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BOARD OF TRUSTEES
February 12, 2019
LEEPER CENTER – 3800 WILSON AVE.

REGULAR MEETING – 7:30 PM

AGENDA

CALL TO ORDER - PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS TO OR DELETIONS FROM THE AGENDA

CONFLICTS OF INTEREST

PUBLIC TO BE HEARD ON NON-AGENDA ITEMS (time limit of 3 minutes per item)

1. CORRESPONDENCE AND MINUTES FROM COMMITTEES AND BOARDS

- a. Parks Advisory Board Minutes for December 12, 2018

2. CONSENT AGENDA

- a. Board of Trustee Minutes for January 22, 2019

3. NEW BUSINESS

- a. Wellington Senior Resource Center Agreement
- b. Eagles After Hours

4. STAFF REPORTS

- a. Town Attorney Update
- b. Town Administrator Update
- c. Trustee Update

5. EXECUTIVE SESSION

- a. Town Administrators Employment Contract - Discussion

ADJOURN

Wellington Parks Advisory Board

Minutes – December 12th, 2018

The meeting of the Parks Advisory Board was called to order by Chairman Cox at 6:02p.m., December 12th, 2018 at the Leeper Center, 3800 Wilson Ave., Wellington, CO.

MEMBERS PRESENT: Lorilyn Bockelman, Sarah Rice, JC Cox, Eric Sartor, Ashley Shepherd, Kathy Wydallis and Trustee John Evans

MEMBERS ABSENT: None

PRESIDING: Chairman J.C. Cox

ALSO PRESENT: Bryan Critchfield – Recreation Manager of Wellington Parks & Recreation, PAB/Town liaison, Bob Gowing – Wellington Public Works Director, and Sunny Evans – Wellington resident.

1. Public to Be Heard on Non-Agenda Items

None

2. Approval of Minutes

MEMBER SARTOR MOVED, AND MEMBER RICE SECONDED a motion to approve the minutes from the November 14th, 2018 PAB meeting. Roll call was taken, and the motion was passed unanimously.

3. Old Business

a. Annual PAB Report

The Very Rough Draft of the Annual PAB Report was edited. The updated version will be presented at the January 16th, 2019 PAB meeting. Bob Gowing, the director of Wellington Public Works, was informed that the PAB would appreciate being kept up to date on the progress of the trail design and construction. Mr. Gowing shared what information he could on recent surveying, design, and land acquisition decisions and intends to keep the Parks Advisory Board "in the loop." His goal is to get the trail project done under budget and on time.

b. Tot Lot Discussion Continuation

Funds for the Tot Lot will be allocated in 2019. Due to new purchasing policies, a project the size of the Tot Lot for the Wellington Community Park ball fields will need to have three bids. Member Rice caught Mr. Gowing up on the frustrations and contradictory instructions the PAB has had to deal with throughout the year regarding the Tot Lot purchase. Chairman Cox assured Mr. Gowing that the PAB wants to do its due diligence, and he will get Star Playground's latest quote and information from Member Rice, the names of two other playground equipment companies from Member Bockelman, and give it all to Mr. Gowing who will request the bids. Mr. Gowing also needs the measurements of the Tot Lot area and a drawing that is CAD-compatible.

4. New Business

a. PAB Vision, Mission, and Goals

Member Rice intends to have a list of goals typed up for the January 2019 PAB meeting and apologized for not having it available for this meeting.

Member Bockelman reminded the PAB and Mr. Gowing about the history of the GRASP study and the Parks Master Plan in 2015. The PAB will be requesting funds from the Town to update the GRASP study in 2019 to assist with updating the Parks and Trails Master Plan. The original study cost \$10,000 and the update should be less. The PAB uses the GRASP study in deciding what projects to suggest to the Town every year, along with suggestions from Public Works and Wellington residents.

Many members expressed their approval of a Vision and Mission statement written by Member Sartor.

Mission - "Create, improve and maintain outdoor spaces that enhance the quality of life for the citizens of Wellington."

Vision - "To implement a cohesive, well-designed and always maintained system of parks and trails that are accessible by all and promote a happy, engaged and playful spirit in our community."

MEMBER WYDALLIS MOVED AND CHAIRMAN COX SECONDED a motion to adopt the Vision and Mission Statements. The motion passed unanimously.

The 'Goals' aspect will be tabled until the PAB receives the 2019 budget numbers and some direction from the Town.

5. Town Board Update

Trustee Evans had to leave the meeting before the Town Board update, but Bob Gowing was able to answer questions about trail funding and plans. He is ready with contracts for the survey and design but was asked by Staff to wait until January 2019 to submit them. He believes the trustees are interested in moving the project along as quickly as possible.

6. Staff Update

Bryan Critchfield had ascertained that Eric Sartor does not need Town Board approval to become PAB Co-Chair.

In answer to an issue that came up in the November PAB meeting about any agreements between the Town and the Poudre School District, the only written agreement is from 1996 (pre-Rice Elementary) allowing the schools to rent Library Park ball fields and the Town having the option to rent gym space from the schools. An agreement between towns and school districts for the purpose of recreational and sports opportunities is not unusual, and the GRASP update will undoubtedly want to know if there have been any changes since the 2015 study. The Town intends to update its recreational agreement with Poudre School District but may not get around to it until the building of the new high school in a few years.

7. Other

Member Bockelman asked Bob Gowing for clarification on the status of the Boys & Girls Club's potential move to Wellington Community Church because of their relocation's influence on the remodel of Centennial Park. Mr. Gowing said there is no definite departure date for the Boys & Girls Club from their current building in Centennial Park. He has heard of the possibility of the Town purchasing the private properties on the south side of the park as they become available in order to expand the entire park to Cleveland Ave/Hwy 1. The Town is already leasing (with right of first refusal) the house

on the southwest corner of that block for the new Public Works offices. He has also heard that the Town would like to increase its commercial tax base with more downtown businesses which seems at cross purposes with the park's possible expansion.

Member Bockelman gave a quick history of the Centennial Park issue including the multiple uses of the park for the Farmers Market and MainStreet's summer concerts. She requested that the PAB be included in the planning stages. Mr. Gowing suggested forming a steering committee.

Member Wydallis distributed photos of a skate park in Buena Vista and expressed her opinion to get started planning a skate park for Wellington. She also brought up the new fencing at Sage Meadows subdivision and Viewpointe Park which blocks a long-used access path to the park from neighborhoods to the east of the railroad tracks.

The next Parks Advisory Board meeting is scheduled for 6:00p.m. on Wednesday, January 16th, 2019 at the Leeper Center.

MEMBER WYDALLIS MOVED, AND CHAIRMAN COX SECONDED a motion to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned 7:56p.m.

Submitted by:

A handwritten signature in cursive script that reads "Kathy Wydallis".

Kathy Wydallis, Secretary

BOARD OF TRUSTEES
REGULAR BOARD MEETING
January 22, 2019

The Regular Board Meeting was called to order at 7:31 p.m. January 22, 2019 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: WYATT KNUTSON, MATT MICHEL, JOHN JEROME,
TIM WHITEHOUSE, JOHN EVANS, DANIEL SATTLER,
and TROY HAMMAN

TRUSTEES ABSENT: None

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
BRAD MARCH, TOWN ATTORNEY
BOB GOWING, PUBLIC WORKS DIRECTOR
CODY BIRD, TOWN PLANNER
PETE BRANDJORD, FINANCE DIRECTOR
DAVE MYER, TOWN ENGINEER
MARK OBERSCHMIDT, STANTEC

Additions to or deletions from the agenda

Mr. Cannon said the Buxton Contract was not ready and delay item 5a to next meeting.

Conflicts of Interest

None

Public to be heard on non-agenda items

Garret Mullins, representing I am Foundation Church, addressed the Board regarding starting up a new church. He is an ordained minister and believes in using marijuana for spiritual use. Use would be in the church and would be given free for donations.

1. CORRESPONDANCE AND MINUTES FROM COMMITTEES AND BOARD

- a. Larimer County Sheriff's Office Report for December 2018
- b. Parks Advisory Board Minutes for November 14, 2018
- c. Main Streets Report

2. PRESENTATIONS

- a. Wellington Senior Resource Center
Norma Bulera presented

An overview of the events and activities of the group. She gave statistics of number of meals served and transportation trips for the last couple of years. Membership is \$15.00 per year. The Senior Center provides classes, health related programs and social activities. They would like to get a better copier.

3. CONSENT AGENDA

- a. Board of Trustee Minutes for January 8, 2019
- b. Work Session Minutes for January 15, 2019
- c. Personnel Policy Manual update: Harassment policy

TRUSTEE MICHEL MOVED, AND TRUSTEE EVANS SECONDED to approve the Consent Agenda. Roll call was taken, and the motion passed. Trustee Whitehouse abstained.

4. OLD BUSINESS

- a. Resolution 3-2019 – Ratifying, the purchase of property at 3749 Harrison Avenue in Wellington, Colorado and appropriation of funds.

Mr. March said at the last meeting these two items were discussed in executive session. They were added to the agenda, but public notification was not given within 24 hours. This would be to ratify the action taken at the January 8th meeting.

TRUSTEE KNUTSON MOVED, AND TRUSTEE MICHEL SECONDED to approve Resolution 3-2019 Ratifying, the purchase of property at 3749 Harrison Ave in the amount of \$266,327.24. Roll call was taken, and the motion passed unanimously.

- b. Resolution 4-2019 – Ratification of purchase of North Poudre Irrigation Company Stock and Appropriation of funds.

TRUSTEE EVANS MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Resolution 4-2019 Ratifying, future purchase of North Poudre Irrigation Stock. Roll call was taken, and the motion passed unanimously.

5. NEW BUSINESS

- a. Buxton Contract – Moved to next meeting.
- b. Wellington Housing Authority Payment in Lieu of Taxes

Mr. Cannon said payment is received by the Town for the subsidized housing units. The Wellington Housing Authority (WHA) annually requests reimbursement of the payment. Trustee Michel said the WHA uses that money to manage their budget.

TRUSTEE SATTLER MOVED, AND TRUSTEE KNUTSON SECONDED to approve the payment in lieu of taxes to the Wellington Housing Authority. Roll call was taken, and the motion passed unanimously.

c. Ordinance 1-2019 – Public Hearing: Conditional Use for Wireless Tower

Mr. Bird explained the process for the Public Hearing. He reviewed the request to allow for a 50 ft. tower for wireless internet service. The property is zoned light industrial, which requires a conditional use. He went through the requirements reviewed by the Planning Commission (PC). They recommended a change in the drainage easement. The PC approved the conditional use.

Matt Mullett said the reason for this project was to make wireless accessible to the businesses in the business park. Currently they are providing fiberoptic to the businesses.

Stan Everitt, representing Ascent Broadband Wireless, said they work with rural areas. He listed other municipalities they work with. They have put in some fiberoptic cable and will look at extending that in the future.

Trustee Whitehouse asked if this would be part of the 5G spectrum. Josh Kenigrew, owner of Ascent Broadband, said it is in the 5G spectrum and is microwave.

Trustee Michel asked what the general cost would be for the service. Mr. Everitt said residential starts at \$25.00 per month and commercial at \$75.00 per month. Speeds are from 50-75 MB. Trustee Michel mentioned sign height regulations.

All Board members received communications from concerned citizens.

Public Hearing was opened at 8:00 p.m.

Public: Cindi Peck, Garret Mullins, Tom Niichel, and Dave Hoffman commented on their concerns with emissions of microwaves from the tower and health effects.

Question for applicant. Power densities of near and far fields.

There was concern that the notice for the meeting was not sent to adjacent residents.

There were suggestions that fiberoptic would be a better way to proceed.

Public Hearing was closed at 8:24 p.m.

Mr. Everitt said he could not answer the question without seeing the documentation that had been presented by the public.

Mr. March said there are different codes regarding antenna and signage. There was further discussion about location.

Mr. March read the code requirements for notice posting.

Mr. Bird explained that if the Board were to send this item back to the Planning Commission, they would need to give them direction as to why they needed to review the item. Other options are to deny the request or table to a future meeting. Planning Commission deals with zoning not necessarily health issues.

Following discussion, the Board asked that notification be sent to all properties south of Ron Reagan east and west of the interstate.

TRUSTEE MICHEL MOVED, TRUSTEE EVANS SECONDED, with the applicant's concurrence to table item 5c until March 26, 2019 to allow the applicant time to review information provided during public hearing and allow time for additional notification to be sent. Roll call was taken, and the motion passed unanimously.

d. Clarifier Upgrade

Mr. Gowing reviewed the purchase request.

Trustee Knutson asked if staff would be doing some of the work. Mr. Gowing said town staff would be doing some of the smaller items. There would be an additional request for construction after the design. This would all be within the budget.

TRUSTEE EVANS MOVED, TRUSTEE WHITEHOUSE SECONDED, to approve clarifier upgrade in the amount of \$102,662.00. Roll call was taken, and the motion passed unanimously.

e. Resolution 5-2019 – Appropriating Sums of Money for Raw Water Reimbursement

Mr. Bird explained that the Board approved the acceptance of either North Poudre Irrigation Company (NPIC) shares or cash-in-lieu fees. The Wellington Village Developer wanted to get started with building and paid the cash-in-lieu fees. They have now submitted the number of shares needed for this project and are requesting the previously paid fees be returned in the amount of \$375,843.00.

Wendell Nelson asked how many acre feet the shares are worth and is there any guarantee we can get that amount. Mr. Cannon said from historical data we based 4-acre feet yield.

TRUSTEE MICHEL MOVED, TRUSTEE SATTTLER SECONDED to approve Resolution 5-2019 Appropriated Sums of Money for Raw Water Reimbursement in the amount of \$375,843.00. Roll call was taken, and the motion passed unanimously.

Mayor Hamman moved into the Liquor License Review Board at 9:05 p.m. Roll call was taken, and all members present.

6. LIQUOR LICENSE REVIEW BOARD

a. T Bar Inn Renewal

Mr. March explained that due to the passing of one of the owners that a couple of changes needed to be made in addition to the renewal. The change of ownership show that the current owner is in control of 100% of the company. The Board also must find that the owner is of good character and had not committed crimes of moral turpitude. There was one incident with the owner, but it has not gone to court.

Ms. Sullivan mentioned the application for manager that had also been submitted. Mr. March said the manager also must be a person of good standing.

Trustee Jerome said at last year's renewal there were issues about incidents not being reported and training for the staff. Sargent Rairdon said there have been fewer incidents, but they have been making reports when issues arise. Blair Petersen, T-Bar Inn employee, said they ran a TIPS program jointly with Wellington Grill and Soul Squared last year and all participants became certified. T-Bar Inn now requires that new employees be certified.

TRUSTEE JEROME MOVED, TRUSTEE KNUTSON SECONDED to approve the renewal application, the report of change application for the company and the report of change application for the manager. Roll call was taken, and the motion passed unanimously.

The Board went back into regular session at 9:16 p.m.

7. STAFF REPORTS

a. Town Attorney Update

Mr. March said at the last work session he had been asked to send a letter to Stantec. Following the steering committee meeting last Friday it was suggested that a letter was not needed at this time. Trustee Knutson gave an update from that meeting and the meeting jellyschedule going forward.

b. Town Administrator Update

Mr. Gowing gave an update on CIP projects.

Mr. Bird reviewed the year end data on building permits for residential and commercial. Submitted funding from DOLA for Comp Plan. Working with Poudre School District for Annexation and Subdivision of the Property.

Ms. Houghteling reviewed information from the following departments:

- Human Resources – new position advertisements, employee training programs, and leadership development
- Library – Melissa Lurkins was hired as the Assistant Library Director. There will be an advertisement for a part time position. Submitted a micro grant through SIPA for computers
- Recreation Report – Increase in programs and participants in 2018 compared to 2017.

c. Trustee Update

Trustee Michel asked about an update on the GW Bush railroad tracks. Mr. Oberschmidt said a meeting is being set up with BNSF Railway to negotiate a construction and maintenance agreement to get interim improvements of concrete panels the width of the GW Bush right-of-way. He has sent pictures of the current conditions and is trying to get the Road Master to fix the problem. He mentioned that once the traffic counts are updated the application is ready to submit for the construction. The cost would be split 50% from the Railroad and 50% from Sage Meadows.

There being no further business to come before the Board, the meeting was adjourned at 9:36 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk

WELLINGTON SENIOR RESOURCE CENTER AGREEMENT

This agreement is made this _____ day of _____, 2019, by and between the Town of Wellington, Colorado, herein referred to as the "Town", and Wellington Senior Resources, Inc., hereafter referred to as "WSR", for the purpose of allocating space at the Leeper Community Center to serve as the Wellington Senior Resource Center. This agreement shall become effective March 1, 2019.

1. Purpose of the Agreement

It is the intent of WSR to assume partial maintenance, as defined in Section 3 of this agreement, of the community room and kitchen at the Leeper Community Center, 3800 Wilson Avenue, Wellington, Colorado, (herein referred to as the "Center") in lieu of rent to the Town.

2. Services to be Provided by the Town

In return for the services outlined in this agreement, the Town agrees to provide, without charge, the following services to WSR:

- A. Use of the community room, kitchen, and office at the southwest corner of the Center from 8:00 am to 2:30 pm on Monday, Wednesday and Friday of each week.
- B. Use of the community room of the Center all day the 2nd Saturday of each June for the Town Garage Sale.
- C. Use of the community room of the Center the 1st Saturday of each December from 7:00 am to 2:30 pm for the annual WSR fund-raiser.
- D. Use of the lawn and patio outside the Center for lawn and outdoor activities on the days and times outlined above.
- E. Use of the kitchen and bathroom facilities on the days and times outlined above.
- F. Use of the shed as needed.

3. Services to be Provided by WSR

Assist the Town to advertise the use and availability of the Center through:

- A. Newspaper articles and advertisements
- B. Posters at strategic locations

- C. Newsletters
- D. Larimer County Office on Aging Services
- E. Word of mouth to residents throughout the Town and surrounding community.

4. Maintenance Provided by WSR

Cleaning and organization of:

- A. Oven
- B. Refrigerator and freezer
- C. Chairs and tables
- D. Floor 'spot' cleaning
- E. Vacuum carpets
- F. Trash receptacles and ashtrays (empty into containers provided by the Town outside)
- G. Contents of kitchen cabinets
- H. Bathrooms in community room, including tissues and towels, soap, and spot clean/mopping as needed
- I. Dusting and wiping down kitchen, community room and WSRC office
- J. Light snow removal (broom-able)
- K. Outdoor perimeter clean-up of small trash.

5. Maintenance Provided by the Town

- A. Painting and repair of the interior and exterior
- B. Lawn care and maintenance
- C. Snow removal (other than required by WSRC as stated above)
- D. Major floor maintenance, including carpet shampooing, floor stripping, and waxing

- E. Light bulb and fixture replacement
- F. Weekly cleaning as needed (other than that required by WSR as stated above)

6. Provisions

- A. This agreement shall be effective March 1, 2019 through February 29, 2020.
- B. This agreement does not automatically renew and must be renewed annually under the following provision:

Prior to, but no later than the expiration date of this agreement, the designated representative or spokesperson for WSR shall come before the Wellington Board of Trustees with an accounting of the WSR activities for the previous year and their relation to the continued use of the facilities of the Center. The purpose of this provision is to ensure, in the least, an annual accounting of the status of the Center, and an opportunity for the WSR to request any additional assistance from the Board or propose changes to this agreement.

- C. Renewal shall take place no later than February 29, 2020.
- D. Expiration or renewal of this agreement is solely the responsibility of WSR.
- E. It shall be the sole responsibility of the Town to purchase supplies as needed to fulfill the maintenance obligations contained in this agreement.
- F. The WSR agrees to provide the Town with a schedule of cleaning hours and days as to prevent scheduling conflicts for the use of the Center.
- G. The WSR shall contact Town Hall and request scheduling of the center if the Center is needed for additional use other than the times stated in this agreement.
- H. The Town reserves the right to schedule the Center for use at any other times which do not conflict with the times and days of use as stated in this agreement, and shall be responsible for the inspection and use of the facility and equipment, and for the collection of rent, damage deposits, and admission of renters for using any or all of the center and its equipment. All equipment within the office that is the property of WSR will not be used or removed without the permission of the designated WSR spokesperson.

SIGNATORS

Wellington Senior Resources, Inc.

Town of Wellington

President

Troy Hamman, Mayor

ATTEST: _____
Ed Cannon, Town Clerk