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BOARD OF TRUSTEES
May 28, 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. Larimer County Sheriff's Office Report for April 2019

2. CONSENT AGENDA

- a. Board of Trustee Minutes for May 14, 2019

3. NEW BUSINESS

- a. Ordinance 5-2019 – Adopting 2018 Building Codes – Cody Bird
- b. Economic Development Memorandum of Understanding - Ed Cannon
- c. Resolution 14-2019 - Appointment - Wasteshed Policy Member – Cody Bird
- d. Water Treatment Plant Engineering change order – Bob Gowing

4. LIQUOR LICENSE REVIEW BOARD

- a. License Renewal for Loaf N Jug

5. STAFF REPORTS

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

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
May 28, 2019

TRUSTEES PRESENT: JOHN JEROME, JOHN EVANS, DANIEL SATTLER,
and TROY HAMMAN

TRUSTEES ABSENT: WYATT KNUTSON, MATT MICHEL, and TIM WHITEHOUSE

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
BOB GOWING, PUBLIC WORKS DIRECTOR
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.

Tim Singewald and Richard Seaworth, Town/County representatives to the boxelder basin stormwater authority, gave an update. They mentioned issues with the Day property, litigation total, new engineer, wright water study, East side detention facility, and future work Clark Lake. There were discussions about town fees and accelerated payment of loan.

1. CORRESPONDANCE AND MINUTES FROM COMMITTEES AND BOARD

- a. Larimer County Sheriff's Office Report for April 2019

2. CONSENT AGENDA

- a. Board of Trustee Minutes for May 14, 2019

TRUSTEE SATTLER MOVED, AND TRUSTEE EVANS SECONDED to approve the Consent Agenda. Motion passed unanimously.

3. NEW BUSINESS

- a. Ordinance 5-2019 – Adopting 2018 Building Codes – Cody Bird

Mr. Bird explained the process for adopting new codes. He listed the codes we currently work under and the proposed adoption of the 2018 versions for all codes except Electrical Code which would be 2017 and the Energy Code. The Fire District adopted the 2018 Fire Code with amendments. The amendments would change the requirement of sprinklers in all single family

residential to buildings with three or more attached residential units. Food Trucks will require permits through the Fire Department. Gary Green, Fire Chief, said that restrictions have been amended for in-home daycare to allow for nine occupants including the provider in a building that is not sprinkled.

Caleb Sulzen, representing Safebuilt, reviewed the updates to the codes and pointed out the main changes and new code that have been added. The appendices to the code would also have to be adopted. He mentioned regulations on pools and the option of greywater systems.

Mr. Bird explained the main difference between the 2012 and 2018 Energy code. He suggested going to the 2018 code now because the State requires all codes be within three cycles of the most current code. Staff needs direction on the following:

- Whether to require sprinklers in one or two-family dwellings
- 2012 or 2018 Energy Code
- Greywater systems
- Three options for floor covering
- Ice and water shield
- Fire Department amendments

The Board gave direction on the above items.

Mr. March read Ordinance 5-2019. He said they need to look at the penalty section of the ordinance.

Angela Billington and Kristen Normington-Mellin commented on the amendments for the in-home daycare. Sighting State Bill (SB) 1963 that would be signed in December of 2019. There was discussion about number of client vs occupants that can be provided. There was concern about notification of the code meeting.

No action was taken. Public Hearing is scheduled for June 25, 2019.

b. Economic Development Memorandum of Understanding (MOU)– Ed Cannon

Mr. Cannon said the MOU was discussed at the last work session. Both the Main Streets Program and the Chamber of Commerce have approved the MOU.

TRUSTEE JEROME MOVED, AND TRUSTEE EVANS SECONDED to approve the Economic Development Memorandum of Understanding. Motion passed unanimously.

c. Resolution 14-2019 – Appointment – Wasteshed Policy Member – Cody Bird

Mr. Bird said an IGA was approved at the last meeting regarding the Solid Waste Policy Council. This resolution is to appoint members to the council. Trustee Whitehouse has volunteered to be on the council. Mr. Bird said he would be a member and Rebekka Kinney from the Planning Commission said she would be willing to represent the Town.

TRUSTEE EVANS MOVED, AND TRUSTEE JEROME SECONDED to approve Resolution 14-2019 – appointing Tim Whitehouse and Rebekka Kinney to the Watershed Policy Council. Motion passed unanimously.

d. Water Treatment Plant Engineering Change Order – Bob Gowing

Mr. Gowing reviewed the Value Engineering (VE) process. He went over the itemized changes. These changes require some additional design by Stantec. He went over the change order for integrating the VE changes into the design.

TRUSTEE SATTLER MOVED, AND TRUSTEE EVANS SECONDED to approve the change order 3 in the amount not to exceed \$124,480. Motion passed unanimously.

Mayor Hamman moved from the Regular Board Meeting into the Liquor License Review Board at 9:41 p.m. Roll call was taken, and Trustees Jerome, Evans, Sattler and Mayor Hamman were present. Trustees Knutson, Michel and Whitehouse were absent.

4. LIQUOR LICENSE REVIEW BOARD

a. License Renewal for Loaf N Jug

Mr. March said there were some issues with the ownership of the company. He suggested that this be tabled until additional information could be obtained.

MAYOR HAMMAN MOVED, AND TRUSTEE SATTLER SECONDED to table until June 11, 2019. Motion passed unanimously.

Mayor Hamman moved back into the regular board meeting at 9:46 p.m.

5. STAFF REPORTS

a. Town Attorney Update – Wellington Downs Letter of Credit Reduction

b. Town Administrator Update –Economic Director Michelle Vance starts June 1, 2019.

c. Trustee Update

There being no further business to come before the Board, the meeting was adjourned at 9:49 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk