

BOARD OF TRUSTEES
April 14, 2020
LEEPER CENTER – 3800 WILSON AVE.

Regular Meeting - 6:30 pm

MINUTES

A. CALL TO ORDER

The Regular Board Meeting was called to order at 6:30 p.m., April 14, 2020 Meeting was held electronically per Ordinance 8-2020.

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

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

TRUSTEES ABSENT: TIM WHITEHOUSE

PRESIDING: TROY HAMMAN MAYOR

ALSO PRESENT: KELLY HOUGHTELING, INTERIM TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, TOWN PLANNER
BOB GOWING, PUBLIC WORKS DIRECTOR
MIKE CARRANO, WWTP SUPERINTENDENT
TYLER SEXTON, ASSISTANT FINANCE DIRECTOR
BRAD MARCH, TOWN ATTORNEY OFFICE

4. Amendments to Agenda
5. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment

Rebekka Kinney, of 3738 Harrison Ave., commented that the engagement session was very helpful.

Christie Cannon, of 6886 Meade St., suggested keeping the zoom meetings because they are easier to hear and to see the information.

C. CONSENT AGENDA

1. Special Board Meeting Minutes from March 17, 2020
2. Board of Trustee Minutes from March 24, 2020
3. Special Board Meeting Minutes from March 26, 2020

There was a comment by the Mayor added to the March 26, 2020 Minutes. It will be amended at the next meeting.

TRUSTEE WYATT KNUTSON MOVED, AND TRUSTEE JOHN EVANS SECONDED to approve the consent agenda. Motion passed unanimously.

D. ACTION ITEMS

1. COVID-19 Update

Ms. Houghteling reviewed the current situation from the State, County and Wellington. The next item will be to extend the emergency order to match the town's State and County partners. She reviewed what the town is currently doing regarding the following

Town facilities are still closed to the public, this includes Town Hall, Library, Senior Center, Recreation Office, all playgrounds, picnic areas, basketball courts, and dog park.

Recreation – Spring season cancelled. Delaying summer registration until late April. Offering virtual classes. Working on credits and refunds.

Utility billing will not disconnect service to customers until further notice.

Municipal court - suspended until May 6, 2020

Building inspection - SafeBuilt electronic plan review processes and video inspection services when possible and appropriate.

Comprehensive plan - Engaged Parks Advisory Board at 4/8/2020 virtual meeting and received great input on parks and trails components

Code enforcement - Not enforcing normal requirements regarding use of campers / RV's.

CAC Events - Fishing Derby moved to September. Fourth of July – continuing to monitor the situation.

Finance – Discussing revenue projections and CIP postponements tonight. FEMA Assistance Applicant.

Community Support through Wellington Resources, Community Volunteer Signup, and Wellington Food Bank has a donation box at Ridley's.

Business Support #WellingtonStrong and other resources for businesses. Check out NoCoRecovers.com.

Mayor Hamman said through working with other community leaders he has seen that the Wellington team has been doing more than most other communities. Thank You.

Christy Cannon, 6886 Meade St., commented on the positive feedback from the businesses on the cooperation between the Town, the Chamber of Commerce and the Main Streets Program.

2. Emergency Declaration Extension to April 26, 2020

Ms. Houghteling said the Mayor's emergency declaration expires today. This proposed action would to extend the deadline to April 26th in line with the State and County.

Mr. March said the 26th is on a Sunday and the next regular Town Board meeting is on the 28th. He suggested extending until that date, so the matter does not need to be considered at the meeting next week. Trustee Jerome said since our procedure is to have the Board approve the extension it would make sense to have it expire on that date. Trustee Sattler and Knutson agreed with the choice to extend to the 28th.

TRUSTEE JOHN JEROME MOVED, AND TRUSTEE DANIEL SATTLER SECONDED to extend the Emergency Declaration to April 28, 2020. Motion passed unanimously.

3. 2020 Revenue Overview and Budget Considerations

Ms. Houghteling said this is the first conversation about the budget and Capital Improvements Program (CIP) items. She said that Wellington is a little different than other communities because of lower dependence on sales tax revenue. She spoke about the uncertainties of regarding the severity of revenue decline and the length of recovery.

Mr. Sexton reviewed six areas of possible reduction in revenue and the percentage of reduction as follows. Sales Tax 10% less, Building Use Tax, Motor Vehicle Use Tax and Impact Fees 15% less and Interest Income 50% less. Trustee Sattler asked if internet sale tax was reviewed. Mr. Sexton said he has not seen a trend concerning internet sales tax. He said it will take about 3 months of returns to see how trends will impact revenues.

Rebekka Kinney, of 3738 Harrison, said TDS is providing free internet and that might impact sales tax revenue. Mr. March said TDS pays a franchise fee and questioned whether sales taxes were charged.

Mr. Sexton said staff had reviewed the budget regarding CIP and Operations for estimated savings of \$2,311,510. Mayor Hamman asked where those reductions came from. Mr. Sexton said he reviewed the projects with Mr. Gowing. There are projects that might be cut or pushed to next year.

Ms. Houghteling mentioned some projects that had not been budgeted for this year like the Crosswalk Safety Project and the Highway 1 and at CR9 intersection planning.

Jon Gaiter, 8132 4th St., had a question about increased costs associated with the interim Town Hall and the Comprehensive Plan. Mr. Bird said the original budget for the Comprehensive Plan was \$200,000 of which \$150,000 was paid in 2019 and \$45,798 rolled over into 2020. Ms. Houghteling said the \$87,000 for the interim Town Hall is shown to reflect that staff is still working on the project.

Ms. Kinney commented about the importance of Economic Development and getting businesses back on track.

Kallie Cooper, 3850 Hayfield St, said the Safe Routes to School Grant is still available and could be used for the Crosswalk Safety Project.

E. REPORTS

1. Town Attorney

2. Town Administrator

- Future Town Hall Community Workshop Results

Ms. Houghteling reviewed the results from the community meetings held for the Future Town Hall.

John Jerome asked if there would be a steering committee meeting scheduled. Ms. Houghteling said that would be the next phase of the project.

There was a discussion on the public input regarding location.

3. Staff Communications

Mr. Gowing updated the Board on the following: Wilson wells, Wastewater Treatment Plant Master Plan, Water Treatment Plant and B-Dams.

- Larimer County Sheriff's Report for February

4. Board

F. EXECUTIVE SESSION

G. ADJOURN

Seeing no further business, the Board adjourned at 7:40 pm.

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.