. March commented on the issue of ownership if the town pays for a portion of the project.

Correspondence

None

Presentations

None

Consent Agenda

- Board of Trustee Minutes for July 26 2016
- Special Board of Trustee Minutes for August 2, 2016
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Mr. March said there were some clerical errors. He sent corrections to Ms. Sullivan.

Trustee Singewald asked that the last sentence of the 6th bullet of the Town Attorney Update be restated so it does not sound like the money was missing. Mr. March would suggest an alternative.

Sgt. Rairdon mentioned that his comment under item 5 should read that they currently don't have any type of facility for juveniles.

TRUSTEE HARLESS MOVED AND TRUSTEE MICHEL SECONDED to approve the consent agenda with corrections. Roll call was taken and the motion passed Trustee Sattler abstained.

OLD BUSINESS

1. Resolution 29-2016 – Support of Sales Tax Ballot – Mental Health/Detox/Substance Abuse Facility
Trustee Singewald said he still had a problem with how the \$22 million would be spent. He attended a meeting where Sheriff Smith talked about the problems they were having but was non-committal to this project.

Laurie Stolen with Larimer County and Fred Garcia advisory board member of People for a Healthier Larimer County were in attendance to answer questions about the initiative that would be on the ballot in November.

Trustee Singewald said that we currently send people to the facility in Weld County, why not put money toward more employees and busses. Ms. Stolen explained that an assessment was done by outside consultants to show where the gaps are in the communities' critical services. The three areas are Detox, Acute Treatment for Mental Health Crisis and In-patient substance abuse. The budget covers client assistance, care coordination, and support funding for partnering with agencies such as housing authorities for additional permanent support of housing structures. The facility would have 35 beds and 59 full time staff. Ms. Stolen reviewed the services that would be provided and how they estimated what size the

building needed to be. She said the estimate also included increase in material cost for construction. She explained the pro-forma that was used for this project and would send a copy to the Board. She said the land would be donated by the County who would also maintain the facility. The sales tax allocation would be for 25 years and would cover the maintenance on the facility.

Trustee Macdonald asked how long have they been working on the project. Ms. Stolen said they started in 1999 and tried to take it to the voters in 2008 and it did not pass because it was associated with an increased tax for the jail. They tried again in 2011 but it was not published well and was turned down. They have been working on this initiative for 18 months. She said that this program is just to fill the gaps and alleviate the issues with taking clients to the hospital or to jail. It is less expensive to work with someone in house and be able to follow up with them then it would be by taking them to the hospital or jail where they are not getting the long term support that they need.

Trustee Singewald asked what other options they had looked at. Ms. Stolen said we could continue the way that we are, but we are not serving the community well. They had contacted the new facility in Johnstown, but they charge \$1,750.00 a day. The idea of our facility was to reduce the cost of treatment.

Trustee Sattler questioned how the \$440 per square foot fits in the compared to the other facilities. Ms. Stolen said county buildings are usually between \$250-\$300 dollars and Medical buildings are closer to \$500 per square foot.

Trustee Macdonald asked with the cost difference is between a jail bed a hospital bed and a bed in the proposed facility. Ms. Stolen said the cost for a hospital emergency room visit is about \$2,500 and inpatient bed starts at about \$12,000 depending on the procedure and length of the stay a day a jail bed is over \$100 a day and for every 30 people it would be a million dollars a year. In this facility it would depend on the treatment for example: detox treatment would be \$250.00 for a 3 to 5-day stay. Mr. Garcia commented that emergency services are more expensive because they have doctors and nurses available for all situations. In this facility detox has a nurse on call instead of a full medical staff. Mr. Garcia visited the facility in Greeley and on that day 60% of their patients were from Larimer County. In his visit Mr. Garcia asked what happens if they were full. The answer he was given was the patient might be send to Arapaho House in Thornton.

Trustee Singewald asked if they had looked at using existing buildings instead of new construction. Ms. Stolen said there weren't any existing buildings that were adequate to meet the needs of the project.

Trustee Singewald asked about the success rate of these facilities. Mr. Garcia said it depends on if they are able to receive support services after the initial detox. Currently those services are not readily available in Larimer County.

Trustee Harless asked for clarification on the statistic that 1 out of every 4 persons have a mental or substance abuse problem. Ms. Stolen said that statistic was based on a national average.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to approve resolution 29-2016 in support of sales tax ballot – Mental Health/Detox/Substance Abuse facility. Roll call was taken and the motion passed - Trustees Harless, Michel, Macdonald and Mayor Brinkhoff voted for. Trustees Singewald and Sattler voted against.

2. Old Town Street Repairs

Tom Knostman, of Diagnostic Design, said that there was a bid opening in July for street work project and the town did not receive any bids. At the last meeting he was asked to contact contractors to see if there was any interest. He passed out bid evaluations received from three contractors. All Pro Paving does both concrete and paving. He went through the totals from each of the contractors. He pointed out the

items that were higher and why there was such a difference. He said All Pro Paving could start work in September and be ready to finish the Garfield portion of the project in October. He explained that the concrete work would be done first and then they could discuss how much of the paving could be completed this year. Mr. Knostman recommended awarding the bid to All Pro Paving.

Trustee Harless asked if any of the sidewalk would be repaired. Mr. Knostman said sidewalks that need repair will be repaired, but if there is not an existing sidewalk they will not put one in. He mentioned ADA ramps at intersections. Trustee Harless asked if it made sense to put a ramp in when there is no sidewalk. Mr. Knostman said if there is not a pathway to the intersection then they would not be required to put in the ADA ramps. Mr. Lorentzen suggested that Trustee Harless meet with him and Mr. Miller to look at the places that have been marked for repair.

Trustee Harless asked why Grant was being paved. Mr. Lorentzen said since Grant was switched with Garfield for this year's project Public Works put a skim coat on to hold it until we can schedule the work on the water and sewer lines.

Trustee Singewald asked who owns the sidewalks. Mr. Lorentzen said the sidewalks are the responsibility of the home owner to maintain. If there is a project to replace streets we look at the adjacent sidewalks to see if repairs are needed. The town has not pushed to have the sidewalks in the old part of town replaced.

TRUSTEE MICHEL MOVED AND TRUSTEE SINGEWALD SECONDED to award the street project to All Pro Paving LLC in an amount of \$400,000.00. Conditional on staff approval of which streets will be done this year. Roll call was taken and the motion passed unanimously.

NEW BUSINESS

1. Main Street Update

Wendy DuBord, Wellington Main Streets Executive Director, gave her monthly report.

- Main Street Director Recruitment – There are 7 applicants being reviewed. She thanked Trustees Macdonald and Harless for participating in the selection committee. Interviews to be held the week of August 22 – 26.
- New Entry Sign-Update – The entry sign has been ordered. Wellington Main Street Program has paid for half and it should be completed in September.
- Summer Concerts – The first 2 have gone well. The last 2 are Saturday August 20 and Thursday September 8.
- Downtown Historic Building Survey/Inventory is underway. The first report has come in on the brick building next to the hotel. The report is about 6 pages and it was the first phone exchange in the town. Reports available through Ms. DuBord.
- Mobile LED sign – Wellington Main Street Program has put in their portion and Ms. DuBord would get the portion from the Fire Department. Ms. DuBord said she would be working with Mr. Abbott and the vendor to set up delivery. Town would get the generator.
- Centennial Park – Joint Meeting with the Park Advisory Board on July 19. She listed the items that were suggested at the meeting.
 - New nature playground.
 - Move Holiday Tree to south east corner.
 - Locate donated canon.
 - Diagonal parking being considered on 4th St.
 - Find low-cost conceptual re-design from University of Colorado Denver (UCD). Ms. DuBord said she contacted Mike Tupa, from the program and will be meeting with him on August 23rd

at 10:00am in the Board Room at the Leeper Center to look at the conceptual re-design. She said the meeting is open to board members and the public. Trustee Sattler said he would attend the meeting and asked if any other board members would be attending. Since there were three interested in attending staff would post the meeting.

Trustee Singewald said the musical group at the last concert was very good. Ms. DuBord said with the monies from the Bohemian grant we are able to get higher quality groups. The only drawback to the grant is we have to use Fort Collins based groups.

Mr. Lorentzen asked if Ms. DuBord had heard from CDOT about the striping on Cleveland Avenue. Ms. DuBord said she received a call from Long Nguyen on Friday about 4:00pm. She emailed him but has not heard back from him. Mr. Lorentzen said Mike Crow was requesting that the town put together an access management plan. The town put out proposals and have received a couple back, but we don't want to spend a bunch of money if CDOT is not going to do the striping.

2. Purchase Request – Driver Speed Feedback Sign for Sixth Street

Mr. Lorentzen said this is for the flashing sign at the north end of Sixth Street. We have two quotes the one from Traffic Signal Controls for \$1,995.00 and one from Grainger is for \$3,500.00. He said Traffic Signal Controls is who we bought our other signal lights and they have provided good services.

Trustee Harless asked how it would be powered. Mr. Lorentzen said we have access to a power source close by.

TRUSTEE SATTLER MOVED AND TRUSTEE MACDONALD SECONDED to approve purchase request for driver feedback sign from Traffic Signal Controls Inc. in the amount of \$1,995.00. Roll call was taken and the motion passed unanimously.

3. Purchase Request – Arcinfo Publisher Software – for GIS

Mr. Lorentzen said this is the next step to implement the GIS program. This software will allow us to print and publish the maps we have in the GIS system. The software is \$2,500 and a laptop for Ms. Sullivan to be able to access the maps from the cemetery.

Trustee Sattler asked if citizens would be able to print maps. Mr. Lorentzen said we could put some maps on the website. He said they would have to download Arc Reader. We should be able to load the Cemetery maps. Ms. Sullivan said an Eagle Scout is working on a project with the cemetery information and hopefully that information could be integrated with our system to make it easier to search.

TRUSTEE MICHEL MOVED AND TRUSTEE SATTLER SECONDED to approve \$3,200.00 for the purchase of software and laptop. Roll call was taken and the motion passed unanimously.

4. Discussion – Utility Code Changes to Reflect Current Operations.

Mr. Cummins said staff would like to clean up the wording in the code to reflect our current operations. Chapter 13 Article 1 has sections that need to be revised or eliminated. The main item is eliminating any wording regarding deposits for new water/sewer accounts. The town stopped collecting deposits in 2005 because the State decided to impose interest rate on the deposits. The other issues to be eliminated are in 13-1-100 and 13-1-110 that give the homeowner the ability to read their own meters and submit the readings to the town. He said if the board is in agreement, these changes would be brought back at a future meeting as an ordinance.

Trustee Singewald asked why is the length of delinquent days being changed from 7 to 30 day. Mr. Cummins said this change is a notification to the owner that the town would be sending a lien to the County Treasurer for collection. Mr. Cummins said the notice for shutoffs would be extended from 7 to 10 days. The reason for these changes is to be able to show a customer what the requirements are when dealing with delinquent accounts.

Trustee Michel said the town is not charging the \$10 to shut the water off, but is charging \$25 for the water to be turned on. Mr. Cummins explained that we do not put a charge on the account to hang the door tag, but if they do not pay after receiving the door tag then we add \$25 to the account. The second offence within a 12-month period we charge \$50.

Trustee Singewald asked why the due date was changed from the 15th to the 20th of the month. Ms. Sullivan said that when she started we sent a bill on the 1st of the month and a reminder on the 15th of the month. Mr. Lorentzen said they still had five days after the second notice to pay. He said we eliminated the second bill to reduce the cost of paper and postage.

Trustee Singewald mentioned issues with renters. There was a discussion about the problems with notification and authorization of who pays the bill. The property owner is always responsible for the account. Staff is always willing to provide the property owner/landlord with account information when requested. Trustee Macdonald said there should be a procedure for a landlord to authorize the placing of a bill in the tenant's name. Mr. Lorentzen said we do have a procedure in place. Trustee Singewald asked what the threshold is for a shutoff notice. Mr. Cummins said 90 days. He said they would like to shorten that to 60 days. He would send the board a breakdown of the procedure. The code does not address the collections of the accounts. Ms. Lundy stated that at 90 days we had 117 door tags. It takes one person a whole day to post the tags. She explained that if we lower it to 60 days there will be an increase in the number of door tags and it will take more man hours to post the tags. Ms. Lundy answered several questions. The 117 door tags are about average for a month, but if we had a significant increase in the number of tags it could cause a problem because we need to have them delivered prior to the 10th to meet the due date of the 20th. They do see some of same delinquent accounts each month. Some people wait for the door tag before they pay. There was discussion about late fees. Ms. Lundy asked if the fee could be based on a percentage of the bill instead of a flat rate. Mr. March was asked to look into that.

Richard Seaworth, of 4283 White Deer Lane, said he has been a landlord for a long time and has seen what tenants will do to get out of getting shut off. The problem is if you shut them off and they have children then the town would be liable. He said the town does a good job. Mayor Brinkhoff said they are coming out with technology to allow enough water to be on for consumption, but probably not bathing or cleaning. There is also technology to be able to control the shutoff and turn on by phone.

No action was taken.

4b. Pickle Ball

Trustee Michel said he was approached by someone who had tried to use the tennis court in Wellington Community Park and had a hard time because the striping of the pickle ball courts was covering the lines. He submitted pictures of how the court was painted. He pointed out that one of the tennis courts had been striped for pickle ball, but the lines did not go outside the tennis court lines. The one they re-striped is with yellow paint and covers some of the tennis court lines. He mentioned that there has been a sign designating the courts as pickle ball courts and there is advertisement for lessons. Trustee Singewald addressed the approval of the striping for the pickle ball courts. He agreed that the color was not designated and the direction of the courts was different then he expected. Mr. Abbott said he met with Jay

Readinger and there are two pickle ball courts per side. Mr. Lorentzen said the other court meets the Pickle Ball Association standard for joint use of the courts with tennis. The way they have striped the court is when they are converting the use from tennis to pickle ball. Trustee Michel's issue was that this restriping defaced the tennis court. Trustee Macdonald asked if the regular tennis net could be used in Pickle Ball. Mr. Lorentzen explained that the net could be lowered the 3 inches needed to use it as a Pickle Ball court, but it does not help with running a tournament. Trustee Singewald said he would contact Mr. Readinger and bring this up in the Park Advisory Board.

5. Bills for Approval

Gallegos Sanitation	\$ 1,066.00
Power Service, Inc.	1,254.53
Falcon Environmental Corporation	1,536.65
NALCO	1,629.00
DPC Industries, Inc.	1,761.40
Colorado Department of Health	2,240.00
Dana Kepner	2,297.40
Hydro	3,399.23
Stantec	9,205.98
Courtesy Lawn & Tree Care	<u>12,162.50</u>
	\$ 36,552.69

Trustee Harless asked what chickweed is because it is listed on every bill. Mr. Lorentzen said the bill is for all of our spraying and it includes chickweed. He would check with Mr. Miller.

TRUSTEE SATTLER MOVED AND TRUSTEE MACDONALD SECONDED to approve the bills in the amount of \$36,552.69. Roll call was the taken motion passed unanimously.

6. Town Attorney Update

Mr. March updated the Board on the following:

- Overpass signal light – CDOT is now saying that we need a light on the west side of the overpass. He received an email from Gloria Hice-Idler and they are willing to do a study to see what type of signal would be warranted. They would look at waiving the requirement for the light or putting in a light on a wire instead of the pole lights. Mr. March said Journey is wanting to move forward with the bonding for the project.
- Mr. March had water issues discussion with
 - Richard Seaworth – really helpful, but no detail
 - Wright Engineering – gathering material to meet with town staff.
 - ELCO – no detail
 - Craig Harrison - no detail
 - North Poudre – no detail
- Meeting with Tim Dow about the Pedestrian Crossing – Still some confusion on location of the trail. Will meet again with Mr. Dow (attorney) and Jeff Smith (Engineer) about what we are doing. He spoke about the deeds for the properties along the ditch.
- Cannon owner wants to know how we are going to use it before they are willing to donate. There was a discussion at the Park Advisory Board meeting.
- Resolution for Bob's Rules at the next meeting

- Mr. March may possibly have a hearing on Thursday August 11th so might not make it to the retreat.
- A fence was built over North Poudre's water easement in Westgate. Mr. March and Mr. Lorentzen to meet with the builder on Thursday about the situation. He said there are other utilities in that easement.

7. Town Administrator Update

Mr. Lorentzen updated the Board on the following:

- Received 5 proposals for preliminary design of the trail between Washington and Jefferson. Interviewing 2 on Monday. Lorilyn Bockelman from the Park Advisory Board will sit in on the interviews.
- Proposals for access study of Highway one. Waiting for the striping plan to be done by CDOT.
- Discussion with Wellington Downs on the new requirement from CDOT the agreement was to do whatever CDOT requires.
- Wellington downs started infrastructure (without the letter of credit) and there was an issue with the water line which caused an outage on the eastside to the interstate. So once public works isolated the correct line it was too late for them to fill in the hole so they had to close down part of the street overnight.
- Meet with REA's engineer about the street lights on Washington.
- Planning Commission
 - Conditional use request for Multifamily on lot 10 Wellington Pointe was tabled for additional information and review by the Fire Department.
 - Conditional use for a Four plex on Harrison was approved and will be at the next Board meeting.
 - Thimmig Subdivision Plat was approved and will be at the next Board meeting.

Trustee Singewald asked why north Sixth Street was not striped so the utility man hole covers were in the turn lanes. He drove through and they were very bumpy. Mr. Silar said the man hole covers have the wrong lids. Instead of keeping the street closed any longer we allowed them to change them when the lids are available. Trustee Singewald said his issue wasn't the lids, but the drop from the road to the concrete collar. Mr. Silar said the concrete is supposed to be a ¼ of an inch lower than the asphalt. He would check on it.

Scheduling of Work Session

Start work on the Capital Improvements Plan(CIP) at 6:30pm

Other

Trustee Harless said that Trustee Cox was away on a family emergency.

Trustee Harless asked about the water smelling bad. Mr. Lorentzen said it is algae and we have already started treating it. Trustee Harless asked if the future redesign would take care of the problem. Mr. Lorentzen said we are looking at taking the standard media plant and change into a pretreatment plant using active carbon than run the water through the micro filtration plant.

Trustee Singewald asked if they found the check for the building. Mr. March said the county had not gotten back to him.

Trustee Singewald asked if everyone was attending the retreat on Thursday. There was only three people who would be attending and one who would be out of town. It was suggested the retreat be canceled.

Regular Board Meeting

August 9, 2016

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8. Executive Session – Town Administrator Evaluation

Not needed.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to adjourn the meeting. Roll call was taken and the motion passed unanimously. Meeting adjourned at 10:14pm.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk