



TOWN OF WIGGINS
MINUTES
REGULAR BOARD MEETING
May 9, 2018 AT 7:00 P.M.

304 CENTRAL AVENUE
WIGGINS, CO 80654

MINUTES FROM THE BOARD MEETING HELD ON MAY 9TH, 2018

I. INTRODUCTIONS

1. Call the Meeting to Order at 7:05pm
2. Pledge of Allegiance
3. Roll Call
 - Mayor Mac Leon ✓
 - Chris Sandoval ✓
 - Charles Ruyle ✓
 - Jeff Palmer – Absent
 - Brian Becker ✓
 - Bruce Miller ✓
 - Pat Musgrave ✓

STAFF PRESENT:

Paul Larino, Town Manager
Pat Lentell, Town Clerk
Jennifer Ferguson, Sergeant Wiggins Police Dept

II. STAFF REPORTS

1. Town Managers Report

Paul updated the board on the 2019 Budget, we have started working on the Budget for next year. Staff is still working on the Town audit, should have it within the next couple of months. We received two grants in 2015 from the USDA, we have finally received those funds (\$60,000). Paul updated the Board on the Use Tax income, we have a little over \$20k so far this year. Paul also discussed the 3rd Street Drainage grant. 3rd Street has a problem with drainage, we received a grant from DOLA in the amount of \$63,000. The grant will expire in August of 2018, he will ask for an extension. Discussion on where the drainage should run and the cost effectiveness of which design. Consensus from the board with taking the drainage down 3rd.

2. Town Clerk / Treasurer Report

No report this evening

3. Police Department Report

No report per Sgt Ferguson

4. Public Works Report

Paul updated the board on our Spring Cleanup Day, it was very successful. We utilized 15 dumpsters this year. Our part-time summer help will go full-time after school is over. Bryan Flax, our Parks & Recreation Director, has sent out a survey on what types of activities the community would like to see. He has researched other options to help with our recreation.

Public Works will be working on the old wells, we will be doing the tie in and move the wells over to the park for irrigation. We have been working on the interchange with Morgan County Quality Water.

III. MAYOR, TRUSTEES, AND BOARD REPORTS

1. Trustees Reports

Discussion on what items can be reported on during this section. Trustee Chris Sandoval reported on his first Morgan County Economic Development group. He was very impressed.

2. Mayors Reports

Mayor Leon reported that Brian Becker is now on the Board so we have an opening for the Planning & Zoning Board. Jo-Anne Rohn-Cook has offered to be on the Planning & Zoning, she will be sworn in at the next meeting on May 23, 2018.

3. Committee Reports

Paul reported on the 4th of July Committee. The Committee discussed the Bands, we are starting the parade at 2pm hoping to have more participants and attendees for the parade, we've been planning the games, Stan Dooley and Brian Becker are working on the fireworks and on certification classes. The next meeting is Thursday, May 10 at 7pm.

IV. PUBLIC DISCUSSION

Mayor Leon started the Public Discussion at 7:25pm

Glenn Neal of Gateway Realty located at 105 Central Ave came forward, he is here to talk about boundaries. He met with the Town Manager, Paul Larino, he wants to do 50x140 lots, the new ordinance calls for different dimensions. At the time of the meeting there was no discussion on the costs, he was told it could be done administratively. He has \$1500 in costs in survey and Paul told him it would be an additional \$250 to be reviewed by our attorney. He does not want to pay for the costs.

Paul reported this is a lot line adjustment, we have cost agreements with all developments. Our new process calls for this being done administratively, our attorney said it would cost under \$200 for her review. Discussion on if the County would know of what the lot lines should be. Glenn created two buildable lots. Our attorney has to review it for legal review.

Glenn, just for the record. When it goes to a Title Company it goes to an attorney. The reason he had a survey done was so he will have the pins put in for the future.

Bruce Miller would like to research this issue and Brian Becker would like to read through the Land Development Code. Paul will put this as a discussion item on the future agenda.

V. APPROVAL OF CONSENT AGENDA

1. Approval of Minutes from the board meeting held on April 26, 2018
2. Approval of 2018 bills in the amount of \$40,326.30

Discussion on the bills and how often they are ran.

Motion to approve the Consent Agenda with the correction of the date was April 25th, 2018 by Charles Ruyle, seconded by Chris Sandoval. Roll Call, unanimously approved, motion carried.

VI. PUBLIC HEARINGS (Public Comment will be taken during the hearing)

1. Amendment to the 2018 Budget

- a) RESOLUTION 18-2018 A RESOLUTION AMENDING THE 2018 BUDGET BY INCREASING THE APPROPRIATIONS IN THE GENERAL FUND

Paul reported on the revenue amounts that will be appropriated into the General Fund Mayor Leon opened the Public Hearing at 7:49pm.

No one came forward, the Public Hearing was closed.

Motion to approve Resolution 18-2018 A Resolution amending the 2018 Budget by increasing the Appropriations in the General Fund by Charles Ruyle, seconded by Chris Sandoval. Roll Call; unanimously approved, motion carried.

VII. DISCUSSION AND ACTION ITEMS (ITEMS MAY OR MAY NOT BE VOTED ON)

1. Discussion on CML Conference.

Paul asked who all is going and passed around the conference details. Each member was asked to circle the agenda items they are interested in attending. He asked that the forms be returned by Friday.

2. Discussion on Water and Sewer projects (project update and questions from BOT).

Paul wanted to check in to see if anyone has questions after the presentation at the last board meeting. Paul is working with USDA on the next steps.

3. Equipment Purchase for the Water Project (Memorandum Review).

Paul prepared a memorandum for the board to review. He prepared several different options for the costs for this project. Discussion on the options, and how the overtime for current employees will work, possibility of grant funding. Discussion on Jet Wells. Discussion on fuel, would be triple the cost. Discussion on the hourly rate for the operators, would need to pay the experienced operators more money. Discussion on having an engineer on-site, Paul informed the board that with the USDA funding that cost is built in. Discussion on time frame, Glassey would be ready by late fall of this year.

4. Discussion on Sale of Excess Equipment.

Paul informed the board the oldest dump truck needs to be sold. We also have two loaders that need to be sold as well, they are becoming more of a maintenance issue. We will also want to sell the broom truck.

Motion to approve the Town Manager to sell excess equipment as discussed by Chris Sandoval, seconded by Charles Ruyle. Roll Call; unanimously approved, motion carried.

5. Discussion on Sewer Jetting Services.

Paul reported he put out a proposal for the Sewer Jetting Services, it is required by the health department. The proposal allows them to do 3000 feet a year over a three year period. The lowest bid came in at \$26,000. Right now we only have \$6000 in the budget for 2018, we are under budget in the sewer budget that we would be able to cover these costs. Discussion on where the last one stopped, it was at 4th & Ridge. The lowest bid was from High Country Pipe for \$26,160. He will bring this back to the board at a future meeting with a resolution.

6. Discussion on Utility Due Dates.

Paul brought the deadlines of the utility bills to the boards attention due to a customer request. Discussion on changing the due dates from the 5th to the 10th. Also discussed the possibility of creating a hardship application that would be a one-time only application. This might allow a customer to have one month's utilities waived so they can get ahead of

the billing cycle to avoid late fees. Paul will review and bring information back to the board at a future meeting.

7. Discussion on cancelling the June 13TH BOT Meeting.

Paul will be out of town on the 13th of June and the very next week is the CML Conference. Discussion on timing and canceling the meeting

Motion to cancel the June 13th, 2018 Board of Trustees meeting by Brian Becker, seconded by Chris Sandoval. Roll Call; unanimously approved, motion carried.

8. Discussion on Closing Town Hall on Friday July 6, 2018.

Paul reported to the board our staff works a 12 to 16 hour day on the 4th of July. In the past, we have closed the offices on the Friday after the celebration to give staff a full day for their holiday. Staff would still accumulate comp-time hours for any time over 8 hours.

Motion to close the Town Offices on Friday, July 6th, 2018 by Chris Sandoval, seconded by Brian Becker. Roll Call; unanimously approved, motion carried.

VIII. RESOLUTION AND ORDINANCES

- 1. RESOLUTION 19-2018** A RESOLUTION REMOVING MARY ELLEN MERCER FROM ALL CHECKING, SAVINGS, AND CREDIT ACCOUNTS ASSOCIATED WITH THE TOWN OF WIGGINS AT HIGH PLAINS BANK, BANK OF WEST, COLORADO TRUST AND ANY OTHER INSTITUTION WITH THE TOWN OF WIGGINS.

Motion to approve Resolution 19-2018, a resolution removing Mary Ellen Mercer from all Checking, Savings, and Credit Accounts associated with the Town of Wiggins at High Plains Bank, Bank of the West, Colorado Trust and any other institution with the Town of Wiggins by Chris Sandoval, seconded by Bruce Miller. Roll Call; unanimously approved, motion carried.

- 2. RESOLUTION 20-2018** A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO SIGN A GRANT AGREEMENT BETWEEN THE TOWN OF WIGGINS AND THE STATE OF COLORADO – PARKS AND WILDLIFE AND AUTHORIZE THE TOWN MANAGER TO EXPEND FUNDS IN ACCORDANCE EXHIBIT B OF THE GRANT AGREEMENT.

Paul reported this is the grant for the trail system. Discussion on bids for the matching grant.

Motion to approve Resolution 20-2018 a resolution authorizing the Mayor or his designee to sign a grant agreement between the Town of Wiggins and the State of Colorado-Parks and Wildlife and authorize the Town Manager to expend fund in accordance with exhibit B of the Grant Agreement by Chris Sandoval, seconded by Charles Ruyle. Roll Call; Chris Sandoval-Yes, Charles Ruyle-Yes, Brian Becker-No, Bruce Miller-Yes, Pat Musgrave-Yes, Mayor Mac Leon-Yes. Motion carries by majority vote.

Discussion on the bidding process and the costs of the trail.

Motion to amend Resolution 20-2018 to have the Town Manager bring bids for the asphalt and other high cost items to the Board by Brian Becker, seconded by Chris

Sandoval. Roll Call; Chris Sandoval-No, Charles Rule-No, Brian Becker-Yes, Bruce Miller-Yes, Pat Musgrave-Yes, Mayor Mac Leon-No. The motion resulted in a tie vote, motion failed by default.

3. **RESOLUTION 21-2018** A RESOLUTION AUTHORIZING THE TOWN MANGER TO PURCHASE MATERIALS AND SUPPLIES FOR THE PARK SYSTEM.

Paul will bring an itemized list back to the board for the big ticket items. We can get started with the landscaping and irrigation. He would like to have a community meeting to get input from the community for items to install in the park. Resolution 21-2018 will be brought back to the board for further review, discussion and approval.

4. **RESOLUTION 22-2018** A RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THE TOWN OF WIGGINS AND THE NORTHERN COLORADO ANTIQUE TRACTOR PULLERS ASSOCIATION.

Paul informed the board the Norther Colorado Antique Tractor Pullers Assoc uses the land next to the park on weekends for their tractor pulls. Discussion on the benefit to the town, the noise, the dust and fumes.

Motion to approve Resolution 22-2018 a resolution approving a lease agreement between the Town of Wiggins and the Norther Colorado Antique Tractor Pullers Association with the conditions that they only pull one day at a time on the weekends, that the agreement specify the area by Brian Becker, seconded by Chris Sandoval. Roll Call; Charles Ruyle abstained from voting as he is on the board of the Northern Colorado Antique Tractor Pullers Association, all others unanimously approved. Motion carried.

Glenn Neal asked to be able to approach, he apologized for emotions. He has three full lots to sell and make more money, he is not looking for trouble. It is set to close on May 29th, he will close on it whether or not it is approved by the board.

IX. ADJOURNMENT:

1. Closing Remarks by Mayor and Adjournment of the Meeting at 9:42pm.

Respectfully submitted by:

Approved by:



Patricia Lentell, Town Clerk



Mayor Mac Leon