BOARD OF TRUSTEES
April 28, 2020
LEEPER CENTER – 3800 WILSON AVE.

Regular Meeting - 6:30 PMREGULAR MEETING –

MINUTES

A. CALL TO ORDER

1. Pledge of Allegiance

2. Roll Call

TRUSTEES PRESENT:	JOHN EVANS, WYATT KNUTSON, JOHN JEROME, TROY HAMMAN, DANIEL SATTLER, TIM WHITEHOUSE
TRUSTEES ABSENT:	None

PRESIDING : TROY HAMMAN, MAYOR

ALSO PRESENT:	KELLY HOUGHTELING, INTERIM TOWN ADMINISTRATOR CYNTHIA SULLIVAN, DEPUTY CLERK CODY BIRD, TOWN PLANNER BOB GOWING, PUBLIC WORKS DIRECTOR 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

4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment

2. Presentation

a. COVID-19 Update

- Guest Speaker: Tom Gonzales, Public Health Director for Larimer County

Tom Gonzales, Public Health Director for Larimer County, reviewed information about the hospitals in Larimer County. Currently 44 COVID-19 patients are being treated and 70% of the ICU hospital beds are occupied. He said they are tracking the ICU numbers and ventilator availability and in use. The hospitals have started doing elective surgeries again. He spoke about testing, results and case contract tracing. Mr. Gonzales reviewed the conditions for the Safer at Home phase with regard to social distancing, hand washing and face covering. He said during this phase the County is still recommending that high risk individuals stay at home.

Mayor Hamman asked about antivirus testing. Mr. Gonzales said the County is waiting for better testing to be developed. They are focusing on the acute and PCR testing.

Trustee Jerome asked about face covering use in public. Mr. Gonzales said the County has required face coverings to be used in businesses by employees and customers and to encourage the use of face coverings when within 6 feet of someone else. Enforcement would be hard. The County has provided signage for the businesses requesting the use of face coverings.

Trustee Jerome asked if the tracing of transmission is still a priority. Mr. Gonzales said contract tracing has been the primary testing emphasis.

Trustee Gaiter asked if timelines existed to reopen churches and houses of worship. Mr. Gonzales said his office has reviewed and approved some plans that have been submitted by churches.
There were several comments in support of the programs that are being provided.

Beth Lipscome, of 8962 Smoke Signal Way, asked about the increased risk level for individuals with Auto Immune Disease and about the opening of playgrounds and dog parks. Mr. Gonzales said that group is at higher risk. Mr. Gonzales said playgrounds need to stay closed, but that his department would review plans to open dog parks.

Trustee Knutson said the charts that have been added since 4/2/20 in SIT reports are very helpful, but presented confusion as it appeared the percentage of hospital beds has increased, but Mr. Gonzales had indicated that the number of cases is down. Mr. Gonzales said his office receives reports from the hospitals daily and some of the hospitals have added beds.

Mayor Hamman asked about the conversion of the County Ranch event complex for use as a care facility. Mr. Gonzales said acute care is available at the Ranch and there are currently 200 beds ready with the potential of 800 additional beds. The County will explore medical over site for the project in the next couple of weeks.

b. Wellington Main Streets Program - Quarterly Report

- Guest Speaker: Kallie Cooper, Executive Director, Wellington Main Streets Program

Kallie Cooper, Wellington Main Streets Program Director, gave the quarterly report for the Main Streets Program. She gave an overview of who they are, who is on their Staff and Board and purpose. She reviewed the programs they have for the businesses. Ms. Cooper gave an update on the status of the yearly events and community projects.

C. CONSENT AGENDA

1. Amended Special Board Meeting Minutes from March 26, 2020
2. Special Board Meeting Minutes from March 31, 2020
3. Board of Trustees Minutes from April 14, 2020
4. Work Session Summary for April 21, 2020

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

D. CHANGING BOARD MEMBERS

Mayor Hamman recognized the contributions that Mr. Sattler and Mr. Evans have made to the community during their tenures on the Board and thanked them for their service.

Mr. Sattler congratulated the new board members. He looked forward to continuing working with the town in the future.

Mr. Evans said he enjoyed his time on the Board and will continue to participate in the community. He also congratulated the newly elected Trustees.

1. Oath of Office for Trustees

Ms. Sullivan gave the oath of office to Jon Gaiter, Rebekka Kinney and Ashley Macdonald.

E. ACTION ITEMS

1. Resolution 10-2020- Officers, Boards and Commission Appointments 2020.

Mayor Hamman said the Board would not be looking at filling all empty positions at this time and that as noted in the resolution vacancies continued to exist. The resolution would fill the required appointments and would insure a quorum on the Board of Adjustments.

Trustee Macdonald asked about the appointment of town officers. Mr. March said that item was taken off the agenda to allow further review by the Board and advised that the Board had 30 days to consider the appointment of officers.

Mr. March reviewed an updated resolution that was sent to the board and noting that Eric Sartor had resigned from the Parks Advisory Board and had previously been appointed as a member of the Planning Commission and noted the renewal of terms of members of the Board of Adjustment.

Trustee Kinney asked where information related to vacancies and openings is published and about the process for filling vacancies. Ms. Houghteling said there is an application available on the town website and when filled out applications are collected reviewed and sent to the Board for approval. Staff will work to update the information on the website.

Mr. March reviewed the vacancies and the Board appointments.

Trustee Gaiter suggested that future appointments be action items not consent agenda items.

Melissa Whitehouse, of 3922 Grant, asked for clarification of members on the planning commission and their terms. Mr. March said that Eric Sartor was added to the Planning Commission to replace Bonnie Dowdy and his term ends in 2025.

TRUSTEE JON GAITER MOVED, AND TRUSTEE ASHLEY MACDONALD SECONDED to approve Resolution 10-2020 Boards and Commission Appointments 2020. Motion passed unanimously.

2. Resolution 11 -2020 - Appointing Mayor Pro Tem

Mayor Hamman opened the floor for nominations.

TRUSTEE JOHN JEROME MOVED, AND TRUSTEE ASHLEY MACDONALD SECONDED to nominate Wyatt Knutson as Mayor Pro Tem. Motion passed unanimously.

3. Purchase Request: Crosswalk Safety Project

- Staff Presentation: Vincent Gentry

Bob Gowing reviewed the purchase request for the Crosswalk Safety Project. The town has purchased 10 reboundable signs. Three have been installed near the schools and six will be placed on Cleveland Avenue once CDOT permits Town staff to work in the right-of-way. This request is for the purchase of remaining RRFB units for placement at 5th and 3rd Streets where they intersect Cleveland Avenue. There is an additional cost for the signs at 3rd for the Fire Department, which the Fire Department is considering and will contribute. The Wellington Main Streets Program is contributing $5,000.00. The total cost would be $75,144 including a 5% contingency.

Trustee Kinney asked about a satellite button for the RRFB lights and how many poles would be located at each intersection. Vince Gentry said there will be four poles with one controller with 3 satellite controls.

Trustee Jerome asked how the town could expedite the installation of the lights. Mr. Gentry said we have to receive the equipment before CDOT can schedule installation. He agreed that a letter from the Board could be helpful. Ms. Houghteling said staff could draft a letter for the Board to sign.

Trustee Gaiter asked for clarification of the breakdown for the lights. Mr. Gentry explained that two bases are needed for each type of light. Third Street would require six poles and 5th street would require 4 poles.

Public Comment. A local Girl Scout troop is also donating to the project.

Trustee Kinney was concerned about where the funds for this project would come from. Mayor Hamman said that would be part of the discussion for Item E5 Authorization of Capital Improvement Fund Allocation.

TRUSTEE REBEKKA KINNEY MOVED, AND TRUSTEE TIM WHITEHOUSE SECONDED to authorize staff to purchase all the remaining intersection safety improvement material in the a not-to-exceed amount of $75,144 with the total cost plus 5% contingency. Motion passed; Trustee Macdonald abstained.

4. Purchase Request: Dump Truck

- Staff Presentation: Bob Gowing

Mr. Gowing said there was a budgeted amount of $159.000 for the purchase of one dump truck. It is felt that staff might be able to purchase two trucks for the same amount. This request is to have the Board to authorize the purchase of two used dump trucks in the not to exceed amount of $159,000.

TRUSTEE TIM WHITEHOUSE MOVED, AND TRUSTEE JOHN JEROME SECONDED to approve the Purchase Request of two used Dump Trucks in an amount not to exceed $159,000. Motion passed unanimously.

5. Authorization of Capital Improvement Fund Allocation

- Staff Presentation: Tyler Sexton

Mr. Sexton reviewed the previous Board approvals for the crosswalk safety equipment and the intersection design of State Highway 1 and County Road 9/County Road 62E. The Board had asked for funding options that did not reduce the fund reserves. The funding options proposed are to transfer funds from the Downtown Master Plan Project and the Economic Development Study.

Ms. Vance said the Downtown Master Plan and the Economic Development study would be pushed back to next year. The town is currently gathering data for the comprehensive plan which is needed to move forward with the Downtown Mater Plan. Staff is looking at doing the Economic Development Action Plan in-house.

Trustee Gaiter questioned if this item should have been Resolution 12. Ms. Sullivan explained that Resolution 12 had been taken off the agenda.

Trustee Gaiter asked for the total amount that would be transferred. Mr. Sexton said it would be $145,840.35.

TRUSTEE JON GAITER MOVED, AND TRUSTEE REBEKKA KINNEY SECONDED to authorize the transfer of funds in an amount not to exceed $145,840.35 for the purpose of paying for the Crosswalk Safety Equipment and the the intersection design at State Highway 1 and County Rds 9 and 62E, transferred funds will come from Downtown Master Plan Project and Economic Development Study. Motion passed unanimously.

6. Resolution 13-2020 - Emergency Declaration

Ms. Houghteling said the previous emergency declarations followed the State and County timelines during the "Stay at Home" phase. Now that the Town is moving into the 2nd phase of "Safer at Home" it could streamline the process by not setting an end date but to allow the Mayor or Board to discontinue the emergency declaration.

Trustee Gaiter understood the request but felt it should not be open ended.

Trustee Macdonald was comfortable with the resolution as written.

Trustee Jerome asked if this would affect the need to have the weekly meetings. Mr. March said the meeting scheduling was not addressed in this resolution. Ms. Houghteling said the Board can call further special meeting(s) if needed. Mr. March said there had been a specific termination date for the extra/special meetings.

Trustee Gaiter asked if the ordinance allowing the virtual meeting was part of the emergency declaration and asked if virtual meetings would be discontinued if the emergency declaration is no longer needed. Mr. March said that virtual meetings were only allowed in emergency circumstances.

Trustee Jerome said the resolution does not have any policing powers for the Mayor or Board.

Trustee Rebekka asked if there were any other requirements for an emergency resolution. Mr. March said no.

Trustee Whitehouse agreed with the extension to allow for the town to apply for funding.

TRUSTEE JOHN JEROME MOVED, AND TRUSTEE TIM WHITEHOUSE SECONDED to approve Resolution 13-2020 Extending Emergency Declaration Declaring Local Disaster Emergency. Motion passed. 6 for and Trustee Jon Gaiter voted against.

F. REPORTS

1. Town Attorney

2. Town Administrator

3. Staff Communications

a. Larimer County Sheriff's Office Report for March

Sergeant Rairdon reviewed the report from March. He noted that ad of April 27 the desk deputy will be back in the office, but public access will be by appointment only.

b. Treasurer's Report

Mr. Sexton reviewed the Treasurer's Report.

Trustee Gaiter asked for the total amount in the Water Reserves. Ms. Houghteling had the information.

4. Board

Jon Gaiter said he does a live stream production on Sundays and would like to have Ms. Houghteling as a guest. Mayor Hamman said Mr. Gaiter's live stream is a good thing, but he had issues with the detail of the issues presented. He felt an overview was acceptable, but detailed discussion needed to be in the Board Meetings.

G. EXECUTIVE SESSION

Mr. March advised that the board would convene in executive session pursuant to 24-6-402(4)(e)(1) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators relative to possible water acquisition. A 2/3rds vote of the quorum is required to go into executive session. No action will take place in the executive session. The executive session will be kept for 30 days.

TRUSTEE ASHLEY MACDONALD MOVED, AND TRUSTEE TIM WHITEHOUSE SECONDED to go into executive session. Motion passed unanimously.

TRUSTEE TIM WHITEHOUSE MOVED AND TRUSTEE JOHN HEROME SECONDED to come out of executive session. No action was taken and not decision binding on the Town were made, item discussed; conference with negotiators for the Board of Trustees as allowed pursuant to § 24-6-402(4)(e) (I) for the purpose of determining positions related to matters that may be subject to negotiations; developing strategy for negotiation; and instructing negotiators relative to possible water acquisition. Motion passed unanimously.

H. ADJOURN