



TOWN OF WIGGINS  
MINUTES  
REGULAR BOARD MEETING  
1/08/2020 AT 7:00 P.M.  
304 CENTRAL AVENUE  
WIGGINS, CO 80654

I. INTRODUCTIONS

1. Call the Meeting to Order 7:04 PM
2. Pledge of Allegiance
3. Roll Call

Mayor Mac Leon ✓  
Christ Sandoval ✓  
Charles Ruyle ✓  
Jeff Palmer ✓  
Bruce Miller ✓  
Pat Musgrave ✓  
Mark Strickland ✓

Visitors:  
Melinda Culley, Town Attorney

STAFF:  
Sgt Jennifer Price ✓  
Stan Dooley ✓  
Hope Becker ✓

4. Staff Reports

Stan – Public Works Report –

- Doing final cleanup of Christmas.
- Attempting to do pothole repairs. Doing winter repairs on summer equipment.
- Having trouble at booster station and keeping batteries charged. Been using trickle charges. Seems to be working. No explanation for battery failure.
- New snowplow on the ¾ ton truck. Making snow removal easier. Working on switching buckets out of big snow plow truck.
- Going to put up new mph signs for better traffic control.
- Made board aware that recycled asphalt is going to be hard to come by this year. If Town needs asphalt for projects this year, town may want to consider getting it now.
- Upcoming Colorado Rural Water Conference. Would like for Chrissy to go to conference to help with taking next water test. Price for conference is about \$741. Spoke with Travis Bailey with fire department. Fire department willing to do some training with staff for fire extinguisher training.
- We removed a bunch of soil from 3rd Avenue and currently have it located in the vacant lot next to Pachek field. Thought it might be an idea to use the small mounds for a BMX dirt track for kids and their bikes.

Question from Jeff Palmer – Asked Melinda Culley if CIRSA would cover the Town if we pursued the bike trail. Melinda advised to reach out to CIRSA.

Hope Becker requested the board to make a motion for Chrissy to go to conference.

Motion Made for Chrissy attend the Colorado Rural Water Association Conference and staff to attend the vendor fair for the 1 day, Second made by Mark Strickland. Roll Call: unanimously approved; motion carries.

Sgt Jennifer Price presented Police Department stats. Sgt Price has been working on the evidence room and inventorying everything. Also moving everything from the old evidence room to the new one. May use the old evidence room for the police records to help make them more secure.

Jeff Palmer – asked who all had keys to the storage rooms. Sgt Price stated only she did.

Hope Becker – Office Reports –

- Presented to the public that the office experienced a computer crash from Pat's old computer which housed the Utility/Accounts Payable/Accounts receivable software. All data was recovered through a data recovery company out of Fort Collins. Customers may see a few extra days on their water bill due to the delay of meter reads, but the following month will have a few days less.
- In addition to computer issues, there have been copy machine issues. Asked the board permission to investigate the lease of the copy machine and potentially replacing the copy machine.
- Parks and Recreation-registration open for Spring Volleyball and Spring Baseball.
- Newsletter is delayed. They will go out this week. Reminder to the public that the sewer rate has changed to a flat rate.
- Election Petitions available in the town hall office.
- Hope brought before the board that Teets ballfield lights blew out last fall. She did reach out to 3 companies for bids. 2 responded out of 3. Stan came forward to explain what was broken on the transformers. Hope requested the board to set a motion in place to pursue the repairs to the transformers.

Motion made to take the bid from Better Electric for \$1,466.25 to begin the replacement of both transformers at Teets ballpark by Mark Strickland; second by Charles Ruyle. Roll Call: unanimously approved. Motion carries.

5. Mayor, Trustee, Committee Reports.

Bruce Miller asked if the board is going to lease out Knievel Farms. He has had a couple of phone calls inquiring about it. Board discussed it. Will set up a description of Knievel Farms and advertise for bid.

Jeff Palmer has been speaking with Brent Nation. Brent would like to sit down with our board to see what they could offer to us in regards to water. A round table discussion. Brent Nation is the Fort Morgan water engineer. Board discussion.

Melinda Culley – Offered the idea that the board place item on next months agenda

as an item of discussion. Mayor Mac followed up that the item could be placed on next month's agenda.

Mayor Mac read Paul Larino's resignation letter.

Mayor Mac also brought to the board of trustees' attention about the plans sent by Diamondback to CDPHE. Mayor Mac turned the floor over to Hope Becker. The email received is from Mark Pollock of CDPHE. The email consists of Diamondback Engineering report. CDPH is willing to proceed with permit approvals based off the plans. The board needs to approve the modification plans so that the permit may be received prior to the February 1<sup>st</sup> deadline.

Jeff Palmers asked questions regarding if the modification plans have to be followed exactly as written meaning the WWTF would indeed be moved. Hope confirmed that as the plans were on paper that the WWTF would be moved but thought that the plans could be modified at a later date if plans changed. Jeff brought it to attention of Trustees that conversations with area farmers indicated that Central Water was not able to get all easements for their pipeline for as long the Town of Wiggins is going to move the WWTF. Hope was not able to confirm the Central Water easement situation. Bruce Miller asked if we could get a meeting with Mark Pollock, CDPHE, to further discuss options. Jeff Palmer suggested doing an entire water meeting. Mayor Mac stated we need to deal with this permitting issue first.

## **II. PUBLIC DISCUSSION**

David Herbstman of 305 Sally Street. Addressed 3 cornerstones: 1-Town of Weeks needs to be sustainable. Need to continue growth and development. 2-Leaders need to show integrity and respect. 3 – Wiggins needs to be open for business. We need to develop revenue.

Jana Brautigam of 419 High Street. Asking the board why the rest of the board listen to the ideas of others for water and sewer ideas. Requesting the board to please set up a meeting for the general public to gain the information about water and sewer projects. Jana discussed with Sgt Price regarding the sex offenders in town.

## **III. APPROVAL OF CONSENT AGENDA**

1. Approval of the Minutes from the December 11th, 2019 meeting.
2. Approval of the accounts payable in the amount of \$84,775.95.

Pat Musgrave asked about Paul Larino's mileage re-imbusement and how/where he accumulated the mileage if he wasn't here. Hope Becker stated that Paul was here for the month of December and didn't leave until the end of December. Pat Musgrave brought up questions regarding an invoice from Trinity Trucking and why there was three duplicate invoice numbers of equal charges split with multiple departments. Hope stated that if multiple departments use the same equipment then the invoice is split accordingly with those departments. Discussion with board members.

Jeff Palmer brought up concern with a charge that was refunded to Stan Dooley. Stan explained that it was for the Caselle data recovery from Pat's computer crash. The Town Cards had not been recently paid and were not handling the charger so he covered it on his own cards.

Motion made to approve the consent agenda by Chris Sandoval; Second was made by Bruce Miller. Roll Call: Chris Sandoval – Yes, Charles Ruyle – Abstain, Jeff Palmer-Yes, Bruce Miller-Yes, Pat Musgrave-Yes, Mark Strickland-Yes, Mayor Mac Leon – Yes.

**IV. PUBLIC HEARING - THOMAS FARM SUBDIVISION AMENDMENT TO PD AND PLAT.**

**1.** Hope Becker stated that the plans were not ready for review and requested the hearing be moved to the next regular board meeting.

Motion was made to move the hearing for the Thomas Farm Subdivision to the February 12, 2020 regular meeting by Christ Sandoval; Second was made by Pat Musgrave. Roll Call: Unanimously approved; motion carried.

**V. DISCUSSION/ACTION ITEMS**

**1.** Approval of 2020 Staff Salaries.

Mark Strickland did some research on employee salaries in general. He recommends that the city clerk, town manager, public works supervisor salaries be reversed. Jeff Palmer suggests we table the increase until the board decides what to do about Chief of Police, Town Manager, etc. Mayor Mac reminded the board that the board had already voted on the salary increases in December's meeting with the budget approval. Further board discussion.

Motion made to approve the employee salaries allocations as presented in the document with the exception of the Town Manager by Chris Sandoval; Second made by Mark Strickland. Roll Call: Chris Sandoval – Yes, Charles Ruyle – Yes, Jeff Palmer-no, Bruce Miller-Yes, Pat Musgrave-Yes, Mark Strickland-Yes, Mayor Mac Leon – Yes

**2.** Discussion of Police Staffing Issues / Town Farm Home.

Mayor Mac brought to board's attention that we can not sell the farm house as it needs to be used to help pay for half of the replacement of sewer infrastructure that goes under the BSNF railroad. Stan gave a description of the house on Knievel property that we could possibly use as a Chief of Police house. An update was also given and discussed on what would need to be done – bare minimum – to sell the farm house. Staff given instruction to get estimates on what would need to be done to ready house for sale.

**3.** Discussion of Lexipol – PD Policy Manual.

Sgt Price is requesting the board consider approving the use of Lexipol to update the Town of Wiggins Police Department policy handbook. Lexipol is an online software that would incorporate and update the current policies. Lexipol has a lot

of policies already pre-written so it makes putting the book together easier. Price of the software is \$2174 to start. Software does have a yearly subscription.

Motion made by Jeff Palmer to allow Sgt Price to purchase the Lexipol software for the Wiggins Police Department; Second made by Mark Strickland. Roll Call: Unanimously approved. Motion carries.

**4. Discussion on Town Clerk Interviews and Hiring.**

Hope Becker brought to board's attention that she has a folder full of applicants as the position has been open for a little over a month. In the absence of a Town Manager she needs to have the board approve the creation of a committee to go through the interview process. Further discussion and questions regarding the process. Interview committee created: Hope Becker, Pat Lentell, Mark Strickland, and a local business owner.

**5. Discussion on Interim Town Manager.**

Mayor Mac recently spoke with a previous Wiggins Town Manager who would be willing to come in as an interim town manager for no less than \$150K per year. Discussion on what the pay should be for an interim manager. Hope Becker offered that there are websites and consultants available for hiring interim managers. Melinda Culley also has suggestions.

**6. Discussion on Town Manager Search.**

Accept application and keep posted for 45 days. Melinda Culley and Hope Becker asked to create a job description. Board did not give direction on what the pay should be.

**VI. EXECUTIVE SESSION**

**1.** An executive 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) regarding potential litigation.

Motion made to go into executive session by Chris Sandoval, Second made by Jeff Palmer. Roll call: unanimously approved, motion carries

Regular Meeting adjourned at 9:17 pm.

**VII. REPORT FROM EXECUTIVE SESSION-** For Discussion, Direction, or Action.

The report from the executive session was that the Board received legal advice regarding potential litigation. No action was taken.

**VIII. ADJOURNMENT**

**1. Closing Remarks by Mayor and Adjournment of the Meeting at 9:59pm.**

Respectfully Submitted by:

Approved by:

  
\_\_\_\_\_  
Hope Becker, Interim Town Clerk

  
\_\_\_\_\_  
Mayor Margarito "Mac" Leon, Jr.

