



MINUTES OF MEETING

TOWN OF WIGGINS BOARD OF TRUSTEES REGULAR MEETING

July 22, 2020 at 7:09 p.m.

Via Zoom Videoconference

CALL TO ORDER & ROLL CALL

A regular meeting of the Town Board of Trustees for the Town of Wiggins, Colorado was held on Wednesday, July 22 2020 via videoconferencing. Mayor Jeffrey Palmer called the meeting to order at 7:09 p.m. and the following Trustees answered roll call: Bruce Miller, David Herbstman, Bryan Flax, Jerry Schwindt, Mark Strickland, Pat Musgrave, Mayor Jeff Palmer. Staff present via videoconferencing were: Tom Acre, Interim Town Manager; Bryanna Yeager, Town Clerk; Craig Miller, Chief and Police; and Hope Becker, Planning & Zoning Administrator.

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF CONSENT AGENDA

Trustee Miller brought up concerns regarding the REA charges for Teets ballpark. Interim Manager Acre indicated staff would need to look into the charges and get back to the trustees. Interim Manager Acre answered Trustee Strickland's question regarding REA charges for Roberts 81. Interim Manager Acre stated the meters are on wells that are part of the property for the town usage. Wells are no longer being used and staff will check into the matter to have meters potentially removed.

Motion was made by Bruce Miller to approve the Consent Agenda. Motion was seconded by Bryan Flax. Roll call: Bruce Miller-Yes; David Herbstman-Yes; Bryan Flax-Yes; Jerry Schwindt-Yes; Mark Strickland-Yes; Pat Musgrave-Yes and Mayor Jeff Palmer-Yes.

REPORTS

1) Interim Manager Reports

Interim Manager Acre reminded trustees that staff summary reports were included in their board packets. He reported that the Town was approved Fort Morgan Reservoir and Irrigation Company for our chains request. There were a couple of conditions – 1) The town must make the same request to the Jackson Reservoir Board. 2) There is some language about irrigation turn back discussions that needs to be adjusted. According to the Town's water attorney Rick Fendell, nothing is out of the ordinary with



their requests. Trustee Miller asked if this was for Glassey Farms. Interim Manager Acre confirmed it was for Glassey Farms.

Questions and gratitude were given to Chief Miller regarding his report. Mayor Palmer asked if there were further discussions regarding traffic studies around High St and 4th Avenue. Interim Town Manager Acre confirmed they were still in discussions regarding the studies.

Interim Manager Acre provided an update regarding the water tank south of Teets Ballpark. It is suspected that the tank was struck by lightning from the previous night's storm. The SCADA system and other elements have been impacted causing water over flow. The tank is operational and is being monitored 24/7. There is now communication between the RO and the tank but the tank level system is not communicating properly which causes the overflow.

2) Financials=Budget to Actual

Interim Manager Acre reported that he has been working with the Town's accountant, Lorraine with all financials. He is still concerned with sewer and water sales as they are still down in comparison to last year. All other things look good considering COVID impacts. He believes that some numbers are down possibly from a lag in reporting. Building permits are looking good from a budget stand point. Mayor Palmer asked if staff knew when the bank was going to do their new building. Interim Manager Acre believed that the bank was waiting for COVID to come to a close as they have been impacted as well.

Trustee Musgrave requested that the financials be placed in board packets as a Microsoft Excel format. Interim Manager Acre stated that he would check into that request. Caselle can export but he was unsure if it would export with all proper formulas and functions.

Trustee Flax posed a question regarding the repairs and maintenance budget showed \$90,000 but we have only spent \$250. Wanted to know if there were some plans for such a large budget. IM Acre stated he was not sure why the budget was created with this allotment but suspected that the previous administrator planned on having some streets repaired. He stated that we need to look at the infrastructure (water lines and sewer lines repaired and replaced) before we replace streets, curb, and gutters. Discussion followed with trustees remembering how and why the \$90,000K was rolled over from the 2019 budget. Trustees and Interim Manager Acre also discussed the use tax, sales tax, and budget.



3) Mayor & Trustee Reports

Trustee Miller provided a report regarding the Morgan County Economic Development meeting. Kristen was appointed as a tourism director provided Kristen is able to hire an assistant. Tourism will be moved into the economic development department. Brush Rush will occur this weekend. The October Fest will continue as planned. Encouragement was given to support the kids through a remote auction for the Morgan County Fair.

Interim Manager Acre stated there was discussion at the economic meeting to raise rates based on population. Wiggins rates will be \$1,700 changing from \$1,300. More details will come out in the August meeting.

Trustee Herbstman shared his experience with the 3rd Avenue storm drainage during the major storm from the previous night. The standing water only lasted 2-3 hours verses 2-3 days. Reported that infrastructure prevents the water from flowing even quicker because it has to drain towards 3rd Avenue and Main where a lot of other water goes. The problem has been fixed in that the water doesn't stick around however, Herbstman feels we need to continue looking at upgrading infrastructure throughout town.

Mayor Palmer also brought up concerns regarding asphaltting various roads throughout town without a drainage system. Provided the example of 4th Avenue and High Street and the flooding on the Northeast corner.

PUBLIC COMMENTS

Mayor Palmer opened the meeting for the public discussion. There was no response from the public. The public comment session was closed.

CONSIDERATION OF RESOLUTION 23-2020

Budget Recognizing the CDOT-OTS Grant Funding Award for DUI Enforcement and Authorizing the Expenditure of These Funds.

Consideration of Resolution 23-2020 was presented by Chief Miller. It was a grant that Officer Erickson worked on. The grant was issued by the State of Colorado. The Town of Wiggins Police Department was awarded \$3,000 for the enforcement of DUI's. This will be funds available above and beyond the regular budgeted salaries.

Motion was made by Mark Strickland to approve Resolution 23-2020. Motion was seconded by David Herbstman. Roll call: Bruce Miller-Yes; David Herbstman-Yes; Bryan Flax-Yes; Jerry Schwindt-Yes; Mark Strickland-Yes; Pat Musgrave-Yes and Mayor Jeff Palmer-Yes.



CONSIDERATION OF RESOLUTION 24-2020

Approving Purchase of Equipment and Service to Upgrade the SCADA System at the RO Plant.

Consideration of Resolution 24-2020 was presented by Interim Manager Acre. It was brought to the trustees' attention that the SCADA system at the RO plant needs to be updated. The hardware, operating system, and backups are severely out of date which is causing extensive man power and more mechanical errors. A new system will allow the monitoring system to be done with less man power. Estimated cost is about \$11,000 unless there are further components that need to be replaced. Interim Manager Acre reported that it is not an identified line item in the budget but there are funds available in the maintenance line. It was also reported that there is only 1-year tech support; however, there is a warranty on any replaced parts. There would be tech support on an hourly basis. Acre will find out what their support rates are.

Motion was made by Mark Strickland to approve Resolution 24-2020. Motion was seconded by Pat Musgrave. Roll call: Bruce Miller-Yes; David Herbstman-Yes; Bryan Flax-Yes; Jerry Schwindt-Yes; Mark Strickland-Yes; Pat Musgrave-Yes and Mayor Jeff Palmer-Yes.

CONSIDERATION OF RESOLUTION 25-2020

Approving Initial Purchase of Software Implementation of Town GIS Mapping System for Water and Wastewater Systems and Public Works.

Interim Manager Acre requested that the Board of Trustees table Resolution 25-2020 to the regular meeting scheduled for August 26th. He felt that this resolution would be better suited to the trustees after the rate study with RCAC was more complete.

All Trustees were in unanimous agreement and Resolution 25-2020 was table to Agenda at next regular board of trustee meeting, August 26, 2020.

CONSIDERATION OF RESOLUTION 26-2020

Approving Purchase of Replacement GPS Unit for the Public Works Department.

Interim Manager Acre reported that the town does own a GPS Unit; however, it has been discovered that the unit must have a key to function. The key is currently missing. Staff looked into what it would take to repair the missing key portion of the unit. The unit is also extremely overdue on it's updates. By the time updates and repairs are completed, the town may as well purchase a new GPS system. Interim Manager Acre provided specific positive details on how the system will be beneficial to all departments of the town. The trustees had discussion on past experiences and benefits of a new device for the town.



Motion was made by David Herbstman to approve Resolution 26-2020. Motion was seconded by Mark Strickland. Roll call: Bruce Miller-Yes; David Herbstman-Yes; Bryan Flax-Yes; Jerry Schwindt-Yes; Mark Strickland-Yes; Pat Musgrave-Yes and Mayor Jeff Palmer-Yes.

CONSIDERATION OF RESOLUTION 27-2020

Approving Expenditure to Repair/Refurbish Flooring at the Knievel Farm House.

Chief Miller expressed concern regarding the flooring in the rental house for the Chief of Police. The Chief provided information that he and his family would be placing their house on the market and moving permanently to the Wiggins area. Respectfully asking for the floors to be replaced. The trustees provided discussion and concerns regarding the request.

Motion was made by Mark Strickland to approve Resolution 26-2020. Motion was seconded by David Herbstman. Discussion: Trustee Flax brought up concerns regarding only one bid was provided versus three. Interim Manager Acre provided information that Chief did seek out three bids by posting on Home Advisory but only one responded. He thought we would be ok this time around. Roll call: Bruce Miller-Yes; David Herbstman-Yes; Bryan Flax-Yes; Jerry Schwindt-Yes; Mark Strickland-Yes; Pat Musgrave-Yes and Mayor Jeff Palmer-Yes.

LIQUOR LICENSE AUTHORITY

Approval of Liquor License Renewal for Just One More Tavern

Chief Miller and Town Clerk Bryanna confirmed that there were no concerns or limitations that would prevent Just One More from receiving their liquor license.

Motion was made by Bryan Flax to approve the Liquor License for Just One More Tavern. Motion was seconded by Jerry Schwindt. Roll call: Bruce Miller-Yes; David Herbstman-Yes; Bryan Flax-Yes; Jerry Schwindt-Yes; Mark Strickland-Yes; Pat Musgrave-Yes and Mayor Jeff Palmer-Yes.

EXECUTIVE SESSION

Motion was made by Bruce Miller to adjourn the meeting into executive session. Motion was seconded by Pat Musgrave. Roll call: Bruce Miller-Yes; David Herbstman-Yes; Bryan Flax-Yes; Jerry Schwindt-Yes; Mark Strickland-Yes; Pat Musgrave-Yes and Mayor Jeff Palmer-Yes.

The Regular Session Meeting was adjourned at 8:24 PM

The Board of Trustees re-convened taking no action on the executive session matters.



ADJOURN

Mayor Jeffrey Palmer adjourned the meeting at 10:30PM

Respectfully submitted by:

Bryanna Yeager, Town Clerk