



TOWN OF WELLINGTON  
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**BOARD OF TRUSTEES**  
**May 14, 2019**  
**LEEPER CENTER – 3800 WILSON AVE.**

**WORK SESSION – 6:30 PM**  
**Review and Discussion of Wellington Code 2-3-20, 2-3-30, 4-3-40**

Possible Executive session for the purpose of conferences with the Town attorney pursuant to § 24-6-402(4) (b), for the purpose of receiving legal advice relative to statutory and town code compliance issues. The executive session will not be recorded and an attorney certification will be provided as required by C.R.S. §24-6-402(2)(d.5)(II)(B) that the discussion that discussions in the executive session constitute privileged attorney-client communications.

**REGULAR MEETING – 7:30 PM**

**AGENDA**

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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. Larimer County Election Precinct Map 2019
- b. Parks Advisory Board Minutes for March 20, 2019

2. PROCLAMATION

- a. Kids to Parks Day

3. PRESENTATION

- a. Boys and Girls Club
- b. Wellington Chamber Promotional Video

4. CONSENT AGENDA

- a. Board of Trustee Minutes for April 23, 2019
- b. Special Board of Trustee Minutes for April 30, 2019

5. NEW BUSINESS

- a. Got What it Takes – Request from Boys & Girls Club
- b. Ordinance 4-2019 - Wellington Village Easement Vacation/Dedication
- c. Economic Development Memorandum of Understanding
- d. Resolution 13-2019 - Wasteshed IGA
- e. Invoices for Approval – Boxelder Basin Stormwater Authority and Stantec

6. STAFF REPORTS

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

7. EXECUTIVE SESSION

Possible Executive session for the purpose of conferences with the Town attorney pursuant to § 24-6-402(4) (b), for the purpose of receiving legal advice relative to statutory and town code compliance issues. The executive session will not be recorded and an attorney certification will be provided as required by C.R.S. §24-6-402(2)(d.5)(II)(B) that the discussion that discussions in the executive session constitute privileged attorney-client communications.

ADJOURN

BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
May 15, 2019

The Work Session started at 6:30 p.m. and ended at 7:30 p.m.

Trustees in attendance Tim Whitehouse, Wyatt Knutson, John Jerome, John Evans, Dan Sattler, Matt Michel and Troy Hamman.

Staff in attendance Bob Gowing, Pete Brandjord, Kelly Houghteling, Ed Cannon, Cynthia Sullivan, Cody Bird and Brad March

Work session - Discussion Sections included 2-3-20, 2-3-30 and 4-3-40 of the Municipal Code.

Discussion included the role of Town Administrator regarding the employment of the Treasurer/Finance Director and the posting of information in newspapers.

Board members questions surrounded Salary Schedule, Administrative Plan and posting publications on the website.

The Regular Board Meeting was called to order at 7:30 p.m. May 14, 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,

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  
CODY BIRD, TOWN PLANNER  
BRAD MARCH, TOWN ATTORNEY

Additions to or deletions from the agenda  
Deletion of item 5c and the Executive Session.

Conflicts of Interest  
Trustee Knutson had a conflict with Item 5b.

Public to be heard on non-agenda items.  
None

1. CORRESPONDANCE AND MINUTES FROM COMMITTEES AND BOARD

- a. Larimer County Election Precinct Map 2019
- b. Parks Advisory Board Minutes for March 20, 2019

2. PROCLAMATION

- a. Kids to Parks Day

Mayor Hamman read the proclamation.

3. PRESENTATION

- a. Boys and Girls Club – this was added to item 5a.
- b. Wellington Chamber Promotional Video

Wendell Nelson introduced the video and thanked Shannon Helvie & Janet Aitken for their work on this project.

4. CONSENT AGENDA

- a. Board of Trustee Minutes for April 23, 2019
- b. Special Board of Trustee Minutes for April 30, 2019

TRUSTEE KNUTSON MOVED, AND TRUSTEE SATTTLER SECONDED to approve the Consent Agenda. Motion passed unanimously..

5. NEW BUSINESS

- a. Got What it Takes – Request from Boys & Girls Club.

Kaycee Hedrick, Boys and Girls Club Director, Invited the Board to the Ribbon Cutting of the new Boys and Girls Club Center on May 31, 2019 at 3:30 p.m. She gave an overview of the programs and the costs associated with the new facilities. Jennifer and Lillian Sillence spoke about their experience with the program and benefits to the community. Their request was for \$3,000 for the “Got What it Takes Program” and \$7,000 to support the new facility and programs. The Board wanted more information and time to look at the budget before deciding. No action was taken.

- b. Ordinance 4-2019 – Wellington Village Easement Vacation/Dedication

Mr. Bird explained this ordinance would clarify and clean up an ordinance previously approved.

TRUSTEE EVANS MOVED, AND TRUSTEE SATTTLER SECONDED to approve Ordinance 4-2019 – Wellington Village Easement Vacation/Dedication. Roll call was taken and the motion passed Trustee Knutson abstained.

- c. Economic Development Memorandum of Understanding – Item deleted
- d. Resolution 13-2019 – Wasteshed IGA

Mr. Bird gave a background on the landfill and what the committee has been working on and Wellington's interest in participating in the creation of policies. The town would have no financial obligations. The County will fund and run the facility. The town might be asked to adopt policies, such as Trash Hauling Licensing Regulations. Mr. Bird mentioned the possible use of districting. There was discussion about the benefits for the Town. As part of the IGA the Town could have one or two elected officials or one community member and one staff member. Mr. Bird introduced Susy Gordon- Waste Reduction & Recycling Manager for Fort Collins. There was discussion about the use of a private company to run the recycling. Mr. Bird said it is addressed in the IGA.

Mark DuBois, 6937 Loudon, felt if the town does not participate now, we may not be allowed in the future. Richard Seaworth, 4380 White Deer Lane, was glad to see the town participate because if you don't you may not get a say.

TRUSTEE JEROME MOVED, AND TRUSTEE KNUTSON SECONDED to approve Resolution 13-2019 – Wasteshed IGA. Motion passed unanimously.

Trustee Sattler asked if the appointment needed to be done at this meeting. Mr. Bird said the appointment resolution could be placed on the next meeting.

- e. Invoices for Approval – Boxelder Basin Stormwater Authority and Stantec.

Mr. Cannon said these two invoices were more than the purchasing policy allows so they must be approved by the Board. He reviewed the amounts that were spent in the previous year. Mr. Bird and Mr. Gowing answered questions about the Stantec bill. This should be the final service billing from Stantec. There might be some inspection engineering on the Streets Project and Water Treatment Plant Project.

TRUSTEE EVANS MOVED, AND TRUSTEE JEROME SECONDED to approve payments to the Boxelder Basin Stormwater Authority in the amount of \$516,488.40 and to Stantec in the amount of \$37,831.66. Motion passed unanimously.

## 6. STAFF REPORTS

- a. Town Attorney Update – Renewal of Annex Building Lease.
- b. Town Administrator Update – Mr. Cannon mentioned some budget savings, innovations and efficiencies being worked on by staff.
- c. Trustee Update
  - Trustee Evans gave an update on Parks Advisory Board activities.

- Trustee Whitehouse asked for an update on the Water Treatment Plant. Mr. Gowing said value engineering found about a million dollars in savings. The Board should have documents in July.
- Trustee Whitehouse asked about the GW Bush road work. Mr. Gowing gave an update on the project.
- Trustee Sattler asked about back flow preventer checking noted on the water bill.
- Trustee Sattler asked if any applications had been received for Board of Adjustments.

7. EXECUTIVE SESSION  
Cancelled.

There being no further business to come before the Board, the meeting was adjourned at 9:09 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC  
Deputy Town Clerk