



BOARD OF TRUSTEES
December 14, 2021
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

MINUTES

A video recording of this meeting is available on the Town of Wellington's YouTube page at <https://www.youtube.com/channel/UCPgBI-EYjaSam4hF3mkoFNA>

A. CALL TO ORDER

Mayor Pro Tem Knutson called the meeting to order at 6:31 p.m.

1. Pledge of Allegiance

Mayor Pro Tem Knutson asked that all rise for the pledge of allegiance.

2. Roll Call

Mayor Troy Hamman - Absent
Mayor Pro Tem Wyatt Knutson
Trustee Jon Gaiter
Trustee John Jerome
Trustee Rebekka Kinney – Arrived at 6:36 p.m.
Trustee Ashley Macdonald
Trustee Tim Whitehouse

Also Present:

Patti Garcia, Town Administrator
Dan Sapienza, March & Olive, LLC, Town Attorney
Cody Bird, Director of Planning
Bob Gowing, Director of Planning
Hallie Sheldon, Management Analyst
Krystal Eucker, Town Clerk
Kelly Houghteling, Deputy Town Administrator
Meagan Smith, Deputy Public Works Director
Michael Rairdon, Larimer County Sheriff's Office
DJ Jones, Water Treatment Superintendent
Stephanie Anderson, Human Resources Manager

3. Amendments to Agenda

Mayor Pro Tem Knutson asked if there were any amendments to the agenda which there was none.

4. Conflict of Interest

Mayor Pro Tem Knutson asked if there were any conflicts of interest this evening which there was none.

B. COMMUNITY PARTICIPATION

1. Public Comment

Mayor Pro Tem Knutson opened the meeting for public comment; Ms. Gaiter gave public comment.

C. PRESENTATION

1. Strategic Plan 2021 Final Update

Ms. Sheldon provided an update on the 2021 Strategic Plan in the areas of Growth and Development, Infrastructure, Community Engagement and Organizational Strength.

D. CONSENT AGENDA

1. Minutes of the November 9, 2021 regular Board of Trustees meeting and November 16, 2021 special Board of Trustees meeting

Trustee Macdonald moved to approve the consent agenda; Trustee Jerome seconded the motion. Roll call on the vote resulted as follows:

Yeas – Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – Gaiter

Motion carried.

E. ACTION ITEMS

1. Ozone Equipment Purchase for Water Treatment Plant Expansion & Hensel Phelps-Hydro Construction Contract

Ms. Smith informed the Board that due to vendor lead times, design needs, and project schedule, prepurchase of ozone equipment is necessary for the Water Treatment Plant Expansion, and a construction contract with Hensel Phelps Hydro Construction (HP- Hydro) must be established to facilitate this purchase.

The meeting was opened for public comment which there was none.

Trustee Jerome moved to approve the Ozone Equipment Purchase for Water Treatment Plant Expansion and Hensel Phelps-Hydro Construction Contract; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – Gaiter

Motion carried.

2. Authorize the Execution of Contracts for Larimer County Site Plan Review – Water Treatment Plant and Wastewater Treatment Plant

Mr. Ewert informed the Board that Town staff requested proposals from qualified Planning & Architecture firms to prepare the documents and submittal packages required by Larimer County for the Site Plan Review process. After reviewing three proposals Town staff is recommending a team of MTA Planning and Architecture along with Jacobs Engineering Group Inc. to prepare the required documents necessary for the County Site Plan Review for the Water Treatment Plant and the Wastewater Treatment Plant.

The meeting was opened for public comment which there was none.

Trustee Macdonald moved to approve the MTA contracts with a not to exceed amount of \$15,250.00 for the Water Treatment Plant and a not to exceed amount of \$15,250.00 for the Wastewater Treatment Plant; Trustee Jerome seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – None
Motion carried.

Trustee Macdonald moved to approve the Jacobs Contracts in the not to exceed amount of \$34,550.00 for the Water Treatment Plant and not to exceed amount of \$32,446.00 for the Wastewater Treatment Plant; Trustee Jerome seconded the motion. Roll call on the vote resulted as follows:

Yeas – Jerome, Macdonald, Kinney, Whitehouse
Nays – Gaiter, Knutson
Motion carried.

3. Amendment to Professional Services Agreement with SAFEbuilt Colorado, LLC
Mr. Bird informed the Board that the scope of work outlined in the SAFEbuilt Colorado, LLC Professional Services Agreement has been updated to reflect only the services needed and to balance the costs to the Town.

The meeting was opened for public comment which there was none.

Trustee Whitehouse moved to approve the Amendment to Professional Services Agreement with SAFEbuilt Colorado, LLC; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson
Nays – None
Motion carried.

4. Resolution No. 33-2021 - A Resolution of the Town of Wellington, Colorado, Calling for a Regular Municipal Election to be held as a Mail Ballot Election on Tuesday, April 5, 2022 and Delegating Authority to the Town Clerk to Appoint Election Judges
Ms. Eucker informed the Board that Wellington will be holding the regular municipal election on April 5, 2022 and this Resolution will set the type as a mail ballot election and will give the authority to appoint election judges to the Town Clerk.

The meeting was opened for public comment; Ms. Gaiter provided a public comment.

Trustee Macdonald moved to approve Resolution 33-2021 - A Resolution of the Town of Wellington, Colorado, Calling for a Regular Municipal Election to be held as a Mail Ballot Election on Tuesday, April 5, 2022 and Delegating Authority to the Town Clerk to Appoint Election Judges; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Macdonald, Kinney, Whitehouse, Knutson
Nays – Gaiter, Jerome
Motion carried.

5. Consideration of 2022 Statement of Work and Budget Agreement By and Between County of Larimer and Town of Wellington

Ms. Garcia informed the Board that after the budget was adopted, there was an error discovered in the total amount the 2022 agreement. The indirect costs were increased to 6% in 2022 from 3% in 2021 which equates to an additional \$38,507 for 2022.

Sergeant Rairdon reviewed the Statement of Work and Budget Agreement between the Larimer County Sheriff's Office and the Town of Wellington. The Town of Wellington has contracted with the Larimer County Sheriff's Office for law enforcement services since the early 1980's.

The meeting was opened for public comment which there was none.

Trustee Kinney moved to approve the 2022 Statement of Work and Budget Agreement between the County of Larimer and the Town of Wellington; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – None

Motion carried.

6. Resolution No. 34-2021 - A Resolution of the Board of Trustees Appointing Town Treasurer
Ms. Garcia informed the Board that Wellington Municipal Code 2-3-30 provides the Board shall appoint a Town Treasurer as the previous Town Treasurer resigned her position effective December 3, 2021.

Trustee Jerome moved to approve Resolution 34-2021 A Resolution of the Board of Trustees Appointing Patti Garcia as Interim Town Treasurer until January 11, 2022; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – None

Motion carried.

7. Contract Amendment for Town Administrator
Ms. Anderson informed the Board that the Town Administrator’s contract has been amended to include a change in salary and the meeting attendance requirements.

Trustee Gaiter moved to approve the Contract Amendment for the Town Administrator; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – None

Motion carried.

8. Cancellation of December 21, 2021 Work Session and December 28, 2021 Regular Board of Trustees Meeting
Ms. Garcia informed the Board that due to the upcoming holidays; it has been requested to cancel the balance of the Trustee meeting in December.

The meeting was opened for public comment which there was none.

Trustee Macdonald moved to Cancel the December 21, 2021 Work Session and the December 28, 2021 Regular Board of Trustees meeting; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – None

Motion carried.

Mayor Pro Tem Knutson closed the meeting at 8:12 and opened the Liquor License Authority.

F. LIQUOR LICENSE AUTHORITY

Roll Call

Mayor Troy Hamman - Absent

Mayor Pro Tem Wyatt Knutson

Trustee Jon Gaiter
Trustee John Jerome
Trustee Rebekka Kinney
Trustee Ashley Macdonald
Trustee Tim Whitehouse

1. Annual Renewal - Big T Ventures LLC, d/b/a Cantina Liquors
Ms. Eucker informed the Board that Big T Ventures LLC., d/b/a Cantina Liquors has submitted their annual renewal for their Liquor Store liquor license. A review of the application found the establishment is in good standing with the Colorado Secretary of State and the Larimer County Sheriff's Office reported no issues directly related to the establishment's liquor license. There were no issues or concerns during a visual inspection of the premise.

The meeting was opened for public comment which there was none.

Trustee Macdonald moved to approve the Annual Renewal for Big T Ventures LLC, d/b/a Cantina Liquors; Trustee Whitehouse seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – None

Motion carried.

2. Annual Renewal - Kum & Go LC., d/b/a Kum & Go #934
Ms. Eucker informed the Board that Kum & Go LC., d/b/a Kum & Go #934 has submitted their annual renewal for their Fermented Malt liquor license. A review of the application found the establishment is in good standing with the Colorado Secretary of State and the Larimer County Sheriff's Office reported no issues directly related to the establishment's liquor license. There were no issues or concerns during a visual inspection of the premise.

The meeting was opened for public comment which there was none.

Trustee Macdonald moved to approve the Annual Renewal for Kum & Go LC., d/b/a Kum & Go #934; Trustee Jerome seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Kinney, Whitehouse, Knutson

Nays – None

Motion carried.

Mayor Pro Tem Knutson closed the Liquor License Authority at 8:16 and resumed the regular meeting.

G. REPORTS

1. Town Attorney
Mr. Sapienza informed the Board that during the executive session when the Town Administrator's contract was discussed, there was discussion of the Town Attorney as well. The Town Attorney contract was not on this evening's agenda as there were no changes to the contract and that contract is set for an indefinite period. During the first meeting after the municipal election, the Town Attorney and other officers are appointed.
2. Town Administrator
Ms. Garcia informed the Board that staff is preparing for the wind coming in on December 12, 2021.
3. Staff Communications

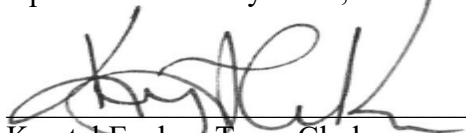
None.

4. Board Reports

Trustees are invited to attend the Candidate Information Session being held on December 12, 2021 and there is a Municipal Election Guide available on the Town's website.

H. ADJOURN

Upon a motion duly made, the meeting was adjourned at 8:20 p.m.



Krystal Eucker, Town Clerk