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

Regular Meeting - 6:30 PM

AGENDA

A. CALL TO ORDER

1. Pledge of Allegiance

2. Roll Call

TRUSTEES PRESENT:	MATT MICHEL, JOHN JEROME, TIM WHITEHOUSE, JOHN EVANS DANIEL SATTLER, TROY HAMMAN
TRUSTEES ABSENT:	WYATT KNUTSON
PRESIDING:	TROY HAMMAN, MAYOR
ALSO, PRESENT:	ED CANNON, TOWN ADMINISTRATOR KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR CYNTHIA SULLIVAN, DEPUTY CLERK CODY BIRD, TOWN PLANNER TYLER SEXTON, INTERIM FINANCE DIRECTOR MICHELLE VANCE, ECONOMIC DEVELOPMENT MANAGER DAVE MYER, ENGINEER DANIEL JONES, WATER TREATEMENT OPPORATOR BRAD MARCH, TOWN ATTORNEY OFFICE

3. Amendments to Agenda

4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment

2. Presentation

a. Main Streets Work Plan

Presentation: Kallie Cooper, Wellington Main Streets Program Executive Director

Kallie Cooper gave the quarterly report for the Main Streets Program. Included were upcoming events, programs and highlights from last year. Future programs being discussed are a retreat with the Board of Trustees to review the work plan and how they could get their timeline in sync with the town budget. Ms. Cooper spoke about changes such as expanding the program area, new office location and new board members. Anita Hardy is the new President.

No action was needed.

C. CONSENT AGENDA

Trustee Sattler asked if there were any changes to the Humane Society Contract. Mr. March gave the changes that were made.

1. Board of Trustee Minutes for December 10, 2019

2. Contract Renewal — Larimer Humane Society

3. Resolution No. 2-2020 — Setting Posting Location for Meetings

4. Annual Adoption of the Town's 3-Mile Plan for Municipal Annexations

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

D. ACTION ITEMS

1. Ordinance No. 1-2020 — Conditionally Annexing Country Lane Acres Annexation to the Town of Wellington

Mr. Bird gave a history on this property and the changes that have been made since the annexation was first submitted.

The Public Hearing opened at 6:46 p.m. No public comment.

Les Crawford representing the applicant said there was a change in the name of the subdivision from Country Lane Farm to Country Lane Acres.

Trustee Whitehouse asked for clarification of DU - Mr. Bird said that stands for dwelling unit.

Mr. Bird mentioned the ditch rights.

TRUSTEE MICHAEL MOVED, AND TRUSTEE EVANS SECONDED to approve Ordinance 1-2020 Conditional annexation of Country Lane Acres Annexation to the Town of Wellington. Motion passed 5 for and 1 against.

2. Ordinance No. 2-2020 — Vacating Temporary Cul-de-sac and Accept Dedication of Public Utility and Access Easements

Mr. Bird explained that the temporary cul-de-sac was for use of the fire department as a turn around until the development was started. The development is in process and the plans have ample access for emergency vehicles. Easement dedication for utility lines are required and are in process. Part of the request is for the Board of Trustees to approve the ordinance and authorize the Town Administrator to sign off on the easement dedication.

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Ordinance 2-2020 Vacating temporary cul-de-sac and accept dedication of public utility and access easements. Motion passed unanimously.

3. Ordinance No. 3-2020 — Modifying Court Time

Mr. March said this request is from the Judge to change the starting time for court to 5:00 p.m.

TRUSTEE EVANS MOVED, AND TRUSTEE SATTLER SECONDED to approve Ordinance 3-2020 an ordinance modifying court dates. Motion passed unanimously.

4. Resolution No. 3-2020 — Appointing Town Treasurer

Mr. Cannon said this is temporary to fill the position vacated by Pete Brandjord and would be until April 14th. He explained that after elections the Board reappoints all appointed officers.

There was a discussion about the roles of the Treasurer compared to the Finance Director and whether the two positions should be held by the same person.

TRUSTEE EVANS MOVED, AND TRUSTEE SATTLER SECONDED to approve Resolution 3-2020 appointing Tyler Sexton interim finance director as temporary Town Treasurer until April 14, 2020. Motion passed unanimously.

5. Town Hall Space Needs Assessment Update

Ms. Houghteling gave an update on the Town Hall Space Needs Assessment by reviewing the bid process, financial impacts and proposed next steps.

There is a budgeted amount $20,000 and we received a DOLA grant of $25,000 for this project. The amount proposed is $32,000. Trustee Sattler asked how the grant was structured. Ms. Houghteling said it is a 50/50 match.

Ms. Houghteling said the next step would be to create a Steering Committee to include Board members. There would be a presentation on the 28th by the Infusion Architects. She explained what Infusion Architects would be looking at and this would only be for the assessment process not for construction.

Jon Gaiter asked if this is for a new build compared to a remodel. Ms. Houghteling said it would be for a new build.

Request for approval to proceed in drafting a professional service agreement with Infusion Architects.

TRUSTEE SATTLER MOVED, AND TRUSTEE EVANS SECONDED to direct staff to proceed in drafting a professional service agreement with Infusion Architects for the Town Hall space needs assessment. Motion passed unanimously.

6. Purchase Request — Wilson Wells Improvement Project

Mr. Myer gave an update on the Wilson Wells.

Items Completed: Shut down wells, did interior work and gutting of old pipes, updated electrical, 90% drawings for new pump house. Bidding in a couple of weeks. Interior painting done. Pulled pumps and did rehab on the lines. North well house is complete.

Future: Complete South well house, purchasing pumps. get bids for pumps and Variable Frequency Drive (VFD).

Mr. Gowing said this project was budgeted for $527,513. The purchasing policy requires approval of purchases over a given amount. This request is for the Town Administrator to sign purchase request for over the normal amount for this project only.

Mr. Gaiter asked if they were not using the biding process. Mr. Gowing explained which areas they would be using a sole source and which they would be using the biding process.

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to authorize Town Administrator to sign purchase request for only this project. Motion passed unanimously.

7. Contract Approval— GovHR Finance Director Recruitment

Mr. Cannon reviewed the proposal for the recruitment of a Finance Director. There were three companies that were contacted. GovHR had the lowest bid at $23,523. Kathleen Rush, Vice President of GovHR would present at the Work Session on January 21st.

There were questions about why this firm was recommended over the other firms and why KRW was not included in the bid group. Mr. Cannon said KRW does not have as wide an area as the other three and did not deal with financial positions. He said he has worked with GovHR before and is comfortable working with them.

TRUSTEE MICHAEL MOVED, AND TRUSTEE EVANS SECONDED to approve contract with GovHR for Finance Director Recruitment. Motion passed 5 for and 1 against.

E. REPORTS

1. Town Attorney

2. Town Administrator

Mr. Cannon said the Main Streets Program Board would like to meet with the Board to gather information regarding the Downtown Development Association (DDA). They will have Matt Ashby to facilitate. The suggested date is Monday February 24, 2020.

There is an open meeting on Friday January 17th at 4:00 p.m. at the Leeper Center about flashing signals on Cleveland and around the schools. The cost are $6,500 per pair. The costs will be share by the Town, Main Streets Program, Fire Department and the Schools.

3. Staff Communications

4. Board

Trustee Sattler asked about the agenda notifications. Ms. Sullivan said we have started using the new agenda management system and are still working out some bugs.

Trustee Jerome asked for updates on the following.

- The insurance policy had been selected and how the retirement policy is doing. Mr. Cannon said their retirement plan has 100 % enrollment. Mr. Sexton said we went with Alliant and Pinnacle for the workman's comp.

- Financial posting on the website. Mr. Cannon said we were waiting for the upgrade to the website.

- TDS franchise agreement. Mr. March said it expired. He would check on the necessity of having an agreement.

- Water Treatment Plant - Mr. Gowing spoke about the compliance order of consent and there meeting with the State health and environment department.

F. EXECUTIVE SESSION

Executive session pursuant to § 246402(4) (a) to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest, involving both the possible acquisition of 3804 Cleveland Avenue and the possible lease of property for Town office space. No member of the local public body has a personal interest in either such purchase, acquisition, lease, transfer, or sale transaction. As required by C.R.S. §246402(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 April 14, 2020.

The Board voted to go into executive session at 8:19 p.m.

1. Executive session pursuant to § 24-6-402(4) (a) to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest, involving both the possible acquisition of 3804 Cleveland Avenue and the possible lease of property for Town office space. No member of the local public body has a personal interest in either such purchase, acquisition, lease, transfer, or sale transaction. 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 April 14, 2020.

   Regular Board Meeting reopened at 9:20 p.m.

8. Purchase Request — 3804 Cleveland Avenue

   Following the executive session there was a motion to write a purchase agreement for 3804 Cleveland Avenue in the amount of $250,000.

   TRUSTEE SATTLER MOVED, AND TRUSTEE EVANS SECONDED to write a purchase agreement for 3804 Cleveland Avenue in the amount of $250.000. Motion passed unanimously.

G. ADJOURN

Seeing no further items, the Board Adjourned at 9:22 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.