



**TOWN OF WIGGINS
MINUTES
REGULAR BOARD MEETING
NOVEMBER 13, 2019 AT 7:00 P.M.
304 CENTRAL AVENUE
WIGGINS, CO 80654**

Mark Strickland was sworn into the office of Trustee by the Town Clerk, Patricia Lentell.

I. INTRODUCTIONS

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Roll Call

Mayor Mac Leon ✓

Chris Sandoval ✓

Charles Ruyle ✓

Jeff Palmer – Absent

Bruce Miller – Absent

Pat Musgrave – Absent

Mark Strickland ✓

4. Town Staff Reports

Town Clerk: Passed picture and letter from student with 4-H. Presented the Board with retirement letter effective 01/03/2019.

Police Department: Jennifer went over the incident at the school. Calls for service 2,348. Officers received active shooters training, FTO training, and Evidence Management training.

Public Works by Town Manager: Annual sewer jetting has started. Finished the trail grant, planted trees and signage. 3rd Street Drainage project in progress. Started Christmas, decoration. Completed the Kiowa Park Playground. Frisbee Golf will be installed around the Forsha Trail.

Town Manager: Hope has been working on completing the grant for the 3rd Street Grant and the trail grant. Another phase of construction has started at Kiowa Park. Updates on Budget: General, water and sewer budget have met their revenue goals. It has been an active year in construction, new revenues of 1.5 mil have been collected due to the new construction.

5. Mayor, Trustees, Committee Reports

Mayor: No report

Trustee Report: Trustee Sandoval reported on the Christmas Planning Committee, still looking for volunteers.

II. PUBLIC DISCUSSION

Anna Brooks, 407 High St: Would like to board to look into a nepotism policy. Bullying atmosphere.

Gerald Johnson, 211 Dickson St: concerned about safety of children on Main Street.

Mark Strickland: There was a question about bill pay, what is the status on that.

Mayor Leon addressed Anna Brooks, they will take this matter up later.

III. APPROVAL OF CONSENT AGENDA

1. **Approval of the minutes from the September 10th, 11th and 18th, 2019 Meeting.**
2. **Approval of the accounts payable in the amount of \$594,615.57.**

Motion to approve the consent agenda by Chris Sandoval, seconded by Charles Ruyle. Roll call; unanimously approved, motion carried.

IV. PUBLIC HEARING

1. **Thomas Farm Subdivision amendment to PD and Plat.**

(THIS ITEM WILL BE MOVED TO THE DECEMBER 11TH, 2019 MEETING)

A. Resolution 12-2019: A Resolution approving a Final Plat for the Farm Subdivision Filing No. 2 and the First Amendment to the Final PD Plan.

Motion to move the Thomas Farm Subdivision amendment to PD and Plat to a future meeting by Charles Ruyle, seconded by Chris Sandoval. Roll call; unanimously approved, motion carried.

V. DISCUSSION ITEMS

1. **Final Review of the Draft 2020 Budget.**

Paul presented the 2020 Budget to the Board. He discussed staff wages and the need to stay competitive to retain employees. Paul asked that an additional \$55,000 be allocated to the 2020 Budget to increase wages in various departments based off the market rate of the position. Secondly, CIRSA is offering insurance for incidents related to water breaks and sewer backups. The cost of the insurance is approximately \$2400. Further discussion on wages.

Motion to approve the appropriation of an additional \$55,000 in the Budget for 2020 to be allocated to wages and \$2400 to be allocated for additional CIRSA insurance by Charles Ruyle, seconded by Mark Strickland. Roll call; unanimously approved, motion carried.

2. **Review of the Town's compliance status with CDPHE, and discussion on the town's water and sewer system.**

Review of Town's compliance status with CDPHE, and discussion on the town's water and sewer system.

Paul reported on the current status with CDPHE. See information from CDPHE for requirements that need to be met by Feb 1, 2020. Rick Fendel, Town of Wiggins Water Attorney went into more detail. Discussion on next steps and timing.

Motion to move forward with presenting the plan to CDPHE based on what was submitted in the PER by Charles Ruyle, seconded by Chris Sandoval. Roll call; unanimously approved, motion carried.

3. Discussion on Financing of the town's water and sewer obligations.

Paul reported on the loan due to Bank of the West in December. Discussion on the options and scenarios.

Motion to move forward with the USDA loan and grant by Chris Sandoval, seconded by Charles Ruyle. Roll call; unanimously approved, motion carried.

4. Discussion of Wiggins Sewer Rates for 2020.

Paul reported sewer rates have not been reviewed for 5 years. Discussion on fixed rates for residential and increases for commercial. Paul will bring a resolution to the board at the next meeting.

5. Review of bids for purchase of a Side by Side UTV.

Paul reviewed the bids with the board.

Motion to move forward with purchasing the Kioti Side by Side from Wiggins Electric in the amount of \$9,200 by Mark Strickland, seconded by Chris Sandoval. Roll call; unanimously approved, motion carried.

6. Discussion of the Sale of the Farm House.

Paul reported the Farm House is no longer occupied and part of the budget is to sale the property.

Motion to allow the Town Manager to advertise the property and complete repairs up to \$40,000 to the Farm House by Charles Ruyle, seconded by Chris Sandoval. Roll call; unanimously approved, motion carried.

7. Public Comment Policy.

Paul presented examples of other municipalities policies.

Motion to ratify the current Public Comment Policy by allowing Public Comment to be for 3 minutes, the board will not interrupt speakers and will treat them with respect, back and forth comment should be limited; if there are items that need to be placed on future agendas, board members may bring those items up during the Mayor, Trustees, Committee Reports section on the agenda for discussion by Chris Sandoval, seconded by Mark Strickland. Roll call; unanimously approved, motion carried.

8. Louie's Liquor-Liquor License Renewal.

The Town Clerk presented the staff report and recommended the board approve Louie's Liquor License renewal.

Motion to approve Louie's Liquor License Renewal by Chris Sandoval, seconded by Charles Ruyle. Roll call; unanimously approved, motion carried.

9. Stub's Gas & Oil Inc-Liquor License Renewal.

The Town Clerk presented the staff report and recommended the board approve Stub's Gas & Oil Inc liquor license renewal.

Motion to approve Stub's Gas & Oil Inc Liquor License Renewal by Charles Ruyle, seconded by Chris Sandoval. Roll call; unanimously approved, motion carried.

VI. RESOLUTIONS AND ORDINANCES

1. Recall Election

a. Resolution 13-2019: A Resolution Ordering a Recall Election to be held as part of the Regular Municipal Election on April 7, 2020 concerning the Petition to Recall Jeffrey Palmer from the Office of Trustee of the Wiggins Board of Trustees.

The Town Clerk and the Towns Attorney explained the process to the board.

Motion to approve Resolution 13-2019: A Resolution Ordering a Recall Election to be held as part of the Regular Municipal Election on April 7, 2020 concerning the Petition to Recall Jeffrey Palmer from the Office of Trustee of the Wiggins Board of Trustees by Charles Ruyle, seconded by Chris Sandoval. Roll call; unanimously approved, motion carried.

2. Central Water Conservancy District

a. Resolution 14-2019: A Resolution approving an Operating Agreement with Central Water Conservancy District.

b. Resolution 15-2019: A Resolution approving Two Easement Agreements with Central Water Conservancy District.

Paul Larino introduced Rick Fendel, the Town Water Attorney to inform the board and community of this item.

Motion to approve Resolution 14-2019: A Resolution approving an Operating Agreement with Central Water Conservancy District by Chris Sandoval, seconded by Charles Ruyle. Roll call; unanimously approved, motion carried.

Motion to approve Resolution 15-2019: A Resolution approving Two Easement Agreements with Central Water Conservancy District Chris Sandoval, seconded by Mark Strickland. Roll call; unanimously approved, motion carried.

3. Robert's 81 2020 Budget and Operating Plan

a. Resolution 16-2019: A Resolution approving the 2020 Operating Plan and Budget for the Roberts 81 Business Improvement District (BID).

Melinda Culley, the Town's Attorney informed the board of the Special District that the Board of Trustees acts as the Board for the Special District and must approve their budget for 2020.

Motion to approve Resolution 16-2019: A Resolution approving the 2020 Operating Plan and Budget for the Roberts 81 Business Improvement District (BID) by Charles Ruyle, seconded by Chris Sandoval. Roll Call, Mark Strickland abstained from the vote, Chris Sandoval-Yes, Charles Ruyle-Yes, Mayor Mac Leon-Yes. Motion passed by a three to 1 vote.

4. Personnel Policy Handbook

a. Resolution 17-2019: A Resolution adopting amendments to the Wiggins Personnel Policy Handbook and the Police Department Policy and Procedure Manual.

Presented by Paul Larino.

Motion to approve Resolution 17-2019: A Resolution adopting amendments to the Wiggins Personnel Policy Handbook and the Police Department Policy and Procedure Manual by Chris Sandoval, seconded by Mark Strickland. Roll call; unanimously approved, motion carried.

VII. Executive Session – Legal Advice and Contract

Motion to enter into Executive session for the following purposes: (1) For a conference with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); and (2) For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e) – School District IGA, Town Manager, Legal Advice-Contracts and Legal Advice-Trustee Code of Conduct by Mark Strickland, seconded by Charles Ruyle.

a. Report from Executive Session – For discussion, direction, action

Executive Session Ended 11:52.

Those in attendance were:

Paul Larino, Town Manager
Rick Fendel left during the meeting
Mark Strickland, Trustee
Charles Ruyle, Trustee
Chris Sandoval, Trustee

Melinda Culley, Town Attorney
Mayor Margarito "Mac" Leon, Jr., presiding officer

Executive Session Reports

Discussion on Town Manager Salary. Item will be brought back to the board in December.

VIII. ADJOURNMENT:

1. Closing Remarks by Mayor and Adjournment of the Meeting

Discussion concluded at 12:05am

Respectfully Submitted by:

Accepted by:



Patricia Lentell, Town Clerk



Mayor Margarito "Mac" Leon Jr.