



TOWN OF WELLINGTON

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BOARD OF TRUSTEES

October 25, 2016

LEEPER CENTER – 3800 WILSON AVE.

WORK SESSION – Budget 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 (time limit of 3 minutes per person)

CORRESPONDENCE

PRESENTATIONS

CONSENT AGENDA

- Board of Trustee Minutes for October 11, 2016
- Park Advisory Board Minutes for Special Meeting July 19, 2016
- Park Advisory Board Minutes for Meeting August 16, 2016
- Community Activities Commission Minutes for September 19, 2016

LIQUOR LICENSE REVIEW BOARD

1. Kum N Go – Renewal

WATER ENTERPRISE BOARD

1. Ordinance 1-2016WE – Amending Utility Code – Concerning Billing Procedures

NEW BUSINESS

1. Main Street Update
2. Discussion - Overall Town Planning Process, Dave Michaelson - RFP Town Planning Study
3. Resolution 35-2016 Final Acceptance of Public Improvements Meadows Subdivision Phase 2B
4. Appointment to Parks Advisory Board
5. Purchase Requests – Parks Advisory Board
 - a. Benches for Parks And Trails
 - b. Backboard for Tennis Court
6. Discussion - RFP for Centennial Park Design
7. Purchase Request – Garage Doors for Parks Shop (old CDOT building)
8. Offer for Stormwater Pipe Easement - Padilla
9. Update –Water Rights and Water Source Evaluation by Wright Water Engineers
10. Boxelder Stormwater Authority
11. Discussion – Trail over Windsor Ditch Buried Pipe
12. Bills for Approval
13. Town Attorney Update
14. Town Administrator Update

SCHEDULING OF WORK SESSIONS

OTHER

15. Executive Session – Boxelder Stormwater Authority Fee Collections

BOARD OF TRUSTEES
REGULAR BOARD MEETING
October 25, 2016

Following a work session on the Budget the Regular Board Meeting was called to order at 7:33 p.m. October 25, 2016 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: MATT MICHEL, PAUL COX, ASHLEY MACDONALD,
DANIEL SATTTLER and TIM SINGEWALD

TRUSTEES ABSENT: TRAVIS HARLESS

PRESIDING: TIM SINGEWALD, MAYOR

ALSO PRESENT: LARRY LORENTZEN, TOWN ADMINISTRATOR
RYAN ABBOTT, ASSISTANT TOWN ADMINISTRATOR
MIKE CUMMINS, FINANCE DIRECTOR
CYNTHIA SULLIVAN, DEPUTY CLERK
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.

Bonnie Dawdy, of 6848 McClellan Rd, said to help with communication between the committees and the public she suggested that the minutes from the other committees be added to the website and that a summary of the board meeting be placed on the website.

Mayor Singewald asked if draft minutes could be placed on the website. Ms. Dawdy suggested just summaries. Ms. Sullivan said she would look into loading the minutes of the other committees.

Chuck Mayhugh, representing the Boys and Girls Club, ask that the Board add the improvements for the property east of the school for infrastructure in the budget. They are looking and starting there building next year. Mr. Lorentzen said that is an item in the budget and suggested Mr. Mayhugh meet with Mr. Cummins on the details.

Correspondence

None

Presentations

None

Consent Agenda

- Board of Trustee Minutes for October 11, 2016
- Park Advisory Board Minutes for Special Meeting July 19, 2016
- Park Advisory Board Minutes for Meeting August 16, 2016
- Community Activities Commission Minutes for September 19, 2016

TRUSTEE SATTLER MOVED AND TRUSTEE MACDONALD SECONDED to approve the consent agenda. Roll call was taken and the motion passed unanimously.

Mayor Singewald closed the Regular Board Meeting and opened the Liquor License Review Board at 7:42 pm. Roll call was taken and all members were present except Trustee Harless.

LIQUOR LICENSE REVIEW BOARD

1. Kum N Go - Renewal

Mayor Singewald asked if there were any issues. Seeing none he asked for a motion.

TRUSTEE MACDONALD MOVED AND TRUSTEE MICHEL SECONDED to approve the liquor license renewal for Kum N Go. Roll call was taken and the motion passed unanimously.

Mayor Singewald closed the Liquor License Review Board and opened the Water Enterprise Board at 7:44 pm. Roll call was taken and all members were present except Trustee Harless.

WATER ENTERPRISE BOARD

1. Ordinance 1-2016WE – Amending Utility Code – Concerning Billing Procedures

Mr. March said he sent out a corrected revision to the Board on Sunday. He said in section 13-1-50 there is a reference to appendix 17-A that does not exist so it was taken out. In sections 13-1-90(b), 13-1-130 and in the definition of a delinquent account to read 25 days instead of 20. There was a reference to changing the insufficient funds amount from \$25.00 to \$20.00. There was a reference in 13-1-60(b) for Mr. Lorentzen to keep a duplicate list of taps, this is not needed so it was taken out. There was also a reference that the Town Administrator needed to sign for taps that was also deleted. Section 13-1-70(b) there was a reference that said “materials shall be comparable with the towns mains and service lines used” this was changed to reference “the standards”. There was a reference that the town could disconnect sewer lines which is not appropriate under state statute and not realistic, so it was removed. He said there is a section about setting rates, but that would be dealt with separately.

There was a discussion about not shutting water service off completely, but allowing a trickle. Mr. March asked where the information came from. Mayor Singewald thought it was with regard to renters. Mr. March said that is true that an owner could not turn off utilities to a renter, but the town does not deal with landlord/renter issues.

TRUSTEE SATTLER MOVED AND TRUSTEE COX SECONDED to approve Ordinance 1-2016WE. Roll call was taken and the motion passed Trustees Cox, Sattler and Mayor Singewald vote for and Trustee Michel and Macdonald voted against.

Mr. March said because this ordinance was approved in the water enterprise board and it also deals with storm water and sewer it would be on the next Board meeting for ratification in the Regular Board Meeting.

Mayor Singewald closed the Water Enterprise Board and reopened the Regular Board Meeting at 7:50 pm. Roll call was taken and all members were present except Trustee Harless.

NEW BUSINESS

1. Main Street Update

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

- New Entry Sign-Update – The east entry sign has been installed. Still working on lighting the sign.
- Wellington Main Streets 2016 Annual Meeting – November 9th at the Old Colorado Brewing Company and will be catered by the Wellington Grill at 6:00pm. They need RSVP.
- Downtown Historic Building Survey/Inventory is ongoing with 4 building finished and should be complete in March 2017.
- Mobile LED sign – is ready if the equipment has all been assembled. Waiting for invoice from the town to be able to submit amount to DOLA for reimbursement. Mr. Abbott said that the generator is being attached to the unit.
- EPA Grant Application – Mr. Michelson has been working with Mr. Abbott and Gene Macdonald of, Ayers Associates on the grant application that will be submitted in December.
- Centennial Park – Mr. Michelson will be working with the Parks Advisory Board on the design and is willing to work on the Request for Proposals(RFP).
- Do Gooders Unite Campaign – November 16th at 9:00am would be the “kick-off” for the campaign in front of Proper Time. She invited the Board of Trustees and staff to attend.
- Planning, Zoning and Design Guidelines – Mr. Michelson addressed this issue in the next agenda item.

Ms. Dawdy asked when Centennial Park would be finished. Ms. DuBord said it would be done in phases over several years. She spoke about the RFP and the design build process. Mr. Abbott said time frame is about 3 to 5 years.

2. Discussion – Overall Town Planning Process, Dave Michaelson – RFP Town Planning Study

Mayor Singewald gave an overview of Mr. Michelson’s background. He asked Mr. Michelson to look at the towns planning and give suggestions on how we could update our requirements with regard to commercial planning. He said the idea is to possibly look at having an outside company work with the Planning Commission and town entities to create a town plan for future growth.

Mr. Michelson said his role is with the Main Street Program, but would help the town find a contractor to work with the town on planning. He gave reasons why the town needed to update their planning criteria. He pointed out that residential growth does not contribute to tax revenue for the town because the way the property taxes are structured. Retail and commercial sales tax is needed to contribute to the general fund for the town. He referenced the memo he had given to the Trustees where there are three types of planning. Current Planning – The way the current process runs. Long Range Planning – Looking at how we want the town to develop in the next ten years. The town has a comprehensive plan, but a lot of it is not incorporated into the town code. Design Standards – Document that shows what the town requires with regard to landscaping, lighting and building design. He felt work needed to be done on the design standards portion of the zoning code. He suggested having a planner look at the zoning code to point out the most important parts and look at the fiscal responsibility of the developers. He pointed out the State required Three Mile Plan, which looks at the land around the town and shows how the town would like to see it developed in the future. The problem with this document is it does not define how the town will grow, how you will pay for it, what it is going to cost, what it space will look, and how it will affect the rural landscape of Wellington. He suggested some questions to look at.

Mr. Michelson spoke about the downtown revitalization project.

Mayor Singewald asked the Board if they wanted to look at writing an RFP for a planning study. Mr. Michelson said there are two kinds of code. One is what you don’t want to see developed and the second is what you do want to see developed. The Board Agreed to move forward with a Planning RFP starting with the Planning Commission.

3. Resolution 35-2016 Final Acceptance of Public Improvements Meadows Subdivision Phase 2B

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONLD SECONDED to approve Resolution 35-2016 final acceptance of the public improvements Meadows Subdivision Phase 2B. Roll call was taken and the motion passed unanimously.

Mayor Singewald noted that he has resigned from his position on the Buffalo Creek Homeowners Association Board.

4. Appointment to Parks Advisory Board

Mayor Singewald said he stepped down as a member of Park Advisory Board and suggested that Travis Harless be appointed for the seat. This appointment was discussed at the Parks Advisory Board.

TRUSTEE SATTLER MOVED AND TRUSTEE COX SECONDED to approve the appointment of Travis Harless to the Parks Advisory Board. Roll call was taken and the motion passed unanimously.

