

BOARD OF TRUSTEES
January 21, 2020
LEEPER CENTER – 3800 WILSON AVE.

Regular Meeting - 6:30 AM REGULAR MEETING –

MINUTES

A. ITEMS

1. GovHR Finance Director Recruitment

Katie Rush- GovHR - Recruiting for Finance Director, gave an overview of their process including the use of Announcement and brochure about the position. . She said that Mr. Cannon will put together a selection committee. They will have a meet and greet with candidates and Board on Feb 20-21. The projection is to fill the position mid May.

Mayor Hamman asked if the Board would see the job description before it is published. Ms. Rush said they would get the description out and reviewed some of the qualifications they would look for.

Trustee Sattler asked about Finance Director/Treasurer. There was a discussion about whether these should be separate individuals.

Mayor Hamman asked how many candidates they would bring. Ms. Rush said 6-8.

2. Water Rate Study

Stacy Helleckson and Toby Fedder of Woodard & Curran gave an overview of the company. The presentation included the following items:

Funding opportunities, analyze. Use of a pay as you go to fund the projects.

Models for utilities to help project future costs, and projects.

Reviewed the Methodology for the rate study and evaluating historical consumption.

The following steps will be used for the rate study - Operational Costs , Establishing Revenue Requirements, Estimated Revenue Requirements, Evaluating Usage Trends, Projecting Future Rates / Costs, Projecting Expected Rate Performance, Construction of Rate Models, Connection Charges, Recommendations. Rate Modification Options (see report)

Discussion Items

Cost of shares and the agreement with North Poudre Irrigation.

How to make increases more palatable without using too much of the reserve.

Connection (tap fees on new construction are not included) Consumption and operation cost would be used.

5. Chamber/Town co-location discussion

Ms Vance reviewed the sharing of space with the Chamber in the Harrison house. She gave the reasons for consolidating the locations and the benefits when coordinating on projects.

Looking for consensus of Board members to going forward with a Memorandum of Understanding with the Chamber.

3. 2020 Master Plan Update

Mr. Cannon gave an overview of the comprehensive look at what projects and study we are doing this year.

Department Head reported on the individual studies.

Ms. Houghteling - Space need assessment.

Ms. Vance - waiting on zoning before economic plan can be started.

Mr. Gowing - pavement study coming to an end, re vamp priorities before 2021.

Mr. Myer - water distribution system study. water and waste water master plan.

Mr. Gowing - stormwater master plan and drainage

Ms. Vance - Parks master plan. (Rec center feasibility study)

Mr. Bird - Comprehensive Plan - Feb Public engagement . Downtown master plan and land use change.

Mr. Sexton - Utility Rate Study.

Ms. Houghteling - Employment study.

4. Organizational Chart

Mr. Cannon reviewed the changes to the structure.

Adding assistant to the town administrator - Grants and purchasing.

There was discussion about how the Finance Director/Treasurer should be connected to the Town Administrator and the Board.