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BOARD OF TRUSTEES
April 9, 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. 2018 Wellington Annual Report – Larimer County Sheriff's Office
- b. Parks Advisory Board Minutes for January 16, 2019 and February 20, 2019

2. PROCLAMATIONS

- a. Mental Health Awareness Month

3. CONSENT AGENDA

- a. Board of Trustee Minutes for March 26, 2019
- b. Special Board of Trustee Minutes for April 2, 2019
- c. Agreement with BNSF for Railroad Crossing Repair @ G.W. Bush

4. LIBRARY BOARD MEETING

- a. Monthly reports for December 2018 through March 2019

5. NEW BUSINESS

- a. Resolution 11 – 2019 – Adopting a Fee Schedule for Special Events
- b. Tot Lot Playground – Construction Contract Award
- c. Award RFP for Blower/Digester Project
- d. Purchase Request – Skid Loader

6. STAFF REPORTS

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

7. EXECUTIVE SESSION

- a. Town Administrators Contract

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
April 9, 2019

The Regular Board Meeting was called to order at 7:30 p.m. April 9, 2019 at the Leeper Center 3800 Wilson Ave, Wellington CO.

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

TRUSTEES ABSENT: MATT MICHEL

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
MARK OBERSCHMIDT, TOWN ENGINEER

Additions to or deletions from the agenda

None

Conflicts of Interest

Public to be heard on non-agenda items.

Darren Roberson, Lou Kinzli and Linda Kinzli gave their support for Ed Cannon.

1. CORRESPONDANCE AND MINUTES FROM COMMITTEES AND BOARD

- a. 2018 Wellington Annual Report – Larimer County Sheriff’s Office
- b. Parks Advisory Board Minutes for January 16, 2019 and February 20, 2019

Mayor Hamman commented on the 12 percent reduction in crime over the last year as reported in the Sheriff’s Annual Report.

Mayor Hamman asked for clarification in the Parks Advisory Board minutes on a comment from Bob Gowing about the Trail Project. Mr. Gowing clarified his comment.

2. PROCLAMATIONS

- a. Mental Health Awareness Month

Laurie Stolen and Nathan Groathouse presented a summary of what Mental Health Awareness is and how we can help our communities.

Mayor Hamman commented on the Behavioral Health Committee and their contributions. He read the proclamation.

3. CONSENT AGENDA

- a. Board of Trustee Minutes for March 26, 2019
- b. Special Board of Trustee Minutes for April 2, 2019
- c. Agreement with BNSF for Railroad Crossing Repair at G.W. Bush

Trustee Jerome had a question about the agreement with BNSF regarding being “substantially” complete. Mr. Gowing explained that “substantially” was for the blanks that were in the contract to be filled by BNSF. Mr. March explained standard contracts.

Trustee Whitehouse pointed out a miss spelling in the Board Minutes.

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

The Mayor went out of the Regular Board Meeting and into the Library Board at 7:56 p.m. Roll call was taken all members were present except Trustee Michel.

4. LIBRARY BOARD

- a. Monthly Reports for December 2018 through March 2019

The Mayor reviewed the reports and noted the reduction in circulation. Trustee Jerome and Kathy Wydallis commented on their use of the Library.

The Mayor closed the Library Board and resumed the Regular Board Meeting at 8:00 p.m.

5. NEW BUSINESS

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

Ms. Houghteling advised the board that the purpose of the proposed policy was to help the Town recoup some costs associated with events in Town parks. Staff worked with the Fire and Sheriff’s Departments to put together an application for events that include block parties, races, tournaments and concerts that use public streets and/or parks. She reviewed the fees that were suggested. CAC events would be exempt from fees. She mentioned that vendors at special events including 4th of July would have a vendor fee and will need to have a business license. She reviewed the ala cart items such as fencing.

Trustee Jerome asked about fees for the other events put on by the Chamber and Wellington Colorado Main Streets Program. Ms. Houghteling reviewed the application process.

Annie Lindgren, Melissa Whitehouse, Linda Kinzli and Lou Kinzli had concerns about the charging of fees to Non-Profit Organizations. There was further discussion on who the fees would be charged.

TRUSTEE JEROME MOVED, AND TRUSTEE SATTLER SECONDED to table Resolution 11-2019 – Adopting a Fee Schedule for Special Events until April 23, 2019. Roll call was taken and the motion passed unanimously.

b. Tot Lot Playground – Construction Contract Award

Mr. Gowing said there is budgeted money for this project. It would be a community build and Star Playgrounds is the only one set up for that type of construction.

Ms. Wydallis said the Parks Advisory Board had wanted a roof on the equipment to provide some shade. Mr. Gowing said staff could contact Star Playgrounds about adding a shade structure. He said there is enough in the budget to allow the Board to award a construction contract not to exceed \$75,000.

TRUSTEE JEROME MOVED, AND TRUSTEE SATTLER SECONDED to approve the award of a construction contract for tot lot playground in an amount not to exceed \$75,000. Roll call was taken and the motion passed unanimously.

c. Award Request for Proposal for Blower/Digester Project

Mr. Gowing explained the request for Variable Frequency Drives (VFD's) for the blowers at the Waste Water Treatment Plant. He reviewed the bids and recommended awarding the bid to Ramey Environmental in the amount of \$71,100.00.

Trustee Whitehouse asked what the time frame is for installation. Mr. Myer said approximately 2 months.

TRUSTEE SATTLER MOVED, AND TRUSTEE EVANS SECONDED to approve the proposal for Phase 1 Waste Water Treatment Plant Blowers Improvement Project as submitted by Ramey Environmental in the amount of \$71,100.00. Roll call was taken and the motion passed unanimously.

d. Purchase Request – Skid Loader

Mr. Gowing said that this would be a government purchase that is like a lease purchase option. He explained that for \$31,738.62 the Town received a new Skid-Steer each year and at the end of 10 years the Town could keep the unit.

Trustee Whitehouse asked if maintenance was covered in this cost. Mr. Gowing said we would be responsible for maintenance.

TRUSTEE SATTLER MOVED, AND TRUSTEE EVANS SECONDED to approve the proposed purchase request of S650 T4 Bobcat Skid-Steer Loader in the amount of \$31,738.62. 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. Mayor Hamman asked that the job description be sent to the Board Members.

Mayor Hamman asked for an update on Buxton. Mr. Cannon said Buxton is currently putting together a vendor list.

Trustee Whitehouse asked about the leakage analysis. Ms. Lindgren said the presentation is scheduled for May 13th at 7:00 p.m.

c. Trustee Update – Trustee Evans said Discmania came to the Parks Advisory Board. They suggested some changes and upgrades to the Disc Golf Course and proposed a nine-hole beginner course and a Championship Course for Tournaments.

Mr. Cannon mentioned the First Quarter Regional Elected Officials meeting. Thursday April 11th at 5:30pm, dinner will be provided.

7. EXECUTIVE SESSION

a. Employment Contract for Town Administrator

On motion by John Jerome, seconded by Dan Sattler, the board voted unanimously at 8:56 p.m. to go into executive session for the purposes of discussions regarding personnel matters pursuant to C.R.S. §24-6-402(4) (f)(I) involving renewal of the Town Administrator's contract, with the Town Administrator, who is the subject of the session, agreeing to the meeting in executive session in which he would not participate.

As required by C.R.S. §24-6-402(2)(d.5)(II)(B) and (II)(E) the executive session proceedings were electronically recorded and the record will be preserved for 90 days through July 9, 2019.

On motion by John Jerome, seconded by Wyatt Knutson, the board voted unanimously to come out of executive session at 10:14 p.m. The only matter discussed involved renewal of the Town Administrator's contract. It was announced that the board did not adopt any proposed policy, position, resolution, rule, regulation, or take any other formal action while in executive session. The tape of the executive session will be preserved by the deputy clerk until July 9, 2019.

The Board unanimously voted to adjourn at 10:14 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk