



BOARD OF TRUSTEES
September 9, 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>

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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. Public Comment

C. PRESENTATION

1. 2025Q2 Treasurer's Report Presentation
 - Nic Redavid, Town Treasurer | Finance Director

D. CONSENT AGENDA

1. August 26, 2025 Regular Meeting Minutes

- Presentation: Hannah Hill, Town Clerk
- 2. Resolution No. 35-2025 – A Resolution of the Town of Wellington Considering a Contract for Crack Seal Services
 - Staff Presentation: Nathan Ewert, Deputy Director of Public Works – Engineering
- 3. Resolution No. 36-2025 - A Resolution Considering a Contract for Architecture and Engineering Services for the Water Treatment Plant Administration Building and Lab Expansion Design Alternatives Project
 - Staff Presentation: Nathan Ewert, Deputy Director of Public Works – Engineering
- 4. Resolution No. 37-2025 - A Resolution Authorizing the Temporary Closure of Portions of State Highway 1/Cleveland Avenue, Second Street, Third Street, and Fourth Street within the Town of Wellington During the Annual Trick or Treat Down Main Street Event on Friday, October 31, 2025
 - Presentation: Caitlin Morris, Main Street and Events Coordinator

ACTION ITEMS

1. Resolution No. 38-2025- A Resolution Approving a Consultant Agreement with Felsburg Holt & Ullevig for a Transportation and Mobility Master Plan, Impact Fee Nexus Study and Street Design Guidelines and Standards
 - Presentation: Brittany Lenoir, Planner III

REPORTS

Town Attorney

Town Administrator

Staff Communications

BOT Planning Calendar

Board Reports

ADJOURN

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.



Board of Trustees Meeting

Date: September 9, 2025
Subject: 2025Q2 Treasurer's Report Presentation

- Nic Redavid, Town Treasurer | Finance Director

EXECUTIVE SUMMARY

Attached is the 2025 second-quarter Treasurer's Report presentation and 2025 second-quarter Treasurer's Report.

BACKGROUND / DISCUSSION

The unaudited financial statements reflecting actual revenue received, and actual expenditures incurred, in the first and second quarters of 2025 are reviewed and compared against anticipated revenue and appropriated expenditures of the Town of Wellington, Colorado budget for fiscal year 2025.

CONNECTION WITH ADOPTED MASTER PLANS

Ensure Strong Town Operations: Communicate strategically to community audiences; Cultivate effective staff and trustee interactions.

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. 2025Q2 Treasurer's Report Presentation
2. 2025Q2 Treasurer's Report

2025Q2 Treasurer's Report Presentation

Nic Redavid, Town Treasurer | Finance Director



Overview

- Finance Department Updates
 - 2024 Audit
 - Department Projects
- 2025Q2 Treasurer's Report
 - Operating Revenue & Expenditures Compared to Budget YTD
 - 2023 – 2025 First & Second Quarter Sales Tax Trends
 - Summary
- Questions

NOTE: Governmental accounting standards allow for prior period adjustments to ensure that financial statements present a true and fair view of the entity's financial position and performance. Treasurer's Reports are not audited financial statements. Modified accrual basis of accounting records expenditures when the liability for payment is incurred, regardless of when the payment is made. The 2025Q2 Treasurer's Report was generated 06.25.25 and includes all invoices received prior to 06.15.25, including invoices for previous 2025 periods which may affect amounts presented in previously generated Treasurer's Reports.



Finance Department Updates

- **Department Staff:**
 - Nic Redavid, Director
 - Patty Lundy, Controller
 - Flip Barker, Administrative Finance Clerk
 - Karleigh, Utility Billing Coordinator
- **2024 Audit:**
 - Auditor: Hinkle & Company, PC
 - Consultant: Don Rhoads, CPA
- **Department Projects:**
 - Financial Management Policy
 - Draft #1 presented to Finance Advisory Board
 - Draft #2 in-process
 - Work Session: September 30, 2025
 - Municipal Utilities Rate and Fees Study
- 2026 Budget
 - Board priorities work session May 20, 2025
 - Departments have submitted requested expenditures and personnel updates
 - Work Session: September 16, 2025
 - Revenue projections in-process
 - Property Tax Assessed Value +\$6.5M
 - \$80K increase in Property Tax revenue
- RFQ for Trash & PT for Town buildings/services
- Wellington Finance Committee Advisory Board
 - 2025Q3 Meeting: July 21, 2025
 - Approved bylaws; Reviewed Financial Management Policy
- Utility Billing – Equal Payment Program
 - Launched July 1, 2025
 - 35 Active Accounts as of August 25, 2025



Operating Revenues & Expenditures with Comparison to Budget YTD

	Operating Revenue (cash basis)			
	Budget YTD (50%)	Actual YTD	Over/(Under) Budget YTD	
General	\$ 3,416,866	\$ 5,974,813	\$ 2,557,947	174.9%
Street	\$ 1,128,155	\$ 1,129,075	\$ 920	100.1%
Water	\$ 5,162,290	\$ 3,248,359	\$ (1,913,931)	62.9%
Sewer	\$ 1,902,816	\$ 1,664,684	\$ (238,132)	87.5%
Drainage	\$ 406,319	\$ 448,994	\$ 42,675	110.5%
Park	\$ 843,416	\$ 737,623	\$ (105,793)	87.5%
2025 Actual YTD as of 8.25.25 including prior period adjustments				

- **Property Tax revenue:**
 - All funds collected through current period (05.2025)
 - 2023 Funds: \$182,216
 - 2024 Funds: \$2,249,877
 - 2025 Funds YTD: \$1,380,874 (15.4% over budget YTD)
 - 2025 Budget YTD: \$1,056,145
- **Investment Earnings revenue:**
 - 12% over budget YTD across all funds on average
- **Water, Sewer, Park Funds:** impact/tap fee revenue 87.2% - 89.4% under budget YTD
- **Water Fund:** user fees revenue .05% over budget YTD
- **Sewer Fund:** user fees revenue 11.8% over budget YTD
- Street Fund does not include \$3.6M grant for RMS
- Water Fund does not include loan proceeds or transfers
- Sewer Fund does not include loan proceeds, transfers, or grants
- Drainage Fund does not include \$889K grant for RMS

	Operating Expenditures			
	Budget YTD (50%)	Actual YTD	Over/(Under) Budget YTD	
General	\$ 4,380,373	\$ 3,138,253	\$ (1,242,120)	71.6%
Street	\$ 530,042	\$ 444,159	\$ (85,883)	83.8%
Water	\$ 2,453,378	\$ 735,912	\$ (1,717,466)	30.0%
Sewer	\$ 792,899	\$ 623,054	\$ (169,845)	78.6%
Drainage	\$ 265,000	\$ 460,438	\$ 195,439	173.8%
Park	\$ 764,064	\$ 676,783	\$ (87,281)	88.6%
2025 Actual YTD as of 8.25.25 including prior period adjustments				

- **General Fund:** LCSO 2025Q2 payment not yet recorded (\$534K); wages and salaries 10% to 20% under budget YTD across all departments on average (mid-year IT manager hire)
- **Water Fund:** NPIC payment is made in Q4
- **Drainage Fund:** Boxelder Basin Regional Stormwater Authority annual payment was made in Q2
- Debt service and capital projects not included in budget or actual

Operating Revenues: Governmental Funds

	Budget YTD (50%)	Actual YTD	Over/(Under) Budget YTD	
General Fund				
Tax Revenue	\$ 2,783,413	\$ 5,413,500	\$ 2,630,087	194.5%
Building Permits	\$ 276,903	\$ 106,758	\$ (170,145)	38.6%
Franchise Fees	\$ 109,401	\$ 127,776	\$ 18,376	116.8%
Licenses & Permits	\$ 10,000	\$ 20,333	\$ 10,333	203.3%
Other	\$ 199,300	\$ 205,602	\$ 6,302	103.2%
Street Fund				
Tax Revenue	\$ 995,855	\$ 1,023,072	\$ 27,217	102.7%
Licenses & Permits	\$ 99,300	\$ 60,119	\$ (39,181)	60.5%
Other	\$ 33,000	\$ 45,884	\$ 12,884	139.0%
Park Fund				
Tax Revenue	\$ 663,316	\$ 547,185	\$ (116,131)	82.5%
Building Permits	\$ 78,300	\$ 8,700	\$ (69,600)	11.1%
Recreation Program Fees	\$ 54,300	\$ 75,298	\$ 20,998	138.7%
Other	\$ 47,500	\$ 64,281	\$ 16,781	135.3%
2025 Actual YTD as of 8.25.25 including prior period adjustments; does not include grants				



2023 – 2025 First & Second Quarter Sales Tax Trends

Revenue Pd.	Jan	Feb	Mar	Apr	May	June	YTD
2023	\$ 258,044.56	\$ 263,939.66	\$ 319,046.17	\$ 316,878.00	\$ 347,560.13	\$ 356,578.77	\$ 1,862,047.29
2024	\$ 297,578.61	\$ 221,137.19	\$ 300,805.03	\$ 285,869.60	\$ 307,120.25	\$ 323,566.74	\$ 1,736,077.42
+ / -	15.3%	-16.2%	-5.7%	-9.8%	-11.6%	-9.3%	-6.8%
2025	\$ 310,475.28	\$ 271,007.03	\$ 356,751.28	\$ 317,877.46	\$ 342,017.24	\$ 317,077.75	\$ 1,915,206.04
+ / -	4.3%	22.6%	18.6%	11.2%	11.4%	-2.0%	10.3%



Operating Expenditures: Governmental Funds

	Budget YTD (50%)	Actual YTD	Over/(Under) Budget YTD	
General Fund				
Legislative	\$ 123,553	\$ 113,425	\$ (10,128)	91.8%
Judicial	\$ 14,675	\$ 11,860	\$ (2,815)	80.8%
Administration	\$ 452,909	\$ 359,899	\$ (93,010)	79.5%
Finance	\$ 391,514	\$ 383,791	\$ (7,722)	98.0%
Clerk	\$ 164,688	\$ 125,216	\$ (39,471)	76.0%
Human Resources	\$ 185,481	\$ 147,158	\$ (38,323)	79.3%
IT	\$ 244,375	\$ 170,667	\$ (73,708)	69.8%
Building & Planning	\$ 619,565	\$ 425,434	\$ (194,131)	68.7%
LCSO	\$ 1,067,859	\$ 533,929	\$ (533,930)	50.0%
Public Works Admin	\$ 723,274	\$ 527,483	\$ (195,791)	72.9%
Cemetery	\$ 8,500	\$ -	\$ (8,500)	0.0%
Facilities	\$ 69,400	\$ 56,005	\$ (13,395)	80.7%
Economic Development	\$ 27,100	\$ 6,123	\$ (20,977)	22.6%
Library	\$ 261,982	\$ 231,367	\$ (30,614)	88.3%
Street Fund				
Operating	\$ 530,042	\$ 444,159	\$ (85,883)	83.8%
Park Fund				
Operating	\$ 435,259	\$ 382,095	\$ (53,164)	87.8%
Recreation	\$ 328,806	\$ 294,688	\$ (34,117)	89.6%

Does not include grants, transfers, or debt service



2025Q2 Budget Performance Summary

	Net Revenue over Expenditures	Debt Service Payments	Net Revenue over Expenditures
	Actual YTD		Total YTD
General	\$ 2,836,561	-	\$ 2,836,561
Street	\$ 684,916	-	\$ 684,916
Water	\$ 2,512,447	\$ (731,008)	\$ 1,781,439
Sewer	\$ 1,041,630	\$ (1,234,824)	\$ (193,195)
Drainage	\$ (11,444)	-	\$ (11,444)
Park	\$ 60,840	\$ (134,730)	\$ (73,890)
Net Revenue over Expenditures (Operations) YTD			\$ 5,024,388
Capital Project Expenditures YTD			\$ (503,130)
Net Revenue over Expenditures (Total) YTD			\$ 4,521,257

- Capital Project Expenditures YTD does not include loan-funded projects
- Semi-annual debt service payments
- Notable budgeted expenses remaining:
 - LCSO: \$1.6M
 - NPIC: \$2.9M
- When excluding property tax revenue from previous years (\$2.4M):
 - General Fund net revenue over expenditures would be \$404,468
 - Net revenue over expenditures (operations) would be \$2,592,295
 - Net revenue over expenditures (total) would be \$2,089,164

Questions?

Thank you!

Nic Redavid
Town Treasurer | Finance Director



TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>					
201-01-3110 PROPERTY TAXES	1,440,946.52	3,789,367.38	2,112,290.00	(1,677,077.38)	179.4
201-01-3130 SALES TAX	211,928.90	1,331,107.42	2,643,338.00	1,312,230.58	50.4
201-01-3135 SEVERANCE TAX	.00	.00	25,000.00	25,000.00	.0
201-01-3140 USE TAX - BUILDING MATERIALS	6,251.68	100,433.79	544,000.00	443,566.21	18.5
201-01-3145 OCCUPATIONAL TAX	.00	143.79	.00	(143.79)	.0
201-01-3320 CIGARETTE TAX	██████	██████	██████	██████	████
201-01-3330 RETAIL MARIJUANA TAX	██████	██████	██████	██████	████
TOTAL TAX REVENUE	1,692,988.49	5,413,500.32	5,566,826.00	153,325.68	97.3
<u>BUILDING PERMITS</u>					
201-02-3155 TOWN PLAN REVIEW FEES	1,100.00	6,545.00	46,000.00	39,455.00	14.2
201-02-3430 COUNTY TAX VENDORS FEE	57.71	897.55	5,885.00	4,987.45	15.3
201-02-3435 FIRE DEPT. VENDOR FEE	.00	675.96	5,920.00	5,244.04	11.4
201-02-3450 BLDG. ADMIN. FEE	628.51	7,932.79	46,000.00	38,067.21	17.3
201-02-3462 BLDG. INSPECTION FEES	7,112.95	90,706.36	450,000.00	359,293.64	20.2
TOTAL BUILDING PERMITS	8,899.17	106,757.66	553,805.00	447,047.34	19.3
<u>FRANCHISE FEES</u>					
201-03-3150 FRANCHISE FEE-COMMUNICATIONS	.00	23,995.61	25,000.00	1,004.39	96.0
201-03-3160 FRANCHISE FEE-ELECTRICITY	28,054.73	93,780.52	173,801.00	80,020.48	54.0
201-03-3170 FRANCHISE FEE-NATURAL GAS	1,666.67	10,000.02	20,000.00	9,999.98	50.0
TOTAL FRANCHISE FEES	29,721.40	127,776.15	218,801.00	91,024.85	58.4
<u>LICENSES & PERMITS</u>					
201-04-3200 BUSINESS LICENSE	450.00	2,925.00	.00	(2,925.00)	.0
201-04-3210 LIQUOR LICENSE	278.75	2,232.50	.00	(2,232.50)	.0
201-04-3220 CONTRACTOR LICENSE	1,050.00	13,675.00	20,000.00	6,325.00	68.4
201-04-3250 RETAIL MARIJUANA STORE LICENSE	.00	1,500.00	.00	(1,500.00)	.0
TOTAL LICENSES & PERMITS	1,778.75	20,332.50	20,000.00	(332.50)	101.7
<u>FEES FOR SERVICE</u>					
201-05-3420 LAND USE FEES	.00	3,731.20	25,000.00	21,268.80	14.9
201-05-3510 COMMUNITY CENTER USER FEES	575.00	2,095.00	3,000.00	905.00	69.8
201-05-3520 WEED / REFUSE REMOVAL	2,595.00	2,595.00	.00	(2,595.00)	.0
TOTAL FEES FOR SERVICE	3,170.00	8,421.20	28,000.00	19,578.80	30.1

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FINES & PENALTIES</u>					
201-06-3550	COURT FINES & COSTS	374.00	2,556.00	20,000.00	17,444.00	12.8
201-06-3555	LCSO ADMINISTRATIVE FEES	80.00	360.00	1,200.00	840.00	30.0
	TOTAL FINES & PENALTIES	454.00	2,916.00	21,200.00	18,284.00	13.8
	<u>CEMETERY REVENUES</u>					
201-07-3470	CEMETERY - OPENING & CLOSING	1,250.00	2,000.00	.00	(2,000.00)	.0
201-07-3480	CEMETERY - PERPETUAL CARE	187.50	187.50	.00	(187.50)	.0
201-07-3490	CEMETERY - GRAVE SPACE	562.50	562.50	9,500.00	8,937.50	5.9
	TOTAL CEMETERY REVENUES	2,000.00	2,750.00	9,500.00	6,750.00	29.0
	<u>MISCELLANEOUS REVENUE</u>					
201-08-3350	GRANTS	20,175.00	92,450.00	29,700.00	(62,750.00)	311.3
201-08-3351	GRANTS - JULY 4TH CELEBRATION	.00	2,500.00	.00	(2,500.00)	.0
201-08-3353	GRANTS - MAIN STREET PROGRAM	.00	.00	40,000.00	40,000.00	.0
201-08-3354	GRANTS - LIBRARY	.00	5,895.00	6,000.00	105.00	98.3
201-08-3355	INVESTMENT EARNINGS - LIBRARY	1,760.00	10,654.76	16,500.00	5,845.24	64.6
201-08-3373	LIBRARY CONTRIB./FINES/MISC.	.00	2,329.73	5,000.00	2,670.27	46.6
201-08-3506	MAIN STREET DOLA MINI GRANT	.00	.00	10,000.00	10,000.00	.0
201-08-3610	INVESTMENT EARNINGS-GENERAL	24,717.62	161,775.42	300,000.00	138,224.58	53.9
201-08-3620	CARRYOUT BAG FEE	.00	74.94	2,400.00	2,325.06	3.1
201-08-3640	COMMUNITY EVENTS	900.00	5,965.00	.00	(5,965.00)	.0
201-08-3690	MISCELLANEOUS REVENUE	20.00	1,809.70	5,000.00	3,190.30	36.2
201-08-3910	SALE OF ASSETS	12.00	1,717.10	.00	(1,717.10)	.0
201-08-3912	WATER SHARE RENTAL	1,938.00	1,938.00	.00	(1,938.00)	.0
201-08-3913	COMMUNITY EVENT SPONSORSHIPS	2,500.00	5,250.00	1,000.00	(4,250.00)	525.0
	TOTAL MISCELLANEOUS REVENUE	52,022.62	292,359.65	415,600.00	123,240.35	70.4
	<u>TRANSFERS</u>					
201-09-3694	TRANS IN FROM STREET FUND	.00	.00	455,501.00	455,501.00	.0
201-09-3695	TRANS IN FROM WATER FUND	.00	.00	527,394.00	527,394.00	.0
201-09-3696	TRANS IN FROM SEWER FUND	.00	.00	527,394.00	527,394.00	.0
201-09-3697	TRANS IN FROM DRAINAGE FUND	.00	.00	177,352.00	177,352.00	.0
201-09-3698	TRANS IN FROM PARK FUND	.00	.00	258,796.00	258,796.00	.0
	TOTAL TRANSFERS	.00	.00	1,946,437.00	1,946,437.00	.0
	TOTAL FUND REVENUE	1,791,034.43	5,974,813.48	8,780,169.00	2,805,355.52	68.1

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LEGISLATIVE</u>					
201-11-5102	BENEFITS	70.65	423.90	910.00	486.10	46.6
201-11-5107	ELECTED OFFICIAL COMPENSATION	900.00	5,400.00	10,800.00	5,400.00	50.0
201-11-5192	COMMUNITY EVENTS	7,896.89	66,532.00	125,015.00	58,483.00	53.2
201-11-5214	OFFICE SUPPLIES	.00	35.94	700.00	664.06	5.1
201-11-5321	PRINTING SERVICES	.00	278.80	300.00	21.20	92.9
201-11-5335	DUES & SUBSCRIPTIONS	.00	5,381.00	5,381.00	.00	100.0
201-11-5352	MUNICIPAL LEGAL SERVICES	3,060.00	21,318.00	45,000.00	23,682.00	47.4
201-11-5363	R&M COMPUTER/OFFICE EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
201-11-5380	PROFESSIONAL DEVELOPMENT	717.16	5,655.29	11,000.00	5,344.71	51.4
201-11-5513	INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
201-11-5951	BOARD DISCRETIONARY FUND	.00	.00	30,000.00	30,000.00	.0
201-11-5952	HARDSHIP UTILITY GRANT	2,100.00	8,400.00	12,000.00	3,600.00	70.0
	TOTAL LEGISLATIVE	14,744.70	113,424.93	247,106.00	133,681.07	45.9
	<u>JUDICIAL</u>					
201-12-5109	MAGISTRATE	.00	3,750.00	12,000.00	8,250.00	31.3
201-12-5214	OFFICE SUPPLIES	.00	83.99	500.00	416.01	16.8
201-12-5359	PROSECUTING ATTORNEY	1,094.00	7,414.00	12,000.00	4,586.00	61.8
201-12-5380	PROFESSIONAL DEVELOPMENT	.00	428.49	1,850.00	1,421.51	23.2
201-12-5394	JURY FEES	.00	.00	1,000.00	1,000.00	.0
201-12-5498	COURT APPOINTED COUNSEL	.00	.00	1,000.00	1,000.00	.0
201-12-5499	TRANSLATOR FEES	.00	183.60	1,000.00	816.40	18.4
	TOTAL JUDICIAL	1,094.00	11,860.08	29,350.00	17,489.92	40.4
	<u>ADMINISTRATION</u>					
201-13-5100	WAGES & SALARIES	39,342.61	244,622.71	568,318.00	323,695.29	43.0
201-13-5102	BENEFITS	12,328.56	73,806.40	179,500.00	105,693.60	41.1
201-13-5214	OFFICE SUPPLIES	.00	238.71	1,500.00	1,261.29	15.9
201-13-5335	DUES & SUBSCRIPTION	1,072.00	3,089.00	8,500.00	5,411.00	36.3
201-13-5352	LEGAL SERVICES	1,853.00	16,039.50	65,000.00	48,960.50	24.7
201-13-5356	PROFESSIONAL SERVICES	.00	1,952.09	40,000.00	38,047.91	4.9
201-13-5363	R&M COMPUTER/OFFICE EQUIPMENT	.00	40.76	1,000.00	959.24	4.1
201-13-5380	PROFESSIONAL DEVELOPMENT	.00	3,950.67	10,500.00	6,549.33	37.6
201-13-5496	COMMUNICATIONS DIVISION	.00	2,655.24	15,000.00	12,344.76	17.7
201-13-5903	GRANT PROGRAMS EXPENDITURES	.00	.00	40,000.00	40,000.00	.0
201-13-5933	WELLINGTON SENIOR RESOURCE CEN	(30.28)	13,503.52	16,500.00	2,996.48	81.8
	TOTAL ADMINISTRATION	54,565.89	359,898.60	945,818.00	585,919.40	38.1

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FINANCE</u>					
201-14-5100	WAGES & SALARIES	26,332.59	145,869.87	343,651.00	197,781.13	42.5
201-14-5102	BENEFITS	6,927.69	38,662.53	105,750.00	67,087.47	36.6
201-14-5214	OFFICE SUPPLIES	21.22	263.87	1,000.00	736.13	26.4
201-14-5311	POSTAGE	77.40	2,112.67	5,500.00	3,387.33	38.4
201-14-5321	PRINTING SERVICES	.00	697.09	600.00	(97.09)	116.2
201-14-5335	DUES AND SUBSCRIPTIONS	30.00	220.00	2,000.00	1,780.00	11.0
201-14-5338	BANK SERVICE CHARGE	15.00	1,046.58	.00	(1,046.58)	.0
201-14-5353	ACCOUNTING & AUDITING	9,200.00	28,800.00	45,000.00	16,200.00	64.0
201-14-5356	PROFESSIONAL SERVICES	.00	16,006.08	45,000.00	28,993.92	35.6
201-14-5363	R&M COMPUTER/OFFICE EQUIP	1,300.57	1,300.57	2,000.00	699.43	65.0
201-14-5380	PROFESSIONAL DEVELOPMENT	523.16	2,892.84	8,500.00	5,607.16	34.0
201-14-5510	INSURANCE & BONDS	5,450.74	165,715.91	223,176.00	57,460.09	74.3
201-14-5640	PAYING AGENT FEES	.00	.00	500.00	500.00	.0
201-14-5950	DOCUMENT SHREDDING	25.00	147.00	350.00	203.00	42.0
201-14-5960	OVER/SHORT	.00	(19,943.78)	.00	19,943.78	.0
	TOTAL FINANCE	49,903.37	383,791.23	783,027.00	399,235.77	49.0

TOWN CLERK

201-15-5100	WAGES & SALARIES	14,189.21	85,137.80	189,609.00	104,471.20	44.9
201-15-5102	BENEFITS	4,511.98	26,271.49	67,790.00	41,518.51	38.8
201-15-5214	OFFICE SUPPLIES	74.84	586.06	1,500.00	913.94	39.1
201-15-5331	PUBLISHING & LEGAL NOTICES	94.49	3,039.06	4,500.00	1,460.94	67.5
201-15-5335	DUES & SUBSCRIPTIONS	.00	.00	826.00	826.00	.0
201-15-5356	PROFESSIONAL SERVICES	.00	7,500.00	7,500.00	.00	100.0
201-15-5363	R&M COMPUTER/OFFICE EQUIP.	1,317.47	1,317.47	3,500.00	2,182.53	37.6
201-15-5380	PROFESSIONAL DEVELOPMENT	540.00	1,364.35	4,000.00	2,635.65	34.1
201-15-5381	MILEAGE REIMBURSEMENT	.00	.00	150.00	150.00	.0
201-15-5414	ELECTION EXPENSES	.00	.00	45,000.00	45,000.00	.0
201-15-5530	CODE REVIEW & UPDATE	.00	.00	5,000.00	5,000.00	.0
	TOTAL TOWN CLERK	20,727.99	125,216.23	329,375.00	204,158.77	38.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>HUMAN RESOURCES</u>					
201-16-5100	WAGES & SALARIES	16,798.36	100,790.19	220,542.00	119,751.81	45.7
201-16-5102	BENEFITS	5,385.02	29,916.66	68,320.00	38,403.34	43.8
201-16-5103	TEMPORARY EMPLOYMENT SERVICES	.00	.00	10,000.00	10,000.00	.0
201-16-5214	OFFICE SUPPLIES	.00	104.33	300.00	195.67	34.8
201-16-5226	EXECUTIVE SEARCH	.00	.00	29,000.00	29,000.00	.0
201-16-5335	DUES & SUBSCRIPTIONS	.00	8,614.00	8,500.00	(114.00)	101.3
201-16-5356	PROFESSIONAL FEES	.00	2,210.00	5,000.00	2,790.00	44.2
201-16-5363	R&M COMPUTER/OFFICE EQUIP.	.00	21.99	1,300.00	1,278.01	1.7
201-16-5380	PROFESSIONAL DEVELOPMENT	.00	514.99	7,000.00	6,485.01	7.4
201-16-5580	EMPLOYEE DRUG TESTING	.00	66.88	1,500.00	1,433.12	4.5
201-16-5582	EMPLOYEE RELATIONS	427.34	2,484.90	15,000.00	12,515.10	16.6
201-16-5583	BACKGROUND CHECK	734.00	1,699.50	2,500.00	800.50	68.0
201-16-5948	EMPLOYEE APPAREL	(111.00)	734.85	1,000.00	265.15	73.5
201-16-5949	EMPLOYEE ADVERTISING	.00	.00	1,000.00	1,000.00	.0
	<u>TOTAL HUMAN RESOURCES</u>	<u>23,233.72</u>	<u>147,158.29</u>	<u>370,962.00</u>	<u>223,803.71</u>	<u>39.7</u>
	<u>INFORMATION TECHNOLOGY</u>					
201-17-5100	WAGES & SALARIES	9,076.90	20,338.44	120,000.00	99,661.56	17.0
201-17-5102	BENEFITS	2,846.93	5,996.42	39,720.00	33,723.58	15.1
201-17-5214	OFFICE SUPPLIES	310.55	310.55	1,000.00	689.45	31.1
201-17-5345	TELEPHONE SERVICES	3,872.58	26,000.10	60,000.00	33,999.90	43.3
201-17-5356	PROFESSIONAL SERVICES	.00	19,866.25	15,000.00	(4,866.25)	132.4
201-17-5363	R&M COMPUTER/OFFICE EQUIP.	532.50	2,702.90	3,000.00	297.10	90.1
201-17-5380	PROFESSIONAL DEVELOPMENT	.00	.00	1,000.00	1,000.00	.0
201-17-5381	MILEAGE REIMBURSEMENT	.00	.00	50.00	50.00	.0
201-17-5384	INTERNET SERVICES	3,058.30	18,287.81	45,000.00	26,712.19	40.6
201-17-5579	SOFTWARE LICENSE/SUPPORT	7,525.83	58,607.14	175,000.00	116,392.86	33.5
201-17-5585	WEBSITE MAINTENANCE	.00	11,504.14	15,480.00	3,975.86	74.3
201-17-5947	COPIER EXPENSE	1,199.41	7,053.60	13,500.00	6,446.40	52.3
	<u>TOTAL INFORMATION TECHNOLOGY</u>	<u>28,423.00</u>	<u>170,667.35</u>	<u>488,750.00</u>	<u>318,082.65</u>	<u>34.9</u>

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING AND ZONING</u>						
201-18-5100	WAGES & SALARIES	45,557.68	270,920.24	686,217.00	415,296.76	39.5
201-18-5102	BENEFITS	10,905.65	64,556.64	199,070.00	134,513.36	32.4
201-18-5214	OFFICE SUPPLIES	91.88	801.21	2,500.00	1,698.79	32.1
201-18-5231	FUEL, OIL, GREASE	125.09	408.49	4,875.00	4,466.51	8.4
201-18-5233	VEHICLE R&M	18.95	205.41	2,250.00	2,044.59	9.1
201-18-5331	RECORDING & LEGAL PUBLISHING	.00	86.76	1,500.00	1,413.24	5.8
201-18-5335	DUES & SUBSCRIPTIONS	.00	163.43	2,743.00	2,579.57	6.0
201-18-5350	BUILDING INSP. FEE REMITTANCE	4,428.78	54,235.76	240,000.00	185,764.24	22.6
201-18-5355	REIMBURSABLE SERVICES	1,334.00	4,450.00	20,000.00	15,550.00	22.3
201-18-5356	PROFESSIONAL SERVICES	165.00	5,923.00	30,000.00	24,077.00	19.7
201-18-5363	R&M COMPUTER/OFFICE EQUIP	.00	.00	393.00	393.00	.0
201-18-5370	SAFETY SUPPLIES & EQUIPMENT	.00	.00	270.00	270.00	.0
201-18-5372	UNIFORMS	.00	353.90	525.00	171.10	67.4
201-18-5374	NOCO HUMANE	2,947.33	17,683.98	35,368.00	17,684.02	50.0
201-18-5375	PROTECTIVE INSP. EQUIPMENT	.00	.00	170.00	170.00	.0
201-18-5380	PROFESSIONAL DEVELOPMENT	102.00	4,488.54	10,780.00	6,291.46	41.6
201-18-5579	SOFTWARE LICENSE SUPPORT	.00	1,156.71	2,469.00	1,312.29	46.9
TOTAL PLANNING AND ZONING		65,676.36	425,434.07	1,239,130.00	813,695.93	34.3
<u>LAW ENFORCEMENT</u>						
201-21-5364	LCSO CONTRACT	.00	533,929.29	2,135,717.00	1,601,787.71	25.0
TOTAL LAW ENFORCEMENT		.00	533,929.29	2,135,717.00	1,601,787.71	25.0
<u>PUBLIC WORKS</u>						
201-34-5100	WAGES & SALARIES	107,755.32	369,965.53	954,170.00	584,204.47	38.8
201-34-5102	BENEFITS	20,862.57	85,040.64	267,600.00	182,559.36	31.8
201-34-5231	FUEL, OIL & GREASE	1,419.92	9,626.86	28,000.00	18,373.14	34.4
201-34-5233	R&M- MACHINERY & EQUIP. PARTS	922.19	16,155.17	59,914.00	43,758.83	27.0
201-34-5241	SHOP SUPPLIES	12.80	12.80	2,000.00	1,987.20	.6
201-34-5335	DUES & SUBSCRIPTIONS	.00	5,871.50	5,500.00	(371.50)	106.8
201-34-5356	PROFESSIONAL SERVICES	.00	.00	30,000.00	30,000.00	.0
201-34-5363	R&M COMPUTER/OFFICE EQUIP.	57.48	908.45	7,500.00	6,591.55	12.1
201-34-5370	SAFETY WORKWEAR & EQUIPMENT	.00	783.93	2,000.00	1,216.07	39.2
201-34-5372	UNIFORMS	1,801.80	15,375.40	16,500.00	1,124.60	93.2
201-34-5380	PROFESSIONAL DEVELOPMENT	595.00	1,856.74	10,500.00	8,643.26	17.7
201-34-5422	SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
201-34-5456	MOSQUITO CONTROL	4,300.00	9,200.00	25,300.00	16,100.00	36.4
201-34-5512	INSURANCE-PROPERTY RELATED	.00	.00	13,064.00	13,064.00	.0
201-34-5579	SOFTWARE SUBSCRIPTIONS	.99	8,146.79	10,000.00	1,853.21	81.5
201-34-5941	PW OFFICE SUPPLIES	258.77	3,912.84	10,000.00	6,087.16	39.1
201-34-5947	COPIER EXPENSE	.00	626.04	3,500.00	2,873.96	17.9
TOTAL PUBLIC WORKS		137,986.84	527,482.69	1,446,548.00	919,065.31	36.5

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CEMETERY</u>					
201-42-5382	GROUNDS MAINTENANCE SERVICE	.00	.00	5,000.00	5,000.00	.0
201-42-5423	SAND & GRAVEL & ROAD BASE	.00	.00	5,000.00	5,000.00	.0
201-42-5454	SURVEY	.00	.00	7,000.00	7,000.00	.0
	TOTAL CEMETERY	.00	.00	17,000.00	17,000.00	.0
	<u>GEN. USE BLDGS. & COM. CENTERS</u>					
201-49-5329	HOA FEES	.00	.00	2,500.00	2,500.00	.0
201-49-5341	ELECTRICITY	1,630.87	7,638.60	2,100.00	(5,538.60)	363.7
201-49-5342	WATER	345.66	1,602.83	4,000.00	2,397.17	40.1
201-49-5343	SEWER	201.45	1,099.53	2,000.00	900.47	55.0
201-49-5344	NATURAL GAS - HEAT	182.44	4,810.99	30,000.00	25,189.01	16.0
201-49-5346	STORM DRAINAGE	193.99	1,163.94	3,000.00	1,836.06	38.8
201-49-5367	R&M SERV./SUPPLIES - BUILDINGS	1,443.95	20,685.74	40,000.00	19,314.26	51.7
201-49-5369	JANITORIAL SERVICE	1,474.70	8,933.20	25,000.00	16,066.80	35.7
201-49-5370	GENERAL BUILDING SUPPLIES	796.68	2,834.50	11,700.00	8,865.50	24.2
201-49-5375	LEEPER CENTER SUPPLIES	205.63	510.99	1,500.00	989.01	34.1
201-49-5398	TRASH	85.00	5,224.28	10,500.00	5,275.72	49.8
201-49-5405	PARKING LOT LEASE PAYMENTS	.00	1,500.00	1,500.00	.00	100.0
201-49-5513	INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
	TOTAL GEN. USE BLDGS. & COM. CENTERS	6,560.37	56,004.60	138,800.00	82,795.40	40.4
	<u>ECONOMIC DEVELOPMENT</u>					
201-51-5214	OFFICE SUPPLIES	.00	10.53	200.00	189.47	5.3
201-51-5356	PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
201-51-5379	PROFESSIONAL DEVELOPMENT	.00	2,862.50	2,000.00	(862.50)	143.1
201-51-5401	MARKETING SERVICES	3,250.00	3,250.00	2,000.00	(1,250.00)	162.5
201-51-5903	GRANT PROGRAMS EXPENDITURES	21,575.00	40,000.00	40,000.00	.00	100.0
	TOTAL ECONOMIC DEVELOPMENT	24,825.00	46,123.03	54,200.00	8,076.97	85.1

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LIBRARY</u>					
201-55-5100	WAGES & SALARIES	27,553.33	167,602.85	360,268.00	192,665.15	46.5
201-55-5101	SEASONAL	3,221.18	3,221.18	20,000.00	16,778.82	16.1
201-55-5102	BENEFITS	6,185.83	35,175.32	78,670.00	43,494.68	44.7
201-55-5214	OFFICE SUPPLIES	829.75	5,336.78	9,000.00	3,663.22	59.3
201-55-5311	POSTAGE	.00	4.40	200.00	195.60	2.2
201-55-5321	PRINTING SERVICES	.00	.00	1,000.00	1,000.00	.0
201-55-5333	DUES	.00	155.00	200.00	45.00	77.5
201-55-5337	PROGRAMS	572.12	2,822.54	7,000.00	4,177.46	40.3
201-55-5347	STORY TIME SUPPLIES	.00	357.15	500.00	142.85	71.4
201-55-5363	R&M COMPUTER/OFFICE EQUIP.	.00	.00	750.00	750.00	.0
201-55-5380	PROFESSIONAL DEVELOPMENT	.00	1,765.02	2,500.00	734.98	70.6
201-55-5384	INTERNET SERVICE	.00	.00	2,000.00	2,000.00	.0
201-55-5387	SPECIAL EVENT SUPPLIES	123.98	169.49	375.00	205.51	45.2
201-55-5579	SOFTWARE LICENSE/SUPPORT	.00	2,564.00	10,000.00	7,436.00	25.6
201-55-5792	MULTI MEDIA	230.87	1,317.79	3,500.00	2,182.21	37.7
201-55-5793	E-BOOKS - SUBSCRIPTION/MISC.	.00	3,750.00	5,500.00	1,750.00	68.2
201-55-5900	LIBRARY BOOKS	3,903.55	6,815.74	18,000.00	11,184.26	37.9
201-55-5901	LIBRARY SHELVING & FURNISHINGS	.00	309.97	2,000.00	1,690.03	15.5
201-55-5902	COURIER SERVICE	.00	.00	2,500.00	2,500.00	.0
201-55-5903	GRANT PROGRAMS EXPENDITURES	.00	5,895.00	11,000.00	5,105.00	53.6
	TOTAL LIBRARY	42,620.61	237,262.23	534,963.00	297,700.77	44.4
	<u>TRANSFERS-OUT</u>					
201-56-5001	TRANSFER TO CAPITAL PROJECTS F	.00	.00	207,500.00	207,500.00	.0
201-56-5208	TRANSFER TO WATER FUND	.00	.00	690,000.00	690,000.00	.0
201-56-5209	TRANSFER TO SEWER FUND	.00	.00	380,000.00	380,000.00	.0
	TOTAL TRANSFERS-OUT	.00	.00	1,277,500.00	1,277,500.00	.0
	TOTAL FUND EXPENDITURES	470,361.85	3,138,252.62	10,038,246.00	6,899,993.38	31.3
	NET REVENUE OVER EXPENDITURES	1,320,672.58	2,836,560.86	(1,258,077.00)	(4,094,637.86)	225.5

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAX REVENUE</u>					
203-01-3130	SALES TAX	58,266.94	365,969.70	726,750.00	360,780.30	50.4
203-01-3315	MOTOR VEHICLE USE TAX	61,817.74	381,992.74	888,407.00	506,414.26	43.0
203-01-3335	HIGHWAY USERS TAX	32,597.40	275,109.40	376,552.00	101,442.60	73.1
	<u>TOTAL TAX REVENUE</u>	<u>152,682.08</u>	<u>1,023,071.84</u>	<u>1,991,709.00</u>	<u>968,637.16</u>	<u>51.4</u>
	<u>LICENSES & PERMITS</u>					
203-04-3343	STREET CUT PERMITS	.00	49,684.81	15,000.00	(34,684.81)	331.2
203-04-3350	DEVELOPER ROAD FEE ESCROW	.00	(5,798.05)	24,000.00	29,798.05	(24.2)
203-04-3376	BP ROAD IMPACT FEE	.00	16,232.00	159,600.00	143,368.00	10.2
	<u>TOTAL LICENSES & PERMITS</u>	<u>.00</u>	<u>60,118.76</u>	<u>198,600.00</u>	<u>138,481.24</u>	<u>30.3</u>
	<u>FEES FOR SERVICE</u>					
203-05-3420	LAND USE FEES	.00	470.40	.00	(470.40)	.0
	<u>TOTAL FEES FOR SERVICE</u>	<u>.00</u>	<u>470.40</u>	<u>.00</u>	<u>(470.40)</u>	<u>.0</u>
	<u>MISCELLANEOUS REVENUE</u>					
203-08-3350	GRANTS	.00	.00	3,580,269.00	3,580,269.00	.0
203-08-3610	INVESTMENT EARNINGS	7,272.03	44,023.58	65,000.00	20,976.42	67.7
203-08-3910	SALE OF ASSETS	.00	1,390.34	1,000.00	(390.34)	139.0
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>7,272.03</u>	<u>45,413.92</u>	<u>3,646,269.00</u>	<u>3,600,855.08</u>	<u>1.3</u>
	<u>TOTAL FUND REVENUE</u>	<u>159,954.11</u>	<u>1,129,074.92</u>	<u>5,836,578.00</u>	<u>4,707,503.08</u>	<u>19.3</u>

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>					
203-34-5100 WAGES & SALARIES	37,269.36	225,784.12	482,745.00	256,960.88	46.8
203-34-5102 BENEFITS	13,255.80	76,556.31	184,272.00	107,715.69	41.6
203-34-5110 ON-CALL STIPEND	600.00	3,400.00	8,600.00	5,200.00	39.5
203-34-5233 R&M- MACHINERY & EQUIP. PARTS	.00	.00	3,567.00	3,567.00	.0
203-34-5240 STREET PAINT, SIGNS, & PARTS	539.73	4,414.12	40,000.00	35,585.88	11.0
203-34-5241 SHOP SUPPLIES	.00	570.30	.00	(570.30)	.0
203-34-5341 ELECTRICITY FOR STREET LIGHTS	15,377.87	105,926.40	210,000.00	104,073.60	50.4
203-34-5342 WATER	52.39	314.34	15,000.00	14,685.66	2.1
203-34-5344 NATURAL GAS	137.03	3,803.29	.00	(3,803.29)	.0
203-34-5370 SAFETY WORKWEAR & EQUIPMENT	169.99	1,938.62	5,000.00	3,061.38	38.8
203-34-5397 WEED CONTROL	119.99	354.06	6,000.00	5,645.94	5.9
203-34-5422 SMALL TOOLS	29.99	9,368.24	9,000.00	(368.24)	104.1
203-34-5424 STREET CONSTRUCTION MATERIAL	.00	2,591.64	10,000.00	7,408.36	25.9
203-34-5426 WEATHER RESPONSE MANAGEMENT	.00	.00	8,000.00	8,000.00	.0
203-34-5427 SNOW MANAGEMENT MATERIALS	.00	7,758.34	30,000.00	22,241.66	25.9
203-34-5428 STREET MAINTENANCE	.00	280.00	35,000.00	34,720.00	.8
203-34-5458 R&M LANDSCAPE	.00	.00	5,000.00	5,000.00	.0
203-34-5533 EQUIPMENT RENTAL	.00	201.83	3,000.00	2,798.17	6.7
203-34-5941 SAFETY & FIRST AID KITS	132.26	897.32	4,900.00	4,002.68	18.3
TOTAL OPERATING	67,684.41	444,158.93	1,060,084.00	615,925.07	41.9
<u>TRANSFERS - OUT</u>					
203-56-5000 TRANSFER TO GENERAL FUND	.00	.00	455,501.00	455,501.00	.0
203-56-5001 TRANSFER TO CAPITAL PROJECTS F	.00	.00	5,509,000.00	5,509,000.00	.0
TOTAL TRANSFERS - OUT	.00	.00	5,964,501.00	5,964,501.00	.0
TOTAL FUND EXPENDITURES	67,684.41	444,158.93	7,024,585.00	6,580,426.07	6.3
NET REVENUE OVER EXPENDITURES	92,269.70	684,915.99	(1,188,007.00)	(1,872,922.99)	57.7

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
204-02-3444	BP RAW WATER FEE	.00	165,053.00	3,350,000.00	3,184,947.00	4.9
204-02-3446	TAP FEES	.00	79,394.00	1,242,734.00	1,163,340.00	6.4
	TOTAL CONTRIBUTED CAPITAL	.00	244,447.00	4,592,734.00	4,348,287.00	5.3
	<u>OPERATING REVENUE</u>					
204-03-3441	WATER SALES	.00	2,787,815.59	5,465,968.00	2,678,152.41	51.0
204-03-3442	SHUT-OFF/RECON./LATE/NSF/TRANS	.00	54,090.00	51,800.00	(2,290.00)	104.4
204-03-3443	HYDRANT WATER SALES	.00	14,168.56	.00	(14,168.56)	.0
204-03-3445	RAW WATER LEASES	.00	.00	10,000.00	10,000.00	.0
204-03-3447	BULK WATER SALES	4,541.81	24,855.00	25,000.00	145.00	99.4
	TOTAL OPERATING REVENUE	4,541.81	2,880,929.15	5,552,768.00	2,671,838.85	51.9
	<u>NON-OPERATING REVENUE</u>					
204-04-3610	INVESTMENT EARNINGS	19,813.26	121,739.40	178,078.00	56,338.60	68.4
204-04-3650	LOAN PROCEEDS	.00	10,000.00	.00	(10,000.00)	.0
204-04-3690	MISCELLANEOUS REVENUE	.00	405.00	.00	(405.00)	.0
204-04-3910	SALE OF ASSETS	.00	682.00	1,000.00	318.00	68.2
	TOTAL NON-OPERATING REVENUE	19,813.26	132,826.40	179,078.00	46,251.60	74.2
	<u>OTHER FINANCING SOURCES</u>					
204-05-3420	LAND USE FEES	.00	156.80	.00	(156.80)	.0
	TOTAL OTHER FINANCING SOURCES	.00	156.80	.00	(156.80)	.0
204-09-3380	TRANS IN FROM GENERAL FUND	.00	.00	690,000.00	690,000.00	.0
	TOTAL SOURCE 09	.00	.00	690,000.00	690,000.00	.0
	TOTAL FUND REVENUE	24,355.07	3,258,359.35	11,014,580.00	7,756,220.65	29.6

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>						
204-34-5100	WAGES & SALARIES	28,300.54	233,693.03	542,834.00	309,140.97	43.1
204-34-5102	BENEFITS	10,705.60	85,251.61	209,984.00	124,732.39	40.6
204-34-5110	ON-CALL STIPEND	700.00	4,800.00	11,800.00	7,000.00	40.7
204-34-5221	CHEMICALS	13,016.26	96,603.21	300,000.00	203,396.79	32.2
204-34-5227	PROPANE	2,154.05	24,679.15	50,000.00	25,320.85	49.4
204-34-5229	PERMIT AND PROGRAM FEES	.00	.00	3,000.00	3,000.00	.0
204-34-5231	FUEL, OIL & GREASE	2,151.56	4,413.81	10,500.00	6,086.19	42.0
204-34-5233	R&M- MACHINERY & EQUIP. PARTS	469.74	7,007.00	18,963.00	11,956.00	37.0
204-34-5241	SHOP SUPPLIES	248.14	1,051.36	2,500.00	1,448.64	42.1
204-34-5321	UTILITY BILLING PRINTING	2,581.06	16,694.13	25,000.00	8,305.87	66.8
204-34-5334	WATER TESTING	2,483.85	7,725.05	90,000.00	82,274.95	8.6
204-34-5339	ON-LINE UTILITY BILL PAY-FEES	3,117.66	19,164.56	32,500.00	13,335.44	59.0
204-34-5341	ELECTRICITY	11,996.96	65,283.56	120,000.00	54,716.44	54.4
204-34-5345	TELEPHONE SERVICE	81.53	477.36	925.00	447.64	51.6
204-34-5352	WATER RESOURCE LEGAL SERVICES	1,650.00	8,158.00	35,000.00	26,842.00	23.3
204-34-5353	WATER EFFICIENCY PROGRAM	697.50	4,104.89	15,000.00	10,895.11	27.4
204-34-5356	PROFESSIONAL SERVICES	.00	12,887.21	45,000.00	32,112.79	28.6
204-34-5363	R&M COMPUTER EQUIPMENT	.00	2,351.01	7,000.00	4,648.99	33.6
204-34-5370	SAFETY WORKWEAR & EQUIPMENT	299.00	3,464.36	10,000.00	6,535.64	34.6
204-34-5380	PROFESSIONAL DEVELOPMENT	936.00	2,700.40	12,000.00	9,299.60	22.5
204-34-5384	INTERNET SERVICE	139.28	835.68	2,000.00	1,164.32	41.8
204-34-5422	SMALL TOOLS	978.18	4,183.99	7,000.00	2,816.01	59.8
204-34-5423	CONSTRUCTION MATERIAL	.00	.00	3,000.00	3,000.00	.0
204-34-5430	DISTRIBUTION SYS EMR REPAIR	.00	3,507.96	15,000.00	11,492.04	23.4
204-34-5433	R&M PLANT	2,869.85	43,996.23	70,000.00	26,003.77	62.9
204-34-5434	R&M DISTRIBUTION	1,309.09	12,370.84	70,000.00	57,629.16	17.7
204-34-5437	R&M SCADA	.00	8,739.00	50,000.00	41,261.00	17.5
204-34-5440	SLUDGE REMOVAL	.00	.00	125,000.00	125,000.00	.0
204-34-5455	LAB SUPPLIES	151.47	3,515.27	17,000.00	13,484.73	20.7
204-34-5513	INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
204-34-5533	EQUIPMENT RENTAL	.00	609.44	2,500.00	1,890.56	24.4
204-34-5579	SOFTWARE SUBSCRIPTIONS	53.83	4,029.83	25,000.00	20,970.17	16.1
204-34-5593	NPIC WATER LEASE AGREEMENT	.00	10,759.00	2,909,000.00	2,898,241.00	.4
204-34-5597	RAW WATER FEES AND ASSESSMENTS	.00	16,783.00	20,000.00	3,217.00	83.9
204-34-5903	WATER METERS - NEW HOMES	.00	13,320.00	16,000.00	2,680.00	83.3
204-34-5941	SAFETY & FIRST AID KITS	176.94	1,518.26	3,250.00	1,731.74	46.7
204-34-5969	LAB EQUIPMENT	4,590.04	11,233.73	25,000.00	13,766.27	44.9
TOTAL OPERATING		91,858.13	735,911.93	4,906,756.00	4,170,844.07	15.0
<u>TRANSFER</u>						
204-56-5000	TRANSFER TO GENERAL FUND	.00	.00	527,394.00	527,394.00	.0
204-56-5001	TRANSFER TO CAPITAL PROJECTS F	.00	.00	4,070,000.00	4,070,000.00	.0
TOTAL TRANSFER		.00	.00	4,597,394.00	4,597,394.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
204-90-5630	D19AX116 LOAN PRINCIPAL (WTF)	.00	554,775.00	1,109,550.00	554,775.00	50.0
204-90-5631	D19AX116 LOAN INTEREST (WTF)	.00	176,233.12	352,466.00	176,232.88	50.0
	TOTAL DEBT SERVICE	.00	731,008.12	1,462,016.00	731,007.88	50.0
	TOTAL FUND EXPENDITURES	91,858.13	1,466,920.05	10,966,166.00	9,499,245.95	13.4
	NET REVENUE OVER EXPENDITURES	(67,503.06)	1,791,439.30	48,414.00	(1,743,025.30)	3700.3

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
205-02-3350	DEVELOPER SEWER FEE ESCROW	.00	3,815.00	30,520.00	26,705.00	12.5
205-02-3446	TAP FEES	.00	70,441.00	1,129,400.00	1,058,959.00	6.2
	TOTAL CONTRIBUTED CAPITAL	.00	74,256.00	1,159,920.00	1,085,664.00	6.4
	<u>OPERATING REVENUE</u>					
205-03-3445	SEWER USER FEES	.00	1,480,701.98	2,395,711.00	915,009.02	61.8
	TOTAL OPERATING REVENUE	.00	1,480,701.98	2,395,711.00	915,009.02	61.8
	<u>NON-OPERATING REVENUE</u>					
205-04-3610	INVESTMENT EARNINGS	17,522.12	108,976.90	250,000.00	141,023.10	43.6
205-04-3650	BOND/LOAN PROCEEDS	371,877.43	6,022,326.45	1,130,005.00	(4,892,321.45)	533.0
205-04-3675	INTERGOVERNMENTAL GRANTS/LOANS	.00	.00	137,500.00	137,500.00	.0
205-04-3910	SALE OF ASSETS	.00	200.00	.00	(200.00)	.0
	TOTAL NON-OPERATING REVENUE	389,399.55	6,131,503.35	1,517,505.00	(4,613,998.35)	404.1
	<u>SOURCE 05</u>					
205-05-3420	LAND USE FEES	.00	548.80	.00	(548.80)	.0
	TOTAL SOURCE 05	.00	548.80	.00	(548.80)	.0
	<u>SOURCE 09</u>					
205-09-3380	TRANS IN FROM GENERAL FUND	.00	.00	380,000.00	380,000.00	.0
	TOTAL SOURCE 09	.00	.00	380,000.00	380,000.00	.0
	TOTAL FUND REVENUE	389,399.55	7,687,010.13	5,453,136.00	(2,233,874.13)	141.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OPERATING</u>					
205-34-5100	WAGES & SALARIES	44,769.83	236,098.75	503,809.00	267,710.25	46.9
205-34-5102	BENEFITS	16,500.30	82,923.36	176,201.00	93,277.64	47.1
205-34-5110	ON-CALL STIPEND	1,200.00	5,900.00	11,800.00	5,900.00	50.0
205-34-5221	CHEMICALS	6,723.00	18,680.45	35,000.00	16,319.55	53.4
205-34-5228	PERMIT AND PROGRAM FEES	459.36	459.36	5,000.00	4,540.64	9.2
205-34-5231	FUEL, OIL & GREASE	239.24	4,585.01	10,000.00	5,414.99	45.9
205-34-5233	R&M- MACHINERY & EQUIP. PARTS	425.84	15,720.12	52,118.00	36,397.88	30.2
205-34-5241	SHOP SUPPLIES	.00	413.90	1,500.00	1,086.10	27.6
205-34-5321	UTILITY BILLING PRINTING	1,821.93	11,414.36	18,000.00	6,585.64	63.4
205-34-5339	ON-LINE UTILITY BILL PAY FEES	2,209.84	13,582.92	22,500.00	8,917.08	60.4
205-34-5341	ELECTRICITY	22,984.06	118,341.25	350,000.00	231,658.75	33.8
205-34-5342	WATER	349.78	1,920.78	8,500.00	6,579.22	22.6
205-34-5344	NATURAL GAS	483.39	32,675.71	20,000.00	(12,675.71)	163.4
205-34-5345	TELEPHONE SERVICE	170.40	998.67	.00	(998.67)	.0
205-34-5356	PROFESSIONAL SERVICES	.00	.00	25,000.00	25,000.00	.0
205-34-5363	R&M COMPUTER EQUIPMENT	.00	232.83	5,000.00	4,767.17	4.7
205-34-5370	SAFETY WORKWEAR & EQUIPMENT	.00	3,117.14	20,000.00	16,882.86	15.6
205-34-5380	PROFESSIONAL DEVELOPMENT	1,249.00	1,704.00	11,500.00	9,796.00	14.8
205-34-5384	INTERNET SERVICE	321.03	2,638.41	6,500.00	3,861.59	40.6
205-34-5422	SMALL TOOLS	420.71	1,062.67	10,000.00	8,937.33	10.6
205-34-5423	CONSTRUCTION MATERIAL	.00	.00	3,000.00	3,000.00	.0
205-34-5431	R&M PUMPS	.00	.00	25,000.00	25,000.00	.0
205-34-5432	R&M SCADA	1,165.00	2,155.00	25,000.00	22,845.00	8.6
205-34-5433	R&M PLANT	872.47	12,553.79	50,000.00	37,446.21	25.1
205-34-5434	R&M COLLECTIONS	79.43	5,819.65	15,000.00	9,180.35	38.8
205-34-5440	SLUDGE DISPOSAL	4,404.00	20,552.00	50,000.00	29,448.00	41.1
205-34-5455	LAB SUPPLIES	381.46	2,142.08	12,000.00	9,857.92	17.9
205-34-5512	INSURANCE-PROPERTY RELATED	.00	.00	5,870.00	5,870.00	.0
205-34-5513	INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
205-34-5533	EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
205-34-5554	SEWER TESTING	1,415.85	19,980.55	45,000.00	25,019.45	44.4
205-34-5579	SOFTWARE SUBSCRIPTIONS & SUPP.	.00	3,437.00	45,000.00	41,563.00	7.6
205-34-5941	SAFETY & FIRST AID KITS	312.50	3,927.22	3,000.00	(927.22)	130.9
205-34-5969	LAB EQUIPMENT	.00	17.06	7,000.00	6,982.94	.2
	TOTAL OPERATING	108,958.42	623,054.04	1,585,798.00	962,743.96	39.3
	<u>TRANSFERS - OUT</u>					
205-56-5000	TRANSFER TO GENERAL FUND	.00	.00	527,394.00	527,394.00	.0
205-56-5001	TRANSFER TO CAPITAL PROJECTS F	.00	.00	2,177,500.00	2,177,500.00	.0
	TOTAL TRANSFERS - OUT	.00	.00	2,704,894.00	2,704,894.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
205-90-5618	W22AX116 LOAN PRINCIPAL (WRF)	.00	484,362.00	968,724.00	484,362.00	50.0
205-90-5619	W22AX116 LOAN INTEREST (WRF)	.00	687,490.02	1,374,980.00	687,489.98	50.0
205-90-5621	W22F467 LOAN PRINCIPAL (WRF)	.00	41,440.68	83,192.00	41,751.32	49.8
205-90-5622	W22F467 LOAN INTEREST (WRF)	.00	21,531.68	42,753.00	21,221.32	50.4
	TOTAL DEBT SERVICE	.00	1,234,824.38	2,469,649.00	1,234,824.62	50.0
	TOTAL FUND EXPENDITURES	108,958.42	1,857,878.42	6,760,341.00	4,902,462.58	27.5
	NET REVENUE OVER EXPENDITURES	280,441.13	5,829,131.71	(1,307,205.00)	(7,136,336.71)	445.9

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

DRAINAGE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
207-02-3451	TOW STRM DRN BP IMPACT	.00	5,012.74	43,200.00	38,187.26	11.6
207-02-3453	AUTH STORM DRN BP IMPACT	.00	7,865.48	47,520.00	39,654.52	16.6
	TOTAL CONTRIBUTED CAPITAL	.00	12,878.22	90,720.00	77,841.78	14.2
	<u>OPERATING REVENUE</u>					
207-03-3449	TOW STORM DRAIN UTILITY FEES	.00	162,614.62	273,138.00	110,523.38	59.5
207-03-3452	AUTH STORM DRAIN UTILITY FEES	.00	248,831.40	413,779.00	164,947.60	60.1
	TOTAL OPERATING REVENUE	.00	411,446.02	686,917.00	275,470.98	59.9
	<u>FEES FOR SERVICE</u>					
207-05-3420	LAND USE FEES	.00	548.80	.00	(548.80)	.0
	TOTAL FEES FOR SERVICE	.00	548.80	.00	(548.80)	.0
	<u>MISCELLANEOUS REVENUE</u>					
207-08-3364	GRANT	.00	.00	888,817.00	888,817.00	.0
207-08-3610	INVESTMENT EARNINGS	3,976.14	24,070.88	35,000.00	10,929.12	68.8
207-08-3690	MISCELLANEOUS REVENUE	50.00	50.00	.00	(50.00)	.0
	TOTAL MISCELLANEOUS REVENUE	4,026.14	24,120.88	923,817.00	899,696.12	2.6
	TOTAL FUND REVENUE	4,026.14	448,993.92	1,701,454.00	1,252,460.08	26.4

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

DRAINAGE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OPERATING</u>					
207-34-5231	FUEL, OIL & GREASE	411.70	411.70	2,600.00	2,188.30	15.8
207-34-5321	UTILITY BILLING PRINTING SERV.	657.92	4,121.85	6,500.00	2,378.15	63.4
207-34-5339	ON-LINE UTILITY BILL PAY-FEE	798.33	4,906.95	8,000.00	3,093.05	61.3
207-34-5341	ELECTRICITY	71.96	278.71	600.00	321.29	46.5
207-34-5356	PROFESSIONAL SERVICES	.00	.00	20,000.00	20,000.00	.0
207-34-5459	R&M DRAINAGE FACILITIES	.00	11,262.23	30,000.00	18,737.77	37.5
207-34-5522	AUTHORITY UTILITIES PAYMENTS	.00	421,416.61	413,779.00	(7,637.61)	101.9
207-34-5524	AUTHORITY IMPACT FEES	.00	18,040.00	47,520.00	29,480.00	38.0
207-34-5533	EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
	TOTAL OPERATING	1,939.91	460,438.05	529,999.00	69,560.95	86.9
	<u>TRANSFERS - OUT</u>					
207-56-5000	TRANSFER TO GENERAL FUND	.00	.00	177,352.00	177,352.00	.0
207-56-5001	TRANSFER TO CAPITAL PROJECTS F	.00	.00	1,158,534.00	1,158,534.00	.0
	TOTAL TRANSFERS - OUT	.00	.00	1,335,886.00	1,335,886.00	.0
	TOTAL FUND EXPENDITURES	1,939.91	460,438.05	1,865,885.00	1,405,446.95	24.7
	NET REVENUE OVER EXPENDITURES	2,086.23	(11,444.13)	(164,431.00)	(152,986.87)	(7.0)

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	MISCELLANEOUS REVENUE					
209-08-3610	INVESTMENT EARNINGS	2,638.56	15,791.93	51,500.00	35,708.07	30.7
	TOTAL MISCELLANEOUS REVENUE	2,638.56	15,791.93	51,500.00	35,708.07	30.7
	TOTAL FUND REVENUE	2,638.56	15,791.93	51,500.00	35,708.07	30.7
	NET REVENUE OVER EXPENDITURES	2,638.56	15,791.93	51,500.00	35,708.07	30.7

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAX REVENUE</u>					
210-01-3130	SALES TAX	47,681.62	299,484.17	594,721.00	295,236.83	50.4
210-01-3140	USE TAX BUILDING MATERIALS	.00	.00	136,000.00	136,000.00	.0
210-01-3315	MOTOR VEHICLE USE TAX	12,661.47	78,239.46	181,963.00	103,723.54	43.0
210-01-3700	OPEN SPACE SALES TAX	.00	169,461.20	413,948.00	244,486.80	40.9
	TOTAL TAX REVENUE	60,343.09	547,184.83	1,326,632.00	779,447.17	41.3
	<u>BUILDING PERMITS</u>					
210-02-3381	TRAIL IMPACT FEE	.00	2,700.00	48,600.00	45,900.00	5.6
210-02-3620	BP PARK IMPACT FEE	.00	6,000.00	108,000.00	102,000.00	5.6
	TOTAL BUILDING PERMITS	.00	8,700.00	156,600.00	147,900.00	5.6
	<u>RECREATION PROGRAM FEES</u>					
210-05-3174	FIELD RENTALS	300.00	3,690.00	.00	(3,690.00)	.0
210-05-3175	RECREATION FEES	(1,012.32)	70,320.74	108,600.00	38,279.26	64.8
210-05-3177	BATTING CAGES FEES/SALES	994.00	994.00	.00	(994.00)	.0
210-05-3178	CARD PROCESSING FEE RECOVERY	131.91	292.85	.00	(292.85)	.0
	TOTAL RECREATION PROGRAM FEES	413.59	75,297.59	108,600.00	33,302.41	69.3
	<u>MISCELLANEOUS REVENUE</u>					
210-08-3190	WCP VETERANS MEMORIAL PLAZA	510.00	1,944.00	.00	(1,944.00)	.0
210-08-3505	MISC. GRANTS / CONTRIBUTIONS	.00	40,215.00	.00	(40,215.00)	.0
210-08-3610	INVESTMENT EARNINGS	10,472.60	63,580.34	95,000.00	31,419.66	66.9
210-08-3910	SALE OF ASSETS	1.00	1.00	.00	(1.00)	.0
210-08-3913	PARKS & REC SPONSORSHIPS	.00	700.00	.00	(700.00)	.0
	TOTAL MISCELLANEOUS REVENUE	10,983.60	106,440.34	95,000.00	(11,440.34)	112.0
	TOTAL FUND REVENUE	71,740.28	737,622.76	1,686,832.00	949,209.24	43.7

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>					
210-34-5100 WAGES & SALARIES	21,205.70	128,230.35	277,156.00	148,925.65	46.3
210-34-5101 SEASONALS - PARKS	4,268.65	4,268.65	33,000.00	28,731.35	12.9
210-34-5102 BENEFITS	9,270.87	48,534.00	100,690.00	52,156.00	48.2
210-34-5110 ON-CALL STIPEND	200.00	2,600.00	5,200.00	2,600.00	50.0
210-34-5111 VANDALISM	3.18	1,342.10	1,000.00	(342.10)	134.2
210-34-5112 HORTICULTURE	.00	1,355.22	3,000.00	1,644.78	45.2
210-34-5221 POND CHEMICALS	.00	.00	3,000.00	3,000.00	.0
210-34-5231 FUEL, OIL & GREASE	1,590.50	6,414.84	9,000.00	2,585.16	71.3
210-34-5233 R&M- MACHINERY & EQUIP. PARTS	1,703.70	11,694.40	23,813.00	12,118.60	49.1
210-34-5237 IRRIG. SYS. SUPPLIES/REPAIRS	1,582.58	18,819.90	38,000.00	19,180.10	49.5
210-34-5239 WELLS & WELL HOUSES	.00	2,158.12	8,000.00	5,841.88	27.0
210-34-5241 SHOP SUPPLIES	52.94	103.71	2,100.00	1,996.29	4.9
210-34-5252 TREE REPLACEMENT & TRIMMING	.00	14,582.00	30,000.00	15,418.00	48.6
210-34-5253 TREE SPRAYING	.00	524.00	20,000.00	19,476.00	2.6
210-34-5254 PARKS PLAYGROUND & GENERAL R&M	1,471.02	19,397.39	32,000.00	12,602.61	60.6
210-34-5256 SPLASH PAD CHEMICALS	44.97	44.97	1,100.00	1,055.03	4.1
210-34-5341 IRRIGATION ELECTRICITY	591.95	1,967.72	4,500.00	2,532.28	43.7
210-34-5342 WATER	2,178.48	8,933.91	50,000.00	41,066.09	17.9
210-34-5343 SEWER	301.96	677.17	1,000.00	322.83	67.7
210-34-5344 NATURAL GAS	53.62	2,605.70	1,000.00	(1,605.70)	260.6
210-34-5346 STORM DRAINAGE	290.83	1,744.98	1,250.00	(494.98)	139.6
210-34-5356 PROFESSIONAL SERVICES	1,317.63	1,317.63	2,000.00	682.37	65.9
210-34-5365 TOILET RENTAL	.00	13,971.89	27,730.00	13,758.11	50.4
210-34-5366 SERVICES - PARKS & LAWN CARE	.00	27,908.00	70,000.00	42,092.00	39.9
210-34-5370 SAFETY WORKWEAR & EQUIPMENT	.00	289.99	1,200.00	910.01	24.2
210-34-5372 UNIFORMS	.00	489.86	2,500.00	2,010.14	19.6
210-34-5380 PROFESSIONAL DEVELOPMENT	.00	175.00	5,000.00	4,825.00	3.5
210-34-5397 WEED CONTROL	.00	327.30	250.00	(77.30)	130.9
210-34-5422 SMALL TOOLS	.00	11,008.19	10,000.00	(1,008.19)	110.1
210-34-5423 SAND, GRAVEL, MULCH	.00	.00	10,000.00	10,000.00	.0
210-34-5512 INSURANCE-PROPERTY RELATED	.00	.00	20,028.00	20,028.00	.0
210-34-5513 INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
210-34-5533 EQUIPMENT RENTAL	.00	648.00	3,000.00	2,352.00	21.6
210-34-5941 SAFETY SUPPLIES & EQUIPMENT	139.41	1,055.21	4,000.00	2,944.79	26.4
210-34-5942 MINOR PARK IMPROVEMENTS	31,127.98	48,904.33	65,000.00	16,095.67	75.2
TOTAL OPERATING	77,395.97	382,094.53	870,517.00	488,422.47	43.9

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RECREATION</u>					
210-51-5100 WAGES & SALARIES	21,318.93	127,248.68	275,846.00	148,597.32	46.1
210-51-5101 SEASONALS - REC	4,668.35	27,246.15	85,000.00	57,753.85	32.1
210-51-5102 BENEFITS	8,613.59	49,225.75	106,100.00	56,874.25	46.4
210-51-5110 ON-CALL STIPEND	400.00	2,000.00	5,200.00	3,200.00	38.5
210-51-5130 START SMART BASEBALL	.00	800.00	800.00	.00	100.0
210-51-5131 START SMART BASKETBALL	.00	640.00	640.00	.00	100.0
210-51-5132 START SMART FLAG FOOTBALL	.00	960.00	960.00	.00	100.0
210-51-5133 START SMART SOCCER	.00	1,800.00	1,800.00	.00	100.0
210-51-5135 YOUTH SPORTS APPAREL	.00	1,462.79	5,100.00	3,637.21	28.7
210-51-5140 YOUTH SOCCER	.00	209.88	3,500.00	3,290.12	6.0
210-51-5142 YOUTH FOOTBALL	.00	170.71	1,500.00	1,329.29	11.4
210-51-5144 YOUTH BASEBALL	1,506.16	1,506.16	7,000.00	5,493.84	21.5
210-51-5145 YOUTH SOFTBALL	1,044.44	2,401.44	3,500.00	1,098.56	68.6
210-51-5146 YOUTH BASKETBALL	.00	.00	1,025.00	1,025.00	.0
210-51-5148 YOUTH VOLLEYBALL	.00	2,309.38	1,500.00	(809.38)	154.0
210-51-5149 YOUTH TENNIS	93.12	93.12	500.00	406.88	18.6
210-51-5155 EXTERNAL PROGRAMMING SUBSIDY	.00	.00	4,000.00	4,000.00	.0
210-51-5156 SENIOR PROGRAMS	.00	.00	2,000.00	2,000.00	.0
210-51-5157 ADULT BASKETBALL	.00	.00	800.00	800.00	.0
210-51-5158 ADULT KICKBALL	.00	.00	500.00	500.00	.0
210-51-5161 ADULT TENNIS	.00	202.14	500.00	297.86	40.4
210-51-5162 ADULT SOFTBALL	637.20	2,248.32	3,500.00	1,251.68	64.2
210-51-5164 ADULT VOLLEYBALL	.00	620.00	1,000.00	380.00	62.0
210-51-5165 NCSO REFEREES ADMIN FEE	625.00	3,750.00	8,000.00	4,250.00	46.9
210-51-5166 INSTRUCTOR/OFFICIAL FEES	1,895.00	9,765.40	30,000.00	20,234.60	32.6
210-51-5168 COMPUTER EQUIP./SOFTWARE	828.66	8,731.71	17,000.00	8,268.29	51.4
210-51-5181 REC. PROG. SUPPLIES/EXP.	76.42	13,466.42	14,000.00	533.58	96.2
210-51-5183 BATTING CAGES - MAINT. & OPER.	860.00	3,815.00	11,000.00	7,185.00	34.7
210-51-5185 BALL FIELD/CAGE ELECTRICITY	1,783.82	12,089.99	15,500.00	3,410.01	78.0
210-51-5186 INFIELD MIX	1,963.10	6,385.60	10,000.00	3,614.40	63.9
210-51-5190 YOGA CLASSES	.00	.00	500.00	500.00	.0
210-51-5223 OPERATING SUPPLIES	287.45	1,279.42	2,000.00	720.58	64.0
210-51-5335 DUES & SUBSCRIPTIONS	.00	1,740.00	2,590.00	850.00	67.2
210-51-5372 STAFF UNIFORMS	.00	1,099.30	2,750.00	1,650.70	40.0
210-51-5380 PROFESSIONAL DEVELOPMENT	.00	45.00	5,000.00	4,955.00	.9
210-51-5392 GYM RENTAL	.00	8,001.00	12,000.00	3,999.00	66.7
210-51-5401 MARKETING SERVICES	2,418.35	3,374.75	10,000.00	6,625.25	33.8
210-51-5513 INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
TOTAL RECREATION	49,019.59	294,688.11	657,611.00	362,922.89	44.8
<u>TRANSFERS - OUT</u>					
210-56-5000 TRANSFER TO GENERAL FUND	.00	.00	258,796.00	258,796.00	.0
210-56-5001 TRANSFER TO CAPITAL PROJECTS	.00	.00	260,000.00	260,000.00	.0
TOTAL TRANSFERS - OUT	.00	.00	518,796.00	518,796.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
210-90-5630	WCP - PRINCIPAL	22,195.92	132,527.63	253,000.00	120,472.37	52.4
210-90-5632	WCP - INTEREST	259.07	2,202.31	16,500.00	14,297.69	13.4
	TOTAL DEBT SERVICE	22,454.99	134,729.94	269,500.00	134,770.06	50.0
	TOTAL FUND EXPENDITURES	148,870.55	811,512.58	2,316,424.00	1,504,911.42	35.0
	NET REVENUE OVER EXPENDITURES	(77,130.27)	(73,889.82)	(629,592.00)	(555,702.18)	(11.7)

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
211-09-3380	TRANS IN FROM GENERAL FUND	.00	.00	207,500.00	207,500.00	.0
211-09-3694	TRANS IN FROM STREET FUND	.00	.00	5,509,000.00	5,509,000.00	.0
211-09-3695	TRANS IN FROM WATER FUND	.00	.00	4,070,000.00	4,070,000.00	.0
211-09-3696	TRANS IN FROM SEWER FUND	.00	.00	2,177,500.00	2,177,500.00	.0
211-09-3697	TRANS IN FROM DRAINAGE FUND	.00	.00	1,158,534.00	1,158,534.00	.0
211-09-3698	TRANS IN FROM PARK FUND	.00	.00	260,000.00	260,000.00	.0
	TOTAL SOURCE 09	.00	.00	13,382,534.00	13,382,534.00	.0
	TOTAL FUND REVENUE	.00	.00	13,382,534.00	13,382,534.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
211-80-4007 NEWER SUBDIVISON SEAL COAT	.00	.00	150,000.00	150,000.00	.0
211-80-4009 PAVEMENT STUDY	.00	.00	65,000.00	65,000.00	.0
211-80-4010 WATER PLANT EXPANSION CONSTRUCT	.00	1,215.50	.00	(1,215.50)	.0
211-80-4014 WILSON WELL IMPROVEMENTS	.00	.00	30,000.00	30,000.00	.0
211-80-4019 DISTRIBUTION SYSTEM MASTER PLAN	4,675.10	12,912.10	125,000.00	112,087.90	10.3
211-80-4022 NANO PLANT EXPANSION	.00	24,746.24	20,000.00	(4,746.24)	123.7
211-80-4039 STORM DRAIN & MAN REPLACEMENTS	.00	.00	30,000.00	30,000.00	.0
211-80-4042 PARKS MASTER PLAN UPDATE	13,905.00	13,905.00	175,000.00	161,095.00	8.0
211-80-4054 TRACT F	.00	.00	75,000.00	75,000.00	.0
211-80-4061 WWTP EXPANSION DESIGN	.00	171,898.75	255,000.00	83,101.25	67.4
211-80-4065 B-DAMS IMPROVEMENT	.00	93,534.00	93,534.00	.00	100.0
211-80-4068 REPLACE SOFT TRAILS	.00	.00	10,000.00	10,000.00	.0
211-80-4083 WWTP EXPANSION CONSTRUCTION	142.30	2,334,456.45	1,600,000.00	(734,456.45)	145.9
211-80-4089 VIEWPOINT LIFT STATION UPGRADE	.00	.00	137,500.00	137,500.00	.0
211-80-5001 VEHICLE REPLACEMENT - PARK	3,144.18	74,415.23	75,000.00	584.77	99.2
211-80-5013 AUTOMATED METERING INFRASTRUCTURE	.00	.00	990,000.00	990,000.00	.0
211-80-5022 CLEVELAND AVE IMP. - DESIGN	950.00	76,781.70	268,914.00	192,132.30	28.6
211-80-5023 STREET AND SIDEWALK SAFETY IMP	.00	.00	324,086.00	324,086.00	.0
211-80-5024 TRANSPORTATION MASTER PLAN	.00	.00	160,000.00	160,000.00	.0
211-80-5028 OUTFALL FOR CLEVELAND AVE IMP	.00	.00	1,000,000.00	1,000,000.00	.0
211-80-5032 PRE-TREATMENT FACILITY - SECURITY	.00	.00	50,000.00	50,000.00	.0
211-80-5035 WATER SOURCE DEV PLAN	.00	60,564.85	92,655.00	32,090.15	65.4
211-80-5036 WATER PURCHASES	250.00	250.00	2,500,000.00	2,499,750.00	.0
211-80-5041 SCADA TELEMETRY SYSTEM UPGRADE	.00	.00	40,000.00	40,000.00	.0
211-80-5044 ROOF REPLACE FOR EXISTING BLDG	.00	.00	150,000.00	150,000.00	.0
211-80-5050 ELEVATOR IN MUNI BLDG	.00	20,000.00	85,000.00	65,000.00	23.5
211-80-5051 HOUSING NEEDS	.00	30,000.00	30,000.00	.00	100.0
211-80-5052 ADA COMMUNITY IMPROVEMENTS	.00	5,209.72	10,000.00	4,790.28	52.1
211-80-5053 WCP POURED IN PLACE BORDER REPAIR	.00	6,070.00	6,930.00	860.00	87.6
211-80-5059 LIBRARY EVENT SHADE STRUCTURE	.00	.00	27,500.00	27,500.00	.0
211-80-5060 STREET STRIPING EQUIPMENT	.00	.00	60,000.00	60,000.00	.0
211-80-5061 AIR CONDITIONER RECHARGE SYSTEM	.00	15,417.04	16,000.00	582.96	96.4
211-80-5062 CLEVELAND AVE IMP. - CONSTRUCT	.00	.00	4,000,000.00	4,000,000.00	.0
211-80-5063 TRANSP. GRANTS MATCHING FUNDS	.00	.00	400,000.00	400,000.00	.0
211-80-5064 MAIN STREET ALLEY NORTH PAVING	.00	.00	65,000.00	65,000.00	.0
211-80-5065 WTP ADMIN & LAB EXP. - DESIGN	.00	.00	200,000.00	200,000.00	.0
211-80-5066 UTIL RATE & FEE UPDATE - WATER	8,523.19	18,737.53	35,000.00	16,262.47	53.5
211-80-5067 UTIL RATE & FEE UPDATE - SEWER	8,523.20	18,737.53	35,000.00	16,262.47	53.5
211-80-5068 UTIL RATE & FEE UPDATE - DRAIN	8,523.20	18,737.53	35,000.00	16,262.47	53.5
211-80-5069 FLUORIDE/CAUSTIC INJECTION AUTOMATION	11,896.25	11,896.25	120,000.00	108,103.75	9.9
TOTAL CAPITAL EXPENDITURES	60,532.42	3,009,485.42	13,542,119.00	10,532,633.58	22.2
TOTAL FUND EXPENDITURES	60,532.42	3,009,485.42	13,542,119.00	10,532,633.58	22.2
NET REVENUE OVER EXPENDITURES	(60,532.42)	(3,009,485.42)	(159,585.00)	2,849,900.42	(1885.00)

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

LIBRARY TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING PERMITS</u>					
255-02-3372	LIBRARY IMPACT FEES	.00	1,500.00	27,000.00	25,500.00	5.6
	TOTAL BUILDING PERMITS	.00	1,500.00	27,000.00	25,500.00	5.6
	TOTAL FUND REVENUE	.00	1,500.00	27,000.00	25,500.00	5.6
	NET REVENUE OVER EXPENDITURES	.00	1,500.00	27,000.00	25,500.00	5.6



Board of Trustees Meeting

Date: September 9, 2025
Subject: August 26, 2025 Regular Meeting Minutes

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

EXECUTIVE SUMMARY

Attached are the August 26, 2025 Board of Trustees Regular Meeting Minutes.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Approve on the Consent Agenda.

MOTION RECOMMENDATION

- Option 1) Move to Approve the Consent Agenda
Option 2) Move to Approve the August 26, 2025 Meeting Minutes

ATTACHMENTS

1. 8-26-2025 Minutes



BOARD OF TRUSTEES
August 26, 2025
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Minutes

A. CALL TO ORDER

Mayor Chaussee called the August 26, 2025 regular 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 quorum with the following roll call:
Wiegand - Present
Cannon - Absent
Dailey - Present
Moyer - Present
Tietz - Present
Mason - Present
Chaussee - Present
3. Amendments to Agenda
Mayor Chaussee asked if there were any amendments to the agenda, to which there were none.
4. Conflict of Interest
Mayor Chaussee asked if there were any conflicts of interest, to which there were none.
Trustee Moyer noted she had sat on the original board of the Resource Center a few years ago.

B. COMMUNITY PARTICIPATION

1. Public Comment
There was no public comment.

C. PRESENTATION

1. Strategic Plan Update

Staff Presentation: Kelly Houghteling, Deputy Town Administrator, provided updates on the Strategic Plan. Items called out were the Water Treatment Plant, the Housing Needs Assessment, the Accessibly Fishing Doc at Wellville Ponds, and a Main Street Mini Grant which funded the two murals in Downtown.

The Board noted excitement about the projects and the use of the dashboards for these projects.
2. 2024 Building Codes and Energy Code Adoption Process Update

Cody Bird, Planning Director and Kelly Dykstra, Building Official reviewed the upcoming code changes, including a preferred timeline for adoption.

The Board asked for clarification on adopting all items, or if there are specific items we can opt out of. Mr. Dykstra noted the minimum required to adopt is the model code.

Concern was expressed for monitoring upgrades without permits being pulled due to any increase in the cost of any items related to code changes. Mr. Dykstra noted staff does reach out and provide education for challenges or issues that come up if items are done without permits.

D. CONSENT AGENDA

1. August 12, 2025 Meeting Minutes
2. Resolution No. 29-2025 - A Resolution Regarding Approval of Opioid Settlements
3. Resolution No. 30-2025: A Resolution Directing the Town to File a Proposition 123 Commitment with the Colorado Department of Local Affairs (DOLA) to Increase Affordable Housing in Wellington
4. Resolution No. 31-2025 Establishing an Expedited Review Policy for Eligible Affordable Housing Projects
5. Resolution No. 32-2025: A Resolution Supporting and Authorizing Applications for Grant Funding through the Colorado Department of Local Affairs to Address Affordable Housing and State-Required Housing Plans
6. Resolution No. 33-2025: A Resolution Approving a Purchase of Park Equipment at Wellington Community Park for the Parks and Recreation Department

Trustee Moyer moved to Approve the Consent Agenda

Trustee Wiegand seconded and the motion passed.

E. ACTION ITEMS

1. Resolution No. 34-2025: A Resolution Approving a Contract with Bee Lake Productions, LLC to Provide a Fireworks Presentation on July 4, 2026

Ms. Houghteling spoke to the RFP process and recommended the Board approve the contract with Bee Lake Productions. It was noted there is the firework contract and the optional video. Bee Lake Productions has offered to provide a new 250th Year Anniversary video, or use the current video provided.

The Board asked about an option for purchasing a new screen and not using the screen provided by Bee Lake. Brian Ehrlich from Bee Lake Productions, noted a January 2026 date for removing this item from the contract.

The Board asked for clarification on the difference in the video provided year to year. Mr. Ehrlich noted different segments were introduced and pulled year to year, such as a segment where soldiers

are saying goodbye to families and mainly changing the date which does take 20-30 hours to complete.

Mayor Chaussee opened this item for public comment, to which there was none.

Mr. Ehrlich noted even without the video, preference would be to have the fireworks show with music still.

The production value of the video and the cost was discussed, with a professional video versus a presentation being an option, along with livestreaming options.

Discussion of taking several years off of the video and saving the funds to purchase a screen and video for future years was discussed including, having Town staff operate the video during the event.

Trustee Tietz moved to Approve Resolution No. 34-2025, Approving a Contract with Bee Lake Productions, LLC to Provide a Fireworks Presentation on July 4, 2026 Amended to Exclude all Video Components from the Contract, with Video Components to be Brought Back by Staff at a Later Date, with the Contract not to Exceed \$56,509

Trustee Wiegand seconded the motion.

Mayor Pro Tem Mason moved to amend the pending motion with a do not exceed amount \$54,509 with the direction that staff look into less expensive options regarding the screen rental

Trustee Tietz seconded the motion to amend

NO Votes: Dailey, Moyer

The motion to amend passed.

Trustee Dailey moved to amend the pending motion to exclude all video components from the contract

Trustee Moyer seconded the motion to amend

NO Votes: Tietz, Wiegand

The motion to amend passed.

NO Votes on the Motion, as amended: Tietz

The motion, as amended, passed.

Mayor Chaussee recessed for 5 minutes at 7:55 p.m.

Mayor Chaussee reconvened the meeting at 8:01 p.m.

2. Grace Village - Funding Request

Donna Visocky - Grace Village, Director of Public Relations & Fundraising, spoke to the Board regarding a funding request from the Board's discretionary fund to apply to the Grace Village Food Bank project. The funding would go towards building out the bathrooms in the new facility.

The Board asked for clarification for when the funding needed to be used, which Town Administrator Patti Garcia noted these funds do not have an use by date, but a report out does need to be done 60 days after the funds are expended.

Ms. Visocky spoke to a construction timeline, anticipating going out to bid for construction spring of 2026 with construction starting shortly after, being in the design phase currently.

Mayor Chaussee opened public comment, to which there was none.

Trustee Dailey moved to approve a grant requested by Grace Village in the Community Grant Application in the amount of \$7,500 in support of construction of ADA amenities for the Wellington Community Services Building, with funding being provided from the Board of Trustee Discretionary Fund.

Mayor Pro Tem Mason seconded the motion.

Trustee Moyer moved to amend the motion to award \$8,500 to the Resource Center.

Trustee Dailey seconded the motion to amend.

NO Votes: Tietz, Wiegand, Mason, Chaussee.

The motion to amend failed.

Trustee Tietz moved to amend the motion to award \$5,000 to Grace Village with Encouragement to Staff and Grace Village to Reach Out Should There be Additional Funding available.

Mayor Chaussee seconded the motion to amend.

NO Votes: Dailey, Moyer, Mason, Chaussee.

The motion to amend failed.

The motion passed unanimously.

F. LIBRARY BOARD

Mayor Chaussee recessed the Board of Trustees and entered into the Library Board at 8:33 p.m.

The Clerk noted quorum with the following roll call:

Wiegand - Present

Cannon - Absent

Dailey - Present

Moyer - Present

Tietz - Present

Mason - Present

Chaussee - Present

1. Reconsideration of Library Resources Policy

Ross LaGenèse, Library Director spoke to the proposed policy, noting the only change in the packet from the Board's Work Session was removing the "draft" from the policy.

Mayor Chaussee opened public comment, to which there were none.

Trustee Dailey moved to approve the Reconsideration of Library Resources Policy as presented

Trustee Moyer seconded and the motion passed.

2. Data Privacy and Immigration-Related Requests Policy

Mr. LaGenèse spoke to the proposed policy, noting the discussion at the previous work session in order to comply with State Law.

Mayor Chaussee opened public comment, to which there was none.

Trustee Dailey Moved to Approve the Town of Wellington Public Library Data Privacy and Immigration Related Requests Policy as presented

Trustee Moyer seconded and the motion passed.

Mayor Chaussee adjourned the Library Board and reconvened the Regular Meeting at 8:37 p.m.

G. REPORTS

1. Town Attorney

There was no Town Attorney report.

2. Town Administrator

There was no Town Administrator report.

3. Staff Communications

Items were included in the packet.

a. Larimer County Sheriff's Office Report (July 2025)

b. BOT Planning Calendar

c. Treasurer's Report (June 2025)

d. Report of Bills (June 2025)

e. Utilities Report (July 2025)

4. Board Reports

Trustee Moyer spoke to National Women's Equality Day.

Trustee Wiegand spoke to the Behavioral Health Board and number of visits per month, with another wing for minors being opened soon.

Trustee Dailey noted events coming up for Main Street, including the annual dinner. Attendance at the Municipal Leadership Academy was noted, with other communities across Colorado.

H. 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 acquisition of water resources by the Town. 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 November 24, 2025.

Trustee Tietz moved 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 acquisition of water resources by the Town. 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 November 24, 2025

Mayor Pro Tem Mason seconded and the motion passed.

Mayor Chaussee recessed the Regular Meeting and entered Executive Session at 8:43 p.m.

Mayor Chaussee reconvened the Regular Meeting 9:04 pm

I. ADJOURN

Mayor Chaussee adjourned the meeting at 9:05 p.m.

Calar Chaussee, Mayor

Hannah Hill, Town Clerk

Board of Trustees Meeting

Date: September 9, 2025

Subject: Resolution No. 35-2025 – A Resolution of the Town of Wellington Considering a Contract for Crack Seal Services

- **Staff Presentation: Nathan Ewert, Deputy Director of Public Works – Engineering**

EXECUTIVE SUMMARY

The Town of Wellington is initiating its annual Pavement Preventative Maintenance Program to extend the lifespan of local streets through cost-effective techniques such as crack sealing. For 2025, the primary focus will be residential streets in neighborhoods east of I-25, including Meadows, Wellington Downs, Park Meadows, and Cottonwood Park.

Following a direct solicitation of bids from regional providers, Affordable Sealing and Striping submitted the lowest bid at \$6,600 per pallet installed. The Town intends to contract for 23 pallets with a total not-to-exceed amount of \$150,000.

BACKGROUND / DISCUSSION

Pavement Preventative Maintenance is an annual improvement program consisting of annual projects. The focus of the work is to use standard paving maintenance techniques, such as crack seal and chip seal, to repair and extend the lifespan of selected streets throughout town. Streets are chosen for this project based on age, condition, and anticipated traffic loading. Maintenance of this sort helps delay the need for more intensive options, such as mill/overlay and reconstruction, which are significantly more expensive processes. The primary focus for this year's project is to apply crack seal on residential streets throughout the neighborhoods on the east side of I-25. This will include following neighborhoods: Meadows, Wellington Downs, Park Meadows, and Cottonwood Park.

Bids were solicited directly from three firms who provide this service in the region. Only two bidders responded with the low bid being Affordable Sealing and Striping at a unit cost of \$6,600 per pallet installed. Pallet install pricing includes a discount for full truck loads, consisting of 17 pallets. Town staff have specified that one full truck load of 17 pallets be installed plus 6 additional pallets, for a total of 23 pallets, with a not to exceed contract amount of \$150,000. Affordable Sealing and Striping has previously completed this work for the Town with no issues. Staff recommend executing the attached contract for crack seal services with a not to exceed amount of \$150,000.

CONNECTION WITH ADOPTED MASTER PLANS

Town of Wellington 2025 – 2029 Strategic Plan

Grow Responsibly – Proactively maintain & improve utilities, streets, and built environment.

FISCAL IMPLICATIONS

The total contract amount for this contract is not-to-exceed \$150,000.00, which is available in G/L 211-80-4007 as shown below:

- \$12,456 - Unexpended appropriation in the 2024 approved budget



- \$137,544 - New appropriation in the 2025 approved budget
- \$150,000 - Total appropriation available for project

STAFF RECOMMENDATION

Staff recommends approval on consent.

MOTION RECOMMENDATION

Option 1) I move to approve the consent agenda.

Option 2) I move to approve Resolution No. 35-2025 – A Resolution of the Town of Wellington Considering a Contract for Crack Seal Services

ATTACHMENTS

1. Resolution 35-2025 - Crack Seal
2. CrackSealContractPW_AffordableSealingStriping2025-09-09

TOWN OF WELLINGTON

RESOLUTION NO. 35-2025

A RESOLUTION OF THE TOWN OF WELLINGTON, COLORADO CONSIDERING A CONTRACT FOR
CRACK SEAL SERVICES

WHEREAS, the Town of Wellington desires to pursue a maintenance project for crack seal within
Town in accordance with the Town's Strategic Plan; and

WHEREAS, a contract for crack seal maintenance is required to pursue the project; and

WHEREAS, the Town of Wellington's staff have conducted an appropriate selection process to
identify a qualified contractor to provide the required maintenance services; and

WHEREAS, the Town of Wellington's approved 2025 budget includes suitable appropriation for the
cost of the maintenance contract.

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 Contract Agreement with Affordable Sealing and
Striping.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 9th day
of September 2025.

TOWN OF WELLINGTON, COLORADO

By: _____

Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk



TOWN OF WELLINGTON
8225 3RD STREET
WELLINGTON, CO 80549
PUBLIC WORKS (970) 568-0447
TOWN HALL (970) 568-3381

TOWN OF WELLINGTON CRACK SEAL SERVICES

CONTRACTOR CONTRACT FOR SERVICES

GL 211-80-4007

Parties: The parties to this Contract are the Town of Wellington, 8225 3rd Street, Wellington, Colorado 80549 (Town) and Affordable Sealing and Striping, 617 North U.S. Highway 287, Fort Collins, CO 80524 (Contractor).

Purpose of Contract: The purpose of this Contract is for the Town of Wellington to retain the services of the Contractor to render certain technical or professional services hereinafter described.

Term of Contract and Required Approvals: This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date through December 1, 2025. All services shall be completed during this term.

If the Contractor has been delayed and as a result will be unable to complete performance fully and satisfactorily within this Contract period, the Contractor may be granted an extension of time upon submission of evidence of the causes of delay satisfactory to the Town.

Responsibilities of the Contractor:

Scope of Services: The Contractor shall perform the specific services required under this Contract in a satisfactory and proper manner as outlined in Attachment A. The standard of care for the Contractor under this Contract will be the care and skill ordinarily used by members of the Contractor's profession providing similar services for projects of similar size, location, scope, and complexity to this project.

Personnel: All services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized, licensed, or permitted under state law to perform such services if state law requires such authorization, license, or permit.

Records Administration: The Contractor shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this Contract. The Contractor shall be responsible and responsive to the Town in its requests and requirements related to the scope of this Contract. The Contractor shall select and analyze all data in a systematic and meaningful manner to contribute directly in meeting the objectives of the project and shall present this information clearly and concisely in a professional and workmanlike manner.

Subcontracts: Any subcontractors required by the Contractor in connection with the services, work performed or rendered under this Contract will be limited to such individuals or firms as were specifically identified in the proposal and agreed to during negotiations or are specifically authorized by the Town during the performance of this Contract. During the performance of the Contract, substitutions in or additions to such subcontractor will be subject to the prior approval by the Town. The Contractor shall be responsible for the actions of the subconsultants.

Responsibilities of the Town:

Data to be Furnished: All existing information, data, drawings, manuals, reports, maps, etc. as are available to the Town and necessary for the carrying out of the scope of services shall be furnished to the Contractor without charge, and the Town shall cooperate with the Contractor in the carrying out of the project.

Report Reviews and Criteria: The Town shall examine all submittals, sketches, drawings, opinions of costs, studies, reports, and other documents presented by the Contractor and shall promptly render the Town's decisions pertaining thereto. The Town shall provide all criteria and full information regarding its requirements for the project.

General Provisions:

Amendments: Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument executed by all parties to this Contract.

Assignment Prohibited and Contract Shall Not Be Used as Collateral: Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation.

Audit and Access to Records: The Town shall have access to any books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. The Contractor shall immediately, upon receiving written instruction from the Town, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Contractor which are pertinent to this Contract. This paragraph shall only extend to work performed on a unit price, fee adjustment, cost plus, or time and material basis, and then only to verify costs.

Authority: Provisions of this Contract are pursuant to the authority set forth in the Town of Wellington Municipal Code. Mandatory applicable state and federal regulations also apply.

Compliance with Laws: The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.

Confidentiality: Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Contract, and said parties shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using confidential information (i) when the confidential information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when confidential information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the confidential information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

Conflicts of Interest: The Contractor stipulates that none of its officers or employees are officers or employees of the Town of Wellington unless disclosure has been made in accordance with Town ordinances and policies. Furthermore, the Contractor certifies that it has not offered or given any gift or compensation prohibited by local, state, or federal law, to any officer or employee of the Town of Wellington to secure favorable treatment with respect to being awarded this contract. The Contractor shall not engage in providing consultation or representation of clients, agencies or firms which may constitute a conflict of interest which results in a disadvantage to the Town or a disclosure which would adversely affect the interests of the Town. The Contractor shall notify the Town of any potential or actual conflicts of interest arising during this Contract. This Contract may be terminated in the event a conflict of interest arises. Termination of the Contract will be subject to a mutual settlement of accounts. In the event the contract is terminated under this provision, the Contractor shall take steps to ensure that the file, evidence, evaluation and data are provided to the Town or its designee. This does not prohibit or affect the Contractor's ability to engage in consultations, evaluations or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists. A conflict of interest warranting termination of this Contract may include, but is not necessarily limited to, acting on behalf of a client in an adversarial proceeding against the Town or initiating suits in equity including injunctions, declaratory judgments, writs of prohibition, or quo warranto.

Contract Jurisdiction, Choice of Law, and Venue: The provisions of the contract shall be governed by the laws of the State of Colorado. The parties will submit to the jurisdiction of the courts of the State of Colorado. Venue shall be Larimer County, Colorado.

Contract Renegotiation, Modifications and Award of Related Contracts: This Contract may be amended, modified, or supplemented only by written amendment to the Contract, executed by the parties hereto, and attached to the original signed copy of the Contract. The Town may undertake or award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Contractor shall cooperate fully

with other contractors and the Town in all such cases. The Town, at its sole discretion and through duly authorized contract amendments, may request the Contractor to complete additional phases beyond the scope of services included in this Contract.

Disbarment: The Contractor certifies that neither it nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction (Contract) by any governmental department or agency. If the Contractor cannot certify this statement, a written explanation for review by the Town shall be provided.

Entirety of Contract: This Contract, consisting of twelve (12) pages inclusive of Attachment A, represents the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

Equal Opportunity Clause: The Contractor agrees to abide by the provisions under Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on a basis of race, religion, color, or national origin. This includes abiding to Executive Order 11246 which prohibits discrimination on the basis of sex, and 45 CFR which prohibits discrimination on the basis of age, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of a disability.

Force Majeure: Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays.

Indemnification: The Contractor agrees to indemnify, save harmless, and release the Town of Wellington and all of its officers, agents, volunteers, and employees from and against any and all loss, damage, injury, liability, suits, and proceedings arising out of the performance of this contract to the extent caused by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims from the Town's negligence.

Independent Contractor: The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the Town for any purpose and as such, have no authorization, express or implied by the Town of Wellington, to any agreements, settlements, liability or understanding whatsoever, and agrees not to perform any acts as an agent for the Town except as expressly set forth herein. The Contractor shall be responsible for the payment of all income tax and social security amounts due because of payments received from the Town. Persons employed by the Town and acting under the direction of the Town shall not be deemed to be employees or agents of the Contractor. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or

representative or to incur any obligation of any kind for or on behalf of the Town. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to Town employees will inure to the benefit of the Contractor or the Contractor's agents or employees because of this Contract.

Insurance Coverage: The Contractor shall not commence work under this Contract until it has obtained all the insurance required by the Town. The Contractor shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth below as shall provide the Town with proofs of these insurance upon request:

(i) Automobile Liability Insurance: The Contractor shall maintain automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000 each accident combined single limit.

(ii) Commercial, General Liability Insurance: The Contractor shall maintain commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as stated below. The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (a) \$1,000,000 each occurrence;
- (b) \$1,000,000 personal injury and advertising injury;
- (c) \$2,000,000 general aggregate; and
- (d) \$2,000,000 products and completed operations.

(iii) Professional Liability or Errors and Omissions Liability Insurance: The Contractor shall maintain professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Contractor's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as stated below.

- (a) \$1,000,000 each claim; and
- (b) \$2,000,000 general aggregate.

(iv) Unemployment Insurance: The Contractor shall be duly registered with the Colorado Department of Labor and Employment and obtain such unemployment insurance coverage as required.

(v) Workers' Compensation and Employer's Liability Insurance: Employees hired in Colorado to perform work under this Contract shall be covered by workers' compensation coverage per the Colorado Department of Labor and Employment's Workers' Compensation program as statutorily required. Employees brought into Colorado from Contractor's home state to perform work under this Contract shall be covered by workers' compensation coverage obtained through the same or other state or private workers' compensation insurance approved by the Colorado Department of Labor and Employment as statutorily required.

Insurance Requirements:

(i) During the term of this Contract, the Contractor shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage above.

(ii) All policies shall be primary over any insurance or self-insurance program carried by the Contractor or the Town. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Contractor or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Contractor shall provide Certificates of Insurance to the Town, verifying each type of coverage required herein.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Town. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Town may, at the Town's option, obtain and maintain, at the expense of the Contractor, such insurance in the name of the Contractor, or subcontractor, as the Town may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Contractor under this Contract.

(vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) The Town reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

Limitation of Liability: Excluding the Contractor's liability for bodily injury or damage to the property of third parties, the total aggregate liability of the Contractor arising out of the performance or breach of this Contract shall not exceed the compensation paid to the Contractor under this Contract. Notwithstanding any other provision of this Contract, the Contractor shall have no liability to the Town for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability or otherwise of the Contractor, its employees, or subcontractors.

Notice of Sale or Transfer: The Contractor shall provide the Town with notice of any sale, transfer, merger, or consolidation of the assets of the Contractor. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Town determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Contractor's obligations under this Contract, then the Town may, at its discretion, terminate or renegotiate the Contract.

Patent or Copyright Protection: The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the Town for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

Severability: A declaration by any court or any other binding legal source that any provision of this contract is illegal and void

shall not affect the legality and enforceability of any provision of this contract unless the provisions are mutually dependent.

Taxes: The Contractor shall pay all taxes and other such amounts required by federal, state and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

Termination of Contract: This Contract may be terminated with cause by either party in advance of the specified termination date upon written notice being provided by the other party. Unless the Town determines a default is not remediable, there have been prior violations with notice, or a default is determined to be detrimental to public safety, the party in violation will be given thirty (30) working days after notification to correct and cease the violations after which the Contract may be terminated for cause. This Contract may be terminated without cause in advance of a specified expiration date by either party upon thirty (30) days prior written notice being given by the other party.

Project Requirements:

Project Access: The Contractor shall be responsible for obtaining access as required for project tasks.

Stand-By Time: The Town will not reimburse the Contractor for stand-by time charges for the Contractor's supervisory personnel.

Waiver of Damages: Neither Party shall be liable to the other for any indirect, special, punitive, exemplary or consequential damages including, but not limited to, damages for lost production, lost revenue, lost product, lost profits, or lost business or business interruptions, from any cause whatsoever.

Standard of Performance: The quality of Contractor's services shall be judged solely as to whether Contractor performed its services consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances.

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BLANK.**

Payment and Billing:

Reimbursement of Expenses: The Town agrees to pay the Contractor an amount equal to the price shown below for the services described in Attachment A and incorporated by reference as part of this Contract. Payment shall be made directly to the Contractor. Total payment under this Contract shall not exceed one hundred fifty thousand and no cents (\$150,000.00).

Invoices: Invoices shall be submitted no more often than monthly, on or before the 10th calendar day of each month, for activities and costs accrued since the last invoice and shall be made on forms approved by the Town. Each invoice must include written justification of the cost of items contained in the invoice. Invoices shall be transmitted electronically to the project manager: Nathan Ewert, ewertna@wellingtoncolorado.gov.

Payment Procedures: The Town shall pay the Contractor upon receipt of billing statements as the services are performed for the task(s) outlined in Attachment A. The Town will initiate the payment process upon the receipt of a verified statement of services as described above. Payment shall be made within thirty (30) days following receipt of billing.

Money Withheld: If the Town has reasonable grounds to believe that the Contractor will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, then the Town may withhold payment of such portion of any amount otherwise due and payable to the Contractor reasonably deemed appropriate. These amounts may be withheld until the cause for the withholding is cured to the Town's satisfaction or this Contract is terminated per the General Provisions above. No interest shall be payable by the Town on any amounts withheld under this provision.

Withholding of Payment: If a work element has not been received by the Town by the dates established in Attachment A, the Town may withhold all payments beginning with the month following that date until such deficiency has been corrected.

Final Payment: The final payment shall be made upon acceptance of the final work product and receipt of the final billing.

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Signatures:

The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below and certify that they have read, understood, and agreed to the terms and conditions of this Contract. The Effective Date of this Contract is the date of the signature last affixed to this page.

TOWN OF WELLINGTON

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)**AFFORDABLE SEALING AND STRIPING**

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)

PROPOSAL NUMBER

0121-1

JOB NAME AND ADDRESS

**Town of Wellington
8225 3rd St
Wellington, CO, 80549**

CLIENT

Town of Wellington

,

CONTACT

**millerjd@wellingtoncolorado.
gov
Jim**

PROJECT PROPOSAL

4/23/2025

ADDRESS

617 N U.S. HWY 287
FORT COLLINS, CO
80524

TELEPHONE

970-682-0973 Cell
970-218-5012 office

EMAIL

COMPANY: AFFORDSSI@GMAIL.COM
SALESPERSON: AFFORDSSI@GMAIL.COM

PROPOSAL

Dear customer,

Thank you for the opportunity to provide you with a proposal. Our company has been providing quality work to your area for the past years.



Per your request, we propose to supply the following to complete the indicated job:

Labor

Materials

Equipment

Please review the proposal and feel free to call with any questions.

PROPOSAL

CRACKFILL

Sealing of asphalt cracks for streets, mostly transition cracks for new asphalt (asphalt to curb & manholes)
Pallet of crack seal weighs approx. 2,200 lbs
price per pound averages \$2.90-3.00 material & labor
price per pallet bought from affordable sealing & striping installed \$6,600
Semi load discount approx. 17 pallets (40,000 lbs roughly depends & varies on every truck load)
Total price is with discounted semi load

Price: \$6,600.00

TOTAL PRICE OF THIS PROPOSAL AS PRESENTED:

\$6,600.00

AGREEMENT

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the material costs and published indexes as of the date of this Proposal. Purchaser acknowledges that if the above-listed items increase by the date all work under the contract is completed, the Unit Rates applicable to the categories of work to be performed under the Proposal shall be adjusted. The adjusted Unit Rates shall be committed and paid by the purchaser as though a written change order were approved and signed by both parties.

Affordable Sealing & Striping proposes to furnish material and labor to perform the work outlined herein for the sum of:

\$6,600.00, SIX THOUSAND, SIX HUNDRED DOLLARS AND ZERO CENTS

Payment is to be made as follows: • 50% down payment is due before start of job, Balance due upon completion.

This proposal is valid for thirty (30) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.

This proposal contains confidential information belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this proposal is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone to arrange for the return of the original documents to us.

Sincerely,

Robert Hechenski, Owner
affordssi@gmail.com
Cell: 970-682-0973

Accepted: The above-proposed terms and conditions, including price and payment terms, are satisfactory and hereby accepted. **Affordable Sealing & Striping** is hereby authorized to proceed with the work specified.

Purchaser: _____ Title: _____

Printed Name: _____ Date: _____

TERMS & CONDITIONS

A 50% deposit is required before getting the job scheduled. The rest of the payment is due on completion.

Board of Trustees Meeting

Date: September 9, 2025

Subject: Resolution No. 36-2025 - A Resolution Considering a Contract for Architecture and Engineering Services for the Water Treatment Plant Administration Building and Lab Expansion Design Alternatives Project

- **Staff Presentation: Nathan Ewert, Deputy Director of Public Works – Engineering**

EXECUTIVE SUMMARY

The Town of Wellington completed a Water Treatment Plant expansion in 2024, but upgrades to the administration and laboratory facilities were removed from the project scope. Plant staff continue to rely on outdated lab space and a temporary trailer for daily operations, emphasizing the need for permanent improvements.

To address this, the Town issued a Request for Proposals (RFP) in July 2025 to develop three schematic-level design alternatives with cost estimates to guide final design and future construction, planned for 2026 pending budget approval. Thirteen proposals were received, and after review by a five-member committee, Clark & Enersen was selected as the preferred consultant. Their proposal stood out for extensive laboratory design experience, relevant Colorado projects, and full in-house design capabilities.

BACKGROUND / DISCUSSION

Wellington's Water Treatment Plant completed an expansion project in 2024 which upgraded the treatment capacity of 1.9 million gallons per day (MGD) to 4.2 MGD. During the design phase of the expansion, the administration and laboratory improvements were value-engineered out of the project scope at the 30% design level. As a result, the Town possesses an existing laboratory evaluation and needs assessment, and the site includes an identified building location and utility stub-outs to accommodate future construction of a new Administration building, but no new Administration or laboratory structures/facilities were built.

Throughout construction and through 2025 the six Water Treatment Plant Operators have continued to utilize the existing, undersized lab facility, located in the old Treatment Building, to run their state required daily labs and other testing needed to operate the facility. They also continue to use a construction trailer to house their offices, computers, and break/kitchen space while utilizing a single restroom on-site located within the old Treatment Building.

The proposed Design Alternatives project will prepare three conceptual alternatives for the layout of a new administration and lab building and or an expansion and upgrade of the existing laboratory space. The conceptual designs, prepared in coordination with input from Plant Operations staff, will be taken to a schematic design level that will be used to provide a cost estimate at an AACE Class 4 level which is equivalent to a 10% to 15% design level. The alternative designs, along with the cost estimates, will be used by Town staff to select a preferred design to advance to Final Design and Construction currently programmed in the 2026 budget (pending board approval).

Consultant Selection:

On July 7, 2025 staff issued a Request for Proposals (RFP) with a submission deadline of August 8, 2025. The



RFP (included in the packet) outlined the Town's objectives and evaluation criteria for the proposal.

The Town received proposals from 13 architecture and engineering teams. A five-person internal selection committee consisting of public works staff, Treatment Plant operators, and Town administration reviewed and scored the proposals based on the evaluation criteria included in the RFP. There was a wide range in project pricing provided with the proposals, however the selection committee was nearly unanimous in the selection of Clark & Enersen. The proposal provided by Clark & Enersen demonstrated extensive experience in designing office and lab spaces, including a laboratory planner on the team. They demonstrated recent experience with Colorado Department of Health and Environment (CDPHE) lab projects, City of Fort Collins Water Quality Lab, and Colorado Parks and Wildlife Aquatic Toxicology lab. Additionally, Clark & Enersen are a full-service architecture design firm, with an office located in Fort Collins, offering in-house mechanical, electrical, and plumbing design in addition to civil design capabilities.

CONNECTION WITH ADOPTED MASTER PLANS

Town of Wellington 2025 – 2029 Strategic Plan

- Grow Responsibly – Goal 1: Proactively maintain and improve utilities, streets, and built environment.
- Ensure Strong Town Operations – Goal 4: Improve physical spaces & systems for staff efficiency & collaboration.

FISCAL IMPLICATIONS

The total contract amount for the master plan is \$67,155.00, which aligns with the Town's approved budget for this effort of \$200,000. Funding for this study is through the Water Fund GL# 211-80-5065.

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 36-2025, A Resolution Considering a Contract for Architecture and Engineering Services

MOTION RECOMMENDATION

Option 1) I move to approve the consent agenda

Option 2) I move to approve Resolution No. 36-2025 – A Resolution Considering a Contract for Architecture and Engineering Services

ATTACHMENTS

1. Resolution 36-2025 - WTP Admin Lab Alternatives
2. 2025 TOW WTP Admin Building RFP
3. Admin Bldg and Lab Design Alt_Contract_20250909

TOWN OF WELLINGTON

RESOLUTION NO. 36-2025

A RESOLUTION OF THE TOWN OF WELLINGTON, COLORADO CONSIDERING A CONTRACT FOR ARCHITECTURE AND ENGINEERING SERVICES FOR THE WATER TREATMENT PLANT ADMINISTRATION BUILDING AND LAB EXPANSION DESIGN ALTERNATIVES PROJECT

WHEREAS, the Town of Wellington owns and operates a Water Treatment Plant that recently underwent expansion of treatment capacity; and

WHEREAS, additional improvements are necessary to provide for an Administration Building and Laboratory expansion to adequately serve the operational, administrative, and regulatory needs of the facility; and

WHEREAS, the Town of Wellington's staff have conducted an appropriate selection process to identify qualified architecture and engineering firms to provide the required services, and

WHEREAS, the Town of Wellington's approved 2025 budget includes suitable appropriation for the cost of the contract.

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 Contract Agreement with Clark & Enersen.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 9th day of September 2025.

TOWN OF WELLINGTON, COLORADO

By: _____

Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk



REQUEST FOR PROPOSALS

July 7, 2025

TOWN OF WELLINGTON

2025 WATER TREATMENT PLANT

ADMINISTRATION BUILDING AND LABORATORY EXPANSION DESIGN ALTERNATIVES

GL: 211-80-5065

The Town of Wellington is soliciting proposals from qualified engineering and design firms for the planning, conceptual design, and preliminary engineering of a new administration and laboratory building. The goal is to design a cost-effective facility that meets Colorado Department of Public Health and Environment (CDPHE) drinking water regulations and supports operational needs for the Town's water utility staff. Proposals must be submitted to the Town via Bidnet Direct by 1:00 PM local time on Friday August 8th, 2025 (closing time and date). Other key dates and times are indicated below.

Request for Proposal Announcement.....	Monday, July 7 th , 2025
Pre-Proposal Meeting	None
Questions/Inquiries Closed.....	5 PM Monday, July 28, 2025
Last Addenda Issued.....	5 PM Friday, August 1, 2025
Bid Deadline.....	1 PM Friday, August 8, 2025
Board Approval.....	Tuesday, September 9, 2025

1. Overview

The Town of Wellington, population 11,047, is located approximately 12 miles north of the City of Fort Collins at the intersection of Interstate 25 and State Highway 1. In 2024, the Town completed a three-year project to expand and upgrade its primary Water Treatment Plant, increasing capacity from 1.9 MGD to 4.2 MGD. The plant processes surface water pumped from North Poudre Irrigation Reservoir 3 using conventional flocculation, sedimentation, and filtration, along with an ozone system primarily for taste and odor control. The expansion project focused on enhancing treatment processes and controls with new facilities, piping, and a



SCADA system; however, a new administration and laboratory building was not included due to funding limitations.

During the design phase of the expansion, the administration and laboratory improvements were value-engineered out of the project scope at the 30% design level. As a result, the Town possesses an existing laboratory evaluation and needs assessment, and the site includes a prepared building pad and utility stub-outs to accommodate future construction of a new administration building. The Town is now seeking proposals from qualified engineering and design firms to provide professional services for an alternatives analysis, conceptual design, and preliminary engineering of a new administration and laboratory building. The goal is to develop a cost-effective solution that meets Colorado Department of Public Health and Environment (CDPHE) drinking water regulations and supports operational needs for the Town's water utility staff.

2. Project Objectives

The Town desires to complete an initial alternatives analysis that develops three options for a new administration building. The alternatives should consider designs that either incorporate a new laboratory or remodel the existing lab space within the old treatment building. The criteria for the design include the following:

General

- Maximum Building Size: 2,200 sq ft
- Parking: Gravel parking area for 4-6 vehicles
- Preferred Building Type: Cost-effective pre-engineered metal building or modular building

Administration Building

- Minimum of 1 office
- Meeting room
- Workspace for 5-6 employees
- 2 bathrooms, each with a shower
- Small kitchen (with refrigerator, table, and storage)
- Small storage closet
- Locker room (minimum of 6 lockers)
- Potentially a SCADA room that will house the plants SCADA system, servers, and network equipment.

Laboratory (CDPHE-compliant)

- Bench top workspace for instruments and personnel
- 2 sinks:

- o One for DI water system and drying rack
 - o One for incoming water sample lines
- Acid-resistant lab-grade countertops and cabinetry
- Chemical fume hood
- Laboratory-grade dishwasher
- Vented chemical storage cabinet (steel)
- Eye-wash station and emergency shower
- Space for lab refrigerator and computer workstation
- Sample line discharge routed to backwash waste pond
- All other plumbing to connect to the existing septic system

Following the Alternatives analysis the three alternatives will be taken to a 10% design level to adequately inform a construction cost estimate. It is anticipated that this will be the end of the scope of work for this initial contract. In 2026 the Town budgeted 1.8 million dollars for Final Design and Construction of the Administration Building and Lab.

3. Scope of Services

The selected consultant or team will be required to perform the following general tasks. The consultant may propose alterations to the scope of work with additions, deletions, or modifications as desired to highlight the consultant's approach to the project. Each proposal should include the consultant's detailed scope of work.

Task 1: Project Management

The selected firm shall include Project Management as one of the tasks. The proposal should identify a single project manager from the team to work directly with the Project Manager of the Town. Included within the Project Management task will be the following items:

- Project Kickoff meeting with appropriate Town staff to review and discuss the included work tasks, technical approaches, and work products/deliverables.
- Project progress meetings, as needed, with appropriate members of the project team to maximize cost efficiencies.

Task 2: Review Existing Information

- Evaluate all relevant existing documentation, site data, and planning material provided by the Town. As part of the expansion project a pad site for a new Administration Building and Laboratory was identified in the site plan and utilities were stubbed out to that pad.
- The previous expansion project completed an evaluation and needs assessment of the existing lab space. That evaluation shall be provided to the selected consultant.
- Excerpts of the As-Built drawings showing the available utilities at the Pad Site are included as attachments to this RFP. Those attachments show the current grading of the



pad and the adjacent areas, the electrical, water, sewer and gas service locations and the overall site plan for the entire treatment plant.

Task 3: Develop Conceptual Design Options

Provide three conceptual layouts, including:

- Option A: A new administration building with an attached or integrated new laboratory space.
- Option B: A new administration building with a remodel/upgrade of the existing laboratory space.
- Option C: Open concept – proposer’s recommended configuration that meets project needs and budget constraints.

Task 4: Preliminary Design Development

- Provide 10% design drawings and narrative to support conceptual cost estimating.
- Include basic layout, building massing, and utility/service requirements.
- Provide cost analysis for each concept to guide the Town’s selection process.

Task 5: Town Review and Decision Point

- Include a formal review milestone for Town leadership to assess concept and preliminary design. The Town reserves the right to:
 - o Continue design to completion with the selected firm, or
 - o Terminate design services and solicit an alternative design partner

Deliverables

- Three conceptual design options
- 10% design package of all three concepts
- Design documentation suitable for estimating and planning
- Site and utility plans, basic MEP schematics
- Cost estimation documentation
- Coordination with Town on regulatory compliance with CDPHE

4. Project Budget and Timeline

The Town has allocated funds and anticipates an Alternatives Design budget of \$125,000. The Town anticipates a 4-to-6-month timeline for the Alternatives Design effort. There is a follow-on contract for the Final Design and Construction of the selected alternative that is programmed for 2026 and will most likely extend into 2027. The Town currently has budgeted 1.8 million for this project but is subject to appropriation by the Town Board.

5. Proposal Evaluation Criteria



Proposals will be evaluated by a selection committee in accordance with the criteria and weighting described in the following sections. Interviews with Consultants may be scheduled if deemed necessary, and the selection committee may rescore criteria based on information gathered during interviews.

Criteria	Weight
1. Qualifications of Project Team – Key staff and firm experience with similar scopes	20%
2. Project Understanding & Approach – Demonstrated understanding of project goals, scope of work, project approach, and methodology	30%
3. Past Experience – Completed projects of similar type, scale, and budget	30%
4. Price Proposal – Design budget not to exceed \$125,000. Cost-effectiveness and value will be considered.	20%

The Town is not required to take the lowest priced proposal. The Town reserves the right to evaluate the proposals in the manner deemed to be in the best interest of the Town. After evaluation of proposals, the Town may either award a contract or resolicit the RFP to obtain additional proposals.

6. Proposal Format

Proposals should contain the following information in the general order listed:

- Cover letter
- Project team qualifications and bios
 - o The proposing consultant shall demonstrate their team's qualifications for this type of design. The experience, background, and unique qualifications of key staff members shall be identified.
- Project understanding and technical approach
 - o Provide an understanding of the scope of services and the consultants proposed overall approach to the scope of services. This section should indicate skills, experience, and approach to the scope of services which distinguish the firm, and state why your firm believes it is best qualified to perform these services.
- Examples of Similar Projects
 - o The Consultant shall provide three (3) projects of a similar nature that the consultant has previously completed within the last five (5) years or is currently completing. Each project experience write up shall include a brief project



summary, initial and final cost (if not yet complete please note that), location, and an owner contact (Name, email).

- Proposed Fee Breakdown and Schedule (budget is \$125,000)
 - o Provide a price proposal by task that includes estimated hours and hourly rate for the staff to complete each task. Provide a separate summary of any non-labor expenses (travel, meals etc.) Provide a not to exceed total for the requested services.
- Project Timeline
 - o Provide a schedule for the project showing key dates and milestones that will determine the overall project timeline.

7. Miscellaneous Conditions

- Rejection of RFP
 - o The Town reserves the right to reject any or all RFPs, to waive irregularities in the RFP received, and accept any portion of any RFP if deemed in the best interest of the Town.
- Proposal Validity Time
 - o Proposals may not be withdrawn and shall remain valid for a period of not less than sixty (60) calendar days from closing date and time.
- Incurring costs
 - o The Town will not be liable for any cost which the Consultant may incur in the preparation of the RFP.
- Formation of Consultant Agreement
 - o After selecting the preferred proposal, the Town may conduct negotiations with the Consultant to arrive at the best final offer. Parties shall enter into a contract which will go before the Board of Trustees for approval. A Notice to Proceed will then be subsequently issued.

8. Inquiries and Addenda

Questions may be presented up to Monday, July 28, 2025, at 5:00 PM and shall be submitted via BidNet Direct. Any addenda issued to this RFP will be added to BidNet Direct. No addenda to this RFP will be issued by the Town after Friday, August 1, 2025, at 5:00 PM.



All other communication can be directed to the Town's Project Manager:

Nathan Ewert PE

Deputy Director of Public Works and Engineering

970-473-0014

email: ewertna@wellingtoncolorado.gov.



TOWN OF WELLINGTON
8225 3RD STREET
WELLINGTON, CO 80549
PUBLIC WORKS (970) 568-0447
TOWN HALL (970) 568-3381

TOWN OF WELLINGTON
2025 Water Treatment Building and Laboratory Expansion Design Alternatives
CONSULTANT CONTRACT FOR SERVICES, GL No. 211-80-5065

Parties: The parties to this Contract are the Town of Wellington, 8225 3rd Street, Wellington, Colorado 80549 (Town) and Clark & Enersen, 1010 Lincoln Mall, Suite 200, NE 68508 (Consultant).

Purpose of Contract: The purpose of this Contract is for the Town of Wellington to retain the services of the Consultant to render certain technical or professional services hereinafter described.

Term of Contract and Required Approvals: This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date through March 1, 2026. All services shall be completed during this term.

If the Consultant has been delayed and as a result will be unable to complete performance fully and satisfactorily within this Contract period, the Consultant may be granted an extension of time upon submission of evidence of the causes of delay satisfactory to the Town.

Responsibilities of the Consultant:

Scope of Services: The Consultant shall perform the specific services required under this Contract in a satisfactory and proper manner as outlined in Attachment A. The standard of care for the Consultant under this Contract will be the care and skill ordinarily used by members of the Consultant's profession providing similar services for projects of similar size, location, scope, and complexity to this project.

Personnel: All services required hereunder will be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized, licensed, or permitted under state law to perform such services if state law requires such authorization, license, or permit.

Records Administration: The Consultant shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to the Consultant for costs authorized by this Contract. The Consultant shall be responsible and responsive to the Town in its requests and requirements related to the scope of this Contract. The Consultant shall select and analyze all data in a systematic and meaningful manner to contribute directly in meeting the objectives of the project and shall present this information

clearly and concisely in a professional and workmanlike manner.

Reports, Maps, Plans, Models and Documents: A minimum of one (1) copy of maps, plans, worksheets, logs, field notes or other documents prepared under this Contract as relevant to this project shall be submitted to the Town. The Consultant shall also submit any computer program, spreadsheet, or model files developed as a part of this project. Digital media shall be labeled to provide sufficient detail to access the information on the media. Any user manuals shall be submitted to the Town with complete documentation of computer programs developed under this Contract. The user manual shall also specify the source code language and the type of computer equipment necessary to operate the program(s).

Subcontracts:

(i) Approval Required for Subconsultants: Any subconsultants required by the Consultant in connection with the services, work performed or rendered under this Contract will be limited to such individuals or firms as were specifically identified in the proposal and agreed to during negotiations or are specifically authorized by the Town during the performance of this Contract. During the performance of the Contract, substitutions in or additions to such subconsultants will be subject to the prior approval by the Town. The Consultant shall be responsible for the actions of the subconsultants.

(ii) Billing for Subcontracts: Billings for subconsultant services shall include any mark up as set forth in Attachment A. Subcontract costs shall be documented by attaching subconsultant's billings to the Consultant's billing submittals.

Responsibilities of the Town:

Data to be Furnished: All information, data, drawings, reports, maps, etc. as are available to the Town and necessary for the carrying out of the scope of services shall be furnished to the Consultant without charge, and the Town shall cooperate with the Consultant in the carrying out of the project.

Report Reviews and Criteria: The Town shall examine all studies, reports, sketches, drawings, opinions of costs, and other documents presented by the Consultant and shall

promptly render the Town's decisions pertaining thereto. The Town shall provide all criteria and full information regarding its requirements for the project.

General Provisions:

Amendments: Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument executed by all parties to this Contract.

Assignment Prohibited and Contract Shall Not Be Used as Collateral: Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Consultant shall not use this Contract, or any portion thereof, for collateral for any financial obligation.

Audit and Access to Records: The Town shall have access to any books, documents, papers, electronic data, and records of the Consultant which are pertinent to this Contract for a period of 1 year following completion of services rendered. The Consultant shall immediately, upon receiving written instruction from the Town, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Consultant which are pertinent to this Contract.

Authority: Provisions of this Contract are pursuant to the authority set forth in the Town of Wellington Municipal Code. Mandatory applicable state and federal regulations also apply.

Compliance with Laws: The Consultant shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.

Confidentiality: Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Contract, and said parties shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using confidential information (i) when the confidential information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when confidential information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the confidential information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

Conflicts of Interest: The Consultant stipulates that none of its officers or employees are officers or employees of the Town of Wellington unless disclosure has been made in accordance with Town ordinances and policies. Furthermore, the Consultant certifies that it has not offered or given any gift or compensation prohibited by local, state, or federal law, to any officer or employee of the Town of Wellington to secure favorable treatment with respect to being awarded this Contract. The Consultant shall not engage in providing consultation or representation of clients, agencies or firms which may constitute a conflict of interest which results in a disadvantage to the Town or a disclosure which would adversely affect the interests of the Town. The Consultant shall notify the Town of any potential or actual conflicts of interest arising during this Contract. This Contract may be

terminated in the event a conflict of interest arises. Termination of the Contract will be subject to a mutual settlement of accounts. In the event the Contract is terminated under this provision, the Consultant shall take steps to ensure that the file, evidence, evaluation and data are provided to the Town or its designee. This does not prohibit or affect the Consultant's ability to engage in consultations, evaluations or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists. A conflict of interest warranting termination of this Contract may include, but is not necessarily limited to, acting on behalf of a client in an adversarial proceeding against the Town or initiating suits in equity including injunctions, declaratory judgments, writs of prohibition, or quo warranto.

Contract Jurisdiction, Choice of Law, and Venue: The provisions of the Contract shall be governed by the laws of the State of Colorado. The parties will submit to the jurisdiction of the courts of the State of Colorado. Venue shall be Larimer County, Colorado.

Contract Renegotiation, Modifications and Award of Related Contracts: This Contract may be amended, modified, or supplemented only by written amendment to the Contract, executed by the parties hereto, and attached to the original signed copy of the Contract. The Town may undertake or award supplemental or successor contracts for work related to this Contract or may award contracts to other consultants for work related to this Contract. The Consultant shall cooperate fully with other consultants and the Town in all such cases. The Town, at its sole discretion and through duly authorized contract amendments, may request the Consultant to complete additional phases beyond the scope of services included in this Contract.

Disbarment: The Consultant certifies that neither it nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction (Contract) by any governmental department or agency. If the Consultant cannot certify this statement, a written explanation for review by the Town shall be provided.

Entirety of Contract: This Contract, consisting of fourteen (14) pages inclusive of Attachment A, represents the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

Equal Opportunity Clause: The Consultant agrees to abide by the provisions under Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on a basis of race, religion, color, or national origin. This includes abiding to Executive Order 11246 which prohibits discrimination on the basis of sex, and 45 CFR which prohibits discrimination on the basis of age, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of a disability.

Force Majeure: Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight

embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays.

Indemnification: The Consultant agrees to indemnify, save harmless, and release the Town of Wellington and all of its officers, agents, volunteers, and employees from and against any and all loss, damage, injury, liability, suits, and proceedings arising out of the performance of this Contract to the extent caused by the negligence of the Consultant's officers, agents, volunteers, or employees, but not for claims from the Town's negligence.

In recognition of the relative risks and benefits of the Consultant's work to the parties, the Town agrees to limit the Consultant's liability for damages to the Town arising out of services performed by the Consultant and caused by the Consultant's negligence or intentional acts hereunder to a sum not to exceed Consultant's professional liability limits as set forth in this agreement.

Independent Consultant: The Consultant shall function as an independent consultant for the purposes of this Contract and shall not be considered an employee of the Town for any purpose and as such, have no authorization, express or implied to by the Town of Wellington, to any agreements, settlements, liability or understanding whatsoever, and agrees not to perform any acts as an agent for the Town except as expressly set forth herein. The Consultant shall be responsible for the payment of all income tax and social security amounts due because of payments received from the Town. Persons employed by the Town and acting under the direction of the Town shall not be deemed to be employees or agents of the Consultant. Nothing in this Contract shall be interpreted as authorizing the Consultant or its agents or employees to act as an agent or representative or to incur any obligation of any kind for or on behalf of the Town. The Consultant agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to Town employees will inure to the benefit of the Consultant or the Consultant's agents or employees because of this Contract.

Insurance Coverage: The Consultant shall not commence work under this Contract until it has obtained all the insurance required by the Town. The Consultant shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth below and shall provide the Town with proofs of these insurance upon request:

(i) Automobile Liability Insurance: The Consultant shall maintain automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000 each accident combined single limit.

(ii) Commercial, General Liability Insurance: The Consultant shall maintain commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as stated below. The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (a) \$1,000,000 each occurrence;
- (b) \$1,000,000 personal injury and advertising injury;
- (c) \$2,000,000 general aggregate; and

- (d) \$2,000,000 products and completed operations.

(iii) Professional Liability or Errors and Omissions Liability Insurance: The Consultant shall maintain professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Consultant's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as stated below.

- (a) \$1,000,000 each claim; and
- (b) \$2,000,000 general aggregate.

(iv) Unemployment Insurance: The Consultant shall be duly registered with the Colorado Department of Labor and Employment and obtain such unemployment insurance coverage as required.

(v) Workers' Compensation and Employer's Liability Insurance: Employees hired in Colorado to perform work under this Contract shall be covered by workers' compensation coverage per the Colorado Department of Labor and Employment's Workers' Compensation program as statutorily required. Employees brought into Colorado from Consultant's home state to perform work under this Contract shall be covered by workers' compensation coverage obtained through the same or other state or private workers' compensation insurance approved by the Colorado Department of Labor and Employment as statutorily required.

Insurance Requirements:

(i) During the term of this Contract, the Consultant shall obtain and maintain, and ensure that each subconsultant obtains and maintains, each type of insurance coverage specified in Insurance Coverage above.

(ii) All policies (except for Workers' Compensation and Professional Liability) shall be primary over any insurance or self-insurance program carried by the Consultant or the Town. All policies (except for Professional Liability) shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Consultant or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Consultant shall provide Certificates of Insurance to the Town, verifying each type of coverage required herein.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Town. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Town may, at the Town's option, obtain and maintain, at the expense of the Consultant, such insurance in the name of the Consultant, or subconsultant, as the Town may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Consultant under this Contract.

(vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) The Town reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

Limitation of Liability: Excluding the Consultant's liability for bodily injury or damage to the property of third parties, the total aggregate liability of the Consultant arising out of the performance or breach of this Contract shall not exceed the compensation paid to the Consultant under this Contract. Notwithstanding any other provision of this Contract, the Consultant shall have no liability to the Town for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability or otherwise of the Consultant, its employees, or subconsultants.

Notice of Sale or Transfer: The Consultant shall provide the Town with notice of any sale, transfer, merger, or consolidation of the assets of the Consultant. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Town determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Consultant's obligations under this Contract, then the Town may, at its discretion, terminate or renegotiate the Contract.

Ownership of Documents and Information: The Town owns all documents, data compilations, reports, computer programs, photographs, drawings, data, and other work provided or produced by the Consultant in the performance of this Contract. Upon termination of services for any reason and payment to Consultant, the Consultant agrees to return all such original and derivative information and documents to the Town in a useable format. Any use or reuse other than for the purposes set forth herein shall be at the Town's sole risk and liability.

Patent or Copyright Protection: The Consultant recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by the Consultant or its subconsultants will violate any such restriction. The Consultant shall defend and indemnify the Town for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

Severability: A declaration by any court or any other binding legal source that any provision of this contract is illegal and void shall not affect the legality and enforceability of any provision of this Contract unless the provisions are mutually dependent.

Taxes: The Consultant shall pay all taxes and other such amounts required by federal, state and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

Termination of Contract: This Contract may be terminated with cause by either party in advance of the specified termination date upon written notice being provided by the other party. Unless the Town determines a default is not remediable, there have been prior violations with notice, or a default is determined to be detrimental to public safety, the party in violation will be given thirty (30) working days after notification to correct and cease the violations after which the Contract may be terminated for cause. This Contract may be terminated without cause in advance of a specified expiration

date by either party upon thirty (30) days prior written notice being given by the other party.

Project Requirements:

Final Deliverables and Stamping: The Consultant shall use the Contract Scope of Services as the outline for draft and final reports or technical memoranda so that Consultant compliance with Contract provisions can be verified. If the final report or technical memoranda contain information of an engineering nature, the cover of the final report, memoranda, all plates, and any executive summary must be stamped and signed by a Professional Engineer licensed in the State of Colorado.

In addition to the paper submittal, the Consultant shall provide the final documents and related materials in a digital format. This digital report shall be contained on USB drive(s), hard drives, or other media as approved by the Town and shall be in Adobe Acrobat (PDF) format.

Project Access: The Consultant shall be responsible for obtaining access as required for project tasks.

Stand-By Time: The Town will not reimburse the Consultant for stand-by time charges for the Consultant's supervisory personnel.

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT
BLANK.**

Payment and Billing:

Reimbursement of Expenses: Subject to annual appropriation by the Town Board of Trustees, The Town agrees to pay the Consultant an amount equal to the price shown below for the services described in Attachment A and incorporated by reference as part of this Contract. Payment shall be made directly to the Consultant. Total payment under this Contract shall not exceed sixty-seven thousand one hundred fifty-five dollars and no cents (\$67,155.00).

Project Budget: The anticipated project budget for the task(s) included in Attachment A is as stated below. The amounts shown for each task are not to be exceeded unless authorized by the Town. The Contract total amount is controlling.

<u>Task</u>	<u>Estimated Cost</u>
Task 1.Project Management	\$ 5,310.00
Task 2.Review Existing Information	\$ 7,890.00
Task 3.Develop Conceptual Design Options	\$ 22,620.00
Task 4.Preliminary Design Development	\$ 25,380.00
Task 5.Town Review and Decision Point	\$ 4,755.00
Reimbursables	\$ 1,200.00
Total Project Cost.....	\$ 67,155.00

Billing Statements: Billing statements shall be submitted no more often than monthly, on or before the 10th calendar day of each billing month, for activities and costs accrued since the last billing report and shall be made on forms approved by the Town. Each billing statement must include written justification of the cost items contained in the billing statement. Billing statements shall also include the Towns standard invoice cover sheet. Billing statements shall be transmitted electronically to project manager: Nathan Ewert, ewertna@wellingtoncolorado.gov.

Payment Procedures: Subject to annual appropriation by the Town Board of Trustees, the Town shall pay the Consultant upon receipt of billing statements as the services are performed for the task(s) outlined in Attachment A. The Town will initiate the payment process upon the receipt of a verified statement of services, and payment shall be made within thirty (30) days following receipt of billing.

Partial Services: In the event any portion of the work prepared or partially prepared by the Consultant is suspended, abandoned, or terminated at the request of the Town, the Town shall pay the Consultant for the work performed on such portion on an hourly basis, not to exceed any maximum contract amount specified herein for the designated portion of the work.

Withholding of Payment: If a work element has not been received by the Town by the dates established in Attachment A, the Town may suspend payments beginning with the month following that date until such deficiency has been corrected.

Final Payment: The final payment shall be made upon acceptance of the final work product and receipt of the final billing.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

Signatures:

The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below and certify that they have read, understood, and agreed to the terms and conditions of this Contract. The Effective Date of this Contract is the date of the signature last affixed to this page.

TOWN OF WELLINGTON

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)

Witness Signature (if required)

Date

Printed Name

Title

Clark & Enersen

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)

Witness Signature (if required)

Date

Printed Name

Title

Scope of Services:

The Town accepts the scope of services and fees as defined within the Consultant's proposal attached to this Contract as Attachment A.

8/27/25

Nathan Ewert, PE
Deputy Director of Public Works
Town of Wellington
8225 Third Street, Wellington, CO 80549

Dear Nathan,

Project Understanding

The Town of Wellington recently completed a major Water Treatment Plant (WTP) expansion to increase capacity. While that project enhanced process capacity, controls, and infrastructure, the administration and laboratory facilities were value-engineered out at the 30% design level. The site now includes a prepared building pad and utility stub-outs, awaiting development of a new administration and laboratory building.

The Town seeks an alternatives analysis and preliminary design to determine the most cost-effective and functional approach to accommodate staff and laboratory needs while meeting CDPHE drinking water compliance. Our team understands that the Town requires:

- Up to 2,200 SF maximum building footprint.
- Flexible, cost-effective facility design (pre-engineered metal or modular).
- A program that includes office space, meeting space, staff support facilities, locker rooms, and a CDPHE-compliant laboratory.
- Evaluation of three design alternatives:
 - Option A: New admin + integrated new lab.
 - Option B: New admin + remodeled existing lab.
 - Option C: Consultant's recommended hybrid solution.
- Deliverables at the 10% design level, including layouts, narratives, cost estimates, and utility connections.

Scope of Services

Task 1 – Project Management

- Kickoff meeting with Town staff.
- Monthly progress meetings (virtual or in person as needed).
- Quality control reviews at each milestone.

Task 2 – Review Existing Information

- Review provided lab evaluation, needs assessment, and as-built drawings.

- Confirm available utilities and grading at the prepared pad.
- Validate CDPHE regulatory requirements applicable to lab design.

Task 3 – Develop Conceptual Design Options

- Prepare three alternatives as requested (A, B, and C).
- Each option will include conceptual floor plans, basic elevations, site/utility connections, and narratives.
- Alternatives will evaluate program fit, constructability, and operational efficiency.

Task 4 – Preliminary Design Development

- Advance each concept to the 10% design level.
- Prepare drawings (site plan, floor plan, utility/service diagrams, basic MEP schematics).
- Provide narrative design descriptions.
- Develop order-of-magnitude construction cost estimates for each option.

Task 5 – Town Review and Decision Point

- Facilitate a workshop presentation of the three alternatives.
- Collect feedback and document Town's preferred direction.
- Revise deliverables to incorporate comments and finalize the design package.

Deliverables

- Narratives describing the conceptual approach for each option.
- Programmatic Space summary with proposed square footages.
- Three conceptual design alternatives (plans, narratives, schematics).
- 10% design packages (drawings, site and utility plans, basic MEP schematics).
- Preliminary cost estimates for all alternatives.
- Presentation materials for Town staff and leadership.

Fee Proposal

We propose to perform the conceptual & preliminary design development services described above on a lump sum, not to exceed **\$67,155**, including reimbursables. The attached Wage Rate Schedule summarizes the estimated hours and rates by discipline and separated out by task.

Assumptions and Exclusions

- Design team will hold up to ten (10) meetings/workshops in person and/or virtual with the Town during the design process
- Design scope is limited to conceptual & 10% schematic phase only. Design development, construction documents, and permitting are excluded.
- Surveying and geotechnical investigation are excluded from this proposal but can be added upon request.

We are excited for the opportunity to work with the Town on this meaningful project. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Walter", with a long horizontal stroke extending to the right.

Phil Walter, PE, LEED AP
Principal
Clark & Enersen
philip.walter@clarkenersen.com
970.818.8999

Project: Town of Wellington
Water Treatment Plant Admin Building & Lab Expansion Design Alternatives

CLASSIFICATION	RATE	HOURS	TOTAL
Task 1: Project Management			
Managing Principal	\$ 285.00	6.00	\$ 1,710.00
Architect (Project Manager)	\$ 180.00	20.00	\$ 3,600.00
Phase Total			\$ 5,310.00
Task 2: Review Existing Information			
Managing Principal	\$ 285.00	6.00	\$ 1,710.00
Architect (Project Manager)	\$ 180.00	8.00	\$ 1,440.00
Architectural Staff	\$ 135.00	12.00	\$ 1,620.00
Civil Engineer	\$ 195.00	4.00	\$ 780.00
Structural Engineer	\$ 195.00	4.00	\$ 780.00
Mechanical / Plumbing Engineer	\$ 195.00	4.00	\$ 780.00
Electrical Engineer	\$ 195.00	4.00	\$ 780.00
Phase Total			\$ 7,890.00
Task 3: Develop Conceptual Design Options			
Managing Principal	\$ 285.00	12.00	\$ 3,420.00
Architect (Project Manager)	\$ 180.00	30.00	\$ 5,400.00
Architectural Staff	\$ 135.00	20.00	\$ 2,700.00
Interior Designer	\$ 135.00	10.00	\$ 1,350.00
Civil Engineer	\$ 195.00	20.00	\$ 3,900.00
Structural Engineer	\$ 195.00	10.00	\$ 1,950.00
Mechanical / Plumbing Engineer	\$ 195.00	10.00	\$ 1,950.00
Electrical Engineer	\$ 195.00	10.00	\$ 1,950.00
Phase Total			\$ 22,620.00

Task 4: Preliminary Design Development						
	Managing Principal	\$	285.00	12.00	\$	3,420.00
	Architect (Project Manager)	\$	180.00	40.00	\$	7,200.00
	Architectural Staff	\$	135.00	30.00	\$	4,050.00
	Interior Designer	\$	135.00	10.00	\$	1,350.00
	Civil Engineer	\$	195.00	12.00	\$	2,340.00
	Structural Engineer	\$	195.00	12.00	\$	2,340.00
	Mechanical / Plumbing Engineer	\$	195.00	12.00	\$	2,340.00
	Electrical Engineer	\$	195.00	12.00	\$	2,340.00
Phase Total					\$	25,380.00

Task 5: Town Review and Decision Point						
	Managing Principal	\$	285.00	8.00	\$	2,280.00
	Architect (Project Manager)	\$	180.00	6.00	\$	1,080.00
	Architectural Staff	\$	135.00	4.00	\$	540.00
	Interior Designer	\$	135.00	2.00	\$	270.00
	Civil Engineer	\$	195.00	1.00	\$	195.00
	Mechanical / Plumbing Engineer	\$	195.00	1.00	\$	195.00
	Electrical Engineer	\$	195.00	1.00	\$	195.00
Phase Total					\$	4,755.00

FIRM	CLASSIFICATION	RATE	TOTAL
Reimbursables (Not-to-Exceed)			
	Travel, meals, etc.		\$ 1,200.00
Phase Total			\$ 1,200.00

TOTAL PROJECT	\$	65,955.00
TOTAL PROJECT + REIMBURSABLES	\$	67,155.00

Wage Rages	
Managing Principal	\$ 285.00
Architect (Project Manager)	\$ 180.00
Architectural Staff	\$ 135.00
Interior Designer	\$ 135.00
Civil Engineer	\$ 195.00
Structural Engineer	\$ 195.00
Mechanical / Plumbing Engineer	\$ 195.00
Electrical Engineer	\$ 195.00
Administrative	\$ 90.00



Board of Trustees Meeting

Date: September 9, 2025

Subject: Resolution No. 37-2025 - A Resolution Authorizing the Temporary Closure of Portions of State Highway 1/Cleveland Avenue, Second Street, Third Street, and Fourth Street within the Town of Wellington During the Annual Trick or Treat Down Main Street Event on Friday, October 31, 2025

- **Presentation:** Caitlin Morris, Main Street and Events Coordinator

EXECUTIVE SUMMARY

The Wellington Colorado Main Street Program in partnership with the Town of Wellington holds an annual “Trick or Treat Down Main Street” event, during which 3,000+ children and families are expected to attend and over 60 local businesses will be participating. The closure of sections of Cleveland Avenue is necessary to provide protection for the large number of attendees expected.

BACKGROUND / DISCUSSION

The following streets are proposed to be closed to traffic, except for residents and/or business owners of these streets at the time specified:

- Cleveland Avenue from the East side of First Street to the West side of Fifth Street from 1:00 pm to 7:00 pm on Friday, October 31, 2025.

CONNECTION WITH ADOPTED MASTER PLANS

Trick or Treat Down Main Street directly supports the Town’s Comprehensive Plan and 2025 Strategic Plan by fostering a vibrant and welcoming downtown core, encouraging walkability, and creating family-friendly opportunities for community gathering. The event aligns with the strategic goals of “fostering economic vibrancy” and “cultivating and nurturing community spaces” by driving foot traffic to local businesses and strengthening residents’ sense of place.

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 37-2025 – A Resolution Authorizing the Temporary Closure of Roads for Trick or Treat Down Main Street.

MOTION RECOMMENDATION

- Option 1) Move to Approve the Consent Agenda
Option 2) Move to Approve Resolution No. 37-2025

ATTACHMENTS

1. Resolution No. 37-2025 - A Resolution Authorizing the Temporary Closure of Portions of State Highway 1/Cleveland Avenue, Second Street, Third Street,



2. 2025 Trick or Treat Road Closure Plan

TOWN OF WELLINGTON

RESOLUTION NO. 37-2025

A RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF PORTIONS OF STATE HIGHWAY 1/CLEVELAND AVENUE, SECOND STREET, THIRD STREET, AND FOURTH STREET WITHIN THE TOWN OF WELLINGTON DURING THE ANNUAL TRICK OR TREAT DOWN MAIN STREET EVENT ON OCTOBER 31st, 2025

WHEREAS, the Wellington Colorado Main Street Program and Town of Wellington are conducting “Trick or Treat Down Main Street” for the residents of Wellington on Friday, October 31st, 2025; and

WHEREAS, it is necessary to temporarily close a portion of State Highway 1 and Cleveland Avenue within the Town of Wellington to traffic on October 31st, 2025 for “Trick or Treat Down Main Street”; and

WHEREAS, said temporary closures are permitted by C.R.S. 42-4-106(6)(b) and Section 106(6)(b) of the Colorado Model Traffic Code.

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

Section 1. The following streets are to be closed to automobile traffic, except for residents and/or business owners of these streets at the time specified; State Highway 1/Cleveland Avenue from the East side of First Street to the West side of Fifth Street from 1:00 pm-7:00 pm.

Section 2. State Highway 1/Cleveland Avenue traffic traveling East during the time of closure will be rerouted on First Street to the north and south. State Highway 1/Cleveland Avenue traffic traveling West from Sixth Street during the time of closure will be rerouted on Fifth Street to the north and south.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 9th day of September 2025.

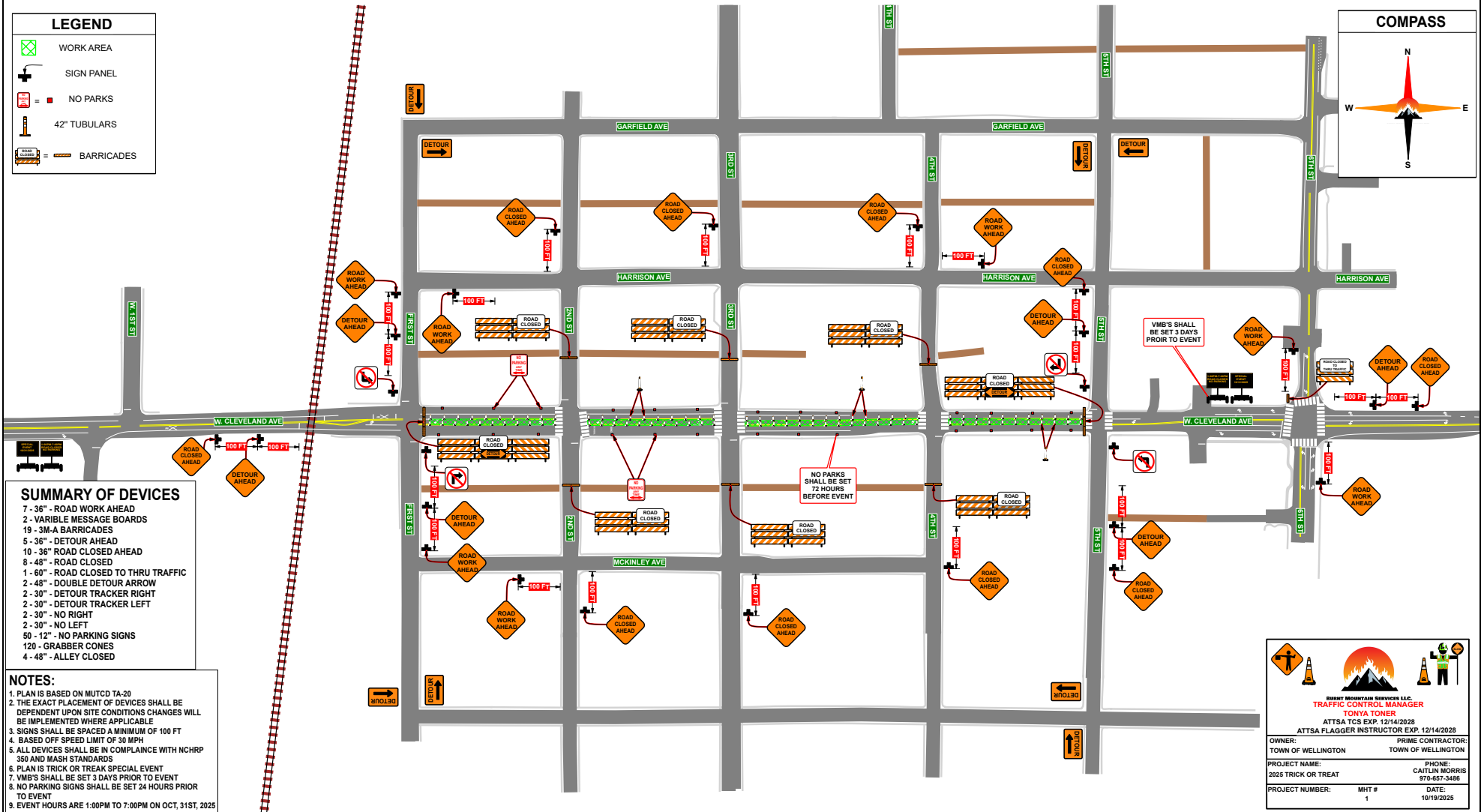
TOWN OF WELLINGTON, COLORADO

BY:

Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk



Board of Trustees Meeting

Date: September 9, 2025

Subject: Resolution No. 38-2025: A Resolution Approving a Consultant Agreement with Felsburg Holt & Ullevig for a Transportation and Mobility Master Plan, Impact Fee Nexus Study and Street Design Guidelines and Standards

- **Presentation: Brittany Lenoir, Planner III**

EXECUTIVE SUMMARY

A consultant agreement for professional services is being presented to the Board of Trustees for award to Felsburg Holt & Ullevig (FHU). The consultant agreement will enable development of a transportation and mobility master plan, impact fee nexus study, and street design guidelines and standards. A competitive bid process was used to select a qualified professional consultant. The 2025 approved budget includes funds in the Capital Improvement Plan (CIP) for the project. The Town also negotiated an additional \$100,000 private contribution for the transportation master plan as part of the Annexation Agreement for the Village at Sage Farms. The resulting cost to the Town will be \$99,910.

BACKGROUND / DISCUSSION

The development of a Transportation and Mobility Master Plan is one of the strategies identified to meet the Town's goal of creating an efficient and safe transportation system for all modes of transportation within and beyond town boundaries. Along with this effort, the Town desires to undertake an impact fee nexus study to analyze existing road impact fees and propose updates to the fees based on prioritized transportation projects identified in the Master Plan. Lastly, there is a need to comprehensively update the Town's streets standards and guidelines that would replace the streets section (Division 5) of the Wellington Standard Design Criteria and Standard Construction Requirements.

Town staff utilized the Request for Proposals (RFP) process from the Town's purchasing policy to solicit professional consultant services to assist with the development of the Transportation and Mobility Master Plan, to conduct an impact fee nexus study, and to create street design guidelines and standards.

The Town received proposals from six consultant groups. Proposals were reviewed and scored by a selection committee based on the following evaluation criteria, as defined in the RFP (attached):

1. Written response demonstrating understanding of the project and scope of work, project approach, and methodology (30%);
2. Experience, qualifications, and technical capability of Consultant and proposed staff (20%);
3. Schedule and plan for managing and delivering the desired project (20%);
4. Demonstration of relevant project experience and references (15%); and
5. Cost of service (15%)

After careful consideration of each proposal and applying the above evaluation criteria, the selection committee recommends partnering with FHU. Town staff and FHU developed the scope of services included in the consultant agreement for performing the work necessary to engage the public, complete necessary studies and



analysis, and produce a final Transportation and Mobility Master Plan, fee impact nexus study, and street standards and guidelines to complete the project.

CONNECTION WITH ADOPTED MASTER PLANS

This action supports the following 2025-2029 Town of Wellington Board Strategic Plan Goals:

- Grow Responsibly, Goal 1: Proactively maintain and improve utilities, streets, and built environment.
- Grow Responsibly, Goal 4: Reinforce and align plans for corridors and jurisdiction boundaries.
- Foster Economic Vibrancy, Goal 4: Align and develop visions related to economic development.
- Ensure Strong Town Operations, Goal 6: Leverage and expand external relationships.

This action supports the following Town of Wellington Comprehensive Plan goals and strategies:

- Transportation Goal 1. Create an efficient and safe transportation system for all modes of transportation within and beyond Town boundaries.
- Strategy T. 1.1 Finalize a Transportation Master Plan that appropriately classifies streets and develops standards for development that addresses all modes of transportation.
- Strategy T. 1.8. Adopt a Complete Streets Policy that identifies design standards that support the safety of all transportation modes on roadways.
- Strategy T. 1.9. Prioritize the construction of high priority trails and sidewalks and work to find solutions that reduce trail gaps and improve connectivity regardless of built and natural barriers, like the highway and floodplains.
- Transportation Goal 2. Improve safety and connectivity of trails and sidewalks to provide active transportation to everyday destinations, like schools, parks, downtown, and places for work, worship, and shopping.
- Strategy T. 2.1. Consider developing corridor plans that identify and design bicycle and pedestrian enhancements to create greater and more direct connectivity to everyday destinations.
- Strategy T. 2.8. Assess feasibility of implementing a sidewalk/streets fund that would prioritize and implement transportation infrastructure improvements, especially for active transportation (e.g., sidewalks, ramps, on-street bicycle lanes, etc.).
- Strategy T. 2.9. Identify criteria for on-street bicycle infrastructure based on roadway classification and, based on these criteria, implement an on-street bicycle network that provides greater access to everyday destinations.

FISCAL IMPLICATIONS

Funding for a Transportation Master Plan is provided in the approved 2025 Town of Wellington Fiscal Budget (GL 211-80-5024). On January 23, 2024, under Resolution No. 02-2024, the Board of Trustees approved an annexation agreement for the Village at Sage Farms. In this agreement, the owner of the development is contributing \$100,000 of private funds for the completion of a Transportation Master Plan.

FHU provided a fee breakdown in their scope of services with a total budget of \$199,910. After the development contribution, the resulting end cost to the Town will be \$99,910.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 38-2025 approving a consultant agreement with Felsbur Holt & Ullevig for a transportation and mobility master plan, impact fee nexus study and street design guidelines and standards for a not to exceed amount of \$199,910 and authorize Town Staff to execute the contract.



MOTION RECOMMENDATION

Move to approve Resolution No. 38-2025 approving a consultant agreement with Felsburg Holt & Ullevig for a transportation and mobility master plan, impact fee nexus study and street design guidelines and standards for a not to exceed amount of \$199,910 and authorize Town Staff to execute the contract on behalf of the Town.

ATTACHMENTS

1. Resolution No. 38-2025 Approving a Consultant Agreement
2. Consultant Agreement
3. Exhibit A: Scope of Work
4. RFP for Transportation and Mobility Master Plan
5. Evaluation Scoring Summary
6. Presentation Slides

TOWN OF WELLINGTON

RESOLUTION NO. 38-2025

A RESOLUTION APPROVING A CONSULTANT AGREEMENT WITH FELSBURG HOLT & ULLEVIG FOR A TRANSPORTATION AND MOBILITY MASTER PLAN, IMPACT FEE NEXUS STUDY, AND STREET DESIGN GUIDELINES AND STANDARDS

WHEREAS, the Town's Comprehensive Plan and Board Strategic Plan identify goals and strategies to improve streets and the built environment, create an efficient and safe transportation system for all modes of transportation, and update transportation impact fees based on prioritized transportation projects identified in a master plan; and

WHEREAS, the Town of Wellington desires to undertake a Transportation and Mobility Master Plan, Impact Fee Nexus Study, and Street Design Guidelines and Standards to achieve the goals and strategies of the Comprehensive Plan and Board of Trustees 2025-2029 Strategic Plan; and

WHEREAS, a consultant agreement is required to pursue the development of a Transportation and Mobility Master Plan, Impact Fee Nexus Study, and Street Design Guidelines and Standards; and

WHEREAS, Town staff utilized the Request for Proposals process from the Town's purchasing policy to identify a qualified vendor to provide the required professional consulting services; and

WHEREAS, the Town of Wellington's approved 2025 budget includes suitable appropriation for the cost of the consultant agreement; and

WHEREAS, the annexation agreement for the Village at Sage Farms required provides for \$100,000 of private development contributions for the completion of a Transportation Master Plan.

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

1. The consultant agreement with Felsburg Holt & Ullevig is hereby approved in an amount not to exceed \$199,910.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 9th day of September 2025.

TOWN OF WELLINGTON, COLORADO

Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk



TOWN OF WELLINGTON
8225 3RD STREET
WELLINGTON, CO 80549
PUBLIC WORKS (970) 568-0447
TOWN HALL (970) 568-3381

Transportation and Mobility Master Plan

CONTRACT FOR PROFESSIONAL SERVICES, GL No. 211-80-5024

Parties: The parties to this Contract are the Town of Wellington, 8225 Third Street, Wellington, Colorado 80549 (Town) and Felsburg Holt & Ullevig, 244 N College Avenue, Suite 145, Fort Collins, Colorado 80524 (Consultant).

Purpose of Contract: The purpose of this Contract is for the Town of Wellington to retain the services of the Consultant to render certain technical or professional services hereinafter described.

Term of Contract and Required Approvals: This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date and shall be performed in general accordance with the project schedule included in Exhibit A.

If the Consultant has been delayed and as a result will be unable to complete performance fully and satisfactorily within this Contract period, the Consultant may be granted an extension of time upon submission of evidence of the causes of delay satisfactory to the Town.

Responsibilities of the Consultant:

Scope of Services: The Consultant shall perform the specific services required under this Contract in a satisfactory and proper manner as outlined in Exhibit A. The standard of care for the Consultant under this Contract will be the care and skill ordinarily used by members of the Consultant's profession providing similar services for projects of similar size, location, scope, and complexity to this project.

Personnel: All services required hereunder will be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized, licensed, or permitted under state law to perform such services if state law requires such authorization, license, or permit.

Records Administration: The Consultant shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to the Consultant for costs authorized by this Contract. The Consultant shall be responsible and responsive to the Town in its requests and requirements related to the scope of this Contract. The Consultant shall select and analyze all data in a systematic and meaningful manner to contribute directly in meeting the objectives of the project and shall present this information clearly and concisely in a professional and workmanlike manner.

Reports, Maps, Plans, Models and Documents: A minimum of one (1) copy of maps, plans, worksheets, logs, field notes or other documents prepared under this Contract as relevant to this project shall be submitted to the Town. The Consultant shall also submit any computer program, spreadsheet, or model files developed as a part of this project. Digital media shall be labeled to provide sufficient detail to access the information on the media. Any user manuals shall be submitted to the Town with complete documentation of computer programs developed under this Contract. The user manual shall also specify the source code language and the type of computer equipment necessary to operate the program(s).

Subcontracts:

(i) Approval Required for Subconsultants: Any subconsultants required by the Consultant in connection with the services, work performed or rendered under this Contract will be limited to such individuals or firms as were specifically identified in the proposal and agreed to during negotiations or are specifically authorized by the Town during the performance of this Contract. During the performance of the Contract, substitutions in or additions to such subconsultants will be subject to the prior approval by the Town. The Consultant shall be responsible for the actions of the subconsultants.

(ii) Billing for Subcontracts: Billings for subconsultant services shall include any mark up as set forth in Exhibit A. Subcontract costs shall be documented by attaching subconsultant's billings to the Consultant's billing submittals.

Responsibilities of the Town:

Data to be Furnished: All information, data, drawings, reports, maps, etc. as are available to the Town and necessary for the carrying out of the scope of services shall be furnished to the Consultant without charge, and the Town shall cooperate with the Consultant in the carrying out of the project.

Report Reviews and Criteria: The Town shall examine all studies, reports, sketches, drawings, opinions of costs, and other documents presented by the Consultant and shall promptly render the Town's decisions pertaining thereto. The Town shall provide all criteria and full information regarding its requirements for the project.

General Provisions:

Amendments: Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument executed by all parties to this Contract.

Assignment Prohibited and Contract Shall Not Be Used as Collateral: Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Consultant shall not use this Contract, or any portion thereof, for collateral for any financial obligation.

Audit and Access to Records: The Town shall have access to any books, documents, papers, electronic data, and records of the Consultant which are pertinent to this Contract for a period of 1 year following completion of services rendered. The Consultant shall immediately, upon receiving written instruction from the Town, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Consultant which are pertinent to this Contract.

Authority: Provisions of this Contract are pursuant to the authority set forth in the Town of Wellington Municipal Code. Mandatory applicable state and federal regulations also apply.

Compliance with Laws: The Consultant shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.

Confidentiality: Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Contract, and said parties shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using confidential information (i) when the confidential information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when confidential information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the confidential information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

Conflicts of Interest: The Consultant stipulates that none of its officers or employees are officers or employees of the Town of Wellington unless disclosure has been made in accordance with Town ordinances and policies. Furthermore, the Consultant certifies that it has not offered or given any gift or compensation prohibited by local, state, or federal law, to any officer or employee of the Town of Wellington to secure favorable treatment with respect to being awarded this Contract. The Consultant shall not engage in providing consultation or representation of clients, agencies or firms which may constitute a conflict of interest which results in a disadvantage to the Town or a disclosure which would adversely affect the interests of the Town. The Consultant shall notify the Town of any potential or actual conflicts of interest arising during this Contract. This Contract may be terminated in the event a conflict of interest arises. Termination of the Contract will be subject to a mutual settlement of accounts. In the event the Contract is terminated under this provision, the Consultant shall take

steps to ensure that the file, evidence, evaluation and data are provided to the Town or its designee. This does not prohibit or affect the Consultant's ability to engage in consultations, evaluations or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists. A conflict of interest warranting termination of this Contract may include, but is not necessarily limited to, acting on behalf of a client in an adversarial proceeding against the Town or initiating suits in equity including injunctions, declaratory judgments, writs of prohibition, or quo warranto.

Contract Jurisdiction, Choice of Law, and Venue: The provisions of the Contract shall be governed by the laws of the State of Colorado. The parties will submit to the jurisdiction of the courts of the State of Colorado. Venue shall be Larimer County, Colorado.

Contract Renegotiation, Modifications and Award of Related Contracts: This Contract may be amended, modified, or supplemented only by written amendment to the Contract, executed by the parties hereto, and attached to the original signed copy of the Contract. The Town may undertake or award supplemental or successor contracts for work related to this Contract or may award contracts to other consultants for work related to this Contract. The Consultant shall cooperate fully with other consultants and the Town in all such cases. The Town, at its sole discretion and through duly authorized contract amendments, may request the Consultant to complete additional phases beyond the scope of services included in this Contract.

Disbarment: The Consultant certifies that neither it nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction (Contract) by any governmental department or agency. If the Consultant cannot certify this statement, a written explanation for review by the Town shall be provided.

Entirety of Contract: This Contract, consisting of twenty-two (22) pages inclusive of Exhibit A, represents the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

Equal Opportunity Clause: The Consultant agrees to abide by the provisions under Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on a basis of race, religion, color, or national origin. This includes abiding to Executive Order 11246 which prohibits discrimination on the basis of sex, and 45 CFR which prohibits discrimination on the basis of age, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of a disability.

Force Majeure: Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature

of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays.

Indemnification: The Consultant agrees to indemnify, save harmless, and release the Town of Wellington and all of its officers, agents, volunteers, and employees from and against any and all loss, damage, injury, liability, suits, and proceedings arising out of the performance of this Contract to the extent caused by the negligence of the Consultant's officers, agents, volunteers, or employees, but not for claims from the Town's negligence.

In recognition of the relative risks and benefits of the Consultant's work to the parties, the Town agrees to limit the Consultant's liability for damages to the Town arising out of services performed by the Consultant and caused by the Consultant's negligence or intentional acts hereunder to a sum not to exceed Consultant's professional liability limits as set forth in this agreement.

Independent Consultant: The Consultant shall function as an independent consultant for the purposes of this Contract and shall not be considered an employee of the Town for any purpose and as such, have no authorization, express or implied by the Town of Wellington, to any agreements, settlements, liability or understanding whatsoever, and agrees not to perform any acts as an agent for the Town except as expressly set forth herein. The Consultant shall be responsible for the payment of all income tax and social security amounts due because of payments received from the Town. Persons employed by the Town and acting under the direction of the Town shall not be deemed to be employees or agents of the Consultant. Nothing in this Contract shall be interpreted as authorizing the Consultant or its agents or employees to act as an agent or representative or to incur any obligation of any kind for or on behalf of the Town. The Consultant agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to Town employees will inure to the benefit of the Consultant or the Consultant's agents or employees because of this Contract.

Insurance Coverage: The Consultant shall not commence work under this Contract until it has obtained all the insurance required by the Town. The Consultant shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth below and shall provide the Town with proofs of these insurance upon request:

(i) **Automobile Liability Insurance:** The Consultant shall maintain automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000 each accident combined single limit.

(ii) **Commercial, General Liability Insurance:** The Consultant shall maintain commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as stated below. The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (a) \$1,000,000 each occurrence;
- (b) \$1,000,000 personal injury and advertising injury;
- (c) \$2,000,000 general aggregate; and
- (d) \$2,000,000 products and completed operations.

(iii) **Professional Liability or Errors and Omissions Liability Insurance:** The Consultant shall maintain professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Consultant's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as stated below.

- (a) \$1,000,000 each claim; and
- (b) \$2,000,000 general aggregate.

(iv) **Unemployment Insurance:** The Consultant shall be duly registered with the Colorado Department of Labor and Employment and obtain such unemployment insurance coverage as required.

(v) **Workers' Compensation and Employer's Liability Insurance:** Employees hired in Colorado to perform work under this Contract shall be covered by workers' compensation coverage per the Colorado Department of Labor and Employment's Workers' Compensation program as statutorily required. Employees brought into Colorado from Consultant's home state to perform work under this Contract shall be covered by workers' compensation coverage obtained through the same or other state or private workers' compensation insurance approved by the Colorado Department of Labor and Employment as statutorily required.

Insurance Requirements:

(i) During the term of this Contract, the Consultant shall obtain and maintain, and ensure that each subconsultant obtains and maintains, each type of insurance coverage specified in Insurance Coverage above.

(ii) All policies (except for Workers' Compensation and Professional Liability) shall be primary over any insurance or self-insurance program carried by the Consultant or the Town. All policies (except for Professional Liability) shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Consultant or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Consultant shall provide Certificates of Insurance to the Town, verifying each type of coverage required herein.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Town. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Town may, at the Town's option, obtain and maintain, at the expense of the Consultant, such insurance in the name of the Consultant, or subconsultant, as the Town may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Consultant under this Contract.

(vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) The Town reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

Limitation of Liability: Excluding the Consultant's liability for bodily injury or damage to the property of third parties, the total aggregate liability of the Consultant arising out of the performance or breach of this Contract shall not exceed the compensation paid to the Consultant under this Contract. Notwithstanding any other provision of this Contract, the Consultant shall have no liability to the Town for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability or otherwise of the Consultant, its employees, or subconsultants.

Notice of Sale or Transfer: The Consultant shall provide the Town with notice of any sale, transfer, merger, or consolidation of the assets of the Consultant. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Town determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Consultant's obligations under this Contract, then the Town may, at its discretion, terminate or renegotiate the Contract.

Ownership of Documents and Information: All drawings, specifications, reports, records, and other work products developed by Consultant associated with this project are instruments of service for this Project only and will remain the property of the Consultant whether the project is completed or not. Consultant shall furnish originals or copies of such work product to the Town in accordance with the services required hereunder. Reuse of any of the work product of Consultant by the Town on an extension of this Project or on any other project without the written permission of Consultant will be at the Town's risk.

Patent or Copyright Protection: The Consultant recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by the Consultant or its subconsultants will violate any such restriction. The Consultant shall defend and indemnify the Town for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

Severability: A declaration by any court or any other binding legal source that any provision of this contract is illegal and void shall not affect the legality and enforceability of any provision of this Contract unless the provisions are mutually dependent.

Taxes: The Consultant shall pay all taxes and other such amounts required by federal, state and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

Termination of Contract: This Contract may be terminated with cause by either party in advance of the specified termination date upon written notice being provided by the other party. Unless the Town determines a default is not remediable, there have been prior violations with notice, or a default is determined to be detrimental to public safety, the party in violation will be given thirty (30) working days after notification to correct and cease the violations after which the Contract may be terminated for cause. This Contract may be

terminated without cause in advance of a specified expiration date by either party upon sixty (60) days prior written notice being given by the other party.

Project Requirements:

Final Deliverables and Stamping: The Consultant shall use the Contract Scope of Services as the outline for draft and final reports or technical memoranda so that Consultant compliance with Contract provisions can be verified. If the final report or technical memoranda contain information of an engineering nature, the cover of the final report, memoranda, all plates, and any executive summary must be stamped and signed by a Professional Engineer licensed in the State of Colorado.

In addition to the paper submittal, the Consultant shall provide the final documents and related materials in a digital format. This digital report shall be contained on USB drive(s), hard drives, or other media as approved by the Town and shall be in Adobe Acrobat (PDF) format.

Project Access: The Consultant shall be responsible for requesting in a timely manner any access to facilities or properties in association with project tasks identified in the Scope of Work. Client shall make provisions for Consultant to enter upon public or Town-operated facilities or properties as required for Consultant to perform its services as required for project tasks.

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BLANK.**

Payment and Billing:

Reimbursement of Expenses: Subject to annual appropriation by the Town Board of Trustees, The Town agrees to pay the Consultant an amount equal to the price shown below for the services described in Exhibit A and incorporated by reference as part of this Contract. Payment shall be made directly to the Consultant. Total payment under this Contract shall not exceed one hundred ninety-nine thousand, nine hundred ten dollars (\$199,910.00).

Project Budget: The project budget for professional services is lump sum in the amount included in Exhibit A. The lump sum amount is not to be exceeded unless authorized by the Town in a written contract modification. The Contract total amount is controlling.

Lump Sum Project Cost\$ **199,910.00**

Billing Statements: Billing statements shall be submitted no more often than monthly, on or before the 10th calendar day of each billing month, for activities and costs accrued since the last billing report and shall be made on forms approved by the Town. Each billing statement must include written justification of the cost items contained in the billing statement. Billing statements shall be transmitted electronically to the Town’s Planning Department at planning@wellingtoncolorado.gov and a copy to the Town’s Finance Department at apinvoices@wellingtoncolorado.gov.

Payment Procedures: Subject to annual appropriation by the Town Board of Trustees, the Town shall pay the Consultant upon receipt of billing statements as the services are performed for the task(s) outlined in Exhibit A. The Town will initiate the payment process upon the receipt of a verified statement of services, and payment shall be made within thirty (30) days following receipt of billing.

Partial Services: In the event any portion of the work prepared or partially prepared by the Consultant is suspended, abandoned, or terminated at the request of the Town, the Town shall pay the Consultant for the work performed on such portion on an hourly basis, not to exceed any maximum contract amount specified herein for the designated portion of the work.

Withholding of Payment: If a work element has not been received by the Town by the dates established in Exhibit A, the Town may suspend payments beginning with the month following that date until such deficiency has been corrected.

Final Payment: The final payment shall be made upon acceptance of the final work product and receipt of the final billing.

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Signatures:

The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below and certify that they have read, understood, and agreed to the terms and conditions of this Contract. The Effective Date of this Contract is the date of the signature last affixed to this page.

TOWN OF WELLINGTON

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)

Witness Signature (if required)

Date

Printed Name

Title

Felsburg Holt & Ullevig

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)

Witness Signature (if required)

Date

Printed Name

Title

Scope of Services:

The Town accepts the work plan, project schedule and fees as defined within the Consultant's Scope of Services attached to this Contract as Exhibit A.

Task 1: Project Management & Coordination

I.1 Project Management

As the project manager, Stephanie will maintain regular communication with Town staff, provide monthly progress updates, and proactively manage tasks and timelines to keep the project on track. She will lead monthly Project Management Team (PMT) meetings, prepare detailed agendas and presentations in advance to guide discussions, and document key takeaways and action items in timely meeting summaries. This structured coordination will ensure transparency, accountability, and alignment between the consultant team and Town staff throughout the project.

The project will begin with a focused kickoff phase to ensure alignment from the start. The FHU team will meet with Town staff and key stakeholders to confirm project goals, clarify expectations, and finalize the project schedule, communication protocols, and deliverable formats. We will also define roles and responsibilities across the team to support efficient collaboration. This upfront coordination will set a strong foundation for the work ahead and help ensure clear, consistent progress throughout the proposed 14-month planning process.

I.2 Quality Control

Jenny Young, who will serve as principal-in-charge for this project, will oversee quality assurance and quality control (QA/QC). She will ensure that all deliverables reflect the high standards expected by the Town and are technically sound, consistent, and implementation-ready. Her oversight will include structured internal reviews at each key milestone, with senior staff providing discipline-specific input and objective checks on accuracy, clarity, and responsiveness to project goals.

Under Jenny's leadership, the FHU team will implement a streamlined QA/QC process that includes version control protocols, shared tracking tools, and clear documentation of Town and stakeholder input. Final deliverables will undergo a comprehensive review for formatting, organization, and alignment with previous feedback. This proactive and collaborative approach ensures that the Town receives clear, well-supported work products that can be confidently shared with decision-makers and the public.

Task 1 Deliverables

- Project Management Plan (PMP)
- Kickoff meeting with Town staff and stakeholders
- Up to 14 monthly PMT meetings and progress reports

Task 2: Community & Stakeholder Engagement

The FHU team will place inclusive and strategic engagement at the heart of the planning process. Engagement will follow a phased and iterative approach, designed to build awareness early, gather meaningful input throughout, and validate recommendations at key milestones. We will begin with broad visioning and issue identification, followed by focused input on potential strategies and tradeoffs, and conclude with review and feedback on draft plan materials. To support community understanding and buy-in, we will also incorporate educational content that highlights the broader benefits of bicycle and pedestrian infrastructure, such as improved safety, local economic vitality, and increased access for

people of all ages and abilities. We will align each phase with key technical tasks and deliverables to ensure timely integration of public and stakeholder input.

2.1 Stakeholder & Public Engagement Plan

At the outset of the project, the FHU team will develop a Stakeholder and Public Engagement Plan (SPEP) in coordination with Town staff and the Town's Communications Department. The plan will establish clear engagement goals, identify key audiences, define outreach tools and tactics, and establish a schedule for outreach activities aligned with the overall project timeline. It will also outline protocols for promoting events and materials, documenting public input, and integrating feedback into technical work. The SPEP will be a living document, updated as needed to reflect community needs, opportunities for joint outreach with the PROST Master Plan team, and changing project dynamics.

2.2 Stakeholder Engagement

Interdepartmental Coordination

We believe strong collaboration with the Town's internal departments is essential to ensuring a cohesive and implementable plan. The FHU team will work closely with key Town departments, such as Building & Planning, Public Works & Engineering, Parks & Recreation, Neighborhood Services & Public Safety, and Finance, during the following project phases:

- **Vision & Goals Development:** We will convene an interdepartmental workshop to refine the Town's aspirational goals that will inform the evaluation of recommendations.
- **Corridor Opportunities & Challenges:** Based on the existing and future conditions assessment findings, we will host a working session with Town staff to facilitate an opportunities and challenges exercise to surface perspectives on feasibility, constraints, and potential synergies. This discussion will help refine draft recommendations and flag any potential obstacles to implementation, ensuring the final recommendations are both visionary and actionable.
- **Street Design Charette:** We will hold a design charrette with Engineering, Planning, and Parks staff to review design typologies, ensure constructability, and refine the integration of greenspace, safety features, and accessibility elements.
- **Impact Fee Nexus Study:** We will present the findings of the draft study to the Finance Department in collaboration with the Planning Department.

We will document these coordination efforts in meeting summaries and use them to shape deliverables to ensure departments are collaborators in, not just recipients of the plan.

Regional Partner Touchpoints

We will also engage regional stakeholders and agency partners, including Larimer County and the Colorado Department of Transportation (CDOT), among others. We will strategically time these conversations to support coordination and alignment throughout the planning process.

During the existing conditions review, we will connect with regional partners to ensure we have the most current data and information on planned projects, policies, and regional priorities. As we move into project development, we will re-engage to confirm that the proposed recommendations align with regional efforts, particularly where interagency coordination or shared funding opportunities are critical

for implementation. Finally, during the draft plan review, we will reach out to regional partners to share key recommendations and confirm their support, helping to build consensus and strengthen regional partnerships for future collaboration and implementation.

Town Board and Planning Commission Meetings and Project Updates

We will support presentations and working sessions with the Planning Commission and Town Board during the adoption process, specifically for the draft and final plans. Our team will assist in the preparation and delivery of these materials to ensure a smooth and successful adoption. To keep these bodies informed throughout the project, we can prepare project update memos at key milestones that staff can present at regular updates. Because these bodies will play a crucial role in endorsing the plan, we will provide clear, concise, and actionable information to support their decision-making.

2.3 Online & In-Person Engagement

To ensure broad and inclusive participation, the FHU team will implement a combination of in-person and online engagement tactics tailored to the Town's community context.

Pop-Up Events

Pop-up engagement at community events, such as the Main Street Market, Trick or Treat on Main Street, or the Holiday Tree Lighting, will provide informal, high-visibility opportunities to reach residents who may not attend a traditional public meeting. These events allow us to gather quick feedback on specific topics such as priorities for bicycle or pedestrian improvements while raising awareness about the planning process and upcoming opportunities to stay involved.

Digital Engagement

Online tools will mirror in-person engagement activities to extend access and allow for continued participation. We will use online surveys to gather both qualitative and quantitative input, using carefully designed questions to support informed decision-making. Interactive mapping platforms will allow users to identify issues or opportunities by placing comments directly on a map, offering spatial insight into safety concerns, access challenges, or community destinations. Digital comment forms will provide a more open-ended forum for feedback and allow residents to respond to draft materials during review phases. We will ensure that all tools are mobile-friendly and promoted via the Town's website, email lists, and social media channels to maximize visibility.

By combining traditional approaches with creative technology-based tools, our engagement strategy will offer inclusive, flexible participation options ensuring that residents of all ages, abilities, and schedules can meaningfully contribute to the future of mobility in Wellington.

2.4 Communications & Outreach Materials

The FHU team will develop all public-facing materials in close collaboration with Town Communications staff to ensure consistency with Town branding, messaging, and community expectations. We will create visually engaging and accessible materials, including posters, boards, flyers, social media content, and online tools and will work with Town staff to establish an outreach calendar for promoting events and opportunities for input.

As part of this effort, we will work closely with the Communications Department to establish a distinct project brand that sets the planning effort apart while adhering to the Town's overall branding standards. This brand will include a project name, color palette, and graphic style that together create a unified and recognizable identity. The goal is to generate interest, build trust, and make it easy for community members to identify project-related materials and communications throughout the process. In addition, FHU can either host a dedicated project website or provide content and graphic assets for the Town to create and manage a project page within its existing website. This website will serve as a hub for project information, updates, and engagement tools.

To support these efforts, we bring a highly skilled team of communications specialists and graphic designers who are experienced in translating complex technical content into clear, compelling, and community-friendly materials.

Their expertise ensures that every touchpoint, whether online or in-person, is approachable, informative, and visually aligned with the Town's goals and identity.

Task 2 Deliverables

- Stakeholder and Public Engagement Plan
- Interdepartmental Coordination: Preparation of agendas, materials, and meeting summaries for four (4) internal coordination sessions that may replace regular Project Management Team Meetings.
- Regional Partner Engagement: Coordination of three (3) touchpoints with regional partners with preparation of materials and meeting notes.
- Town Board and Planning Commission Engagement: Preparation of up to two (2) summary memos, presentation of the draft plan and facilitation of two (2) meetings with the Planning Commission and two (2) meetings with the Town Board to support review and adoption of the final plan.
- Public Engagement Events: Coordination, materials, and summary reports for four (4) pop-up events.
- Online Engagement Tools: Development and management of online surveys, interactive commenting maps, and digital feedback forms, with accompanying summary reports and exportable datasets.
- Communications and Outreach: Creation of a project branding package, outreach schedule, bilingual materials, and digital/print collateral for each engagement phase in coordination with the Town's Communications Department. We will also provide website content updates and outreach messaging and graphics for social media and other platforms to promote engagement opportunities.
- Documentation and Reporting: Maintenance of an engagement database and preparation of a comprehensive public engagement summary for inclusion in the final plan.

Task 3: Existing & Future Conditions Assessment

To build a strong foundation for the TMP, the FHU team will thoroughly review existing conditions, building from the Town's Comprehensive Plan, the PROST Master Plan and Community Center Feasibility Study, and other relevant planning documents. We will review existing roadway and

multimodal networks, crash history, development patterns, and anticipated growth in coordination with CDOT, Larimer County, and the North Front Range Metropolitan Planning Organization (NFRMPO) regional travel demand model to ensure consistency with regional transportation models and policies. We will use GIS mapping to document existing conditions and identify critical gaps, deficiencies, and opportunities in the transportation system.

3.1 Previous Plan Review

The FHU team will conduct a comprehensive review of relevant planning documents and policies. We will identify key goals, strategies, and metrics that must inform TMP assumptions, as well as any gaps, outdated metrics, or conflicts that need to be updated as a part of the current planning effort.

We will conduct a focused review of the 2021 Wellington Comprehensive Plan to identify how the TMP can support the community's vision for land use, growth management, and multimodal connectivity. Our team will also review any development standards, subdivision regulations, and transportation infrastructure requirements called out in the 2022 Land Use Code. Coordination with the ongoing PROST Master Plan will ensure alignment among trail, park access, and multimodal transportation recommendations.

Additional documents to be reviewed may include:

- Town Standard Design Criteria and Construction Requirements
- Stormwater, Water, and Wastewater Master Plans
- CDOT corridor plans relevant to SH 1 and nearby interchanges
- Relevant Larimer County plans

We will summarize the findings from this review in a Plan and Policy Framework Memo, which will identify where the TMP should reinforce, revise, or expand on previous recommendations. Task efforts will help ensure that the final plan reflects a cohesive, integrated vision for the Town's transportation future.

3.2 Demographics & Travel Patterns

The FHU team will analyze the Town's demographic and socioeconomic characteristics using the most recent Census and ACS data at the block group level. A composite map will reveal communities that may face disproportionate transportation barriers, such as older adults, youth, low-income households, and those with limited English proficiency or households without access to a vehicle.

We will supplement these data with travel pattern insights using big data sources (e.g., Replica) to analyze trip origins and destinations, trip purpose, distance, travel mode, and time-of-day patterns. This analysis will reveal where residents are traveling for work, school, shopping, and recreation and how they're getting there. We will use these insights to evaluate short-trip potential, understand commuter flows between other communities, and identify areas where improved multimodal options or microtransit connections could increase access and reduce vehicle dependency.

3.3 Traffic Analysis

The traffic analysis will evaluate current congestion points, delay, and vehicle volumes using available traffic counts and other existing data from Larimer County, CDOT, and Town resources. In

coordination with Town staff, the FHU team will identify critical intersections and corridors for further review, including those with capacity constraints or operational challenges. Our analysis will not only assess existing conditions but also include a future conditions assessment using NFRMPO's regional travel demand model to forecast travel demand under future growth scenarios.

We will integrate crash data from CDOT and local records to identify high-injury and high-crash locations and analyze crash trends by type, mode, and contributing factors. These findings will support safety-focused recommendations aligned with a Safe Systems Approach and inform the prioritization of intersection improvements, access management strategies, and corridor upgrades.

3.4 Bicycle & Pedestrian Analysis

Active transportation is a growing priority for the Town, and our approach will focus on identifying gaps and opportunities in the bicycle and pedestrian networks to improve access, comfort, and connectivity. The FHU team will assess both on-street and off-street infrastructure, ensuring that future investments support a cohesive, safe, and intuitive network for people of all ages and abilities. We will coordinate closely with the ongoing PROST Master Plan effort to align recommendations and ensure a connected network of trails and on-street facilities. We will also build off the conceptual network of priority active transportation corridors that FHU helped identify for the 2021 Comprehensive Plan update.

To evaluate bicycling conditions, we will apply the Level of Traffic Stress (LTS) methodology to analyze rider comfort across the roadway network and identify gaps in the low-stress bicycle network. We will review pedestrian infrastructure based on available data, such as sidewalk presence and width, buffer zones, intersection crossing treatments, Americans with Disabilities Act (ADA) compliance, and proximity to destinations, such as schools, parks, and civic amenities.

We will also develop a pedestrian demand heat map that highlights areas of highest need and potential, based on land use patterns, community input, and access to key destinations. Combined with public and stakeholder feedback, this analysis will guide targeted improvements that make walking and biking more viable, safe, and convenient across Wellington.

3.5 Transit Service Gaps Review

Transit is currently limited in Wellington, and the FHU team will build on previous planning efforts and recent input from the Larimer County Transportation Plan to evaluate how expanded services, such as regional commuter options or local microtransit, could meet community needs. We will combine our analysis of where underserved populations live (per Task 3.2) with a map of existing and future key destinations to determine where community members live and where they may need to go. We will evaluate existing regional transit connections and consider proposed service extensions from regional partners. Community input from Phase I engagement will play a critical role in refining the transit priorities and expectations that will inform final recommendations.

3.6 Needs Assessment

Combining the previous tasks, the FHU team will lead a needs assessment to evaluate the performance of the Town's current transportation system. Using regional modeling tools and traffic analysis, we will assess future demand under anticipated growth scenarios and identify locations where improvements are most needed to address congestion, safety, multimodal access, and overall connectivity. We will

prioritize opportunities that enhance pedestrian, bicycle, and transit infrastructure, all of which support the Town's commitment to a multimodal future. These findings will directly inform the development of clear and measurable goals and strategies that reflect both community priorities and technical needs.

Task 3 Deliverables:

- Existing and Future Conditions Assessment Memo for inclusion in the final plan
- Needs Assessment Memo

Task 4: Transportation & Mobility Goals, Strategies, & Projects

4.1 Vision & Goals

Building on the foundation set by the 2021 Comprehensive Plan and the 2025–2029 Strategic Plan, the FHU team will develop a clear and actionable vision and goals framework for the TMP. This framework will articulate the Town's aspirations for mobility and define what success looks like across all travel modes and user groups.

We will begin by reviewing and synthesizing existing vision statements, community values, and strategic goals from previously adopted plans to ensure continuity. This includes identifying language and themes already embraced by the Town, such as safety, accessibility, sustainability, and quality of life, and translating them into transportation-specific objectives. We will also incorporate Town priorities such as fiscal responsibility, infrastructure resilience, and accessibility.

We will then facilitate workshops to refine and affirm this vision with Town staff. Early engagement activities will help reveal local values and concerns that will shape the framework. Simultaneously, our team will analyze technical data from the existing and future conditions assessment to ensure the goals are responsive to the Town's mobility needs, growth patterns, and infrastructure challenges.

These efforts will result in a concise vision statement supported by a focused set of goals and measurable objectives. Goals will serve multiple purposes: guiding plan recommendations, informing project prioritization, shaping performance measures, and ultimately positioning the Town to make informed transportation investments over time.

4.2 Strategies, Projects, & Programs

To translate the community's vision into action, the FHU team will develop a set of mode-specific plans that include strategies, projects, and programs building on and advancing the work completed in the Town's Comprehensive Plan. Recommendations will be grounded in community input, technical analysis, and a clear alignment with the Town's established goals and priorities for safety, connectivity, and sustainable growth.

We will collaboratively review modal plans with staff to identify both conflicting and complementary needs between modes. This review will help us develop a coordinated set of recommendations that ensure a cohesive overall plan. Together, these recommendations will position Wellington to support its growing population while enhancing overall quality of life.

Bicycle Network

Our bicycle plan will focus on creating a low-stress, high-comfort system that supports riders of all ages and abilities. The network will prioritize connections among residential areas, schools, parks, downtown, and regional trail systems. The FHU team will recommend a range of bicycle facility types, including shared-use paths, protected bike lanes, and neighborhood bikeways based on roadway context and user needs, as well as needed intersection improvements along identified bicycle corridors. Where applicable, we will align the network with the PROST Master Plan to support seamless transitions between on- and off-street facilities. We will also include guidance for signage, wayfinding, and bicycle parking.

Pedestrian Improvements

To support walkability and improve safety, the FHU team will identify targeted pedestrian improvements across the town. These will include sidewalk infill projects, intersection upgrades, crosswalk enhancements, and ADA accessibility improvements, prioritized using the pedestrian demand heat map developed in Task 3.

The pedestrian plan will emphasize safe and convenient connections to key destinations such as schools, parks, downtown, and community facilities. Recommendations will also consider Safe Routes to School strategies, traffic calming techniques, and enhanced crossings at high-speed or high-volume roadways. Together, these improvements will promote greater walkability, support public health, and increase equitable access to everyday destinations.

Transit Recommendations

While the Town's existing transit service is limited, community interest in expanded options, including regional commuter routes and microtransit, has been growing. The FHU team will base transit recommendations on gaps identified in Task 3, feedback gathered through public engagement, and coordination with regional partners, such as CDOT and adjacent communities.

Traffic Mobility Improvements

To support the Town's evolving travel needs, the FHU team will identify strategic roadway improvements that enhance mobility for drivers, freight, and service vehicles, while maintaining the Town's commitment to multimodal safety and livability. Analysis will focus on locations where future traffic volumes are expected to exceed existing capacity. In these areas, we will develop context-sensitive recommendations, such as intersection improvements, access management strategies, and operational enhancements, that balance vehicle flow with the safety and comfort of people walking and biking.

We will also identify opportunities for new roadways or extensions that improve local and regional connectivity, support future development, and reduce pressure on existing corridors. Recommendations will reflect the Town's goals for a well-connected street network that enhances access, disperses traffic, and supports long-term growth. Where appropriate, we will consider emerging technologies such as Intelligent Transportation Systems (ITS) and adaptive signal control to improve efficiency without compromising the character of Wellington's multimodal streets.

4.3 Corridor Evaluations

To advance the Town's strategic vision and prepare priority corridors for future investment, the FHU team can conduct detailed evaluations of key transportation corridors identified by Town staff. These studies would provide a deeper understanding of the operational, safety, and multimodal challenges facing major roadways, such as CO 1, 6th Street, CR 58, and crossings of I-25, each of which plays a critical role in local and regional connectivity.

Analysis will combine outputs from the NFRMPO Regional Travel Demand Model with local traffic data, crash history, and desktop review to assess both existing conditions and future performance under anticipated growth. We will evaluate traffic operations, multimodal access, intersection functionality, and opportunities for enhanced safety and user experience across all modes. For each corridor, we will develop concept-level recommendations, critical intersection improvements, including planning-level cost estimates and phased implementation strategies. These concepts will consider short- and long-term improvements and will be grounded in both community priorities and engineering feasibility.

Task 4 Deliverables:

- Modal Plans including maps, strategies, projects, and programs for inclusion in the final plan
- Updated Streets Master Plan
- Technical Memos for up to five (5) corridors

Task 5: Implementation Plan & Funding Strategy

To support implementation, the FHU team will prepare a practical and phased strategy that is well aligned with the Town's CIP and budgetary capacity. We will identify near-, mid-, and long-term priorities and provide a realistic path for delivering key projects. Efforts will include identifying potential funding sources from local revenues to state and federal grants and proposing strategies to bundle and phase projects for maximum impact and efficiency. We will develop performance measures that enable the Town to track progress and adjust strategies over time.

5.1 Planning-Level Cost Estimates

For each capital project identified in the plan, the FHU team will prepare planning-level cost estimates that reflect current construction pricing and account for variables such as project type, length or area, right-of-way (ROW) needs, design complexity, and inflation factors. Where appropriate, we will draw from recent local and regional bid tabs or construction cost databases. We will meet with Town staff to review unit cost assumptions and expectations early in the process to ensure accuracy, alignment with local practices, and confidence in the resulting estimates. Estimates will support internal budgeting, external funding applications, and overall plan phasing.

5.2 Project Evaluation & Phasing

The FHU team will develop a project evaluation framework that aligns with the vision and goals established earlier in the planning process. We will assess each project based on how well it supports the TMP's goals. We will establish clear, transparent, and measurable evaluation criteria enabling the Town to prioritize projects in a way that reflects both community values and technical need.

We will organize projects into near-, mid-, and long-term implementation phases based on funding availability, project readiness, and urgency. We will also identify opportunities to bundle smaller projects

or phase larger ones to improve cost-effectiveness, ease of delivery, and alignment with grant cycles. We will scale the prioritized project list to fit within the Town's \$4 million annual CIP framework to ensure a realistic and fundable implementation plan.

5.3 Funding Strategy

The FHU team will identify a range of local, state, federal, and partnership-based funding opportunities, including those that align with identified priorities, such as safety, resilience, multimodal access, and environmental sustainability. We will explore eligibility under programs such as the Transportation Alternatives Program (TAP), SS4A, and state and/or federal funding through the Upper Front Range Transportation Planning Region (UFR TPR), as well as local options such as road impact fees and developer contributions. Where appropriate, we will recommend matching strategies, timing considerations, and project packaging to strengthen competitiveness.

5.4 Performance Measures

To support implementation tracking, the FHU team will define a set of performance measures aligned with the TMP's vision and goals. These measures will provide a framework for monitoring progress, assessing outcomes, and supporting future decision-making. Measures may include indicators, such as crash reduction, multimodal connectivity, project delivery rates, and community satisfaction. We will also recommend a repeatable process for reporting progress over time, such as an annual transportation report card or dashboard.

Task 5 Deliverables:

- Planning-level cost estimate assumptions
- Prioritized CIP list and evaluation methodology
- Performance measures and methodology
- Implementation and Funding Strategy for inclusion in the final plan

Task 6: Comprehensive Policy Review & Multimodal Street Design Standards

Task 6 brings together two closely related components: aligning the Town's policy framework with its transportation goals. Led by Dig Studio, this effort will ensure that both the Town's guiding documents and its technical standards reinforce the vision developed through this planning process. Through a thorough policy review and targeted updates to the Town's design criteria, we will help create the regulatory foundation needed to deliver safe, connected, and people-focused streets. Together, these efforts will ensure that the Town's transportation system reflects community priorities, aligns with regional best practices, and is positioned for successful implementation across departments and development partners.

6.1 Comprehensive Policy Review

The FHU team will conduct a comprehensive review of existing Town policies and plans to ensure the transportation vision, strategies, and design standards recommended in this planning effort are fully aligned with the Town's adopted goals across departments and planning documents.

We will begin by reviewing the Town's Comprehensive Plan to identify opportunities to refine transportation-related policies, strengthen multimodal language, and ensure consistency with the new vision and goals developed for this plan. Recommendations will focus on reinforcing principles, such as connectivity, safety, and context-sensitive design, while also supporting growth management strategies and land use priorities. We will update the Streets Master Plan through the modal plan development in Task 4.

Simultaneously, we will evaluate the Land Use Code, with particular focus on the Development Standards and Subdivision Regulations, to identify updates that would better support multimodal development patterns. This review will assess how transportation requirements for new development align with the Town's mobility goals and street design framework.

To ensure cohesion across Town planning efforts, we will also review and reference key elements from other adopted master plans, including the PROST Master Plan and the Stormwater, Wastewater, and Water Distribution Master Plans. We will identify any conflicting assumptions or overlapping infrastructure goals.

6.2 Multimodal Street Design Standards

This planning effort will produce updated, context-sensitive street design standards that support the Town's goals for safety, connectivity, and multimodal access. This task will result in a complete update of Division 5 of the Town's Standard Design Criteria and Standard Construction Requirements, ensuring the standards reflect best practices in multimodal design while being tailored to the Town's specific scale and character.

The FHU team will begin by evaluating the applicability of the LCUASS within the Town's context. We will identify where these standards serve the Town's needs effectively and where refinements are needed to support more walkable, bikeable, and people-centered street environments. This analysis will consider roadway typologies, ROW needs, green infrastructure, and the integration of amenities, such as street trees, stormwater features, and public realm elements.

To guide this update, we will engage in a collaborative process with Town staff across departments, combining input from Planning, Engineering, and Public Works to ensure that the standards are both visionary and implementable.

We will support this coordination with visual tools, including updated cross-sections, plan-view graphics, and design typologies, that illustrate how the standards can be applied across different contexts, from neighborhood streets to future growth corridors.

The revised design standards will prioritize multimodal safety and comfort, emphasizing flexibility and place-based design. Recommendations will also incorporate low-impact development practices, ADA compliance, and maintenance considerations to ensure updated standards are both equitable and sustainable. Once adopted, these standards will provide clear guidance for developers, Town staff, and design teams, shaping streets that reflect the Town's values and accommodate the full range of users today and into the future.

Task 6 Deliverables:

- Comprehensive Policy Review and Recommendations Memo

- Multimodal Street Design Standards Evaluation Memo
- Draft and final recommended updates to Division 5 of the Town's Standard Design Criteria and Standard Construction Requirements
- Updated street cross-sections and plan-view illustrations

Task 7: Impact Fee Nexus Study

In parallel with the TMP, the FHU team will lead a full update to the Town's road impact fee. We will begin by reviewing the current fee structure and benchmarking it against peer communities. Working closely with Town staff, we will confirm the appropriate nexus methodology and identify capacity projects from the TMP that are eligible for funding through the impact fee. Using growth forecasts and forecasted vehicle trips from our modeling efforts, we will calculate the growth share of each project and determine a cost-per-trip basis for the fee. This will culminate in a land use-based fee schedule that is transparent, defensible, and ready for adoption. Our team will prepare supporting documentation, including an Impact Fee Nexus Report, to clearly explain the methodology, findings, and recommendations.

Task 7 Deliverables:

- Impact Fee Nexus Report summarizing the methodology, findings, and recommended fee schedule

Task 8: Draft & Final Plan Development

The final TMP will reflect the collective input of the community, stakeholders, Town staff, and elected officials, supported by a comprehensive foundation of data analysis and engagement. The FHU team will synthesize all elements of the planning process into a cohesive, visually compelling, and easy-to-navigate plan that clearly communicates the vision, recommendations, and strategies to guide implementation.

We will develop a plan that is highly accessible and adaptable. It will feature concise narratives, infographics, maps, and illustrations that translate complex information into engaging, actionable content. We will preserve technical details in appendices or supporting documents, enabling staff and decision-makers to access the depth of analysis when needed without overwhelming the main narrative.

Town staff, the Planning Commission, Town Board, and the public will review the draft plan. We will gather and incorporate feedback to ensure the final version reflects community values and policy priorities. We will deliver the final plan in various formats to support long-term usability and accessibility, including compliance with Section 508 standards for digital accessibility.

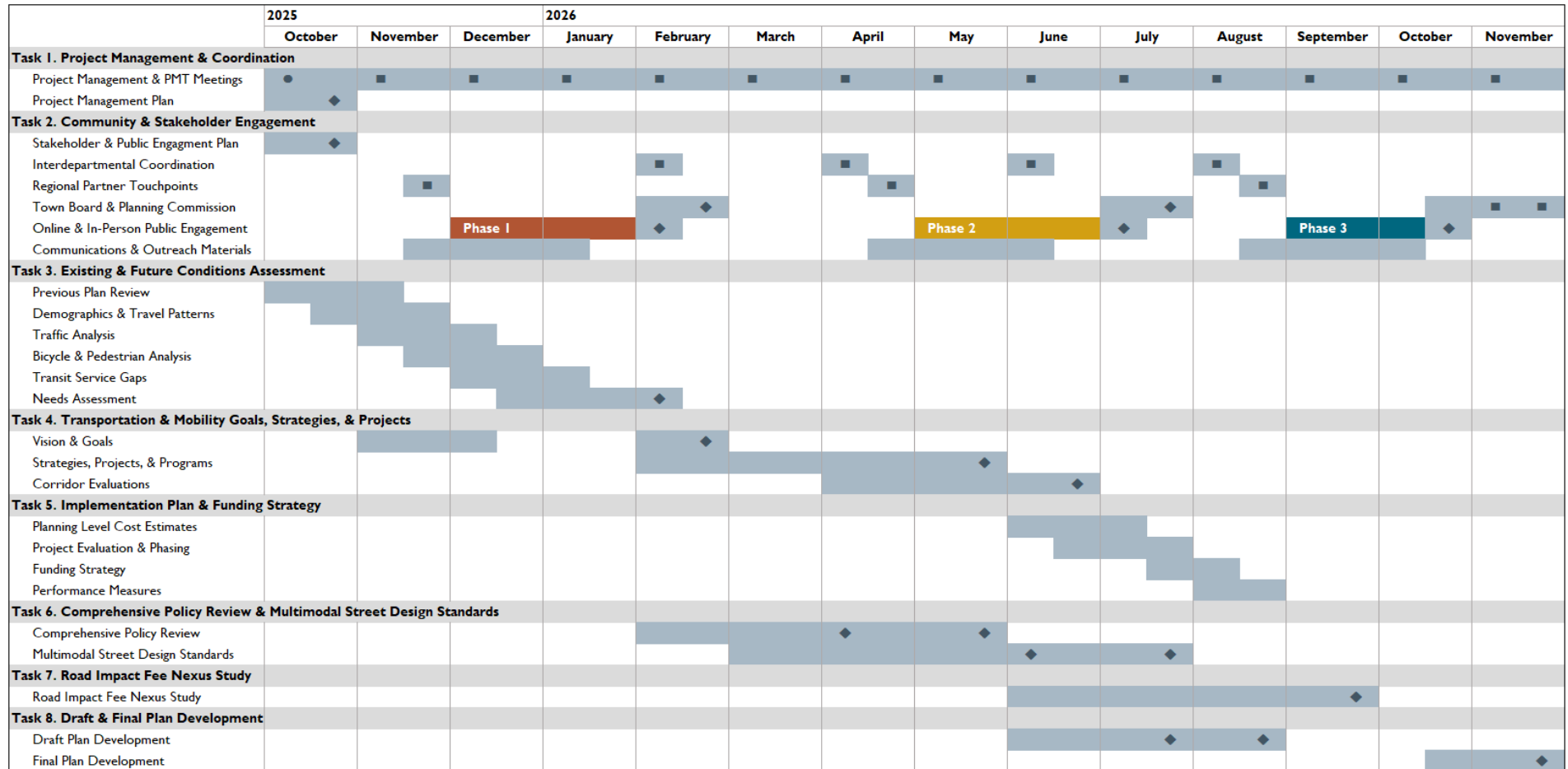
In addition to the main document, we will deliver all supporting data, visual content, and mapping products in editable and source file formats to allow for future updates and integration into other Town tools and platforms.

Task 8 Deliverables:

- Draft TMP (including Section 508-compliant digital version)
- Final TMP (including Section 508-compliant digital version)
- Executive Summary or web-friendly summary for online distribution

- Presentation materials for stakeholders, including, but not limited to, Planning Commission and Town Board
- GIS shapefiles and map packages
- Graphics and design files
- Appendices and technical memos supporting plan recommendations and analysis

Project Schedule



Project kick-off ●
 Meeting ■
 Project Milestone ◆

Exhibit A: Scope of Work

Wellington Transportation & Mobility Master Plan, Impact Fee Nexus Study, & Street Design Guidelines & Standards

Fee

	Jenny Young	Stephanie Ball	Elliot Sulsky	Amanda Denning Community Engagement Manager	Jordan Sheppard	Melanie Bishop	Matthew Downey	Rocio Ramirez	Jordan Jones	Megan Ornelas	Meghan Adams Graphic Design Manager	Greg Adelberg Senior Associate	
	Principal II	Planner V	Principal II	Engagement Manager	Planner I	Planner IV	Planner V	Planner III	Engineer IV	GIS Manager			
	\$325	\$220	\$325	\$170	\$125	\$195	\$220	\$170	\$200	\$195	\$185	\$170	Total Task Cost
Task 1: Project Management & Coordination													\$20,870
1.1 Project Management & PMT Meetings	8	24	4	4	8							22	\$14,600
1.2 Ongoing Quality Control	10	6										10	\$6,270
Task 2: Community & Stakeholder Engagement													\$26,910
2.1 Stakeholder & Public Engagement Plan		4		6									\$1,900
2.2 Stakeholder Engagement	2	18	2		12							4	\$7,440
2.3 Online & In-Person Public Engagement	2	16		16	28			14					\$12,770
2.4 Communications & Outreach		4		10							12		\$4,800
Task 3: Existing & Future Conditions Assessment													\$31,370
3.1 Previous Plan Review		4			10							8	\$3,490
3.2 Demographics & Travel Patterns		2			10					10			\$3,640
3.3 Traffic Analysis	2	4				30				16			\$10,500
3.4 Bicycle & Pedestrian Analysis		4					16			8			\$5,960
3.5 Transit Service Gaps Review		4						10					\$2,580
3.6 Needs Assessment		10			24								\$5,200
Task 4: Transportation & Mobility Goals, Strategies, & Projects													\$42,900
4.1 Vision & Goals	4	6			6								\$3,370
4.2 Strategies, Projects, & Programs	4	24			36		8	6		18		12	\$19,410
4.3 Corridor Evaluations	4	24			20	16	36						\$20,120
Task 5: Implementation Plan & Funding Strategy													\$21,680
5.1 Planning Level Cost Estimates	4	4	4						16				\$6,680
5.2 Project Evaluation & Phasing	4	8			16					16			\$8,180
5.3 Funding Strategy	2	8			16								\$4,410
5.4 Performance Measures	2	8											\$2,410
Task 6: Comprehensive Policy Review & Multimodal Street Design Standards													\$26,330
6.1 Comprehensive Policy Review	2	4										36	\$7,650
6.2 Multimodal Street Design Standards	4	4							40			50	\$18,680
Task 7: Road Impact Fee Nexus Study													\$9,980
7.1 Road Impact Fee Nexus Study	4	4	24										\$9,980
Task 8: Draft & Final Plan Development													\$18,370
8.1 Draft & Final Plan Development	6	20			40					8	24	6	\$18,370
Labor Subtotal	64	214	34	36	226	46	60	30	56	76	36	148	\$198,410
ODCs													\$1,500
Total Project Cost													\$199,910



REQUEST FOR PROPOSALS TOWN OF WELLINGTON

June 11, 2025

TRANSPORTATION AND MOBILITY MASTER PLAN, IMPACT FEE NEXUS STUDY, AND STREET DESIGN GUIDELINES AND STANDARDS

The Town of Wellington (Town) is requesting proposals from interested and qualified consultants for the development of a Transportation and Mobility Master Plan, an impact fee nexus study, and street design guidelines and standards. Proposals must be submitted to the Town via BidNet Direct by 2:00 PM local time on Wednesday, July 16, 2025 (closing time and date). Other key dates and times are indicated below. Proposals received after the closing date and time will not be considered.

Request for Proposal Announcement	Wednesday, June 11, 2025
Pre-Proposal Meeting	None
Questions/Inquiries Closed	Wednesday, July 9, 2025, 10:00 AM
Last Addenda Issued	Thursday, July 10, 2025, 5:00 PM
Proposal Deadline	Wednesday, July 16, 2025, 2:00 PM
Interviews (if needed)	July 28-31, 2025
Anticipated Contract Negotiations	August 2025
Anticipated Notice to Proceed.....	Wednesday, August 27, 2025

Introduction

The Town seeks to retain professional and technical assistance in preparing a Transportation and Mobility Master Plan (Plan) and impact fee nexus study, and updating the Town's street design guidelines and standards. The Plan would be intended to serve as a supplemental document to the Comprehensive Plan and would guide the Town's transportation and mobility goals and policies, will aim to right-size infrastructure for the community's needs and desires, and will incorporate multimodal transportation standards. The update to the street design guidelines and standards will replace the streets section of the Wellington Standards Design Criteria and Standard Construction Requirements. The Town is seeking qualified service providers for an interdisciplinary team to facilitate a meaningful public engagement process, define a Plan mission statement and vision based on outreach, review existing conditions and regulatory framework, do a comprehensive update to the street design guidelines and standards, and to prepare the Master Plan and impact fee nexus study for acceptance by the Town.

The selected consultant is to provide all the necessary labor, equipment and supplies required for satisfactory completion of the work.

The Town anticipates issuing a Notice to Proceed in August 2025 with project completion anticipated before February 2027.

Background

The Town of Wellington is a growing community located along the Interstate 25 corridor in northern Colorado. The Town has experienced recent growth and is currently estimated to have approximately 12,000 residents. The Town updated its Comprehensive Plan in 2021, along with corresponding updates to the Town's Land Use Code, adopted in 2022. The development of a Transportation and Mobility Master Plan is one of the strategies identified to meet the Town's goal of creating an efficient and safe transportation system for all modes of transportation within and beyond town boundaries.

The Town is also undergoing an update to the 2015 Parks and Trails Masterplan, which is being led by the Parks and Recreation Department. On April 8, 2025, the Board of Trustees passed Resolution No. 13-2025 approving a consultant agreement with Berry, Dunn, McNeil & Parker LLC for a Parks, Recreation, Open Space and Trails (PROST) Master Plan and Community Center Feasibility Study. It is likely that there will be opportunities for coordination with public engagement and in the general development of these plans. Because these master plans will be going on simultaneously, flexibility will be needed to accommodate changing needs.

Project Objective

The Town of Wellington desires to create a Transportation and Mobility Master Plan, conduct an impact fee nexus study, and update the Town's street design guidelines and standards. The creation of the Master Plan would support the goals outlined in the [Comprehensive Plan](#) and would guide the Town's design and decision-making for transportation system and infrastructure needs to accommodate all modes of transportation. Along with this effort, the Town desires to undertake an impact fee nexus study to analyze existing road impact fees and propose updates to the fees based on prioritized transportation projects identified in the Master Plan. Lastly, there is a need to comprehensively update the Town's streets standards and guidelines that would replace the streets section (Division 5) of the Wellington [Standard Design Criteria and Standard Construction Requirements](#).

Scope of Services

The selected consultant or team will be required to perform the following general tasks. The consultant may propose alterations to the scope of work with additions, deletions, or modifications as desired to highlight the consultant's approach to the project. Each proposal should include the consultant's detailed scope of work.

1. **Kick off and Coordination Planning**
 - Overview with Town staff to determine study parameters and objectives
 - Periodic progress meetings with Town staff, as agreed upon by consultant and Town (may be phone/video conference)
 - Identification of deliverables, formats and schedules
2. **Community and Stakeholder Engagement Process and Communications Coordination**
 - Public Open House meetings
 - Coordinate with Parks and Trails Master Plan Outreach and be flexible within changing parameters as both master plans are being developed
 - Stakeholder meetings with individual owners/special interest groups
 - Create draft content and graphics for public communication via Town website and social media
 - Conduct a meaningful public engagement process that is done through a variety of mediums, including in-person engagements, online tools, and others, as recommended by the consultant
 - Creation of bilingual (English/Spanish) documents for critical public engagement
 - Support for Planning Commission and Town Board meetings to present draft and final reports.
 - Attendance at a minimum of two Planning Commission meetings
 - Attendance at a minimum of two Town Board meetings
3. **Existing conditions review**
 - Review and incorporate appropriate elements of existing plans and studies, including but not limited to, the [Wellington Comprehensive Plan 2021](#) and the [Parks and Trails Masterplan](#)
 - Review and evaluate possible updates to transportation-related sections of the Land Use Code, and in particular, [Development Standards \(Article 5\)](#) and [Subdivision Regulations \(Article 6\)](#)
 - US Census Bureau or other existing relevant data sets
 - State and Federal policies for transportation and mobility
 - Larimer County plans and studies
 - CDOT plans, studies and active projects
 - Upper Front Range Transportation Planning Region (UFR TPR) plans
 - North Front Range Metropolitan Planning Organization (NFR MPO) plans
 - Other plan or project sources identified by the Consultant
4. **Development of Transportation and Mobility Goals/Policies/Standards**
 - Create a vision statement and plan goals based upon public input that will serve as the foundation for the Plan
 - Create an inventory of priority areas for vehicle, bike, and pedestrian connectivity and travel

- Analyze opportunities for alternative modes of transportation and future transit needs – freight, buses, rail, park and ride, etc.
 - Anticipate transportation and mobility needs for the Growth Management Area and create a prioritized project list for short-term, mid-term and longer-term ranges
 - Identify possible future projects to improve connectivity, mobility, safety, operational efficiency and traffic flow within Wellington and to surrounding communities
 - Compare existing street geometry to potential future CIP projects to identify areas necessary to bring current streets to acceptable standards.
 - Create an evaluation methodology to prioritize future street CIP projects based on measurable factors that will also be used to inform the updates to transportation impact fees.
5. **Review and make recommendations for updates to the Town Comprehensive Plan, Land Use Code and other Town policies**
- Analyze regulatory framework and suggest updates to the Development Standards of the Land Use Code, as necessary
 - Analyze regulatory framework to update the Comprehensive Plan
 - Update the Streets Master Plan, as currently shown in the Comprehensive Plan
 - Confirm cohesion with other adopted Master Plans, including but not limited to Parks and Open Space and Trails Plan, Stormwater Master Plan, Wastewater Master Plan and the Water Distribution Master Plan.
6. **Update the streets section (Division 5) of the Standard Design Criteria and Standard Construction Requirements**
- Include critical stakeholder engagement to prepare a comprehensive update of street design guidelines and standards
 - Evaluate the Larimer County Urban Area Street Standards (LCUASS) for applicability and potential amendment to meet town needs
 - Prioritize multimodal transportation
7. **Impact Fee Analysis / Nexus Study**
- Evaluate the Town's existing road impact fees
 - Provide a nexus and proportionality analysis and propose updates to transportation impact fees
 - Evaluate recommendations of the Transportation and Mobility Master Plan for identified projects that are impact fee eligible
8. **Maintain and organize project resources, research and data collection**
9. **Organize, advertise, and provide graphics and other materials for Open Houses, Planning Commission, and Town Board meetings**
10. **Provide all final work product, including but not limited to, pdfs, GIS shapefiles and other interactive files, and original source files of all final documents**

11. Create performance measures that are incorporated in the implementation section of the Plan

- Include appropriate benchmarking, goals and strategies for measuring success

Project Budget and Timeline

The Town has allocated funds and anticipates a budget of \$160,000-\$200,000. The Town anticipates a project timeline of approximately 14-18 months. The timeframe will include creation of the Transportation and Mobility Master Plan, public engagement, impact fee nexus study, and creation of design standards and guidelines that addresses all modes of transportation. The Town may choose to extend the timeline based upon resource availability or other unforeseen events or activities.

Inquiries and Addenda

Questions may be presented up to Wednesday, July 9, 2025, at 10:00 AM and may be submitted via BidNet Direct. Any addenda issued to this RFP will be added to BidNet Direct. No addenda to this RFP will be issued by the Town after Thursday, July 10, 2025, at 5:00 PM.

Information for Proposers

Proposal Format:

Proposals should contain the following information in the general order listed:

1. An introductory cover letter.
2. A qualification statement of the Consultant and the staff to be assigned to the project. Clearly identify the key personnel providing the work effort for the project. Resumes of each project team member shall be included in the proposal appendix.
3. A narrative describing the Consultant's understanding and approach to the project's objectives.
4. A Consultant-recommended work plan for accomplishing the project, including descriptions of the tasks to be performed and a summary of the deliverables to be provided to the Town.
5. A proposed schedule for completing the required tasks.
6. Indicate any special services to be provided by a sub-consultant or resources outside the Consultant.
7. A fee proposal that includes total project cost, a breakdown of costs by task, and a standard fee sheet. Include any additional or optional services Consultant recommends for Town consideration. All prices quoted should be lump sum.
8. Information about other work performed by the Consultant on similar projects and at least three (3) references from clients with whom the Consultant has performed similar services.

Evaluation of Proposals

Proposals will be evaluated by a selection committee in accordance with the criteria and weighting described below. Interviews with Consultants may be scheduled if deemed necessary, and the selection committee may rescore criteria based on information gathered during interviews.

1. Written Response demonstrating understanding of the project and scope of work, project approach, and methodology (30%);
2. Experience, qualifications, and technical capability of Consultant and proposed staff (20%);
3. Schedule and plan for managing and delivering the desired project (20%);
4. Demonstration of relevant project experience and references (15%) and;
5. Cost of service (15%).

The Town is not required to take the lowest priced proposal. The Town reserves the right to evaluate the proposals in the manner deemed to be in the best interest of the Town. After evaluation of proposals, the Town may either award a contract or resolicit the RFP to obtain additional proposals.

Rejection of Submissions

The Town reserves the right to reject any or all proposals, to waive irregularities in the proposals received, and accept any portion of any proposal if deemed in the best interest of the Town. Non-acceptance of a proposal will mean that one or more of the other proposals were deemed more advantageous to the Town or that all proposals were rejected.

Acceptance Period

Proposals in response to this RFP shall indicate that they are valid for a period of no less than 60 days from the closing date, and if awarded, through the initial contract period.

Incurring costs

The Town will not be liable for any cost which the Consultant may incur in the preparation of proposals.

Formation of Consultant Agreement

After selecting the preferred proposal, the Town may conduct negotiations with the Consultant to arrive at the best final offer. Parties shall enter into a contract which will go before the Board of Trustees for approval. A Notice to Proceed will then be subsequently issued.

Evaluation Criteria Scoring Summary

Project:	Transportation and Mobility Master Plan, Fee Impact Nexus Study, and Street Design Guidelines and Standards
Evaluator:	Composite - All Reviewers

Rating Values
1 - Undesirable
2 - More negative than positive
3 - Neutral / Average
4 - More positive than negative
5 - Desirable

No.	Criteria	Criteria Weight (0-100%)	Fehr & Peers		Felsburg Holt & Ullevig		Hamlet Planning LLC		JR Engineering LLC		Mead and Hunt, Inc.		Stolfus & Associates, Inc.	
			Score (1-5)	Weighted Score	Score (1-5)	Weighted Score	Score (1-5)	Weighted Score	Score (1-5)	Weighted Score	Score (1-5)	Weighted Score	Score (1-5)	Weighted Score
1	Written response demonstrating understanding of the project and scope of work, project approach, and methodology	35%	4	1.40	4	1.40	2	0.70	3	1.05	4	1.40	3	1.05
2	Experience, qualifications, and technical capability of Consultant and proposed staff	20%	4	0.80	5	1.00	2	0.40	3	0.60	4	0.80	3	0.60
3	Schedule and plan for managing and delivering the desired project	20%	5	1.00	5	1.00	3	0.60	3	0.60	4	0.80	3	0.60
4	Demonstration of relevant project experience and references	15%	5	0.75	5	0.75	1	0.15	3	0.45	4	0.60	3	0.45
5	Cost of service	10%	4	0.40	3	0.30	3	0.30	4	0.40	4	0.40	3	0.30
Totals		100%	22	4.35	22	4.45	11	2.15	16	3.10	20	4.00	15	3.00
		OK	87%		89%		43%		62%		80%		60%	

Consultant Agreement:

Transportation and Mobility Master Plan, Impact Fee Nexus Study, and Street Design Guidelines and Standards

Brittany Lenoir, Planner III
Tuesday, September 9, 2025

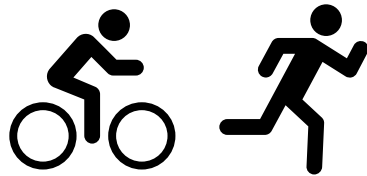


Why are we doing this?

Transportation and Mobility Master Plan

Comprehensive Plan –
Transportation Goals and
Policies

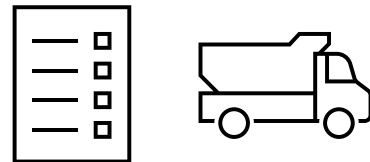
Strategic Plan – Grow
Responsibly, Foster
Economic Vibrancy, and
Ensure Strong Town
Operations



Impact Fee Nexus Study

Analyze existing road
impact fees in the Fee
Schedule

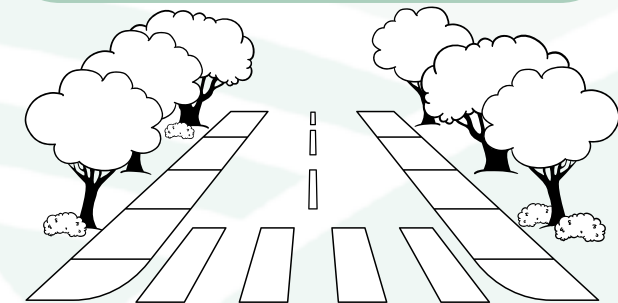
Propose updates based on
prioritized transportation
projects

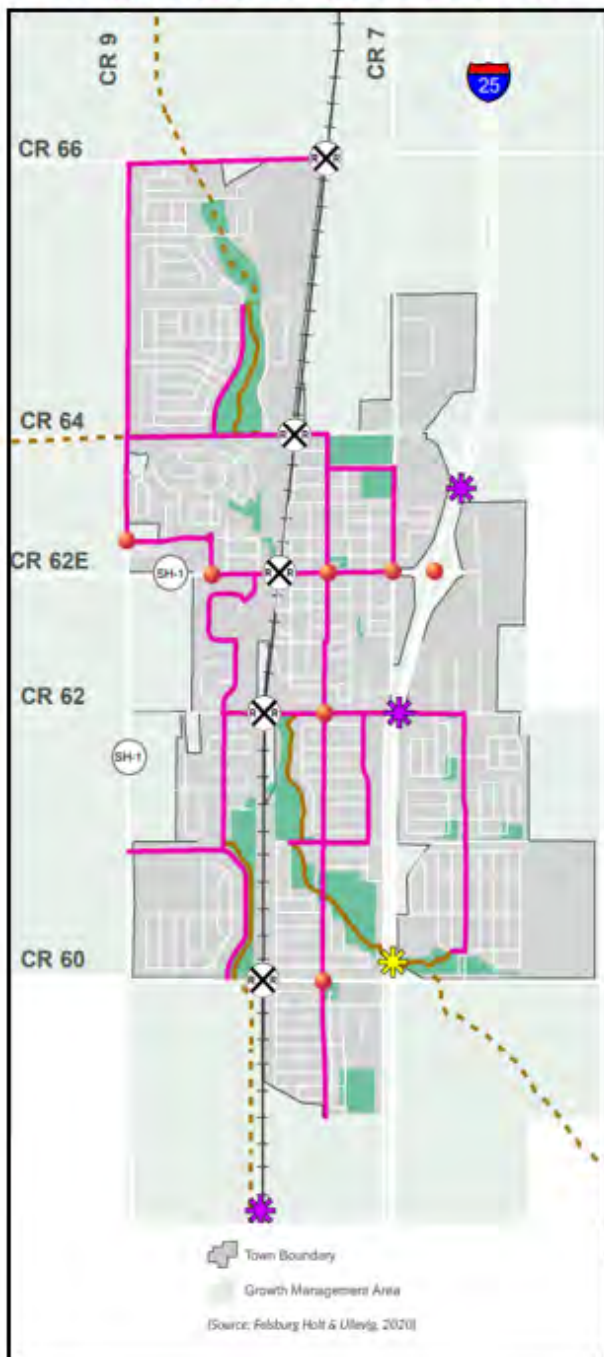


Street Design Guidelines and Standards

Comprehensive Update

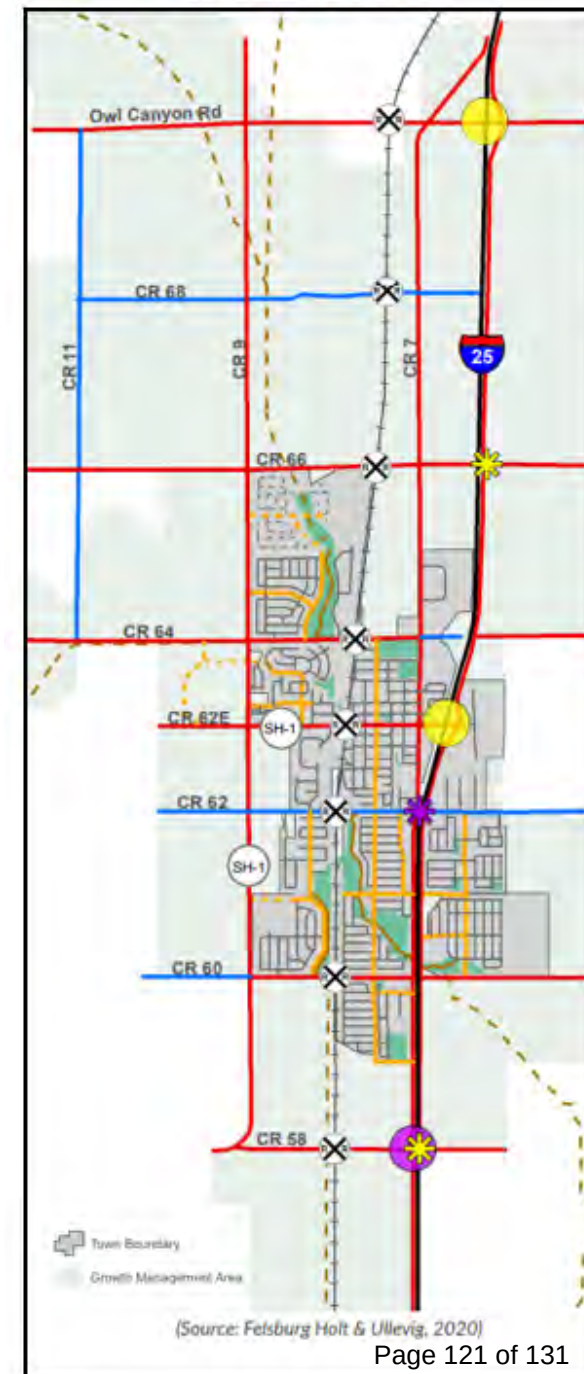
Standardize – consider the
Larimer County Urban Area
Street Standards (LCUASS)





What will be involved in the Transportation and Mobility Master Plan?

- Supplement to the Comprehensive Plan
- Public engagement (English/Spanish) through pop-up events and digital engagement
- Community needs and desires
- Analysis of critical corridors
- Impact fee analysis and study
- Presentations to the Planning Commission and Board of Trustees



Selection Committee – Evaluation of Proposals

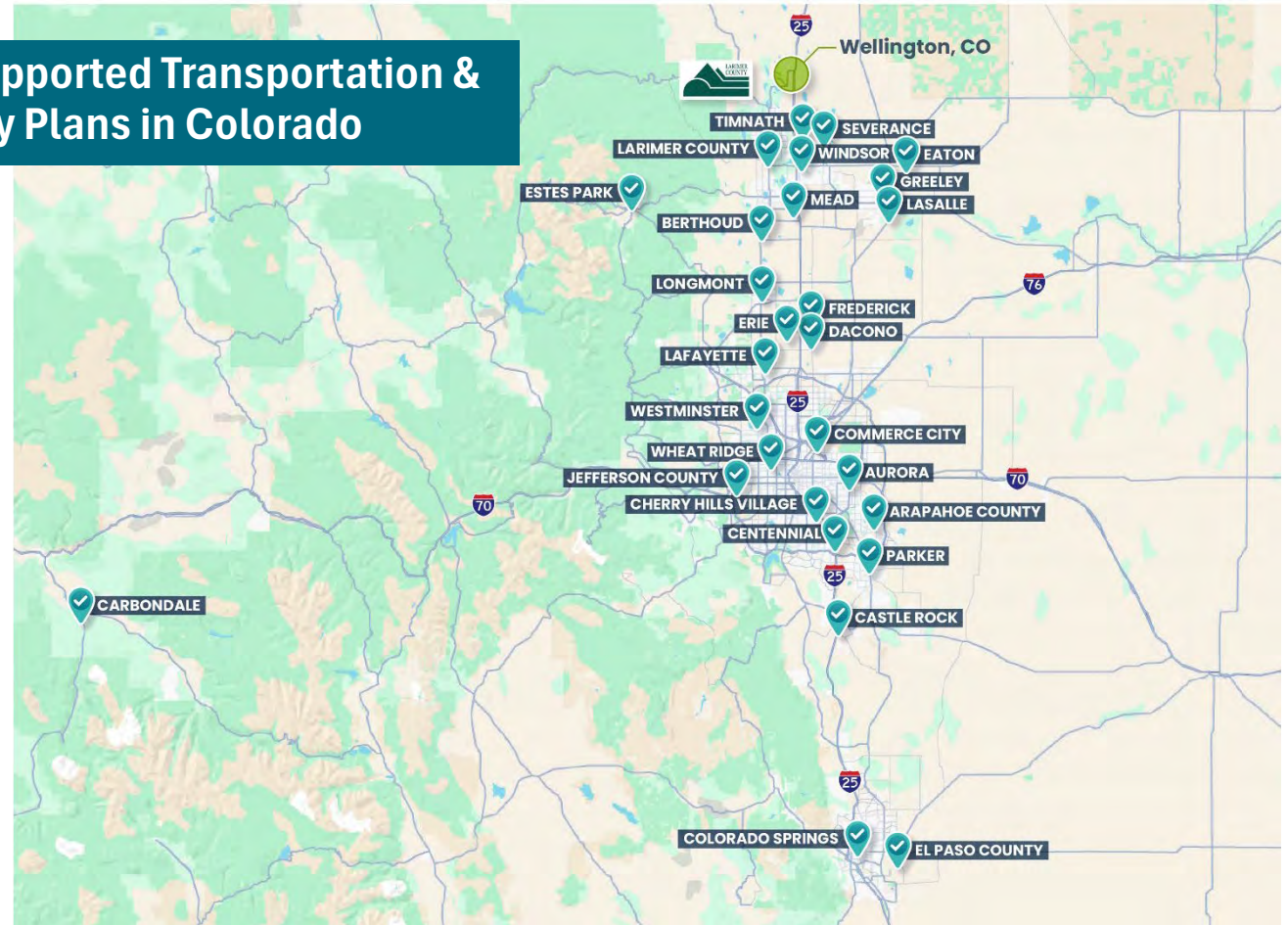
1. Written Response demonstrating understanding of the project and scope of work, project approach, and methodology (30%);
2. Experience, qualifications, and technical capability of Consultant and proposed staff (20%);
3. Schedule and plan for managing and delivering the desired project (20%);
4. Demonstration of relevant project experience and references (15%) and;
5. Cost of service (15%)

What Does FHU Bring to Wellington?



- ✓ **Experts in actionable transportation plans** that inform the CIP
- ✓ **Tight-knit team** of planners, engineers, and engagement specialists
- ✓ **Colorado-focused** with direct experience in Wellington and Larimer County

FHU Supported Transportation & Mobility Plans in Colorado

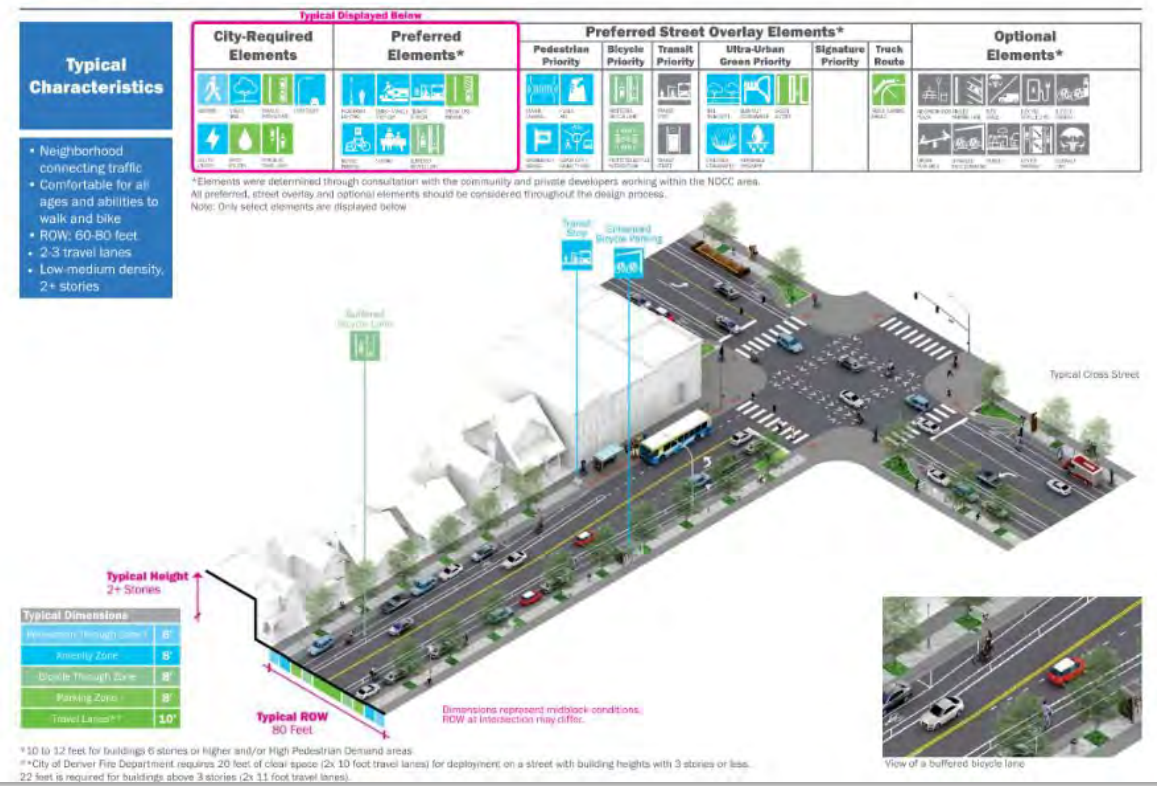


FHU Partner: Dig Studio

DigStudio

- ✓ **Public realm specialists** with a holistic approach to street design
- ✓ **Experience building consensus** with staff, stakeholders, and the public to develop context-sensitive street design standards
- ✓ **Expertise in planning, design, and implementation** to deliver practical, buildable solutions

5.5 NEIGHBORHOOD CONNECTOR CONCEPTUAL STREET DESIGNS



FHU Team





Connection with Adopted Master Plans

Comprehensive Plan

- Transportation Goal 1. Create an efficient and safe transportation system for all modes of transportation within and beyond Town boundaries.
- Strategy T. 1.1 Finalize a Transportation Master Plan that appropriately classifies streets and develops standards for development that addresses all modes of transportation.
- Strategy T. 2.9. Identify criteria for on-street bicycle infrastructure based on roadway classification and, based on these criteria, implement an on-street bicycle network that provides greater access to everyday destinations.

Strategic Plan

- Grow Responsibly, Goal 1: Proactively maintain and improve utilities, streets, and built environment.
- Grow Responsibly, Goal 4: Reinforce and align plans for corridors and jurisdiction boundaries.

Fiscal Implications

- Funding available in the 2025 approved budget
- Private development contribution of \$100,000 for Transportation Master Plan (Village at Sage Farms Annexation Agreement)
- FHU fee for this project is \$199,910

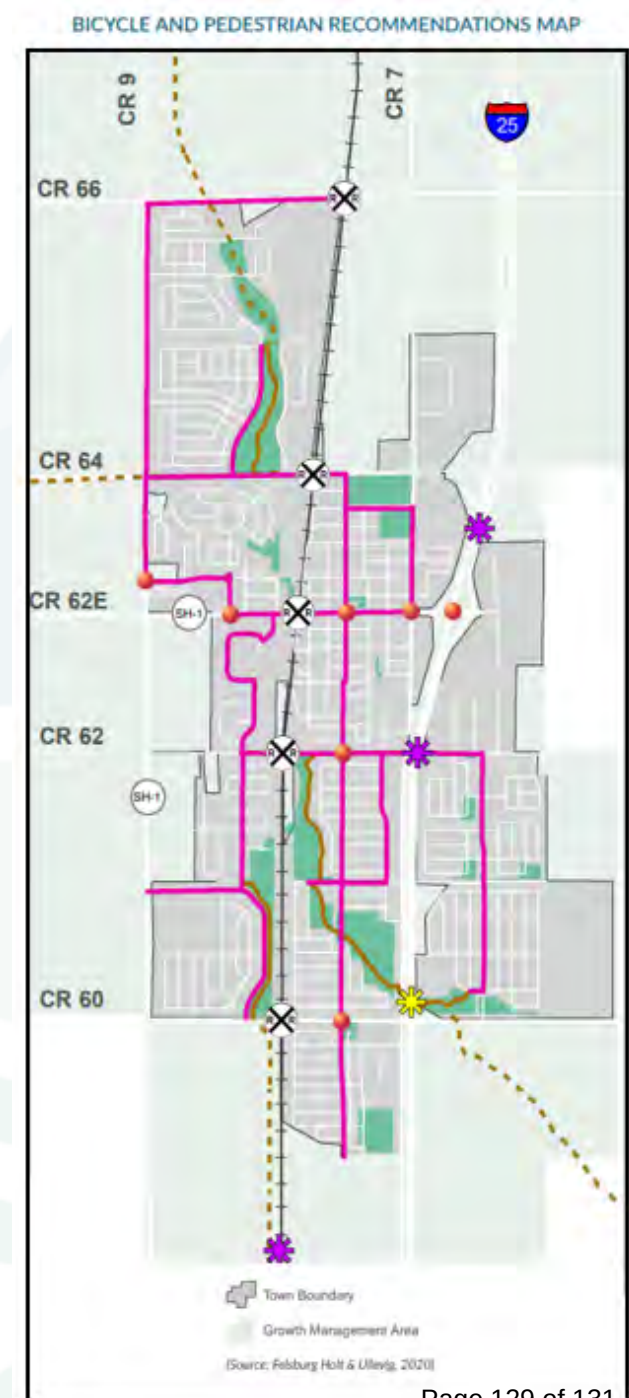
Fee												
	Jenny Young	Stephanie Ball	Elliot Sutsky	Amanda Denning	Jordan Sheppard	Melanie Bishop	Matthew Downey	Rocio Ramirez	Jordan Jones	Megan Ornelas	Meghan Adams	Greg Adelberg
	Principal II	Planner V	Principal II	Community Engagement Manager	Planner I	Planner IV	Planner V	Planner III	Engineer IV	GIS Manager	Graphic Design Manager	Senior Associate
	\$325	\$220	\$325	\$170	\$125	\$195	\$220	\$170	\$200	\$195	\$185	\$170
Task 1: Project Management & Coordination												
1.1 Project Management & PMT Meetings	8	24	4	4	8							22
1.2 Ongoing Quality Control	10	6										10
Task 2: Community & Stakeholder Engagement												
2.1 Stakeholder & Public Engagement Plan		4		6								
2.2 Stakeholder Engagement	2	18	2		12							4
2.3 Online & In-Person Public Engagement	2	16		16	28			14				
2.4 Communications & Outreach		4		10							12	
Task 3: Existing & Future Conditions Assessment												
3.1 Previous Plan Review		4			10							8
3.2 Demographics & Travel Patterns		2			10					10		
3.3 Traffic Analysis	2	4				30	16			16		
3.4 Bicycle & Pedestrian Analysis		4								8		
3.5 Transit Service Gaps Review		4						10				
3.6 Needs Assessment		10			24							
Task 4: Transportation & Mobility Goals, Strategies, & Projects												
4.1 Vision & Goals	4	6			6							
4.2 Strategies, Projects, & Programs	4	24			36		8	6		18		12
4.3 Corridor Evaluations	4	24			20	16	36					
Task 5: Implementation Plan & Funding Strategy												
5.1 Planning Level Cost Estimates	4	4	4						16			
5.2 Project Evaluation & Phasing	4	8			16					16		
5.3 Funding Strategy	2	8			16							
5.4 Performance Measures	2	8										
Task 6: Comprehensive Policy Review & Multimodal Street Design Standards												
6.1 Comprehensive Policy Review	2	4										36
6.2 Multimodal Street Design Standards	4	4							40			50
Task 7: Road Impact Fee Nexus Study												
7.1 Road Impact Fee Nexus Study	4	4	24									
Task 8: Draft & Final Plan Development												
8.1 Draft & Final Plan Development	6	20			40					8	24	6
Labor Subtotal	64	214	34	36	226	46	60	30	56	76	36	148
ODCs												
Total Project Cost												

Staff Recommendation

Move to approve Resolution No. 38-2025 for a consultant agreement with Felsburg Holt & Ullevig (FHU), to not exceed an amount of \$199,910, for the creation of a Transportation and Mobility Master Plan, Impact Fee Nexus Study, and Street Design Guidelines and Standards.



We look forward to hearing from Wellington residents about all things Transportation!



Board of Trustees Meeting

Date: September 9, 2025
Subject: BOT Planning Calendar

EXECUTIVE SUMMARY

Attached is the Board of Trustees Planning Calendar for 2025.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. BOT Planning Calendar 2025



BOARD OF TRUSTEES PLANNING CALENDAR

All meetings are at 6:30 p.m. unless otherwise noted

September 16, 2025	Board of Trustees Work Session 2026 Personnel Discussion 2026 Operating Expenditures Draft 2026 Fee Schedule Draft
September 23, 2025	Board of Trustees Regular Meeting
September 30, 2025	Board of Trustees Special Work Session 2026 Budget – Capital Improvement Projects Financial Management Policy
October 14, 2025	Board of Trustees Regular Meeting
October 21, 2025	BOO-nanza
October 28, 2025	Board of Trustees Regular Meeting
November 12, 2025 (Wednesday meeting)	Board of Trustees Regular Meeting
November 18, 2025	Board of Trustees Work Session and Special Meeting
November 25, 2025	Board of Trustees Regular Meeting
December 9, 2025	Board of Trustees Regular Meeting

Future Work Session Topics

Liquor Hearing Officer Training – Rescheduled

Other Meetings/Events

Town Clean Up – September 15

Trick or Treat on Main Street – October 31

Main Street Annual Dinner – November 20

Shop Small Saturday – November 29

This document is subject to change without notice