

BOARD OF TRUSTEES
March 31, 2020
LEEPER CENTER – 3800 WILSON AVE.

Special Meeting - 6:30 pm

MINUTES

A. CALL TO ORDER

The Special Board Meeting was called to order at 6:30 p.m., March 31, 2020 conducted electronically per Ordinance 8-2020.

1. Zoom Meeting
2. Pledge of Allegiance
3. Roll Call

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

TRUSTEES ABSENT: NONE

PRESIDING: TROY HAMMAN MAYOR

ALSO PRESENT: KELLY HOUGHTELING, INTERIM TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, TOWN PLANNER
BRAD MARCH, TOWN ATTORNEY OFFICE

4. Amendments to Agenda
5. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment
Jon Gaiter, 8132 4th St, gave a statement (see attached)

Tony Lipscomb, Smoke Signal Way, said the City of Fort Collins has closed their parks. He has observed people allowing their children to play in the parks with no

observance to social distancing. Will the town be closing our town parks. Ms. Houghteling said this was discussed in the town staff meeting. Public works is monitoring the situation and a decision will be made tomorrow.

Melissa Whitehouse, 3922 Grant Ave., asked if the COVID-19 assistance will be available for all the businesses in town to provide high speed internet. Mayor Hamman said high speed internet is something the town could look into. As a small business owner, he has been looking at what business relief can be used for.

C. CONSENT AGENDA No items on the agenda.

D. ACTION ITEMS

1. Cancellation of April 7, 2020 Board of Trustees Meeting

Ms. Houghteling said that Board of Trustee meetings have been set up for every Tuesday. The cancellation is due to it being on election day and staff would need to be present for the elections process.

Mayor Hamman said if a special meeting was needed it could be scheduled for another day. Mr. Gaiter agreed with the cancellation to allow staff to focus on the election.

TRUSTEE JOHN JEROME MOVED, AND TRUSTEE JOHN EVANS
SECONDED to cancel the Special Board Meeting on April 7, 2020. Motion passed
unanimously.

2. COVID-19 Town Update

Ms. Houghteling gave an update on the current situation in the state, county and Wellington. She pointed out that there is limited testing availability in Larimer County. The County has issued a stay at home order until April 15, 2020. The town issued an emergency declaration until April 14, 2020. The Town's programs, and facilities, are closed to the public. She gave an update on the procedures and policies for utilities. planning and building and meetings. The Election is going forward since it is mail out ballot. Voters may drop off their ballots in the utility box in front of Town Hall. Finance is looking at our revenues and we are looking at what capital Improvement Projects (CIP) may need to be pushed out or cut. This will be brought to the board at a future meeting. Ms. Houghteling gave a list of resources for assistance or to volunteer. There is also a list of resources for small businesses.

Mayor Hamman mentioned the possibility of pushing out the emergency order to the end of April. Ms. Houghteling said staff is monitoring the situation and will inform the Board if an extension is needed.

3. Intersection Design at State Highway 1 and County Road 9 / County Road 62E

Mr. Bird said this item is for a funding request and a contract amendment. This is for a conceptual design for the intersection at County Road 9 and Highway 1 and County Road 62 E. The town is seeking conceptual option for the redesign of the intersections. The project will be funded by the Town, County, CDOT, the School District and future developments. The town has existing contracts with Logan Simpson Design Inc. for the comprehensive plan and with Felsburg, Holt and Ullevig (FHU) for the transportation master plan. There have been communications with both companies to modify the scope of their contract to include these designs. The increase in cost for the contract is estimated at \$70,000. This was not budgeted so a funding source still be needed. There likely will need to be a future amendment to the budget.

Trustee Jerome asked if Mr. March had reviewed the amendment to the contract and if so, was he comfortable with it. Mr. March said he had reviewed the amendment to the contract.

Trustee Jerome asked that funds not be taken by amending the budget, but to find another way to fund the project.

Trustee Whitehouse was concerned about taking money from the I-25 intersection and suggested taking money from the bike trail project since it is on hold.

Trustee Sattler said he would like the opportunity to review the CIP and the budget to see if there is any leeway in some projects. Ms. Houghteling said staff could have something ready by the April 14th meeting.

Trustees Knutson and Evans agreed with the need for a review.

Don Irwin, of 3490 Timberwolf Cir. said that both of these roads are outside of town. Why is the County not paying part of the study?

Mr. Bird explained that it is a priority for the town because these roads will eventually be part of the town. Once the town has figured out the proportion of the construction project that would be assessed for each of the entities, the town will request the funding contributions.

Mr. March asked if this needed to be approved tonight. Mr. Bird said staff would like the approval for the contract amendment, but the funding could wait until the next meeting.

Trustee Whitehouse asked for clarification on the amount for the contract amendment. Mr. Bird said it would be for \$70,000.

Mr. Gaiter was concerned about having to amend the budget. He said there might be money available from the land acquisition fund.

The Board asked that funding be discussed at the meeting on April 14, 2020.

TRUSTEE TIM WHITEHOUSE MOVED, AND TRUSTEE DANIEL SATTLER SECONDED to approve the contract amendment with Logan Simpson Design Inc. to included additional services for roadway conceptual design in an amount not to exceed \$70,000. Motion passed unanimously.

4. Interim Town Administrator/Clerk Employment Agreement

Mr. March said this is a standard contract used for past Town Administrators with the following changes.

- The salary proposed would be \$117,000.
- Retirement plan contribution were envisioned.
- In the event the interim administrator is not ultimately hired to the position of Town Administrator or the Board chooses someone else for that position – the board understands that Ms. Houghteling would like to retain her previous Deputy Administrator's position and the Board will take this into account in any new hiring.
- No severance package is included in the contract.
- Quarterly overview with the Board is called for by the contract.
- The contract was modified to require prior Board approval of educational development activities and costs is required by the contract.

TRUSTEE DANIEL SATTLER MOVED, AND TRUSTEE JOHN EVANS SECONDED to approve the Interim Town Administrator/Clerk's Employment Agreement with amendment for education. Motion passed unanimously.

E. REPORTS

1. Town Attorney

2. Town Administrator

Ms. Houghteling Interim Town Administrator thanked the unified command structure group for all the good work they are doing.

3. Staff Communications

4. Board

F. EXECUTIVE SESSION

G. ADJOURN

Seeing no further business, the Board adjourned at 7:22 p.m.

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 the Deputy Clerk at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.