



TOWN OF WIGGINS
AGENDA
REGULAR BOARD MEETING
February 14, 2018 AT 7:00 P.M.

304 CENTRAL AVENUE
WIGGINS, CO 80654

MINUTES FROM THE MEETING HELD ON FEBRUARY 14, 2018

I. INTRODUCTIONS

1. Call the Meeting to Order at 7:04 pm
2. Pledge of Allegiance
3. Roll Call
 - Mayor Mac Leon ✓
 - Mary Ellen Mercer ✓
 - Jo-Anne Rohn-Cook ✓
 - Charles Ruyle ✓
 - Chris Sandoval ✓
 - Anna Brooks ✓
 - Jeff Palmer ✓

Staff Present:

Paul Larino, Town Manager
Hope Becker, Town Office Assistant
Jennifer Ferguson, Acting Chief of Police

II. STAFF REPORTS

A. Town Manager Report – Given by Paul

1. Paul updated the board on his experience at Colorado City Managers meeting.
2. TOW was approved for a Grant in the amount of \$40K from the Colorado Parks and Wildlife. Grant will be used to put in a 1.6 mile walking trail at Kiowa Park.
3. Paul discussed the water main leak on RO system. The Staff was able to fix it and make necessary repairs. Paul expected repairs to be around \$3,000.
4. Recently replaced Officer Ferguson's police department computer & Pat's town clerk computer
5. Paul reported he will be preparing a RFP request for sewer cleaning and PD handheld radios.
6. The Town of Wiggins will be hosting a county wide managers meeting at Town Hall on March 1st.
7. Next workshop will cover building codes and ag zoning.

B. Town Clerk/Treasurer Report – given by Paul

1. The Vet clinic is set for March 22nd from 7-8pm

C. Police Department Report – Jennifer

1. Gave a comparison report on the total number of calls from 2016 compared to 2017. Also showed a chart comparing year to date calls from Jan 1 to Feb 13th for 2017 & 2018.
2. Working with an individual from senior center to create an Emergency Information Form that can be kept on file at dispatch. It may assist officers in the event victim is unresponsive. Anna suggested we consider passing this form out to the rest of the community.
3. Receiving assistance from Brush PD for the use of their service dogs for school searches.
4. As of January, Wiggins has 4 registered sex offenders residing in town.
5. Town has interviewed and offered a job for the open position in the PD.
6. Reported on an open investigation. They had another encounter with suspect involved with the case. Paul commended the Wiggins PD on a job well done in how they apprehended the suspect.

D. Public Works Report – Paul

1. Staff has been busy doing beginning of year training. Trying to keep up with daily duties at the same time.
2. Chrissy has been in Water Training Conference all week. Stan & Paul attended the convention, looked at options for sewer systems.
3. Staff has been completing repair on maintenance equip and have a plow on order for the ATV.
4. Spent time breaking up concrete at the augmentation ponds, 30-40% removed. Hopefully get more water in during free river.
5. Question presented – Jeff – Who is approving additional stop signs?
 - Paul – concerns for safety warrant them going up, discussion followed.
6. Question presented – Jeff – did we lose building inspector & who is the replacement? Jeff stated the replacement needed to be certified.
 - Discussion:
 - Paul stated, statute code does not dictate the inspector must be certified. Paul also stated we need to stay within budget. Mac questioned why this wasn't brought up in budget meeting. Paul stated that it was. Budget has to justify the hiring of another on staff inspector. It's a balancing act to fill the needs of the community and the PD officers needs to be the focus right now.
7. Question: Jeff – Concerned about water utilities. Jeff has received complaints regarding the transfers of water utilities between old homeowners to new home owners. New owners are being told utilities will be turned off if they don't come in and pay.

Discussion:

Paul - There is a difficulty getting new owners to come in and pay their required water deposits to set up their utilities. Title companies are assisting with these transitions. We're not trying to intentionally cut off water. Just trying to get proper monies for the set ups. Jeff suggested we use welcome packets. Paul stated we are working with the Stake Holder's Group to create the Welcome baskets.

III. MAYOR, TRUSTEES, AND BOARD REPORTS

A. Trustees Reports

1. Anna – attended school board meeting. Impressed with how well they are maintaining the school budget.
2. Anna – something to look at in future – Chance Program: consulting assistance program- maybe place information on town website?
3. Jo-Ann – attended Econ Meeting. Quality water rates going up by \$3500.

B. Mayors Reports – Nothing reported

C. Committee Reports –

1. 4th of July – time to think about grand ideas such as the world's largest slip-n-slide.
 1. Anna – maybe send thank you cards to last years sponsors to thank them for last year and invitation to participate this year.
 2. Chris – maybe make a suggest for sponsors to suggest ideas.
 3. Bring back stuff from last year: tractor pull, fireworks, beer garden, etc.

IV. PUBLIC DISCUSSION

1. Mark Strickland: Petition with 35 signatures; requesting to decrease mph speed thru Kiowa Park from 30mph to 20mph. Board discussed it. This request would require a traffic study since speed limit is already posted per Colorado Statute. Staff will do more research on it.

V. APPROVAL OF CONSENT AGENDA

1. Approval of Minutes from the board meeting held on January 14, 2018
2. Approval of 2017 bills in the amount of \$4,060.85
3. Approval of 2018 bills in the amount of \$46,557.81

Motion to approve the Consent Agenda by Anna Brooks, seconded by Chris Sandoval. Roll Call, unanimously approved, motion carried.

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

1. Discussion on Levee FIRM Maps and future planning

New Levee FIRM Maps that have been discussed in past meetings will be Effective on April 4, 2018. Paul brought to attention a condition in the FIRM map regarding a "hanging levee" which is the highway that is not built to levee standards. They are allowing us to go back to the levee that Wiggins was originally approved for. However, it is still under review and the town may be required to do more testing. Paul advises that the town need to be aware, that the highway may not be able to act as a part of a levee in the future.

2. Discussion on draft snow removal ordinance - Paul

Ordinance to establish a requirement for homeowners to do sidewalk snow removal within 24 hours of snowfall in front of their homes and businesses. Paul is not in favor of approving this ordinance as it is currently written. He feels it would overextend the already stretched PD in order to enforce this ordinance. It may also cause hardship to some citizens and create a hostile environment. Paul feels that we really do not have a way of enforcing such an ordinance at this time. Board agreed to table ordinance to a future meeting.

3. Discussion on Equipment for Water and Sewer Enterprise – Paul

The points of topic revolve around contracting out or inhouse moving of the bulk dirt in the augmentation ponds. Paul has explored three options for the BOT consideration. The first option is contracting the work out, the second is renting equipment and using town staff, and the third is leasing equipment and using town staff. The town will use a 3-year term for the completion of all projects in the leasing and renting scenarios. Concerns were brought up about short handing our staff. BOT agreed to discuss further at the next meeting.

4. Discussion on Economic Development Guidelines – Paul

Paul has created a draft of economic guidelines for the purpose of tracking retail and industrial businesses. The BOT had a brief discussion and requested more time to study the matter. Paul stated he would bring the topic back at a later meeting.

5. Project carryovers from 2017

1. Concrete removal at Teets Park and concrete jobs at town hall
2. Landscaping at restrooms Teets Park
3. Teets Park sidewalks & drinking fountain
4. Further repairs to RO – already have supplies just need to finish job
5. Augmentation ponds – dirt work
6. Jennifer’s house – porch is collapsing
7. Work on gazebos – posts are rotting

Thoughts for further projects to look into:

- Anna- higher backstops at Teets field? Paul – talked about that during budget – will look it up the cost and email it to Trustee Brooks.
- Jeff – ordinance for leash laws and dogs pooping in park. Maybe a sign to be posted at Teets Park? Paul – it’s in budget. Jeff – Maybe put in a dog park? Paul – have had people request but not sure where it would go.

VII. RESOLUTION AND ORDINANCES

1. **ORDINANCE 01-2018** AN ORDINANCE FIXING THE COMPENSATION OF THE MAYOR AND TRUSTEES AND REPEALING ORDINANCE NO. 2-91.

An ordinance that increases the compensation of the Mayor and the Trustees in a manner consistent with applicable laws and only applies to such Mayor and Trustees that are elected on or after April 3, 2018.

DISCUSSION:

- Paul: The ordinance would increase the Mayor's pay to \$400 per month and the Trustee's pay to \$100 per month. The Town is a growing community, the board is more involved. This increase in pay would help compensate travel, time, and work. Paul feels this is a reasonable increase and consideration. Paul states the board can decrease the pay if the budget needs to be trimmed. However, this rate of compensation can not go higher without a board of trustee vote.

Motion to approve Ordinance 01-2018 an ordinance fixing the compensation of the Mayor and Trustees and repealing Ordinance No. 2-91 by Anna, seconded by Jeff. Roll Call; Palmer, No; Mayor Leon, Yes; Mercer, Yes; Rohn-Cook, Yes; Ruyle, Yes; Sandoval, Yes; Brooks, Yes. Motion carried 6-1 in favor.

2. **RESOLUTION 01-2018:** A RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO PURCHASE BUDGETED ITEMS FOR THE WIGGINS POLICE DEPARTMENT AND WIGGINS PUBLIC WORKS.

Resolution for the BOT to approve the purchase of supplies and equipment for use by the Wiggins PD and Wiggins Public Works.

DISCUSSION:

- Chris: is there an expiration date on armor?
- Paul thinks it is 5 years but states we just purchased Officer Ferguson's armor in 2016 and Officer Clement's armor in 2017. New armor would be needed for the newly hired officer. The town is only requesting to purchase one armor at this time.
- Mary Ellen: Do the new armors include new plates for protection chest protection?
- Paul: yes. Armor is custom made and includes protection plate.

Motion to approve Resolution 01-2018 a resolution authorizing the Town Administrator to purchase budgeted items for the Wiggins Police Department and Wiggins Public Works by Anna Brooks, seconded by Chris Sandoval. Roll Call; unanimously approved, motion carried.

3. **RESOLUTION 02-2018:** A RESOLUTION APPROVING A FIRST AMENDED EMPLOYEE HOUSING AGREEMENT.

Employee (town owned) housing update. Amending the leasing agreement between Jennifer Ferguson and the TOW.

DISCUSSION:

- Paul: Jennifer was given a salary increase to compensate the town now charging rent for the house. The BOT needs to pass this resolution to start the process of charging rent on the house.
- Charles: Will the rental contract be year to year?

- Paul: The contract will not be a typical lease agreement. As long as she is an employee of the town she can rent the house.

Motion to approve Resolution 02-2018 a resolution approving a first amended Employee Housing Agreement by Anna Brooks, seconded by Jo-Ann Rohn-Cook. Roll Call; unanimously approved, motion carried.

4. RESOLUTION 03-2018: A RESOLUTION ESTABLISHING A THREE MILE AREA PLAN FOR THE TOWN OF WIGGINS.

Colorado Revised Statute 31-12-105 requires every municipality to adapt a three (3) miles plan that outlines future annexations and land uses for the Town.

DISCUSSION: Paul discussed establishing a comprehensive three (3) mile plan to use for future annexations to the town of Wiggins. A guide for the town to follow when looking at adding on to the town through annexations.

Motion to approve Resolution 03-2018, a resolution establishing a three mile area plan for the Town of Wiggins by Mary Ellen Mercer, seconded by Anna Brooks. Roll Call; unanimously approved, motion carried.

Motion to go into Executive session 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); – Legal matters, strategic planning, and contract negotiations by Chris Sandoval, seconded by Jo-Ann Rohn-Cook. Unanimously approved, motion carried.

VIII. EXECUTIVE SESSION

Members present during the executive session:

Paul Larino, Town Manager
Chris Sandoval, Trustee
Charles Ruyle, Trustee
Mary Ellen Mercer, Trustee
Jeff Palmer, Trustee
Jo-Anne Rohn-Cook, Trustee
Anna Brooks, Trustee

IX. ADJOURNMENT:

1. Closing Remarks by Mayor and Adjournment to the Executive Session at 10:09pm

Notes taken by Hope Becker
Respectfully submitted by:

Approved by:


Patricia Lentell, Town Clerk


Mayor Margarito Leon, Jr., Mayor