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BOARD OF TRUSTEES
June 18, 2019
LEEPER CENTER – 3800 WILSON AVE.

Work Session --7:30pm

Agenda

1. Budget Overview – Pete
2. Update Building Fee Schedule – Cody
3. Downtown Development Authority Discussion

WORK SESSION SUMMARY

June 18, 2019

Work session started at 7:30 p.m. and ended at 9:15 p.m.

Board members present: John Jerome, Wyatt Knutson, Tim Whitehouse, John Evans, Dan Sattler, and Troy Hamman.

Staff present: Ed Cannon, Cody Bird, Pete Brandjord, Michelle Vance, Bob Gowing, Cynthia Sullivan, and Brad March.

1. Budget Overview – Pete Brandjord

Mr. Brandjord pointed out the changes in account titles to allow for easier access to budget information. He reviewed the following budget amendment items:

- Boxelder Basin Stormwater Authority payment
- Adjustments to increase general fund for staff vehicle, Information Technology expenditures, and rate study
- First Payment on the Water Treatment Plant loan
- Set up reserves

Budget amendment scheduled for the July 9, 2019 meeting.

The Board asked for a list of vehicles and a comparison between the current budget and the new budget format.

Trustee Whitehouse asked when they would be starting on next years budget. Mr. Cannon said staff is trying to have the CIP ready by the end of July.

2. Update Building Fee Schedule – Cody Bird

Mr. Bird reviewed the proposed increases in building permit fees. He explained the formula for the adjustments to/or addition of fees. The main changes are increases in inspection fees from Safebuilt; increase in administration fee from 5 percent to 10 percent of the building fee; collection of use tax for the Town and County and the additional fee for cost of issuance. There are also changes in the planning and zoning fees to cover increase review time, a new fee to cover temporary certificates of occupancy and zoning fee for construction that does not require a permit. He said the changes for the fees and codes would go into effect at the same time to reduce confusion with the contractors. These codes would go into effect on August 1, 2019. There was discussion regarding sheds, fences and compliance to codes.

There was discussion about the impact fees and comprehensive plan. Mr. Bird mentioned the open house sessions for local builders to get feedback on the new fees and how it would affect them.

Mr. Bird reviewed the changes in the land use application fees and what it would cover. He explained the change in process to get payment before any review is done.

3. Downtown Development Authority (DDA) Discussion

Mr. Cannon asked for some clarification and direction in moving forward with the DDA. There was discussion about the funding, how to proceed and who is responsible for the oversight of the DDA. There was discussion about current downtown open locations regarding taxes (TIF or Mil) that would go to the DDA. Ms. Vance spoke about the use of a DDA in the town she came from and the benefits to the local businesses.