



TOWN OF WELLINGTON
3735 CLEVELAND AVENUE
P.O. BOX 127
WELLINGTON, CO 80549
TOWN HALL (970) 568-3381
FAX (970) 568-9354

BOARD OF TRUSTEES
July 9, 2019
LEEPER CENTER – 3800 WILSON AVE.

REGULAR MEETING –6:30 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 May 2019
- b. Wellington Housing Authority Minutes for April 11, 2019

2. PRESENTATION

- a. Team Recognition

3. CONSENT AGENDA

- a. Board of Trustees Work Session Summary June 18, 2019
- b. Board of Trustee Minutes for June 25, 2019
- c. Resolution 23 -2019 – Authorizing use of Centennial Park for Well-o-rama
- d. Resolution 24-2019 Appointment to Parks Advisory Board

4. NEW BUSINESS

- a. Purchase Request - Dump Truck
- b. Well-o-rama Sponsorship Request
- c. B-Dam Agreement
- d. Ordinance 9-2019 – Modifying Meeting Times

5. LIQUOR LICENSE REVIEW BOARD

- a. Well-o-rama – Special Event Permit
- b. Renewal for Loaf N Jug
- c. Resolution 25 – 2019 Authorizing Administrator/Clerk to issue temporary permit
- d. Transfer of Ownership - T-Bar Inn

6. STAFF REPORTS

- a. Town Attorney Update
- b. Town Administrator Update
- c. Trustee Update
- d. Strategic Plan Quarterly Update

ADJOURN

BOARD OF TRUSTEES
REGULAR BOARD MEETING
July 9, 2019

The Regular Board Meeting was called to order at 7:34 p.m. July 9, 2019 at the Leeper Center 3800 Wilson Ave, Wellington CO.

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

TRUSTEES ABSENT: MATT MICHEL, TIM WHITEHOUSE, and JOHN EVANS

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
BOB GOWING, PUBLIC WORKS DIRECTOR
MICHELLE VANCE, ECONOMIC DEVELOPMENT MANAGER
BRAD MARCH, TOWN ATTORNEY

Additions to or deletions from the agenda

None

Conflicts of Interest

None

Public to be heard on non-agenda items.

None

1. CORRESPONDENCE AND MINUTES FROM COMMITTEES AND BOARDS

- a. Larimer County Sheriff's Office Report for May 2019
- b. Wellington Housing Authority Minutes for April 11, 2019

2. PRESENTATION

Team Recognition

Mr. Cannon introduced Pete Brandjord the Finance Director and the Finance Department: Carman Ness in utility billing, Crystal Smith in accounts payable and Tyler Sexton the deputy finance director. Mr. Cannon recognized the accomplishments of these employees in the last six months particularly in reducing costs, managing accounts, increasing investments and reduction of the interest rate for the Water Treatment Plant. The Finance Department has found over 4.6 million dollars of efficiencies and savings. Mr. March noted that Crystal and Carman also work with the municipal court. Mayor Hamman thanked the group for their work.

Mr. Cannon introduced Bob Gowing, the Public Works Director and he introduced Mike Flores and listed Mike Caranno, Joe Lynn and Carl Stienkopf who work at the Waste Water Treatment Plant. Mr. Gowing acknowledged that this team initiated and constructed a way to utilize non-potable water to perform cleaning at the plant. This effort saves about \$80,000 in costs per year with water savings of approximately twelve (12) million gallons a year that can be put to public use. Mayor Hamman thanked the staff for their efforts.

3. CONSENT AGENDA

- a. Board of Trustees Work Session Summary June 18, 2019
- b. Board of Trustee Minutes for June 25, 2019
- c. Resolution 23-2019 – Authorizing use of Centennial Park for Well-o-rama
- d. Resolution 24-2019 – Appointment to Parks Advisory Board

Trustee Jerome asked that item 3c be taken off the consent agenda and added to item 4b in new business.

TRUSTEE KNUTSON MOVED, AND TRUSTEE SATTLER SECONDED to approve the Consent Agenda minus Resolution 23-2019. Motion passed unanimously.

4. NEW BUSINESS

- a. Purchase Request – Dump Truck

Mr. Gowing said the budgeted amount was based on retail of \$159,000.00. Through the State bid process, we can purchase the vehicle for \$95,545.00. This Truck would replace the old dump truck.

TRUSTEE SATTLER MOVED, AND TRUSTEE KNUTSON SECONDED to approve the purchase of a 2020 International HV507SFA Dump truck in the amount of \$95,545.00. Motion passed unanimously.

- b. Well-o-rama Sponsorship Request

Trustee Jerome voiced his understanding that Special Event permits were going to be handled administratively. Mr. Cannon said park rental permits are handled administratively. When there is alcohol involved then it requires the Board to approve the use of alcohol in the public park and the Liquor Licensing Authority reviews the applicant's request.

TRUSTEE JEROME MOVED, AND TRUSTEE SATTLER SECONDED to approve ordinance 23-2019 authorizing the use of Centennial Park for Well-o-rama. Motion passed unanimously.

Annie Lindgren, Wellington Main Streets Program Director, and Rebekka Kinney Well-o-rama chairperson. Ms. Kinney spoke about the event and what activities would be included. Ms. Lindgren explained that the Town's sponsorship would be an in-kind contribution of services and equipment. She said the hours would be from 10:00 a.m. to 6:00 p.m. to encourage

participants to stay in town and have dinner. Ms. Kinney said they are encouraging sponsors to have things after the event. There was discussion about sponsorship levels for the bands and promotion. Proceeds go to Wellington Mains Streets Program.

