BOARD OF TRUSTEES
REGULAR BOARD MEETING
December 10, 2019

A. CALL TO ORDER

The Regular Board Meeting was called to order at 6:30 p.m. December 10, 2019 at the Leeper Center, 3800 Wilson Ave, Wellington CO.

1. Pledge of Allegiance

2. Roll Call

TRUSTEES PRESENT: WYATT KNUTSON, JOHN JEROME, TIM WHITEHOUSE, JOHN EVANS, DANIEL SATTLER, TROY HAMMAN and MATT MICHEL (arrived at 6:42 p.m.)

TRUSTEES ABSENT: NONE

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, TOWN PLANNER
PETE BRANDJORD, FINANCE DIRECTOR
BOB GOWING, PUBLIC WORKS DIRECTOR
MICHELLE VANCE, ECONOMIC DEVELOPMENT MANAGER
TYLER SEXTON, ASSISTANT FINANCE DIRECTOR
DANIEL JONES, WATER TREATEMENT OPPORATOR
BRAD MARCH, TOWN ATTORNEY OFFICE

3. Additions or Corrections to Agenda
None

4. Conflicts of Interest
Trustee Whitehouse said he is an adjacent property owner to Item D3 and would abstain.

B. PUBLIC COMMENT

1. Public Comment

Jon Gaiter, 8132 4th St, asked if there is a schedule for plowing the smaller streets once the main streets have been plowed.

2. Presentation

Julie Brewen, CEO, Housing Catalyst, gave a history of the Wellington Housing Authority. She explained how the Town and Housing Authority have worked together on subsidized housing. She explained how the subsidy platform would be changing and asked for a letter from the Mayor supporting the changes. She explained the advantages of the change for the residents and for their ability to better maintain the properties. She talked about the structure and ownership of the properties and the roll of the Wellington Housing Authority. There was discussion about need and possible expansion.

Trustee Michael suggested that when they have work that they try to contract with local businesses.

Trustee Whitehouse asked if these properties were considered in the comprehensive plan update. Mr. Bird said we will look at affordable housing as part of the comprehensive plan.

Action on this item would be considered at the second meeting in January.

C. CONSENT AGENDA

1. Board of Trustee Minutes from December 3, 2019

Trustee Michel said his name was misspelled.

TRUSTEE WHITEHOUSE MOVED, AND TRUSTEE KNUTSON SECONDED to approve consent agenda. Motion passed unanimously.

D. ACTION ITEMS

1. Cancellation of the DECEMBER 17, 2019 Work Session and the December 24, 2019 Board of Trustees Meeting.

TRUSTEE MICHEL MOVED, AND TRUSTEE SATTLER SECONDED to cancel the Board meeting on December 24, 2019 and the work session on December 17, 2019. Motion passed unanimously.

2. 2020 Budget

Mr. Brandjord and Mr. Sexton presented the budget and the changes from last year's budget. There was discussion about the breakout format and why it was different than the packet. Mr. Brandjord reviewed the revenues, fund balances, and employee head count.

There was discussion about how paid bills were shown and what was included in the water fund.

Trustee Sattler asked why the benefit package for the Economic Development employee doubled. Mr. Brandjord said there was an increase in the insurance, and this is for a full year.

a. Ordinance 17-2019 – Adopting budget for Town of Wellington 2020

TRUSTEE EVANS MOVED, AND TRUSTEE WHITEHOUSE SECONDED to adopt Ordinance 17-2019 adopting the budget for the Town of Wellington, Colorado for the Calendar Year Beginning the 1st day of January, 2020, and ending the last day of December, 2020, estimating the amount of money necessary to be raised by tax levy based on the said budget so adopted; estimating the amount of money to be derived from other revenue sources; setting forth estimated expenditures for each, and declaring an emergency. Motion passed unanimously.

b. Ordinance 18-2019 – Ordinance levying general property taxes

Mr. Brandjord said the mils decrease from 9 to 7.7.

TRUSTEE MICHEL MOVED, AND TRUSTEE SATTLER SECONDED to approve Ordinance 18-2019 Levying General Property Taxes for the taxable year 2019 to defray costs of government for the Town of Wellington, Colorado, for the Calendar Year Beginning January 1, 2020, and Ending December 31, 2020, and declaring an emergency. Motion passed unanimously.

c. Ordinance 19-2019 – Ordinance appropriating sums of money to defray expenses and liabilities of the Town of Wellington

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Ordinance 19-2019 Appropriating Sums of Money to Defray Expenses and Liabilities of the Town of Wellington, Colorado for the Fiscal Year Beginning January 1, 2020 and ending on December 31, 2020 and declaring an emergency. Motion passed unanimously.

3. Resolution 40-2019 Repealing Resolution 36-2019 and Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Poudre School District Annexation.

Mr. Bird explained this item was scheduled and advertised for the November meeting that was cancelled due to weather. After discussion with the School District and Attorneys it was decided to restart the process by resetting the hearing, advertising and notification for the January 28th meeting.

Trustee Michel asked if the rescheduling would hold up the school development. Mr. Bird said the subdivision of the property will be done at the same meeting as the annexation to keep with the timeline for the school development.

TRUSTEE MICHEL MOVED, AND TRUSTEE EVANS SECONDED to approve Resolution 40-2019 repealing Resolution 36-2019 and Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Poudre School District Annexation. Motion passed Trustee Whitehouse abstained.

4. Results of insurance review and responses to requests for proposal (RFP)

Mr. Brandjord explained what the insurance coverage package contains and what items were still being reviewed. The workmen’s comp cost doubled due to the increase in the number of Town employees and additional claims. Alliant is the firm being recommended because they would be about $40,000 cheaper than Cirsa. Applied Risk Solutions did the risk study. There was discussion about flood insurance. The board asked staff to see if Cirsa could reduce their cost. Mr. Brandjord mentioned that Cirsa did not include workmen's comp. Trustee Sattler offered that he would be willing to devote time to work with the risk management company.

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED accept the recommendation to engage Alliant or a second company at staff's discretion at a premium to not to exceed $175,306. Motion passed unanimously.

5. Memorandum of Understanding with Wellington Main Streets

Ms. Vance presented the Town proposal to partner with Wellington Main Streets and sharing office space in the building at 3749 Harrison Avenue. The Wellington Main Streets Board has also approved the Memorandum of Understanding. There was discussion about how different organizations would work together. Ms. Vance said by better coordinating the different organizations all organizations could become more efficient. Mayor Hamman said this arrangement could help when the Town pursues grants, including from DOLA.

TRUSTEE WHITEHOUSE MOVED, AND TRUSTEE SATTLER SECONDED to approve the Memorandum of Understanding with Wellington Main Streets for office space.

E. OTHER BOARD

F. REPORTS

1. Town Attorney

Mr. March commented on the letter of support that the Wellington Housing Authority asked the Mayor to sign. If there are no objections, he did not think it needed to come back before the board.

2. Town Administrator

Mr. Cannon mentioned that Mr. Brandjord would be leaving at the end of the year to take a position with the Greeley School District. He offered words of thanks for the effort Mr. Brandjord has given to the Town. He listed the roles, accomplishments, and savings Mr. Brandjord initiated over his time with the Town. Mr. Cannon mentioned that he has asked Mr. Sexton to be Interim Finance Director and Treasurer.

3. Staff Communications

Ms. Sullivan mentioned the workshop Saturday December 14th for potential candidates. It will be held at the Leeper Center at 10:00 a.m.

4. Board

Trustee Sattler asked if the Board could go into executive session to discuss the open Finance Director/Treasurer position.

G. EXECUTIVE SESSION

In at 8:09 p.m. on motion of John Jerome seconded by Dan Sattler, the board went into executive session for
Discussions regarding personnel matters**§ 24-6-402(4)** (f)(I) involving the resignation and replacement of the town treasurer and finance officer and filling the vacancy in the position.

As required by C.R.S. §24-6-402(2) (d.5) (II)(B) and (II)(E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through February 8, 2019.

The motion passed unanimously.

On motion of Dan Sattler seconded by John Jerome, the board came out of executive session at 8:25 p.m.,
It was noted when the board came out of executive session that the board had discussions regarding personnel matters as allowed by **§ 24-6-402(4)** (f)(I) involving the resignation and replacement of the town Treasurer and finance officer and filling the vacancy in that position.

As required by C.R.S. §24-6-402(2) (d.5) (II)(B) and (II)(E) the executive session proceedings would be electronically recorded and the record will be preserved for 90 days through February 8, 2019.

The Motion to come out of executive session passed unanimously.

There being no further business the meeting adjourned at 8:27 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk