



## TOWN OF WELLINGTON

3735 CLEVELAND AVENUE  
P.O. BOX 127  
WELLINGTON, CO 80549  
TOWN HALL (970) 568-3381  
FAX (970) 568-9354

### BOARD OF TRUSTEES

January 12, 2016

### REGULAR MEETING – 7:30 PM

#### AGENDA

---

#### CALL TO ORDER - PLEDGE OF ALLEGIANCE

#### ROLL CALL

#### ADDITIONS TO OR DELETIONS FROM THE AGENDA

#### CONFLICTS OF INTEREST

#### PUBLIC TO BE HEARD ON NON-AGENDA ITEMS

#### CORRESPONDENCE

#### PRESENTATIONS

#### CONSENT AGENDA

- Board of Trustee Minutes for December 8, 2016
- Wellington Municipal Court Report for January 6, 2016
- Planning Commission Minutes for December 7, 2015

#### LIBRARY BOARD

Directors Report

#### NEW BUSINESS

1. 2016 Law Enforcement Contract
2. Bonfire 2<sup>nd</sup> Filing Development Agreement & Letter of Credit – Doug Walker
3. Resolution 1-2016 – 3 Mile Plan
4. Resolution 2-2016 – Posting Locations
5. Resolution 3-2016 – Final Acceptance Park Meadows Phase 2
6. Main Street Update
7. Purchase Request – ½ Ton PU Truck
8. Purchase Request – Plow & Sander
9. Park Meadows Well
10. Resignation from Boxelder Stormwater Authority Board– Lee Tucker
11. Discussion - Boxelder Authority
12. Discussion – Town Administrator Evaluation Process.
13. Discussion – Utility Bills for Dployed Military Personnel.
14. Bills for Approval
15. Town Attorney Update
16. Town Administrator Update

#### SCHEDULING OF WORK SESSIONS

#### OTHER

17. Executive Session

ADJOURN

BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
January 12, 2016

The Regular Board Meeting was called to order at 7:32 p.m. January 12, 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 7:37pm.)

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

None

---

Conflicts of Interest

None

---

Public to be heard on non-agenda items.

Jay Redinger, representing a Pickle Ball Group, requested that the Town restripe one of the tennis courts at the community park for use by their Pickle Ball group. He had brought this issue up to the Park Advisory Board. The tennis courts were striped, but not in a way that would maximize the use of the court. He mentioned the cost of doing the restriping and what it would take to do the work. Trustee Singewald said he looked at the minutes from the Park Advisory Board and it had been a non-agenda item. He asked that quotes be submitted for the next meeting. The Board asked that it be added to the next meeting.

Kathy Thornton, 7745 Kelbran Lane, addressed some concerns about traffic. She submitted information about grant applications for bus service from Wellington into Fort Collins. Mr. Lorentzen said there had been a couple of attempts at providing this service, but due to low participation they died out. He suggested doing a survey to see how much of an interest there would be for this service. Trustee Harless suggested getting information about what size a community would need to be to support this type of service.

Correspondence

None

---

Presentations

Trustee Macdonald presented service awards to Mike Bean and Larry Lorentzen for 15 years of service.

Consent Agenda

- Board of Trustee Minutes for December 8, 2016
- Wellington Municipal Court Report for January 6, 2016
- Planning Commission Minutes from December 7, 2015

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 7:48pm and opened the Library Board. Roll call was taken and all members were present except Trustee Billington.

---

LIBRARY BOARD

Ms. Bornhoft gave her report. She mentioned that they had 40,000 books checked out not including eBooks. Local author Margret Mizushima will be at the open house January 20<sup>th</sup>.

Trustee Brinkhoff closed the Library Board at 7:50pm and reopened the Regular Board meeting. Roll call was taken and all members were present except Trustee Billington.

---

NEW BUSINESS

1. 2016 Law Enforcement Contract

Mr. Lorentzen said this is an annual contract and the increase in cost over last year is to cover the cost of a desk clerk position. This would not be charged to us until the position is filled. Sergeant Rairdon said the position would not be posted until the contract is signed. He said this type of position has been filled recently by deputies from the jail who are looking for a change. This would take less time for training.

Trustee Singewald asked if they had looked at the other services he had suggested at a previous meeting. Sergeant Rairdon said the services would depend on what equipment would be needed to do the service. They would be able to take reports.

Trustee Michel asked about the use of bicycles for patrols and if our officers are trained. Sergeant Rairdon said we have the equipment, but we do not have the trained personnel. He said we have also seen an increase in calls and it has not allowed the officers to utilize the bicycles.

TRUSTEE MICHEL MOVED AND TRUSTEE SINGEWALD SECONDED to approve the 2016 Law Enforcement Contract. Roll call was taken and the motion passed unanimously.

---

2. Bonfire 2<sup>nd</sup> Filing Development Agreement & Letter of Credit – Doug Walker

*Applicant Doug Walker*

Mr. Walker wanted to do the road work in phases so he could pave all at the same time. He requested relief on the amount of security. He suggested reduction in the percentage needed for the warranty period. Mr. March said there is leeway in the public improvement agreement pertaining to phasing. Mr. Lorentzen said the other requests would be acceptable once the infrastructure is signed off.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MACDONALD SECONDED to approve the development agreement and letter of credit for Bonfire 2<sup>nd</sup> filing. Roll call was taken and the motion passed unanimously.

3. Resolution 1-2016 – 3 Mile Plan

Mr. Lorentzen explained that the state requires land that might be annexed to be part of a three mile plan. He said we typically adopt the comprehensive plan as our three mile plan.

TRUSTEE SINGEWALD MOVED AND TRUSTEE MACDONALD SECONDED to approve Resolution 1-2015 adopting the current comprehensive master plan as the three mile plan. Roll call was taken and the motion passed unanimously.

---

4. Resolution 2-2016 – Posting Locations

Mr. Lorentzen said this is an annual requirement and there are no changes from last year.

TRUSTEE MICHAEL MOVED AND TRUSTEE SINGEWALD SECONDED to adopt Resolution 2-2016 setting times and places for public notice postings. Roll call was taken and the motion passed unanimously.

---

5. Resolution 3-2016 – Final Acceptance Park Meadows Phase 2

Mr. Lorentzen explained that the final acceptance is done at the end of the 2 year warranty period to release the last 10 percent of the security.

Trustee Michel had concerns about some sidewalks that have failed. Mr. Lorentzen explained for this acceptance we only look at the public improvements. The builders would be responsible to replace the sidewalks before getting a certificate of occupancy for new homes and any of the flat work issues would be between them and the home owner.

Trustee Singewald was concerned with the filtration off the retention pond. Who would be responsible for the maintenance? Mr. Silar said the town would maintain the ponds. Trustee Harless asked if this could be held off until a thaw so we can make sure it is running correctly. Mr. Lorentzen said the corrections were made based on our standards and have been signed off by our engineer. Mr. March said this needs a formal action.

Trustee Singewald asked who signs off on the corrections. Mr. Lorentzen said that the engineer, himself, Mr. Miller, Mr. Bean, the contractor and the developers all met and went through the punch list before it was signed off.

Charlie Cross, of 4202 Alder Creek Lane, had a concern about the drainage off the property to the north of this subdivision. There was further discussion about how the drainage would flow off those properties. Mr. Silar said a master drainage plan for development of that east side was done about 15 years ago. Mr. Cross asked how the water would come off of the Wellington Downs properties just north of the residences in Park Meadows. Mr. Silar said each lot would be graded so the water would drain to the fronts of the property and down the street. Trustee Michel stated that having that property developed would significantly reduce any flow of water from that property to the south.

Juliann Harvey, of 7201 Andover, asked about getting lighting by the mail box receptacle. Mr. Lorentzen said that the developer works with the post office on the placement of the receptacles. We can look at that in the future.

TRUSTEE MICHEL MOVED AND TRUSTEE NOEL SECONDED to approve Resolution 3-2016 accepting the public improvements within Phase 2 of Park Meadows. Roll call was taken and the motion passed Trustee Harless abstained.

