



BOARD OF TRUSTEES  
April 25, 2023  
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

MINUTES

A. CALL TO ORDER

Mayor Chaussee called the meeting to order at 6:30 p.m.

1. Pledge of Allegiance

Mayor Chaussee asked all to rise for the pledge of allegiance.

2. Roll Call

Mayor Chaussee

Mayor Pro Tem Macdonald – virtual attendance noted.

Trustee Gaiter

Trustee Dailey

Trustee Mason

Trustee Tietz

Trustee Wiegand

3. Amendments to Agenda

Mayor Chaussee asked if there were any amendments to the agenda; there were none.

4. Conflict of Interest

Mayor Chaussee asked if there were any conflicts of interest to agenda items; there were none.

B. COMMUNITY PARTICIPATION

1. Public Comment

Mayor Chaussee called for public comment. Dawn Peacock, Troy Hamman, and Karen Eifert provided public comment.

2. Proclamation

a. Proclamation: Municipal Clerks Week (April 30 - May 6)

Mayor Chaussee proclaimed the week of April 30 – May 6, 2023 to be Municipal Clerks Week. Ethan Muhs, the Town Clerk, received this proclamation on behalf of the Town.

b. Proclamation: Administrative Professionals Day (April 26)

Mayor Chaussee proclaimed April 26, 2023 to be Administrative Professionals Day. Patti Garcia, the Town Administrator, received this proclamation on behalf of the Town.

c. Proclamation: Library Week (April 23 - 29)

Mayor Chaussee proclaimed the week of 23 – 29 April, 2023 to be Library Week. Mary Kerin, the longest standing librarian in the Town's library, received this proclamation on behalf of the Town.

## C. PRESENTATION

### 1. Strategic Plan Update

Mayor Chaussee invited Hallie Sheldon, the Senior Management Analyst, to present an update on the Town's Strategic Plan. The presentation provided summary updates on numerous topics that align with the Town's adopted plan and a discussion on providing future transparency on staff efforts to the Town. Mayor Chaussee thanked Ms. Sheldon for the presentation.

## D. CONSENT AGENDA

Mayor Chaussee directed Mr. Muhs, the Town Clerk, to establish a three-minute timer for Trustee comments in subsequent agenda items before calling for a motion to approve the Consent Agenda as follows:

1. Board of Trustee April 11, 2023 Regular Meeting Minutes

**Trustee Gaiter moved to approve the Consent Agenda. Trustee Mason seconded the motion.**

**Yeas: Gaiter, Mason, Dailey, Tietz, Wiegand, Macdonald, Chaussee**

**Nays: None**

## E. ACTION ITEMS

### 1. Resolution No. 16-2023: A Resolution Establishing Hours of Outdoor Watering

Mayor Chaussee invited Ms. Hallie Sheldon to present this item to the Board and discussed the history of watering restriction discussions with the Board. The Trustees discussed related topics, including enforcement and scheduling. Mayor Chaussee invited public comment on this item, and Christine Gaiter provided public comment. Mayor Chaussee called for a motion to approve this item, then asked for final comments and direction from the Board. The Board had no further comments or direction.

**Trustee Mason motioned to approve Resolution No. 16-2023: A Resolution Establishing Hours of Outdoor Watering. Mayor Pro Tem Macdonald seconded this motion.**

**Yeas: Mason, Macdonald, Dailey, Tietz, Wiegand, Chaussee**

**Nays: Gaiter**

### 2. Ordinance No. 04-2023: An Ordinance Amending and Recodifying Chapter 13 of the Municipal Code Concerning Municipal Utilities

Mayor Chaussee invited Mrs. Meagan Smith, the Deputy Director of Public Works, and Ms. Charity Campfield, the Finance Director, to present this item. The presentation included a discussion of historical discussion pertinent to this ordinance as well as updates to utility billing. The Trustees discussed related topics, including specific changes to utility billing notification, associated processes for meter reading, and other topics. Mayor Chaussee invited public comment on this item, and Karen Eifert provided public comment. Mayor Chaussee called for a motion to approve this item, then asked for final comments and direction from the Board. The Board had no further comments or direction.

**Trustee Mason motioned to approve Ordinance No. 04-2023: An Ordinance Amending and Recodifying Chapter 13 of the Municipal Code Concerning Municipal Utilities. Trustee Gaiter seconded the motion.**

**Yeas: Mason, Gaiter, Dailey, Tietz, Wiegand, Macdonald, Chaussee**

**Nays: None**

## F. REPORTS

1. Town Attorney  
Mayor Chaussee invited a report from the Town Attorney. Mr. Dan Sapienza presented on an imminent plan to incorporate updates to the Municipal Code, highlighting a plan to review Chapter 10 in Quarter 3 of 2023.
2. Town Administrator  
Mayor Chaussee invited a report from the Town Administrator. Mrs. Patti Garcia discussed the many recent efforts of Town staff and highlighted on an imminent conference that she and the administration team will attend.
3. Staff Communications  
Mayor Chaussee invited other staff communications; there were none.
4. Board Reports  
Mayor Chaussee invited Board reports. Trustee Tietz presented on the imminent Volunteer Appreciation Dinner and thanked the Town Clerk staff for supporting preparation for the event. Trustee Gaiter requested clarification on procedures implemented on the Board by Mayor Chaussee for timing Trustee questions and comments. Trustee Dailey reported on the upcoming Arbor Day celebrations in Town and thanked the Town's Chamber of Commerce for publishing an annual program. Mayor Pro Tem Macdonald thanked Mike Flores for his work on projects in Public Works. Mayor Chaussee thanked the Town Staff for their efforts.

G. EXECUTIVE SESSION

Mayor Chaussee called for consideration of entry into an Executive Session as follows:

1. Executive Session: For the purpose of considering the purchase, acquisition, lease, or transfer of real property pursuant to Section 24-6-402(4)(a), regarding potential property acquisitions within the Town of Wellington for municipal purposes. 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 July 24, 2023.

He then called for a motion to enter an Executive Session.

**Trustee Gaiter moved to enter the Executive Session. Trustee Mason seconded the motion.**

**Yeas: Gaiter, Mason, Dailey, Tietz, Wiegand, Macdonald, Chaussee**

**Nays: None**

The Board of Trustees therefore entered the Executive Session at 7:39 p.m.

At the conclusion of Executive Session deliberations, Mayor Chaussee called for a motion to conclude the Executive Session.

**Trustee Gaiter moved to exit the Executive Session. Trustee Tietz seconded the motion.**

**Yeas: Gaiter, Dailey, Mason, Tietz, Wiegand, Macdonald, Chaussee**

**Nays: None**

The Board of Trustees therefore exited the Executive Session at 8:15 p.m.

H. ADJOURN

Mayor Chaussee called for a motion to adjourn the meeting.

**Trustee Tietz motioned to adjourn the meeting. Trustee Wiegand seconded the motion.**

**Yeas: Gaiter, Dailey, Mason, Tietz, Wiegand, Macdonald, Chaussee**

**Nays: None**

The meeting therefore adjourned at 8:15 p.m.

A handwritten signature in black ink that reads "Ethan Muhs". The signature is written in a cursive style with a horizontal line underneath the name.

Ethan Muhs  
Town Clerk

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.