



BOARD OF TRUSTEES  
January 25, 2022  
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 Hamman called the meeting to order at 6:32 p.m.

1. Pledge of Allegiance

Mayor Hamman asked that all rise for the pledge of allegiance.

2. Roll Call

Mayor Troy Hamman  
Mayor Pro Tem Wyatt Knutson  
Trustee Jon Gaiter  
Trustee John Jerome – Absent  
Trustee Rebekka Kinney  
Trustee Ashley Macdonald  
Trustee Tim Whitehouse

Also Present:

Patti Garcia, Town Administrator  
Dan Sapienza, March & Olive, LLC, Town Attorney  
Hallie Sheldon, Management Analyst  
Krystal Eucker, Town Clerk  
Kelly Houghteling, Deputy Town Administrator  
Mahalia Henschel, Communications Specialist  
Dave Myer, Engineer II  
Meagan Smith, Deputy Public Works Director  
Nathan Ewert, Civil Engineer II  
Mike Flores, Wastewater Superintendent  
Jim Miller, Streets Superintendent  
DJ Jones, Water Superintendent  
Vik Runkle, Interim Finance Director

3. Amendments to Agenda

Mayor Hamman asked if there were any amendments to the agenda this evening, to which there were none.

4. Conflict of Interest

Mayor Hamman asked if there were any conflicts of interest this evening, to which there were none.

## B. COMMUNITY PARTICIPATION

### 1. Public Comment

The meeting was opened for public comment on non-agenda items, and comments were provided by Calar Chaussee, Jesy Andreen, Bryan Mason, Henry Bays, and Shirrell Tietz,

## C. PRESENTATION

### 1. Wellington Main Streets Annual Report

Kallie Cooper, Executive Director of the Wellington CO Main Streets Program (WMSP) provided an overview of the community events that have been hosted in 2021. WMSP has also been involved in fundraising events and grant opportunities.

## D. CONSENT AGENDA

### 1. Minutes of the January 25, 2022 Board of Trustee Meeting

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

**Yeas – Gaiter, Kinney, Macdonald, Knutson, Hamman,**

**Nays – None**

**Abstain - Whitehouse**

**Motion carried.**

## E. ACTION ITEMS

### 1. Proposed Water and Sewer Rate Adjustments

Ms. Smith informed the Board that water and sewer rate adjustments have been discussed in several venues for many months. Both the main water treatment plant expansion project and the wastewater treatment plant expansion project are nearing the completion of their design phases, with construction expected to begin in 2022. Both projects will be funded partially through State Revolving Fund (SRF) loans and partially through cash reserves. Rate adjustments are needed to maintain financial health for both the Water and Sewer enterprise funds, to enable completion of these vital expansion projects, and are a requirement of the loan qualification for the wastewater treatment plant expansion.

Water and sewer rate adjustment scenarios were presented to the Board.

The meeting was opened for public comment: Shirrell Tietz, Lisa Chollet, Christine Gaiter, Jesy Andreen, Jim Kerwood, Wyatt Schwendeman-Curtis, and Calar Chaussee provided comments.

After Board discussion, the general consensus was for staff to provide an ordinance at the next regular meeting with the C2 and 4 scenarios discussed this evening.

### 2. Front-End Loader Purchase Request

Mr. Gowing informed the Board that the Town's front-end loader is over 20 years old and was originally purchased in 2005 as a pre-owned item. This is the only loader in the Town fleet and is used by all Public Works divisions for a variety of purposes, including snow removal, wastewater plant solids handling, water plant solids handling, projects requiring earthmoving, materials handling, and a variety of miscellaneous functions. As such, the loader is a critical piece of equipment needed for many of the Department's highest priority duties, some of which can be emergency in nature. It is critical to have a reliable loader capable of meeting Town needs.

The meeting was opened for public comment: Shirrell Tietz provided a comment.

**Mayor Pro Tem Knutson moved to approve a purchase out of the streets fund for the Front-End Loader in the amount of \$199,500.00 agenda; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

3. Resolution 11-2022 - A Resolution of the Town of Wellington Designating Representatives Authorized to Coordinate with Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority Regarding Financial Assistance Matters

Mr. Myer informed the Board that the Board of Trustees must designate individuals as persons authorized to sign deliverable documents on behalf of Wellington on all financial matters associated with grants and loans administered by the Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority.

The meeting was opened for public comment, to which there were none.

**Trustee Gaiter moved to approve the Resolution 11-2022 - A Resolution of the Town of Wellington Designating Representatives Authorized to Coordinate with Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority Regarding Financial Assistance Matters; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

4. Resolution No. 06-2022 - A Resolution Authorizing the Execution of an Agreement with Colorado Intergovernmental Risk Sharing Agency (CIRSA) for Legal and Loss Control Services for the Town of Wellington

Ms. Garcia informed the Board that CIRSA is a Municipal Self-Insurance Pool dedicated to providing Colorado public entities with proactive risk management guidance and the best possible coverage and service. CIRSA is a Colorado-based company with over 270 members (municipalities and affiliated member public entities) throughout Colorado. CIRSA has been in business for over 30 years and provides core property/liability and workers' compensation programs but also provides safety training and loss control services. Joining CIRSA will also allow the Town of Wellington to participate in their business meetings with voting rights.

The meeting was opened for public comment, to which there were none.

**Trustee Macdonald moved to approve Resolution No. 06-2022 - A Resolution Authorizing the Execution of an Agreement with Colorado Intergovernmental Risk Sharing Agency (CIRSA) for Legal and Loss Control Services for the Town of Wellington; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

5. Resolution 08-2022 - A Resolution Authorizing Staff to Seek Grant Funding from the Colorado Department of Transportation

Ms. Houghteling informed the Board that Staff is seeking \$2,000,000 in grant funding from the Colorado Department of Transportation. This grant requires a 10%-20% local match. Staff included \$400,000 in the 2022 Capital Improvement Plan Budget if grant funding is received. The grant application includes the infrastructure improvements from 1st Street through 5th Street on Cleveland Avenue/SH1.

The meeting was opened for public comment; Shirrell Tietz made a comment.

**Trustee Kinney moved to approve the Resolution 08-2022 - A Resolution Authorizing Staff to Seek Grant Funding from the Colorado Department of Transportation; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

6. Resolution No. 09-2022 - A Resolution of the Board of Trustees Making Appointments to the Community Activities Commission

Ms. Garcia informed the Board that on January 20, 2022, Trustees Macdonald and Whitehouse along with town staff and members of the Wellington board and commissions conducted advisory board interviews for the Wellington Parks and Recreation Advisory Board and the Community Activities Commission. Pursuant to those interviews, it is being recommended that Wyatt Schwendeman-Curtis, Diana Sinatra, Mario Quinonez, and JD Richardson be appointed to the Community Activities Commission.

**Trustee Macdonald moved to approve Resolution No. 09-2022 - A Resolution of the Board of Trustees Making Appointments to the Community Activities Commission; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

7. Resolution No. 10-2022 - A Resolution of the Board of Trustees Making Appointments to the Wellington Parks and Recreation Advisory Board

Ms. Garcia informed the Board that on January 20, 2022, Trustees Macdonald and Whitehouse along with town staff and members of the Wellington board and commissions conducted advisory board interviews for the Wellington Parks and Recreation Advisory Board and the Community Activities Commission. Pursuant to those interviews, it is being recommended that Lorilyn Bockelman and Kallie Cooper be appointed to the Parks and Recreation Advisory Board.

The meeting was opened for public comment, to which there were none.

**Trustee Macdonald moved to approve Resolution No. 10-2022 - A Resolution of the Board of Trustees Making Appointments to the Wellington Parks and Recreation Advisory Board; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

8. Consideration of the Wellington, CO Main Streets Program 2022 Memorandum of Understanding with the Town of Wellington

Anita Hardy with the Wellington Main Street Program (WMSP) informed the Board that WMSP has been active since 2014 and has played a key role in keeping downtown businesses active and

creating opportunities for the community to be part of downtown activities. The Memorandum of Understanding (MOU) that is being considered solidifies the town's commitment to supporting Main Streets 2022 efforts. The MOU being considered includes a total of \$82,500 for the 2022 Main Street Program.

The meeting was opened for public comment, to which there were none.

**Trustee Kinney moved to approve the Consideration of the Wellington, CO Main Streets Program 2022 Memorandum of Understanding with the Town of Wellington; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

## F. REPORTS

### 1. Town Attorney

Mr. Sapienza informed the Board that Kristin Brown has been working on the rules and regulations of the Marijuana Authority.

### 2. Town Administrator

#### a. Review of current Emergency Declaration

Ms. Garcia provided an overview of the Emergency Declaration and sought direction from the Board to continue the Declaration or end the Declaration. After discussion, the consensus of the Board was to review the Declaration in March of 2022.

#### b. 2022 Grant Opportunities Summary

Ms. Houghteling provided an overview of grants that have been awarded to Wellington, grants that have been submitted, pending grants, and potential grants.

### 3. Staff Communications

#### a. Larimer County Sheriff's Office Monthly Report - December 2021

### 4. Board Communications

A request was made to add a link on the website's home page and the social media post to the current agenda and packet.

## G. EXECUTIVE SESSION

1. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators pursuant to Section 24-6-402(4)(e), C.R.S. – regarding negotiations with North Poudre Irrigation Company. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through April 25, 2022.
2. For the purpose of receiving legal advice pursuant to Section 24-6-402(4)(b), C.R.S. – regarding potential litigation involving marijuana facilities. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through April 25, 2022.

**Trustee Macdonald moved to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators pursuant to Section 24-6-402(4)(e), C.R.S. regarding negotiations with North Poudre Irrigation Company and for the purpose of receiving legal advice pursuant to Section 24-6-402(4)(b), C.R.S. regarding potential litigation involving marijuana facilities; trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

The Board of Trustees moved into executive session at 10:10 p.m.

No official action was taken during the executive session.

**Trustee Macdonald moved to close the executive session; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Gaiter, Kinney, Macdonald, Whitehouse, Knutson, Hamman**

**Nays – None**

**Motion carried.**

The Board of Trustees closed the executive session at 11:02 p.m.

**H. ADJOURN**

Upon a motion duly made, the meeting was adjourned at 11:02 p.m.



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Krystal Eucker, Town Clerk