---

6. Main Street Program Update – Wendy DuBord

*Presenter: Wendy DuBord – Director*

Ms. DuBord update the Board on the following:

- Main Street Investing in Business Grant Program
- Entry Signs
- Flower planters and light pole banners –
  - Request for banners on 6<sup>th</sup> street light poles
- Extended downtown holiday lighting
- Contract with Ayers Associates on writing an EPA grant on behalf of the Town of Wellington
- Update from Colorado Department of Transportation(CDOT)

Ms. DuBord asked if the Main Street Board could have a work session with the Board of Trustees to go over future plans. This was set for the First Meeting in February.

Ms. DuBord introduced Shane Armstrong who would be a part-time assistant to work on the website and social media. Mr. Armstrong is a resident of Wellington and will also be looking at art projects for the town.

---

7. Purchase Request – ½ Ton PU Truck

Mr. Miller said the truck would be used for parks and for use with a plow and sander.

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

---

8. Purchase Request – Plow and Sander

Mr. Miller said this would be placed on the ½ ton truck.

There was discussion about the snow removal process. The main issue was the wind on the first big snow fall.

TRUSTEE HARLESS MOVED AND TRUSTEE MICHEL SECONDED to approve the purchase request of plow and sander in the amount of \$11,597 from O.J. Watson. Roll call was taken and the motion passed unanimously.

---

9. Park Meadows Well

Mr. Lorentzen said there is a well on a buildable lot in Park Meadows that could be used for irrigation of the berm and the park. Travis Redmon owns the property and would like to sell the well to the town for the impact fee of building a house on the property. The well has been tested at 50 gallons per minute and that would be enough to cover the use for the berm and the park.

Mr. Cummins reviewed the cost that it would take to get the well running and connect the well to the service line. He said we would have to pay for the underground water fees. He provided a breakdown of

the fees from the building permit that the builder would like in exchange for the well. He had a breakdown of the cost for maintenance of the system. The savings would be from use of non-potable water instead of potable water for the irrigation.

Trustee Noel asked if the Homeowners Association is paying for the current water used. Mr. Lorentzen said they are and the town would reduce the rate they are paying for the water.

Mr. Lorentzen said he would want Mr. March to look over the agreement before it is signed.

Sally Weiser, 3395 Thundering Herd Way, was concerned about the growth in Wellington and how that affects the infrastructure. Trustee Michel explained that the water from this well could not be used outside the subdivision and by using this well we would be reducing the amount of potable water that is being used for irrigation.

The Board directed staff to work with the developer on a deal. Mr. Lorentzen said he would bring this back to the Board for approval.

---

#### 10. Resignation from Boxelder Stormwater Authority Board – Lee Tucker

Trustee Singewald spoke about Mr. Tucker's service to the town through his work on the Storm Water Authority. He suggested giving Mr. Tucker something to show our appreciation. Trustee Macdonald said she would put something together.

There was a discussion about how to replace Mr. Tucker, because his position was the joint Wellington/County position. One suggestion was to have Mr. Seaworth move to that position and have the town position filled by Trustee Harless. There was further discussion on this item.

TRUSTEE SINGEWALD MOVED AND TRUSTEE HARLESS SECONDED to accept the resignation of Lee Tucker from the Stormwater Authority Board. Roll call was taken and the motion passed unanimously.

---

#### 11. Discussion – Boxelder Authority

Trustee Singewald gave an update on following issues related to the Boxelder Basin Regional Stormwater Authority.

- Letter to homeowners about fees
- Letter that representative from Pinnacle.
- Impervious Surface calculations – question on how to calculate and if some properties should be recalculated. Tier Schedule for larger residential properties.
- Loan payoff
- Project not been completed
- Retention requirements for IGA

Mayor Brinkhoff asked what our next step would be. Trustee Singewald said make sure documentation is not destroyed. Get Trustee Harless on the Boxelder Basin Regional Stormwater Authority as our representative. Send a demand to the County for payment of back issues. Request Pinnacle to re-evaluate charged properties and set a deadline.

Trustee Harless asked what our legal standpoint is if moneys were not collected due to a miscalculation by the County. Mr. March said he would put together a memo.

12. Discussion – Town Administrator Evaluation Process

Mr. March said he sent out the evaluation and set a date for the evaluation. It was set for the first meeting in February.

---

13. Discussion – Utility Bills for Deployed Military Personnel

Mr. March said if the Board wants to give a discount then they have to back fill that from another fund. There was discussion about different ways to assist service personnel. Trustee Macdonald said she would check with other groups about assistance for service personnel.

Mayor Brinkhoff asked what the criteria would be to give the relief. Mr. Lorentzen said this would be for someone who would be leaving the home vacant while they are being deployed.

There was a suggestion about providing a credit that would be applied for when the service person returns from duty.

---

14. Bills for Approval

Dana Kepner	\$ 1,088.00
Tools Plus Industries LLC	1,308.52
Quality Well and Pump	1,354.80
Colorado Municipal League	1,384.00
Air Comfort, Inc.	1,803.66
Colorado Library Consortium	2,049.00
Konica Minolta	2,130.95
UNIVAR	3,000.00
Bennett Premium Lighting	3,407.87
Sturgeon Electric	4,625.48
GE Betz, Inc.	5,446.36
NALCO	5,497.80
The Biergarten-AB Fort Collins	8,350.00
March, Olive & Pharris, LLC.	9,641.87
Hydro Construction Co, Inc.	27,338.99
Stantec	35,175.59
ECI Site Construction Management, Inc.	68,867.81
Larimer County Sheriff's Office	<u>188,875.64</u>
	\$ 371,346.34

Trustee Harless asked about the bill from Konica Minolta. Mr. Lorentzen explained that this copier is used for flyers that go into the water bills and it is also setup as a printer for the office. Mr. Cummins said he would check with Ms. Lundy and email him about the bill.

Trustee Noel asked if the \$8,350 was just for the Christmas Party. Trustee Singewald said he did not get an invitation. Mayor Brinkhoff said it was mentioned in a several meetings.

Trustee Singewald made an observation about the ECI contract. They contracted with Bath to do some of the work. Bath uses workers who are on VISA's and they had to leave in September, causing work to be unfinished. Is there anything we can do to make sure jobs are completed. Mayor Brinkhoff suggested setting deadlines for the completion of the work.

TRUSTEE SINGEWALD MOVED AND TRUSTEE NOEL SECONDED to approve the bills in the amount of \$371,346.34. Roll call was taken and the motion passed unanimously.

---

15. Town Attorney Update

Mr. March updated the Board on the following:

- Broadband service – Is there a need. May need to go to voters. Mr. Lorentzen said January 15, 2016 there is a meeting regarding this issue.
  - Ridley’s liquor license update
  - Spoke with Tim Dowd about Ditch crossing
  - No response from Ms. Peck on the trailer situation
  - Several meetings regarding Seaworth Water
  - Stensal Reservoir
- 

16. Town Administrator Update

Larry updated the Board on the following:

- Garfield Drainage
- KRW – Narrowed down to 5 applicants with 2 alternatives – Interviews starting First week in February
- Retreat – After Election
- Planning Commission issue coming to the Board.

Trustee Macdonald said that Ms. Sullivan had a good Candidate workshop. She would like to have Ms. Sullivan do one for elected officials.

Mayor Brinkhoff asked if there was an update on a school crossing by Rice Elementary. Mr. Lorentzen said he had not looked at it but Jim Miller is getting quotes for the flashing lights.

---

17. Executive Session

Not needed.

---

Scheduling of Work Session

No work session was scheduled.

---

Other

Trustee Harless

*More information on agenda items*

*Snow removal*

*Press release on SWAT arrest*

Trustee Singewald

*Notifications*

*Newspaper shutting down weekly paper*

*Chip Seal – look at Buffalo Creek*

*Billing process for pump house*

*Light at 6<sup>th</sup> and Washington and 3<sup>rd</sup> and Washington*

*CDOT Meetings*

Regular Board Meeting  
January 12, 2016  
Page 8

*If the town is doing anything with the Energy assessment. Larry said Mr. Miller is working on upgrading facility lighting  
Poudre School land ([pacific.reaserch.org](http://pacific.reaserch.org))*

Trustee Macdonald

*Boys and Girls Club breakfast and Mayor Recognition  
Joint meeting with the Fire Board – February*

TRUSTEE NOEL MOVED AND TRUSTEE MACDONALD SECONDED to adjourn the meeting. Roll call was taken and the motion passed unanimously. Meeting adjourned at 10:34pm.

ATTEST:

Cynthia Sullivan, CMC  
Deputy Town Clerk