BOARD OF TRUSTEES
March 10, 2020
LEEPER CENTER – 3800 WILSON AVE.

Regular Meeting - 6:30 PM

A. CALL TO ORDER

1. Pledge of Allegiance

2. Roll Call

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

TRUSTEES ABSENT: JOHN EVANS AND TIM WHITEHOUSE

PRESIDING TROY HAMMAN, MAYOR

ALSO PRESENT:
ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN MANAGER
CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, TOWN PLANNER
BOB GOWING, PUBLIC WORKS DIRECTOR
DAVE MYER, ENGINEER II
VINCE GENTRY, ENGINEER I
MIKE CARRANO, WWTP SUPERINTENDENT
MICHELLE VANCE, ECONOMIC DEVELOPMENT MANAGER
TYLER SEXTON, ASSISTANT FINANCE DIRECTOR
BRAD MARCH, TOWN ATTORNEY OFFICE

3. Amendments to Agenda

Item C 3 Resolution 6-2020 Adopting Temporary Beer Garden in Centennial Park for .5k race was taken off the consent agenda and placed following the Liquor License Review Board.

4. Conflict of Interest, None.

B. COMMUNITY PARTICIPATION

1. Public Comment

Jon Gaiter, 8132 Fourth Street, addressed a concern with the lights on the overpass. He suggested a left-hand turn signal on north frontage road coming into town in the morning and after work. He also commented on speeding in neighborhoods.

Ashley Macdonald, 6835 Lee St. #6, asked how the election was changed from a polling place to a mail out ballot and what were the cost differences. Mayor Hamman said the discussion came up in a work session last year. Ms. Sullivan said the cost of the last polling place election was $4,000 and this mail out election would be about $15,000 the budget for the election is $25,000. Ms. Macdonald asked who the designated election official and does that person have experience running a mailout election. Mr. Cannon said it is the Town Clerk. Since this is our first mailout ballot we do not have any experience.

C. CONSENT AGENDA

TRUSTEE DANIEL SATTLER, AND TRUSTEE WYATT KNUTSON to approve the Consent Agenda except for Resolution 6-2020. Motion Passed.

1. Board of Trustees Work Session Minutes from February 18, 2020
2. Board of Trustees Minutes from February 25, 2020

D. ACTION ITEMS

1. Resolution 7 - 2020 Appointing Election Judges

Trustee Jerome asked how the judges were selected. Ms. Sullivan said some have been judges at previous Wellington elections and some were recommended by the County Election Department.

Trustee Jerome asked if all the judges were Wellington residents. Ms. Sullivan said they all reside within Larimer County. They are not required to live within the town limits.

Mayor Hamman asked if they are certified. Ms. Sullivan said they have to take training before each election.

Trustee Sattler asked if all the judges would be used or are there alternates. Ms. Sullivan explained that there would be three judges at a time checking the envelopes against the voter registration list and to do signature verification of the ballots in the two weeks prior to election day and on election day there would be shifts of four judges to cover from 7:00 a.m. to 7:00 p.m. and all judges would be on site to do the tabulations after the poles close.

Trustee Jerome asked about the process for watchers. Ms. Houghteling explained that due to the nature of the information being processed, a watcher is required to file an oath. They are not allowed to examine the documents just to observe the process.

There were questions about who the ballots are sent to and how to ensure duplicate ballots are not cast. Ms. Houghteling explained that the County provides a list of registered voters, the envelope is checked against this list and the name is marked. Then the signature is verified against the State's registration list.

TRUSTEE DANIEL SATTLER, AND TRUSTEE JOHN JEROME to approve Resolution 7-2020 appointing Election Judges. Motion Passed.

2. Resolution 8 - 2020 Adopting the National Incident Management System (NIMS)

- Staff Presentation: Ed Cannon, Town Administrator

Mr. Cannon gave an overview of the National Incident Management System (NIMS) and the certification process. This system will help with emergency procedures, reporting and training.

Gary Green shared how the Fire Department utilized this system. They are already working on current issues.

Sgt. Rairdon explained how the Sheriff's office uses the system. He commented how this affects the Town regarding accessibility to emergency money.

Mr. Gaiter commented on the importance of the NIMS program and how it helps coordinate all those in the community who are certified.

Mr. Cannon updated the Board on the Corona virus and what is being done by the State, County and Local. He talked about the local effort to get information out to the public and weekly information available. Looking at contingency in the day to day running of the town and for ways to continue services without opening people to risk areas. Example "Goto meetings" so the Board can continue having meetings.

Trustee Jerome suggest the 100 series of NIMS for staff.

TRUSTEE DANIEL SATTLER, AND TRUSTEE JOHN JEROME to approve Resolution 8-2020 adopting the National Incident Management System. Motion Passed.

3. Contract - On-Call Survey Services

- Staff Presentation: Bob Gowing & Vince Gentry

Mr. Gowing & Mr. Gentry gave an overview of the contract as discussed in the last work session.

Mr. March suggested a change in the Limitation of Liability regarding the coverage.

TRUSTEE DANIEL SATTLER, AND TRUSTEE WYATT KNUTSON to authorize the execution of the contract with Northern Engineering in an amount not to exceed $100,000 with the amendment per the attorney. Motion Passed.

4. Crosswalk Safety Update

Mr. Cannon gave an update on the purchase of flashing lights and street mounted signs. The Town would purchase the equipment and Colorado Department of Transportation (CDOT) would install the equipment. There would be four pairs of lights on Cleveland Avenue and a set at each school. The Fire Department requested additional lights that could be triggered remotely for emergency vehicles to enter Cleveland Ave. The emergency flashers are approximately $7,000.000

and the Fire Department would be providing the funding.

There have been meetings with Main Streets Program, Schools, CDOT, Fire Department regarding the location and funding for the project.   There are grants available.

Mr. Cannon gave the following options for funding the project. A budget amendment to use fund reserves, divert money from other street projects or do project in phases by doing some in 2020 and some in 2021.

Cali Cooper, Wellington Main Streets Program Director, spoke about the Safe Route to Schools Funding. She also said the funds they have available would need to be spent this year.

Mr. Gaiter commented on the need for this equipment an encouraged them to make it happen.

TRUSTEE JOHN JEROME, AND TRUSTEE WYATT KNUTSON to approve the purchase of all the crossing safety equipment in the amount of $75,840.35 for the crosswalk project with no use of reserves. Motion Passed.

5. Receive & File - Colorado Department of Public Health and Environment Compliance Order on Consent

    - Staff Presentation: Bob Gowing, Public Works Director

Mr. Gowing gave the history on the Whole Effluent Toxicity (WET) test problems and the process that has been taken to address the violation of the Colorado Department of Public Health and Environment (CDPHE) requirements. The CDPHE issued a compliance order on consent with a fine of $20,000. He explained what a WET test is and what it means.

No action needed.

6. Plan of Administrative Organization

    - Staff Presentation: Ed Cannon, Town Administrator

Mr. Cannon presented the organizational structure and pointed out the changes made.

Trustee Sattler asked how the search was going for a Finance Director. Mr. Cannon gave an update on the process and that a finals list should be available after April 2nd.

Mayor Hamman mentioned the way Fort Collins show their Board of Trustees and Mayor and suggested they be added. There was further discussion.

No action taken. Resolution would be on the next meeting agenda.

4. OTHER BOARDS

The Board opened the Liquor License Review Board at 8:11 p.m. Trustees Knutson, Jerome, Sattler and Mayor Hamman were present.

- Liquor License Review Board

  a. Approval of Special Event Liquor License for .5k race.

  Kallie Cooper, Wellington Main Streets Program Director, said the event will be on Saturday April 4th from 9:00 am. to 4:00 p.m. This will be the second year.

  TRUSTEE John Jerome, AND TRUSTEE Wyatt Knutson to approve the special event liquor license for the .5k race. Motion Passed.

  The Board went back into the Regular Board Meeting at 8:14 p.m.

  Item removed from consent agenda.

  Resolution 6-2020 Approving Temporary Beer Garden in Centennial Park for .5k race. TRUSTEE DANIEL SATTLER, AND TRUSTEE JOHN JEROME to approve Resolution 6-2020 - Temporary Beer Garden in Centennial Park for .5k race. Motion Passed.

5. REPORTS

- Town Attorney

  Mr. March gave an update on the Housing Authority creation of a non-profit committee to handle funding. His concern was the role of the Board of Trustees with regard to appointing members to the non-profit committee.

  Mr. March gave and update on Wellington Row Condo project.

- Town Administrator

- Staff Communications

  Mr. Sexton said we are still waiting on the final draft of the rate study. Staff would like to push review to April work session so everyone would have a chance to review.

  Mr. Myer said when they presented the draft report there were several questions that needed to be addressed. The technical memorandum answers the questions.

  Mr. Cannon said staff wants to give the Board the technical memorandum so there is time to review before we have the meeting on the final report.

  Mr. Bird mentioned that there is a Policy Council Meeting for the Regional Transportation Initiative. Thursday from 6:00 - 8:00 pm at the County Building.

- Board

  Mayor Hamman mentioned the TA Evaluation form. He would like to have by next regular meeting. He felt this needed to be done by the current Board. There was a question about who would be doing the compiling and a concern about the staff being candid. Mayor Hamman said the staff evaluations are anonymous. He would compile the reports.

6. EXECUTIVE SESSION

7. ADJOURN

Seeing no further business, the Board adjourned at 8:30 p.m.