



TOWN OF WELLINGTON

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BOARD OF TRUSTEES

March 22, 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

PRESENTATIONS

CONSENT AGENDA

- Board of Trustee Minutes for March 8, 2016
- Larimer County Sheriff's Report for February
- Stormwater Minutes for January 27, 2016

LIQUOR LICENSE REVIEW BOARD

Loaf N Jug Renewal

OLD BUSINESS

1. Update – Farmers Market and Request for Street Closures
2. Deitzler Liquidated Damage Settlement

NEW BUSINESS

1. Ordinance 4-2016 - Amending 2015 Budget
2. Ordinance 5-2016 - Amending Code – Non conforming Uses and Structures
3. Resolution 10-2016 - Appointment to the Planning Commission
4. Resolution 11-2016 - NYPUM
5. Appointment to Parks Advisory Board
6. Main Street Update
7. Proposal – Bidding Services for Old Town Street Repairs
8. TST Change Order – Additional Work Windsor Ditch Crossing
9. Purchase Request – Pickup Truck for Utilities Department
10. Purchase Request – Compaction Wheel Attachment for Mini Excavator
11. Purchase Request – Fence for Cemetery and East Side Pedestrian Crossing Trail
12. Discussion – Replacing Skateboard & Basketball Court With Parking Lot.
13. Discussion – 4th of July Fireworks Display Sponsorship
14. Discussion – 3W Water
15. Bills for Approval
16. Town Attorney Update
17. Town Administrator Update

SCHEDULING OF WORK SESSIONS

OTHER

18. Executive Session

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
March 22, 2016

The Regular Board Meeting was called to order at 7:32p.m. March 22, 2016 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: TRAVIS HARLESS, MATT MICHEL, TIM SINGEWALD,
ASHLEY MACDONALD, LARRY NOEL, RAYMOND
BILLINGTON and JACK BRINKHOFF

TRUSTEES ABSENT: None

PRESIDING: JACK BRINKHOFF, MAYOR

ALSO PRESENT: LARRY LORENTZEN, TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
MIKE CUMMINS, FINANCE DIRECTOR
MIKE BEAN, UTILITIES SUPERINTENDENT
BRAD MARCH, TOWN ATTORNEY

Additions to or deletions from the agenda

Mr. Lorentzen said that under Presentations he would like to introduce the new Assistant Town Administrator.

TRUSTEE HARLESS MOVED AND TRUSTEE SINGLEWALD SECONDED to remove all items from the agenda except old business and items 12, 13 and 14. Trustee Michael said the agenda could be rearranged so those items could be addressed sooner in the meeting. Roll call was taken Trustees Harless, Singewald, Noel and Billington voted for, Trustees Michel, Macdonald and Mayor Brinkhoff voted against. There was confusion on what items would be taken off the agenda. Mr. March wanted to clarify the intent of the motion. Was it to table all the new business but items 12,13 and 14 or all business except old business and item 12, 13, and 14. Trustee Harless said all new business except 12, 13, and 14. Mr. March asked for a vote confirming the items to be taken off the agenda.

Angie Billington asked if the motion could be amended to allow appointments to the committees, because it would stall the committees that work with the board.

Trustee Macdonald suggested that Trustee Michel's comment about rearranging the agenda would work.

Mr. March restated that the motion was to take off only new business items except items 12,13, and 14. Trustee Harless confirmed that was the motion and Trustee Singewald confirmed the second. Roll call was taken Trustees Harless, Singewald, Noel, and Billington voted for, Trustees Michel, Macdonald and Mayor Brinkhoff voted against. Motion passed.

Conflicts of Interest

None

Public to be heard on non-agenda items.

Wendell Nelson, chairman of the Board of Director for Wellington Area Chamber of Commerce, said there would be discussion on issues related to actions needed to promote business development on Cleveland avenue. He stated the following 5 points.

1. The roll of the Chamber is support its business members and appropriately develop more business opportunities in old town as well as in commercial and industrial businesses.

2. The Chamber is aware of the needs of the Boys and Girls Club and does not support taking away any current facilities that they need to run their current program.
3. The Chamber works with and independent of the Town of Wellington Government in developing a sustainable and independent community.
4. The Chamber works closely with and independent of the Main Street Program.
5. The Chamber will continue to support Wellington's journey as it develops on reasonable and well thought out pathways to its maturity.

Joseph Martin, Boy Scout Troop 30, had a proposal for a project to create a website about the Highland Cemetery with pictures, a map and information about the people buried there. Mayor Brinkhoff said this could be added on the next agenda. Trustee Michel asked what information would be to put on the website. Mr. Martin said he wanted to have a map available with information about the people buried there. Mr. Lorentzen asked what the time period is for completing this project. Mr. Martin would like to do it before June. Mr. Lorentzen said staff would have to update the information and map for him.

Wendy DuBord, Director of Main Street Program, said one item from her update regarding an application for a grant of \$2,500.00 for the LED sign that had already been approved. She said the application needs to be signed by the Mayor so they can meet the submission deadline of April 1st.

Ms. Rice said that the appointment for the Park Advisory Board was tabled and they need to have the additional member before their meeting in April. Mr. Lorentzen said that the next Board meeting is on April 12th.

Correspondence

None

Presentations

Ryan Abbott, New Assistant Town Administrator, gave his background and said he was looking forward to working with staff, trustees and town members.

Sargent Rairdon said the new Desk Officer for Wellington started today. He is located in the Annex and will be available from 8-5 Monday thru Friday.

Proclamations

None

Consent Agenda

- Board of Trustee Minutes for March 8, 2016
- Larimer County Sheriff's Report for February, 2016
- Stormwater Minutes for January 27, 2016

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

Mayor Brinkhoff closed the Regular Board Meeting and opened the Liquor License Review Board at 7:59pm. Roll call was taken and all members were present.

Liquor License Review Board

Loaf N Jug Renewal – Staff had no issues.

TRUSTEE MICHAEL MOVED AND TRUSTEE MACDONALD SECONDED to renew the liquor license for Loaf N Jug. Roll call was taken and the motion passed unanimously,

Mayor Brinkhoff closed the Liquor License Review Board and reopened Regular Board the Meeting at 8:00pm. Roll call was taken and all members were present.

1. Update – Farmers Market and Request for Street Closures

Julianne Harvey, from the Farmers Market, reviewed statistics from last year regarding participation in the Farmers Market. She mentioned that turnout was higher when the market ran in conjunction with family night, car show and concerts. She spoke about a youth program they have to teach youth how to run a business. The Boys and Girls Club will be passing out magnets to neighbors to promote the market. They donated \$150 from the booth fees to the Eagles After Hours Program last year. This year they will have flyers “Market Minute” that will list community events for the week. Vendors can sign up online. On the third Thursday of the month, there will be a musical group. She said the location would be at the southeast corner by the skateboard park. They use the skateboard park fence to help secure the tents. She is requesting street closures for the third Thursday of each month. Mr. Lorentzen said there would be a resolution on the next meeting.

2. Deitzler Liquidated Damages Settlement

Mr. March said there was a discussion between the Town, Stantec, State Highway, CDOT and Deitzler Construction relevant to the underpass. The resolution was that there were \$6,800.00 in liquidated damages.

Mr. Lorentzen said the Board had already approved an amount in excess of the amount settled on of \$126,000,00.

NEW BUSINESS

Items 1-11 and 15-17 were tabled until the next meeting.

1. Ordinance 4-2016 – Amending 2015 Budget
2. Ordinance 5-2016 – Amending Code – Non Conforming Uses and Structures
3. Resolution 10-2016 – Appointing to the Planning Commission
4. Resolution 11-2016 – NYPUM
5. Appointment to Parks Advisory Board
6. Main Street Update
7. Proposal – Bidding Services for Old Town Street Repairs
8. TST Change Order
9. Purchase Request – Pickup Truck for Utilities Department
10. Purchase Request – Compaction Wheel Attachment for Mini Excavator
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15. Bills for Approval
16. Town Attorney Update
17. Town Administrator Update

12. Discussion – Replacing Skateboard & Basketball Court with Parking Lot

Mayor Brinkhoff said this issue came from assessments that have been done over the last several years regarding how the downtown park should be utilized with regard to amenities in the park and usefulness to the main street of town. He started out by showing possible sites in town to relocate the basketball court and skateboard park from the Parks Master Plan. Then he pointed out the possible change of the area in Centennial Park for temporary use for downtown parking. This information was presented to Main

Street Program and to the Park Advisory Board. Mayor Brinkhoff mentioned that the equipment in the skateboard park needs to be repaired or replaced and had thought that the Board of Trustees had not wanted to put additional money in to this equipment if it was to be moved to a different location. He also said that a group in town had a raffle to raise money to have a design done, but not enough money was raised. The Main Street Program was willing to put in money for the design. The period for making the changes would be approximately 12 to 18 months. He was hoping to have information about the cost of maintenance for the skateboard park but this would have to be looked into further. He pointed out the plans that the Main Street Program had done for the Centennial Park. Neither show additional parking. Two Assessments were done about how to renovate the downtown area. Both mentioned lack of parking. He mentioned the GRASP program that the Park Advisory Board has been using to assess what park equipment is needed and where it should be located. The goal would be to beautify the downtown area and make it more accessible. The fencing around the basketball court and skateboard park is not inviting and needs to be changed. The idea is to start implementing some of the changes. If this is not the direction, we want to go the other way we should discuss it.

Trustee Michel pointed out that the assessment mentions that the park could have fountains, bandstand, and recreational features, but does not mention a parking lot. Even if we move the skateboard park somewhere else, we should not replace concrete with concrete.

Trustee Singewald wanted to address the proposal for putting in a parking lot that was presented at the last Park Advisory Board meeting. He was concerned when he noticed that the report said there was support from Main Street Program, The Chamber of Commerce, the car show, Farmers Market and the Boys and Girls Club. He contacted members from these groups who were not supporting this change. He mentioned the Restaurant that would like to come here, but could not put in additional parking. He felt this is not the right time or location to put in parking. He said he received threats about supporting downtown growth.

Trustee Harless asked Trustee Macdonald whom she was representing when she was giving the presentation. Trustee Macdonald said as the liaison to the Economic Development Committee (EDC) of the Chamber of Commerce, they were tasked to entice business to come to town. While recruiting businesses there was feedback about the lack of parking and the appeal of the downtown area. She said that the main issue is where the money would come from to make changes to the downtown area. This temporary parking option was just a suggestion open for discussion. There was discussion about how conversations were being directed. Trustee Macdonald asked Linda Kinzli to talk about what was discussed at the last Community Activities Commission (CAC). Ms. Kinzli said they had discussed how to bring the 4th of July activities back down to Centennial Park from the Schools. Trustee Macdonald said what she is looking for is a solution to make Centennial Park more useful to the community and also enhance the downtown area.

Trustee Harless said one of the issues that was brought up in the 2005 assessment was the lack of communication and that has still not been corrected. He said the actions of the EDC with regard to bullying members of the other boards and threatening to pull funding is not appropriate. He said the conduct of the EDC has been secretive and their ethics had been questioned by Downtown Community Inc. (DCI) in the assessment. He felt the town Board of Trustees has too many communication issues and dishonest practices. He asked for the resignation of both Trustee Macdonald and Mayor Brinkhoff. Mayor Brinkhoff said that Trustee Harless has been invited to participate in other board meetings. He said there was nothing clandestine going on and this item was put on the agenda of this board and the other groups as a discussion.

Trustee Michel said he has always received information ahead of time to be able to review before meetings.

Trustee Singewald said he understands when businesses don't want to go public before they are ready, but this deal has been secretive. If it is such a good deal, then why not let the public know and get their support. He said when the trustees were elected it was to represent the whole community.

Mayor Brinkhoff made a statement about his supported of the community through his service on the Board. His goal is to make this a better community. Trustee Harless commented that the community makes you who you are not the businesses that you bring in.

Trustee Michel asked that discussion go back to the topic of the skateboard park.

Trustee Billington comment that this would be one of his last meetings and one reason he decided not to run for office was the drama between the board members. He did not see a problem with the parking even if you have to park a couple of blocks away during the 4th of July or Christmas festivities.

Trustee Singewald said the groups in town are working toward similar goals. It just takes one issue like this to derail the progress. We have to operate professionally through proper channels.

Mayor Brinkhoff opened up the discussion to the public. He asked that anyone speaking to sign in and state their name and address for the record.

Angie Billington and Sarah Rice, form the Parks Advisory Board, spoke about how their Board is looking at the development of Centennial Park. At the last meeting the skateboard park issues were brought up and they had asked for more information before they could make a decision. Ms. Rice said they have preliminary plans that show a beautification of the park.

Lou Kinzli, local realtor, announced that a new Mexican Restaurant is coming and will try to be open in April. He felt the downtown area should be for smaller business and that there are other areas in town that could handle larger businesses. There was discussion about the corner of 6th and Cleveland.

Melissa Whitehouse, 3922 Grant, asked if diagonal parking was possible on main street or on side streets. The answer was that Cleveland Avenue is a state highway and diagonal parking is not allowed.

Galen Ward, Student, pointed out that the aerial view of the current park shows 4 parking lots adjacent to the park that are not full, there is also parking on 3rd, 4th and Harrison that is not fully utilized.

Sandra Wolf, owner of Wellington Flowers, said there are already local individuals and groups that would dedicate time to help repair or build new equipment. She has been doing research on cost and benefits for having the skateboard park. A good skateboard park will draw people into a community. She spoke about use of GOCO money for this type of project.

Ms. Billington said support for these projects can also come from other surrounding communities. She mentioned that proper communication needed to be worked on and that adults in the community should set better examples for the youth of the community. (Stop acting like children). She also mentioned that Boards including the trustees are voluntary and spend many hours working on projects. She suggested that more residents get involved.

Linda Siegfried, Director for the Park Meadows HOA Board, said most of their board was in attendance. We respect Trustee Singewald's call for the HOA's to support no skate park. She said the plans are to beautify the main street and that the skate park is ugly, but the trash behind McDonalds and the empty lot on Sixth and Cleveland needs work to make the town look nice. She said I support Trustee Harless in that if Trustee Macdonald and Mayor Brinkhoff do not resign. I asked citizens to start a position for recall.

Colleen Babitz, of 7240 Kitfox Dr, said as the owner of a downtown business she was appalled with the idea a paving a parking lot for a business. There are several businesses in the downtown area who would like to have their parking lots paved but it costs too much. She and her husband had got out for 3 years and cleaned up the area behind the McDonalds. They have offered free food, but no one has come out to help. She said the skateboard park and basketball court are needed.

Juliann Harvey asked who are the members of the EDC and is that a town board and are the meetings public? Wendell Nelson said he serves as a member, Curtis Bridges is the Chairman, Ashley Macdonald is the liaison from the Board of Trustees, Jack Brinkhoff, Jim Pieper, William Schneider and Lou Kinzli. Mayor Brinkhoff said it is a Chamber of Commerce committee. Mr. Nelson said they do not publish their meeting schedule. The meetings are held on the 3rd Wednesday of the month in the Kinzli office at 3:00pm.

Jody Burrows, of 3727 Garfield, said the children who live in old town need a safe place to play within walking distance of their homes.

Sarah Rice, said there needs to be more meetings like this where the public has a chance to review what is going on and have a chance to comment. She also mentioned that the advisory boards are volunteer and they want the work that they do to be as valuable in the decision making process.

Alan Hobbs, of 4175 Hayes Cir., said he likes the small town feel of Wellington, but knows that businesses are needed to sustain the community. He said beautifying the town needs to happen and suggested using different materials for the fencing around the basketball court and skateboard park to make it more pleasing to look at. He said this park is the closest to where his family lives.

Beth Libscomb, 8962 Smoke Signal, said that while we are growing we need to pay attention to aesthetics. She felt that the skateboard park and basketball court should be moved so that corner of the park could become more aesthetically pleasing.

Lonnie Brockman, 8850 Crossfire Dr., said there have been designs to move the skateboard park and basketball court, but paving it was not an option. He felt that we still need to work together.

This was a discussion item so no action was taken.

13. Discussion – 4th July Fireworks Display Sponsorship

Trustee Harless just wanted clarification on what the decision was.

Mayor Brinkhoff said we had a flyer about two meetings ago which went out in the water bill. Trustee Macdonald said the flyer was handed out at the meeting, because it was not finished before the packets went out. She said this had been brought up in other. Mr. Lorentzen said this issue was part of the discussion about Fireworks July of last year. This was created out of a request for audio capability for the presentation.

Trustee Singewald questioned the solicitation of donations from businesses by the Trustees. Mr. March said conflict of interest code reads that no official shall except any gift whether in the form of money, things, favor or loan that would not be offered to any other official or employee. His impression would be that you could ask for the town, but not for themselves. Trustee Macdonald said we ask for donations and sponsorships for other activities like the Easter Egg Hunt and the Halloween costume contest. She went through the proper channels and consulted with the Finance Department. She also asked that any donations be sent directly to the town hall. Mr. March said that he is an official of the town and has solicited contributions for the town in the past. He wanted to know if that was inappropriate. His interpretation was that any donation would have to benefit the town or the public not himself.

Trustee Singewald said since communications on committee issues are a problem then we need to bring up those issues in the other portion of the meeting. Mayor Brinkhoff added that during the other portion that the members pay attention to what is being said.

Ms. Harvey said there are grants available for Fourth of July projects.

14. Discussion – 3W Water

Mayor Brinkhoff reviewed the progress with the 3W water project. He said that Trustee Singewald had asked for some comparisons from other water companies. Mayor Brinkhoff said the only one that stacks up is the North Weld Water. The Harrison water has too many unknowns. Trustee Singewald asked why there were not meetings with the other water sources. Mayor Brinkhoff said North Weld had already given us a hard cost. He said the work with Stantec is to define what it will cost to process, store and pipe the supply to our plant. Mr. March said Mr. Kahn our special water council was asked to look at alternative water sources in his analysis, which has been done. He would email the list he received from Mr. Cohn. There was a further discussion on how to get comparisons.

15. Bills for Approval

Tabled

Caselle	\$ 1,000.00
TST, Inc. Consulting Engineers	2,500.00
Ramey Environmental Compliance	2,621.87
JVA Consulting Engineers	4,531.50
Stantec	12,821.96
ECI Site Construction Management, Inc.	47,021.00
HYDRO	<u>71,260.32</u>
	\$ 141,756.65

16. Town Attorney Update

17. Town Administrator Update

18. Executive Session

None

Scheduling of Work Session

No work session was scheduled.

Other

Trustee Harless asked about the TA Evaluation. Mr. March said he had all of them but one. Trustee Harless asked if it needed to be finished before the new board is seated. Mr. Lorentzen said it should be done in old business.

Trustee Singewald said at the last meeting we paid the Stormwater Authority bill. There was a discussion about how to approach the representatives at Pinnacol about their need to correct the billing.

Trustee Macdonald said that Patty put together packets of all the community events for the year. She said CAC is looking for volunteers to help run a car show on the 4th of July. The Easter Egg Hunt is this Saturday rain or shine. William Schneider asked if Patty was a full-time employee for the CAC. Mr. Lorentzen said she is just the staff liaison to the CAC.

Mr. March said he looked of the mini-grant application for the Main Street Program and it needs the Mayors signature, but there is no commitment required from the town. He said the idea behind the grant is to fund the LED sign. Main Street Program would be putting up the matching funds. He did not think he needed approval from the board to have this signed by the Mayor. Trustee Singewald said Ms. DuBord had brought this up in a report and the board had been agreeable.

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

ATTEST:

Cynthia Sullivan, CMC
Deputy Town Clerk