5. Purchase Requests – Parks Advisory Board

Mayor Singewald said this was discussed in the Work Session.

Trustee Macdonald asked if these needed to be voted on separately. Mr. Lorentzen said that they could be done together.

- a. Benches for Parks and Trails
- b. Backboard for Tennis Court

TRUSTEE MACDONALD MOVED AND TRUSTEE MICHEL SECONDED to approve the purchase request for Benches for Parks and Trails and Backboard for Tennis Court in the amount of \$7,500.00. Roll call was taken and the motion passed unanimously.

6. Discussion – RFP for Centennial Park Design

Mr. Abbott said this issue has been discussed in the Parks Advisory Board and with the Main Street Program. We have also had open houses and a preliminary design was done by University of Colorado Denver. This would be going forward with an RFP for a design build of the park over several years. Mr. Lorentzen said this was just an update to make sure the Board was onboard before the RFP was started. The Board would have to approve the contract once a contractor is selected.

7. Purchase Request – Garage Doors for Parks Shop (old CDOT building)

Mr. Lorentzen said there was \$15,000.00 in the budget for repairs to the old CDOT buildings. The request is for two doors in the amount of \$7,188.00.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to approve the purchase request for Garage doors in the amount of \$7,188.00 for the old CDOT building. Roll call was taken and the motion passed unanimously.

8. Offer for Stormwater Pipe Easement – Padilla

Mr. March said he has talked with Mr. Padilla and we are in the process of getting an appraisal. He will bring this back an amount for the offer.

9. Update – Water Rights and Water Source Evaluation by Wright Water Engineers

Mayor Singewald said he, Mr. Silar, Mr. Lorentzen and Mr. March met with Wright Water Engineers. After direction from the town they will be putting together a report for the Board about seven water sources to include quantity of water available, cost of water, infrastructure and time line for project. Mr. March said his contact indicated that they would be ready to present their report in January.

10. Boxelder Stormwater Authority

Was skip until later in meeting.

11. Discussion – Trail over Windsor Ditch Buried Pipe

Trustee Michel said the pipe is in and it would be good to get the trail in quickly. Mayor Singewald said there are some issues with the way it was built and how we could access it and make it ADA accessible. We need to work with the Windsor Ditch Company on changes that may need to be made. Mr. Knutson, president of the Wellington Pointe HOA, commented on the construction and has tried to contact Anderson Construction. Mr. March said he would try to get a meeting setup with Mr. Dow and Anderson Construction. He got the contract number for Mr. Knutson.

12. Bills for Approval

October 25, 2016

Buffalo Creek Subdivision at Wellington	\$ 1,096.26
Faris Machinery	1,141.11
NALCO	1,627.19
Govconnection, Inc.	1,657.29
Dana Kepner	3,417.82
E-Z Pour	4,515.00
JVA Consulting Engineers	7,792.97
Stantec	16,986.75
Mountain Constructors	135,295.20
Larimer County Sheriff's Office	<u>227,030.48</u>
	\$400,030.48

TRUSTEE SATTLER MOVED AND TRUSTEE MACDONALD SECONDED to approve the bills in the amount of \$400,030.48. Roll call was taken and the motion passed unanimously.

13. Town Attorney Update

Mr. March said he has been working on the following:

- Personnel code with Mr. Abbott for first part of next year.
- Looking at sign code from other municipalities.
- Claim for injury at the skateboard park.

14. Town Administrator Update

Mr. Lorentzen updated the Board on the following:

- Garfield Storm Sewer Project – Water line is in, starting work on the sewer line. Waiting on the bore under the railroad until we receive an easement from Mr. Padilla. We have about 9 months left to get the bore done.
- Working with Railroad company on a bore for the sewer crossing from Sage Meadow Subdivision.
- Columbine Estates are doing the street repairs in phase 1.
- Punch list items are being finished on 6th street for the Bonfire project.

Next Planning Commission – November 7th

- Finalizing the Annexation and Subdivision agreements for Geier Subdivision
- Finalize Annexation agreement for Patterson and Subdivision agreement for Sage Meadows.
- Annexation of the Lane Property to come back to the Board on November 8th.

Scheduling of Work Session

Budget at 6:30pm.

Other

Mayor Singewald said he met with the County representative for the Boxelder Stormwater Authority and we will be going into executive session to get legal advice.

Mayor Singewald encouraged residents to get involved by applying for the Board opening.

Executive Session

Mr. March said the executive session pursuant to CRS§ 24-6-402(4)(b) and (d) for the purpose of receiving legal advice on Stormwater Authority issues.

TRUSTEE MICHEL MOVED AND TRUSTEE COX SECONDED to go into executive session at 8:42 pm. Roll call was taken and the motion passed unanimously.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED come out of executive session at 9:43pm. Roll call was taken and all members were present except Trustee Harless.

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to adjourn the meeting. Roll call was taken and the motion passed unanimously. Meeting adjourned at 9:45pm.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk