

Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: June 9, 2025

This update reflects the current progress and ongoing projects across Town departments. I appreciate the dedicated work of all the departments serving the Town of Wellington. Thank you for your continued support and engagement in our shared goals for Wellington.

Town Clerk

- Mini Mart d/b/a Loaf 'N Jug submitted its renewal application for a Fermented Malt Beverage & Wine (FMB&W) license on May 16, 2025.
- The Well submitted its Brew Pub license renewal application on May 16, 2025.
- Staff is actively configuring all features of Laserfiche and developing a roadmap for uploading permanent retention documents.
- A Records Management Policy is in the final stages of review by the Leadership Team.
- Staff is in preliminary discussions with surveyors to explore the process and implications of annexing Highland Cemetery into the Town.

Finance

- The Finance Department, Utility Billing, Communications, and IT are working on the rollout of an *Equal Payment Program for Water Volume Usage Charges* to help alleviate fluctuations in municipal utilities payments by providing an option for residents who have owned their home since at least March 31, 2024, to set-up an flat payment for water volume usage charges based on an annual historical average. More to come soon - information and electronic enrollment will be available on the Town's website. No in-person or email enrollment, tenants/renters, or commercial/irrigation accounts at this time.
- The Finance Advisory Board held its first meeting on May 19, 2025, under the guidance of Ordinance No. 03-2025. The final regular meeting of the former Finance Committee Advisory Board was held May 20, 2024, and the meeting minutes were officially approved by the FAB at this meeting. Additionally, amendments to the Bylaws were made and submitted to the Town Attorney for review. The next FAB meeting will be in the third quarter.

Library

- Summer Reading Program (SRP) has launched with new additions/accessibility features with positive feedback. Enormous excitement for the new Lyrical Literacy series in collaboration with

KRFC radio station. SRP concerts being brought to Main Street Market nights to provide captive audience participation in local businesses located on Cleveland.

- SRP community partnership with Human Bean has been a huge hit and sales have increased already. The WPL drink is ONE TO TRY!
- Jan-May...188 new patrons have been enrolled with 16,764 items circulated, so we are trending toward yet another year of increased numbers.
- Share with everyone as factual word of mouth is our most important and effective marketing strategy!

Administration

- Planning for the 4th of July is in full swing! Key details: Downtown will have the pancake breakfast, parade, main street market, live music (with stage), and car show. Wellington Community Park will have park 'n play games, food trucks, splash pad, playground etc.
- Working on creating a Parks & Trails map to print.
- T-Mobile Grant will be submitted in June for the Veterans Garden.
- Gathering quotes for 2026 4th of July Firework display.
- Community Town Hall - July 15: A joint Town Hall to gather feedback on the Cleveland Avenue Construction project, PROST Masterplan, and Utility Rates.

Parks and Recreation

- PROST Master Plan progress
 - Discovery and Internal Review
 - Needs Assessment - Engagement Strategy
- Start of summer sports, splashpad, batting cages, and events
- Partnering with PSD for Recreation activities at the schools
 - WMHS - Middle School gym class Bubble Soccer
 - Rice Field Day
 - Eyestone Field Day
 - WMHS Field Day
- Native area rehabilitation

Public Works – Engineering

- Continued work on the Distribution System Master Plan, focusing on model updates and planning for hydrant flow testing in early June. Data collected from the testing will be used for model calibration.
- Engineering and Administration staff met with the EPA in May to discuss the Viewpointe Liftstation project and funding. Staff confirmed that grant funding remains in place and were assigned a new Project Officer from EPA Region 8.
- The Water Reclamation Facility project is nearing completion, with the final completion date set for June 13. All installation work has been completed, with only instrumentation and controls programming remaining.

Streets and Drainage

- Comcast work continues in North Old Town; the first permit for the east side of the Interstate has been approved.
- Cleaned out storm inlets and detention pond outlets following heavy rainfall in late May.
- Contracted for the replacement of the AC Unit at the Old Town Hall.

Water and Water Reclamation Utilities

- Initiated seasonal geosmin monitoring at the raw water influent and multiple points throughout the drinking water treatment process to evaluate performance of new granular activated carbon filters and ozone treatment in addressing taste and odor concerns.
- Held first Rate Advisory Group meeting for stakeholder input to the Rate & Fee Study for the Water, Wastewater, and Stormwater Enterprise funds.
- Responded to 619 utility locates in May 2025, compared to 82 utility locates in May 2024, prior to Comcast boring efforts.

Planning and Building

- Preliminary Plat for Sage Farms, Filing 1 approved. Developer will be advancing work on design and applications for Final Plat application.
- Final Plat for Wellington Business Center, Amendment No. 1 recommended for approval by the Planning Commission. The Final Plat is one of the last steps to enable the development of more than 95,000 sq. ft. of commercial tenant building space, beginning with a Phase I build of 36,000 sq. ft.
- An updated Site Development Plan was approved for Kaufman & Robinson, Inc. in the Bonfire Subdivision. Kaufman & Robinson, Inc. is readying plans to build a nearly 50,000 sq. ft. facility to expand on it's existing facilities in Fort Collins to continue to support its industry leading work in ion beam product manufacturing and research and development. <https://ionsources.com/>
- Over 100 business licenses approved. Not too late to get your business or mobile business licensed for 2025!

Thank you for your continued support as we advance these initiatives and work together to serve the Wellington community effectively.