



TOWN OF WELLINGTON

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WELLINGTON, CO 80549
TOWN HALL (970) 568-3381
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BOARD OF TRUSTEES

February 9, 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

- 4th of July Car Show Location

PRESENTATIONS

CONSENT AGENDA

- Board of Trustee Minutes for January 27, 2016
- Municipal Court Report for February 3, 2016
- Boxelder Basin Regional Stormwater Authority Minutes for December 10, 2015

NEW BUSINESS

1. Safebuilt 2015 Report – Russ Weber
2. Design Proposal – Grant Avenue Water Line.
3. Purchase Request - SCADA
4. Purchase Request – Microscope
5. Purchase Request – Turbidimeter
6. Discussion - Election Districting
7. Bills for Approval
8. Town Attorney Update
9. Town Administrator Update

SCHEDULING OF WORK SESSIONS

OTHER

10. Executive Session

ADJOURN



WELLINGTON COLORADO MAIN STREETS PROGRAM

Revitalizing Downtown Wellington for the Future

4006 CLEVELAND AVENUE, P.O. BOX 1021, WELLINGTON, CO 80549
970-568-4985 WMS2014@GMAIL.COM
WWW.WELLINGTONCOMAINSTREET.ORG

January 26, 2016

Town of Wellington
Board of Trustees
PO Box 127
Wellington, CO 80549

Dear Wellington Board of Trustees:

The Main Streets Program is asking the Board to return the annual July 4th Car Show to Centennial Park. The central downtown location is convenient for the public as its proximity to downtown restaurants and shops is important to our local businesses. We have received many requests from businesses, not just in the downtown area, and residents to bring the Car Show back to downtown.

We understand that there may be some neighborhood concerns with parking, noise and other inconveniences. Main Streets is very willing to work with the Centennial Park neighborhood to communicate about the event and we will work hard to minimize any impacts for this one-day-a-year event that means so much to the community and local economy.

As you know, the Car Show brings in many participants and visitors to town who shop and enjoy our restaurants. We believe it is so important to support local Wellington businesses in any way possible and we believe that the impacts and inconveniences can be managed. We believe the minimal impacts are a reasonable trade-off for the positive results of the event in downtown.

Again, we are ready and willing to help with this event to manage the impacts and maximize the benefits to the community. We urge you to allow this event to return to downtown.

Sincerely,

WELLINGTON MAIN STREETS PROGRAM

Peter Pronko, President

cc: Wellington Area Chamber of Commerce
Wellington Community Activities Commission
Wellington Parks Advisory Commission
North Forty News

BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 26, 2016

The Regular Board Meeting was called to order at 7:30 p.m. January 26, 2016 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: TRAVIS HARLESS, TIM SINGEWALD, ASHLEY MACDONALD, LARRY NOEL, and JACK BRINKHOFF MATT MICHEL (arrived at 7:40pm.)

TRUSTEES ABSENT: RAYMOND BILLINGTON

PRESIDING: JACK BRINKHOFF, MAYOR

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

Additions to or deletions from the agenda

Trustee Harless would like to have an item on the next meeting to discuss districting for elections.

Conflicts of Interest

None

Public to be heard on non-agenda items.

Jay Readinger, representing a Pickle Ball Group, submitted more information about the striping of one of the tennis courts as 4 pickle ball courts. He contacted a few companies about the painting. The company who had put in the courts had given a bid of \$5,000.00 which included covering the existing stripes before putting down the new court design. He felt this was not necessary. He received a quote from Fine Lines at \$250 per court with \$100 to paint over which equals \$350.00. He received a quote from Evergreen Tennis in the amount of \$1,200.00. Mayor Brinkhoff asked that he submit the quotes to Mr. Lorentzen so it can be placed on the next agenda for action.

Correspondence

None

Presentations

Trustee Macdonald presented a plaque to Lee Tucker recognizing his years on the Boxelder Bain Regional Stormwater Authority Board.

Consent Agenda

- Board of Trustee Minutes for January 12, 2016
- Community Activities Commission Minutes for December 14, 2015
- Larimer County Sheriff's Report for December, 2015
- Boxelder Basin Regional Stormwater Authority Minutes for September 10, 23, & 30; October 28; and November 10 & 23, 2015

Trustee Singewald asked that we try to get the Boxelder Basin Regional Stormwater Authority minutes in a timely fashion. Mr. Lorentzen said he was getting the Boxelder Basin Regional Stormwater Authority minutes from their website and it had not been updated for a while. Trustee Singewald asked that the attorney send a letter to the Authority requesting that we get the minutes. Trustee Singewald stated he would also like to have more detail of the items brought up by the Board in the OTHER section of the minutes. Ms. Sullivan said she would add more detail. There was discussion about having audio available for the public.

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

Mayor Brinkhoff closed the Regular Board Meeting at 7:47pm and opened the Liquor License Review Board. Roll call was taken and all members were present except Trustee Billington.

LIQUOR LICENSE REVIEW BOARD

T-Bar Inn Renewal

Mr. Lorentzen said there was a disclosure from the owners about a DUI received by Brenda Thompson. Mr. March said disclosure of infractions are required, but are not a basis for denial of the renewal.

Mr. March pointed out that the lease agreement states the lease term is indefinite. We need an expiration date added before the paperwork is sent to the state.

Trustee Singewald asked about the number of calls on the Sheriff's report. Mr. March compared it with the total from the previous year. He said the violations went from 13 in 2014 to 31 in 2015.

TRUSTEE HARLESS MOVED AND TRUSTEE NOEL SECONDED to approve the liquor license renewal for T-Bar with correction on the lease term. Roll call was taken and the motion passed unanimously.

Mayor Brinkhoff closed the Regular Board Meeting at 7:51pm and reopened the Regular Board Meeting. Roll call was taken and all members were present except Trustee Billington.

NEW BUSINESS

1. Request for Fee Waiver – 4 H Dance – Valerie Crego

Mrs. Crego, requested the use of the Leeper Center for their dance group without fees. Mayor Brinkhoff asked her to contact Diane Stanton to set up the dates.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MACDONALD SECONDED to waive Leeper rental fees for the 4-H Dance Group. Roll call was taken and the motion passed unanimously.

2. Preliminary Plat – Wellington Downs

Applicant represented by Andrew Gerk

Mr. Lorentzen said this project went to the Planning Commission in November and has gone through 3 additional meetings and a work session to make changes that would meet the needs of the community. He went through the following staff recommendations.

Staff Recommendations

- 1) The Plat be identified as a Planned Unit Development (PUD).
- 2) Streets be named in accordance with County Street Naming IGA
- 3) The Zoning Map be updated to reflect changes in the final plat layout with Highway Commercial, Multifamily, Medium Density Single family, and P-Public for the Fire District parcel.
- 4) A traffic study to be completed and access permit be submitted to Colorado Department of Transportation (CDOT) for improvements to the intersection with the Frontage Road.
- 5) The landscape plan include details of irrigation from the non-potable well to improvements of all open space tracts.
- 6) The Development Agreement include standard language for a non-potable irrigation system to be owned and maintained by the HOA for all outside water with the open spaces be irrigated and landscaped and the Town receive water for one single family lot assessment.

Planning Commission recommendations:

- 1) The PUD Plan include restrictions on Tract A to commercial uses(no residential)
- 2) A trail system connection between Tract C and Tract F, and between Tract F and Tract E be accomplished with a modified street section with a combination of a detached 5 foot wide sidewalk and street bicycle lanes.
- 3) A Traffic Study and CDOT access permit Study and CDOT access permit application be completed prior to submitting the final plat.

Mr. Gerk reviewed the current plan addressing what changes were made from the original submittal which included the reduction of multifamily units; a lot for a future fire department substation; commercial lots parks, landscaping and trails. Mr. Gerk said some of the public comments at those meetings were about engineering reports for drainage and traffic. They were waiting for the preliminary plat to be approved before having the engineers work on these studies. He passed out additional information detailing the items that he mentioned above including drawings of the multifamily units. Mr. Gerk describe where the trail system would be located. He read the wording from the Municipal Code on what could be included in PUD.

Mr. March that the dedication on the plat of streets and public right-of-ways needs to include the parks on the final plat. The Town would also need a deed for the public areas. It was pointed out that the labeling of the Tracts did not match the plat.

Mr. Lorentzen said he sent out a copy of the traffic study that shows the increase of traffic from this subdivision would require that signalization be done on the overpass. He suggested a condition be added for the construction of signals at the interchange as part of the offsite improvements. Trustee Singewald asked if this study had been sent to CDOT. Mr. Lorentzen said they will have to include it with their access permit for the frontage road. There was further discussion about the traffic issues. Mr. Lorentzen said there are timing issues that will have to be looked at with regard to these signals and the signal at Cleveland.

Ted Gantek, of 7303 Dunes, had a question about the impact fees. Mayor Brinkhoff said the impact fee would be looked at as the road impact fee. Mr. Gantek mentioned the issue his subdivision is having with cracking and settling of the driveways. He said that they had the same company that is developing this subdivision. Mayor Brinkhoff said the town only deals with the sidewalk when doing our public infrastructure inspections. Anything beyond the sidewalk would be between the homeowner and the developer. Mr. Gantek asked about the landscape plan with regard to the tree planting location so close to

the homes. Mr. Lorentzen said the landscaping plan being discussed for this development are the plantings on the public properties not the homes. The town does not require the developer to landscape residential lots. The home owners association would put together any landscaping requirements for the residential lots.

TRUSTEE MACDONALD MOVED AND TRUSTEE NOEL SECONDED to approve the preliminary plat for Wellington Downs subject to the changes noted by Mr. March and staff recommendations. Roll call was taken and the motion passed unanimously.

3. Ordinance 1-2016 – Conditional Use – Mini, Boat and RV Storage Bonfire 2nd Lots 5 & 6 – Temporary Use Portable Concrete Plant, Lot 7, Block 2 Bonfire 2nd Filing

Applicant Doug Walker

Planning Commission Recommendation:

For Storage

- 1) No building permit shall be issued prior to construction acceptance of the on-site and off-site public infrastructure and paving of at least the portion of Bonfire Drive accessing the property.
- 2) All stored vehicles to have current license plates/tags, and be operable. The standard rental agreement must contain language that failure of the vehicle owner to maintain this status will be considered a default.
- 3) Design requirements, sewer tap and service fees for a proposed RV dump station will have to be separately negotiated and approved by the Town.
- 4) A photometric lighting plan and landscape plan indicating type and number of plantings complying with town standards be submitted for approval by staff prior to building permit for storage units or use of outdoor storage spaces.

For Concrete Plant

- 1) Rock and cement deliveries to the plant be routed down CR 7 from the Owl Canyon interchange rather than up 6th street from the Cleveland Avenue interchange.
- 2) The plant eliminate any dust from blowing from the site.
- 3) The temporary use approval terminate in one year.

Trustee Harless asked what the time period would be of the temporary concrete plant. Mr. Walker said one year from the time the plant is pulled on site. Probably in March. Mayor Brinkhoff noted they would be using the concrete mostly onsite. They will be looking at offsite opportunities and if they see a need they will look at a more permanent site in an industrial zoned area.

Trustee Singewald asked how they would suppress the dust. Mr. Walker said they will have water trucks onsite for dust control and they have a Colorado permit for dust control. Trustee Singewald asked if the truck caring the rock could dump rock on the road. Mr. Walker said that the trucks are belly dump trucks. Mr. Lorentzen said the code enforcement officer would be able to require dust control if necessary.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MACDONALD SECONDED to approve Ordinance 1-2016 an ordinance relating to the conditional use/site plan – Storage units and outdoor storage – Lots 5 & 6, Bonfire 2nd and Temporary conditional use for off-site concrete deliveries. Roll call was taken and the motion passed unanimously.

4. Ordinance 2-2016 – Conditional Use Redman Storage

Applicant: Travis Redmon

Staff Recommendations

- 1) The driveway be paved with asphalt or concrete through the gate to keep from tracking onto Washington Avenue.
- 2) The fence along Washington and CR 9 be straightened with wood or steel posts other than the existing t-posts.
- 3) On-site storm water detention be designed and constructed as approved by the Town Engineer.

Mr. Redmon showed the Board the project design and address the recommendations.

Trustee Harless asked if they found out who owned the ditch. Mr. March said that is noted on the plat.

TRUSTEE MICHAEL MOVED AND TRUSTEE NOEL SECONDED to approve Ordinance 2-2016 conditional use/site plan – Redmon mixed use residential and storage containers with staff recommendations. Roll call was taken and the motion passed unanimously.

5. Ordinance 3-2016 – Minor Subdivision & Conditional Use – Boxelder Commons Subdivision Pool

Applicant: Harvest Village Holdings – not in attendance at meeting.

Mr. Lorentzen explained the developer wanted to take 4 lots and combine them for use as a subdivision pool that would be managed by the Homeowner Association. He pointed out the design in the packet. It will only have on street parking and foot/bike traffic.

Mr. March mentioned the reduction in water tap fees for non-potable irrigation for this subdivision wanting to make sure the pool would not receive the tap reduction. Mr. Lorentzen stated he believed the agreement was specifically in the reduction was for single family residences.

TRUSTEE MACDONALD MOVED AND TRUSTEE NOEL SECONDED to approve Ordinance 3-2016 minor subdivision and conditional use – Harvest Village Community Pool. Roll call was taken and the motion passed with Trustee Harless abstaining.

6. Appoint Lisa Glennon to Park Advisory Board

Mayor Brinkhoff said he received another application in the mail which was received within the deadline. He would like to wait for the appointment until the Park Advisory Board has reviewed both applications.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MACDONALD SECONDED to table appointment. Roll call was taken and the motion passed with Trustee Harless voting against.

7. Purchase Request – School Zone Flashing Light

Mr. Lorentzen said these were requested by the Schools and the Sheriff's Department and was budgeted for this year. He said they would be placed on the south end of the school zone on north Sixth and on both ends of the school zone on south Third. We received two quotes. Traffic Signal Controls in the amount of \$6,915.00 as the best and have been good at getting us parts. Mayor Brinkhoff asked how long it would

be to get them installed. Mr. Lorentzen said if approved they will be ordered tomorrow. They should be up in a month depending on the connection to the electrical. Trustee Singewald asked if there are three lights. Mr. Lorentzen said there is already one on the north end by Washington and Sixth that would not be replaced. Two of the lights would be solar and one electric that would be connected to the electric for the irrigation system controller on Third Street.

TRUSTEE MICHEL MOVED AND TRUSTEE HARLESS SECONDED to approve the purchase request of flashers from Traffic Signal Controls, Inc. in the amount of \$6,915.00. Roll call was taken and the motion passed unanimously.

8. Purchase Request – Town Hall Roof

Mr. Cummins explained the issues with leaks in the roof. He said Mr. Miller has contacted several companies and a few have come out to look at the project. We have only received one bid in the amount of \$18,502.11. He said a claim has been filed with the insurance carrier and an adjuster was scheduled. Mr. Cummins said the request is for the \$18,502.11 and we will still look for a lower bid. Since this is a flat roof and it is a membrane system it is harder to fine companies. There were a couple of companies suggested. Mr. Cummins said he would pass on the names to Mr. Miller.

TRUSTEE MICHEL MOVED AND TRUSTEE NOEL SECONDED to approve the purchase request for new town hall roof in the amount of \$19,000.00 with at least three bids. Roll call was taken and the motion passed with Trustee Macdonald voting against.

9. Discussion – I-25 Mill Levy Back Fill - IGA

Mr. March suggested the item be tabled because the I-25 Bridge Grant was not received and we are waiting for more information on what the County would like to do instead with the increased mill levy.

Item was tabled.

10. Discussion – Community Activities Commission (CAC)–Trustee Macdonald

Trustee Macdonald said the CAC is requesting an increase to the budget to cover items that use to be covered under a different fund such as porta potties and trash removal. Music in the Park is another item that cost more and had less return than expected. They are looking at working with Main Street Program and Julianne Harvey (Framers Market) for these programs. She said CAC is asking for \$33,000.00 for the budget but would like to meet with the Board to look at the programs being run and prioritize which events to support. The main events of the year are 4th of July and Easter Egg Hunt which continue to grow each year. She said the main issue is having enough volunteers at the events. There was discussion about reducing the programs. Trustee Singewald asked about the financial report notes about items being missed. Trustee Macdonald said those are items that were not placed in the CAC budget last year, but were taken out of other funds. Wendell Nelson said the Chamber of Commerce is looking at working with the other groups and their members as to who would be able to help with the programs. The programs they looked at eliminating were Valentine’s Day Dance, Harvest Day and Concerts in the Park. There was discussion about advertising. The Board approved the reduction in number of events with no increase to the budget for CAC. Trustee Harless asked that we bring these items up when we meet with the Main Street Program.

11. Bills for Approval

North Front Range Water Quality Planning Assoc.	\$ 1,241.00
JVA Consulting Engineers	1,500.00

Timber Line Electric & Control	1,614.20
Sensus	1,617.45
Nationwide Chemical Products	2,602.00
Overdrive	3,000.00
Bryan Ehrlich	3,031.00
Anton Collins Mitchell, LLP	3,125.00
NALCO	7,358.16
Soilogic	9,627.50
Wealth Management Group	36,413.75
Dietzler Construction Corp.	133,186.15
Wells Fargo	<u>161,776.88</u>
	\$ 366,093.09

Trustee Singewald asked why the Dietzler bill shows the balance to finish at 34,110.50. Mr. Lorentzen said there were change orders for the retaining wall that was approved by the Board. The final line item amount was calculated on the amount of materials used not as a lump sum. Trustee Singewald asked if this was the final bill. Larry said we still have the retainage and there were some liquidated damages that they would probably be appealing. Mr. Silar explained what liquidated damages are and how the State would have to sign off and on how much would need to be paid. Trustee Singewald commented on how change orders are done. Mr. Lorentzen said this was a State project with federal money so we had to follow their format.

Mayor Brinkhoff asked about the North Front Range Water Quality Planning Assoc. bill. Mr. Lorentzen explained that is the association we worked with for the wastewater plant expansion.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MICHEL SECONDED to approve the bills in the amount of \$366,093.09. Roll call was taken and the motion passed unanimously.

12. Town Attorney Update

Mr. March updated the Board on the following:

- Clarified questions about the ditch ownership issues.
- Addressed reported incidents regarding T-Bar application. He said that the responsibility of the Board with regard to liquor licensing is that the applicant has good moral character. There is a statutory definition with regard to moral turpitude. He mentioned an issue with one of the owners of Ridley's regarding false reporting. Since the individual would not be directly managing the facility it may not affect the license. He wanted it to be noted on record.
- Renewed Friends of the Park 501c3.
- Need to look at franchise agreement with Source Gas.
- Peck – building permit to reconstruct the trailer on existing frame has been given to Safebuilt for review.
- He did research on Seaworth water and evaporation pond and ownership of Stecil reservoir.
- Sent memo to Larry about Park Meadows well.
- Sent out emails and reminders for Larry's evaluation.

13. Town Administrator Update

Larry updated the Board on the following:

- Planning Commission upcoming work session on multi-family residential as conditional use in commercial zoning and reconstruction of buildings that are non-conforming.
- Interviews for new Assistant Town Administrator Friday February 19, 2016.
- Update on Windsor Ditch. Issues on the lining under the bridge. Windsor Ditch Board Meeting in Eaton on Feb. 5th.
- Mr. McGee met with the Fort Collins Engineers about variance applications to the Railroad for the Garfield drainage project. Looking to submit application by the second week in February. Trustee Singewald asked that when they talk to Mr. Padilla about the storm drainage easement that we also talk to him about an easement for a trail. He would like to be at that meeting.
- Sheriff's department has opened the position for the Desk Deputy. Mr. Lorentzen said that the equipment for the digital printing would be too expensive and that it would be required if we were to process concealed weapon permit applications.
- Larry also mentioned the Park Meadows well on Travis Redmon's property.
- Meeting next week with staff and engineers to prioritize the infrastructure and paving projects for this year.

14. Executive Session

Not needed.

Scheduling of Work Session

Work session with Main Street.

Mayor Brinkhoff mentioned a meeting with the Fire Department on February 3th at 6:00pm.

Other

Trustee Harless

- *Safebuilt Contract – He received concerns about the consistence of the service and asked about renewal.*
- *Asked if they could in design the signals for future growth or reconstruction of the bridge. Mr. Silar addressed how the design for the signals would be done.*

Trustee Michel

- *Concerns about traffic on Sixth Street southbound from Washington. Lines for the schools are backing up on Wilson and around corner onto Sixth Street. Is there a way to put in a pull off? Mr. Lorentzen said that can be looked at as part of the street widening.*
- *Question about the access off the Frontage Road and Crittenton. Mr. Lorentzen said there is not enough space on the frontage road to put in an acceleration lane to the north until the Wich property is annexed and developed.*

Trustee Singewald

- *CDOT funding – Changing gasoline tax from Federal to State.*
- *Street lights at Washington and Sixth streets. Mr. Lorentzen said he tried to contact Xcel.*
- *Report about calculations of impervious surface for commercial properties. Mr. Lorentzen said we can look at doing some recalculation.*
- *Asked how many candidates submitted petitions for the election. Ms. Sullivan said 11 people picked up packets and 9 turned in petitions, but they have not all been cured. It is*

the most applicants that we have had in a non-mayoral election year. She said several of the candidates are at this meeting.

- *Mentioned the increase in property taxes and the negative impact it might have on the school mill levy ballot question.*

Trustee Macdonald

- *Soldier request of exemption on the water billing. – She contacted the Soldier Sendoff group and it did not fit their criteria. They came up with the idea of a box on the bill to round up for the donation. She was checking with Mr. Cummins on this idea.*
- *Meet with Carolyn Reed about the Schools updates. They will be voting on Option A or B location of future schools. Look at IGA with Poudre School District. There was further discussion about financing projects.*
- *Internet update – Mr. March is working on wording for a ballot question. Trustee Harless gave an update on the information he received at a Chamber meeting.*

Mayor Brinkhoff

- *Boys and Girls Club Breakfast – February 18, 2016 at 6:00a.m. Embassy Suites Loveland. Discussion about donation.*
- *Asked for a discussion on the next meeting about Election Districting*

TRUSTEE MACDONALD MOVED AND TRUSTEE MICHEL SECONDED to adjourn the meeting. Roll call was taken and the motion passed unanimously. Meeting adjourned at 10:08pm.

ATTEST:

Cynthia Sullivan, CMC
Deputy Town Clerk

MEMORANDUM

To: Mr. Mayor and Board of Trustees

CC: Larry Lorentzen, Town Administrator
Cynthia Sullivan, Deputy Clerk
J. Bradford March, Town Attorney
Carol Kler, Court Clerk

From: Teresa Ablao, Municipal Judge

Date: February 3, 2016

RE: Wellington Municipal Court Report – February 3, 2016

Dear Mayor and Board of Trustees:

Below is the update on the activities of the Wellington Municipal Court since my last report. As always, please do not hesitate to let me know if there is different or additional information you would like to have presented.

February 3, 2016 Docket:

Arraignments: There were 8 cases on the docket this month. 2 defendants appeared for arraignment.

- 2 defendants failed to appear on a traffic charge. A default judgment/outstanding judgment warrant issued in the amount of \$154 on each.
- 1 defendant failed to appear on a warrant return for theft. Another arrest warrant was issued.
- 1 defendant pled guilty to speeding and was ordered to pay \$163 fine and \$18 court costs.
- 1 defendant pled no contest to harassment and was ordered to pay a fine of \$50 and \$18 court costs.
- 3 defendants paid their fines prior to court date and so did not appear.

Reviews: There were 7 cases on the docket for review of status, review of payments, review of sentence conditions or final review for further violations.

- 2 defendants paid in full prior to the court date and so did not appear.
- 2 defendants were granted an extension to make final fine payment.
- 3 cases were administratively closed as in compliance with all terms of sentencing.

Trials: There were 2 cases set for trial. One defendant failed to appear on a traffic charge. An outstanding judgment was issued in the amount of \$150. One trial was held on a charge of Theft. The defendant was found not guilty and her case was dismissed.

Fines and Fees for cases on the docket:

Type	Court Ordered this month	Court Suspended this month	Amount paid in court *	Amount paid b/4 court*	Amount still due
Municipal Code Fines	\$200	\$150	\$50	\$	\$
Traffic Fines	\$496	\$	\$	\$829	\$ 496
Court Costs	\$72		\$18	\$36	\$54
OJW/warrant fee	\$75			\$25	\$75
Witness fee					
restitution	\$			\$	
Total for August	\$843	<\$150>	<\$68>	\$890	\$625

*includes review payments, early payment tickets, and bond or OJW dispositions

Respectfully submitted,

Teresa Ablao
Municipal Judge

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF BOXELDER BASIN REGIONAL STORMWATER AUTHORITY

HELD
December 10, 2015

The Board of Directors of the Boxelder Basin Regional Stormwater Authority held a special meeting, open to the public, at Ayres Associates, 3665 John F. Kennedy Parkway, Fort Collins, at 2:00 p.m. on Thursday, December 10, 2015. Notice of the Meeting was duly posted.

ATTENDANCE: Directors in Attendance:
Ken Sampley, President
Vic Meline, Treasurer
George Reed, Secretary
Lee Tucker, Director
Richard Seaworth, Director (via teleconference)

Also in Attendance:
Stan Myers, Kirsten Starman, and Lindsey Dowswell; Pinnacle Consulting Group, Inc.
Greg White; Authority Legal Counsel
Chris Pletcher; Ayres Associates
Phil Ebersole, Edge Sports Center
Steve Stoecker, CBRE
Tim Singewald, Town of Wellington Trustee
Eric Sutherland

CALL TO ORDER The Meeting was called to order at 2:04 p.m. by Director Sampley, President, noting that a quorum was present with five of five Board members in attendance.

AGENDA The Board reviewed the agenda. Attorney White noted that the change orders that will be discussed are not yet ready to be considered for approval. Following further review, upon motion duly made by Director Meline, seconded by Director Tucker and, upon unanimous vote, it was

RESOLVED to approve the agenda, as presented.

PUBLIC COMMENT Phil Ebersole, owner of Edge Sports, addressed the Board. Mr. Ebersole explained that he owns property within the current flood plain for which he has an interested buyer. However, the buyer, an auto shop which needs a

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toxic materials permit, cannot obtain such permit until the property is removed from the flood plain. Mr. Ebersole asked the Board for information about the timeline on which his property could be expected to be removed from the flood plain. He specifically requested that, if possible, the Authority should submit a partial application to FEMA to revise the flood plain for the properties above Boxelder Creek's crossing under Interstate 25 when they are eligible, instead of waiting to submit all of the properties at once.

Director Sampley thanked Mr. Ebersole for his comment, and instructed Manager Myers to follow up with him about his request. Director Sampley asked Mr. Pletcher of Ayres Associates to comment on the current planned timeline for the FEMA application submittal, and Mr. Pletcher responded that the plan is to submit the complete LOMR application in August 2016, with a response expected by the end of 2016.

Eric Sutherland addressed the Board. Mr. Sutherland commented that in his opinion, the Authority's IGA does not allow the Authority to obligate the Timnath Development Authority ("TDA") to use their revenues for Authority project costs. Mr. Sutherland noted that in his opinion Timnath does not have revenue available to contribute to Authority project costs, and if the Authority requires the TDA to pay toward project costs it will unlawfully put Timnath in debt for 15 years. Mr. Sutherland expressed his opinion that Larimer County decided to turn their fee collection over to the Authority because they knew the fee was assessed illegally, and he noted that he believes Larimer County fee payers will be able to get their money back, especially since the County has a surplus this year. Finally, Mr. Sutherland criticized the legal basis of the Authority's actions and the Authority's legal counsel.

Director Sampley thanked Mr. Sutherland for his comment, and informed him that he had used his allotted three minutes. Mr. Sutherland left the meeting at this time.

ESDF AND CR52
DIETZLER
CHANGE ORDERS

Ms. Starman briefly summarized for the Board the most recent Dietzler Construction Corp. change orders for ESDF/CR52:

- Change Order #10: work related to the ELCO waterline lowering
- Change Order #11: work related to the County Road 52 road detour
- Change Order #12: weather delays in November
- Change Order #13: work related to the abandonment of dewatering for the County Road 50 box culvert overexcavation

LEGAL ITEMS

Director Reed moved to go into Executive Session in compliance with

RECORD OF PROCEEDINGS

requisite statutory procedures under the Colorado Executive Session Laws, for the Board to receive legal advice on specific legal questions and discuss a strategy relative to negotiations, pursuant to C.R.S. § 24-6-402(4)(b) and (e). Director Meline seconded, and upon vote, it was unanimously

RESOLVED to convene an Executive Session, pursuant to C.R.S. 24-6-402(4)(b), conferences with an attorney for the public entity for purposes of receiving legal advice on specific legal questions, and C.R.S. 24-6-402(4)(e), determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

Manager Myers reported: "It is December 10, 2015, and the time is 2:23 p.m. I am the Manager for Boxelder Basin Regional Stormwater Authority. As required by the Colorado Open Meetings Law, this Executive Session of the Boxelder Basin Regional Stormwater Authority is being recorded."

Present at the Executive Session: Director Ken Sampley, Director Vic Meline, Director Lee Tucker, Director George Reed, Director Richard Seaworth (via teleconference), Greg White, Chris Pletcher, Kirsten Starman, Lindsey Dowswell, and Manager Stan Myers.

This Executive Session is for the following purposes: C.R.S. 24-6-402(4)(b), conferences with an attorney for the public entity for purposes of receiving legal advice on specific legal questions, and C.R.S. 24-6-402(4)(e), determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

Manager Myers cautioned each participant to confine all discussion to the stated purpose of the Executive Session and stated that no formal action may be taken during Executive Session, and if at any point any participant believes the discussion is going outside of the proper scope of the Executive Session, please interrupt the discussion and make an objection. The Board President will close the Executive Session by saying the time and returning to the regular meeting.

The Executive Session concluded at 3:47 p.m.

All who were present at the beginning of the Executive Session were present at the adjournment of the Executive Session. The Board adjourned for a short recess.

The Board reconvened in regular session at 3:54 p.m.

RECORD OF PROCEEDINGS

Mr. Pletcher left the meeting at this time.

LARIMER
COUNTY
BILLING OF
AGRICULTURAL
PROPERTIES

Manager Myers presented additional research he compiled related to the issue of equitable billing of Larimer County agricultural properties.

1. Manager Myers noted that about 30 properties had been added to the eligible billing list due to a boundary correction in the Adriel Hills area. Director Seaworth asked Director Meline, who is an affected property owner in the Adriel Hills area, if he is comfortable with the boundary correction and its consequences, and Director Meline responded affirmatively.
2. Manager Myers reviewed with the Board a letter that was distributed to Larimer County fee payers along with the fee billings that were sent in April 2015. The letter notes that agricultural properties will be treated as Single Family Residential properties if they are used as residences. Director Seaworth and Director Sampley expressed concern about the fairness of treating agricultural properties as residential even if they are used for business purposes. Manager Myers noted that while this is a concern, it would be difficult to change the billing policy for the coming year since this letter to the fee payers already committed to assessing agricultural properties in a specific way.
3. Manager Myers presented several case studies of properties in the Authority's boundaries that illustrate the difficulty of determining the proper fee assessment amount using only aerial photographs of the visible buildings and impervious area.

The Board conducted a general discussion about potential methods for assessing fees equitably on residential, commercial, and agricultural properties, the feasibility and possible timing of changing the fee structure, the history of the Authority's fee assessment, and a future appeals process for fee payers. After this discussion, the Board directed Manager Myers and staff to bill the Larimer County properties in the manner described in the letter to fee payers for the 2015 fees. The Board agreed to further investigate and address the fee structure in 2016.

UPDATED
RESOLUTION
ESTABLISHING
FEE

Attorney White reviewed with the Board an updated draft of the Resolution Establishing Fee Assessment and Collection Policy, noting that the new draft incorporates some of Director Reed's comments as well as the Board's desired language clarifying that delinquent fees do not apply to the Member

RECORD OF PROCEEDINGS

ASSESSMENT
AND
COLLECTION
POLICY

Entities, per the IGA. Attorney White asked the Board members to review the language regarding the information requested from the Member Entities to assist with efficient billing, and to offer their comments on that language at the next Board meeting. Manager Myers noted that the Board will be asked to vote on a final version of the Resolution at the next Board meeting.

DIRECTOR
COMMENTS

Director Seaworth commented that he is disappointed that staff and the engineering team did not know in advance that ELCO should have been required to cover the costs of relocating their water line.

Director Seaworth also noted that he is concerned that the engineering team may be in danger of getting hurt if they insist on inspecting the construction site when the contractor says it is unsafe. Director Sampley commented that he is worried about the contractor using safety concerns to avoid inspections by the engineering team. Manager Myers commented that the engineering team knows how to stay safe on a construction site.

ADJOURNMENT

There being no further business to come before the Board, and upon motion duly made by Director Tucker, seconded by Director Reed, and upon unanimous vote, the meeting was adjourned at 4:55 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully submitted,



Lindsey S. Dowswell, Recording Secretary for the Meeting

AGENDA ITEM SUMMARY SHEET
Town Board Meeting –February 9, 2016

ITEM #: 1

SUBJECT: Safebuilt 2015 Report – Russ Weber

RECOMMENDATION:

Attached is the annual report for 2015 from Safebuilt. Due to questions raised about inspection services at the last meeting I asked Russ Weber to come to the meeting and present the report and answer any other questions the Board may have of Safebuilt.

The language in the existing agreement with Safebuilt (approved in 2011) on contract term and termination is as follows:

Either party to this Agreement may terminate this Agreement upon thirty (30) days written notice to the other party. If such termination does occur, all structures that have had inspections made but are not completed at the time of termination may be completed through final inspection at the agreed fee rate if the Municipality so requests, provided that the work to reach such completion and finalization does not exceed thirty (30) days. The Municipality shall pay all outstanding fees owed to the Corporation for the work accomplished to the date of termination within thirty (30) days of the termination.

The initial term of this Agreement shall be two year(s), subsequently, the Agreement shall automatically renew for one year(s). At that time, written documentation of terms shall be negotiated by the Municipality and the Corporation. In the absence of written documentation, this Agreement will continue in force until such time as the Municipality notifies the Corporation of their desire to terminate this Agreement pursuant to the terms and conditions herein.

Town of Wellington



Building Department Update

Year End Annual Report for 2015



SAFEbuilt's Mission:

SAFEbuilt partners with government agencies to provide expert Community Development solutions that improve service, reduce costs, and make communities safer for citizens. It was an exciting 2015 for SAFEbuilt. We continued to grow at a record pace, began operations in two new states and added planning and zoning services, making us better prepared to meet the needs of present and future clients. Even with all the new activity and growth, our ultimate focus remains serving you and providing top-notch customer service and community development solutions.

Since partnering with the Town of Wellington in 1994 our mission has been to provide the community with Building Department Services. 2015 proved to be an outstanding year both in terms of the number of permits and inspections issues as well as overall morale.

Our Goals:

- ✓ "Give Back" to the Community. We are proud to partner with the town of Wellington and by donating to charity events, and waving fees for town projects that benefit the citizens shows our commitment to the town of Wellington. The waived fees totaled \$120.75 in 2015
- ✓ Maintain a high level of education to our SAFEbuilt staff so we can offer the best Building department services to the town of Wellington, including town staff.
- ✓ Show case our company core values every day. Integrity, Improvement, Service, Teamwork and Respect.

Our Windsor Office Staff:

Russ Weber- Chief Building Official

Crystal Croissant- Permit Technician/Office Manager

Kelly Dykstra – Commercial/Residential Inspector

Tori Tomasino – Residential Inspector/Commercial Electrical Inspector

Frank Goodard – Commercial/Residential Inspector

Derek Franklin – Residential Inspector/Commercial Electrical Inspector

Chris Crowe – Commercial/Residential Plans Examiner

Project Highlights:

Napa Auto
Parts

- \$850,000 Valuation
- 9,710 square feet

Brian Graves
Mini Storage

- \$264,000 Valuation

Wellington
Fire
Protection
District

- \$268,000 Valuation
- 6,648 square feet
Addition

Mordini's
Collision
Repair

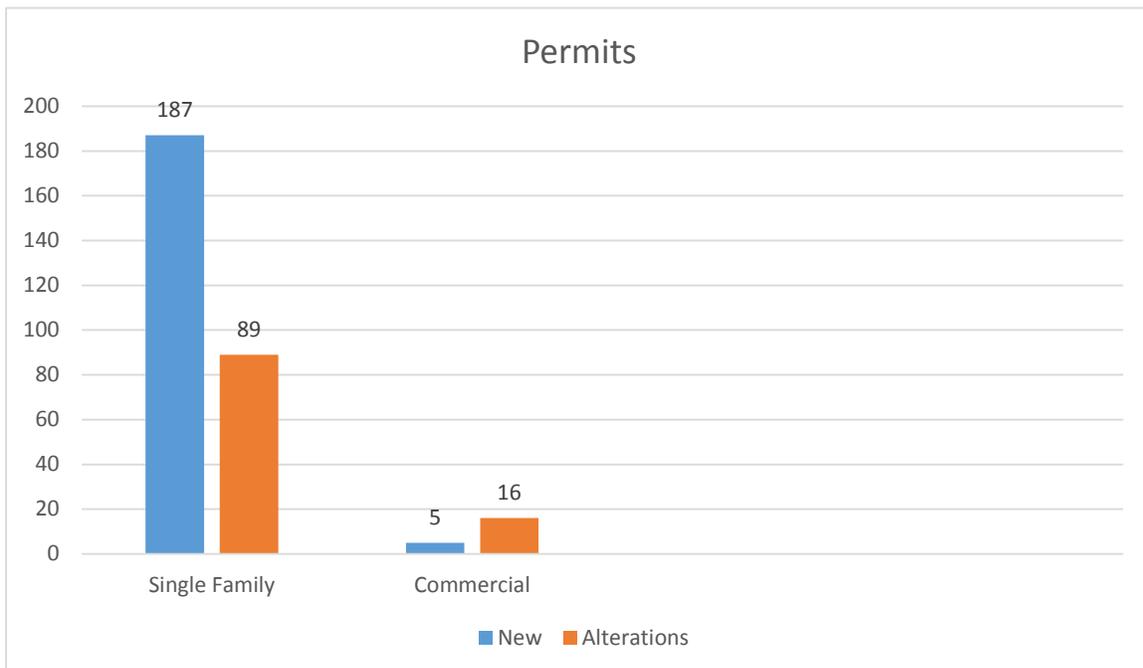
- \$55,000 Valuation
- 6,000 square feet
addition

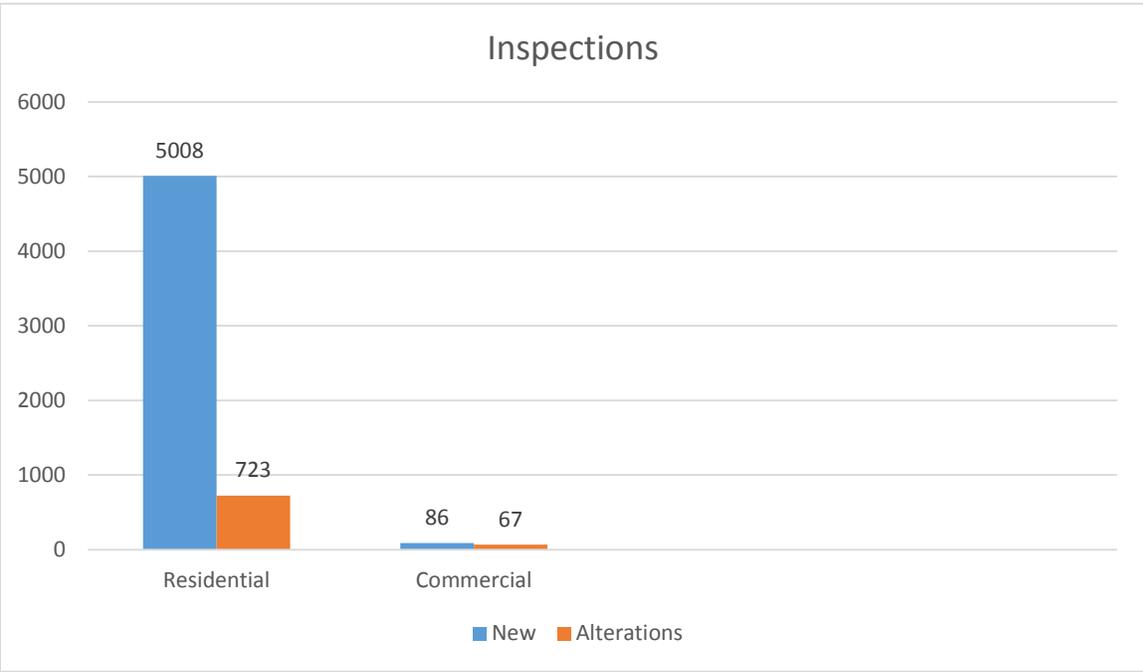
Community Outreach:

SAFEbuilt has always seen itself as more than just a community's contractor. We have always strived to provide a higher level of professionalism, expertise and service than that of a typical department. In line with this belief, SAFEbuilt has developed several professional and community outreach programs that are de-signed to help the community through education, outreach and charitable giving. Below are programs that our office hosted or participated with in 2015.

Event	Date
\$100 Donation to the Wellington Car and Truck Show	July 2015
Homeowner Basement Finish workshop	April 26 th , 2015
All Town Barbecue	September 3, 2015

Wellington Building Activity:





Self- Assessment:

At the end of every year, we look back at our contract to make sure we have met all the expectations established for us by your community. Below is an assessment of the high-level deliverables:

Service	Expectation	Result
Building Inspections	Perform Next Day Inspections	Success- 100% of inspections performed next day
Residential Plan Review	5 Day Turn Around Time	Success- 100% 5 day turnaround on all res. Plan reviews
Commercial Plan Review	10 day Turn Around Time	Success- 100%...

Conclusion:

2015 has been a great year. We have truly enjoyed serving the great community of Wellington. We look forward to building on this year’s success in 2016. If you have any questions or concerns please do not hesitate to let us know.

AGENDA ITEM SUMMARY SHEET
Town Board Meeting –February 9, 2016

ITEM #: 2

SUBJECT: Grant Avenue Water Main Design Proposal - Stantec

RECOMMENDATION: Approve Design Proposal from Stantec in an amount not to exceed \$25,231

The 2016 Budget water fund includes \$260,000 for replacement of the water main in Grant Avenue from First Street to Fourth Street.

Staff would like to coordinate the trench patch and overlay of Grant avenue as part of the Old Town street rehabilitation with this water main replacement. The intent would be to have Stantec put together the bid documents for the street rehab documents with Tom Knutsman working with Jim Miller in determining limits of patch areas and concrete replacement prior to overlaying.

Attached is a scope of work and fee schedule from Stantec for design of the new Water main in Grant Avenue from First Street to Fourth Street. The fee estimate is \$25,231 which is 9.7% of the budget estimated project cost. This compares with Stantec design costs of 18% of project costs on the Third Street water main in 2010 and 6.5% from Frchetti on the Community Park Offsite Utilities where we were dealing with a new area town with as-built construction plans of the existing infrastructure vs. old town with unknow existing infrastructure.



2950 East Harmony Road Suite 290, Fort Collins CO 80528-3429

July 15, 2015
File: 205380016

Attention: Mike Bean
Town of Wellington
PO Box 127
3735 Cleveland Ave
Wellington CO 80549
United States of America

Dear Mike,

**Reference: Proposal for Engineering Services
Water Line Replacement Project – Grant Avenue from First Street to Fourth Street**

Stantec is pleased to provide this Scope of Services to perform engineering services for the above referenced project. Our understanding of the purpose of the project is to replace an existing section of the six-inch (6") Asbestos Cement (AC) water line in Grant Avenue between the intersections with First Street and Fourth Street. Service connections from the existing pipe will be reconnected to the new line. Several services will also require installation of a new meter pit. The Town intends to repave the entire roadway and will likely have the Contractor remove the old pavement and prepare the subgrade with fly-ash treatment. The Town plans to use their own equipment to place the asphalt on the prepared subgrade. Our services will involve the follow phases:

1. Records Research
2. Alternatives Analysis
3. Design

BASIC SERVICES

We propose the following Basic Services:

Task 1: Records Research and Field Investigation

Stantec will search our archives of the Town's record drawings for past projects that might be useful in the design of the proposed water line in Grant Avenue. The 3rd Street water line project record drawings will provide the most recent reference for design. Additionally, the information contained in the GIS maps we prepared will assist in locating valves, fire hydrants, fittings and other appurtenances.

Design with community in mind



July 15, 2015
Mike Bean
Page 2 of 3

**Reference: Proposal for Engineering Services
Water Line Replacement Project – Grant Avenue from First Street to Fourth Street**

Stantec will request information from utility companies and conduct a survey to collect additional information in the field that will be used for the final route selection and design of the improvements. Stantec will hold a coordination meeting with Wellington staff to review record drawings and develop a plan for the required field work. Stantec will conduct a site and utility survey and develop base maps to support the design effort. Stantec will provide a site and topographic survey that will also show pot-holing by the Town to locate utilities in the area.

Task 2: Alternatives Analysis

Stantec will analyze options to install a new water line using trenchless technologies as well as open cut methods. Trenchless techniques that are available include cured-in-place pipe (CIPP), horizontal directional drilling (HDD), and burst-in-place technologies. Stantec will show schematic diagrams of the alternatives and prepare cost opinions for each. Stantec will present the findings from the analysis to the Town staff and incorporate their review comments in the subsequent design.

Task 3: Design

Stantec will proceed with design of the preferred alternative showing vertical and horizontal alignments of the water main with connections to existing lateral lines. The design will include addition of new meter pits, isolation valves, fittings, and fire hydrants.

Stantec will prepare technical specifications, as needed, using the Town's Standard Construction Specifications, and combine these with standard Front End documents to develop written bidding and construction documents for use by prospective bidders and the successful contractor.

Stantec will prepare 22" by 34" construction drawings (reducible to 11" by 17"). These will include a cover sheet that will contain general information; plan and profile sheets to describe the horizontal and vertical location of the water line, connections and appurtenances; and detail sheets that further describe specific items required to complete the work. Town's standard details, where applicable, will be used to minimize drafting costs.

A final review meeting will be held to obtain input regarding the information presented on the drawings and specifications and get the Town's approval to finalize the documents and advertise for bids.

Additional Services

The following services are not included in the above Scope of Work:

- Roadway, pavement section or striping plans



July 15, 2015
Mike Bean
Page 3 of 3

**Reference: Proposal for Engineering Services
Water Line Replacement Project – Grant Avenue from First Street to Fourth Street**

- Geotechnical investigation of subsurface conditions (Stantec would coordinate with a geotechnical engineering consultant under contract with the Town, if requested.)
- Bidding Services
- Construction Administration and Inspection Services

Should the Town wish Stantec to perform these additional services, we would be happy to negotiate any of these upon authorization by the Town.

Regards,

Stantec Consulting Services Inc.

Terry McEnany, P.E.
Senior Engineer, Water
Phone: (970) 482-5922 ext 608
Fax: (970) 482-6368
terry.mcenany@stantec.com

Attachment: Professional Services Agreement

c. Larry Lorentzen, Don Silar

tpm v:\52875m\active\proposals\environment\wellington water system\let_scope_grant_ave_wl_replcmt_2015.07.15.docx

GRANT AVENUE WATERLINE REPLACEMENT - First Street through Fourth Street									
	Labor Category or Sub-consultant Individual Rate / hour	Proj Mgr/QC 196	Proj Engr 161	Drafter 118	Surveyor 118	SubConsultants	Expenses	TASK TOTAL	TOTAL
DESIGN PHASE SERVICES									
Task 1	Records Research & Field Investigation								
1.1	Kick-off Meeting		2				\$ 26	\$ 348	
1.2	Project Archival Search	1	2				\$ 41	\$ 559	
1.3	Site and Utility Survey and Data Reduction	1	1		30		\$ 312	\$ 4,209	
	Subtotal:	2	5	0	30	\$ -	\$ 379	-----	
Task 2	Alternatives Analysis							Task 1 subtotal:	\$ 5,116
2.1	Develop Schematic Diagrams		8	8			\$ 179	\$ 2,411	
2.2	Estimate Cost of Alternatives	2	12				\$ 186	\$ 2,510	
2.3	Meeting to Present Findings to Town		2				\$ 26	\$ 348	
	Subtotal:	2	22	8	0	\$ -	\$ 390	-----	
Task 3	Design							Task 2 subtotal:	\$ 5,268
3.1	Select Final Alignment		4				\$ 52	\$ 696	
3.2	Restraint Sizing		2				\$ 26	\$ 348	
3.3	Tie-In Method(s) and Design		8				\$ 103	\$ 1,391	
3.4	Front End Documents		6				\$ 77	\$ 1,043	
3.5	Bid Schedule		4				\$ 52	\$ 696	
3.6	Measurement & Payment Section		8				\$ 103	\$ 1,391	
3.7	Requirements for Disposal of ACP		6				\$ 77	\$ 1,043	
3.8	Technical Specifications (Use Town's standards)		8				\$ 103	\$ 1,391	
3.9	Cover Sheet (1 sheet)		1	4			\$ 51	\$ 684	
3.10	Plan and Profile Views of Waterline Sheet (2 sheets)		8	24			\$ 330	\$ 4,450	
3.11	Detail Sheet (1 sheet)		4	8			\$ 127	\$ 1,715	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
	Subtotal:	0	59	36	0	\$ -	\$ 1,100	-----	
								Task 3 subtotal:	\$ 14,847
	level of effort per labor category (hours):	4	86	44	30			164.0	<<Total Manhours
	total costs per labor category, sub-consult. & expenses:	\$ 784	\$ 13,846	\$ 5,192	\$ 3,540	\$ -	\$ 1,869	TOTAL COSTS:	\$ 25,231
	staff-weeks:	0.10	2.15	1.10	0.75			4.10	

AGENDA ITEM SUMMARY SHEET
Town Board Meeting –February 9, 2016

ITEM #: 3

SUBJECT: Purchase Request – Water Treatment Plant SCADA Software

RECOMMENDATION: Approve Proposal from Timber Line Electric & Control Corporation in the amount of \$6,200.

The 2016 budget includes \$10,000 for SCADA improvements at the water plant and \$20,000 at the sewer plant.

Mike Bean is asking for updated SCADA software at the water plant to allow for remote log in the same as the sewer plant. This will include an autodialer alarm at the water and sewer plants. Timberline was awarded the competitive bid for the Water Plant SCADA system in 2014.

PURCHASE REQUEST

Date: Feb. 1, 2016

To: Larry Lorentzen / Town of Wellington Board of Trustees

From: Mike Bean Utilities Superintendent

Re: New Software for the Water plant Scada System

This new software will allow for remote log in and they be able to make changes remotely to the Scada system without having to come to the plant site the waste water plant already has this capability, so this would just be for the water plant. This bid does also include for them to put in alarm so if the computer fails it would still call out on the old auto dialer system. This will save money due to the cost of travel time and will make it much faster to get things fixed and find out what the problem is. The dialer call out is for both the water and sewer plants. The cost for the RS Logix 500 and the Studio Lite is \$5000.00 and the cost for reprogramming the existing dialer is estimated at \$1200.00 billed hourly.

I am requesting approval of \$6200.00

The line item # Water 204-80-5738 Scada computer amount \$5600.00

the line item # Sewer 205-80-5916 Scada upgrades \$600.00

Thanks,

X

Mike Bean
Utilities Superintendent



Timber Line Electric & Control Corporation

P.O. Box 793

Morrison CO 80465-0793

303-697-0440

Fax: 303-697-0450

Brian@TLECC.net

/

Date: 9/28/2015

Mike Bean

Wellington Water

RE: TLECC Quotation S16154

REF: Auto Dialer programing, new software

Dear Mike,

We are pleased to provide this quotation for your review.

1. All quotations issued, and orders received by **TLECC** are subject to final acceptance by our principal.
2. Shipping dates are based on the best information obtainable from suppliers **AT THE TIME OF QUOTATION.**
3. Quote is valid for 30 days from quote date.

Again, thank you for your inquiry. If we can be of further assistance, please do not hesitate to contact our office.

Sincerely,

Brian Scarborough

Item	Description	Extended Pricing
1	RS Logix 500 and Studio 5000 Lite. Two Software programs are required to be installed on your existing WTP computer, See notes.	\$5000.00
2	Reprogram existing dialers and WTP and WWTP for ONE alarm: <i>loss of communication to computer</i> This will allow the dialer to notify you if the computer crashes and as a result the Win911 alarm notification is offline. We will bill this on an hourly basis.	Estimate of hourly labor \$1200.00

Notes:

Rockwell Automation: Studio 5000 Lite, \$2250, and RS Logix 500, \$2750, will provide the ability for TLECC to log in remotely to conduct diagnostics and perform additional programming on PLC's when required in the future.

AGENDA ITEM SUMMARY SHEET
Town Board Meeting –February 9, 2016

ITEM #: 4

SUBJECT: Purchase Request – Microscope for Utilities Department

RECOMMENDATION: Approve microscope purchase from Rocky Mountain Microscope in the amount of \$4,830.00

The 2016 budget includes \$3,000 in the water fund and \$3,500 in the sewer fund for lab equipment.

Mike Bean is asking for a new microscope to be used mainly for the wastewater plant, but partly for the water plant when needed. He is recommending the new microscope from Rocky Mountain Microscope, out of Fort Collins, in the amount of \$4,830.00.

PURCHASE REQUEST

Date: Feb 29, 2016

To: Larry Lorentzen / Town of Wellington Board of Trustees

From: Mike Bean Utilities Superintendent

Re: New Microscope purchase

The water and sewer department are requesting a new Microscope for the identification of algae and examination of the biomass at the sewer plant. It would be used mainly at the wastewater plant but would be used for algae counts at the water plant when needed and we will be able to put the slides on a computer and see them and will make it much easier to identify the type.

We have received 2 - bids for this microscope

Rocky Mountain Microscope is 4830.00 new

They also said if they had one used it would sale\$4625.00

Michael Richard wastewater has 2- used microscopes

The first is Olympus CH2 total cost is \$3400.00

Second is Olympus BH2 total cost is \$5100.00

I would like request the purchase of the new microscope from Rocky Mountain Microscope at the cost of \$4830.00 this seems to be the best for the money and they are local in Fort Collins and the new they will Delivery, Installation, and Performance Check .

RECOMMENDED
J.K.



ROCKY MOUNTAIN MICROSCOPE CORPORATION

440 S. Link Lane, Fort Collins, CO 80524

Phone (970) 484-0307 / Fax (970) 484-1924

Email: rmmcorp1@qwestoffice.net

QUOTATION

6836

Date: 1/20/2016

Name: **Tom Klahr**

Address: **WELLINGTON WATER PLANT**
3735 Cleveland Avenue

City: **Wellington** State: **CO** Zip: **80549**

Phone: **(970) 568-3276** Fax: **(970)568-3295**

ITEM #	DESCRIPTION	QTY	UNIT	EXTENDED
LABORATORY WATER EVALUATION SYSTEM				
1	Trinocular Meiji Microscope System - Water Lab Configuration, Complete with: MT4200L Series Stand with Quintuple Nosepiece; Trinocular Head w/KWH10X Eyepiece Set; U Plan Phase Objective (10X, 20X, 40X, and 100Xoil); Turret Condenser for Phase/DF/BF; Centerng Telescope; Green Filter; Dust Cover; and Instructions	1	\$3,630.00	\$3,630.00
2	Unitron Excelis HD Color Digital Camera Package, Complete with the following: Excelis Camera, USB Mouse, USB2.0 Cable, HD Cable, Power Supply, Capture Software, and Instructions	1	\$1,200.00	\$1,200.00
3	Delivery, Installation, Performance Check, and Full Instruction in Phase Microscopy and Digital Capture (with both firmware and software)	1	\$0.00	\$0.00
NOTE: The above microscope utilizes LED illumination.				

Total Cost: \$4,830.00

WARRANTY: Manufacturer's Limited Lifetime for Optics & Mechanics and One Year for Electronics.

DELIVERY: Within Approximately Two Weeks, ARO.

TERMS: We accept VISA & MC and Purchase Orders.

Nicolas A. Simon
Sales Consultant

Wellington Waste Water (wwwtporc1@cowisp.net) - Thu, 01/21/16 07:24:32 -0700

[Show Full Headers](#) | [Print](#) | [Close Printer View](#)

From: Nik <nberrong@rockymountainmicroscope.com>
To: wwwtporc1@cowisp.net
Subject: Laboratory Microscope Pricing - Attached
Date: Wed 01/20/16 04:06 PM

Good afternoon Tom,

Thank you for the opportunity to provide pricing for the system we discussed. Again, it is beyond the CH2 unit we discussed - in both quality of phase contrast at the objective position) and the capacity for excellent digital capture (with or without discussion and/or "show & tell" presentations). I've attached a PDF file copy of our i and PDF file covering the Excelis HD camera.

For comparison, we would sell a reconditioned CH2 (CHS) of similar configuration for \$2,975.00. The same camera as quoted (\$1,200.00) would require an addition. \$450.00. The total would thereby be \$4,625.00.

The very best way to evaluate the worthiness of this proposal is with a demonstration. You and your administration would be most welcome to bring in samples to v

Please let us know if you have any questions or require something additional. Thanks again and

Best regards,
 n.



Nicolas Berrong
 ROCKY MOUNTAIN MICROSCOPE CORPORATION
 440 South Link Lane
 Fort Collins, CO 80524 USA
 Phone: 970-484-0307
 Fax: 970-484-1924
 Email: * NBerrong@RockyMountainMicroscope.com

* Please update your records to reflect the new email address for Nik Berrong. Thank you.

On 1/20/2016 2:54 PM, wwwtporc1@cowisp.net wrote:

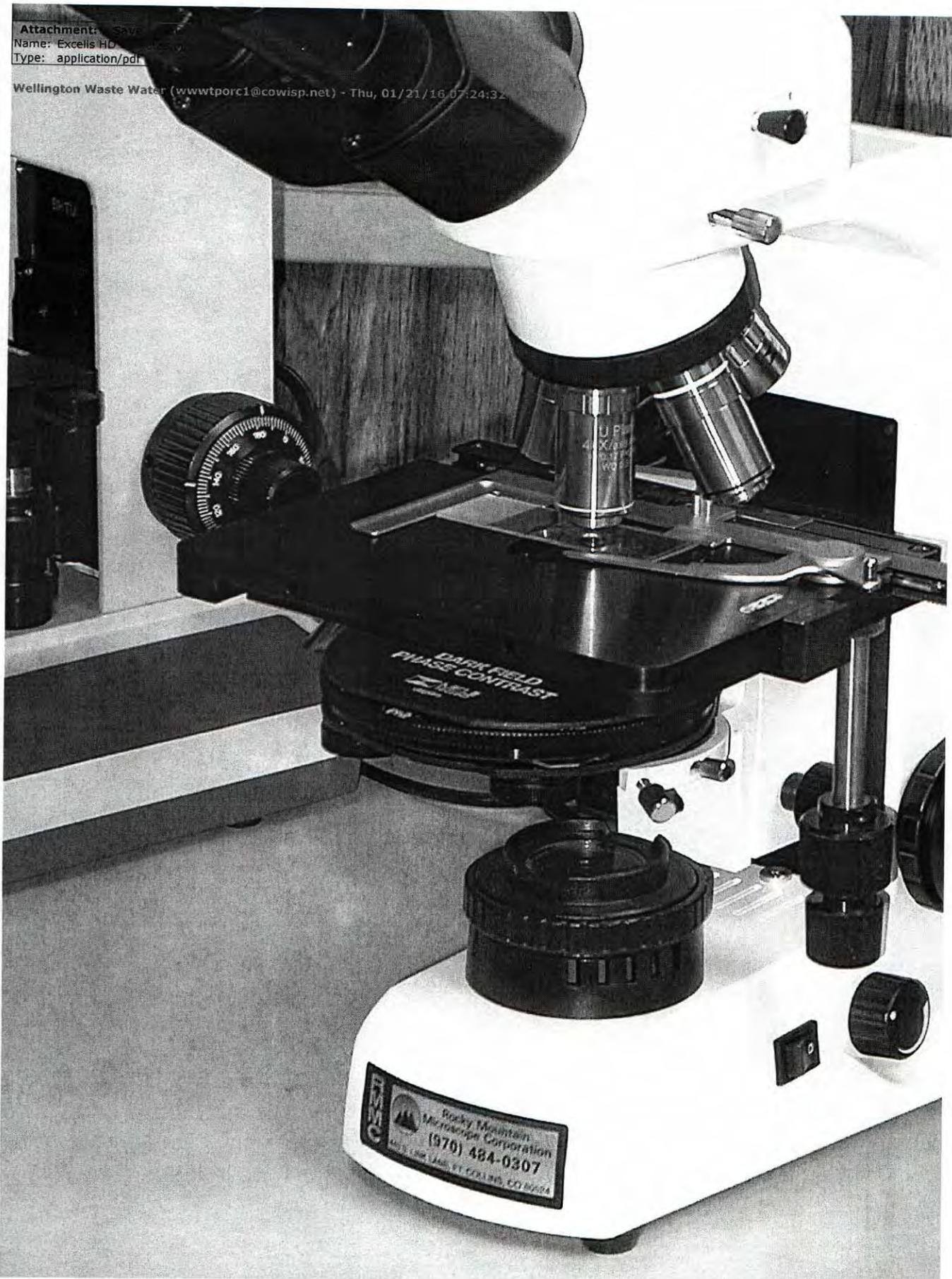
Mr. Berrong: We visited about the possible purchase of a microscope with a trinocular head and camera and accompanying software for use at the Wellington Wastewa talked about you can E-mail to me at wwwtporc1@cowisp.net Thank you in advance.

Tom Klahr ORC. Plant Operator Wellington Wastewater plant 3735 Cleveland Ave. P.O. Box 127 Wellington, CO 80549 Phone (970) 568-3276 Fax (970)568-3295 E

Attachment: [Save View](#)
 Name: WellingtonWater Quote#6836.pdf
 Type: application/pdf

Attachment: [Save View](#)
 Name: Meiji MT4310HTC.jpg
 Type: image/jpeg





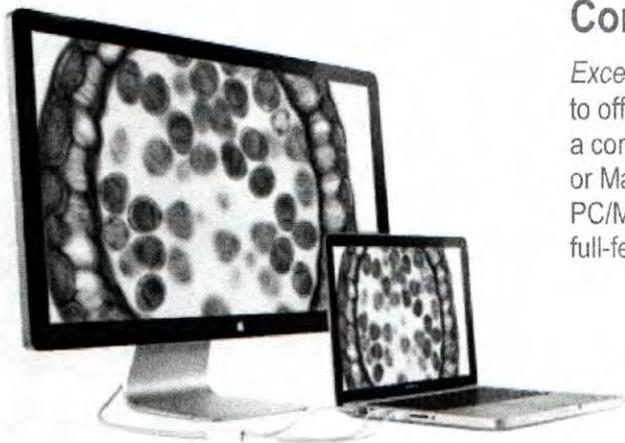
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Excelis

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USB2.0 Output



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PC Compatible



Mac Compatible

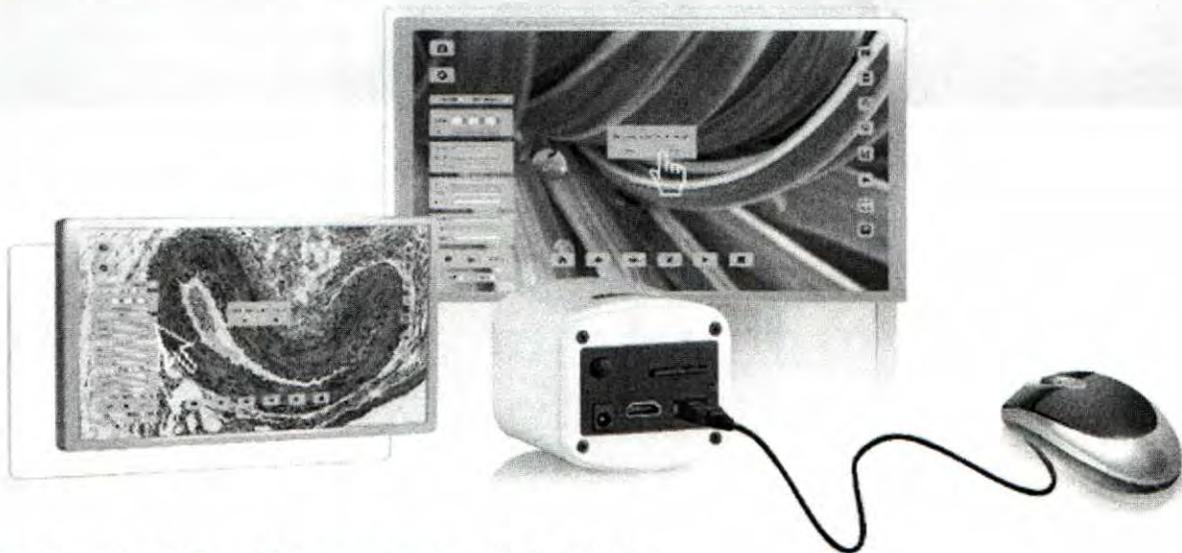
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Brightfield • Phase Contrast • Fluorescence • Darkfield



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Excelis



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Built-in Mouse Control Software For HDMI Viewing & Recording Without a Computer!

The advanced design of the *Excelis* HD cameras feature software inside the cameras and an external HDMI port allowing users to connect directly to an HD monitor for live/real time viewing, capturing and saving of images to an SD card without being connected to a computer. This on-board software also enables the user to control the camera with a click of the mouse rather than searching for buttons on the camera, making an *Excelis* HD Series camera the ideal choice for teaching, group presentations, or when a computer set-up is simply not an option!



HDMI ~ 60fps/30fps* USB2.0 ~ 30fps*

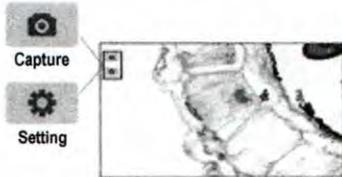
With 60fps HDMI and 30fps USB 2.0 data transfer at 1920x1080 resolution*, the *Excelis* HD camera is one of the fastest HD 1080p cameras on the market today!

Fluorescence Imaging*

The ultra-high signal-to-noise ratio sensor allows users to set exposure time from 1ms to up to 10 seconds and adjust 20 scales of Gain value. And the incredibly efficient 3D noise reduction performance delivers detailed low light images making the *Excelis* HD camera a great choice for fluorescence applications.

*AU-600-HD and AU-600-HDS cameras only. HDMI 60fps live imaging/30fps HDMI image transfer.

Built-in Camera Functions Get You Up & Running *FAST!*



Simple Software Interface

Less is definitely more with the built-in camera software — only two icons appear on the start screen — one for capturing an image, the other for menu settings.

Auto or Manual Exposure Time Capability

With the *Excelis* HD cameras users are in full control of the exposure and gain. Use the Auto Exposure function or set the exposure time from 1ms up to 10 seconds and adjust 20 scales of Gain value.

3D Noise Reduction

Longer exposure times increase image noise. The integrated 3D noise reduction function keeps the *Excelis* HD camera image clean and sharp!

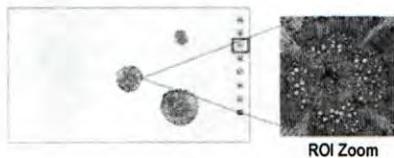
1080P Video Recording

Just click on the video record icon to start recording 1080P videos at 30fps. The recorded video files will be saved directly to the high speed SD card. Users can also playback videos directly from the SD card.



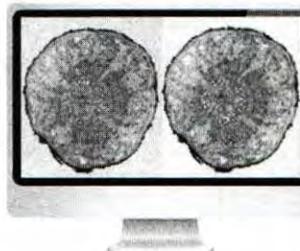
Magnify (ROI), Rotate & Flip Images With Ease!

Image operation buttons on the right side of the screen allow users to select a ROI (Region of Interest), as well as flip or rotate an image. The ROI feature of the *Excelis* HD cameras help to get more image details by magnifying the image.



Side X Side Image Comparison!

The image comparison function allows you to choose one image, move the image position, or select the ROI area to compare with the live image.



Browse Captured Images & Video

Easily browse images on the SD card, zoom in on images, or delete them. You can even playback video files saved to the SD card from the Browse feature.

On Board Imaging Tools



With the *Excelis* HD camera, no driver is needed when you connect to a PC or Mac via the USB 2.0 camera port.

With our Quick Start Guide, you'll be up & running in no time with the on-board software that features basic imaging tools:

-  Flip Horizontally
-  Flip Vertically
-  Zoom In
-  Zoom Out
-  Crop
-  Division Cancel
-  Insert a Crossline
-  Compare Images
-  Browse Images

Excelis



Get More Image Control, Analysis, Annotation & More With **CaptaVision** PC Imaging Software!

With the *Excelis* HD cameras, no driver is needed when you connect to a PC or Mac via the USB 2.0 camera port.

And, the included *CaptaVision* software for PC puts more image control features in your hands including live and still image measurement, focus stacking, image stitching and more!

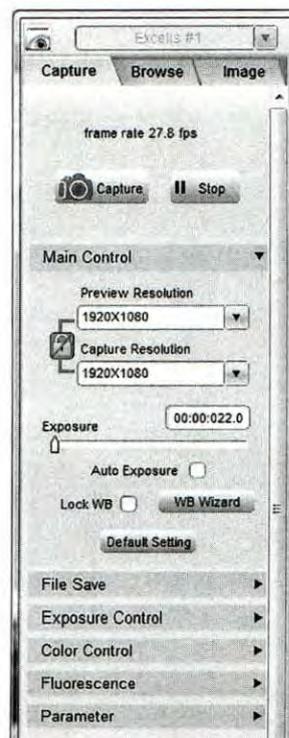
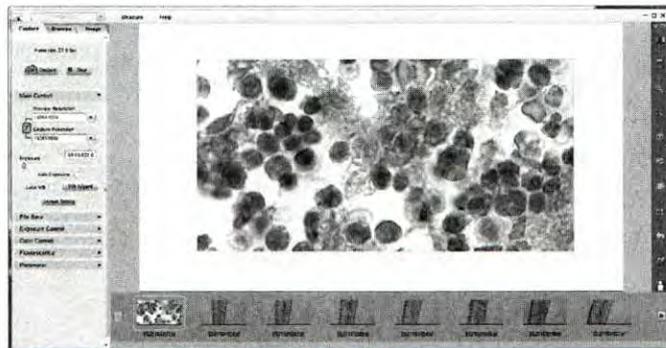


Feature-Rich *CaptaVision* Software Gives You More!

Included with every *Excelis* HD camera, is our intuitive and feature-enhanced *CaptaVision* software for PC that allows for more image control, analysis, annotation and more!

Advanced Camera Control

- **Basic camera settings:** live image resolution, live capture resolution, exposure, white balance, and white balance wizard
- **Acquisition of still images and video with image types:** jpg, bmp, tiff and RAW, and file save destination feature
- **Exposure control:** auto, manual, gain, frame speed and data width
- **Color control:** flat field function
- **Fluorescence settings:** black level, levels (histogram), and capture mode specifically for fluorescence
- **Parameter group:** save parameters for different applications
- **Live image measurement tools:** scale line, calibrate, calibrate table, decimal, measurement data list, layers, lock/unlock, line, parallel, perpendicular, rectangle, 2-points circle, 3-points circle, diameter circle, concentric circle, polygon, arc, angle, point, annotate, cross-ruler
- **Live image shortcut tools:** a special shortcut toolbar on the live image window to process live images quickly
- **Image Management:** The Browse feature displays the file name, capturing time, color depth (bit), picture resolution and image size — *even add comments to any individual image!*
- **Image Processing:** basic captured image functions and more including extended depth of focus, imaging stitching, measuring, labeling (including time/date stamp), HDR (High Dynamic Range) function
- **Fluorescence:** a function used to assign fluorescence images with different colors and combine them together into one image — assign image color by choosing colors from the color palette or according to the dye used



CaptaVision software interface is easy to navigate. A user manual is included on the software CD.

Choose Your *Excelis* HD!

HD Cameras

CAT# AU-600-HD

For those who need speed, live image measurement and fluorescence capability, this model offers fast 60fps (HDMI) and 30fps (USB 2.0), SONY IMX236 sensor, and an 8GB SD card with a sleek white casing.

CAT# AU-300-HD Lite

For the budget-minded, this model offers 30fps (HDMI) and 15fps (USB 2.0), Aptina sensor, and an 4GB SD card with a cool gray casing.

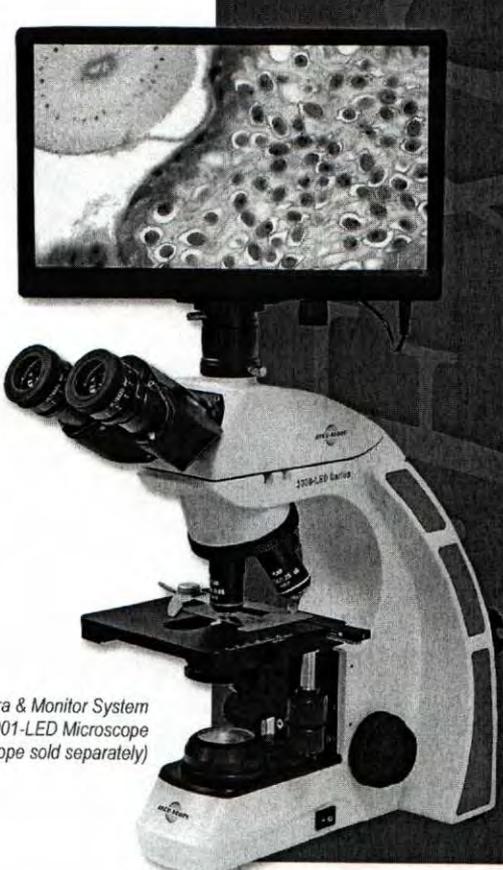
Complete HD Camera & Monitor Systems!

Our new *Excelis* Camera & Monitor Systems allow users to view and capture images and video directly to the supplied SD card included with the camera — no need for a computer or separate HD monitor!

The 11.6" HD display provides beautiful, crystal-clear image quality and vibrant, true-to-life color with exceptional viewing from all angles.

Available with the AU-600-HD or the AU-300-HD Lite cameras.

CAT# AU-600-HDS or CAT# AU-300-HDS



The *Excelis* HD camera is mounted directly to the monitor, saving space. If needed, it can be mounted elsewhere with additional components.

Excelis HD Camera & Monitor System shown on a 3001-LED Microscope (microscope sold separately)

Excelis HD MICROSCOPY CAMERA SERIES

What's Included:

- Excelis HD Camera
- HDMI Cable
- USB 2.0 Cable
- 12V Power Adapter
- SD Card
- USB 2.0 Mouse
- *CaptaVision* PC Imaging Software
- HDMI Adapter (with AU-600-HDS & AU-300-HDS)
- Y Power Splitter (with AU-600-HDS & AU-300-HDS)
- 11.6" HD Display (with AU-600-HDS & AU-300-HDS)
- Mounting Brackets & Hardware (with AU-600-HDS & AU-300-HDS)



CAMERA SPECIFICATIONS

	AU-600-HD • AU-600-HDS	AU-300-HD • AU-300-HDS
Model	AU-600-HD • AU-600-HDS	AU-300-HD • AU-300-HDS
Sensor	SONY IMX235	Aptina MT9P031
Sensor Size	1/2.8", 0.5x C-mount recommended	1/2.5", 0.5x C-mount recommended
Live Resolution	1920 x 1080	1920 x 1080
Frame Rate	HDMI (60fps); USB 2.0 (30fps)	HDMI (30fps); USB 2.0 (15fps)
Image Capture	High Speed SD Card (8GB)	High Speed SD Card (4GB)
Video Capture	HDMI: 1080p, 30fps to SD Card USB 2.0: 1080p, 30fps to PC or Mac	HDMI: 1080p, 15fps to SD Card USB 2.0: 1080p, 15fps to PC or Mac
Exposure Time	0.001sec—10.0 sec	0.001sec—10.0 sec
White Balance	Auto	Auto
Settings	Gain, Gamma, Saturation, Contraction	Gain, Gamma, Saturation, Contraction
Built-in Software	Cloud 1.0 (With live image measurement)	Cloud 1.0
PC Imaging Software	<i>CaptaVision</i> Imaging Software (for PC only; Mac OS not supported) Advanced Camera Controls: live/still image measurement and annotation; flat field correction; extended depth of focus (focus stacking); image stitching; fluorescence image settings; fluorescence multi-color channel merge; HDR (High Dynamic Range) function Image Types: JPEG, BMP, TIFF and RAW	<i>CaptaVision</i> Imaging Software (for PC only; Mac OS not supported) Advanced Camera Controls: still image measurement and annotation; flat field correction; extended depth of focus (focus stacking); image stitching; HDR (High Dynamic Range) function Image Types: JPEG, BMP, TIFF and RAW
Output Modes	Mode 1: USB 2.0 / Mode 2: HDMI	Mode 1: USB 2.0 / Mode 2: HDMI
System Compatibility	Windows XP, Vista, 7, 8, and 10 (32 or 64 bit) Mac OSX (for image transfer to Mac OSX only) System Requirements: Intel processor (Core 2 Duo or higher); 2GB memory or more; USB 2.0 Hi-Speed port	Windows XP, Vista, 7, 8, and 10 (32 or 64 bit) Mac OSX (for image transfer to Mac OSX only) System Requirements: Intel processor (Core 2 Duo or higher); 2GB memory or more; USB 2.0 Hi-Speed port
Power Supply	DC12V/1A	DC12V/1A

MONITOR SPECIFICATIONS

Monitor	Mountable 11.6" HD Display Contrast: 1000:1; Dot Pitch: 0.1338mm	Mountable 11.6" HD Display Contrast: 1000:1; Dot Pitch: 0.1338mm
Input Modes	AC power, HDMI	AC power, HDMI

Design, features and specifications are subject to change without notice.

ISO 9001

Design and production adheres to ISO9001 international quality standard.

ISO 14001

Design and production meets the requirements of international standard ISO 14001 for environmental management.

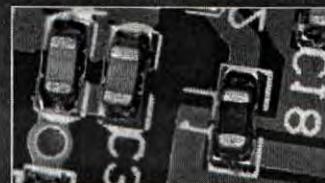
CE **RoHS**



73 Mall Drive • Commack, NY 11725
631-864-1000 (P) • 631-543-8900 (F)
info@accu-scope.com • info@unitronusa.com
www.accu-scope.com • www.unitronusa.com



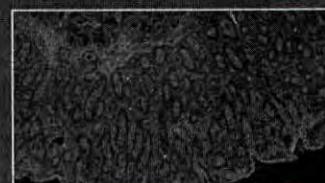
Perfect color reproduction



Manipulate live images without lag



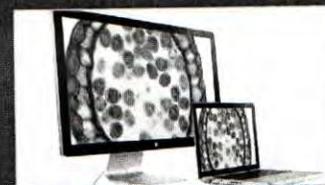
Motion trails are recorded in fast speed and intact form



Rapid captures of low light images



Full HD resolution allows clear and fast live image inspection



Dual, live video streaming from a PC to any HDMI imaging device

UNITRON

Michael Richard Wastewater Microbiology LLC

Michael Richard, Ph.D
michaelrichard@mrwwm.com
www.mrwwm.com

2708 Redwing Road, Fort Collins, CO 80526
Phone/Fax: 970-223-6571

January 15, 2016

MEMO TO: Tom Klahr
Wellington WWTP
3735 Cleveland Avenue
Wellington, CO 80549

email: wwwtporcl@cowisp.net
Phone 970/568-3276

FROM: Michael Richard, Ph.D.

RE: Quote for a Used Olympus CH2 Trinocular Phase Microscope with Digital Camera.

Following is a quote for a used Olympus CH2 trinocular microscope with a complete Olympus digital camera outfit.

Olympus Trinocular Phase Contrast Microscope

1. Olympus CH2 (CHT) trinocular microscope with 4 phase objectives (10, 20, 40, 100X) and matching phase condenser. The 10, 40 and 100X objectives are original Olympus objectives and the 20X is a Nikon replacement.
2. Two 10X Olympus eyepieces with a reticle installed in one eyepiece for measurements (1 cm divided into 100 parts).
3. Centering telescope to align the phase system.
4. Misc. supplies to include a dust cover, extra light bulbs, cleaning materials, slides and cover glasses, immersion oil, and a copy of the original microscope manual.

Cost: \$2400.00.

A storage/travel case is available as an option (not included in this quote). A soft fabric case is \$60 and a hard-sided aluminum case is \$125.

Complete Digital Camera Outfit for the Above Microscope

1. Olympus E-410 digital camera (demo, maybe new) with all original items including battery, battery charger, misc. cables and manual
2. Photo adapter to fit the CH2 trinocular head
3. 3.3X Olympus photo Lens
4. Adapter between the photo adapter and the Olympus 4/3 mount
5. Compact Flash storage card and extra battery

Cost: \$1000.00

You will need to add a TV with an S-component video input. The TV is NOT included in this quote.

Total Cost: \$3400.00

T. Klahr
1/15/16
Page 2

These items are used but in excellent operating condition. I offer a 30 day return for any reason warranty. After this, there is no warranty since this is a used scope. Repair service and parts (very unlikely) are locally available through Rock Mountain Microscope in Fort Collins.

Delivery is no charge and I will personally deliver and set-up the microscope and camera. The Town of Wellington is responsible for any use tax required. I am not able to collect use taxes. Payment is net 30 days. This quote is valid for 90 days.

Regards,

Michael Richard, Ph.D.

Michael Richard Wastewater Microbiology LLC

Michael Richard, Ph.D
michaelrichard@mrwwm.com
www.mrwwm.com

2708 Redwing Road, Fort Collins, CO 80526
Phone/Fax: 970-223-6571

January 20, 2016

MEMO TO: Tom Klahr
Wellington WWTP
3735 Cleveland Avenue
Wellington, CO 80549

email: wwwtporc1@cowisp.net
Phone 970/568-3276

FROM: Michael Richard, Ph.D.

RE: Quote for a Used Olympus BH2 Trinocular Phase Microscope with Digital Camera.

Following is a quote for a used Olympus BH2 trinocular microscope with a complete Olympus digital camera outfit.

Olympus Trinocular Phase Contrast Microscope

1. Olympus BH2 trinocular microscope with 4 phase objectives (10, 20, 40, 100X) and matching phase condenser. The 10, 40 and 100X objectives are original Olympus objectives and the 20X is a Nikon replacement.
2. Two 10X Olympus eyepieces with a reticle installed in one eyepiece for measurements (1 cm divided into 100 parts).
3. Centering telescope to align the phase system.
4. Misc. supplies to include a dust cover, extra light bulbs, cleaning materials, slides and cover glasses, immersion oil, and a copy of the original microscope manual.

Cost: \$3800.00.

A storage/travel case is available as an option (not included in this quote). A soft fabric case is \$60 and a hard-sided aluminum case is \$125.

Complete Digital Camera Outfit for the Above Microscope

1. Olympus E-410 or Olympus micro 4/3 digital camera (demo, maybe new) with all original items including battery, battery charger, misc. cables and manual
2. Photo adapter to fit the BH2 trinocular head
3. 2.5X Olympus photo Lens
4. Adapter between the photo adapter and the Olympus 4/3 or micro 4/3 mount camera
5. Compact Flash storage card and extra battery

Cost: \$1300.00

You will need to add a TV with an S-component video input. The TV is NOT included in this quote.

Total Cost: \$5100.00

T. Klahr
1/20/16
Page 2

These items are used but in excellent operating condition. I offer a 30 day return for any reason warranty. After this, there is no warranty since this is a used scope. Repair service and parts (very unlikely) are locally available through Rock Mountain Microscope in Fort Collins.

Delivery is no charge and I will personally deliver and set-up the microscope and camera. The Town of Wellington is responsible for any use tax required. I am not able to collect use taxes. Payment is net 30 days. This quote is valid for 90 days.

Regards,

Michael Richard, Ph.D.

AGENDA ITEM SUMMARY SHEET
Town Board Meeting –February 9, 2016

ITEM #: 5

SUBJECT: Purchase Request – Lab Turbidimeter for Water Treatment Plant

RECOMMENDATION: Approve lab turbidimeter from Hach in the amount of \$2,125.15

The 2016 budget includes \$3,000 in the water fund for lab equipment.

Mike Bean is asking for a replacement for the turbidimeter in the lab of the water treatment plant. We have been sticking with Hach on all our turbidimeters replacements in the water plant due to better life and less problems from the Hachs then other brands that have been used.

PURCHASE REQUEST

Date: Feb. 01, 2016

To: Larry Lorentzen / Town of Wellington Board of Trustees

From: Mike Bean Utilities Superintendent

Re: New Laboratory Turbidimeter 2100 N

The old turbidimeter has been having problems with keep the standard in the calibration, we have had to change light bulbs every time we calibrate and that is every 3- months state reg. this laboratory unit has been in service for over 10 + years so it is time to replace it the cost is \$2125.15 with 5% discount off book price.

I would like to request approval of new turbidimeter the cost of \$2125.00 plus shipping

The line item for this is lab. Equipment 204-70-5969 budget amount \$3000.00

Thanks,

X

Mike Bean
Utilities Superintendent



Quotation

Hach
 PO Box 608
 Loveland, CO 80539-0608
 Phone: (800) 227-4224
 Email: quotes@hach.com
 Website: www.hach.com

Quote Number: 100133299v1
 Use quote number at time of order to ensure
 that you receive prices quoted

Quote Date: 21-Jan-2016

Quote Expiration: 21-Mar-2016

TOWN OF WELLINGTON
 PO BOX 127
 WELLINGTON, CO 80549

Name: James Creaghe
 Phone: 970-568-3021
 Email: wtporc2@cowisp.net

Customer Account Number: 095518

Sales Contact: Shane Mueller Email: smueller@hach.com Phone: 970-215-3671

PRICING QUOTATION

Line	Part Number	Description	Qty	Unit Price	% Disc	Net Unit Price	Extended Price	
1	4700000	2100N Laboratory Turbidimeter, USEPA 180.1, 110/220 Vac, 0 to 4000 NTU (includes sample cells, StabiCalPrimary Standards, and accessories. Two-year warranty)	1	2,237.00	5%	2,125.15	2,125.15	
Grand Total							\$	2,125.15

TERMS OF SALE

Freight: Ground Prepay and Add

FCA: Hach's facility

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the Hach TCS: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of the Hach TCS are not part of the Contract.

Due to International regulations, a U.S. Department of Commerce Export License may be required. Hach reserves the right to approve specific shipping agents. Wooden boxes suitable for ocean shipment are extra. Specify final destination to ensure proper documentation and packing suitable for international transport. In addition, Hach may require: 1). A statement of intended end-use; 2). Certification that the intended end-use does not relate to proliferation of weapons of mass destruction (prohibited nuclear end use, chemical / biological weapons, missile technology); and 3). Certification that the goods will not be diverted contrary to U.S. law.

ORDER TERMS:

Terms are Subject to Credit Review
 Please reference the quotation number on your purchase order.
 Sales tax is not included. Applicable sales tax will be added to the invoice based on the U.S. destination, if applicable provide a resale/exemption certificate.
 Shipments will be prepaid and added to invoices unless otherwise specified.
 Equipment quoted operates with standard U.S. supply voltage.
 Hach standard terms and conditions apply to all sales.
 Additional terms and conditions apply to orders for service partnerships.
 Prices do not include delivery of product. Reference attached Freight Charge Schedule and Collect Handling Fees.
 Standard lead time is 30 days.
 This Quote is good for a one time purchase.

Memo

TO: Wellington Town Board

FROM: Brad March
March, Olive and Pharris, LLC
110 E. Oak # 200
Fort Collins, CO 80524
970-482-4322 (office); 970-482-5719 (fax)
Bmarch@Bmarchlaw.com

cc: Larry Lorentzen

DATE: July 3, 2014

RE: Wards/Districting

I advised at the Board's last meeting that based on issues raised by Allan Winick I would research election districting feasibility questions and provide a memo to the Board.

As a general matter, the law related to towns and cities is contained at Title 31 of Colorado's statutes. By current law municipalities are classified by §31-1-201 as cities and towns incorporated prior to 1877, cities and towns incorporated after 1877 and home rule cities and towns which have organized pursuant to the Constitution. Wellington is a statutory Town¹ created after 1877. Colorado's statutes related to voter districting are not particularly clear, largely as a result of statutory changes over time. Current law at § 31-1-101(14) defines² a "Ward" as:

... a district, the boundaries of which have been established pursuant to section 31-2-104 or 31-4-104, from which a member of the governing body of the city or town is elected.

State statutes have always distinguished between municipalities identified as cities and municipalities identified as towns. The two cited sections in the definition of wards relate to the organization/formation of new towns and cities. By current law cities by §31-1-101 are municipal corporations having a population in excess of 2,000 inhabitants, including Towns that elect to become Cities after reaching the population threshold. Towns are defined as municipal corporations with less than 2,000 inhabitants and municipalities organized as a town prior to 1980 that have not elected to be treated as a city.³ Wellington's population would allow the Town to reform as a city but when the question has been presented in the past the Town Board has chosen to remain a statutory town.

¹ By statute, a town is governed by a town board rather than a City Council.

² The definitional section was added to the law in 1975.

³ Prior law provided for cities of the first class which had a population of over 15,000, cities of the second class which had a population exceeding 2,000 and less than 15,000 and incorporated towns which had a population of less than 2,000. C.163, §49, 1935 Colorado Statutes.

The current law at §31-2-101 provides that to organize as a new city or town the proponents of forming the municipality must file a petition in the district court setting forth the proposed area of the town, a town plat and the name of the town. This body of law came into being after prior laws were repealed and re-enacted in 1975.⁴ Current law provides that after filing the appropriate documents with the court, commissioners are to be appointed and an election held. By § 31-2-104,

*... the commissioners ... , in the case of a city, by resolution, shall divide the city into wards in accordance with the provisions of section 31-4-104 , and the commissioners **may**, in the case of a town, similarly divide such town into wards.*⁵ (emphasis added)

The current statutes at §31-4-104 provide that every statutory *city* shall be divided by the *city council* into wards, and such wards shall be numbered consecutively.

Under the 1935 state statutes, cities of both the first and second class elected alderman by ward⁶, towns elected a mayor and town board members without reference to wards.⁷ The language of the current statute related to elections of the mayor and trustees by a town is substantially similar to the prior statute, the language to §31-4-301(2) allows for the election of the mayor and six trustees without mention of wards. Relative to cities, the current statutes provide at § 31-4-104, C.R.S. that:

Every city shall be divided by the city council into wards, and such wards shall be numbered consecutively beginning with the number one. The boundaries of said wards shall not be changed more often than once in six years, unless change is necessary to conform to constitutional apportionment requirements. Territory added to the city shall become a part of such ward or wards as may be determined by ordinance; but this shall not prevent apportionment to conform to constitutional requirements. The boundaries and number of wards shall be changed only by majority vote of all members elected to the governing body.

In 1957, by House Bill 158⁸, the legislature adopted the amendment to the 1953 statutes at §139-1-5 that allowed towns the option to divide the town voters into wards. The revised statute contained the following provision that was subsequently removed in the 1975 redraft:

The first city council or board of trustees shall have the authority by ordinance to change the boundaries or number of wards prior to the next regular election of officers, but thereafter the boundaries and number of wards shall be changed only by unanimous votes of the council or board of trustees approved by the mayor.

⁴ The 1935 statutes at chapter 163, §2, adopted in 1879 was substantially similar to current law.

⁵ Current election law at **§ 31-10-301 provides:** Every registered elector eighteen years of age or older on the date of the election may circulate a nominating petition and hold office in any municipality, unless another age is required by local charter or ordinance, if he or she has resided in the municipality or municipality and **ward**, as the case may be, from which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.

⁶ C 163, §60 and § 80.

⁷ C 163 §104.

⁸ 57 L. Ch272, p 828, amending C.R.S. 53, §139-1-5(1)

Additional provisions were added since Wellington was originally formed to the statutory town sections of current statutes providing mechanisms for reducing the number of board members from 6 to 4⁹ and for allowing overlapping terms of board members.¹⁰ The statutes do not discuss how districts/wards can be created if they were not provided for when the Town was incorporated and I find no provision that replaced the quoted provision of §139-1-5.

The issue that exists for Wellington in redistricting is that while wards are envisioned for new towns under the current law, they are not envisioned under the law that was in place when Wellington was formed. Wellington's formation documents appear to make no reference to the Town being capable of being broken into wards. This is logical as wards were not allowed for statutory towns until 1957. The statutory scheme does not set forth how wards are created if they were not originally allowed. This does not mean that breaking the town into wards is not possible. It would be my recommendation that if the board wishes to retain the Town's current incorporated structure that the board establish a commission charged with presenting a proposal to break the town into voting wards and that once that plan has been devised and approved by the town board a declaratory judgment action be filed with the Larimer County District Court requesting a ruling from the court that if the voters at a referred election (i.e. an election that arises after the board passes an ordinance and directs that the ordinance be sent to the voters for approval) approve districting that the Town would be allowed to be broken into the defined districts. A declaratory judgment action seems logical, in that, a challenge to any steps taken to create voting districts could evoke a lawsuit, particularly if there were issues surrounding the parties elected. To establish a court imposed roadmap out of the gate seems to be logical. The costs of such suit should be nominal.

As an alternative to figuring out what process to take to establish districting in the current Town format the Town has ample population to designate itself as a statutory City and if this step was taken, districting would be required. Likewise, the Town could elect to become a constitutional home rule city or town and as such could adopt a charter and at that time could establish voting wards. Electing to become a statutory or home rule city has separate advantages and disadvantages that should be discussed if the Town Board is inclined to consider this path.

Relative to municipal wards, there is a decent article in the Colorado legal journal authorized by a regarded municipal law attorney, Kendra L. Carberry.¹¹ The article, written in 2000 with expected census information forthcoming discusses municipalities that have wards; both cities required to have districting and towns that have elected districts. The article notes that municipalities with wards are subject to constitutional mandates to protect the "one person-one vote" equality rules mandated by the Equal Protection Clause of the U.S. Constitution and comply with constitutional mandates surrounding racial equality stemming from the Fourteenth Amendment. The Carberry article notes that the constitutional mandates require that in federal elections districts be drawn so that as nearly as practicable one [person's] vote in a congressional election is to be worth as much as another's. The same principal is applicable to local elections

Voting districts should be as equal in population as possible, although mathematical precision is not required but, the potential of lawsuits challenging equality both as to district numbers as well as by protected classes exists if districting approved. Issues surrounding political gerrymandering likewise will exist.

⁹ §31-4-301.5

¹⁰ 31-4-301(5)

¹¹

TOWN OF WELLINGTON

BILLS FOR APPROVAL

FEBRUARY 9, 2016

1	PITNEY BOWES	\$1,048.35
	* EQUIPMENT MAINTENANCE, DM500 SERIES FEEDER	
2	RON'S EQUIPMENT CO., INC.	\$2,501.46
	* MASSEY WORK, REBUILD FUEL PUMP, BEARINGS REBUILT	
3	DANA KEPNER COMPANY, INC.	\$5,262.47
	* 24 METERS, METER PIT PARTS	
4	JVA CONSULTING ENGINEERS	\$6,000.00
	* 3RD STREET & GARFIELD STORM SEWER	
5	NORTHERN COLORADO LANDSCAPES, LLC	\$9,691.25
	* BALANCE DUE FOR FINISHING WCP	
6	RAMEY ENVIRONMENTAL COMPLIANCE, INC.	\$12,528.54
	* SEWER PUMP REPAIR	
	TOTAL	<u>\$37,032.07</u>



MASSEY FERGUSON

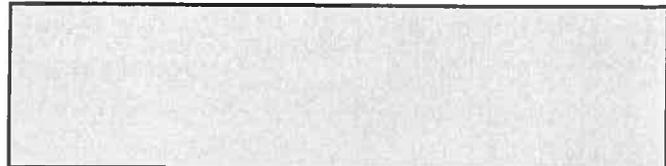
RON'S EQUIPMENT CO., INC.

906 N. U.S. HWY 287
FORT COLLINS, CO 80524
PHONE (970) 221-5296
FAX (970) 490-1683
Parts, Sales, & Service



TOWN OF WELLINGTON
P.O. BOX 127
WELLINGTON CO 80549

Table with payment details: PAGE 1, CASH, CHG. X, F.P., ACCT. NO. 03381



Header row: SALESMAN JWS, PURCHASE ORDER NO. 1233, R.O. NO., P.L. NO. 100610, INVOICE DATE 01/29/2016, TIME 08:10 AM, INVOICE NO. 89466

Main table with columns: QUANTITIES (ORDERED, B/O, SHIPPED), PART NUMBER, DESCRIPTION, VENDOR, BIN LOC., PRICES. Includes items like MANIFOLD G, COVER SEAL, OIL SEAL, END CAP-52, SEAL, BEARING, BALL BEARI.

SHIP VIA
POSITIVELY NO PARTS ACCEPTED FOR CREDIT OR REFUND AFTER 30 DAYS WITHOUT RECEIPT. NO RETURNS ON ELECTRICAL PARTS.
Terms Net Cash Accounts due and payable 10th of the month following purchase. 1-1/2% per month FINANCE CHARGE which is an ANNUAL PERCENTAGE RATE of 18% will be added on accounts from 1st of month following purchase on overdue accounts.
I HEREBY CERTIFY THAT THE PRODUCTS SHOWN HEREON ARE EXEMPT FROM SALES TAX UNDER THE APPROPRIATE COLORADO STATUTES.
Received By:

Summary table with columns: DESCRIPTION, ACCOUNT, AMOUNT. Rows for PARTS, FREIGHT, SALES TAX, and TOTAL.



MASSEY FERGUSON

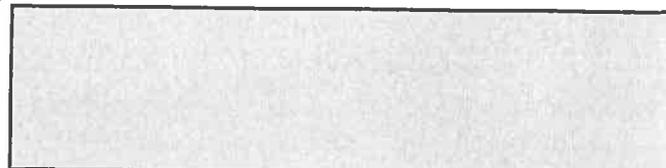
RON'S EQUIPMENT CO., INC.

906 N. U.S. HWY 287
FORT COLLINS, CO 80524
PHONE (970) 221-5296
FAX (970) 490-1683
Parts, Sales, & Service



TOWN OF WELLINGTON
P.O. BOX 127
WELLINGTON CO 80549

PAGE 2		
CASH	CHG.	F.P.
	X	
ACCT. NO. 03381		



SALESMAN JWS	PURCHASE ORDER NO. 1233	R.O. NO.	P.L. NO. 100610	INVOICE DATE 01/29/2016	TIME 08:10 AM	INVOICE NO. 89466
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QUANTITIES			PART NUMBER	DESCRIPTION	VENDOR BIN LOC.	PRICES	
ORDERED	B/O	SHIPPED					
STK#		MODEL#	1233	TRACTOR	SER#JP4917		HRS:2120
1		1	N	FREIGHT	SHIPPING/H	PARTS	12.45 12.45
1		1	N	79023090	CLEANER/BR	CHEMICAL	7.64 7.64
2		2	N	3709151M2	BEVEL GEAR	NA	85.91 171.82
1		1	N	79021647	GASKET SEA	CHEMICAL	17.94 17.94
2		2	N	3708599M1	BEARING AS	NA	67.76 135.52
			*** 2 B/O Parts received on 12/18/2015				
2		2	N	3709149M91	OIL SEAL	B49	43.85 87.70
				DCT INC.			
1		1	N	LABORO	OUTSIDE	SHOP	424.00 424.00
1		1	N	FREIGHT	SHIPPING/H	PARTS	19.00 19.00
14.960		14.960	N	LABOR7	REGULAR	SERVICE	85.00 1271.60
			N	MISC SUPPLIES	1.719%		42.27
CHARGE			03381				2501.46

IT'S A GREAT DAY TO STOCKUP ON PARTS & SERVICE YOUR EQUIPMENT

SHIP VIA

POSITIVELY NO PARTS ACCEPTED FOR CREDIT OR REFUND AFTER 30 DAYS WITHOUT RECEIPT. NO RETURNS ON ELECTRICAL PARTS.

Terms Net Cash Accounts due and payable 10th of the month following purchase. 1-1/2% per month FINANCE CHARGE which is an ANNUAL PERCENTAGE RATE of 18% will be added on accounts from 1st of month following purchase on overdue accounts.

I HEREBY CERTIFY THAT THE PRODUCTS SHOWN HEREON ARE EXEMPT FROM SALES TAX UNDER THE APPROPRIATE COLORADO STATUTES.

Received By: _____

DESCRIPTION	ACCOUNT	AMOUNT
PARTS NONTAXABLE		1229.86
FREIGHT		
LABOR HOURS: 14.96		1271.60
SALES TAX		0.00
LN 1271.60 LT 0.00		
TOTAL		2501.46

rons_invoice.template

Copyright (c) 2015 HDS Systems

CUSTOMER

INVOICE



Dana Kepner Company, Inc. Western Industrial Supply, LLC

UPC VENDOR	INVOICE DATE	ORDER NO.
000000	01/17/16	6176783-00
P.O. NO.		PAGE #
740422		1

CUST#: 90800000
SHIP TO: TOWN OF WELLINGTON
POB 127
WELLINGTON, CO 80549

REMIT TO: Dana Kepner Company, Inc.
PO Box 710281
Denver, CO 80271-0281

BILL TO: TOWN OF WELLINGTON
POB 127
WELLINGTON, CO 80549

INSTRUCTIONS		TERMS
		Net 30 Days
SHIP POINT	SHIP VIA	SHIPPED
	PICKUP	01/17/16

LINE NO	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O	QTY SHIPPED	QTY U/M	UNIT PRICE	AMOUNT (NET)
1	81S2048 20X48" MS METER PIT	3	0	3	PCS	142.00	426.00
2	82305TPI 20" M70ALP ALUMINUM METER PIT COVER WITH CI TOP ELECTRIC READ LID AND 3" PLASTIC RECESSED INNER LID	3	0	3	PCS	110.00	330.00
3	67VBHH82W4433QNL NL 5/8X3/4" FORD CPSTTR, ANGBALLXCSCDCHCK,PJ,QUIC	3	0	3	PCS	180.00	540.00
4	67B44333QNL NL 3/4" B44-333-Q FORD BALL VALVE QUICK JOINT NUT FOR COPPER OR PLASTICTUBING (CTS) BOTH ENDS	2	0	2	PCS	80.51	161.02
5	67C4433QNL NL 3/4" C44-33-Q FORD QJ COUPLING QUICK JOINT FOR COPPER OR PLASTICTUBING (CTS)- BOTH ENDS	6	0	6	PCS	22.20	133.20
6	51R69 #69 SCREW TYPE ADJUSTABLE RISER	3	0	3	PCS	32.32	96.96
7	5395E 95-E CURB BOX, W/LID	1	0	1	PCS	53.77	53.77
7	Lines Total		Qty Shipped Total	21		Total Invoice Total	1740.95 1740.95



**Dana Kepner Company, Inc.
Western Industrial Supply, LLC**

INVOICE

UPC VENDOR	INVOICE DATE	ORDER NO.
000000	01/17/16	6174913-00
P.O. NO.		PAGE #
DJ		1

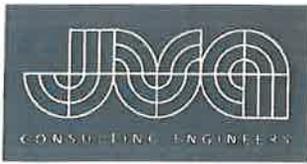
CUST.#: 90800000
SHIP TO: TOWN OF WELLINGTON
POB 127
WELLINGTON, CO 80549

REMIT TO: Dana Kepner Company, Inc.
PO Box 710281
Denver, CO 80271-0281

BILL TO: TOWN OF WELLINGTON
POB 127
WELLINGTON, CO 80549

INSTRUCTIONS		TERMS
DJ 690-5515		Net 30 Days
SHIP POINT	SHIP VIA	SHIPPED
	PICKUP	01/17/16

LINE NO	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY. SHIPPED	QTY U/M	UNIT PRICE	AMOUNT (NET)
1	70MI03ST1000G 3/4" iPERL 7.5" LL, 3 WIRE TR/PL, 1000 G	24	0	24	each	136.00 each	3264.00
2	74P45 SENSUS PIT LID HOUSING	24	0	24	PCS	10.73 PCS	257.52
2	Lines Total	Qty Shipped Total		48		Total Invoice Total	3521.52 3521.52



JVA, Incorporated
 1319 Spruce Street
 Boulder, CO 80302
 Ph: 303 444 1951
 Fax: 303 444 1957

October 26, 2015

Invoice Number: 57591

Web site:
www.jvajva.com

Town of Wellington
 P.O. Box 127
 Wellington, CO 80549
 Attn: Larry Lorentzen

E-mail:
info@jvajva.com

JVA Job # 2424c

Town of Wellington 3rd and Garfield Storm Sewer

Consulting Services from September 14, 2015 through October 18, 2015

Base Services	% of Fee	Contract		New		Base Fee:		Prev. Paid	Now Due
		Amount	Prior Billing	Billing	% Complete	Fee Earned	\$24,868.00		
Design Development	30%	\$7,500.00	\$7,500.00	\$0.00	100%	\$7,500.00	\$7,500.00	\$0.00	
Construction Documents	60%	\$15,000.00	\$0.00	\$6,000.00	40%	\$6,000.00	\$0.00	\$6,000.00	
Add Svcs Amendment NO. 1	10%	\$2,368.00	\$2,368.00	\$0.00	100%	\$2,368.00	\$2,368.00	\$0.00	
Totals:	100%	\$24,868.00	\$9,868.00	\$6,000.00	64%	\$15,868.00	9,868.00	\$6,000.00	

NEW BILLING \$6,000.00

Aged Receivables:					
New Billing	30-60 days	60-90 days	90-120 days	>120 days	Total Now Due
\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00

OK [Signature]

JVA , Inc.

1319 Spruce Street
Boulder, CO 80302
Phone: 303-444-1951
Fax: 303-444-1957

Statement of Account

Town of Wellington
P.O. Box 127
Wellington, CO 80549
Attn: Larry Lorentzen

Period Ending 2/1/2016

2424c Town of Wellington 3rd and Garfield Storm Sewer

<u>Invoice</u>	<u>Inv. Date</u>	<u>Amount</u>	<u>Payments</u>	<u>Balance</u>
55232	5/21/15	\$1,500.00	\$1,500.00	\$0.00
55704	6/22/15	\$5,250.00	\$5,250.00	\$0.00
56189	7/27/15	\$750.00	\$750.00	\$0.00
56641	8/24/15	\$1,302.40	\$1,302.40	\$0.00
57109	9/21/15	\$1,065.60	\$1,065.60	\$0.00
57591	10/26/15	\$6,000.00	\$0.00	\$6,000.00
58057	11/23/15	\$6,000.00	\$6,000.00	\$0.00
58517	12/21/15	\$1,500.00	\$0.00	\$1,500.00
Project Totals:		<u>\$23,368.00</u>	<u>\$15,868.00</u>	<u>\$7,500.00</u>
Report Totals:		<u><u>\$23,368.00</u></u>	<u><u>\$15,868.00</u></u>	<u><u>\$7,500.00</u></u>

Accounts Receivable Aging Summary

<u>Unreleased Retainage</u>	<u>Current</u>	<u>30-60 days</u>	<u>60-90 days</u>	<u>90-120 days</u>	<u>>120 days</u>
0.00	0.00	1,500.00	0.00	6,000.00	1,500.00

Northern Colorado Landscapes, LLC.
 10915 North County Road 7
 Wellington, CO 80549

Invoice

Date	Invoice #
12/10/2015	544

Bill To

Town of Wellington CO
 3735 Cleveland Avenue
 Wellington CO 80549

Phone #	Fax #	P.O. No.	Terms	Project
9705684117	9705684117	Jim Miller	Due on receipt	

Quantity	Description	Rate	Amount
	Balance due for finishing Wellington Community Park	9,691.25	9,691.25

Thank you! All Invoices past 30 days will incur a 2%finance charge per month or \$40 minimum.	Total	\$9,691.25
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Ramey Environmental Compliance, Inc.
Equipment Services Division (ESD)
PO Box 99, Firestone, CO 80520
Office: 303-833-5505
Fax: 303-833-5535

Invoice

Date	Invoice #
1/22/2016	12054

Bill To
Town of Wellington P.O. Box 127 Wellington, CO 80549

Ship To
Town of Wellington 3735 Cleveland Ave. Wellington, CO 80549

P.O. Number	Estimate/Job No.	Date Completed	Ship Via	Terms	Due Date
15205058	ESD-1735	12/4/2015	Service Truck	Net 30	2/21/2016

EQUIPMENT SERVICES DIVISION (ESD) PROJECT

Description	QTY	Price Each	Amount
Town of Wellington - Flygt Pump SN: 0370039 Flygt Model: 3127.090-2099 SN: 0370039 10hp, 460Volt, 3phase, FLA:13 REBUILD Flygt 3127.090, SN: 0370039: > Shop Labor to teardown, clean and inspect Flygt Pump > Parts to rebuild Flygt Pump: Bearings, Mechanical Seals, O-Ring Kit and Wash & Bake Stator > Shop Labor to rebuild the Flygt Pump > Price includes Freight/Shipping Cost > LEAD TIME: 1-2 BUSINESS WEEKS	1	2,285.10	2,285.10
ADDITIONAL Items not included in original Estimate: > SS Lifting Handle, Spare > SO Cable (50'), Grommet, Clamp and Washer	1	1,477.10	1,477.10
NOTE: PRICE DOES NOT INCLUDE INSTALLATION			

Thank you for your business!

Subtotal \$3,762.20

Sales Tax (0.0%) \$0.00

Amount Due \$3,762.20

REMIT TO:

Ramey Environmental Compliance, Inc.,
PO Box 99, Firestone, CO 80520
ATTN: ESD



Ramey Environmental Compliance, Inc.
Equipment Services Division (ESD)
PO Box 99, Firestone, CO 80520
Office: 303-833-5505
Fax: 303-833-5535

Invoice

Date	Invoice #
1/22/2016	12055

Bill To
Town of Wellington P.O. Box 127 Wellington, CO 80549

Ship To
Town of Wellington 3735 Cleveland Ave. Wellington, CO 80549

P.O. Number	Estimate/Job No.	Date Completed	Ship Via	Terms	Due Date
15205083	ESD-1879	12/4/2015	Service Truck	Net 30	2/21/2016

EQUIPMENT SERVICES DIVISION (ESD) PROJECT

Description	QTY	Price Each	Amount
Town of Wellington - New KSB Pump			
KSB PUMP MODEL KRT K100-251 > 10hp, 460V, 3Phase > 50ft Power Cable > Seal Fail Relay SN: 031451	1	8,356.46	8,356.46
Freight/Shipping Cost	1	409.88	409.88
NOTE: Price does not include installation			

Thank you for your business!

REMIT TO: Ramey Environmental Compliance, Inc.,
 PO Box 99, Firestone, CO 80520
 ATTN: ESD

Subtotal	\$8,766.34
Sales Tax (0.0%)	\$0.00
Amount Due	\$8,766.34

TOWN OF WELLINGTON

CHECKS GREATER THAN \$1000

Check Issue Dates: 1/22/2016 - 2/5/2016

1	CENTURYLINK				\$1,229.94
	* TELEPHONE BILLS				
2	GALLEGOS SANITATION				\$1,102.00
	* TRASH AND TOILET SERVICE				
3	STAPLES				\$2,240.11
	* OFFICE SUPPLIES				
4	TOWN OF WELLINGTON				\$1,432.08
	* TOWN WATER BILLS				
5	XCEL ENERGY				\$14,178.75
	* ELECTRICITY BILLS				
6	L.C. SALES TAX ADMINSTRATOR				\$10,750.57
	* SALES TAX COLLECTED				
7	POUDRE VALLEY REA				\$3,729.84
	* ELECTRICITY BILLS				
8	USA BLUE BOOK				\$1,212.94
	* 3 INVOICES				
9	FIRST NATIONAL BANK OMAHA				\$1,297.84
	* CREDIT CARD RECEIPTS				
				TOTAL	<u>\$37,174.07</u>

To:	Larry Lorentzen	From:	Don Silar, Terry McEnany, Mark Oberschmidt, Victor Sam
	Town of Wellington		Stantec - Fort Collins
File:	187310055	Date:	February 5, 2016

Reference: Progress Report for On-going Wellington Projects

Over the last 2 weeks (since January 22, 2016), Stantec has performed the following work:

- **Wellington WWTP Design and Construction Phase Services:** Evoqua conducted training on the 26th and 27th on the Smart BNR system (biological nutrient removal). Several issues were identified, including discrepancies with control of aeration motor drives. Timber Line Electric and Evoqua will be returning to fix the problems. Stantec addressed some preliminary questions from Kusters Industries (manufacturer) about the fine screen as they prepare the initial review submittal. Stantec was in correspondence with Xcel Energy to further process the motors and drives rebates applied for the WWTP expansion.
- **I-25 Pedestrian Underpass:** Stantec received additional forms from CDOT that need to be processed prior to final payment for reimbursement to the Town (FHWA grant). The Town is to send cancelled checks for all payments up to pay application #6 to CDOT for processing the reimbursements. CDOT advised Victor S. that the Liquidated Damages should be withheld from payment to the contractor.
- **Wellington Water Treatment Plant – Meter Project:** Hydro is proceeding with the installation of the magmeters. Both of the manholes are installed and 90% backfilled. They got as much dirt work done as possible before the storm. Both of the mag meters are ordered. Once the meters are delivered Hydro will arrange a shutdown with Mike and install the meters.
- **Bonfire Subdivision** – Stantec sent out drainage comments and some comments on the plans related to the drainage report on 01/25/2016. We received plans on 01/18/16 and are holding on final review pending plan changes that are expected based on the drainage report review comments.
- **Seaworth / Emergency Water** – Stantec prepared a chronological check list of items that are needed to perform the work required to determine the extent of treatment, site location for the RO WTP, location and sizing of evaporation ponds, sizing and location of distribution lines, location of a groundwater well etc. Evaporation pond site no. 1 has been removed from consideration as directed by Mr. Seaworth.
- **WWTP Expansion Area / Solar Farm** – Stantec has determined the area required for future expansion of the WWTP. Approximately 2 acres would be available for a solar farm when the existing plant capacity is doubled. Ultimately when Wellington is fully developed and the plant expanded to meet the Town’s needs, the entire plant property will be needed for treatment.
- **2016 Street Improvements** – A meeting was held with consultant Tom Knostman (see Core Roads Maintenance Memo of November 5, 2015) and Town staff to discuss priorities and locations for

Reference: Progress Report for On-going Wellington Projects

improvements to the streets in Old Town. 2016 improvements will focus on portions of North 2nd, Grant, Garfield, Harrison, and Wilson. Improvements on Grant will be coordinated with waterline improvements. Stormwater improvements on Garfield will remove and replace a portion (approximately ½) of the street in the areas of construction.

- **North Poudre Irrigation Company (NPIC)** – Information (i.e. drainage reports, plats, development drawings) requested on various subdivisions throughout the town that include or abut their irrigation system was assembled and forwarded to them via their Engineer – Paragon Consulting Group.