



BOARD OF TRUSTEES
May 10, 2022
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

An audio recording of the meeting may be requested from the Town Clerk's office.

A. CALL TO ORDER

Mayor Chaussee called the meeting to order at 6:38 p.m.

1. Pledge of Allegiance
Mayor Chaussee asked that all rise for the pledge of allegiance.
2. Roll Call
Mayor Calar Chaussee
Mayor Pro Tem Ashley Macdonald – Arrived at 6:42 p.m.
Trustee Jon Gaiter
Trustee Brian Mason
Trustee Rebekka Kinney
Trustee David Wiegand – Via Zoom
Trustee Shirrell Tietz

Also Present:

Patti Garcia, Town Administrator
Dan Sapienza, March & Olive, LLC, Town Attorney
Krystal Eucker, Town Clerk
Hallie Sheldon, Management Analyst
Cody Bird, Planning Director
Meagan Smith, Deputy Public Works Director
Vik Runkle, Interim Finance Director
Sergeant Matt Cherry, Larimer County Sheriff's Office
Mahalia Henschel, Communications Specialist

3. Amendments to Agenda
Mayor Chaussee asked if there were any amendments to the agenda this evening.

Trustee Gaiter moved to remove item number 1 (WaterNow Alliance MOU) from the consent agenda to a regular action item and to move action item number 4 (Finance Committee) before action item number 1 (Appointments); Trustee Wiegand seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Mason, Tietz, Wiegand, Chaussee
Nays – None
Motion carried.

4. Conflict of Interest

Mayor Chaussee asked if there were any conflicts of interest this evening, to which there were none.

B. COMMUNITY PARTICIPATION

1. Public Comment
The meeting was opened for public comment, Karen Eiffert commented.
2. Proclamation
 - a. Mental Health Awareness Month
Mayor Chaussee read the Mental Health Awareness Month Proclamation.
 - b. Kids to Parks Day
Mayor Chaussee read the Kids to Parks Day Proclamation.

C. CONSENT AGENDA

1. ~~WaterNow Alliance Project Accelerator Grant Memorandum of Understanding~~
(Moved to action items)
2. Minutes of the April 19, 2022 Board of Trustees Special Meeting
3. Minutes of the April 26, 2022 Board of Trustees Regular Meeting

Trustee Tietz moved to approve the consent agenda; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Mason, Tietz, Wiegand, Macdonald, Chaussee

Nays – None

Motion carried.

D. ACTION ITEMS

4. Ordinance No. 10-2022 - An Ordinance of the Town of Wellington Establishing the Wellington Finance Committee as a Formal Advisory Board to the Board of Trustees
Ms. Garcia informed the Board that in early 2022, the Board of Trustees requested staff to research options regarding the creation of a Finance Committee Advisory Board for the Town of Wellington. Pursuant to the direction provided at the February 22, 2022 Trustee work session, it was requested that the Wellington Finance Committee Advisory Board be one that has general budget oversight. Additionally, the direction was provided that the committee be made up of seven Wellington residents for two-year terms that would coincide with Board of Trustee elections which are held in April of even-numbered years. It was requested that the members of this Committee be dedicated to this Advisory Board only and that interviews for the Finance Committee be conducted by the full Board of Trustees in an open meeting.

The meeting was opened for public comment; there were no comments.

Trustee Gaiter moved to approve Ordinance No. 10-2022 - An Ordinance of the Town of Wellington Establishing the Wellington Finance Committee as a Formal Advisory Board to the Board of Trustees with the amendment to section 2-16-30.a.2 Striking the Language “and shall be conterminous with the annual Board of Trustee elections in April of even-numbered years”; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Mason, Tietz, Wiegand, Macdonald, Chaussee

Nays – None

Motion carried.

1. Board of Trustee Appointments to Boards and Commissions

Mayor Chaussee read the Mayoral Proclamation making liaison appointments to various boards and commissions as follows:

1. Community Activities Commission liaison: Shirrell Tietz
2. Parks and Recreation Advisory Board liaison: Rebekka Kinney
3. Wellington Housing Authority appointee: Calar Chaussee
4. Behavioral Health Policy Council appointee and alternate: Dave Wiegand, Alternate Brian Mason
5. Colorado Municipal League (CML) Policy Committee appointee: Patti Garcia, Alternate Kelly Houghteling
6. North Front Range Regional Solid Waste Policy Council appointees: Rebekka Kinney, Alternate Ashley Macdonald
7. Wellington Finance Committee: Jon Gaiter

2. Ordinance 11-2022 - An Ordinance Amending the 2022 Adopted Budget

Ms. Runkle presented a summary of changes to the 2022 adopted budget. Budgets change almost immediately because there are projects that begin in the previous year but are not completed so those obligations must be “carried over” into the following year to complete the projects.

In addition to the “carry overs,” the Town decision-makers made decisions after the 2022 Budget was adopted. The highlights of these changes include:

- Increase General Fund transfer to both the Water and Wastewater utilities;
- Decrease to General Fund to the CIP Fund and elimination of projects/expenditures to help offset those transfers;
- Debt issuance and defeasance of debt;
- Additional reductions in Street Fund due to workload issues; and
- Decreases in Water, Wastewater, and Drainage projects to focus on the work related to the construction of the Treatment Plant Expansions.

The meeting was opened for public comment; Karen Eiffert, Mario Quinonez, Christine Gaiter and Lisa Chollet made comments.

Trustee Mason moved to approve Ordinance 11-2022, An Ordinance Amending the 2022 Adopted Budget with an amendment striking the Street and Drainage Fund items; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Mason, Tietz, Wiegand, Macdonald, Chaussee

Nays – None

Motion carried.

3. Lease Agreement for Water Treatment Plant Expansion

Ms. Smith informed the Board that before them is a lease agreement between the Town of Wellington (Town) and North Poudre Irrigation Company (NPIC) for 3.35 acres adjacent to the existing Water Treatment Plant (WTP). A lease agreement is necessary for the Town to commence construction activities for the Water Treatment Plant Expansion Project (Expansion) while land purchase negotiations are finalized with NPIC.

The Town currently leases 5.23 acres from NPIC at the southwest corner of N CR 11 and E CR 68, the site of our existing Water Treatment Plant. This land lease is included as part of a 1983 Agreement between the Town and NPIC. Among other provisions, this Agreement outlines the lease of the 5.23 acres, defines the terms for NPIC to provide raw water supplies to the Town, and identifies a 30-foot easement to the benefit of NPIC along the north portion of the existing lease area

to provide access west of the WTP.

Through the planning process for the current Expansion, the Town identified the need for additional land. The Town approached NPIC in the Spring of 2021 to discuss an expansion of the existing lease area. Through this discussion, NPIC and the Town determined the best path forward is for the Town to purchase the existing lease area and the proposed expansion area.

The Town solicited and received an appraisal of the proposed purchase area in July 2021. NPIC formally entered negotiations with the Town in September 2021. These negotiations are ongoing, with an expectation to finalize in early Summer 2022.

Through the negotiation process, NPIC agreed to release the access easement along the north side of the WTP and have the Town replace the access with a gravel road to be located on NPIC property, along the south edge of the WTP.

A lease agreement is necessary for the Town to commence construction activities for the Expansion project, allowing the Expansion to stay on schedule as the Town works with NPIC to finalize negotiations for the land purchase and works with Larimer County to work through the minor land subdivision process.

The meeting was opened for public comment; there were no comments.

Mayor Pro Tem Macdonald Moved to approve the Lease Agreement between North Poudre Irrigation Company and the Town of Wellington for the expansion of the Water Treatment Plant and to authorize the Mayor to execute the Lease Agreement in substantially the same form as included in the packet if approved by the North Poudre Irrigation Company Board of Directors and upon final approval by the Town Attorney; Trustee Tietz seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Mason, Tietz, Wiegand, Macdonald, Chaussee

Nays – None

Motion carried.

5. WaterNow Alliance Project Accelerator Grant Memorandum of Understanding

Ms. Sheldon informed the Board that The Town of Wellington was awarded a grant in January 2022 to create a Wellington Water Efficiency Campaign which would provide educational resources, including best practices, for residents. The town has been granted 250 hours of professional support for six months (valued at \$25,000) to develop this campaign with the WaterNow Alliance. The WaterNow Alliance Project Accelerator program focuses on providing high-value capacity and expertise to public water, wastewater, and stormwater agencies to make substantial progress locally in water-saving practices. This program provides professional hands-on support and technical program assistance to local water providers in developing water efficiency programming.

The Town of Wellington will work with WaterNow to create a specialized water efficiency campaign that provides educational resources and information for residents. This educational campaign has been identified as a key activity in Wellington’s Municipal Water Efficiency Plan, along with 28 other water efficiency activities which are slated for implementation over a ten-year horizon. As part of the project, the Town aims to understand the unique needs of our population, including those that are on a fixed income, homeowners associations, and Spanish-speaking households. The Town has an overarching goal to engage 100 new residents with their water efficiency programming within one year. Creating a targeted water efficiency campaign with attainable goals for Wellington’s residents will reduce utility treated water, as well as related

stormwater, wastewater, and non-potable irrigation systems, which will benefit the long-term supply of the Town and larger region.

This project will occur over a 6-month process starting once this memorandum has been signed and will incorporate a 6-phase approach. These 6 phases include background research, peer community reviews, stakeholder interviews and meetings, draft feedback opportunities, toolkit development, etc. The final deliverable for this project will be an adaptable outreach and communication toolkit for Wellington's water use efficiency and conservation programming that can be used now and adapted for future needs of the community.

The meeting was opened for public comment; Brittany Friar, Hannah Michaud, Mario Quinonez, Karen Eiffert, Kathy Wydallis and Lisa Chollet provided comments.

Mayor Pro Tem Macdonald moved to approve the WaterNow Alliance Project Accelerator Grant Memorandum of Understanding; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Kinney, Macdonald, Chaussee

Nays – Gaiter, Mason, Tietz, Wiegand

Motion failed.

Mayor Chaussee closed the regular meeting at 8:57 and opened the Liquor License Authority.

E. LIQUOR LICENSE AUTHORITY

Roll Call

Mayor Calar Chaussee

Mayor Pro Tem Ashley Macdonald

Trustee Jon Gaiter

Trustee Brian Mason

Trustee Rebekka Kinney

Trustee David Wiegand

Trustee Shirrell Tietz

1. Special Event Permit Application – Brewfest

Ms. Eucker informed the Board that Wellington Main Streets Program (WMSP) has submitted an Application for a Special Event Permit to serve fermented malt beverages on June 4, 2022 during Wellington Brewfest. WMSP has submitted all documentation for the permit including the application, premise map, permission for the use of the premise, Certificate of Good Standing from the Colorado Secretary of State that shows their nonprofit status and the special event questionnaire.

The meeting was opened for public comment, Karen Eiffert provided a comment.

Trustee Kinney moved to approve the Special Event Permit Application; Mayor Pro Tem Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Mason, Tietz, Wiegand, Macdonald, Chaussee

Nays – None

Motion carried.

Mayor Chaussee closed the Liquor License Authority at 9:08 and resumed the regular meeting.

F. REPORTS

1. Town Attorney
None.
2. Town Administrator
Ms. Garcia informed the Board that she would be providing options for funding the HUG Grant, although, in the meantime, applications will be approved.
Ms. Garcia sought direction from the Board if they would like to see an ordinance regarding fireworks on the May 24th agenda; the general consensus of the Board was to provide an ordinance at the next meeting.
3. Staff Communications
 - a. Larimer County Sheriff's Office Monthly Report - March 2022
Sargent Cherry provided a verbal overview of the Monthly Report.
 - b. Quarterly Report - Wellington Main Streets Program
 - c. Boys and Girls Club Report
4. Board Reports
Trustee Kinney gave a reminder of the Larimer County Landfill public meeting on May 18, 2022 and thanked the Public Works Department for their work for the Safe Routes to School Program grant.

Trustee Gaiter commented that he is supportive of staff working on a fireworks ordinance. Trustee Gaiter would like to revisit fund transfers at a work session.

Trustee Tietz informed the Board that the CAC might bring some ADA accommodation requests to the Board.

G. ADJOURN

Trustee Gaiter moved to adjourn the meeting; Mayor Pro Tem Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Mason, Tietz, Wiegand, Macdonald, Chaussee

Nays – None

Motion carried.

The meeting was adjourned at 9:46 p.m.



Krystal Eucker, Town Clerk