



TOWN OF WELLINGTON

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BOARD OF TRUSTEES

November 8, 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 item)

CORRESPONDENCE

PRESENTATIONS

CONSENT AGENDA

- Board of Trustee Minutes for October 25, 2016, 2014
- Board of Trustee Minutes for October 30, 2016 Special Meeting
- Municipal Court Report for November 2, 2016

LIQUOR LICENSE REVIEW BOARD

Cantina Liquors and Tasting Permit Renewal

NEW BUSINESS

1. Country Lane Farms Annexation
 - a. Public Hearing
 - b. Resolution 36-2016 – Approving Annexation Proceedings
 - c. Ordinance 21-2016 – Annexing and Zoning Lane Farms
2. Humane Society Contract for 2017
3. Purchase Request – LED Christmas Lighting for Main Street
4. Resolution 37-2016 - Street Closure for Christmas Parade
5. Mike Cummins Resignation – Recruitment for Finance Director
6. Discussion – Public Transportation
7. Discussion – Boxelder Basin Regional Stormwater Authority
8. Bills for Approval
9. Town Attorney Update
10. Town Administrator Update

SCHEDULING OF WORK SESSIONS

OTHER

11. Executive Session – Town Administrator Evaluation

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
November 8, 2016

Following a work session on the Budget the Regular Board Meeting was called to order at 7:33 p.m. November 8, 2016 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: MATT MICHEL, TRAVIS HARLESS, ASHLEY MACDONALD,
DANIEL SATTTLER and TIM SINGEWALD

TRUSTEES ABSENT: PAUL COX

PRESIDING: TIM SINGEWALD, MAYOR

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

Eric Sutherland, of 3520 Golden Currant Blvd. Fort Collins, commented on the lack of participation at the School Board meeting on a Saturday a couple of weeks ago. He admonished the town for not participating in the meeting. He brought up how Timnath is using TIF's. He also mentioned Wellington's situation with the Boxelder Basin Regional Stormwater Authority.

Correspondence

None

Presentations

None

Consent Agenda

- Board of Trustee Minutes for October 25, 2016
- Board of Trustee Minutes for October 30, 2016 Special Meeting
- Municipal Court Report for November 2, 2016

Mr. March had a couple of corrections that he would forward to Ms. Sullivan.

TRUSTEE MICHEL 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 7:40 pm. Roll call was taken and all members were present except Trustee Cox.

LIQUOR LICENSE REVIEW BOARD

1. Cantina Liquors and Tasting Permit Renewal

Applicants: Matt and Anne Thomas part owners of Cantina Liquors.

Mr. March said a correction needed to be made on item one with regard to the lease.

Trustee Michel asked for clarification of the hand written note on the tastings application. Ms. Sullivan said that was the cost of the application for the renewal and the cost for the hearing. The note was made by the applicant.

TRUSTEE MACDONALD MOVED AND TRUSTEE HARLESS SECONDED to approve the liquor license and tastings permit renewal for Cantina Liquor subject to the correction suggested by town attorney. Roll call was taken and the motion passed unanimously.

Mayor Singewald closed the Liquor License Review Board and reopened the Regular Board Meeting at 7:44 pm. Roll call was taken and all members were present except Trustee Cox.

NEW BUSINESS

1. Country Lane Farms Annexation

Applicant: Stephen Lane, Jeff Goodell developer

a. Public Hearing

Mr. Lorentzen explained the process for the annexation. Mr. Goodell reviewed where the property is located and that their plans are for development of 21 lots on 20.53 acres. The water & sewer lines already cross this property. They are requesting to be zoned as Medium Density. Mr. Lorentzen said that they have the density of a rural zoning, but could not meet the rural setbacks due to the shape of the property. Mr. Goodell said they are working on a LOMR to get out of the flood plain. FEMA is reviewing the application.

Mayor Singewald said there had been a question about the contiguity. Mr. March said they meet the requirement.

Mr. March said there are two blanks on the Annexation Agreement One is in section 6.a. and the second is a date in section 22.

b. Resolution 36-3026 – Approving Annexation Proceedings

TRUSTEE MICHEL MOVED AND TRUSTEE MACDONALD SECONDED to approve resolution 36-3016 approving annexation proceedings related to the Country Lane Farms Annexation. Roll call was taken and the motion passed unanimously.

c. Ordinance 21-2016 – Annexing and Zoning Lane Farms

TRUSTEE MACDONALD MOVED AND TRUSTEE MICHEL SECONDED to approve Ordinance 21-2016 annexing the property known as the Country Lane Farms. Roll call was taken and the motion passed unanimously.

2. Humane Society Contract for 2017

Mr. Lorentzen said the town uses the Humane Society Services mostly for holding loose animals. The Board approves a contract annually. The Humane Society asked for a couple of changes. One is an

increase in their per day fee from \$10.00 to \$15.00 for unclaimed animals and an increase from \$20.00 to \$30.00 for dogs on long term impound. Trustee Harless asked if these fees are passed on to the owner. Mr. March said if they pick up the animal. If they do not pick up the animal, then the town is charged. He mentioned that their contract does not list the town by name this will need to be corrected. He would also like to have them take out the indemnity clause. Trustee Michel asked about how many animals do we take down to the shelter annually. Mr. Lorentzen said about 2 a month. Mr. March said we mostly use the local veterinarians. He said we use the shelter for impounding vicious dogs.

Mayor Singewald noted that the contract does not expire until January 2017.

TRUSTEE MICHEL MOVED AND TRUSTEE HARLESS SECONDED to approve the Humane Society Contract upon approval of the changes noted. Roll call was taken and the motion passed Trustee Sattler voted against.

3. Purchase Request – LED Christmas Lighting for Main Street

Mr. Miller said this would be to replace 50 % of the lights for the street trees. Since we are leaving them up until March we want to put up lights that will last longer. They would put these on one side of the street to see how they work.

TRUSTEE MACDONLD MOVED AND TRUSTEE HARLESS SECONDED to approve purchase request for LED Christmas lighting for main street. Roll call was taken and the motion passed unanimously.

4. Resolution 37-2016 – Street Closure for Christmas Parade

Mayor Singewald said no changes from last year. He said the parade will be on December 3, 2016.

TRUSTEE SATTTLER MOVED AND TRUSTEE MACDONALD SECONDED to approve Resolution 37-2016 street closure for Parade of Lights. Roll call was taken and the motion passed unanimously.

5. Mike Cummins Resignation – Recruitment for Finance Director

Mr. Abbott said that Mr. Cummins last day will be December 2, 2016. Mr. Cummins will be leaving after 19 years of service. Mr. Abbot said he is working on a job description and will try to get it posted this week and run it for two weeks. Depending on the application pool interviews will start mid-December. He hoped to have someone in by the first of February.

6. Discussion – Public Transportation

Trustee Macdonald said at the last Before Hours Chamber of Commerce meeting Larimer County did a presentation about transportation needs for areas north of Fort Collins. The discussion was about adding two stops in Wellington two times a day. This would be part of a plan to eventually connect with Cheyenne.

Mr. Abbott said he, Trustee Macdonald, Mayor Brinkhoff met with Mayor Troxell, Commissioner Donnelly and others from Larimer County and from Transfort to look at what services and service levels could be available to Wellington from their Vine and Highway One routes. He and Mr. Lorentzen had a meeting set up with Mr. Atteberry, Fort Collins City Manager, but it was cancelled. Mr. Abbott would try to set up a new meeting to look at services and cost to get the Transfort system to Wellington. He talked with someone from the Agricultural department at Colorado State University(CSU) about extending a Ramshorn bus route from the Agricultural Research center up to Wellington.

Mayor Singewald asked if this would be a County subsidized program or would they be looking to share some costs. Mr. Abbott said there might be some funds available through Congestion Mitigation Air Quality (CMAQ) for regional transportation effort that could potentially provide pilot dollars for a 3-year study.

Trustee Sattler asked what the next step should be. Trustee Macdonald said the next step would be to put out a survey to see if there is a need. Mr. Abbott said he could work with Transfort on what type of questions to put in the survey. There was further discussion on what information could be gathered from the survey. Mr. Silar said the next meeting of the transportation group would be in December. He suggested that a Board member attend.

7. Discussion – Boxelder Basin Regional Stormwater Authority

Mr. March gave a review of the Boxelder Basin Regional Stormwater Authority(BBRSA) staff meeting he attended. They are looking for a contribution from each of the entities of \$75,000.00 to help with short falls in the 2017 budget. If they do not get participation, then they would increase their storm water fees from three cents to four cents. Mayor Singewald asked if the \$75,000.00 would be for 2016. Mr. March said it would be for the end of 2017. There was a discussion about the amount set aside for the final payment for the Day property appraisal. Mayor Singewald asked if the \$4,000.00 for the surface area survey was a quarterly amount. Mr. March said he thought the survey is to check on the flow of the water so the \$4,000.00 would be an annual fee. Mayor Singewald mentioned the \$300,000.00 for the grading. Mr. Lorentzen said the survey would let them know if the surface water would need to be augmented which would be the reason for the grading.

Mayor Singewald said this would be a good time to find a way to get out of the BBRSA. He said with all the problems with the way the County is charging their fees. He suggested setting a cap on the amount that the town is willing to pay into the projects. Trustee Harless said by setting a cap the BBRSA will know exactly how much they would receive from the Town. He mentioned that the cap would still be our fair share. Mr. March said the next step is to put together an amount and submit it to the BBRSA. He discussed this with Trustee Harless and Mayor Singewald. Mayor Singewald said the number we discussed is \$6,180,000.00 as a buyout point. Trustee Harless said the amount would be paid under our currently schedule. He said the only cost BBRSA might come back with are the maintenance fees. There was further discussion on what would be included in the maintenance. Trustee Macdonald asked if we are completely out when we reach the \$6,180,000.00. Mr. March said we would still be a member of the BBRSA. Mr. Lorentzen said by setting a cap it protects us from future problems and new development issues.

Trustee Macdonald asked once we have hit the cap amount will we stop collecting the BBRSA amount. Mr. Lorentzen said since the BBRSA fee was approved separately from the town fee then it could be discontinued without changing the town fee. The towns fee will have to be assessed at that time.

Mayor Singewald asked if there was a consensus of the Board to submit the cap amount to the BBRSA. There was a consensus.

8. Bills for Approval

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Faris Machinery	\$1,204.73
Best Rental	1,463.00
Seacrest Group	1,675.00

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J-U-B Engineers, Inc.	1,710.98
Traffic Signal Controls, Inc.	1,995.00
Dana Kepner	2,382.50
DPC Industries, Inc.	3,731.55
March, Olive & Pharris	6,241.29
E-Z Pour	7,267.50
Wright Water Engineers, Inc.	8,699.01
JVA Consulting Engineers	12,762.03
Berkadia	24,750.00
All-Pro Paving LLC	53,103.62
Infomaption, Inc.	6,407.50
Interstates	20,959.00
Colorado Water Conservation Board	<u>57,593.00</u>
	\$211,945.71

Mayor Singewald said there were some additions to the Bills for Approval. He asked if the board wanted to add them in tonight. There was a consensus to add the bills.

TRUSTEE MACDONALD MOVED AND TRUSTEE MICHEL SECONDED to approve the bills in the amount of \$211,945.71. Roll call was taken and the motion passed unanimously.

9. Town Attorney Update

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

- Personnel code with Mr. Abbott for first part of next year.
- Putting off changes to the sign code until after the election.
- Meeting with Ken Padilla on the easement for the storm drainage. Mr. Padilla would like some improvements on his property due to drainage issues.

10. Town Administrator Update

Mr. Lorentzen updated the Board on the following:

- Wellington Downs paving work being done this week on Jefferson and McClellan. Soon as a walk through is done the we can start issuing building permits for the multi-family part of the project.
- Boxelder Commons – flood plain revisions for the west side of the project.
- Old town street repairs have started and the concrete work is done. They will be paving on Second Street and McKinley Ave.

From Planning Commission – November 7th

- Changes to the downtown commercial district regarding residential use in this district.
- Preliminary Plat for the Geier Subdivision
- Conditional Use for Vessey Funeral home and Crematorium in the Bonfire Subdivision. Questions that were asked included if any embalming would be done at this location. What type of unit would be used to control odor and particulates and what type of monitoring system would be used to measure particulates. Mr. Vessey said all the embalming would be done at their Fort Collins location and all the cremations would be done in Wellington. He said they would be installing a state of the art unit that would have a stacked monitoring system measure particulates and control odor.
- Have received 3 applications for the open trustee position.

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Scheduling of Work Session

Budget at 6:30pm.

Other

Trustee Michel asked for an update on the speed sign for Sixth Street. Mr. Miller said we have the sign but it was not working. The company did not send us the correct converter. We should receive the new converter this week.

Trustee Harless mentioned the Main Street Program Annual Meeting tomorrow night at the Old Colorado Brewery.

Trustee Harless said the liquor license insurance is cost prohibitive for the Concert in the Park. They would like to see if the town could pull temporary coverage. Mr. Cummins would look into the coverage. He will be meeting with the Insurance agent the last week of the month.

Mayor Singewald said the street lights on Washington are in and work well.

Executive Session

Mr. March said the executive session pursuant to CRS§ 24-6-402(4)(f) for personnel issues. This would be for the Town Administrators Review. Mr. Lorentzen consented on doing the review in executive session. Mr. March said pursuant to CRS§ 24-6-402(2)(d)(II) recording of the executive session is required and will be kept for 60 days.

TRUSTEE MACDONALD MOVED AND TRUSTEE SATTLER SECONDED to go into executive session at 8:49 pm. Roll call was taken and the motion passed unanimously.

TRUSTEE MACDONALD MOVED AND TRUSTEE MICHEL SECONDED come out of executive session at 9:25pm. Roll call was taken and all members were present except Trustee Cox.

TRUSTEE SATTLER MOVED AND TRUSTEE MACDONALD SECONDED to adjourn the meeting. Roll call was taken and the motion passed unanimously. Meeting adjourned at 9:26pm.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk