



TOWN OF WELLINGTON
3735 CLEVELAND AVENUE
P.O. BOX 127
WELLINGTON, CO 80549
TOWN HALL (970) 568-3381
FAX (970) 568-9354

BOARD OF TRUSTEES
April 23, 2019
LEEPER CENTER – 3800 WILSON AVE.

REGULAR MEETING – 7:30 PM

AGENDA

CALL TO ORDER - PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS TO OR DELETIONS FROM THE AGENDA

CONFLICTS OF INTEREST

PUBLIC TO BE HEARD ON NON-AGENDA ITEMS (time limit of 3 minutes per item)

1. CORRESPONDENCE AND MINUTES FROM COMMITTEES AND BOARDS

- a. Wellington Colorado Main Streets Program Report for April 2019
- b. Larimer County Sheriff's Office Report for March 2019

2. PRESENTATION

- a. Flower Planters – Wellington Colorado Main Streets Program

3. CONSENT AGENDA

- a. Board of Trustee Minutes for April 9, 2019
- b. Work Session Minutes for April 16, 2019

4. OLD BUSINESS

- a. Resolution 11-2019 – Special Event Fees

5. NEW BUSINESS

- a. Town Administrators Contract Renewal
- b. Public Hearing for Water Treatment Plant Environmental Assessment
- c. Award Contract for Water, Wastewater and Storm Drainage Utilities Rate Study - Woodard and Curran.
- d. Resolution 12 – 2019 - Strategic Plan Adoption

6. STAFF REPORTS

- a. Town Attorney Update
- b. Town Administrator Update
- c. Trustee Update

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
April 23, 2019

The Regular Board Meeting was called to order at 7:30 p.m. April 23, 2019 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: WYATT KNUTSON, MATT MICHEL, JOHN JEROME,
TIM WHITEHOUSE, JOHN EVANS, DANIEL SATTLER,
and TROY HAMMAN

TRUSTEES ABSENT: None

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
PETE BRANDJORD, FINANCE DIRECTOR
BOB GOWING, PUBLIC WORKS DIRECTOR
DAVE MYER, P.E., ENGINEER II
CODY BIRD, TOWN PLANNER
BRAD MARCH, TOWN ATTORNEY

Additions to or deletions from the agenda

None

Conflicts of Interest

None

Public to be heard on non-agenda items.

None

1. CORRESPONDANCE AND MINUTES FROM COMMITTEES AND BOARD

- a. Wellington Colorado Main Streets Program Report for April 2019
- b. Larimer County Sheriff's Office Report for March 2019

Sergeant Rairdon mentioned the Prescription Drug Take Back Day is on Saturday, April 27 at the Family Dollar Store.

2. PRESENTATION

- a. Flower Planters – Wellington Colorado Main Streets Program

Annie Lindgren, Karin Chapmen, Linda Kinzli and Diana Pronko addressed the Board regarding the purchase of 10 self-watering flower planters to be placed on Cleveland Avenue between Third Street and Sixth Street. They are applying for a grant from DOLA to pay for the planters. They will ask local businesses to donate money to buy plants.

Ms. Lindgren said the Market Leakage presentation rescheduled for May 13th, Leeper Center at 7:00 p.m.

She asked that Board members contact her if they planned on going to Platteville on May 7th from 9:30 a.m. to 2:00 p.m. for a Colorado Downtown Streets Workshop.

3. CONSENT AGENDA

- a. Board of Trustee Minutes for April 9, 2019
- b. Work Session Minutes for April 16, 2019

Corrections: misspelling in item 5a second paragraph and amount in motion for item 5b. should be \$75,000.

TRUSTEE SATTLER MOVED, AND TRUSTEE MICHAEL SECONDED to approve the Consent Agenda with corrections. Roll call was taken and the motion passed unanimously.

4. OLD BUSINESS

- a. Resolution 11-2019 – Adopting a Fee Schedule for Special Events

TRUSTEE EVANS MOVED, AND TRUSTEE JEROME SECONDED to approve Resolution 11-2019 Special Events Fees. Roll call was taken and the motion passed unanimously.

5. NEW BUSINESS

- a. Town Administrators Contract Renewal

Trustee Sattler was not in support of the amount. Trustee Evans was concerned about the cost of living raise. Mr. March said if the entire staff got a cost of living raise then the Administrator would receive one too.

TRUSTEE MICHAEL MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve the Town Administrators Contract for 2019. Roll call was taken Trustees Knutson, Michel, Whitehouse, and Mayor Hamman voted for, Trustees Jerome, Evans, and Sattler voted against.

- b. Public Hearing for Water Treatment Plant Environmental Assessment

Mr. Gowing explained how the assessment is used. The public hearing is a required step in the process to submit to the state for funding.

Public Hearing opened at 7:50 p.m. Having no comments, the hearing was closed at 7:55 p.m.

Trustee Whitehouse asked if the assessment would impact the comprehensive plan and would the town need to have an assessment done on the Wastewater Treatment Plant. Mr. Bird said the recommendations from the assessment would be used as a reference when updating the comprehensive plan. Mr. Gowing said a separate study is needed for the Wastewater Treatment Plant.

- c. Award Contract for Water, Wastewater and Storm Drainage Utilities Rate Study – Woodard and Curran.

Trustee Sattler asked why the rate study covered all three utilities. Mr. Gowing stated rate studies would be needed for more than just the Water Treatment Plant upgrade and combining the other utilities would cost less than individual studies and provide uniformity across the studies.

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to award contract for Water, Wastewater and Storm Drainage Utilities Rate Study to Woodard and Curran in the amount not to exceed \$68,500. Roll call was taken and the motion passed unanimously.

- d. Resolution 12- 2019 – Strategic Plan Adoption

Ms. Houghteling said the Board would be updated quarterly on progress with the objectives.

TRUSTEE SATTLER MOVED, AND TRUSTEE KNUTSON SECONDED to approve Resolution 12-2019 adopting the Strategic Plan. Roll call was taken and the motion passed unanimously.

6. STAFF REPORTS

- a. Town Attorney Update - None
- b. Town Administrator Update – Mr. Cannon said the Michelle Vance accepted the position of Economic Developer and will start in June 3rd. Mayor Hamman asked all the Board Members received a job description. Trustee Whitehouse said he did not.
- c. Trustee Update – None

There being no further business to come before the Board, the meeting was adjourned at 8:02 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk