



BOARD OF TRUSTEES
September 28, 2021
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

MINUTES

A. CALL TO ORDER

Mayor Hamman called the meeting to order at 6:30 p.m.

1. Pledge of Allegiance
Mayor Hamman asked that all rise for the pledge of allegiance.
2. Roll Call
Mayor Troy Hamman
Mayor Pro Tem Wyatt Knutson – Arrived at 6:55 p.m.
Trustee Jon Gaiter
Trustee John Jerome
Trustee Rebekka Kinney – Absent
Trustee Ashley Macdonald – Arrived at 6:33 p.m.
Trustee Tim Whitehouse

Also Present:

Patti Garcia, Town Administrator
Dan Sapienza, March & Olive, LLC, Town Attorney
Cody Bird, Director of Planning
Bob Gowing, Director of Planning
Hallie Sheldon, Management Analyst
Krystal Eucker, Town Clerk
Judi Tippetts, Finance Director
Mahalia Henschel, Communications Specialist
Ross Lagenese, Library Manager
Kelly Houghteling, Deputy Town Administrator
Meagan Smith, Deputy Public Works Director
Jim Miller, Public Works Superintendent

3. Amendments to Agenda
Mayor Hamman asked if there were any amendments to the agenda.

Trustee Gaiter moved to amend the agenda by moving action item D.1 under presentations as item B.2.b; Trustee Whitehouse seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Macdonald, Whitehouse, Hamman

Nays – None

Motion carried.

4. Conflict of Interest
Mayor Hamman asked if there were any conflicts of interest this evening to which there was none.

B. COMMUNITY PARTICIPATION

1. Public Comment

Mayor Hamman opened the meeting for public comment.

Shirrell Tietz and Melanie Murphy provided public comment.

2. Presentation

a. Community Activities Commission 2022 Budget Presentation

Mr. Schwendeman-Curtis, Interim Chair of Community Activities Commission provided an overview of the 2022 Community Activities Commission budget and requested \$35,160 in funding from the Town of Wellington.

After discussion, the Town will consider the request during the 2022 budget preparation.

b. Annual Funding Request - Wellington CO Main Streets Program

Ms. Cooper, Wellington CO Main Streets Program Executive Director presented the proposed 2022 budget for Wellington Main Streets Program and made a formal request of \$77,500 in funding from the Town of Wellington.

After discussion, the Town will consider the request during the 2022 budget preparation.

C. CONSENT AGENDA

1. Minutes of the September 14, 2021 Board of Trustees regular meeting

Trustee Whitehouse moved to approve the consent calendar; Trustee Jerome seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

D. ACTION ITEMS

1. Item D.1 moved to item B.2.b.

2. Public Hearing: Final Plat of 7837 Sixth Street Subdivision

Mayor Hamman opened the public hearing.

Mr. Bird informed the Board that applicant, Wellington Properties, LLC, has submitted a request for a minor subdivision plat of Lot 1, Amended Lots 2 and 3, Replat of Tract 47 Wellington Place Subdivision. The location is west of 6th St. between Kennedy Ave. and Sveta Ln. and the common address is 7837 6th St. The existing property is currently occupied by the Wellington Vet Hospital.

The applicant desires to divide the lot so the Vet Hospital can remain and create a second building site for future commercial development. The property is zoned C1 – Community Commercial. The zoning of the property will not be affected by the proposed minor subdivision plat. The Planning Commission voted to recommend approval of the minor subdivision plat, subject to comments and corrections identified in the staff report to the Commission on Sept. 13, 2021. By recommending approval of the final plat, the Commission determined that the plat is consistent with the Town's Comprehensive Plan and that the plat conforms to the Town's subdivision regulations.

The conditions identified in the staff comments are required to be corrected on the final plat mylar. Notable comments included:

- Update the name of the plat so it does not include an address or duplicate the name of an existing plat;
- Provide a closure report with the final plat;
- Dedicate a joint and cross-lot access easement between Lot 1 and Lot 2 to allow shared driveways and shared parking -- This will allow improved circulation and will allow a shared parking arrangement to ensure adequate parking is available to meet the parking needs of both businesses (staff recommended a shared parking agreement and the applicant agreed to do so at the site development when a specific user is proposed);
- Dedicate a 9 ft. utility easement along and adjacent to the west line of 6th Street right-of-way in accordance with Wellington's Standard Design Criteria; and
- Ensure dimensions labels are provided to identify location of existing 30 access and utility easement.

The applicant has been asked to demonstrate that they would have enough space to physically support a new commercial development if the property was subdivided. One of the concerns that that staff had was that the property has Coal Creek that crosses through there so there are some floodplain implications. Staff wanted to see conceptually if it was possible to construct a new building and meet the required parking and circulation requirements for the Town's regulations to be a viable project. The applicant, through their consultant United Civil Design Group did provide a conceptual for illustrative purposes and staff was satisfied that it is possible to do a commercial development.

At the time of this presentation, no public comments have been received by phone, email or letter. One comment was expressed at the Planning Commission meeting on September 13, 2021 and was related to drainage south of the site. Staff has attempted to follow up with the individual to further discuss the concerns and have yet to hear from that individual.

Approval by the Board of Trustees is valid for a period of one year. The final plat and ordinance must be recorded with the Larimer County Clerk and Recorder's Office within the one-year time limit, unless an extension is approved by the Board.

Staff recommends approval of the 7837 Sixth Street Subdivision Plat.

The applicant had nothing further to add.

Further discussion took place regarding parking and the floodplain.

Mayor Hamman opened the meeting for public comment to which there was none.

Mayor Hamman closed the public hearing.

Neither Mr. Bird nor the applicant had any further comments.

3. Ordinance No. 11-2021: An Ordinance Approving the Final Plat of 7837 Sixth Street Subdivision
Mr. Bird had nothing further to add.

Mayor Hamman opened the meeting for public comment to which there was none.

Mayor Pro Tem Knutson moved to approve Ordinance No. 11-2021, An Ordinance Approving the Final Plat of 7837 Sixth Street Subdivision; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

4. Crack Seal Contract Award

Mr. Gowing informed the Board that the Town conducts the crack sealing process annually to help seal up asphalt surfaces to prevent water from infiltrating into the street subgrade. The Town solicited for quotes and performed a visual inspection of the Town streets to determine the critical areas which need to be addressed for the year. Although quotes were requested from three local companies, staff was only able to gain one quote from Affordable Sealing & Striping INC for the crack sealing project. Based on previous work conducted with the Town, staff is recommending award of the contract to Affordable Sealing and Striping INC in the amount of \$60,580.00 with a not to exceed amount of \$71,461.000.

Trustee Jerome moved to approve the Crack Seal Contract Award to Affordable Sealing and Striping Inc in the amount of \$60,580.00 with a not to exceed amount of \$71,461.00; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

5. 3749 Harrison Avenue Expansion Update

Ms. Houghteling informed the Board that the contract for the expansion of 3749 Harrison Avenue was approved on December 6, 2020. The contract price was based on the proposal from October 2020 and included pre-construction, architectural, civil, surveying, and soil testing. At the time of the contract presentation, the estimated project cost was \$1,000,739. The not to exceed contract price is \$1.3 million. Since the approval of the contract and the design process, there have been other costs determined and designated as necessary for the success of this building. The estimated completion date of this project is January 12, 2022. Town Staff is seeking Board of Trustees approval to add the change orders to the 2022 Budget in the Capital Improvement Plan to include:

- Mudroom demo and foundation issues at \$29,851.00
- Demo of old furnace and replacement at \$23,160.00
- Footing replacement at \$11,665.00
- Site flooding at \$16,822.00

The Board of Trustees consensus was to move approve the change order for the mudroom demo and foundation issues and the furnace and for staff to negotiate the footing replacement and site flooding.

E. REPORTS

1. Town Attorney

Mr. Sapienza had no report.

2. Town Administrator

Ms. Garcia thanked Ms. Eucker for the work on the Advisory Board Appreciation Dinner and reminded the Board of Trustees that Mr. Sapienza will be out on leave beginning this evening.

3. Staff Communications

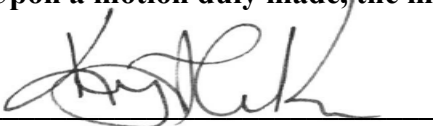
- a. Larimer County Sheriff's Office Monthly Report - July 2021
- b. Thimmig Property Discussion
Trustee Macdonald and Trustee Kinney had a meeting with the Boys and Girls Club and the topic of a potential sale of the Thimmig property was discussed. The topic will be scheduled for a future work session.

4. Board Reports

- a. Report out on Colorado Municipal League Annual Conference
No report, report will be at the next regular meeting.

F. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:57.



Krystal Eucker, Town Clerk