



BOARD OF TRUSTEES
January 14, 2025
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

Individuals wishing to make public comments must attend the meeting in person or may submit comments by sending an email to hillha@wellingtoncolorado.gov. The email must be received by 4:00 p.m. on the day of the meeting. The comments will be provided to the Trustees and added as an addendum to the packet. Emailed comments will not be read during the meeting.

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84871162393?pwd=UkVaaDE4RmhJaERnallEK1hvNHJ5Zz09>

Passcode: 726078

Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171

Webinar ID: 848 7116 2393

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Amendments to Agenda
4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Proclamation
 - a. Martin Luther King, Jr. Day
2. Public Comment

C. CONSENT AGENDA

1. December 10, 2024 Meeting Minutes
2. Resolution No. 01-2025: Designating a Public Place for the Posting of Notices Concerning Public Meetings

- Presentation: Hannah Hill, Town Clerk
- 3. Resolution No. 02-2025: Approving a Three-mile Plan for Municipal Annexations
 - Presentation: Cody Bird, Director of Planning
- 4. Resolution No. 03-2025 - A Resolution Approving the Baker Tilly US, LLP Third Amended Engagement Letter to Provide Financial Management Services to the Town of Wellington
 - Presentation: Patti Garcia, Town Administrator
- 5. Resolution No. 04-2025 Approving the CIP Purchase of a Parks and Recreation Maintenance Truck
 - Presentation: Billy Cooksey, Manager - Parks and Recreation

D. REPORTS

1. Town Attorney
2. Town Administrator
3. Staff Communications
 - a. Larimer County Sheriff's Office Report (November 2024)
 - b. Quarterly CORA Report (July-December 2024)
 - c. 2024 Annual Report - Construction, Development and Neighborhood Services
 - d. Monthly Utility Report
4. Board Reports

E. EXECUTIVE SESSION

1. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators pursuant to § 24-6-402(4)(e), C.R.S., and for the purpose of receiving legal advice pursuant to § 24-6-402(4)(b), C.R.S., – regarding matters with the North Poudre Irrigation Company. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the Executive Session proceedings will be electronically recorded and the record will be preserved for 90 days through April 14, 2025.

F. ADJOURN

G. Public Comment Received and Posted January 15, 2025

1. 1-14-205 Public Comment

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 at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.

PROCLAMATION

WHEREAS, Reverend Dr. Martin Luther King, Jr. devoted his life to advancing civil rights, social justice, equality, and opportunities for all;

WHEREAS, Dr. King's efforts and perseverance led to the enactment of the Civil Rights Act of 1964, prohibiting discrimination based on race, color, religion, or national origin, paving the way for future civil rights legislation, at both the Federal and State level, to advance equality in our society.

WHEREAS, in 1963, Reverend Dr. Martin Luther King, Jr., stood in the National Mall in Washington D.C. before thousands of demonstrators who had gathered to march for freedom, justice, and equality. On that day, Dr. King shared a dream that has continued to inspire a nation: To bring justice where there is injustice, freedom where there is oppression, peace where there is violence, and opportunity where there is poverty.

WHEREAS, Today, people of all backgrounds continue that march – raising their voices to confront abuses of power, challenge hate and discrimination, protect the rights to vote and to access quality jobs, healthcare, housing, and education, and;

WHEREAS, in recognition of Dr. King's actions and example in serving all people in our great Nation, the Town of Wellington will join with its state and federal government counterparts to celebrate and memorialize Dr. King.

NOW, THEREFORE, I Brian Mason, Mayor Pro Tem of the Town of Wellington, Colorado, do hereby proclaim Monday, January 20, 2025, as:

Martin Luther King, Jr. Day

and urge all our citizens to join in the celebration of Dr. King and the values that he and his memory represents in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Wellington to be affixed this 14th day of January 2025.

Brian Mason, Mayor Pro Tem

Board of Trustees Meeting

Date: January 14, 2025
Subject: December 10, 2024 Meeting Minutes

EXECUTIVE SUMMARY

December 10, 2024 Meeting Minutes.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Approve the minutes on the consent agenda.

ATTACHMENTS

1. 12.10.24 Meeting Minutes



BOARD OF TRUSTEES
December 10, 2024
6:30 PM

A. CALL TO ORDER

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

1. Pledge of Allegiance
Mayor Chaussee asked all to rise for the pledge of allegiance.

2. Roll Call
The Clerk noted a quorum with the following roll call:
Present:
Cannon – Present
Dailey – Absent (arrived at 6:36 pm)
Moyer – Present
Tietz – Present
Wiegand – Present
Mason – Present
Chaussee – Present

The Clerk noted there was a quorum.

3. Amendments to Agenda
Mayor Chaussee asked if there were any amendments to the agenda; there were none.

The Mayor moved the proclamation forward on the agenda as there was no noted objection.

Mayor Chaussee read the proclamation and presented it to the Wellington Middle Highschool Football team.

Trustee Dailey arrived at 6:36 pm

4. Conflict of Interest
Mayor Chaussee asked if there were any conflicts of interest on agenda items; there were none.

B. COMMUNITY PARTICIPATION

1. Public Comment
There was no public comment.
2. Proclamation
 - a. Night of Outstanding Accomplishment
This item was moved forward on the agenda.

C. LIQUOR LICENSE AUTHORITY BOARD

Mayor Chaussee recessed Board of Trustees meeting and called the Liquor License Authority Board to order at 6:39 p.m.

The Clerk noted a quorum with the following roll call:

Present:

Cannon – Present

Dailey – Present

Moyer – Present

Tietz – Present

Wiegand – Present

Mason – Present

Chaussee – Present

1. New License Application - MFF Ltd dba Soul Squared - Tavern License

Hannah Hill, Town Clerk, presented the application, noting all requirements had been met by the applicant.

The applicant spoke to the Authority and expressed excitement to be back in business in Wellington. There was no public comment on this hearing and no concerns from the Authority.

Trustee Wiegand moved to approve the New License Application for MFF Ltd dba Soul Squared – Tavern License

Trustee Tietz seconded and the motion passed unanimously.

2. Kum & GO LC dba Maverik 5150 Liquor License Renewal

Ms. Hill noted the application met all requirements for renewal, and notice was received prior to the meeting the minor warning sign was posted as indicated on the inspection. There was no public comment for this item.

Trustee Tietz moved to approve the renewal on the condition that the applicant work with the LSCO to correct items of note on the inspection form

Trustee Moyer seconded and the motion passed unanimously.

3. Ridley's Family Markets Inc dba Ridley's Family Markets Retail Liquor Store Renewal

Ms. Hill noted the application met all requirements for renewal, and there was no public comment for this item.

Trustee Tietz moved to approve the renewal on the condition that the applicant work with the LSCO to correct items of note on the inspection

Mayor Pro Tem Mason seconded and the motion passed unanimously.

Mayor Chaussee adjourned the Liquor License Authority Board and reconvene the Regular Meeting at 6:56 p.m.

D. PRESENTATION

1. Wellington Main Street Annual Report

Caitlin Morris, Main Street & Events Coordinator introduced the incoming board members. It was

noted the number of volunteer hours was equivalent to 70 hours of full time employment. Ms. Morris reviewed the history of the program, the memorandum between the Town and the Main Street Program and listed several accomplishments of the Main Street committees including Downtown Clean Up Day, planters in Downtown and historic tours.

The Board expressed welcome to the new Main Street Board members. The Cleveland project was noted with need for support from the businesses. The status of the MOU with the Chamber was inquired about. Ms. Morris noted there was no end date included in the MOU however both entities are reviewing the document to see if any updates are needed.

2. Wellington Main Street 2025 Work Plan

Ms. Morris noted the Work Plan included in the packet, reviewing the various plans and strategic goals for 2025. The Board expressed comments in appreciation of the workplan.

E. CONSENT AGENDA

1. November 12, 2024 Meeting Minutes
2. November 19, 2024 Meeting Minutes

Trustee Cannon moved to approve the consent agenda

Mayor Pro Tem Mason seconded and the motion passed with all in favor.

Mayor Chaussee called a recess from 8:05 to 8:14 pm.

F. ACTION ITEMS

1. Resolution No. 63-2024: A Resolution of the Wellington Board of Trustees Authorizing the Allocation of Funds for the Main Street Mini-Grant

Ms. Morris presented the resolution noting the time remaining to spend these funds would expire in 2025 and the recommendation to utilize these funds for a shop local campaign and another mural in Downtown.

The Board noted appreciation of creativity and the program, along with the idea of directional signage. Clarification on paving of the alleyways was asked for. Ms. Morris noted that after surveying even with a small section of alleyway, the funding and work required, including engineering, would be more than what is able to currently be contributed. Working towards improving those alleyways will continue, including a full paving of the alleyways. A reappropriation of some funding was noted as an idea in order to repave the alleyways.

Trustee Cannon moved to approve Resolution No. 63-2024 A Resolution of the Wellington Board of Trustees Authorizing the Allocation of Funds for the Main Street Mini-Grant

Mayor Pro Tem Mason seconded and the motion passed unanimously.

2. Resolution No. 64-2024: A Resolution Amending the Town Administrator Contract

Stephanie Anderson, Human Resources Director, presented the resolution noting the Board's previously held evaluation of the Town Administrator. It was noted the 2025 budget included funds

for COLA and merit increases for staff.

The Board noted Ms. Garcia's work hours with 2.5% COLA increase being average in the nation, and noted funding would not be being pulled from other resources with the increase.

It was noted for clarification the Board's responsibility is to review the budget overall and suggested the board review the increases of employee payment in the budget.

The Board continued to note that 2.5% COLA increase is standard, and expressed appreciation for Ms. Garcia's work as the Town Administrator. Amending the contract with the Town Administrator yearly was questioned as generally those agreements are open ended. Rewriting the contract to not have an end date, instead of annually, was noted to be supported.

Investing, retaining and hiring skilled staff was noted to be included in the approved strategic plan.

The board did discuss bringing back a contract that was more open ended, with Mr. Sapienza noting it would be best to bring back a contract that notes the direction that the Board discussed.

Trustee Cannon moved to approve Resolution No. 64-2024: A Resolution of the Wellington Board of Trustees Authorizing the Allocation of Funds for the Main Street Mini-Grant

Trustee Wiegand seconded and the motion passed 6-1

NO VOTE: Tietz

3. Resolution No. 65-2024: A Resolution Considering the 2025 Statement of Work and Budget Agreement By and Between the County of Larimer and the Town of Wellington

Matt Cherry, Interim Lieutenant, Larimar County Sheriff's Office, presented the resolution noting the working relationship with the Town and LCSO. Interim Lieutenant Cherry noted this would be the last time reporting before the Board as he moves on with a different role but did express appreciation for the work with the Town of Wellington.

A five year agreement with Wellington and Larimer County notes what services the Sheriff's office provides to the Town, and the changes were discussed.

The Board expressed appreciation for the work being done by LCSO and all the additional resources that the Town receives because of the agreement.

Trustee Moyer moved to approve Resolution No. 65-2024 A Resolution Considering the 2025 Statement of Work and Budget Agreement By and Between the County of Larimer and the Town of Wellington

Trustee Tietz seconded and the motion passed unanimously.

G. REPORTS

1. Town Attorney

The Town Attorney did not have a report.

2. Town Administrator

The Town Administrator noted the Chamber and Main Street tentative work session on January 21, 2025. An RFP for the Shop Local Campaign is being drafted.

3. Staff Communications
Items were included in the packet.
 - a. Larimer County Sheriff's Office Report (October 2024)
 - b. NoCo Humane Report (3rd Quarter)
 - c. Treasurer's Report (October 2024)
 - d. Report of Bills (October 2024)

4. Board Reports

Trustee Weigand reported on the Behavioral Health Council, noting the one year anniversary of the new center opening with a high demand for the center's use, noting 80% using the center are from Larimer County.

Trustee Cannon reported on a CML policy meeting.

Trustee Dailey expressed thanks for those who attended Small Business Saturday and encouraged all to shop locally.

Mayor Pro Tem Mason reported on the Larimer County Opioid statement.

Mayor Chaussee noted a meeting with Sargeant Downing from LSCO.

H. EXECUTIVE SESSION

1. An executive session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters concerning the Town Attorney, under circumstances where the Town Attorney has not requested an open meeting. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through March 5, 2025.

Trustee Cannon moved to recess into executive session for the stated item

Mayor Pro Tem Mason seconded and the motion passed unanimously.

Mayor Chaussee recessed into executive session at 9:19 pm.

The Board was reconvened at 9:27 pm.

2. An executive session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters concerning the Town Administrator, under circumstances where the Town Administrator has not requested an open meeting. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through March 5, 2025.

Trustee Cannon moved to recess into executive session for the stated item

Trustee Tietz seconded and the motion passed unanimously.

Mayor Chaussee recessed into executive session at 9:29 pm.

Mayor Chaussee reconvened the meeting at 10:10 p.m.

I. ADJOURN

The meeting was adjourned at 10:11 p.m.

Brian Mason, Mayor Pro Tem

Hannah Hill, Town Clerk



Board of Trustees Meeting

Date: January 14, 2025

Subject: Resolution No. 01-2025: Designating a Public Place for the Posting of Notices Concerning Public Meetings

- **Presentation:** Hannah Hill, Town Clerk

EXECUTIVE SUMMARY

According to Colorado Revised Statutes 24-6-402, the public place or places for posting notices shall be designated annually by the local public body at their first regular meeting of the calendar year. Resolution No. 01-2025 fulfills that statutory requirement.

BACKGROUND / DISCUSSION

Resolution No. 01-2025 will include all boards and commissions with the Town of Wellington. The designated posting place will be the Town's website although if the website is not available, the front door of Town Hall will then be the designated posting place. The front door of Town Hall is the alternate designated posting place.

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 01-2025.

ATTACHMENTS

1. Resolution 01-2025 Posting Notice

TOWN OF WELLINGTON

RESOLUTION NO. 01-2025

A RESOLUTION DESIGNATING A PUBLIC PLACE FOR THE POSTING OF
NOTICES CONCERNING PUBLIC MEETINGS

WHEREAS, in compliance with the Colorado Open Meetings Law (C.R.S. § 24-6-402) and amendments thereto, the Board of Trustees desires to designate a public place for the posting of notices concerning public meetings.

NOW, THEREFORE, be it resolved by the Board of Trustees for the Town of Wellington, Colorado, as follows:

1. Notice of meetings of any board or commission of the Town of Wellington shall be posted no less than twenty-four hours prior to a meeting on the Town Website at wellingtoncolorado.gov in accordance with the Colorado Open Meetings Law.
2. The Wellington Municipal Services Building located at 8225 3rd Street, Wellington, Colorado shall be designated as the public place at which the Town may post a notice no less than twenty-four hours prior to a meeting if the Town is unable to post a notice online in exigent or emergency circumstances.
3. The designation of a public place by this Resolution shall not be deemed to preclude the Town from providing other or different notice of public meetings, so long as such notice is full and timely and otherwise in compliance with the Colorado Open Meetings Law and subsequent amendments thereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2025.

TOWN OF WELLINGTON, COLORADO

Brian Mason, Mayor Pro Tem

ATTEST:

Hannah Hill, Town Clerk



Board of Trustees Meeting

Date: January 14, 2025

Subject: Resolution No. 02-2025: Approving a Three-mile Plan for Municipal Annexations

- **Presentation:** Cody Bird, Director of Planning

EXECUTIVE SUMMARY

State law [C.R.S. 31-12-105(1)(e)(I)] requires the Town to have a plan in place for the area 3 miles extended from the municipal boundary prior to annexing any property within that 3-mile area. The Town has identified a Growth Management Area (GMA) in the Wellington Comprehensive Plan 2021 that is the contemplated area of town growth over the next 20 years. The adopted GMA boundary is less than 3 miles from the Town's current municipal boundaries. Designation of the Town's Comprehensive Plan includes the adopted GMA and is sufficient to meet the state law requirements.

BACKGROUND / DISCUSSION

The 3-mile plan is required to be adopted annually. A draft resolution is prepared and attached with this report. The draft resolution references the Wellington Comprehensive Plan 2021, including the Growth Management Area (GMA) for the Town. Alignment of the required 3-mile plan with the Town's GMA supports the adopted Comprehensive Plan of the Town.

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

Adoption of the 3-mile plan has no financial impact on the Town. Any financial impacts of municipal annexations are considered at the time annexations are proposed.

STAFF RECOMMENDATION

Staff recommends approval of this item with the consent agenda.

Motion: Move to approve the consent agenda.

ATTACHMENTS

1. Resolution No. 02-2025
2. Growth Management Area (GMA) Map

TOWN OF WELLINGTON

RESOLUTION NO. 02-2025

A RESOLUTION BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO ADOPTING AN UPATED THREE-MILE PLAN FOR MUNICIPAL ANNEXATIONS

WHEREAS, the Colorado Municipal Annexation Act of 1965, § 31.12.105(1)(e)(I) C.R.S. (the “Act”), requires the Town to adopt and update annually a plan to serve as a general guideline for future annexations to the Town; and

WHEREAS, the Town has designated its Comprehensive Master Plan as the Three-Mile Plan and desires to reconfirm such designation for the purpose of the Act.

NOW, THEREFORE, be it resolved by the Board of Trustees for the Town of Wellington, Colorado, as follows:

1. The current Wellington Comprehensive Plan 2021 for the Town of Wellington, Colorado, adopted by Resolution No. PC-01-2021 by the Planning Commission and ratified by Resolution No. 26-2021 by the Board of Trustees is hereby designated as the Three-Mile Plan for annexations to the Town of Wellington, Colorado.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2025.

TOWN OF WELLINGTON, COLORADO

By: _____
Brian Mason, Mayor Pro Tem

ATTEST:

Hannah Hill, Town Clerk

FUTURE LAND USE MAP

-  Gateway
-  Proposed Regional Park
-  Existing Trails
-  Proposed Trails
-  Future Roads
-  Canal
-  Streams
-  Activity Center
-  Boxelder Sanitation District
-  100-Year Floodplain
-  Town Boundary
-  Growth Management Area

Future Land Use Categories

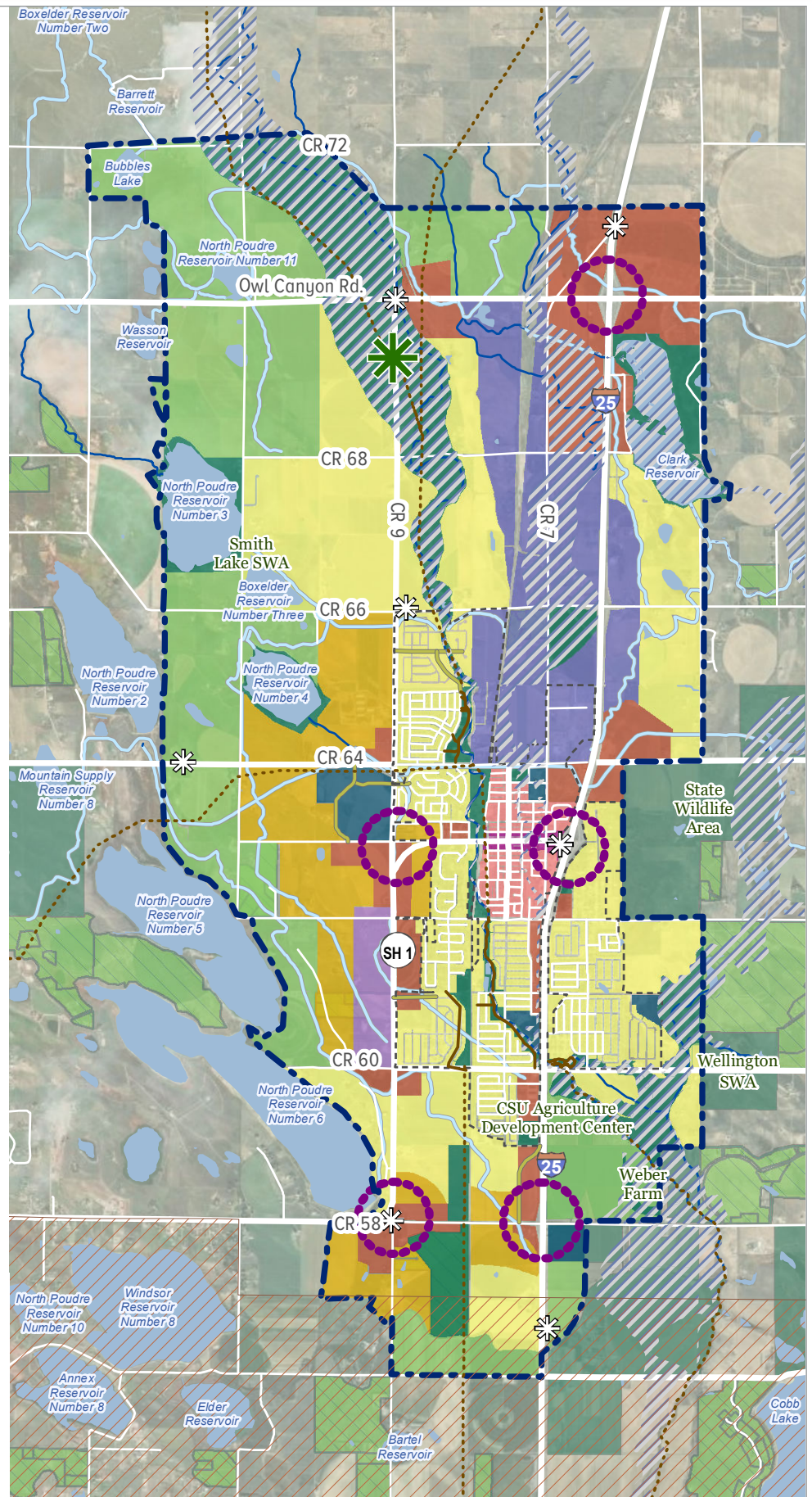
-  Parks and Open Space
-  Agriculture
-  Low Density Residential
-  Medium Density Residential
-  Downtown Neighborhoods
-  Downtown Core
-  Commercial
-  Mixed Use
-  Industrial/Light Industrial
-  Civic

Conserved Lands

-  Private Conservation
-  State Owned Conservation

6/17/2021

0 0.5 1 Miles



(Source: Logan Simpson, 2021)



Board of Trustees Meeting

Date: January 14, 2025

Subject: Resolution No. 03-2025 - A Resolution Approving the Baker Tilly US, LLP Third Amended Engagement Letter to Provide Financial Management Services to the Town of Wellington

- **Presentation: Patti Garcia, Town Administrator**

EXECUTIVE SUMMARY

Beginning in July, 2023 the Town of Wellington has utilized the services of Don Rhoads through Baker Tilly US LLP to assist with Finance Director duties. The Town has hired a full-time Finance Director but would like to retain access to Don Rhoads on an "on-call" basis for 2025. The goal is for Mr. Rhoads to assist the Finance Director in the completion of the 2023 and 2024 audits and year-end financial requirements.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

Strategic Plan - Mission Statement: Our mission is to provide outstanding municipal services for our community of today and tomorrow.

FISCAL IMPLICATIONS

The 2025 Finance budget has designated \$20,000 in Professional Services (201-14-5356) in order to retain Baker Tilly for support in the Finance Department.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 03-2025 - A Resolution Approving the Baker Tilly US, LLP Third Amended Engagement Letter to Provide Financial Management Services to the Town of Wellington

ATTACHMENTS

1. Reso 03-2025 - Baker Tilly Engagement 3rd Amendment
2. Wellington CO Financial Mgt Services Amendment 3
3. Reso 24-2023 - Approving Baker Tilly Engagement Letter
4. Reso 03-2024 - Baker Tilly Engagement Amendment
5. Reso 33-2024 - Baker Tilly Engagement 2nd Amendment

TOWN OF WELLINGTON

RESOLUTION NO. 03-2025

A RESOLUTION APPROVING THE BAKER TILLY US, LLP THIRD AMENDED
ENGAGEMENT LETTER TO PROVIDE FINANCIAL MANAGEMENT SERVICES TO THE
TOWN OF WELLINGTON

WHEREAS, the Town of Wellington issued a Request for Qualifications for Financial Management Services and the firm of Baker Tilly US, LLP (“Baker Tilly”) was selected by the panel of Town staff and Trustees as the best capable of meeting the needs of the Town in providing financial management services; and

WHEREAS, on July 18, 2023 the Board of Trustees approved Resolution No. 24-2023 – A Resolution Approving the Baker Tilly US, LLP Engagement Letter to Provide Financial Management Services to the Town to January 2024; and

WHEREAS, the Board of Trustees has approved Amended Engagement Letters through Resolution No. 03-2024 and Resolution No. 33-2024; and

WHEREAS, the Town has requested the services provided by Baker Tilly be available for on-call services to continue support of the Finance Department for a not to exceed amount of \$20,000.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, LARIMER COUNTY, COLORADO:

The Board of Trustees hereby approves the Baker Tilly Amendment 3 dated December 30, 2024 and authorizes the Mayor to execute such agreements and documents necessary to so engage the services of Baker Tilly.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2025.

TOWN OF WELLINGTON, COLORADO

By: _____
Brian Mason, Mayor Pro Tem

ATTEST:

Hannah Hill, Town Clerk

Baker Tilly Advisory Group, LP
267 E. Campbell Ave., Ste 200
Campbell, California 95008
+1 (408) 385-3400
Bakertilly.com

To: Ms. Patti Garcia, Town Administrator
Town of Wellington

From: Carol Jacobs, Managing Director, Baker Tilly

Subject: Financial Consulting Assistance – Amendment 3

Date: December 30, 2024

On July 17, 2023, the Town of Wellington signed an agreement with Baker Tilly to provide financial consulting assistance by Don Rhoads. An amendment was approved in December 2023 for Mr. Rhoads to continue to assist with the transition of a new finance director.

The current contract and amendments have an expiration date of December 31, 2024. I would like to propose a change order to the contract to extend the term to December 31, 2025 and increase the contract amount by \$20,000. Mr. Rhoads will continue to be billed at \$190/hour which is a discounted rate from the standard rate of \$225 per hour.

During this engagement, if other consultants are needed, the Town will be billed at our regular hourly rates as stated in the table below.

Title	Billing Rate
Managing Director	295.00
Director	235.00
Special Advisor	225.00
Senior Manager, Consulting	225.00
Manager, Consulting	200.00
Management Analyst, Consulting	180.00

Accepted For the Town of Wellington, CO

By:

Town of Wellington, CO

Date

TOWN OF WELLINGTON

RESOLUTION NO 24-2023

A RESOLUTION APPROVING THE BAKER TILLY US, LLP ENGAGEMENT LETTER TO PROVIDE FINANCIAL MANAGEMENT SERVICES TO THE TOWN OF WELLINGTON

WHEREAS, the Town of Wellington issued a Request for Qualifications for Financial Management Services and interviewed respondents to the RFQ; and

WHEREAS, the firm of Baker Tilly US, LLP (“Baker Tilly”) was selected by the panel of Town staff and Trustees as the best capable of meeting the needs of the Town in providing financial management services; and

WHEREAS, Baker Tilly prepared a proposal and plan of work (the “Engagement Letter”) to provide services to the Town; and

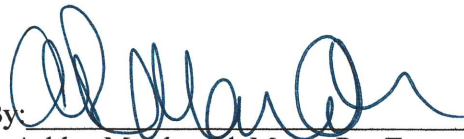
WHEREAS, the Board of Trustees wishes to engage Baker Tilly to provide the services on the terms detailed in the Engagement Letter.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, LARIMER COUNTY, COLORADO:

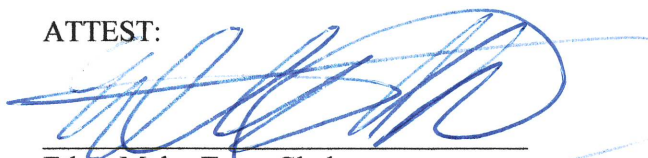
The Board of Trustees hereby approves the Baker Tilly Engagement Letter dated June 12, 2023 and authorizes the mayor to execute such agreements and documents necessary to so engage the services of Baker Tilly.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 18th day of July 2023.

TOWN OF WELLINGTON, COLORADO

By: 
Ashley Macdonald, Mayor Pro Tem

ATTEST:


Ethan Muhs, Town Clerk



TOWN OF WELLINGTON

RESOLUTION NO. 03-2024

A RESOLUTION APPROVING THE BAKER TILLY US, LLP AMENDED ENGAGEMENT LETTER TO PROVIDE FINANCIAL MANAGEMENT SERVICES TO THE TOWN OF WELLINGTON

WHEREAS, the Town of Wellington issued a Request for Qualifications for Financial Management Services and interviewed respondents to the RFQ; and

WHEREAS, the firm of Baker Tilly US, LLP (“Baker Tilly”) was selected by the panel of Town staff and Trustees as the best capable of meeting the needs of the Town in providing financial management services; and

WHEREAS, Baker Tilly prepared a plan of work (the “Engagement Letter”) to provide services to the Town for six months; and

WHEREAS, on July 18, 2023 the Board of Trustees approved Resolution No. 24-2023 – A Resolution Approving the Baker Tilly US, LLP Engagement Letter to Provide Financial Management Services to the Town;

WHEREAS, the Town has requested an extension of the services provided by Baker Tilly outlined in the Engagement Letter for an additional six months to continue support of the Finance Department and assist in the transition of a new Finance Director when hired.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, LARIMER COUNTY, COLORADO:

The Board of Trustees hereby approves the Baker Tilly Amended Engagement Letter dated December 7, 2023 and authorizes the mayor to execute such agreements and documents necessary to so engage the services of Baker Tilly.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 9th day of January, 2024.

TOWN OF WELLINGTON, COLORADO

ATTEST:

Ethan Muhs, Town Clerk

By: 
Ashley Macdonald, Mayor Pro Tempore



Baker Tilly US, LLP
 267 E. Campbell Ave., Ste 200
 Campbell, California 95008
 +1 (408) 385-3400
 bakertilly.com

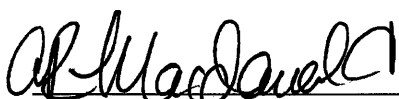
To: Ms. Patti Garcia, Town Administrator
 From: Carol Jacobs, Managing Director
 Subject: Financial Consulting Services – Amendment 1
 Date: December 7, 2023

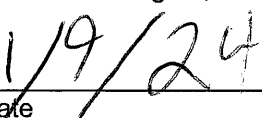
On July 17, 2023, the Town of Wellington signed an agreement with Baker to provide financial consulting assistance by Don Rhoads. These funds will be exhausted as of December 31, 2023, and for Mr. Rhoads to continue to assist with the transition of a new finance director when they are hired, an amendment is necessary. I would like to propose a change order to the contract and add \$80,000 for approximately 20 hours/week plus expenses. Mr. Rhoads will continue to be billed at \$175/hour which is a discounted rate in recognition of the anticipated length of the engagement.

During this engagement, if other consultants are needed, the Town will be billed at our regular hourly rates as stated in the table below.

Title	Billing Rate
Managing Director	295.00
Director	235.00
Special Advisor	225.00
Senior Manager, Consulting	225.00
Manager, Consulting	200.00
Management Analyst, Consulting	180.00

Accepted by:


 Town of Wellington, CO


 Date

TOWN OF WELLINGTON

RESOLUTION NO. 33-2024

A RESOLUTION APPROVING THE BAKER TILLY US, LLP AMENDED ENGAGEMENT LETTER TO PROVIDE FINANCIAL MANAGEMENT SERVICES TO THE TOWN OF WELLINGTON

WHEREAS, the Town of Wellington issued a Request for Qualifications for Financial Management Services and the firm of Baker Tilly US, LLP (“Baker Tilly”) was selected by the panel of Town staff and Trustees as the best capable of meeting the needs of the Town in providing financial management services; and

WHEREAS, on July 18, 2023 the Board of Trustees approved Resolution No. 24-2023 – A Resolution Approving the Baker Tilly US, LLP Engagement Letter to Provide Financial Management Services to the Town to January 2024; and

WHEREAS, on January 9, 2024 the Board of Trustees approved Resolution No. 03-2024 – A Resolution Approving the Baker Tilly US, LLP Amended Engagement Letter to Provide Financial Management Services to the Town which extended the services to June 30, 2024; and

WHEREAS, the Town has requested the services provided by Baker Tilly outlined in the Engagement Letter to be available for on-call services to continue support of the Finance Department.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, LARIMER COUNTY, COLORADO:

The Board of Trustees hereby approves the Baker Tilly Amendment 2 dated July 2, 2024 and authorizes the Mayor to execute such agreements and documents necessary to so engage the services of Baker Tilly.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 9th day of July, 2024.

TOWN OF WELLINGTON, COLORADO

By: 
Calar Chaussee, Mayor

ATTEST:



Ethan Muhs, Town Clerk





Baker Tilly US, LLP
267 E. Campbell Ave., Ste 200
Campbell, California 95008
+1 (408) 385-3400
bakertilly.com

To: Ms. Patti Garcia, Town Administrator
Town of Wellington

From: Carol Jacobs, Managing Director

Subject: Financial Consulting Assistance - Amendment 2

Date: July 1, 2024

On July 17, 2023, the Town of Wellington signed an agreement with Baker to provide financial consulting assistance by Don Rhoads. An amendment was approved in December 2023 for Mr. Rhoads to continue to assist with the transition of a new finance director.

The current contract and amendment had an expiration date of June 30, 2024. I would like to propose a change order to the contract to extend the term to December 31, 2024. Mr. Rhoads will continue to be billed at \$175/hour which is a discounted rate in recognition of the anticipated length of the engagement.

During this engagement, if other consultants are needed, the Town will be billed at our regular hourly rates as stated in the table below.

Title	Billing Rate
Managing Director	295.00
Director	235.00
Special Advisor	225.00
Senior Manager, Consulting	225.00
Manager, Consulting	200.00
Management Analyst, Consulting	180.00

Accepted by:


Town of Wellington, CO

7/9/2024
Date



Board of Trustees Meeting

Date: January 14, 2025

Subject: Resolution No. 04-2025 Approving the CIP Purchase of a Parks and Recreation Maintenance Truck

- **Presentation: Billy Cooksey, Manager - Parks and Recreation**

EXECUTIVE SUMMARY

A request is being made to proceed with the purchase of a new vehicle for the Parks and Recreation Department. This purchase is included in the approved 2025 CIP budget, as shown in Park Fund G/L 211-80-5001 in the amount of \$75,000. The proposed cost is \$69,324, through the FIN Ford Fleet and State Award program, which is a State of Colorado program that provides value-priced vehicles, for state and local government agencies.

BACKGROUND / DISCUSSION

This truck will be used to meet the Town's parks and recreation goals in relation to the addition of the Parks and Recreation Operations Supervisor position, acceptance of dedicated Harvest Park, and looking to the future for potential park, trails and open spaces that the department maintains. This truck is being upfitted with a V-Plow, which will improve the services the department can provide and assist with during snow events. The Town solicited quotes from various local dealerships, and received 4 quotes on potential vehicles. This vehicle best fit the needs of the Parks and Recreation Department and falls within the proposed budget. The proposed vendor is Ken Garff Ford Greeley.

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

The 2025 budget includes \$75,000 in the Park Fund for the purchase of a new truck (GL 211-80-5001). The projected cost for the vehicle is \$69,324 which is \$5,676 less than the budgeted amount.

STAFF RECOMMENDATION

1. Approve Resolution No. 04-2025 via the Consent Agenda.
2. Remove Resolution No. 04-2025 from the Consent Agenda and consider further as an Action Item.

ATTACHMENTS

1. Reso. 04-2025
2. 2024 F350 - Parks and Rec CIP Purchase

TOWN OF WELLINGTON

RESOLUTION NO. 04-2025

A RESOLUTION OF THE WELLINGTON BOARD OF TRUSTEES CONSIDERING THE PROCUREMENT OF THE 2025 CIP BUDGETED FLEET VEHICLE FOR THE PARKS AND RECREATION DEPARTMENT.

WHEREAS, the Board of Trustees adopted the 2025 Budget on November 19, 2024; and

WHEREAS, the budget identifies \$75,000 for the procurement of a fleet vehicle; and

WHEREAS, the Board of Trustees desires to approve the budgeted procurement of a fleet vehicle for the Parks and Recreation Department.

NOW, THEREFORE, be it resolved by the Board of Trustees for the Town of Wellington, Colorado, as follows:

1. The request for procurement of the 2025 CIP budgeted vehicle purchase is hereby approved.
2. A copy of the solicited quote is attached hereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2025.

TOWN OF WELLINGTON, COLORADO

By: _____
Brian Mason, Mayor Pro Tem

ATTEST:

Hannah Hill, Town Clerk

Town of Wellington

Vehicle is stock priced as spec'd-----	\$58,539.00
Boss 8'2 V-plow installed-----	\$10,785.00
Total price with above options-----	\$69,324.00

Signature _____ Date _____
Purchase order number _____

State Award 185153/193819

With FIN code truck will come with a 5yr/100k Ford Powertrain warranty

FIN KQ696

2024 F-350 4x4 SD Crew Cab 8' box 176" WB SRW XLT (W3B)

Price Level: 435



Client Proposal

Prepared by:
Zachariah Matteson
Office: 970-302-3064
Email: zachariah@kengarff.com
Date: 01/06/2025



Ken Garff Ford Greeley | 4901 29th Street, Greeley, Colorado, 806348723
Office: 970-616-3700 | Fax: 970-506-3686



Warranty

Standard Warranty

<i>Basic Warranty</i>	
Basic warranty	36 months/36,000 miles
<i>Powertrain Warranty</i>	
Powertrain warranty	60 months/60,000 miles
<i>Corrosion Perforation</i>	
Corrosion perforation warranty	60 months/unlimited
<i>Roadside Assistance Warranty</i>	
Roadside warranty	60 months/60,000 miles

Board of Trustees Meeting

Date: January 14, 2025

Subject: Larimer County Sheriff's Office Report (November 2024)

EXECUTIVE SUMMARY

LCSO submitted a report for activities in November 2024.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. 11-2024 Wellington Monthly Report - FINAL



John J. Feyen, Sheriff

LARIMER COUNTY SHERIFF'S OFFICE

One Agency

One Mission

Public Safety

December 20, 2024

Town of Wellington
Attn: Patti Garcia, Town Administrator
PO Box 127
Wellington, Colorado 80549

Dear Ms. Garcia:

The Law Enforcement Services Agreement for the Town of Wellington obligates the Larimer County Sheriff's Office to provide monthly reporting.

In meeting the contract, for the month of **November 2024**, the Larimer County Sheriff's Office maintained six deputies, one corporal, and one sergeant providing full-time law enforcement for the Town. In addition, one full-time investigator, one full-time desk deputy, and one full-time School Resource Officer assisted the town with law enforcement activities.

During the month of **November 2024**, non-assigned deputies spent a total of **119.67** hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **November 2024** there were **20.0** hours worked by Northern Colorado Drug Task Force.

Investigations – ongoing and active cases include:

Sex Crime – 3
Child Abuse – 1
Welfare Check – 1
Suspicious Circumstances - 2

Administration
2501 Midpoint Dr.
Fort Collins, CO 80525
970 498-5100

County Jail
2405 Midpoint Dr.
Fort Collins, CO 80525
970 498-5200

Emergency Services
1303 N. Shields St.
Fort Collins, CO 80524
970 498-5300

larimer.gov/sheriff

Of Note:

- A male disabled resident, with the mental state of a 7-year-old, has identified himself as a police officer and worn attire similar to a law enforcement official since he was a young child. After causing several disruptions throughout the community (pointed a green nerf gun at 2 adults as well as a 2-year-old child and threatened to shoot, assault, and arrest them. He then spat in one of the adult's faces and stood in the middle of Cleveland Avenue directing traffic at rush hour) Deputies confiscated the police officer costume and took the male home. Adult Protection Services referral was completed, and mental health resources are being provided to the male and his family.
- 911 dispatch operators received a call and heard an open line with a disturbance in the background. The address was known to deputies with the male resident known to often be armed with a handgun. When a deputy arrived at the residence, he could hear an active physical disturbance still occurring inside, made exigent entry into the residence, and detained the male. The male was arrested for violation of two protection orders, obstruction of telephone services, harassment, false imprisonment, domestic violence and four counts of child abuse.
- A Ford F-150 rammed another motorist in Fort Collins during a road rage incident. A Deputy located the Ford at a gas station in Wellington, however, the truck eluded deputies and a pursuit was initiated. During the pursuit, the suspect hit a deputy's vehicle and then rammed a cattle gate and drove through an agricultural field. The Ford became disabled after crashing into a ravine at a high rate of speed. The suspect became compliant after crashing and was taken into custody without further incident. Empty vodka bottles were found inside of the Ford, the suspect admitted to being impaired. The suspect was booked.
- Deputies escorted the Wellington Highschool Football Team from the school to I-25 on their way to play in State Championships in Pueblo.

Pursuant to the Law Enforcement Agreement between the Town of Wellington and Larimer County, applicable documenting monthly forms are attached.

Thank you,

A handwritten signature in black ink, appearing to read "Jeff Vanhook". The signature is fluid and cursive, with the first name "Jeff" being more prominent.

Acting Division Commander Jeff Vanhook
(970) 498-5368
Attachments



LARIMER COUNTY SHERIFF'S OFFICE

Wellington Calls for Service and Patrol Time
(For Non-Wellington Officers)

Dispatch Dates between 11/01/2024 and 11/30/2024

Excluded from this report -
Squads: Civilian, Parks, and Investigations
Units: 9ME*, 9S27;9Z5;9E86;9E35;9E64;9E89;9E8;9E34;9375;9E7

Call Times by Month

	Call/Contact Time (Minutes/Hours)	Patrol Time (Minutes/Hours)	Totals
2024-11	4,998.1 83.3	2,182.38 36.37	7,180.48 119.67
Totals	4,998.1 83.3	2,182.38 36.37	7,180.48 119.67

Wellington Monthly Report

November 2024

Larimer County Sheriff's Office

Christine Harpel
Administrative Coordinator

12/11/2024

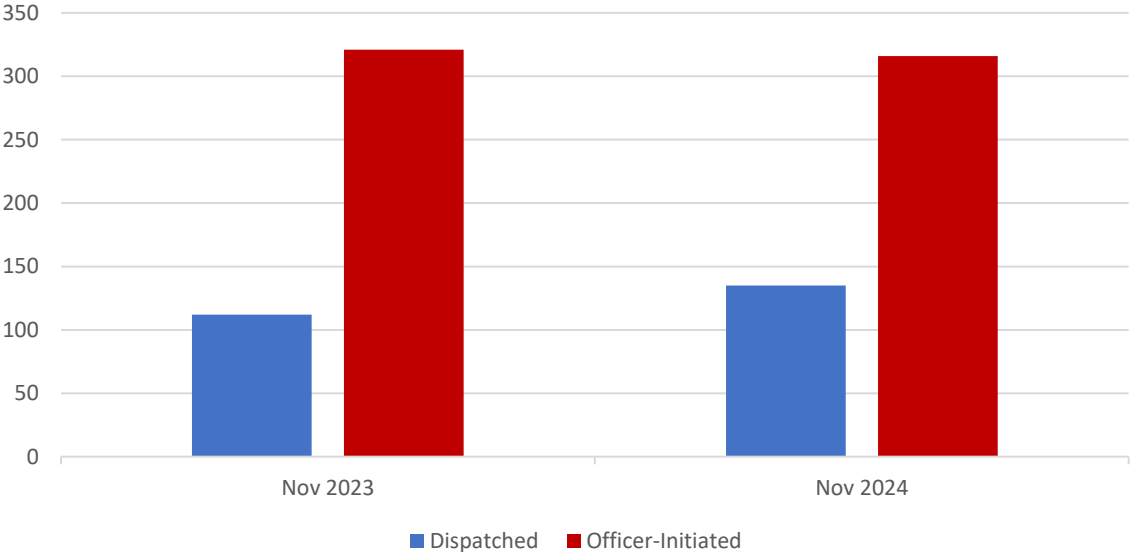
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November 2024 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	135
Officer Initiated	316
November 2024 Total	451

Dispatched vs Officer-Initiated Activity



- Dispatched calls were Up 23 or 21% from November 2023
- Officer-Initiated Activity was Down 5 or 2% from November 2023

	Nov. 2023	Nov. 2024
Dispatched Calls	112	135
	26%	30%
Officer Initiated	321	316
	74%	70%
Total	433	451

- 30% were Dispatched Calls
- 70% was Officer-Initiated Activity

November 2024 Calls for Service

Calls for Service Comparison

Call Types A-M

Call Type	2021	2022	2023	Avg 21-23	2024	% Change 3-Yr Avg to 2022
9-1-1 Hangup	1	0	1	0.67	0	-100%
Alarm Calls	9	6	5	6.67	5	-25%
Animal Calls	3	12	7	7.33	4	-45%
Assault	1	3	0	1.33	2	50%
Assist Business	7	1	1	3.00	7	133%
Assist Other Agency (Fire/Med)	5	14	10	9.67	11	14%
Bar Checks	4	0	2	2.00	0	-100%
Burglary	1	0	0	0.33	0	-100%
Citizen Assist	14	8	11	11.00	12	9%
Civil	6	14	6	8.67	14	62%
Criminal Mischief	2	2	0	1.33	3	125%
Disturbance	4	2	2	2.67	8	200%
Drug case	1	2	1	1.33	1	-25%
DUI Arrest	1	0	1	0.67	2	200%
Extra Checks & Business Check	270	127	170	189.00	87	-54%
Family Problems	8	8	6	7.33	7	-5%
Follow up	37	34	25	32.00	28	-13%
Found property	2	5	1	2.67	3	13%
Fraud	4	2	4	3.33	5	50%
Harassment	4	3	4	3.67	9	145%
Juvenile Problem	5	4	2	3.67	1	-73%
Lost Property	1	1	2	1.33	1	-25%
Mental Health Call	0	2	4	2.00	8	300%
Missing Person (Child/Adult)	3	2	0	1.67	3	80%
Motor Vehicle Accident	7	2	3	4.00	5	25%
Municipal Code Violation	0	4	3	2.33	3	29%

Call Types N-Z

Call Type	2021	2022	2023	Avg 21-23	2024	% Change 3-Yr Avg to 2022
Neighbor Problems	0	0	4	1.33	4	200%
Noise\Party Complaint	7	0	3	3.33	3	-10%
Parks Incident	0	1	0	0.33	0	-100%
Pedestrian Contact/Subject St	1	4	3	2.67	6	125%
Private Tow	0	5	2	2.33	5	114%
REDDI Report	1	2	1	1.33	1	-25%
Restraining Order Violation	2	3	1	2.00	1	-50%
Safe 2 Tell	1	2	2	1.67	5	200%
School Check	11	9	10	10.00	18	80%
Sex Offense	0	4	0	1.33	0	-100%
Sex Offender Check	0	1	0	0.33	4	1100%
Suicide Attempt	0	3	0	1.00	0	-100%
Suicide Threat	1	3	4	2.67	4	50%
Suspicious Circumstances	32	27	23	27.33	23	-16%
Theft	6	5	6	5.67	3	-47%
Traffic Problem	20	9	10	13.00	16	23%
Traffic Pursuit	1	0	0	0.33	0	-100%
Traffic Stop	43	85	51	59.67	88	47%
Trespass	0	2	1	1.00	1	0%
Vehicle Theft	2	2	1	1.67	1	-40%
Vehicle Trespass	3	2	1	2.00	0	-100%
VIN Check	10	4	8	7.33	4	-45%
Warrant Attempt/Arrest	2	5	3	3.33	9	170%
Weapon Related (menacing,	1	0	0	0.33	0	-100%
Welfare Check	6	9	19	11.33	16	41%
Unspecified	0	2	9	3.67	10	173%
TOTALS	550	447	433	476.67	451	-5%

NC = Not Calculable. Cannot divide by 0.

Calls for Service DOWN 18 or 4% from November 2023

November 2024 calls DOWN 5% from November 2021-2023 Average

November 2024 Call Categories

Crime Type Averages / Trends

Property Crimes					
Call Type	2021	2022	2023	Avg 21-23	2024
Burglary	1	0	0	0.33	0
Theft	6	5	6	5.67	3
Vehicle Theft	2	2	1	1.67	1
Vehicle Trespass	3	2	1	2.00	0
Property Crimes Totals	12	9	8	9.67	4

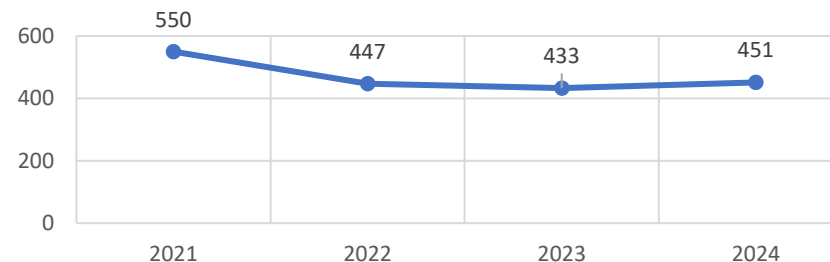
Persons Crimes					
Call Type	2021	2022	2023	Avg 21-23	2024
Assault	1	3	0	1.33	2
Missing Person (Child/Adult)	3	2	0	1.67	3
Robbery	0	0	0	0.00	0
Sex Offense	0	4	0	1.33	0
Weapon Related (menacing,	1	0	0	0.33	0
Persons Crimes Totals	5	9	0	4.67	5

Disorder/Other Crimes					
Call Type	2021	2022	2023	Avg 21-23	2024
Alcohol Calls	0	0	0	0.00	0
Animal Calls	3	12	7	7.33	4
Criminal Mischief	2	2	0	1.33	3
Disturbance	4	2	2	2.67	8
Drug case	1	2	1	1.33	1
Family Problems	8	8	6	7.33	7
Harassment	4	3	4	3.67	9
Juvenile Problem	5	4	2	3.67	1
Noise\Party Complaint	7	0	3	3.33	3
Suspicious Circumstances	32	27	23	27.33	23
Trespass	0	2	1	1.00	1
Disorder Crimes Totals	66	62	49	59.00	60

Red numbers indicate a DECREASE in crime from November 2023

Yellow backgrounds indicate an INCREASE in crime from November 2021-2023 Average

November 2021-2024 Totals



November 2024 Traffic

Traffic Citations	11/23	11/24
Traffic Citations Issued	8	8
Traffic Warnings	35	74

➤ Citations Issued Equal

➤ Warnings Up 39

Call Type	11/23	11/24
Traffic Stop	51	88
Motor Vehicle Accident	3	5
DUI Arrest	1	2
Traffic Problem	10	16
REDDI Report	1	1

➤ Traffic Stops Up 37 or 73%

➤ MV Accidents Up 2

➤ DUI Arrests Up 1

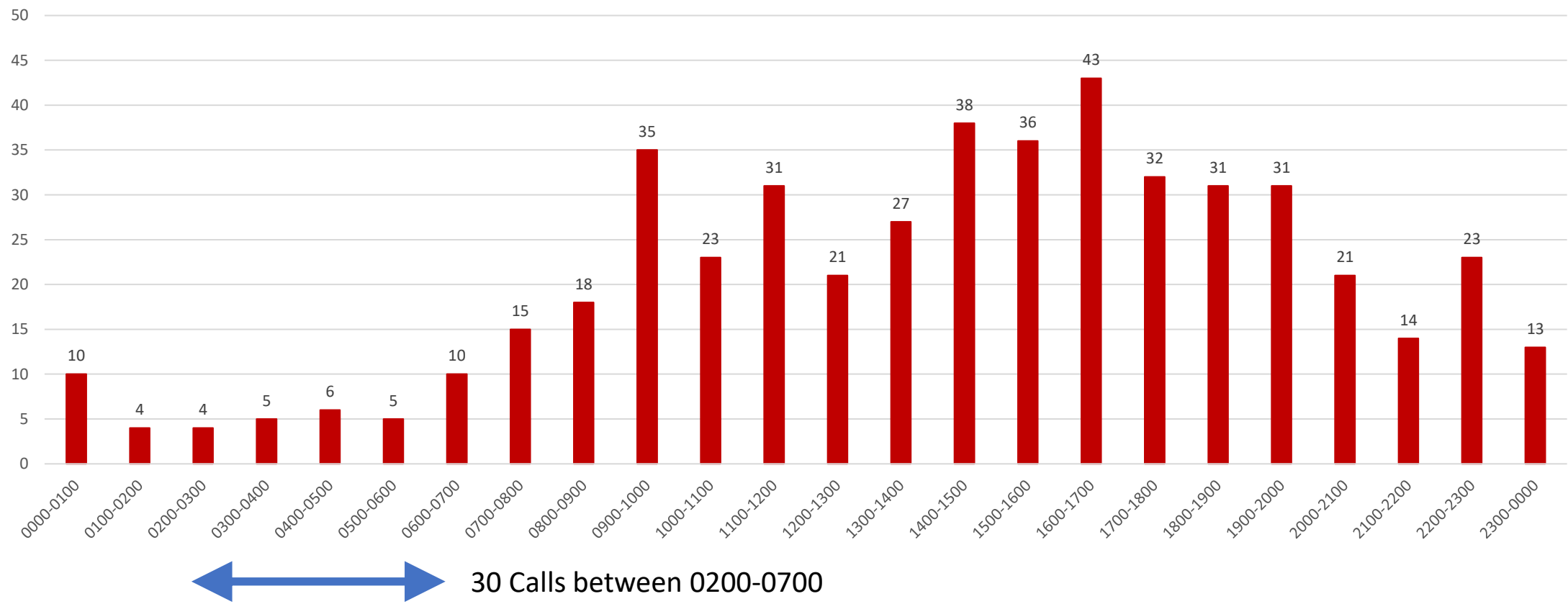
➤ Traffic Problems Up 6

➤ REDDI Reports Equal

November 2024

Call Totals by Hour

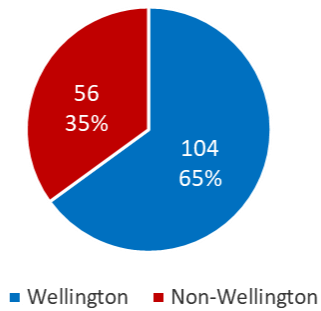
Busiest Hours
1600-1700 (43)
1400-1500 (38)



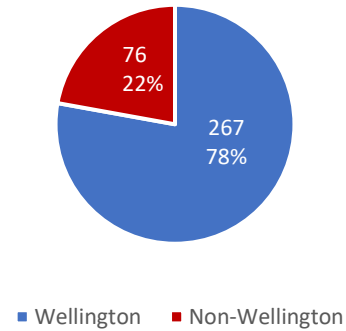
November 2024

Wellington/Non-Wellington Units

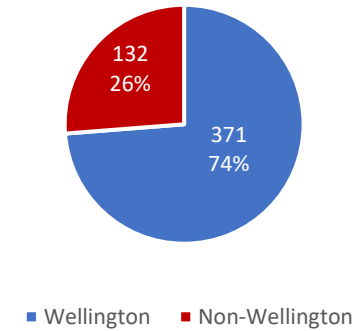
Dispatched



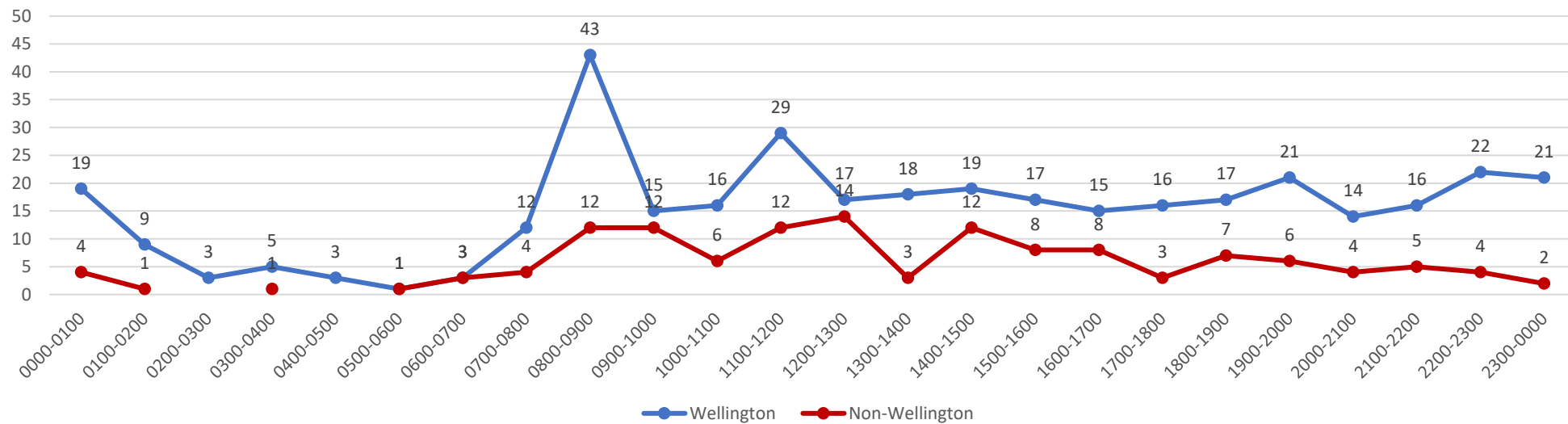
Officer-Initiated



Total Calls



Wellington/Non-Wellington Calls by Hour



November 2024

Response Times / Time on Calls
Dispatched Calls Only
[All Times in Minutes](#)

Average Response Time (All Units)		
High		2.45
Medium		13.18
Low		44.33
Avg. Response Time		19.99

Average Time on Calls (All Wellington Calls)			
High			55.18
Medium			32.92
Low			39.85
Avg. Time			42.65



Board of Trustees Meeting

Date: January 14, 2025

Subject: Quarterly CORA Report (July-December 2024)

EXECUTIVE SUMMARY

This is a report of all Colorado Open Records Requests submitted to the Town.

BACKGROUND / DISCUSSION

This report covers CORA requests and activity from July to December of 2024.

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. CORA Report July-Dec2024

Date	Requestor	Description of Request	Outcome	STAFF DEPT	Staff Minutes Spent	Charges	Date Closed	Pending Closure
7/3/2024	Araceli Cruz, Defense Feds	James Drohman as defendant	Documents provided	Clerk	15	\$0	7/3/2024	
8/22/2024	Misty Ruhlman	Purchasing records	Directed to website	Clerk	10	\$0	8/22/2024	
8/22/2024	James Raymond	NPIC agreement and shares info	Documents provided	Clerk	15	\$0	8/22/2024	
8/29/2024	David Runkles	Permits for 6857 Mount Democrat	Documents provided	Town Admin	10	\$0	8/29/2024	
9/5/2024	Tonja Muret	List of Mayors for Wellington	No responsive documents	Town Admin	30	\$0	9/9/2024	
9/11/2024	Anna Hobbs	7358 Ocean Ridge	Documents provided	Town Admin	10	\$0	9/11/2024	
9/11/2024	Cheryl Thompson	Permits & certifications for 6679 Cranesbill	Documents provided	Town Admin	10	\$0	9/11/2024	
8/23/2024	Jacqueline Espinosa	Permits for 3494 Timberwolf Cir	Documents provided	Town Admin	10	\$0	9/11/2024	
8/22/2024	Cheryl Thompson	Permits for 4587 Woodlake Lane	Documents provided	Town Admin	10	\$0	9/11/2024	
9/23/2024	Van Dougherty	Land Use Approval of the below and all records over the past three years of Planning Director issued under section 15-4-10(2): Whatnot Shop; Wellington Auction House; Rose & Company; M Rock Creative; Noco Clover; Thistle; Sounds Accounting Services; O'Reilly Auto Parts	Invoice paid and documents provided	Planning	25	\$805.92	10/23/2024	
9/24/2024	Cheryl Thompson	Permits and CO for 6976 Cattails Drive	Documents provided	Town Admin	10	\$0	9/25/2024	
9/30/2024	Bryce Sheetz	Letter of construction approval of the non-potable water irrigation system referenced on page 4, section 3D of the First Amendment to MOA for Public ImprovementsBoxelder Commons Filing 2	Documents provided	Town Admin	20	\$0	10/1/2024	
10/9/2024	Cheryl Thompson	Permits and CO for 3714 Henderson Ave	Documents provided	Town Admin	10	\$0	10/9/2024	
10/28/2024	Cheryl Thompson	Permits and CO for 3489 Timber Wolf Circle	Documents provided	Town Admin	10	\$0	10/29/2024	
10/28/2024	Anna Hobbs	Permits for 3802 Hackberry St	Documents provided	Town Admin	10	\$0	10/29/2024	
11/2/2024	Anna Hobbs	Permits for 3270 Wild West Lane	Documents provided	Town Admin	10	\$0	11/6/2024	
11/7/2024	Christine Owens	Certificate of Occupancies for Buckthorn, Hackberry an River Birch St	Documents provided	BD	10	\$0	11/7/2024	
11/19/2024	Shirrell Tietz	Current Invoice for NPIC Water Supply for 2025 Budget Planning	Document provided	Utilities	10	\$0	11/20/2024	
11/19/2024	Christine Owens	Building Dept records for addresses on Horsechestnut, River Birch and Hackberry	Link to documents in Dropbox provided	BD	30	\$0	11/21/2024	
11/21/2024	Tonja Muret	Copy of the Map that shows what commercial areas are available for a business to purchase	Link to online mapping provided	Planning	5	\$0	11/21/2024	
11/21/2024	Tonja Muret	Copy of what areas are being developed for housing, showing what type of housing and expected total of homes in each area	Link to online mapping provided	Planning	5	\$0	11/21/2024	
12/3/2024	Cheryl Thompson	Building permits and/or Certificates of Completion for 7255 Kit Fox Drive Parcel #8804206036	Documents provided	BD	10	\$0	12/4/2024	
12/3/2024	Bradley Ford	Roster or listing of every employee as of November 1, 2024	Document provided	HR	10	\$0	12/5/2024	
12/3/2024	Bradley Ford	Current Employment contracts for city official, appointed official and/or department heads	Document provided	HR	20	\$0	12/5/2024	
12/4/2024	Cathy Amen	C.O.s for: 4006 Blue Pine Lane 4008 Blue Pine Lane 4010 Blue Pine Lane	Documents provided	BD	10	\$0	12/4/2024	
12/9/2024	Anna Hobbs	Permits for 7893 Little Fox Lane	Documents provided	BD	10	\$0	12/10/2024	
12/12/2024	James Raymond	2024 Compensation Study and cost of study	Documents provided	HR	40	\$0	12/12/2024	
12/12/2024	John Crowley	Permits for 8001 2nd Street	Documents provided	BD	10	\$0	12/12/2024	
12/12/2024	Tahnee Fisher	Permits for 8001 2nd Street	Documents provided	BD	10	\$0	12/12/2024	

12/13/2024	Ortiz Cragg	Drainage Report, Construction Drawings for Wellington Pointe Subdivision or detention pond design	Documents provided	PW-EG	45	\$0	12/16/2024	
12/16/2024	Travis Redmon	Permit application, foundation design criteria/engineering letters or approvals, Copy of Certification of Occupancy	Documents provided	BD/PW	10	\$0	12/17/2024	
12/18/2024	Sagnik Das	Current Locating Company Name Copies of all proposals/bids received from vendors who responded to the city's request in the last 5 years for utility locating and marking services; Executed contract with Utility Service Provider from the most recent year concerning utility locating and marking services and current pricing details. Billing invoice details for the past three months	No documents responsive	PW-UT	5	\$0	12/19/2024	
12/20/2024	Wendy Freeman	Copy of Final Inspection of work done at 6900 Carlyle Lane	Documents provided	BD	10	\$0	12/20/2024	

Category	Totals
Requests	33
Staff Minutes	465
Staff Hours	7.75
Average Time/Request (Minutes)	14.09090909
Invoices Issued	1
Charges Obtained	\$805.92

Board of Trustees Meeting

Date: January 14, 2025

Subject: 2024 Annual Report - Construction, Development and Neighborhood Services

EXECUTIVE SUMMARY

This 2024 year-end report provides a snapshot of the construction and development activities that occurred in the past year. Information included also provides an update of the current trends and expected trends within the Town. It identifies the number of buildable lots remaining within the Town, and future lots that will be available for permits once public infrastructure is installed. Also included is a summary of most frequent code violation case types provided by the Office of Neighborhood Services.

BACKGROUND / DISCUSSION

Residential Construction

Town staff tracks the number of new residential dwelling permits issued throughout the year. Staff also tracks the number of available buildable lots (buildable lots in this context means zoned residential, platted for development, and public infrastructure is installed and operational). Tracking the number of permits and the number of buildable lots is an indicator of development trends and is used as a resource to guide when and how many new residential building permits the Town is able to issue.

Attached is a report of residential building permits issued in 2024 (January 1, 2024 to December 31, 2024). Also included is a report of new residential dwelling permits issued since 2010. The report includes projected residential dwelling permits based on expected development trends. The annual total number of residential building permits is used to identify trends and project future permits. An inventory report is included to show available residential lots by subdivision, the number of lots remaining for permits, and the status of zoning, subdivision platting and infrastructure availability. Residential lot supply and inventory is depicted graphically to show trends over time.

41 residential dwelling units were permitted in 2024, the lowest annual total since 2011. Issuance of residential building permits in years 2021, 2022 and 2023 were temporarily reduced to stay within available treatment capacity constraints while capital infrastructure projects were under construction and this contributed to a decline in residential permits through 2024. Recent higher interest rates and the build-out of residential development projects where the majority of building permits have been issued have also contributed to the reduced permit volumes. New residential subdivisions that have recently been approved or are in the review process currently are anticipated to be under construction in 2025 and 2026, returning residential permitting activity near to projected rates.

Commercial Construction

Attached is a summary of the available platted and buildable lots for commercially zoned properties within the Town. The inventory includes lots that are currently undeveloped (some lots have been approved for commercial site development plans, but may not have been constructed yet - development lots that are currently vacant at the time of this report are included in the inventory). The number of buildable commercial properties and acreage indicates that there are viable sites for new commercial development. Some commercial zone



districts have constraints (C-2 Downtown Core Commercial, for example has limited space for new construction and will rely on infill and redevelopment. I - Industrial zoning has available land, but no platted lots or infrastructure to support new construction). New development proposals will need to continue to incorporate commercial sites and prioritize infrastructure expansion to support economic opportunities.

Below is a summary of commercial projects completed and permitted in 2024 (note that not all permits are completed in the same year they are permitted).

Commercial Projects Completed

	<u>Projects</u>	<u>Sq. Ft.</u>	<u>Valuation</u>
Commercial New Construction	2	22,454	\$ 2,795,515
Commercial Remodel	6	48,592	\$ 672,114
New Tenant Finish	3	9,811	\$ 845,000
Total	11	80,857	\$ 4,312,629

Commercial Projects Permitted

	<u>Permits</u>	<u>Sq. Ft.</u>	<u>Valuation</u>
Commercial Remodel	4	16,412	\$ 248,000
New Tenant Finish	4	22,303	\$ 1,345,500
Total	8	38,715	\$ 1,593,500

2024 Building Code Adoption Process

The International Code Council (independent organization comprised of building and code officials from around the world) has created residential and commercial building codes for use by municipalities to guide building construction. These codes establish minimum provisions to adequately protect public health, safety and welfare. The International Codes are updated every three years, known as code cycles. Each code cycle, the existing codes are evaluated for any needed changes, and any proposed changes are carefully considered through an open code development process. All interested and affected parties such as builders, designers, County building departments, building plan reviewers and inspection providers (SAFEbuilt), and other local building departments may participate.

The Northern Colorado region is collectively considering adoption of the 2024 International Building Codes. Wellington staff are attending weekly meetings with Larimer County, Weld County, Fort Collins, SAFEbuilt and other building departments within the region. Meetings will be held weekly beginning January 2025. The goal is to have a 13-week review schedule to develop an amended building code that will be as consistent as possible for building and construction within the Northern Colorado region. The recommended 2024 Building Codes are anticipated to be presented to respective Boards for consideration in summer of 2025, and will allow for adoption in the fall of 2025.

Wellington has adopted building codes as early as 1971 or earlier, and the current edition adopted are the 2018 International Codes. In recent years, the Town has updated building codes every other code cycle (2 code cycles is 6 years) consistent with the region. Wellington considering adoption of the 2024 International Codes will ensure building design and construction standards are current and consistent within the region.



2024 Development Approvals and Applications

<u>Application Type</u>	<u>Reviews</u>	<u>Approvals</u>	<u>Pending</u>	<u>Notes</u>
Annexation	2	2	0	300 acres annexed
Zoning	2	2	0	Commercial and Mixed-density Residential PUDs
Subdivision Plat	4	2	2	52 additional residential lots created
Site Plan Review	5	4	0	4 commercial plans approved, 1 withdrawn

2024 Neighborhood Services Activities

Below are the most common Neighborhood Services for January 1, 2024 to December 31, 2024. Tracking this data identifies trends that help staff focus public safety efforts on topics that need additional support and resources.

<u>Case Type</u>	<u>Violations</u>	<u>Percentage</u>
Vegetation Nuisances	214	48%
Auto / RV Parking	100	22%
Refuse / Outdoor Storage	27	6%
Encroachments / Obstructions	34	8%
Others (various case types)	70	16%

91% of violations achieved compliance through communications and friendly reminders.
Only 9% of violations required abatement or additional enforcement measures to resolve the violation.

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

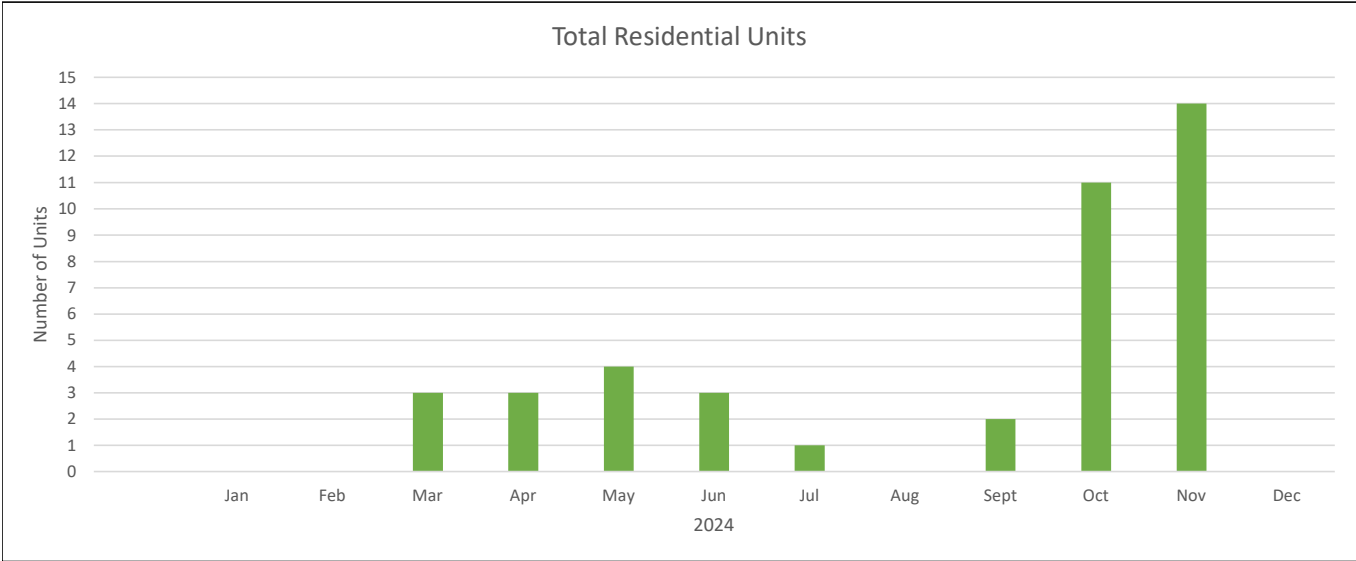
STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

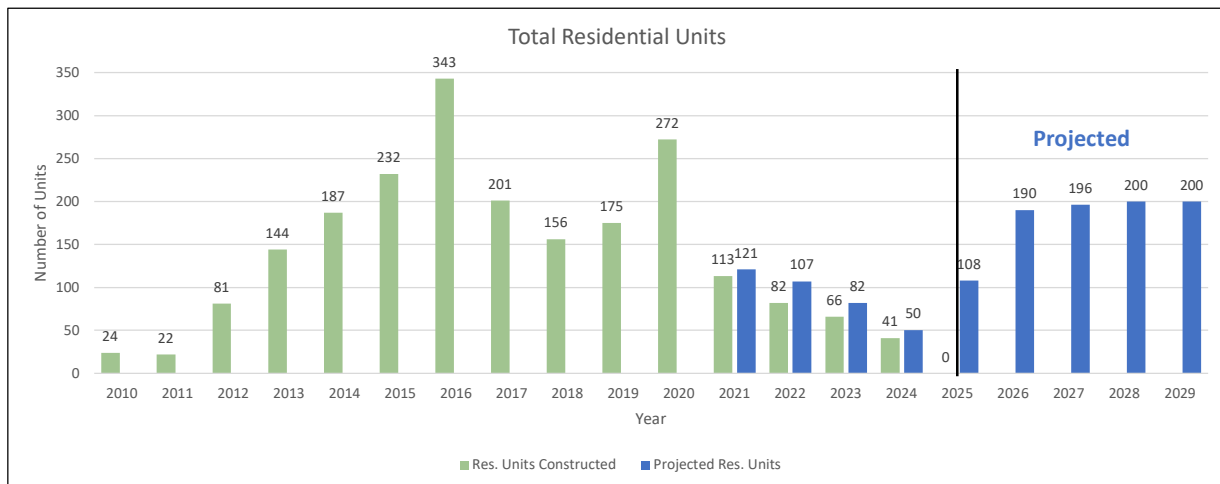
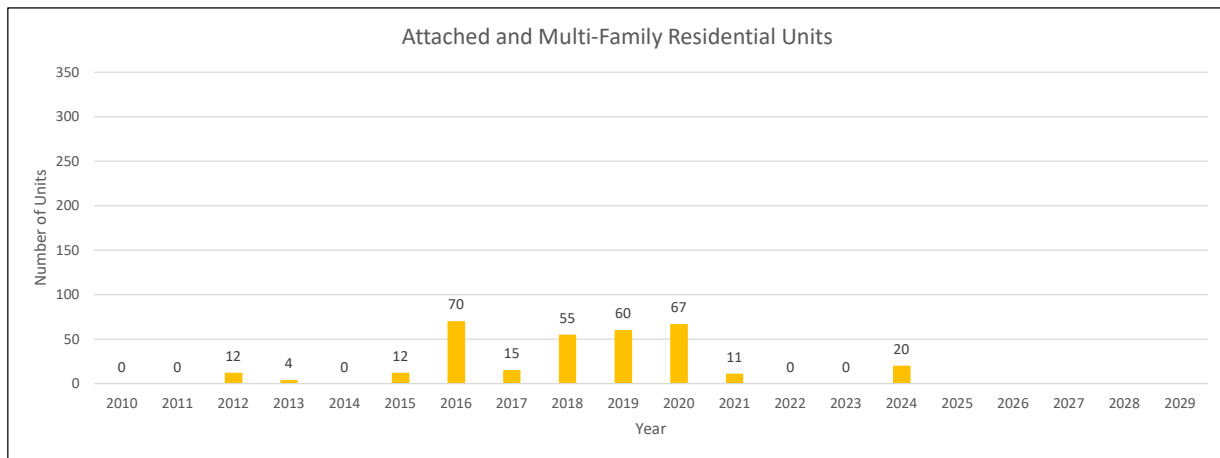
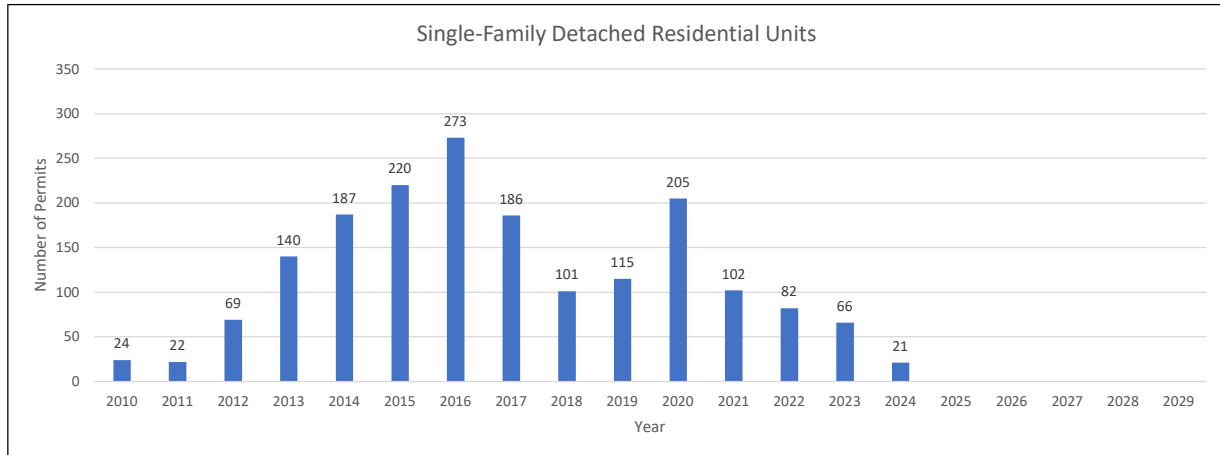
1. 2024 Monthly Residential Permits
2. Historic and Projected Residential Permits
3. Residential Lot Inventory
4. Commercial Lot Inventory

New Residential Permits Issued by Month
2024



2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Single-Family Units	0	0	3	3	4	3	1	0	2	3	2	0	21
Attached Units	0	0	0	0	0	0	0	0	0	8	12	0	20
TOTAL RES. UNITS	0	0	3	3	4	3	1	0	2	11	14	0	
			3			10			3			25	
										Total		41	

Residential Dwelling Units - Historic and Projected



	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Single-Family Detached	24	22	69	140	187	220	273	186	101	115	205	102	82	66	21					
Attached and Multi-Family	0	0	12	4	0	12	70	15	55	60	67	11	0	0	20					
Res. Units Constructed	24	22	81	144	187	232	343	201	156	175	272	113	82	66	41	0				
Projected Res. Units												121	107	82	50	108	190	196	200	200

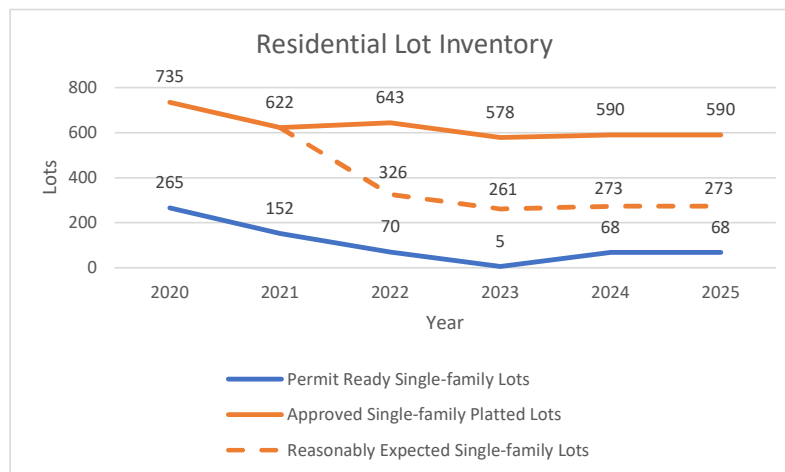
* Attached and Multi-family unit counts manually adjusted to reflect changes in the way permits were entered over time

** Years 2021, 2022 and 2023 - Permits limited due to capacity constraints during construction of water and wastewater treatment plant expansions

Subdivision Name	Remaining Lots/Units	Annexed	Zoned	Platted	Infrastructure
Infill (the Knolls)	2	Yes	Single-family	Yes	Yes
Infill (Fifth St.)	1	Yes	Single-family	Yes	Yes
Infill (Garfield Ave.)	1	Yes	Single-family	Yes	Yes
Columbine Estates	1	Yes	Single-family	Yes	Yes
Sage Meadows 2nd	63	Yes	Single-family	Yes	Yes
Saddleback	205	Yes	Single-family	Yes	No
Sage Farms Phase 1A (estimated)	241	Yes	Single-family	No	No
Sage Farms Phase 1B (estimated)	200	Yes	Multi-family	No	No
Sage Farms Phase 1C (estimated)	200	Yes	Multi-family	No	No
Sundance Phase 1A	60	Yes	Single-family	Yes	No
Sundance Phase 1B	91	Yes	Single-family	Yes	No
Sundance Phase 2	101	Yes	Single-family	Yes	No
Sundance Phase 3	65	Yes	Single-family	Yes	No
Country Lane Acres	41	Yes	Single-family	No	No
Sage Farms (Future Phases)	705	Yes	Mixed densities	No	No

ESTIMATED TOTAL UNITS 1977

Platted Lots	590
Buildable Lots (with infrastructure)	68



Wellington, Colorado
Commercial Lot Inventory

Updated: 1/6/2025
Printed: 1/6/2025

Zoning	Acres (total)	Parcels	Acres (buildable)	Lots (buildable)
C-1 - Neighborhood Commercial	6.1	11	4.8	9
C-2 - Downtown Commercial	0.6	4	0.6	4
C-3 - Mixed-Use Commercial	56.3	22	27.9	18
LI - Light Industrial	43.5	13	43.5	13
I - Industrial	59.5	2	0.0	0
PUD - Planned Unit Development	64.2	4	0.0	0

* "Buildable" indicates lots are platted and have public infrastructure installed and ready for permit.

Board of Trustees Meeting

Date: January 14, 2025
Subject: Monthly Utility Report

EXECUTIVE SUMMARY

Attached is the Monthly Utility Report for the period ending 12/1/2024.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. 2024-12-01 Monthly Utility Report



Wellington Water and Wastewater Utilities Monthly Production and Operational Summary Report As of December 1, 2024

Monthly Production Summary

- Water
 - Total November monthly volumetric production to meet demand was 18 million gallons (MG), which is below average production for the last 5 years.
 - The Conventional Plant produced 13 MG.
 - The Nanofiltration Plant produced 5 MG.
 - Please see the attached charts for various additional data related to drinking water production.
- Wastewater
 - November Summary
 - The total influent volume for November was approximately 18 MG, which is below average production for the last 5 years.
 - Hydraulic loading was at 0.60 million gallons per day (MGD). This hydraulic loading represents 67% of the maximum permitted hydraulic capacity.
 - Organic loading was 1,182 pounds of BOD, which is below average for November in the last 5 years. This represents 45% of the maximum permitted organic capacity.
 - Please see the attached charts for various additional data related to water reclamation production.

Monthly Operational Summary

- Water Treatment Plants
 - Conventional Plant
 - Operational all month without issue.
 - Nanofiltration Plant
 - The Nanofiltration plant was taken offline in mid-November for filter replacement.
- Water Reclamation Facility
 - Operational all month on the new side of the plant.



Wellington Water Treatment Plant Expansion Project

Project Status Summary Report

As of December 1, 2024

Schedule Update

- Milestone dates are as follows:
 - Notice to Proceed May 17, 2022
 - Substantial Completion July 1, 2024
 - Final Completion October 17, 2024
 - Days remaining until Final Completion 0 (Completed)

Construction Update

- All work is complete, and the Contractor has moved off-site.

Contingency Update

- All Contingency monies included in the contract has been credited back to the Town and will be reflected in the contract close-out documents.



Wellington Water Reclamation Facility Expansion Project

Project Status Summary Report As of December 1, 2024

Schedule Update

- The project's substantial and final completion dates were modified on May 31, 2024. The project dates are shown in the bullets below. The new substantial completion date will be when the plant expansion is operational, and the final completion will be when the Orbal repairs are complete. Material and equipment procurement continues to be the biggest threat to the project schedule. Milestone dates are as follows:

○ Notice to Proceed	April 19, 2022
○ Substantial Completion	October 1, 2024
○ Final Completion	June 13, 2025
○ Days remaining until Final Completion	133 days

Construction Update

- Work completed or in progress listed under each structure:
 - Site Work
 - Installed various sidewalks throughout the site
 - Site cleanup
 - Security installation
 - Step Feed Aeration Basin
 - Punch list work
 - Influent Pump Station
 - Punch list work
 - Secondary Clarifiers
 - Punch list work
 - Step Feed Process Building
 - Punch list work
 - Security installation
 - New Orbal Reactor
 - No work
 - Existing Orbal Reactor
 - Removed pipes, gates, aeration equipment
 - Started reinstallation of pipes and valves
 - Digester 5 & 6
 - In use by the Town
 - Digesters 1 & 2
 - In use by the Town
 - Digesters 3 & 4
 - Install handrail
 - Install piping
 - UV Digester Blower Building
 - Security installation
 - Punch list items
 - Administration Building

- Punchlist work
 - Headworks Building
 - Punchlist work
 - Existing RAS/WAS Basement
 - Continued demolition of the existing valves, pipes, and pumps
 - Start-Up
 - Work on the Instrumentation and Controls (I&C) was on going throughout the month as system controls and programming were optimized
 - Concrete, backfill, compaction testing, welding, and bolt inspections by CTL Thompson
 - Electrical and plumbing inspections by Safebuilt as needed
- **Issues**
 - The Project team was notified of another delay to the Automatic Transfer Switch (ATS) required to automatically switch the facility to generator power in the event of a power outage. These parts have been on order for over two years. This is noted as an industry-wide issue with ATS parts. Automatic Transfer switches are required by CDPHE to proceed with the plant startup. The team has sourced temporary ATS units that were brought to the site and will be used until the permanent ATSS arrive and are installed.
 - The UV Building ATS was received on site in November and installed
 - The final ATS shipped as scheduled and arrived on site in early December. Due to the upcoming holidays and the complicated shutdowns required to install the ATS while keeping the plant functional the installation has been scheduled for early 2025.

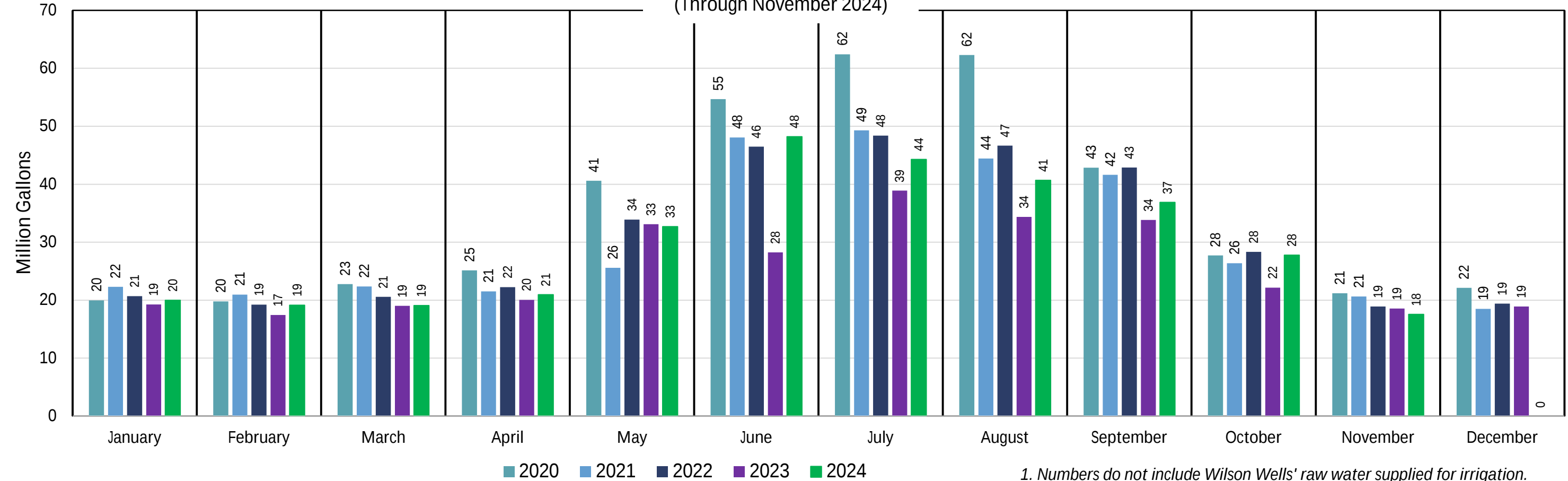
Contingency Update

- **Contractor Contingency**
 - No new contractor contingency items this month
 - Contractor contingency currently has \$129,521.50 remaining, which is 6% of the original contingency.
- **Town Contingency**
 - No new owner contingency items this month
 - Owner contingency currently has \$95,690.50 remaining, which is 4% of the original contingency.

TOWN OF WELLINGTON
Water Treatment

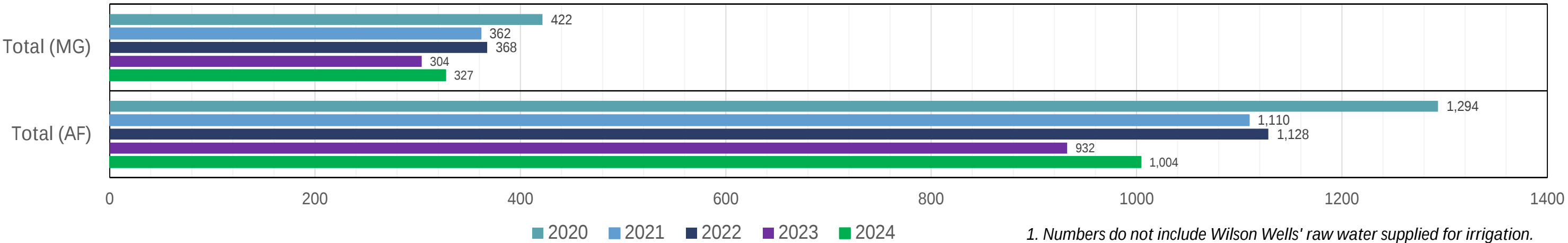
Total Monthly Production: Main WTP (Conventional & Microfiltration), and Nano Plant₁

(Through November 2024)



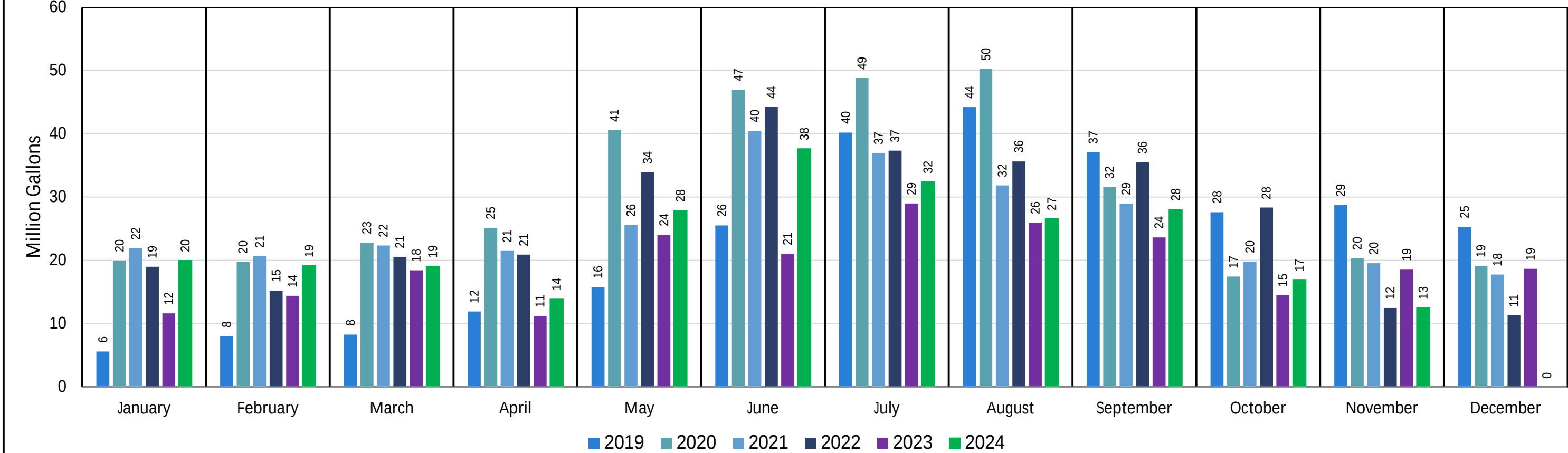
Annual Production Volumes₁

(Through November 2024)

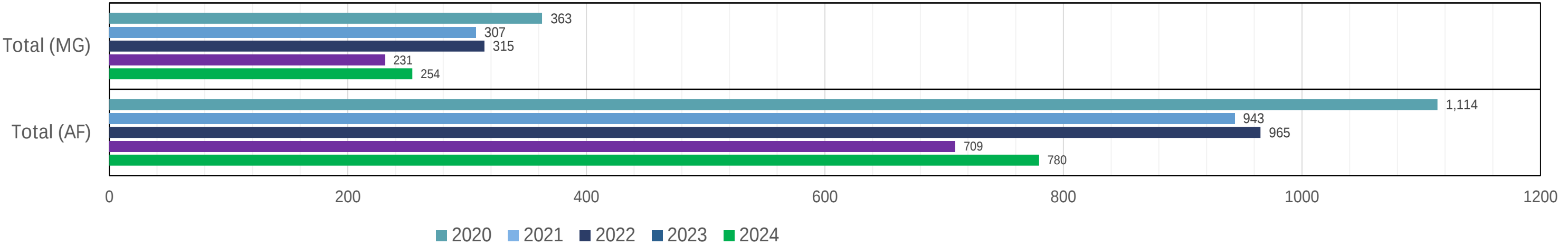


TOWN OF WELLINGTON
Water Treatment

Monthly Production: Main WTP (Conventional & Microfiltration)
(Through November 2024)

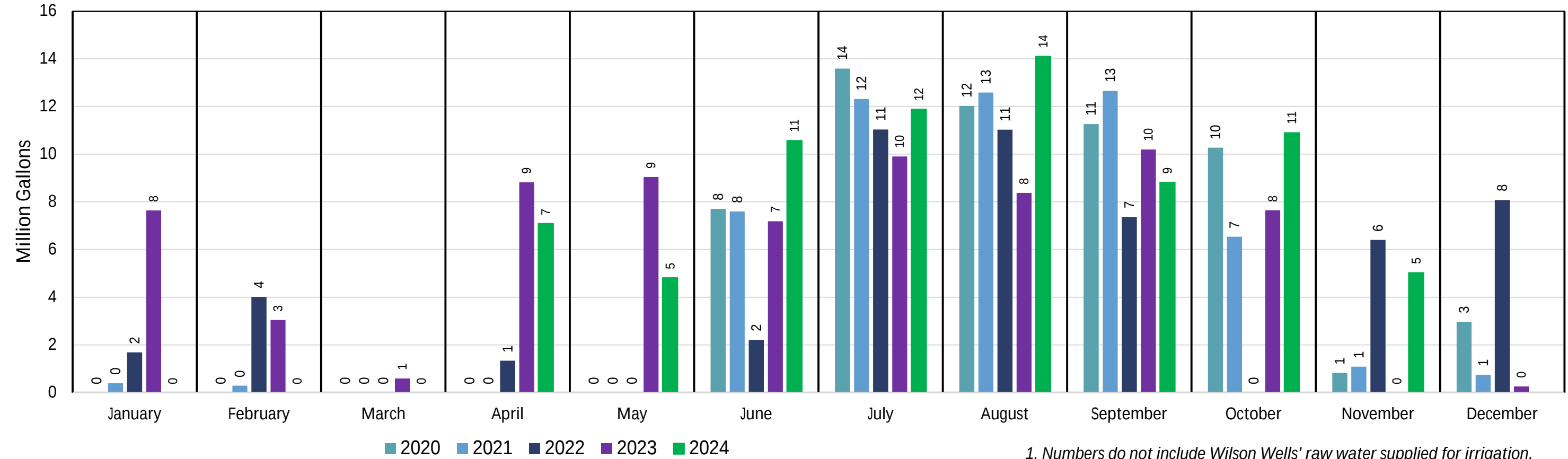


Annual Production Volumes
(Through November 2024)

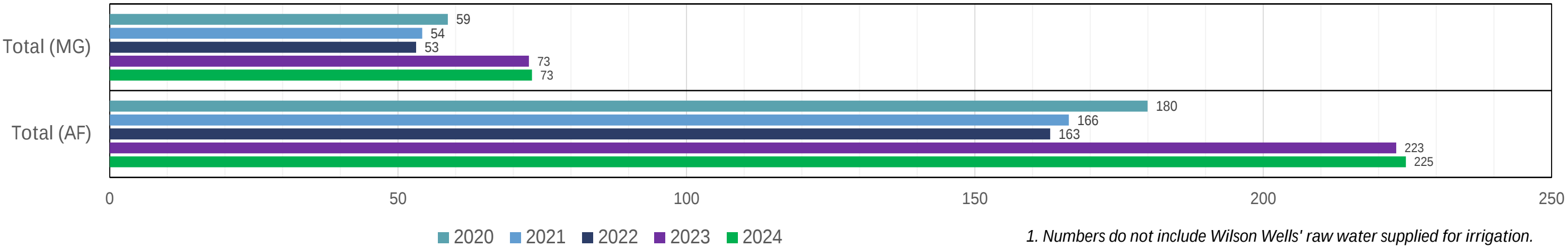


TOWN OF WELLINGTON
Water Treatment

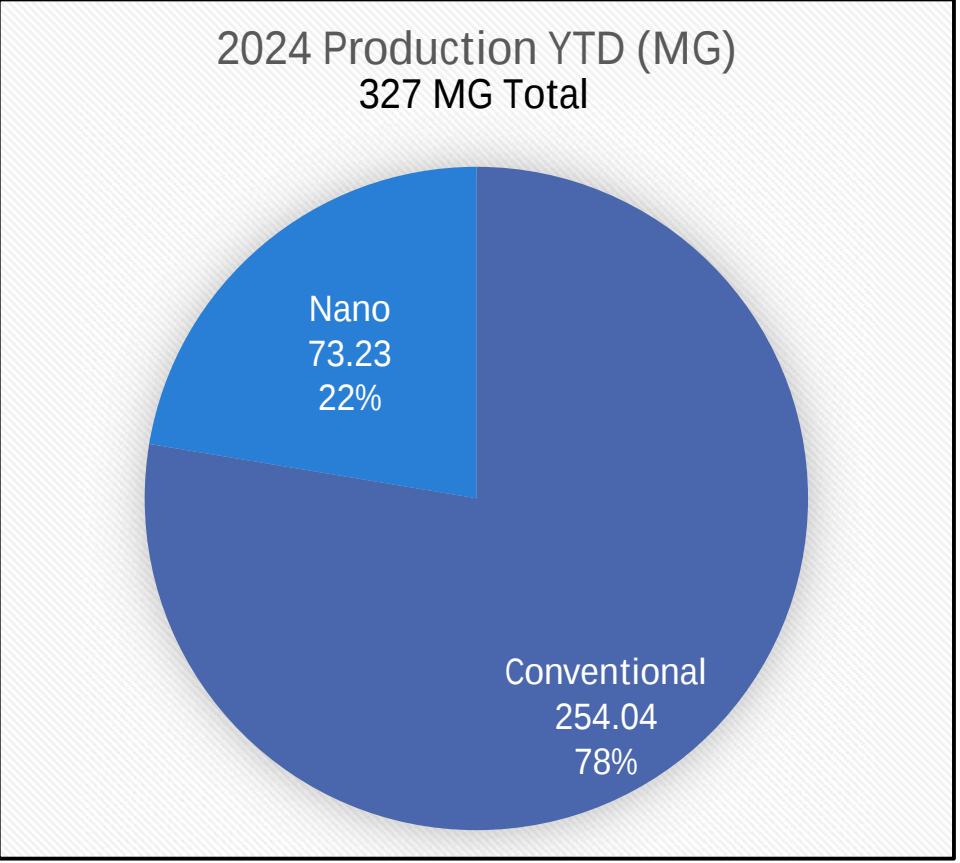
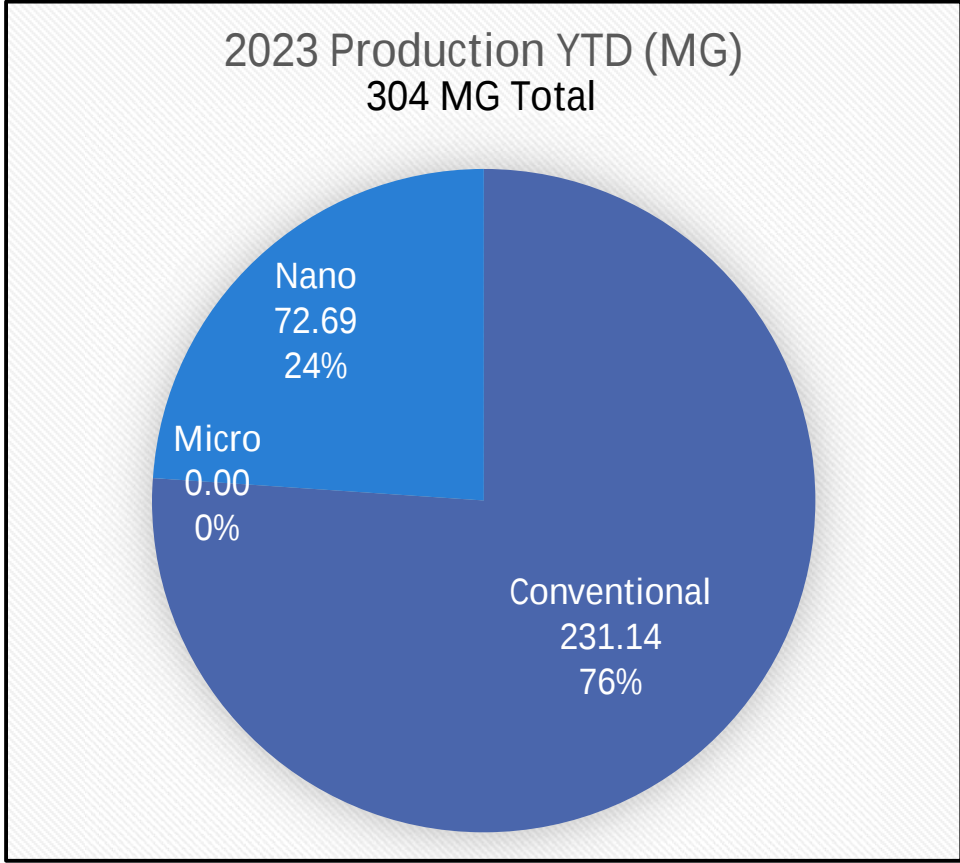
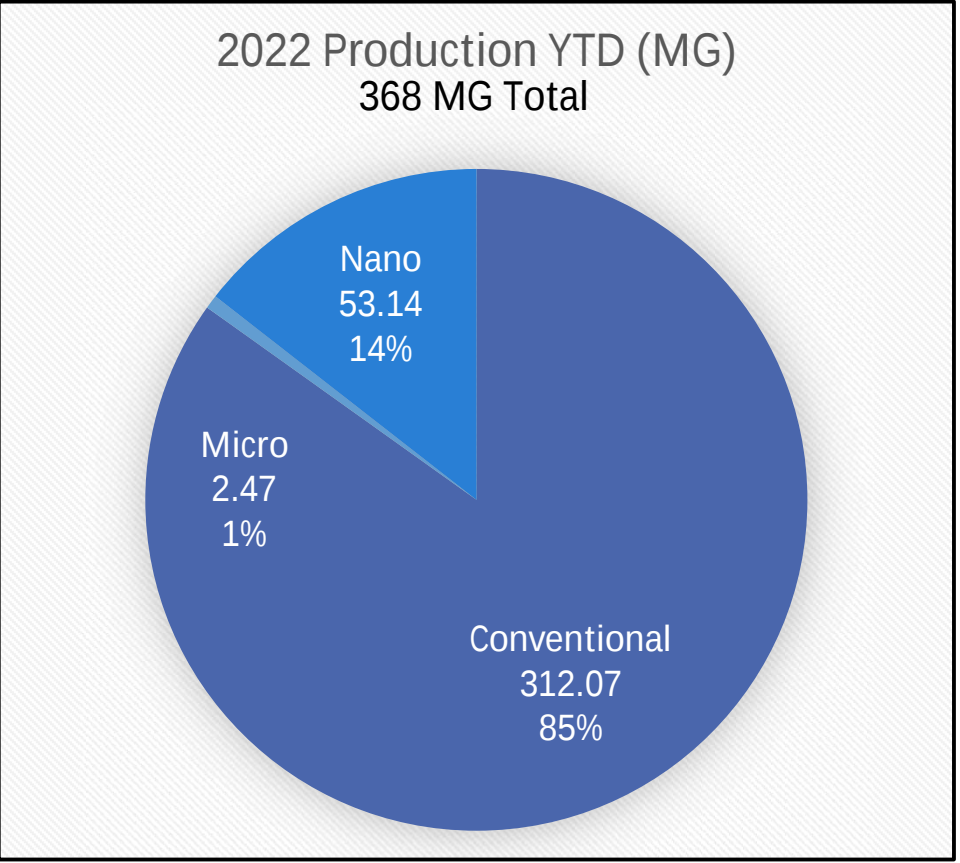
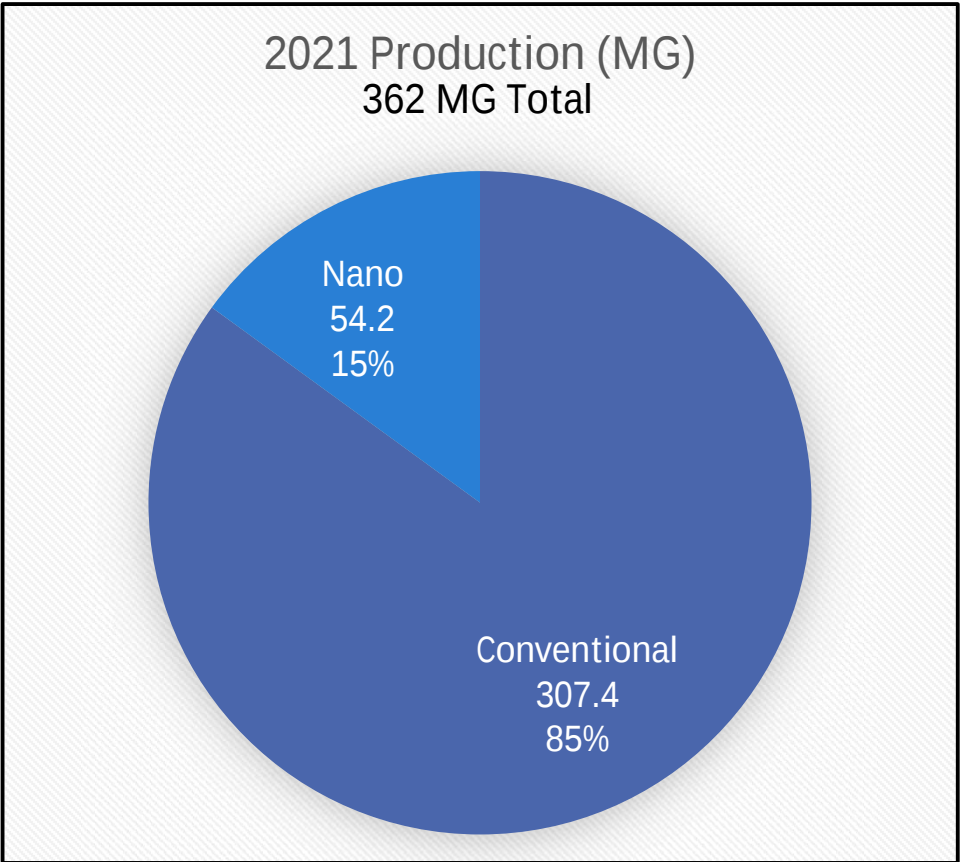
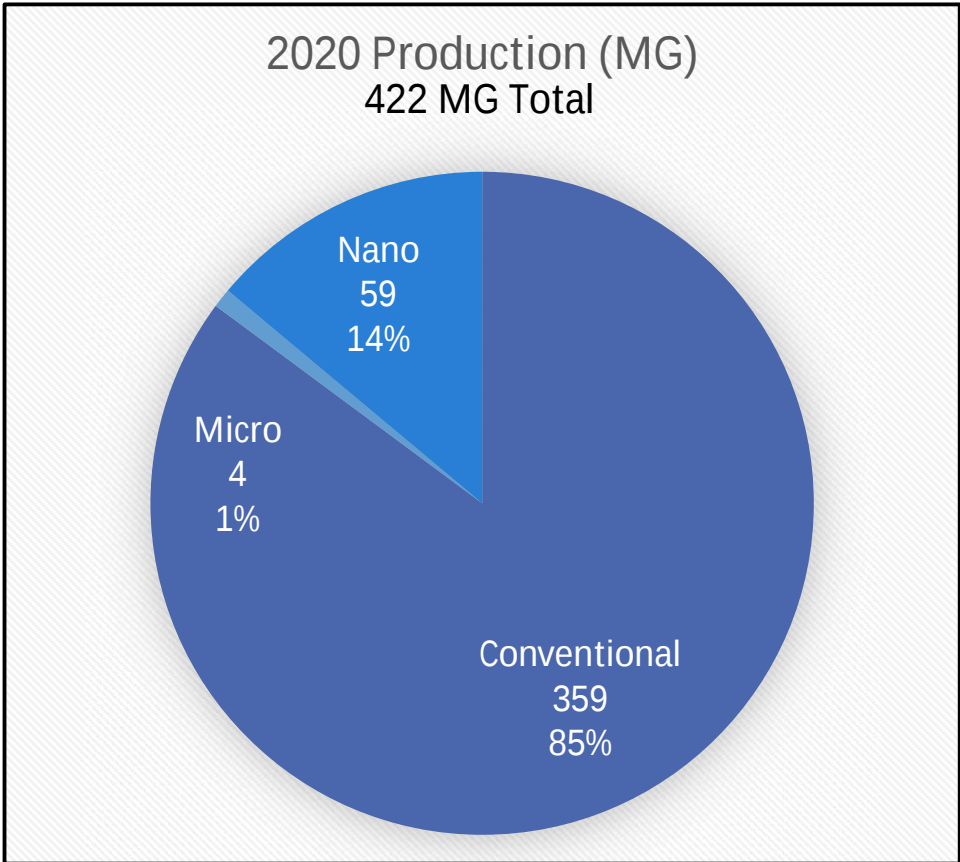
Monthly Production: Nano Plant₁
(Through November 2024)



Annual Production Volumes₁
(Through November 2024)

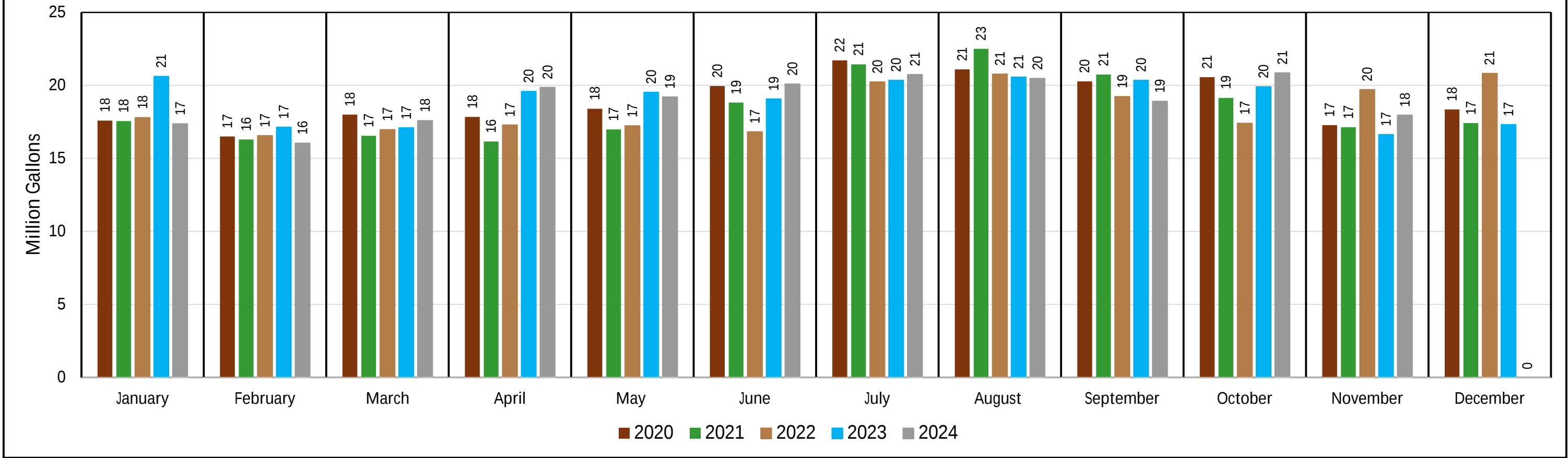


TOWN OF WELLINGTON
Water Treatment

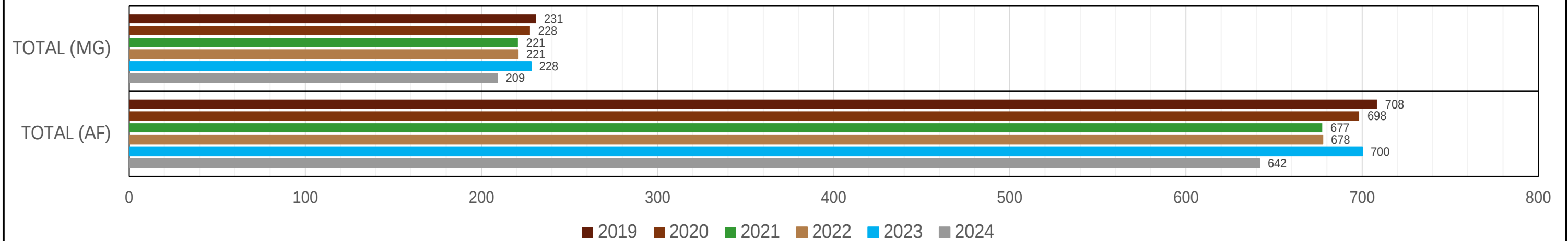


TOWN OF WELLINGTON
Water Reclamation Facility Treatment

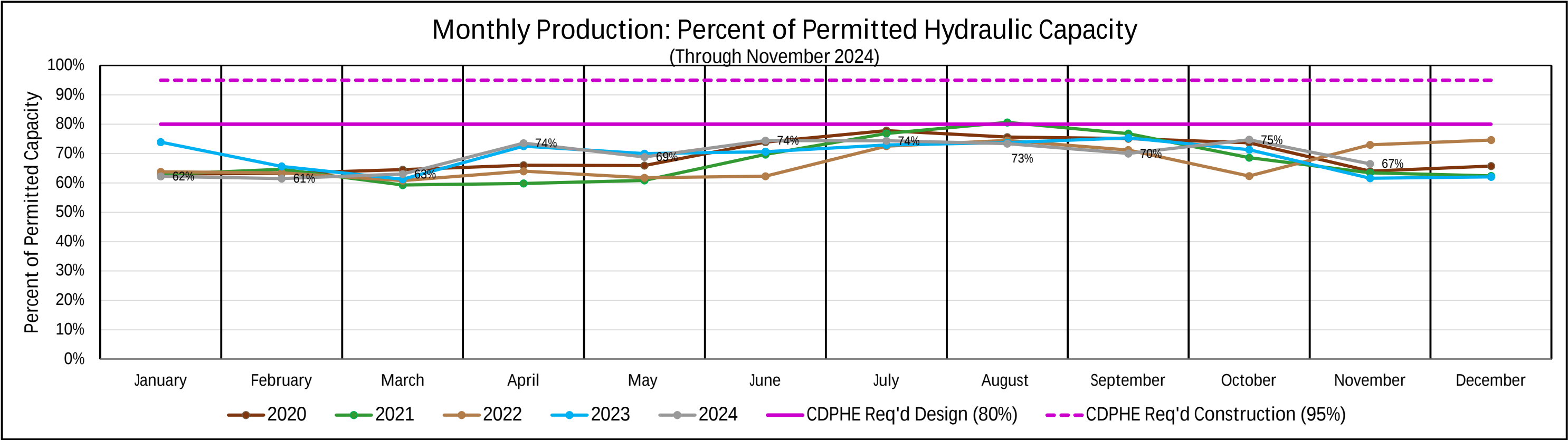
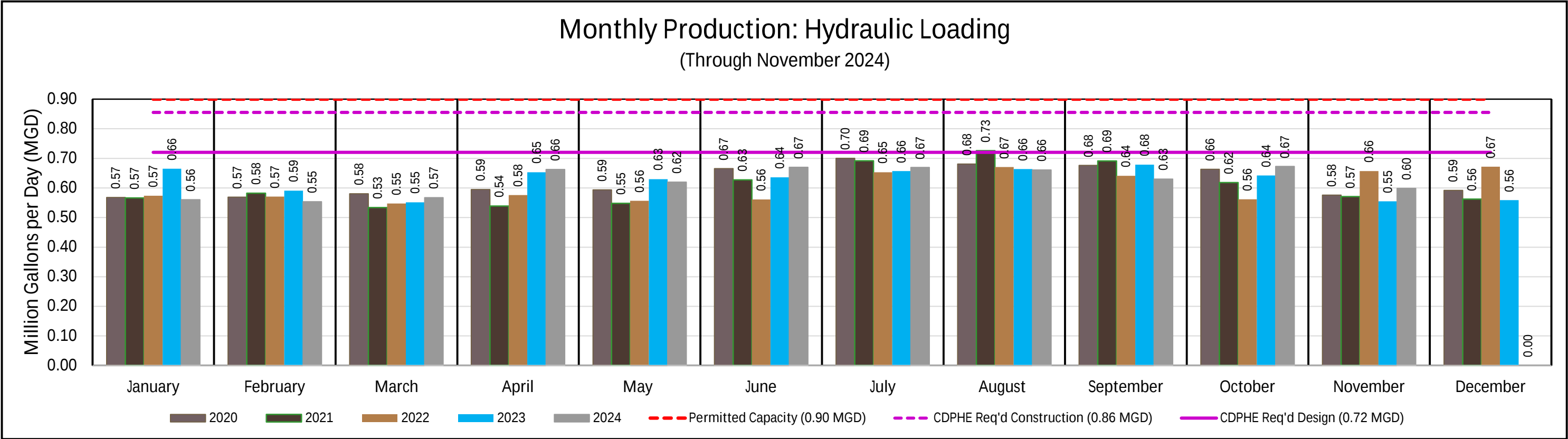
Monthly Production: Monthly Volume of Influent
(Through November 2024)



Annual Volume of Influent
(Through November 2024)



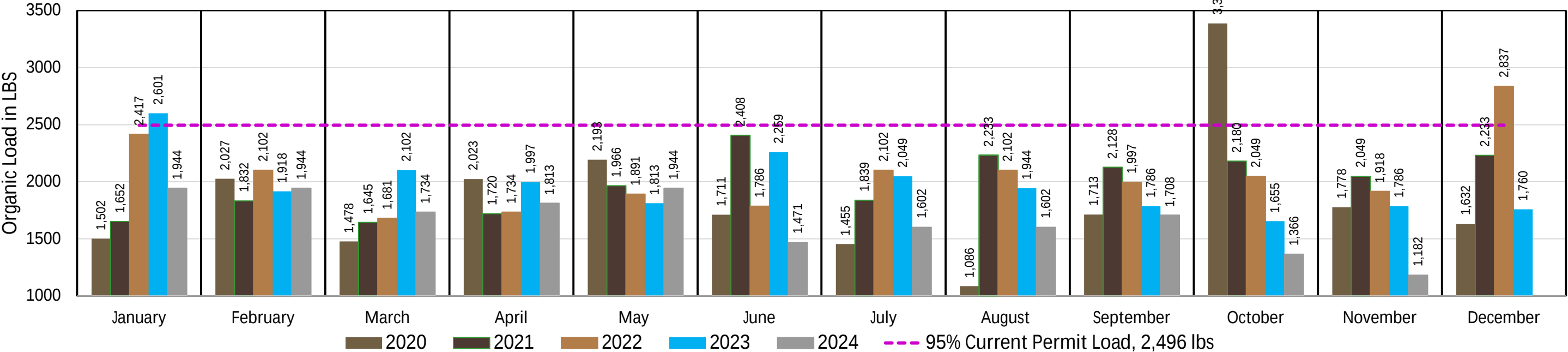
TOWN OF WELLINGTON
Water Reclamation Facility



TOWN OF WELLINGTON
Water Reclamation Facility

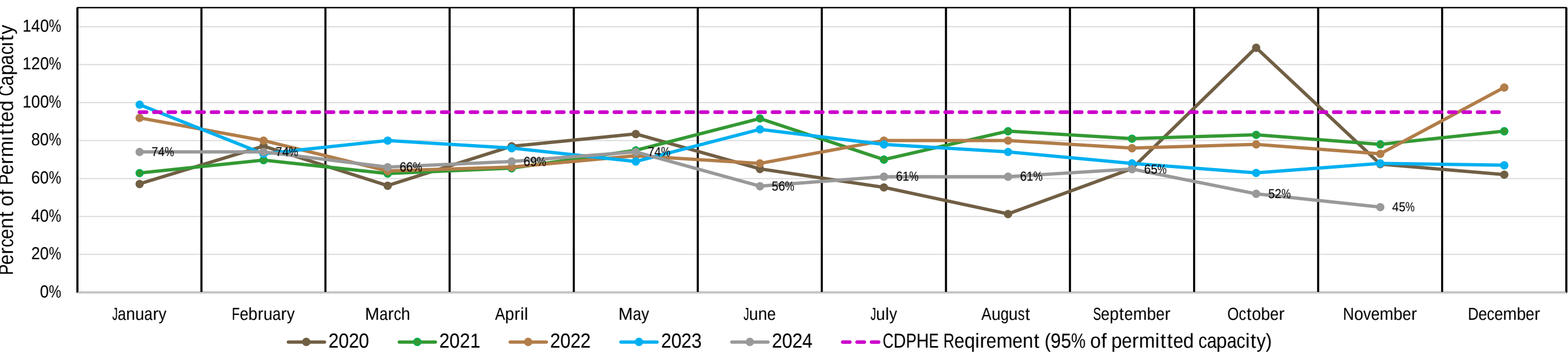
Monthly Production: Organic Loading
(Through November 2024)

Note: June 2018 permitted capacity increased from 1314lbs to current level of 2627lbs.



Monthly Production: Percent of Permitted Organic Capacity
(Through November 2024)

Note: June 2018 permitted capacity increased from 1314lbs to current level of 2627lbs.



Patti Garcia

From: Tonja Muret <wellingtonwelcomingwagon@gmail.com>
Sent: Tuesday, January 14, 2025 1:47 PM
To: Tonja Muret
Subject: Comment to be read tonight at the Wellington Board of Trustee Meeting

I ask that this be read during public comment at the Wellington Board of Trustee meeting this evening, January 14th. Thank you.

I am Tonja Muret. I own a business here in Wellington, and I'm also a resident in the Mountain View Ranch division.

I wish to express my strong opposition to the proposal for constructing a new building for city employees at this time. Given the pressing water crisis our community faces, it feels neglectful and inconsiderate to prioritize such a project over the urgent needs of our residents. Since raising concerns about the water situation in January 2024, I have encountered dismissive responses that undermine the severity of our issues. The Town of Wellington must demonstrate transparency and accountability to its citizens. We have residents who feel overlooked, and their voices must be heard. While I understand the challenges of working in limited spaces, prioritizing the needs of the community. We currently have viable alternatives for accommodating employees within existing buildings in Wellington. Therefore, I ask: why are we neglecting the very real concerns of our residents by advancing this project? I urge the Town Trustees to set aside any conflicts or biases and genuinely listen to the people of Wellington. Our community's well-being must take precedence over expansion initiatives. I propose that the discussion regarding the construction of a new Public Works building be postponed for at least two years, allowing us to focus on immediate issues affecting the quality of life for our residents. Thank you for your attention to this matter.

--

Tonja Muret

Wellington Welcoming Wagon LLC

(970)658-9252

[WellingtonWelcomingWagon@gmail.com](mailto:wellingtonwelcomingwagon@gmail.com)

[Wellington Welcoming Wagon LLC Website](#)

[Wellington Welcoming Wagon Social Media](#)