



**TOWN OF WELLINGTON**  
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**BOARD OF TRUSTEES**  
**April 16, 2019**  
**LEEPER CENTER – 3800 WILSON AVE.**

**Work Session --7:30pm**

Agenda

1. Strategic Plan Update
2. Economic Development Memorandum of Understanding (MOU)
3. Rate Study Scope of Work
4. Special Events Fees
5. Executive Session

## **WORK SESSION SUMMARY**

### **April 16, 2019**

Work session started at 7:31 p.m. and ended at 9:01 p.m.

Board members present John Jerome, Wyatt Knutson, Tim Whitehouse, Matt Michel and Troy Hamman  
Staff present, Ed Cannon, Kelly Houghteling, Cody Bird, Dave Myer, Cynthia Sullivan, Mike Carrano, and Brad March.

#### 1. Strategic Plan Update

Ms. Houghteling reviewed the changes to Goal #4. Mayor Hamman had questions about the dates for some of the goals.

Mr. Cannon said the Board had not approved a strategic plan. He mentioned the Economic Plan produced by Silverload consulting in 2015. He mentioned the MOU between the Town, Chamber and Wellington Colorado Main Streets Program.

There was discussion about the timing set for the Downtown Development Association (DDA).

There were some suggested adjustments to the timelines and the detail of the updates.

Trustee Whitehouse asked for an update on the GIS system. Mr. Myer updated the Board on the installation of the software and work on uploading the data from Stantec. Trustee Michel asked if information could be required from developers when the utility lines are installed. Mr. Bird said that the town requires “as built” plans as CAD files that could be transferred to GIS.

#### 2. Economic Development Memorandum of Understanding (MOU)

Mr. Cannon gave some background on the need for this agreement. He explained that this document would outline the responsibilities of each group and how they would work together to promote economic development for the Town. He mentioned the current group that meets on the 2<sup>nd</sup> Monday of each month. He suggested that a member of the Board of Trustees attend these meetings. There was discussion about incentives and business leads. Mr. Cannon touched on information that the town would be getting from Buxton.

#### 3. Rate Study Scope of Work

Mr. Myer reviewed the process used to create the scope of work for the rate study. An RFP was sent out and a committee reviewed the proposals. He explained the approach the committee took to evaluate the proposals. The interviewed the top 3 firms. The committee recommends contracting with Woodard and Curran for the rate study. Mr. Cannon commented that the original budget was for water rates only. The scope of the study was expanded to include water, sewer and storm drainage. There was discussion about impact fee assessment.

#### 4. Special Events Fees

Ms. Houghteling pointed out the eligibility parameters for fee reduction.

There was discussion regarding the following issues.

- Special event definition
- Special event vs Reserving part of the park for a private event
- Vendors fees
- Waving or reduction of fees
- Insurance requirements
- Deposit
- Street Closures regulations

There was a discussion about guidelines for what needs to be brought to the Board for approval. Ms. Sullivan mentioned the approval to allow alcohol sales on public property.

5. Executive Session Employment Contract for Town Administrator

On motion by John Jerome, seconded by Wyatt Knutson, the board voted unanimously at 8:05 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

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 16, 2019.

On motion by Tim Whitehouse, seconded by Wyatt Knutson, the board voted unanimously to come out of executive session at 9:42 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 16, 2019.

The Board unanimously voted to adjourn at 9:42 p.m.