Trustee Sattler asked about previous problems with the port-a-potties and the trash. Ms. Kinney said they will have volunteers assigned to both the trash and port-a-potties.

TRUSTEE JEROME MOVED, AND TRUSTEE KNUTSON SECONDED to approve Sponsorship request for Well-o-rama. Motion passed unanimously.

c. B-Dam Agreement

Mr. Cannon updated the Board on the changes in the agreement that was presented at the May 21st work session. He reviewed the cost of Phase 1 of the Intergovernmental Agreement (IGA) study which will determine the scope of work and the risk to the communities. In Phase 2 will be the identification of funding responsibilities, maintenance obligations and construction. National Resource Conservation Service (NRCS) would have sixty-five percent funding available for Phase 2. He said there is a time constraint to show some action from the members of the agreement.

Trustee Knutson asked what engineering firm was doing the study. Mr. Gowing said SCH Engineering. There was discussion on how they were chosen.

There was a discussion on who would have ownership of the property and who would be responsible for maintenance.

TRUSTEE KNUTSON MOVED, AND TRUSTEE SATTLER SECONDED to approve B-Dam Agreement with modifications. Roll call was taken, the vote was split Trustee Knutson and Mayor Hamman for and Trustees Jerome and Sattler against. Motion failed.

d. Ordinance 9-2019 – Modifying Meeting Times

Mr. March said the ordinance was drafted as an emergency, so the Board would not have to wait the 30 days after publication to begin at the new time. **To be adopted as an emergency measure three-fourths of all the Board members is required.** There are not enough members present to adopt the ordinance as an emergency measure. Mr. March suggested that the ordinance be adopted as a non-emergency matter and that thirty (30) day publication be required before the ordinance becomes effective. If the board wishes to set the meeting times before 7:30 p.m. the board could elect to do so until pending the ordinance's effective date.

TRUSTEE JEROME MOVED, AND TRUSTEE KNUTSON SECONDED to approve Ordinance 9-2019 modifying meeting dates as a non-emergency ordinance to take effect thirty days after publication. Motion passed unanimously.

TRUSTEE JEROME MOVED, AND TRUSTEE SATTLER SECONDED to set the time to start the work session on July 16 and next Board Meeting on July 23 to 6:30 p.m. Motion passed

unanimously.

Mayor Hamman moved out of the Regular Board Meeting and into the Liquor License Review Board at 8:23 p.m. Roll call was taken, members present were Trustees Knutson, Jerome, Sattler and Mayor Hamman, absent were Trustees Michel, Whitehouse, and Evans.

5. LIQUOR LICENSE REVIEW BOARD

- a. Well-o-rama – Special Event Permit

Mr. March said there were no additional concerns.

TRUSTEE JEROME MOVED, AND TRUSTEE KNUTSON SECONDED to approve the special event permit for Well-o-rama. Motion passed unanimously.

- b. Renewal for Loaf N Jug

Mr. March said the application was reviewed May 28th and tabled due to discrepancies in the Corporate Board officers list. The Corporation resubmitted the application with documentation that the new members had been properly updated with the state.

TRUSTEE SATTLER MOVED, AND TRUSTEE JEROME SECONDED to approve the renewal of the Loaf N Jug liquor license. Motion passed unanimously.

- c. Resolution 25-2019 Authorizing Administrator/Clerk to issue temporary permit

Mr. March explained that there are state regulations that allow for the transfer of ownership of a liquor establishment to another entity and allow the town to approve a temporary permit, so the business can continue to sell alcohol while they are going through the license approval process. This resolution would allow the Administrator/Clerk to issue the temporary permit without it needing to be reviewed by the Board.

TRUSTEE SATTLER MOVED, AND TRUSTEE KNUTSON SECONDED to approve Resolution 25-2019 Authorizing the Administrator/Clerk to issue temporary licensing permits. Motion failed unanimously.

- d. Temporary permit – T-Bar Inn

TRUSTEE SATTLER MOVED, AND TRUSTEE JEROME SECONDED to approve the temporary permit for T-Bar Inn to Avuncular Bob's T Bar Inn and Brewpub Operating, LLC. Motion passed unanimously.

Mayor Hamman moved back into the regular board meeting at 8:41 p.m.

6. STAFF REPORTS

- a. Town Attorney Update- Need to have item for Tract F issue.

- b. Town Administrator Update – Work session – Regional Transportation, 2020 Census, Water impact fees, Grant for Town Hall and an Executive Session.
- c. Trustee Update
- d. Strategic Plan Quarterly Update –

Ms. Houghteling said Economic Development is moving forward since Michelle Vance started.

Ms. Vance said the town has sent five letters to potential prospects and have twenty more being evaluated. She has been having meetings with developers and brokers about the potential of properties around town.

There was discussion about a space needs assessment grant for a new Town Hall.

Mayor Hamman asked about some of the deadlines regarding the Water Treatment Plant. Mr. Gowing gave an update of the progress of the project.

Trustee Jerome asked about the inventory database. Mr. Gowing said the list has been compiled. They are currently working on a vehicle replacement policy.

Trustee Jerome asked what the hold up is on the GW Bush railroad crossing repairs. Mr. Gowing said Burlington Northern Santa Fe (BNSF) has a long list of insurance requirements before they will give permission to work in the railroad right of way. He said they are hoping to get permission to do the work in August.

There being no further business the meeting adjourned at 8:55 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk