



BOARD OF TRUSTEES
January 14, 2020
LEEPER CENTER – 3800 WILSON AVE.

Regular Meeting - 6:30 PM

AGENDA

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** - Individuals wishing to participate in Public Comments (non-agenda item) are requested to sign up on the form provided on the podium. When you are recognized, step to the podium, state your name and address then speak to the Town Board of Trustees. Please limit comments to three (3) minutes.
2. Presentation
 - a. Main Streets Work Plan
Presentation: Kallie Cooper, Wellington Main Streets Program Executive Director

C. CONSENT AGENDA

1. Board of Trustee Minutes for December 10, 2019
2. Contract Renewal — Larimer Humane Society
3. Resolution No. 2-2020 — Setting Posting Location for Meetings
4. Annual Adoption of the Town's 3-Mile Plan for Municipal Annexations

D. ACTION ITEMS

1. Ordinance No. 1-2020 — Conditionally Annexing Country Lane Acres Annexation to the Town of Wellington
2. Ordinance No. 2-2020 — Vacating Temporary Cul-de-sac and Accept Dedication of Public Utility and Access Easements
3. Ordinance No. 3-2020 — Modifying Court Time
4. Resolution No. 3-2020 — Appointing Town Treasurer

5. Town Hall Space Needs Assessment Update
6. Purchase Request — Wilson Wells Improvement Project
7. Purchase Request — 3804 Cleveland Avenue

E. REPORTS

1. Town Attorney
2. Town Administrator
3. Staff Communications
4. Board

F. EXECUTIVE SESSION

1. Executive session pursuant to § 24-6-402(4) (a) to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest, involving both the possible acquisition of 3804 Cleveland Avenue and the possible lease of property for Town office space. No member of the local public body has a personal interest in either such purchase, acquisition, lease, transfer, or sale transaction. As required by C.R.S. §24-6-402(2)(d.5)(II)(B) and (II)(E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through April 14, 2020.

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

Wellington Main Street Work Plan



Transformational Strategy #1: Wellington's Front Porch

Objective	Action	Performance Measures and Outcomes	Who will Lead? Who is on the Team?	Projected Date for Completion	Funding Source?	Success =	Status	Committee	Status & Notes
Downtown Beautification	Annual Color	Fully funded annual color (\$2,500)	Design Committee	10/01/20	Sponsorships	Downtown Beautification	Progressing	Design	Will reach out to previous sponsors in January and then open it up to the public at the end of February
	Installing outdoor furniture into downtown Wellington	Installing outdoor furniture into downtown Wellington. Utilizing local artists to paint chairs to put downtown as public art pieces	Harvest Farms, ED, and Design Committee, Rich Cruise, local artists	Summer 2020	Sponsorships, grants, event fundraising	Improved downtown accessibility/beautification	Not started	Design	
	Murals	Work with the railroad and Cottonwood Landscaping to improve the landscaping and overall astetic in front of the historic train depot mural and discourage parking	Design Committee, Railroad, Cottonwood Landscaping	Summer 2020	Sponsorships, grants, event fundraising	Downtown Beautification	Progressing	Design	Linda has spoken and met with the railroad to have materials donated. We will use leftover funds from the Annual Dinner and Christmas décor (~\$1,000) to get started
		Complete "Greetings From" Mural on the Filling Station building	Design Committee, Dynamic Image	06/30/20	DOLA Mini-grant	Downtown Beautification	Progressing	Design	Project scope has been approved. Design approved. Mini-grant extended until June 2020 due to inclement weather
	New downtown banner design	Clearly marked downtown area	Design Committee, Dynamic Image	09/01/20	Sponsorships	Downtown Recognition	Progressing	Design	Discussions started, looking at 'Historic Downtown' theme
Elevate community interest in Downtown via events	WellORama	# of Attendees, \$ Spent Locally, Celebrating History and Culture	Well-O-Rama Committee and Executive Director	August 8th, 2020	Sponsorships, grants, Staffing hours, vendor fees	Fundraising for projects	Progressing	Special Events / Promotion	
	Collaborate with other local organizations to put on events in downtown Wellington. 0.5K, Brewfest, Trick or Treat, 4th of July, Shop Small Saturday	Funds to help fund downtown projects and promotion of downtown Wellington	Special event committees: Brewfest committee, .5k Committee, Kiwanis, Town of Wellington, ED	Dec-20	Staffing hours, Town funds, grants, sponsorships, donations	Fundraising for projects	Progressing	Promotion	May be asked by the Town to help with more planning of the 4th of July event
	Research feasibility of Farmer's/Craft Market	# of attendees, \$ spent locally, # of vendors	Special event committees, ED, Town of Wellington	August 1st, 2020	Sponsorships, Staffing hours, Vendor fees	Fundraising for projects	Not started	Promotion	
Promotion of Downtown Wellington	Front Porch Fridays	# of Events, Business Participation, Social Media Interaction	Promotion committee and Executive Director	Monthly (October - March)	WCMSP Budget, staffing hours	Education and volunteer outreach	Ongoing	Promotion	Educational event and volunteer/business recruitment and networking. Encourage business participation in Friday discounts. Working on the idea of discount cards.
	Publications (Chamber newsletter, NFN Articles)	Education and Outreach	Executive Director	Quarterly	Staffing hours	Community Engagement	Quarterly	Promotion	Bimonthly publication, using NFN articles
	Social Media Calendar	Effective Outreach, Social Media Reaches	Executive Director	Dec-20	Staffing hours	Community Engagement	Progressing	Promotion	

Wellington Main Street Work Plan



Transformation Strategy #2: Vibrant Downtown and sustainable partnerships

Objective	Action	Performance Measures and Outcomes	Who will Lead? Who is on the Team?	Projected Date for Completion	Funding Source	Success =	Status	Committee	Status & Notes
Increase methods of financial sustainability	Education for the MS Board regarding the DDA	Board educated and able to help educate others	Organizational Committee, Executive Director	Feb-20	DOLA	Educated Board and agreement with Town Trustees	Progressing	Economic Vitality	Scheduling a meeting with Matt Ashby to discuss strategic plan and facilitate a meeting with the Town Trustees to discuss the impact of a DDA
	Identify and pursue grant opportunities	Secure grant funding, Bohemian Foundation, DOLA minigrant, ect	Executive Director, Organizational committee	Ongoing	Staffing hours	Grant funding obtained	Ongoing	Economic Vitality	Applied for Bohemian Grant, Mishawaka Grant, DOLA Mini-grant,
	Complete checklist to become a Graduate Main Street Program in 2020	Checklist created and next steps identified	Executive Director, Organizational committee	Dec-20	Staffing hours	Goals set	Progressing	Organization	We have a checklist completed and need to start working through the items to get done
Update operational materials	Update business listings and contact information within the new program area	Complete listing of all of the businesses in our program area / DOLA Requirements	Organizational Committee, Executive Director	Mar-20	Staffing hours	Completed list with contact information	Not started	Organization	
	Update bylaws, specifically Board member qualifications and nomination process, email voting procedures, and committee make-up	Updated bylaws	Organizational Committee, Executive Director	Mar-20	Staffing hours	Updated Bylaws	Not started	Bylaws Committee / Organization	
	Create a Board Member Onboarding document outlining expectations, and roles and responsibilities	Improved Board Member onboarding	Organizational Committee, Executive Director	Nov-20	Staffing hours	Improved Board Member onboarding	Not started	Organization	
	Update MOU with Town of Wellington	Unified vision for supporting downtown business environment	Board of Directors, Board of Trustees	1-Sep-20	Staffing hours	Roles and Responsibilities defined	Ongoing	Organization	
Collaboration with other organizations for the benefit of downtown Wellington	Collaboration with volunteer organizations (Kiwanis, Rotary Club, Boys and Girls Club), Parks Advisory Board, Community Activities Commission, Town Trustees, Chamber of Commerce	Partnerships, Volunteers, and best use of human resources	Executive Director, Organizational committee and Economic Vitality committee	Monthly	Staffing hours	Collaboration and unity	Ongoing	Organization	Ongoing
Advocate for Downtown Improvement needs	Collaboration with the Town Trustees, and Town Staff, for a unified vision for downtown / Comprehensive Plan / Downtown Master Plan	Roles and responsibilities identified	Executive Director, Organizational and Economic Vitality	Nov-20	Staffing hours	Partnership between Town and WCMSP	Progressing	Organization	Tracey Jensen has been invited to be a part of the Steering Committee for the Town's Comprehensive Plan
	Advocate for pedestrian-friendly downtown and walkability	Improvements made in this area	Economic Vitality	12/1/2020 / Ongoing		Steps towards safer downtown	Progressing	Organization	DOLA Mini-grant for 2020 will fund solar-powered flashing crosswalks downtown. Meetings with Poudre school district and CDOT
	Advocate and seek funding for Infrastructure needs / Assist the Town of Wellington in their Capital Improvement Plan	Improvements made in this area	Economic Vitality	Ongoing	Grant funding	Infrastructure improvements	Progressing	Economic Vitality	Attending meetings to advocate/learn. Need to look in to broader funding options.

BOARD OF TRUSTEES
REGULAR BOARD MEETING
December 10, 2019

A. CALL TO ORDER

The Regular Board Meeting was called to order at 6:30 p.m. December 10, 2019 at the Leeper Center, 3800 Wilson Ave, Wellington CO.

1. Pledge of Allegiance

2. Roll Call

TRUSTEES PRESENT: WYATT KNUTSON, JOHN JEROME, TIM WHITEHOUSE, JOHN EVANS, DANIEL SATTLER, TROY HAMMAN and MATT MICHEL (arrived at 6:42 p.m.)

TRUSTEES ABSENT: NONE

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, TOWN PLANNER
PETE BRANDJORD, FINANCE DIRECTOR
BOB GOWING, PUBLIC WORKS DIRECTOR
MICHELLE VANCE, ECONOMIC DEVELOPMENT MANAGER
TYLER SEXTON, ASSISTANT FINANCE DIRECTOR
DANIEL JONES, WATER TREATEMENT OPPORATOR
BRAD MARCH, TOWN ATTORNEY OFFICE

3. Additions or Corrections to Agenda
None

4. Conflicts of Interest
Trustee Whitehouse said he is an adjacent property owner to Item D3 and would abstain.

B. PUBLIC COMMENT

1. Public Comment

Jon Gaiter, 8132 4th St, asked if there is a schedule for plowing the smaller streets once the main streets have been plowed.

2. Presentation

Julie Brewen, CEO, Housing Catalyst, gave a history of the Wellington Housing Authority. She explained how the Town and Housing Authority have worked together on subsidized housing. She explained how the subsidy platform would be changing and asked for a letter from the Mayor supporting the changes. She explained the advantages of the change for the residents and for their ability to better maintain the properties. She talked about the structure and ownership of the properties and the roll of the Wellington Housing Authority. There was discussion about need and possible expansion.

Trustee Michael suggested that when they have work that they try to contract with local businesses.

Trustee Whitehouse asked if these properties were considered in the comprehensive plan update. Mr. Bird said we will look at affordable housing as part of the comprehensive plan.

Action on this item would be considered at the second meeting in January.

C. CONSENT AGENDA

1. Board of Trustee Minutes from December 3, 2019

Trustee Michel said his name was misspelled.

TRUSTEE WHITEHOUSE MOVED, AND TRUSTEE KNUTSON SECONDED to approve consent agenda. Motion passed unanimously.

D. ACTION ITEMS

1. Cancellation of the DECEMBER 17, 2019 Work Session and the December 24, 2019 Board of Trustees Meeting.

TRUSTEE MICHEL MOVED, AND TRUSTEE SATTTLER SECONDED to cancel the Board meeting on December 24, 2019 and the work session on December 17, 2019. Motion passed unanimously.

2. 2020 Budget

Mr. Brandjord and Mr. Sexton presented the budget and the changes from last year's budget. There was discussion about the breakout format and why it was different than the packet. Mr. Brandjord reviewed the revenues, fund balances, and employee head count.

There was discussion about how paid bills were shown and what was included in the water fund.

Trustee Sattler asked why the benefit package for the Economic Development employee doubled. Mr. Brandjord said there was an increase in the insurance, and this is for a full year.

- a. Ordinance 17-2019 – Adopting budget for Town of Wellington 2020

TRUSTEE EVANS MOVED, AND TRUSTEE WHITEHOUSE SECONDED to adopt Ordinance 17-2019 adopting the budget for the Town of Wellington, Colorado for the Calendar Year Beginning the 1st day of January, 2020, and ending the last day of December, 2020, estimating the amount of money necessary to be raised by tax levy based on the said budget so adopted; estimating the amount of money to be derived from other revenue sources; setting forth estimated expenditures for each, and declaring an emergency. Motion passed unanimously.

- b. Ordinance 18-2019 – Ordinance levying general property taxes

Mr. Brandjord said the mils decrease from 9 to 7.7.

TRUSTEE MICHEL MOVED, AND TRUSTEE SATTTLER SECONDED to approve Ordinance 18-2019 Levying General Property Taxes for the taxable year 2019 to defray costs of government for the Town of Wellington, Colorado, for the Calendar Year Beginning January 1, 2020, and Ending December 31, 2020, and declaring an emergency. Motion passed unanimously.

- c. Ordinance 19-2019 – Ordinance appropriating sums of money to defray expenses and liabilities of the Town of Wellington

TRUSTEE SATTTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Ordinance 19-2019 Appropriating Sums of Money to Defray Expenses and Liabilities of the Town of Wellington, Colorado for the Fiscal Year Beginning January 1, 2020 and ending on December 31, 2020 and declaring an emergency. Motion passed unanimously.

3. Resolution 40-2019 Repealing Resolution 36-2019 and Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Poudre School District Annexation.

Mr. Bird explained this item was scheduled and advertised for the November meeting that was cancelled due to weather. After discussion with the School District and Attorneys it was decided to restart the process by resetting the hearing, advertising and notification for the January 28th meeting.

Trustee Michel asked if the rescheduling would hold up the school development. Mr. Bird said the subdivision of the property will be done at the same meeting as the annexation to keep with the timeline for the school development.

TRUSTEE MICHEL MOVED, AND TRUSTEE EVANS SECONDED to approve Resolution 40-2019 repealing Resolution 36-2019 and Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Poudre School District Annexation. Motion passed Trustee Whitehouse abstained.

4. Results of insurance review and responses to requests for proposal (RFP)

Mr. Brandjord explained what the insurance coverage package contains and what items were still being reviewed. The workmen's comp cost doubled due to the increase in the number of Town

employees and additional claims. Alliant is the firm being recommended because they would be about \$40,000 cheaper than Cirsa. Applied Risk Solutions did the risk study. There was discussion about flood insurance. The board asked staff to see if Cirsa could reduce their cost. Mr. Brandjord mentioned that Cirsa did not include workmen's comp. Trustee Sattler offered that he would be willing to devote time to work with the risk management company.

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED accept the recommendation to engage Alliant or a second company at staff's discretion at a premium to not to exceed \$175,306. Motion passed unanimously.

5. Memorandum of Understanding with Wellington Main Streets

Ms. Vance presented the Town proposal to partner with Wellington Main Streets and sharing office space in the building at 3749 Harrison Avenue. The Wellington Main Streets Board has also approved the Memorandum of Understanding. There was discussion about how different organizations would work together. Ms. Vance said by better coordinating the different organizations all organizations could become more efficient. Mayor Hamman said this arrangement could help when the Town pursues grants, including from DOLA.

TRUSTEE WHITEHOUSE MOVED, AND TRUSTEE SATTLER SECONDED to approve the Memorandum of Understanding with Wellington Main Streets for office space.

E. OTHER BOARD

F. REPORTS

1. Town Attorney

Mr. March commented on the letter of support that the Wellington Housing Authority asked the Mayor to sign. If there are no objections, he did not think it needed to come back before the board.

2. Town Administrator

Mr. Cannon mentioned that Mr. Brandjord would be leaving at the end of the year to take a position with the Greeley School District. He offered words of thanks for the effort Mr. Brandjord has given to the Town. He listed the roles, accomplishments, and savings Mr. Brandjord initiated over his time with the Town. Mr. Cannon mentioned that he has asked Mr. Sexton to be Interim Finance Director and Treasurer.

3. Staff Communications

Ms. Sullivan mentioned the workshop Saturday December 14th for potential candidates. It will be held at the Leeper Center at 10:00 a.m.

4. Board

Trustee Sattler asked if the Board could go into executive session to discuss the open Finance Director/Treasurer position.

G. EXECUTIVE SESSION

In at 8:09 p.m. on motion of John Jerome seconded by Dan Sattler, the board went into executive session for

Discussions regarding personnel matters§ **24-6-402(4)** (f)(I) involving the resignation and replacement of the town treasurer and finance officer and filling the vacancy in the position.

As required by C.R.S. §24-6-402(2) (d.5) (II)(B) and (II)(E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through February 8, 2019.

The motion passed unanimously.

On motion of Dan Sattler seconded by John Jerome, the board came out of executive session at 8:25 p.m.,

It was noted when the board came out of executive session that the board had discussions regarding personnel matters as allowed by § **24-6-402(4)** (f)(I) involving the resignation and replacement of the town Treasurer and finance officer and filling the vacancy in that position.

As required by C.R.S. §24-6-402(2) (d.5) (II)(B) and (II)(E) the executive session proceedings would be electronically recorded and the record will be preserved for 90 days through February 8, 2019.

The Motion to come out of executive session passed unanimously.

There being no further business the meeting adjourned at 8:27 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk



Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Kelly Houghteling, Deputy Town Administrator
Subject: Contract Renewal — Larimer Humane Society

EXECUTIVE SUMMARY

The Town currently uses the Humane Society for impound services and animal enforcement services during off hours. This agreement is a contract renewal with the Larimer Humane Society.

BACKGROUND / DISCUSSION

The Town of Wellington hired a new Neighborhood Services Officer, Jim Lafferty, to provide code enforcement and animal control to Wellington residents. This service is provided Monday - Friday, 8:00 a.m. - 5:00 p.m. On off hours, or if back-up is needed, the Town contracts with Larimer Humane Society for animal control support.

STAFF RECOMMENDATION

Staff recommends approval of the 2020 Larimer Humane Society contract renewal.

ATTACHMENTS

1. Humane Society Contract Renewal 2020

AGREEMENT

Section 1. This Agreement, dated for reference purposes only this 1st day of January 2020, is made by and between Town of Wellington, Colorado, hereinafter referred to as "the Town" and the Larimer Humane Society, hereinafter referred to as "the Society";

WITNESSETH:

WHEREAS, The Town has adopted, by resolution, a policy aimed at providing economical, safe, and humane animal sheltering and humane law enforcement services for residents of the Town and funds have been provided therefore; and

WHEREAS, the Society, a nonprofit corporation, is dedicated to safe and humane treatment of animals and desires to furnish said services;

WHEREAS, the Society operates a State-licensed animal shelter at 3501 East 71st Street, Loveland, Colorado, and employs trained and qualified persons to transport, shelter and handle animals within its custody; mailing address is 3501 East 71st Street, Loveland.

NOW, THEREFORE, the Town of Wellington and the Larimer Humane Society agree to the following:

1. Duration of the Agreement. This Agreement shall have an initial term of one year, January 1, 2020 through December 31, 2020, and shall automatically renew for successive 12-month terms, unless terminated by either party 90 days prior to the end of any term or unless sooner terminated as provided herein. Notice of termination shall be written notice to the other party stating such termination.
2. Scope of Services. The Humane Society shall perform the following duties pursuant to this Agreement:
 - a. Maintain and operate all physical plant facilities and equipment necessary for the efficient, effective operation of an animal shelter in compliance with state laws and ordinances and resolutions of the Town;
 - b. Provide for, or be responsible for, the professional services of a doctor of veterinary medicine licensed to so practice in the state of Colorado and available for 24 hour emergency services;
 - c. Maintain and provide all medical supplies, professional instruments, and equipment necessary for the efficient, effective operation of said animal shelter
 - d. Provide humane and appropriate vehicles equipped with equipment necessary for transport of animals impounded by the town to the animal shelter or designated veterinary clinic.
 - e. Require that the Society employee handling animal control violations cited into Wellington Municipal Court, appear in Wellington Municipal Court at the time scheduled

and facilitate prosecution of such violations as required by the Town, the Town attorney and the Court.

3. Operation and Management of Shelter. The Society shall:

- a. Conduct the operations of the animal shelter within and upon the above described property;
- b. Comply with the applicable laws of the State of Colorado, ordinances of the Town, the existing administrative directives of the Town, and such future administrative directives of the Town as may from time to time be agreed to by the Society and the Town Board of Trustees of the Town, relative to operating and managing the Animal Shelter and vehicles used for transport;
- c. Maintain the shelter in a clean, sanitary condition as required by the Pet Animal Care and Facilities Act;
- d. Accept from the Town for impoundment in the animal shelter, dogs, cats, and other companion animals similar in size to dogs, under the same terms and conditions as herein provided for the impoundment of dogs;
- e. Do each and every other professional act deemed necessary or appropriate to the end that the animal shelter shall be operated in an efficient, effective, and economical manner;
- f. Not release or otherwise dispose of any dog or other animal placed by the Town with the Society under the terms of this Agreement unless and until all impoundment periods prescribed by the Town and the State of Colorado Pet Animal Care Facilities Act have been satisfied or unless euthanasia prior to that time is deemed necessary or appropriate by the veterinarian or designated shelter personnel advising the Society.
- g. Keep and maintain all animals covered by this Agreement impounded to it by the Town under the provisions of this Agreement for at least the time required by the State of Colorado Pet Animal Care Facilities Act. In the event any animal is held for the purpose of observation for the presence of rabies, the animal shall be held for such times as directed by the Town Administrator/Clerk or other designated individual which time shall not be less than ten (10) days or such greater time as may be provided in the governing Town regulation or ordinance during which time, the daily board fee will be collected from the owner of the animal, or in the case of an unowned animal, will be paid by the Town.
- h. Not release an animal to its owner unless all requirements of the Town's regulation or ordinances, including payment of impoundment fees have been complied with unless the Society, in its sole discretion, waives said fees. The Society will report any fees waived and will not charge the Town for the impoundment/board of these animals.

- i. Submit a report on a quarterly basis with annual summary to the Town listing the following information in regard to the previous quarter:
 1. Total number of stray animals admitted from the Town. If the animal is brought to the Society by a citizen, the Society will make best efforts to confirm that the animal was found at an address in the Town.
 2. Total amount due based on fees described in Section 6 of this Agreement.
 3. Total number of impounded animals returned to their owners.
 4. Total number of impounded animals not reclaimed by their owners.
 5. Total fees due by the Town for animals not reclaimed by their owners, based on fees described in Section 6 of this Agreement.
 6. Total fees due by the Town for unowned stray animals held under rabies quarantine, based on fees described in Section 8 of this Agreement.

4. Transport of Animals. With regard to assisting the Town and transporting animals pursuant to this Agreement, the Society shall:
 - a. Respond to calls which originate from the Town, between the hours of 8:00 a.m. and 8:00 p.m. Monday through Sunday, and on an emergency basis as needed.
 - b. Only respond to requests for field service from the Town's Police, Larimer County Sherriff dispatch or a Larimer County Sherriff's deputy, the Town's Neighborhood Services Officer or the Town Hall. The Society will instruct Town citizens requesting service to contact one of these entities.
 - c. Ensure that transportation of animals take place within a reasonable time from the time the animal is taken into custody by the Town
 - d. Ensure that injured or ill stray animals receive veterinary care in accordance with the State of Colorado Pet Animal Care Facilities Act.
 - e. Immediately transport an animal to a licensed veterinarian for treatment if the animal is suffering or requires immediate veterinary care.
 - f. Maintain records of all calls responded to, and shall, at the end of each quarter, submit the following information:
 1. Case number of each call responded to.
 2. Total number of calls during normal hours of coverage.
 3. Total number of calls on an emergency basis.
 4. Fee amounts described in Section 8 of the Agreement as collected by animal and by owner/payee.
 5. Fee amounts described in Section 8 of the not charged and waived by animal and by owners.
 6. Total amount due based on fees described in Section 8 of this Agreement.
 7. Animals euthanized, to owner of any euthanized animal and the reason for euthanization of any animal.

5. Transport of Animals. With regard to assisting the Society and transporting animals pursuant to this Agreement, the Town shall:
 - a. Provide humane treatment, adequate food, access to water and sanitary conditions

- for animals picked up by the Town until they can be transported to the shelter.
 - b. That transportation of the animals must take place within a reasonable time from the time the animal is taken into custody by the Town.
 - c. To immediately notify the Humane Society or to immediately transport an animal to a licensed veterinarian for treatment if the animal is suffering or requires immediate veterinary care.

- 6. Enforcement. With regard to assisting the Town with enforcement of animal regulations pursuant to this Agreement, the Society shall:
 - a. Provide enforcement of state and local animal regulations only at the Town's request.
 - b. Conduct the investigation and enforcement action in a timely manner.
 - c. Provide the Town a record of the investigation in a timely manner.

- 7. Enforcement. With regard to assisting the Town with enforcement of animal regulations pursuant to this Agreement, the Town shall:
 - a. Provide the Society with yearly training of Town animal ordinances and swear-in society officers.
 - b. Provide Society with appropriate paperwork to enforce Town animal ordinances.

- 8. Indemnity. Notwithstanding anything else herein, the Society shall protect, defend, indemnify, and hold harmless the Town, the departments and agencies thereof, its officers, elected and appointed, and its employees, servants, and agents from any and every action, cause of action, claim or demand of any person, natural or corporate who is not a subscribing party to this Agreement resulting from or arising out of any negligent act or omission of the Society, its officers, employees or agents, relating to the performance of any of the obligations of the Society under this Agreement. The Society shall not however, be liable for the acts, claims, or demands which may arise from the negligent acts of the Town, its officers, elected or appointed, and the departments thereof, nor for acts, claims or demands based upon the operation of the animal shelter by the Society or the transport of animals to the Shelter in compliance with instructions or orders given to the Society by authorized agents or elected or appointed officers of the Town.

- 9. Insurance. The Society shall carry liability insurance sufficient to insure against acts of omission of the Society, its employees and agents, with the minimum coverage as follows:

Bodily Injury	\$150,000.00/\$4,000,000.00
Property Damage	\$50,000.00

The Town shall be an "Additional Insured" on any policy obtained by the Society pertaining to its duties under this Agreement with respect to operations performed by or on behalf of the Society and falling within the scope of this Agreement between the Town and the Society.

- 10. Fee Schedule. The Town agrees:

- a. To pay the Society \$25 shelter fee for each animal impounded from the Town.
- b. To pay the Society \$15 per day cost of care fee for each animal not reclaimed by its owner, not to exceed \$75 (\$15 X 5 day stray period).
- c. To pay the Society \$15/day cost of care fee for each animal held under court order. There will be a charge of \$30/day for dogs on long term impounds required by State of Colorado Pet Animal Care Facilities Act to have two runs.
To pay the Society \$65 for each stray animal not reclaimed by its owner.
- d. To pay the Society \$25 impound fee plus 10-days board @ \$15 per day for unowned stray animals held under rabies quarantine. There will be a charge of \$30/day for dogs on long term impounds required by State of Colorado Pet Animal Care Facilities Act to have two runs.
- e. To pay the Society \$55 per call for officer assistance between the hours of 8:00 a.m. - 8:00 p.m.; and pay the Society \$65 per call for after-hours officer assistance.
- f. That the Society may retain, as additional compensation, all impound fees collected by the Society from individuals whom animals are released which have been impounded by the Town.

11. Independent Contractor Status. The Parties agree that:

- a. The Society is and shall at all times remain an independent contractor with the Town.
- b. The Society has, under this Agreement, only the right to receive compensation from the Town for the services performed hereunder;
- c. As to its dealings with third parties, the Parties shall have no power to bind the other by contract or any other manner, nor shall either have any power or authority to act for or on behalf of the other.
- d. The Society shall not assign any of the rights acquired by or delegate the duties imposed upon it under the provisions of this Agreement without having first obtained the written permission of the Town to do so.
- e. This Agreement may not be enlarged, modified, or altered except in writing, signed by the parties as an amendment thereto;
- f. No waiver of rights created by any breach of this contract shall be construed to be a waiver of rights created by any subsequent breach thereof;
- g. The only expenditures to be made by the Town under any by virtue of this Agreement shall be the charges and fees specifically provided.
- h. Society has complied with all federal, state and local laws requiring business permits, certificates and licenses required to carry out the services to be performed under this Agreement.

12. Taxes, Benefits and Workers' Compensation. With regard to taxes, benefits and workers' compensation:

- a. Town will not:
 - 1. withhold FICA (Social Security and Medicare taxes) from Society's payment or make FICA payments on Society's behalf,

- 2. withhold state or federal income tax from Society's payments.
- 3. Society shall pay all taxes incurred while performing services under this Agreement including all applicable income taxes and, if Society is not a corporation, self-employment (Social Security) taxes. Upon demand, Society shall provide Town with proof that such payments have been made.

THE SOCIETY IS NOT ENTITLED TO WORKERS COMPENSATION BENEFITS AND THE SOCIETY IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAXES ON ANY MONIES EARNED PURSUANT TO THIS AGREEMENT.

- 4. Society understands that Society is not eligible to participate in any employee pension, health, vacation pay, sick pay or other fringe benefit plan of Town.
- 5. Town shall make no state or federal unemployment compensation payments on behalf of Society. Society will not be entitled to these benefits in connection with work performed under this Agreement.

13. Miscellaneous. The parties agree that strict and timely compliance with the pertinent laws of the State of Colorado, ordinances of the Town, and administrative directives of the Town, the future administrative directives of the Town, and administrative directive of the Town, as may be agreed to by the Society and the Town Board of Trustees of the said Town relative to the animal shelter and transporting services, and the provisions of this Agreement, all as they relate to the operation of the animal shelter, shall be the essence hereof; and, that the failure of either of the parties to so conform shall be sufficient case of the other to terminate this Agreement upon written notice to the defaulting party.

This Agreement will be governed by the laws of the State of Colorado.

14. Exclusive Agreement. The Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

This is the entire Agreement between Society and Town.

IN WITNESS WHEREOF, the parties hereto have personally subscribed and sealed these presents or have caused the same to be done by the duly authorized and commissioned officers thereof on the day and year above written.

ATTEST:

TOWN OF WELLINGTON:
By: _____

ATTEST:

LARIMER HUMANE SOCIETY
By: _____



Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Ed Cannon, Town Administrator, Brad March, Town Attorney, Cynthia Sullivan, Deputy Clerk
Subject: Resolution No. 2-2020 — Setting Posting Location for Meetings

EXECUTIVE SUMMARY

Resolution 2-2020 - A Resolution Setting Forth the Method of Posting Notice of Public Meetings of Boards of The Town of Wellington, Colorado

BACKGROUND / DISCUSSION

This is the annual setting of the posting location for public notices of meetings.

Colorado House Bill 19-1087 approved April 25, 2019 allows for the posting of meetings on the Town's website and establish a location that the Town may post written notices.

STAFF RECOMMENDATION

To approve resolution 2-2020 - Setting Forth the Method of Posting Notices of Public Meetings.

ATTACHMENTS

1. Setting Posting Locations for Meetings

RESOLUTION 2-2020
A RESOLUTION SETTING FORTH THE METHOD OF POSTING NOTICE OF PUBLIC MEETINGS OF BOARDS OF THE TOWN OF WELLINGTON, COLORADO.

WHEREAS, the Colorado Revised Statute (C.R.S.) 24-6-402(2)(c) requires a local governing body to give full and timely notice of any public meeting; and

WHEREAS, Colorado Revised Statute (C.R.S.) 24-6-402(2)(c) was amended by House bill 19-1087, Approved: April 25, 2019, which added a new subsection (2)(c)(III), which provides that a local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available, no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body, and

WHEREAS, the same House bill 19-1087 requires that the Town designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-four hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the notice online.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, as follows:

SECTION 1: The Board of Trustees hereby sets forth the procedure, time and places for providing notice of public meetings pursuant to C.R.S. 24-6-402(2)(c) as follows:

Notice of meetings of any board or commission of the Town of Wellington shall be posted no less than twenty-four hours prior to a meeting on the Town Website at <https://www.townofwellington.com/> in accordance with the Colorado Open Meetings Law and that the Wellington **Town Hall**, Front Door, 3735 Cleveland Ave., Wellington; CO be designated as the public place at which the Town may post a notice no less than twenty-four hours prior to a meeting if the Town is unable to post a notice online in exigent or emergency circumstances.

PASSED AND ADOPTED THE 14th DAY OF JANUARY, 2020 BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO.

Troy Hamman Mayor

ATTEST:

Ed Cannon, Town Administrator/Clerk



Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Cody Bird, Planning Director
Subject: Annual Adoption of the Town's 3-Mile Plan for Municipal Annexations

EXECUTIVE SUMMARY

- State law requires municipalities to have a plan in place for the area 3-miles from the Town's boundary prior to annexing any land within the 3-mile area.
- The 3-Mile Plan is required to be updated annually.

BACKGROUND / DISCUSSION

- The Town Planning Commission adopted the 2014 Update to the Comprehensive Master Plan by Resolution No. 1-2014PC and was ratified by the Board of Trustees by Resolution No. 24-2014.
- The 2014 Comprehensive Master Plan has served as the Town's 3-Mile Plan since adoption in 2014.
 - The Comprehensive Master Plan is currently being reviewed for a major update in 2020 and is anticipated to include revisions to the 3-Mile Plan boundary.
 - The adopting resolutions of the Planning Commission and Board of Trustees are referenced in the attached resolution.
- Adoption of the 3-Mile Plan has no financial impact to the Town.
- Any financial impacts of municipal annexation are considered at the time annexations are proposed.
- C.R.S. 31-12-105(e)(1) requires the Town to have a plan in place for the area 3 miles extended from the municipal boundary prior to annexing any property within that 3-mile area.
- Designation of the Comprehensive Master Plan for the 3-Mile Plan for annexations meets the state law requirement.

STAFF RECOMMENDATION

- Adopt a resolution establishing the Comprehensive Master Plan as the Town's 3-Mile plan for municipal annexations.

ATTACHMENTS

1. Resolution

RESOLUTION 1-2020

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE
TOWN OF WELLINGTON, COLORADO
ADOPTING AN UPDATED THREE-MILE PLAN FOR THE TOWN**

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WELLINGTON, COLORADO, THAT:

The current Comprehensive Master Plan of the Town of Wellington, Colorado, adopted by Resolution No. 1-2014PC by the Planning Commission and ratified by Resolution No. 24-2014 by the Town Board is hereby designated as the Three-Mile Plan for the Town of Wellington, Colorado.

INTRODUCED, PASSED AND ADOPTED on the _____ day of _____, 2020, by the Board of Trustees of the Town of Wellington, Larimer County, Colorado.

Troy Hamman, Mayor

ATTEST:

Ed Cannon, Town Administrator/Clerk



Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Cody Bird, Planning Director
Subject: Ordinance No. 1-2020 — Conditionally Annexing Country Lane Acres Annexation to the Town of Wellington

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

- The owners of an approximately 35.6 acre parcel south of G.W. Bush Ave. (County Road 60) has submitted a petition for annexation to incorporate the property into the Town of Wellington.
- A similar annexation request for a portion of the property was previously considered and approved by the Town in 2016. The annexation map and annexation agreement were not recorded, and therefore, the owners are seeking to restart the annexation process.
 - The new annexation petition seeks to include a portion of the owner's property which was not included in the prior annexation proposal. The owners' entire property is proposed in the new annexation petition.
 - The Town adopted Resolution No. 39-2019 finding that the property proposed for annexation is in substantial compliance with eligibility requirements for annexation in accordance with state statutes and set the date for the public hearing.
- The Planning Commission, by motion and vote on January 6, 2020 recommended annexation of the property as well as the concept master plan and zoning the property to R2 - Single-family Residential, Medium Density.
- Town staff has provided the required notifications to advertise the public hearing, including preparing and providing the attached annexation impact report as required by state statute.
- The Board is required to conduct a public hearing to allow testimony on the proposed annexation. The order of the public hearing will be as follows:
 - Town staff introduction
 - Petitioner's presentation
 - Public testimony
 - Response by Petitioner
 - Response by Town staff
 - Board discussion
 - Following the public hearing, the Board may choose to adopt an ordinance annexing the property into the Town of Wellington.
 - An annexation agreement is proposed to be adopted with the annexation. Details of the annexation agreement are not yet finalized.
 - The Town Board may adopt the ordinance annexing the property into the Town of Wellington, conditioned upon execution and recording of the annexation agreement.

- If approved, the ordinance will not be recorded and will not become effective until the annexation agreement and annexation map are executed and recorded.
- In addition to annexing the property into the Town, the ordinance will also establish the zoning of the property as R2 - Single-family Residential, Medium Density.
- The Planning Commission's recommendation included approval of the R2 zoning district.
 - At the time of this writing, Town staff has not received any written communications related to this request. Any communications received by staff prior to the public hearing will be provided at the public hearing.

STAFF RECOMMENDATION

- Adopt an ordinance conditionally annexing Country Lane Acres Annexation to the Town of Wellington and zoning the property R2 - Single-family Residential, Medium Density.

ATTACHMENTS

1. Ordinance
2. Annexation Impact Report

ORDINANCE NO. 1-2020

AN ORDINANCE CONDITIONALLY ANNEXING THE PROPERTY KNOWN AS COUNTRY LANE ACRES ANNEXATION TO THE TOWN OF WELLINGTON, COLORADO.

WHEREAS, a petition has been filed by Stephen G. Lane and Michele Lane, as 100% owners of the annexation of a parcel of land located within the North Half of Section 10, Township 8 North, Range 68 West of the Sixth Principal Meridian, County of Larimer, State of Colorado, and more particularly described as:

Lots 1 and 2 of Country Lane Farms Minor Land Division, Located in the North Half of Section 10, Township 8 North, Range 68 West of the 6th Principal Meridian, County of Larimer, State of Colorado. 35.61 Acres Plus or Minus;

and

WHEREAS, the Board adopted Resolution No. 39-2019 and determined that requirements of C.R.S. 31-12-104 and -105 had been met; and

WHEREAS, an annexation map with all required supporting materials has been submitted to the Town; and

WHEREAS, a community of interest exists between the Town and the property proposed to be annexed; and

WHEREAS, the area proposed to be annexed is or will soon be developed; and

WHEREAS, the petitioners for the annexation have demonstrated to the Town that the capacity of existing sewer and water utilities within the Town is or will be sufficient to serve development proposed in the conceptual plan for the property proposed to be annexed at rates which are the same as those rates applying within the existing Town, and that the annexation will result in no increase in rates for these services for other citizens of the Town as a result of the annexation; and

WHEREAS, the fiscal impacts upon the Town as a result of the annexation and development of the property will be sufficiently offset, including costs to the Town for police protection, parks and recreation, streets, sidewalks, utilities and other public costs resulting from the annexation and development of the property; and

WHEREAS, existing natural hazards and nuisances upon the property have been or will be mitigated and/or removed by the applicant prior to annexation, which hazards and nuisances have been or will be addressed by a binding annexation agreement; and

WHEREAS, a public hearing was held on said petition pursuant to C.R.S. 31-12-108 and -109 on January 14, 2020 at 6:30pm; and

WHEREAS, no election is required pursuant to C.R.S. 31-12-107(2); and

WHEREAS, notice of the hearing on the Annexation Petition was properly published at least 30 days prior to the date of the hearing pursuant to C.R.S. 31-12-108(2), and a copy of the published notice, together with a copy of the notice of the hearing, was properly sent by registered mail to the clerk of the Board of County Commissioners and to the Larimer County Attorney and to Poudre School District R-1 at least 25 days prior to the date of such hearing, pursuant to C.R.S. 31-12-108(2); and

WHEREAS, the parties agree conceptually to the form of an annexation agreement.

NOW, THEREFORE BE IT ORDAINED by the Board of Trustees of the Town of Wellington, Colorado, that:

Section 1: The property described on Exhibit “A” is hereby conditionally annexed and will be included within the Town of Wellington, Larimer County, Colorado so long as, within 180 days of the date of this ordinance, the Annexor and Town have signed an annexation agreement in a form acceptable to the Town Planner and Town Attorney, and the Annexation Agreement, Annexation Map and the Annexation ordinance are recorded in the records of the Clerk and Recorder of Larimer County, Colorado. If the condition is not met as evidenced by the recordation within the 180 days of this ordinance, the property shall not be annexed and the annexation shall be void and of no impact on the property.

Section 2: Pursuant to C.R.S. 31-12-115, the annexed area is hereby zoned as R2 – Single-family Residential District, Medium Density.

Section 3: Execution of the Annexation Agreement by both the Owner(s) and the Town of Wellington shall be a precondition to recordation of the Annexation Map and to this Ordinance becoming effective.

Section 4: Validity. The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Larimer County, Colorado, and ordered published this 14th day of January, 2020.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

By: _____
Ed Cannon, Town Administrator/Clerk



Annexation Impact Report
for
Country Lane Acres Annexation

Report Prepared: December 20, 2019
Public Hearing Scheduled: January 14, 2020

In accordance with Section 31-12-108.5 of the Colorado Revised Statutes, The Town of Wellington is submitting the following annexation impact report to fulfill all such required action for the above-named annexation. This impact report analyzes the above annexation and identifies what impact it will have upon the Town of Wellington and the municipal services that will be provided. This impact report has been completed at least twenty-five (25) days before the date of the Public Hearing established pursuant to Section 31-12-108 of the Colorado Revised Statutes.

Annexation and the Town of Wellington

State statutes require that municipalities proposing to annex property must extend municipal government services and facilities to those areas eligible for and intended for annexation. The Town of Wellington recognizes this responsibility and can successfully provide municipal services to property currently under consideration for annexation into the Town. The Town of Wellington has adopted a Comprehensive Master Plan and the Wellington Municipal Code, both of which describe and require development within the Town to meet standards that will provide municipal services to any new areas annexed those same services currently available within the existing town. Furthermore, the Town's Comprehensive Plan and Municipal Code will encourage natural and well-ordered development, will increase the ability for the Town to provide services to citizens within the Wellington urban area, and will achieve a fair and equitable distribution of the costs of municipal services.

In accordance with the requirements of the Municipal Annexation Act of 1965, as amended, and specifically C.R.S. Section 31-12-108.5, the following constitutes the annexation impact report (the "Report") for the Country Lane Acres Annexation (the "Subject Property").

Country Lane Acres Annexation

The Subject Property included in this annexation is to be known as the Country Lane Acres Annexation to the Town of Wellington. The Subject Property is contiguous to the Town of Wellington and the total area of the annexation is approximately 36 acres, more or less. The parcel included in this annexation is currently used for residential and agricultural uses and will be annexed into the Town under the R-2 Single-family Residential, Medium Density zoning district. The intended use of the Subject Property is single-family homes developed in two phases. Phase 1 development is anticipated to be 21 lots on a public cul-de-sac road. A large parcel/tract is also identified for a Phase 2 expansion, with an estimated 20 lots to be determined and designed through the subdivision process.

The legal description of the Subject Property to be considered for annexation to the Town of Wellington is as described on the attached Exhibit "A."

a) Annexation Maps

Annexation maps identifying the Subject Property and the adjacent territory and the present boundaries of the Town in the vicinity of the Subject Property are enclosed herewith (together, the "Annexation Map"), and is made part of this Report.

- i. The Annexation Map shows the boundaries (present and proposed) of the Town of Wellington in the vicinity of the proposed annexation.
- ii. The Annexation Map shows the present streets in the vicinity of the proposed annexation. County Road 60 adjacent to the Subject Property was annexed into the Town of Wellington as part of a prior annexation. There are proposed plans to improve the above referenced street as well as to extend public streets within the Subject Property. All of the present streets in the vicinity of the Subject Property are shown in the Annexation Map and the Master Plan.

Town water mains and sewer mains are available within the subdivisions north of County Road 60. Locations of existing and proposed extensions of the water and sewer lines are identified on the Master Plan. The process of designing the utility extensions is underway but is not yet finalized. Engineering plans in accordance with Town of Wellington standards will be complete prior to installation.

The Town of Wellington will provide municipal services upon annexation. The Master Plan shows locations of utilities serving the Subject Property and is provided with this Report in accordance with C.R.S. Section 31-12-108.5(1)(a)(II).

- iii. The current zoning of the Subject Property is Larimer County O – Open Zone District and the current use of the land is residential and agricultural. There are two existing single-family residences on the property. Both existing homes are proposed to remain. Upon annexation, the Subject Property is proposed to be zoned R-2 Single-family Residential, Medium Density and the intended use is development of up to 41 single-family residential lots (21 lots in Phase 1 and potentially 20 lots in a future Phase 2).

Properties east, south and west of the Subject Property are in unincorporated Larimer County and uses are low density residential, agricultural and open space or floodplain. North of County Road 60 are single-family residential subdivisions within the Town of Wellington. These residential subdivisions immediately north of the Subject Property are fully built out and no changes to land use are anticipated in the foreseeable future. Northeast of County Road 60 is an approved single-family residential subdivision of 153 lots and is anticipated to be developed in the next 2-5 years. The Town of Wellington has adopted a Comprehensive Plan which includes a Growth Management Area and a Future Land Use map. The Growth Management Area and expected land uses in the vicinity of the Subject Property are depicted on the included Future Land Use Map. The Subject Property is identified as “Agriculture” on the Future Land Use Map, though this designation for the Subject Property is expected to change as part of a Comprehensive Plan update already in process.

b) Pre-annexation Agreement

There are no pre-annexation agreements between the owners, developers and/or the Town.

c) Municipal Services

Following the effective date of annexation of the Subject Property, the Town will provide municipal services performed by or on behalf of the Town. Municipal services provided by the Town are categorized below along with a statement setting forth the plans for extending municipal services to the Subject Property.

Water: The Subject Property is within the Northern Colorado Water Association service area. Northern Colorado Water Association has expressed an inability to provide adequate water service to meet the demand and fire suppression needs of the development. Due to the inability of Northern Colorado Water Association to extend service, the Town will extend water service to the Subject Property. The Developer will install public waterline extensions to serve

the Subject Property. The extensions will be extended from existing Town of Wellington waterlines in the subdivisions north of the Subject Property.

Sewer: The Town will extend sanitary sewer service to the Subject Property. There is an existing 12-inch public sanitary sewer on site that serves properties north of Country Road 60. The existing line has adequate capacity to serve the Subject Property and public extensions will be designed and installed to extend service to all lots within the development.

Streets: County Road 60 adjacent to the Subject Property is already annexed to the Town of Wellington as part of a prior annexation. Additional right-of-way width is proposed to be dedicated as part of the subdivision process. Improvements to County Road 60 are being designed to Town of Wellington standards and will be installed with development of the Subject Property. Public streets internal to the Subject Property and facilitating access to the Property will be designed and constructed in accordance with Town standards. Following construction and Town acceptance of all public road improvements, maintenance of the public roadways will be provided by the Town.

Law Enforcement: Law enforcement services are currently provided to the Subject Property by Larimer County Sheriff's Office. The Subject Property will continue to receive law enforcement from Larimer County Sheriff's Office following annexation via the Town of Wellington's contract for law enforcement services.

General Government: Government administration and other general government functions including but not limited to public works maintenance, parks and recreation, planning, zoning, building department, code enforcement and library services will be extended to the Subject Property upon annexation.

d) [Financing of Municipal Service Expansion](#)

Town Services will be extended and provided to the Subject Property. The Developer will finance and install Town utility and street improvements and dedicate the improvements to the Town. The Developer and the Town may enter into agreement(s) for sharing of costs associated with off-site improvements or over-sizing of public lines to accommodate future growth areas. Any sharing of costs will be determined during the subdivision process and be included in a development agreement. Upon dedication to the Town of Wellington, repair and maintenance of public infrastructure will be financed through utility user fees, sales and use taxes, and other revenues such as gas tax or motor vehicle taxes as appropriate. Non-infrastructure municipal services will be financed from the Town's General Fund.

e) Existing Districts

The Subject Property is currently within the boundaries of the following districts:

- Fire: Wellington Fire Protection District
- Water: Northern Colorado Water Conservancy District
- County: Larimer County Weed Control District
- Health: Health District of Northern Larimer County
- Schools: Poudre School District R-1
- Library: Poudre River Public Library District
- Stormwater: Boxelder Basin Regional Stormwater Authority

f) Anticipated School Impacts and Costs to Schools

The Subject Property is anticipated to be developed for up to 41 single-family homes. Using the Poudre School District R-1 student generation rates, the following number of students would be expected:

Elementary School	0.35 students/DU	14 students
Junior High School	0.10 students/DU	4 students
High School	0.09 students/DU	4 students
Total Projected Students		22 students

The District is expected to request the development pay the current payment in-lieu of land dedication at the time of issuance of building permits within the Subject Area. At the current rate of \$1,710 per home, (39 NEW homes), this would total \$66,690 in fees for the District.

The development will also generate additional tax revenues for the school district that will contribute to capital construction costs of the District.

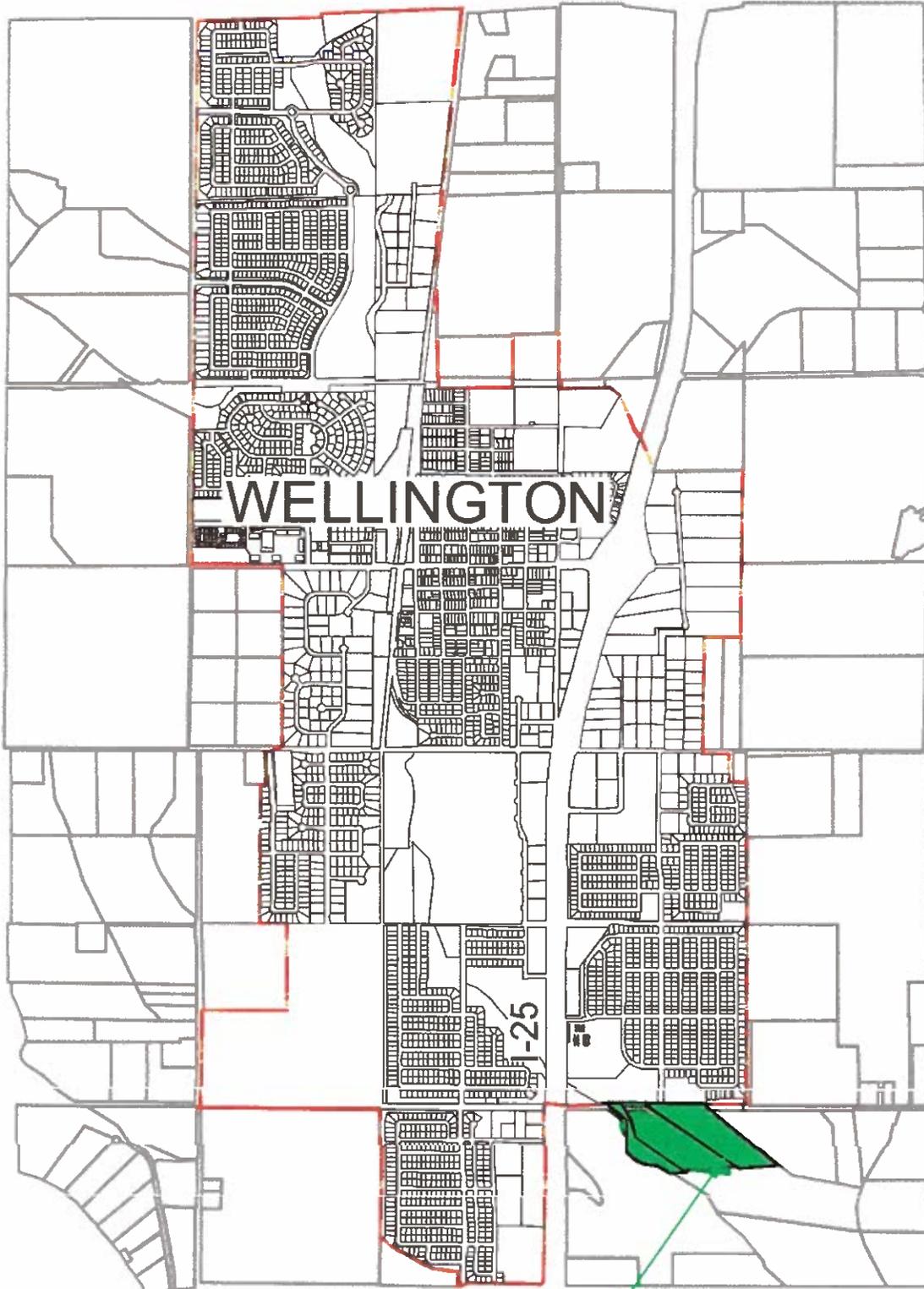
This Annexation Impact Report for the Country Lane Acres Annexation to the Town of Wellington respectfully submitted by the Town of Wellington Planning & Development Department.

Cody Bird, AICP
Planning Director

Town of Wellington
PO Box 127
Wellington, CO 80549

VICINITY MAP

(1"=2,000')

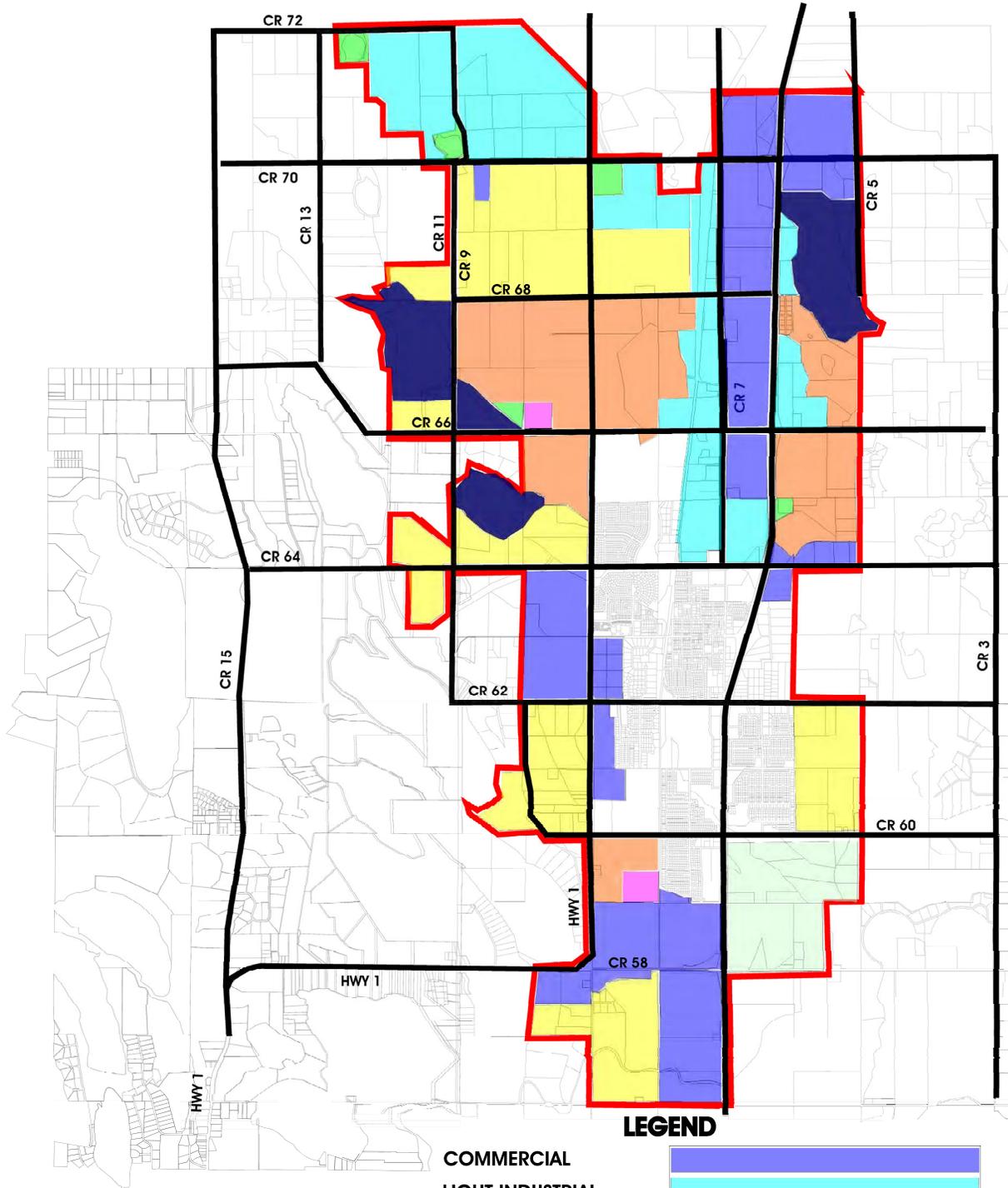


COUNTRY LANE ACRES
ANNEXATION AREA

TOWN OF WELLINGTON COLORADO

COMPREHENSIVE MASTER PLAN, 2014

FUTURE LAND USE PLAN





Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Cody Bird, Planning Director
Subject: Ordinance No. 2-2020 — Vacating Temporary Cul-de-sac and Accept Dedication of Public Utility and Access Easements

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

- Wellington Row, LLC is the developer of the Wellington Row condominium project located on 5th Street north of Sveta Lane.
- The proposed development project includes building sites that are located within a dedicated temporary cul-de-sac. The temporary cul-de-sac is required to be vacated to allow the building at the proposed locations.
- As a requirement of prior development activities when 5th Street was originally constructed, the temporary cul-de-sac was dedicated to the Town to allow vehicles and emergency apparatus to turn around at the "dead end" of 5th Street.
- Town staff supports vacation of the temporary cul-de-sac, contingent upon dedication of adequate utility and access easements across and through the area.
- State Statutes provides the Town the authority to vacate public grounds. Vacation of public grounds requires adoption of an appropriate ordinance. A draft ordinance vacating the temporary cul-de-sac is attached.
- The Wellington Row condominium project proposes to extend 5th Street (private extension) to access the development.
- The extension will be a private driveway, owned and maintained by the condominium association.
- Access and utility easements will be rededicated across and through the site to allow the Town to access and maintain public utilities, to allow emergency vehicle access and to allow access to residents and visitors.
- Upon completion of the 5th Street extension to serve the development, adequate access will be provided, including a sufficient turnaround meeting requirements of Wellington Fire Protection District for emergency and fire apparatus. A layout of the approved access and turnaround is attached.
- In addition to the Developer easements, the existing HOA for the two six-plexes north of Sveta Lane is required to dedicate an easement across Lot 6, Sixth Street Business Park to facilitate public utilities and access.

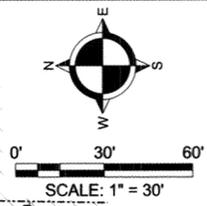
STAFF RECOMMENDATION

- Adopt an ordinance vacating easements within Lot 2, GWG Subdivision Phase 2, Town of Wellington, Colorado and authorize the Town Administrator to accept dedication of easements on behalf of the Town.



ATTACHMENTS

1. Site Layout Exhibit
2. Ordinance



Western
RESEARCH & DEVELOPMENT, LTD.
5908 YELLOWSTONE ROAD, SUITE B CHEYENNE, WY. 82009 (307) 632-5656

WELLINGTON ROW, LLC
P.O. BOX 83
WELLINGTON, CO. 80549

PROJECT PLAN

DATE: DECEMBER 2018
SCALE: 1"=30'
DRAWN/CHECKED BY:
RDC/GNG

DRAWING PATH:
P:\210-1719-00\Wellington Row\project_civil\sheet_files\1719c-SP04.dgn
SHEET NUMBER
SP-04
ORIGINAL SIZE 22"x34"

- LEGEND**
- FENCE
 - 2 MINI BUNGALOWS
 - CONDOMINIUM UNIT
 - GARAGES
 - PARKING STALLS

NOTE:
WHERE SHOWN ON THIS SHEET, CONTRACTOR
TO INSTALL 4" PVC SLEEVE (SCHEDULE 40 OR GREATER)
WITH 30" OF COVER, AND EXTENDED 5' MINIMUM PAST
THE EDGE OF ROADWAY. EACH END OF SLEEVES MUST
BE MARKED WITH A VERTICAL PIECE OF 2" x 4" LUMBER
ABOVE GRADE.

WELLINGTON PROPERTIES LLC
9133 N. COUNTY ROAD 5
WELLINGTON, CO 80590
ZONING: COMMUNITY COMMERCIAL

G GEIER 5TH ST LLC
4632 E COUNTY ROAD 60
WELLINGTON, CO 80549
ZONING: COMMUNITY COMMERCIAL

ZONING: RESIDENTIAL,
MEDIUM

GWG SUBDIVISION
WELLINGTON ROW II LLC
PO BOX 83
WELLINGTON, CO 80549-0083
LOT 2 - 5.29 ACRES
SITUATED IN THE SE1/4 OF SECTION 33,
TOWNSHIP 9 NORTH AND RANGE 68 WEST
ZONING: COMMUNITY COMMERCIAL

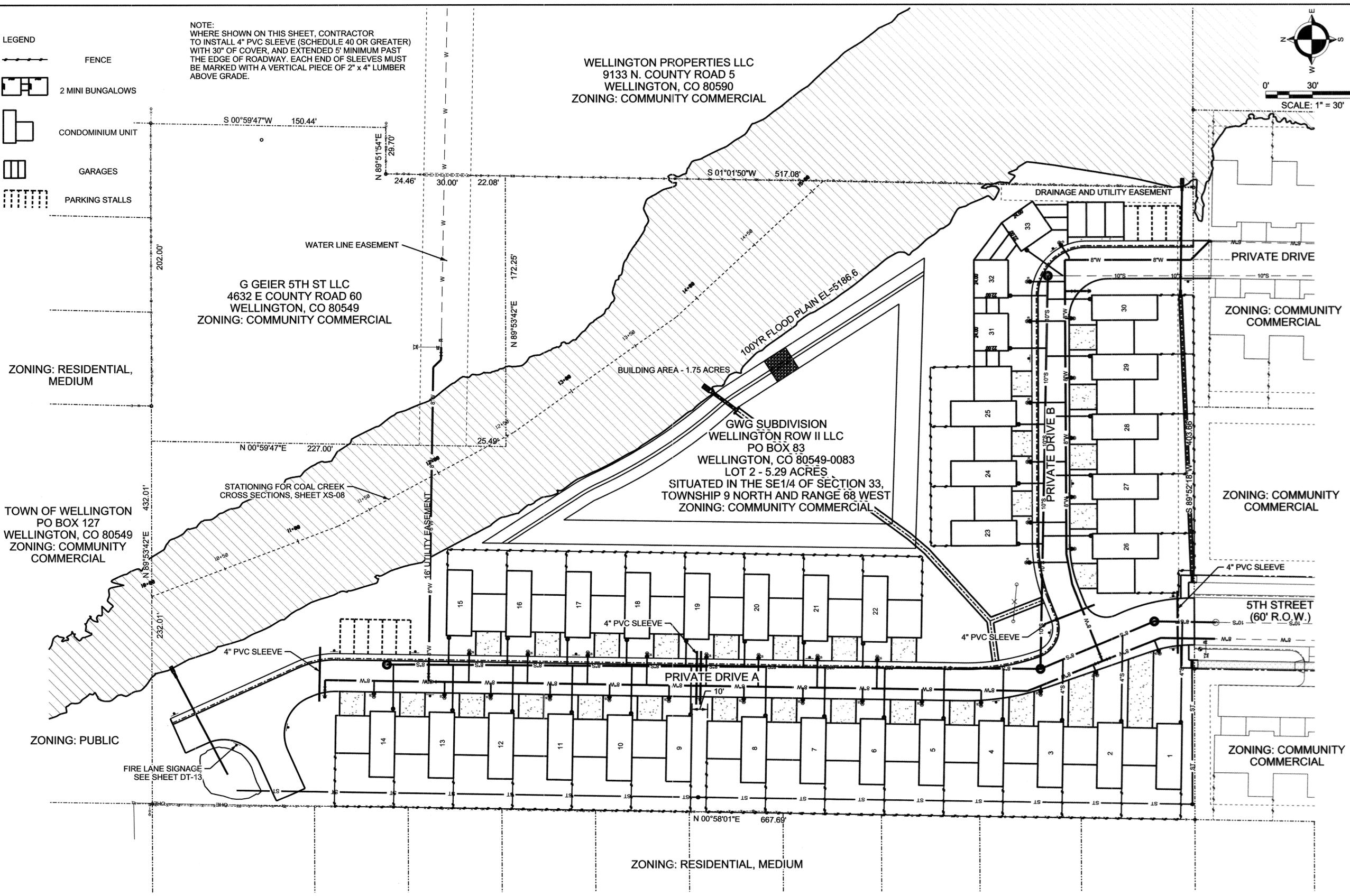
TOWN OF WELLINGTON
PO BOX 127
WELLINGTON, CO 80549
ZONING: COMMUNITY
COMMERCIAL

ZONING: COMMUNITY
COMMERCIAL

ZONING: PUBLIC

ZONING: RESIDENTIAL, MEDIUM

ZONING: COMMUNITY
COMMERCIAL



DATE PRINTED: 12/13/2018
TIME PRINTED: 2:19:41 PM
PRINTED BY: Adrienne
FILE PATH: P:\210-1719-00\Wellington Row\project_civil\sheet_files\1719c-SP04_lot2.dgn

ORDINANCE NO. ____-2020

AN ORDINANCE VACATING THE PARKVIEW MANOR CUL-DE-SAC, TOWN OF WELLINGTON, COLORADO.

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado has been petitioned by the property owner of Lot 2, GWG Subdivision, Phase 2 being a replat of Lot 2, Amended Plat of Lots 2 and 3, a replat of Tract 47, Wellington Place, a subdivision of the Town of Wellington, Colorado, to vacate the temporary cul-de-sac right-of-way platted on said Lot 2, GWG Subdivision, Phase 2 (the cul-de-sac); and

WHEREAS, said cul-de-sac right-of-way was dedicated to the Town for the purposes of a turnaround cul-de-sac and has never had a street constructed on it; and

WHEREAS, it has been determined by the Board of Trustees of the Town of Wellington that the cul-de-sac petitioned to be vacated is not needed for municipal purposes; and

WHEREAS, Colorado Revised Statutes, Section 43-2-303(1)(a), provides the authority to the Town of Wellington to vacate roadways by ordinance and to provide that title to the lands included in said roadway shall vest with the owners of the land abutting such vacated portion;

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Wellington, County of Larimer and State of Colorado, to-wit:

SECTION 1. All of that portion of cul-de-sac right-of-way dedicated on Lot 2, GWG Subdivision, Phase 2 being a replat of Lot 2, Amended Plat of Lots 2 and 3, a replat of Tract 47, Wellington Place, is hereby vacated.

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON AND ORDERED PUBLISHED THIS ____ DAY OF _____, 2020, AND ORDERED TO BECOME EFFECTIVE 30 DAYS FROM THE DATE OF ADOPTION.

Troy Hamman, Mayor

ATTEST:

Ed Cannon, Town Administrator/Clerk

PUBLISHED BY TITLE THE ____ DAY OF _____, 2020, IN "THE COLORADOAN".

Ed Cannon, Town Administrator/Clerk



Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Brad March, Town Attorney
Subject: Ordinance No. 3-2020 — Modifying Court Time

EXECUTIVE SUMMARY

The Municipal Court Judge has requested that Court sessions be held beginning at 5:00 p.m. on the first Wednesday of each month beginning on April 1, 2020.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Staff recommends approval of Ordinance 3 - 2020

ATTACHMENTS

1. Court dates time

ORDINANCE 3 - 2020
AN ORDINANCE MODIFYING COURT DATES

WHEREAS, the Town of Wellington Town Code at Sec. 2-4-100 sets the time and dates for Wellington Municipal Court sessions, and,

WHEREAS, the Municipal Court Judge has requested that Court sessions be held beginning at 5:00 p.m. on the first Wednesday of each month beginning on April 1, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO:

Effective March 20, 2020, Section 2-4-100 of the Wellington Town Code dealing with scheduling of Municipal Court session meetings of the Town's Board of Trustees is repealed and reenacted to read as follows:

Sec. 2-4-100. - Sessions generally.

Regular sessions of the Municipal Court for the trial of cases shall be held on the first Wednesday of every month at 5:00 p.m., unless otherwise established by the Municipal Judge. The Municipal Judge may hold special sessions of court at any time, including Sundays, holidays and evenings. All sessions shall be open to the public.

Repealer. The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this Ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this Ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this Ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.

Certification. The Town Clerk shall certify to the passage of this Ordinance and make not less than three (3) copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON AND ORDERED TO BECOME PUBLISHED BY TITLE THIS AND ORDERED TO BECOME EFFECTIVE THE LATER OF MARCH 20, 2020 OR 30 DAYS FROM THE DATE OF PUBLICATION.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

By: _____
Ed Cannon, Town Administrator/Clerk

PUBLISHED BY TITLE THE ____ DAY OF July, 2019, IN *THE COLORADOAN*.

Ed Cannon, Town Administrator/Clerk



Board of Trustees Meeting

Date: January 14, 2020
Submitted By:
Subject: Resolution No. 3-2020 — Appointing Town Treasurer

EXECUTIVE SUMMARY

Section 2-3-30 of the Code provides that the Board shall appoint a Town Treasurer. The previous Town Treasurer resigned his position effective January 3, 2020.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Staff recommends approval of Resolution 3 - 2020.

ATTACHMENTS

1. Resolution 3-2020 appt Treasurer

**TOWN OF WELLINGTON
RESOLUTION NO. 3-2020**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON
APPOINTING TOWN TREASURER**

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado (the “Board”) has adopted and reenacted the Wellington Municipal Code; and

WHEREAS, Section 2-3-30 of the Code provides that the Board shall appoint a Town Treasurer; and

WHEREAS, the previous Town Treasurer resigned his position effective January 3, 2020.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD APPOINTS INTERIM FINANCE DIRECTOR TYLER SEXTON TO SERVE AS TOWN TREASURER until April 14, 2020 when the board is to reappoint officers following the April 7, 2020 Board of Trustee’s election.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE TOWN BOARD OF THE TOWN OF WELLINGTON, COLORADO, THIS 14th DAY OF JANUARY 2020.

TOWN OF WELLINGTON, COLORADO

Troy Hamman, Mayor

ATTEST:

Ed Cannon, Town Administrator/Clerk



Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Kelly Houghteling, Deputy Town Administrator
Subject: Town Hall Space Needs Assessment Update

EXECUTIVE SUMMARY

Staff is seeking approval to proceed with drafting a professional services agreement with Infusion Architects for the Town Hall Spaces Needs Assessment.

BACKGROUND / DISCUSSION

Project Scope

The Town Hall Space Needs Assessment includes the scope of work as follows: create staffing projections, determine base site plan, evaluate four different site locations, facility visits, conceptual design, phasing plan for existing buildings, master plan graphics, cost estimating, and ongoing building operation estimating.

Financial Impact

In 2020, the Board included \$20,000 in the Capital Improvement Plan for a Town Hall Space Needs Assessment. The total project cost is \$32,000 and staff successfully obtained a grant from the Department of Local Affairs to cover the remaining balance.

Bid Process

Through a public process, Town staff sent a Request for Proposals and received six (6) total responses. The evaluation criteria included technical ability such as qualifications, proposed personnel, and relevant experience. Three (3) firms were invited to interview. After careful review of their qualifications, reference checks, schedule verification, and fee proposals; staff would like to proceed with hiring Infusion Architects.

Timeline

Estimated project completion is 24 weeks.

Steering Committee

Through this process, there are two important levels of decision making levels between a Steering Committee and the Board of Trustees. Staff recommends forming a Steering Committee with two representatives from the Board and key staff members. This will help guide the group in the right direction as we take bigger decisions back to the entire Board.

About Infusion Architects

“Infusion Architects, LLC is located in downtown Loveland, and our projects are located in Loveland, Fort Collins, Windsor, Timnath, Greeley, and many of our local communities. All of our staff are Northern Colorado residents, and we are very invested in creating beautiful spaces for the communities we live in and beyond. Infusion Architects was founded in June 2014 by Principals Randell Johnson and Lee Hardies. Associate Principals Roger Wedderburn and Chad Arthur joined shortly after. These four owners worked together previously at the Neenan Company in Fort Collins, primarily designing healthcare, school, and commercial projects. Infusion Architects has completed the design of many building types and uses, many of



which directly relate to the facilities to be evaluated in the Space Needs Assessment project.

The principals of Infusion Architects have assisted many clients, both public and private, with the challenge of evaluating, selecting, planning, and designing their new facilities. Our experience in programming and master planning, as well as real estate development, design-build, and construction management, gives us the tools needed to study and understand all aspects of a project. From feasibility analysis to real estate due diligence, concept design to construction documents, Infusion Architects can help simplify your process and reduce risk.”

STAFF RECOMMENDATION

Staff is seeking authorization to draft a contract with Infusion Architects for the Town Hall Space Needs Assessment for Board consideration on the January 28, 2020 regular meeting.

ATTACHMENTS

1. DOLA Grant Award Letter
2. Infusion Proposal



COLORADO
Department of Local Affairs
Division of Local Government

January 7, 2020

The Honorable Troy Hamman, Mayor
Town of Wellington
PO Box 127
Wellington, CO 80549

RE: EIAF #A-0104 - Wellington Town Hall Study

Dear Mayor Hamman:

In response to your recent request, I am offering to enter into a contract for a grant in the amount of \$25,000 to assist with planning related to a new Town Hall. We anticipate these grant funds will be from state severance tax proceeds which may cause you to go to election to receive and spend these funds. You should confer with your legal and budget advisors to determine if such an election is necessary.

Please contact your Regional Manager, Greg Etl, at (970) 521-2414 for information on how to proceed. Expenditure of State funds prior to the contract being fully executed cannot be included in the contract budget or reimbursed by the State. Per our program guidelines, this offer is valid for one year from the date of this letter.

Thank you for helping Colorado build an economy where all Coloradans can thrive.

Sincerely,

Rick M. Garcia
Executive Director

cc: Rob Woodward, State Senator
Perry Buck, State Representative
Ed Cannon, Town Administrator
Greg Etl, DOLA





QUALIFICATIONS AND PROPOSAL
FOR

**TOWN OF WELLINGTON
TOWN HALL SPACE NEEDS ASSESSMENT & SITE SELECTION**

RFP dated October 29, 2019

Infusion Architects, LLC
206 E. 4th Street, Ste. 250
Loveland, CO 80537

Contact:
Randell Johnson, AIA
303-710-1892
randell.johnson@infusionarchitects.com



November 20, 2019

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TABLE OF CONTENTS

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- 2 TEAM RESUMES
- 3 SCOPE AND PROCESS
- 4 CAPABILITIES
- 5 PROPOSED SCHEDULE
- 6 PROJECT EXAMPLES
(with References)



SECTION 1

FIRM DESCRIPTION



Infusion Architects, LLC is located in downtown Loveland, and our projects are located in Loveland, Fort Collins, Windsor, Timnath, Greeley, and many of our local communities. All of our staff are Northern Colorado residents, and we are very invested in creating beautiful spaces for the communities we live in and beyond. Our recent notable local work includes Copperleaf Apartments (Fort Collins), the Town of Windsor Public Works Facility (Windsor), Kersey Town Hall (Kersey), Meyer Natural Foods Corporate Office Buildings (Loveland), Hearth Restaurant (Windsor), Hartford Homes Office/Warehouse Building (Timnath), Sampson Office Building (Johnstown), and Orthopaedic and Spine Center of the Rockies – Surgery & Recovery Center (Loveland).

Infusion Architects was founded in June 2014 by Principals Randell Johnson and Lee Hardies. Associate Principals Roger Wedderburn and Chad Arthur joined shortly after. These four owners worked together previously at the Neenan Company in Fort Collins, primarily designing healthcare, school, and commercial projects. Infusion Architects has completed the design of many building types and uses, many of which directly relate to the facilities to be evaluated in the Space Needs Assessment project. Examples include:

- Town of Windsor Public Works Facility - 7 building complex on 9 acres, Windsor, CO
- Kersey Town Hall, 9,000 SF Historic Rehabilitation/Addition, Kersey, CO
- Town of Windsor Parks & Recreation Facility - 2 buildings added to campus, Windsor, CO
- Kersey Community Center, 4,000 SF New Facility, Kersey, CO
- Resurrection Christian Church Master Plan, Windsor, CO

In addition, Infusion's principals have completed numerous relevant projects as architects and principals with prior firms, including:

- Westminster Parks and Recreation Maintenance Facility - shops, maintenance, storage and administration offices, Westminster, CO
- Denver Police District 6 Station - Two-story adaptive reuse project, Denver, CO
- Sargent Jr/Sr High School (LEED Gold New School Buildings), Monte Vista, CO

Since the beginning of the firm in June 2014, we have completed over \$125 million in construction, with projects ranging from under \$250,000 to \$30 million. Project types have included healthcare, vehicle maintenance, office, retail, industrial, multi-family residential, municipal, hospitality and adaptive reuse.

Founded: 2014
Personnel: 9
Licensed Architects: 4

Principals:
Randell Johnson, AIA
H. Lee Hardies, AIA

Associate Principals:
Roger Wedderburn, AIA
Chad Arthur, Assoc. AIA

Architectural Licenses:
Colorado
Wyoming
California

Lee Hardies and Roger Wedderburn are both NCARB Certified for quick reciprocal licensing in other jurisdictions.

Project Types:

Maintenance Facilities
Healthcare
Professional Office
Multi-family Residential
Retail
Restaurants
Municipal
Education
Light Industrial
Adaptive Reuse

SECTION 1 FIRM DESCRIPTION



The principals of Infusion Architects have assisted many clients, both public and private, with the challenge of evaluating, selecting, planning, and designing their new facilities. Our experience in programming and master planning, as well as real estate development, design-build, and construction management, gives us the tools needed to study and understand all aspects of a project. From feasibility analysis to real estate due diligence, concept design to construction documents, Infusion Architects can help simplify your process and reduce risk.



Working alongside Infusion Architects are PEC and DS Constructors, both local companies that have a history of working well with us.

PEC is a diverse engineering services firm, with offices in Fort Collins. PEC will provide the necessary civil engineering consulting during our evaluation of existing and potential new sites.

DS Constructors, located in Loveland, will provide pre-construction services, assisting in the development of cost estimates, based on conceptual designs and a detailed project narrative.

See Section 2 - Team Resumes for detailed experience of key personnel.

CONSULTANT SELECTION

We have chosen this team of consultants to best match the potential project needs. We have worked successfully with this firm on multiple projects.

PEC Engineering has been part of our team on both large and small projects, including the Town of Windsor's Public Works and Parks Facility, for the past four years.

PEC provides engineering services in multiple design disciplines, including civil, structural, mechanical and electrical design.

SECTION 2 TEAM RESUMES



Randell Johnson, AIA
Project Principal

Roger Wedderburn, AIA
Project Designer

Lee Hardies, AIA
Q.A. Principal



“Infusion provides the right balance of pushing the design, showing you options and ideas of how to improve the design, while still listening and taking direction. From design concept to final walk through, they have been a pleasure to work with.”

(Landon Hoover, Hartford Homes, LLC)

Team resumes for Infusion Architects, PEC and DS Constructors follows:



TOWN OF WELLINGTON - SPACE NEEDS ASSESSMENT



infusion ARCHITECTS

Randell Johnson - AIA, LEED AP PRINCIPAL

With over 25 years in the design, development, and construction industry, Randell specializes in understanding the client's business needs first, and then creates a beautiful solution that enhances their outcomes.

Background

Randell grew up in western Montana and moved to Colorado in 1993. He worked for the Neenan Company from 1994 through 2012 where he learned the value of collaborating with the entire team to create a solution that exceeds the expectations of a client. Randell believes that you need to understand the business need of a client in order to create the right solution. Dedicated to the industry, he has served on the Northern Colorado USGBC Board, the Mountain to Mesa and State Home Builders Boards, and held a seat on the Board for the Roaring Fork Habitat for Humanity.

Randell lives in Windsor, CO. He co-founded Infusion Architects in 2014 and is dedicated to delivering architecture by looking at the client's needs through the lens of the entire real estate industry.

Education

Bachelor of Architecture, Montana State University

Registrations

Colorado

Areas of Focus

Programming, Master Planning, Municipal, Medical, Multi-family Residential, Commercial Office, Industrial, High Tech

Relevant Projects

Dairy Block (multiple tenant finish projects), Denver, CO
Hartford Homes Office Building, Timnath, CO
Town of Windsor Public Works Facility, Windsor, CO
Meyer Properties Office Complex, Loveland, CO
Town of Windsor Parks Facility, Windsor, CO
Orthopaedic Center of the Rockies, Loveland, CO
CentroMed Health and Wellness Center, San Antonio, TX
RSA Corporate Offices, Centennial, CO



infusion
ARCHITECTS

Roger Wedderburn - AIA, NCARB
ARCHITECT

As a Designer for over 20 years, Roger’s extensive expertise in the design of commercial, industrial and healthcare projects is a strong component of Infusion’s capabilities.

Background

Roger has worked as an architect and designer on projects throughout the country in a design build capacity. Roger has a passion for working with the client to create a design that aesthetically meets a project’s functional requirements and programmatic needs. His extensive experience and ability to work seamlessly within a team environment ensures design intent is fulfilled.

Having the unique opportunity to live in Barbados, Belize, Mexico, Africa and Pakistan, culminating with high school graduation from the International School of Bangkok, Roger has been immersed into several different cultures. Growing up in an international community shaped, influenced and enhanced his admiration for global forms of architecture. Sensitivity toward world architecture and its place in each community is important to its identity. In Roger’s designs, he focuses on the details from unique cultural experiences.

Roger lives in Windsor, CO.

Education

Bachelor of Architecture + Fine Arts, Washington State University

Registration

Colorado

Areas of Focus

Programming, Master Planning, Medical, Commercial Office, Industrial

Relevant Projects

Roger has designed numerous projects with complex programs, including clinics, medical office buildings, and surgery centers, as well as office/light industrial projects.



infusion
ARCHITECTS

H. Lee Hardies - AIA, NCARB
PRINCIPAL

With over 40 years in architecture, real estate development, design-build, and construction management, Lee brings diverse and comprehensive experience to each client's project.

Background

Lee began his career with several Los Angeles architecture firms, small and large, involved in office, industrial and residential projects. Lee's role in these firms gave him a strong foundation and appreciation for modern aesthetics and building technology. His own small practice in Southern California completed numerous office, retail, multi-family and space planning projects. Relocating to Colorado in 1987, Lee resumed his architectural practice, including historic preservation, building forensics, real estate development, and expert witness consulting. Co-founding Infusion Architects in 2014, Lee continues his enthusiasm for design and construction.

Lee lives in Longmont, CO. He currently serves as North Section Director for AIA Colorado.

Education

Bachelor of Science, Architecture, California Polytechnic State University, San Luis Obispo

Registrations

Colorado, Wyoming, California

Areas of Focus

Practice Management, Space Planning, Code Analysis, Building Technology, Adaptive Re-use, Historic Preservation, Building Forensics

Relevant Projects

Kersey Town Hall, Kersey, CO
Kersey Community Center, Kersey, CO
State Mercantile Building, Loveland, CO
Sargent Jr/Sr High School (LEED Gold), Monte Vista, CO
Westminster Parks Maintenance Facility, Westminster, CO
EMC Corporate Offices, Louisville, CO
Denver Public Library Warehouse, Denver, CO
Orthopaedic Center of the Rockies, Loveland, CO
Denver Police District 6 Substation, Denver, CO
CentroMed Community Health & Wellness Center, San Antonio, TX

KENTON J. BRUXVOORT PE

PROJECT ENGINEER
MUNICIPAL SERVICES DIVISION

Colorado State University, Bachelor of Science, Civil Engineering, 1983
Colorado State University, Master of Science, Civil Engineering/Hydraulics, 1986
Colorado State University, Master of Business Administration, Finance, 1997

Professional Engineer - States of Colorado, New Mexico, and Wyoming

Water Board - City of Fort Collins, CO



For Professional Engineering Consultants: Kent is responsible for municipal, public works and general civil engineering services including evaluation and design of water and sanitary sewer systems, stormwater drainage studies and design, street design, grading plans, and construction management.

Kent's project experience includes:

- Keenesburg On-Call Town Engineering Services; Town of Keenesburg, CO
- Colorado State University Agricultural Research, Development and Education Center (ARDEC) Bridge; Larimer County, CO
- Kwik Shop Site Civil: Topeka, KS
- Viega Headquarters Site Civil; Broomfield, CO

Prior to joining PEC: Kent provided civil engineering services including site civil design services for land development clients, environmental services for mining clients, floodplain studies for public clients, and municipal engineering and public works services as the Town Engineer for Keenesburg, CO. As Town Engineer, Kent reviewed land development project applications, completed a water and sewer rates and development impact fees studies, and successfully directed public works projects for water utilities and streets from grant preparation through project implementation. His other prior civil engineering project experience includes:

- CLOMR Analysis, Pleasant View Tributary, Jefferson County, CO
- 2534 Site Plan Engineering; Johnstown, CO
- 2534 NW Site Plan Engineering; Johnstown, CO
- Power Motive Site Plan Engineering; Milliken, CO
- Hall-Irwin Office Site Plan Engineering; Milliken, CO
- Industrial Pipe Supply Site Plan Engineering; Loveland, CO
- Rocky Ridge Development Engineering; Larimer County, CO
- Annexations and Land Development Planning; Timnath, CO
- Mountain River Ranch Development Engineering; Larimer County, CO
- Blackbird Knolls Development Engineering; Loveland, CO
- Rigden Farm Development Engineering; Fort Collins, CO
- Kearney Street Townhomes Development Engineering; Commerce City, CO
- Pike Street Paired Homes Development Engineering, Jefferson County, CO
- LaPorte Sand and Gravel Mine and Concrete Batch Plant Permitting; Larimer County, CO
- Water Management Pipeline Design; Continental Mine; Grant County, NM
- Floodplain Study, Poudre River; Fort Collins, CO

More than 30 years experience.

SCOTT M. TURNBULL PE

ASSOCIATE
MUNICIPAL SERVICES DIVISION

Colorado State University, Bachelor of Science, Civil Engineering, 2007

Professional Engineer - States of Colorado, Kansas, and Wyoming

American Society of Civil Engineers



For Professional Engineering Consultants: Scott's responsibilities include utility rate studies, site planning, geometric design, evaluation and design of water systems, plan production, site grading, paving, drainage and detention studies, storm sewer design, and sanitary sewer design.

Scott's project experience includes:

- State Highway 52 Curb Ramps and Sidewalk Improvements; Fort Morgan, CO
- Elm Street Sidewalk Improvements; Keenesburg, CO
- Pediatrics Clinic and Parking Improvements; Johnstown, CO
- Bennett Elementary School Campus Improvements; Fort Collins, CO
- Special Forces Language Training Facility; Fort Carson, CO
- Donelson Park Parking Lot; Brighton, CO
- Bennett Elementary Parking Lot Improvements; Fort Collins, CO
- Wesley ER Parking Lot and Storm Sewer; Wichita, KS
- Mountain View Management Warehouse and Office; Fort Collins, CO
- Teaching Tree Learning Center Renovations; Fort Collins, CO
- Thompson River Pediatrics Clinic including Parking Lot; Johnstown, CO
- Northern CO/WY McDonald's Training Center and Offices; Fort Collins, CO
- Air Force Medical Clinic Modernization; Peterson AFB, CO
- Bulter County Community College; Andover, KS
- F.E. Warren Medical Clinic and Vet Clinic; Warren AFB, WY
- Decarsky Sports and Dog Park; Derby, KS
- Harrison Dog Park Waterline; Wichita, KS
- Wichita State University Playground; Wichita, KS
- Consolidated Nuclear Air Operations and Support Facility; Whiteman AFB, MO
- Federal Correctional Institution Entrance Building 2; Danbury, CT
- Ponca City High School Locker Room; Ponca City, OK
- Viega Metal Fittings Process Center; Wichita, KS
- Kyodo Yushi Manufacturing Americas Grease Plan; Maize, KS

Prior to joining PEC: Scott worked for a consulting firm that specializes in water resources and agricultural engineering. His clients included Native American tribes and the U.S. Government. Scott's prior project experience includes:

- Public Water System Assessment and Planning; Acoma of Pueblo, NM
- Water and Wastewater Systems Evaluation, Acoma of Pueblo, NM
- Transmission Water Line Feasibility Study; Sycuan Tribe, CA
- Uranium Mine Dewatering Pipeline Design, Acoma of Pueblo, NM
- Irrigation System Design and Cost Estimate; Crow Indian Reservation, MT
- Water Conservation and System Improvements Study; Imperial Irrigation District, CA
- Domestic and Agricultural Water Use and System Evaluation; Fort Belknap Reservation, MT
- Evaluation of Past and Present Irrigation Works, Pueblo of Zuni, NM

More than 12 years experience.

NICHOLAS L. STAIB RLA, LEED GA

ASSOCIATE
MUNICIPAL SERVICES DIVISION

Kansas State University, Bachelor of Landscape Architecture, 2003

*Registered Landscape Architect - States of Kansas, Arkansas, California,
Colorado, Nebraska, Texas and Wisconsin*

LEED Green Associate

Council of Landscape Architectural Registration Board (CLARB) Certified

American Society of Landscape Architects



For Professional Engineering Consultants: Nick has many talents including master planning parks, urban design, fountains, large-scale master planned communities, municipal streetscape plans, planned unit developments, golf course communities, as well as residential and commercial community unit plans. Nick's background includes extensive work with park design, master planning, as well as zoo master planning and exhibit design. He has also brought several of these from the conceptual master planning phase, through construction documents and construction administration.

Nick's project experience includes:

- Wichita State University Print Building Renovation for Wonder Studios; Wichita, KS
- University of Kansas Indoor Football Practice Facility; Lawrence, KS
- Decarsky Park including 8 Ballfields Master Plan and Design; Derby, KS
- Challenger Sports Complex; Broken Arrow, OK
- Park Master Plan Update; Haven, KS
- Cadillac Lake Park Pathways; Wichita, KS
- Community Pond and Park Master Plan; Rose Hill, KS
- Pedestrian and Bicycle Master Plan; Maize, KS
- Lawrence Memorial Hospital Master Plan; Lawrence, KS
- Northeast Baseball Complex; Wichita, KS
- East Bank River Multi-Use Path, Lincoln Street to Gander Mountain; Wichita, KS
- Fidelity Bank Parking Lot Improvements; Wichita, KS
- Pride and Progress Comprehensive Plan; Augusta, KS
- Special Forces Language Training Facility; Fort Carson, CO
- Civil Support Team Ready Building; Windsor Locks, CT
- Hutchinson Regional Medical Center ICU Addition and Respite Garden Park; Hutchinson, KS
- USD 261 Campus High School Natatorium; Haysville, KS

Prior to joining PEC: Nick served as a Landscape Architect with another firm where his responsibilities included construction plans, specifications, and permits for site civil and landscaping projects. Nick's prior project experience includes:

- Wichita State University Experiential Engineering Building; Wichita, KS
- City of Wichita Derby Parks Master Plan; Derby, KS
- Sedgwick County Parks Master Plan; Sedgwick County, KS
- City of Pratt Sixth Street Park Master Plan; Pratt, KS
- City of Pratt Lemon Park Master Plan; Pratt, KS
- City of Haven Park Master Plan; Gorham and Haven, KS
- El Paso Zoo Master Plan; El Paso, TX
- City of Derby Madison Avenue Central Park; Derby, KS
- City of Derby Warren River Park; Derby, KS

More than 16 years experience.

MELINDA R. DENNEY

Owner/President

30 yrs in construction | 10 yrs as Owner | 6 yrs as Operations Manager | 7 yrs as Project Manager

Profile

Melinda has been in the construction industry for the last 30 years, she is a knowledgeable and accomplished construction professional who has succeeded through leadership and a high level of communication. Proven ability to establish and cultivate a satellite construction office into a profitable business. Detailed management techniques have been developed over years of successful, profitable projects with extremely high levels of client satisfaction.



Professional Background

- **DS Constructors, LLC**
President / Women Business Owner (WBE)
- **Bryan Construction, NCG**
Project Manager/ Branch Start up Manager
- **The Neenan Company**
Integrated development / design / builder
- **Rhoads Construction Inc.**
Project Manager
- **Hensel Phelps Construction**
Office Engineer, Southern California District Office

Professional References:

Weld County 6 School District	Mandy Hydock	970-348-6111
	Monty Ulmer	970-348-6441
Halcyon Designs LLC	Kelly Deitman	303-906-2617
Olson and Olson	Lance Olson	303-867-2058
Colorado State University	Mike Rush	970-491-0080
Wember	Dan Spykstra	720-382-3795

Certificates and Licenses

- Class A General Contractor for the City of Aurora, CO
- Class A General Contractor for Larimer County
- Class A General Contractor for the City of Brighton
- Class B General Contractor for the City of Boulder, CO
- Class A General Contractor for City of Fort Collins, CO
- Class B General Contractor for the City of Longmont
- Class B General Contractor for the City of Thornton, CO
- Class A General Contractor for City of Loveland, CO
- Class B General Contractor for the City of Louisville, CO

- Class B General Contractor for Town of Windsor, CO
- Class A General Contractor for City and County of Broomfield, CO
- Class A General Contractor for County of Douglas, CO
- Class B General Constructor for The City of Commerce City, CO
- Class A ICC Certification for the City of Denver

Education

- Colorado State University, Fort Collins, Colorado
B.S. Construction Management, May 1990

Brian Brown Preconstruction Manger

40 yrs in Construction | 22 yrs as a PM/Estimator | 18 yrs as a Carpenter/Foreman/Superintendent

Profile

Brian has over 40 years of construction related experience filling a number of different roles on a wide variety of project types. In addition to his engineering background Brian has formal training as a carpenter and worked his way through college operating his own remodeling business. Decades of hands-on carpentry, trade foreman, superintendent and project management experience offer unique insight into the challenges often encountered in renovation projects and inform his work in the Preconstruction process that allows them to be anticipated, avoided and dealt with in most cost and time efficient manner possible.



Professional Background

- **DS Constructors, LLC**
Preconstruction Manager
- **BVB General Contractors**
Chief Estimator
- **ACAI ASSOCIATES/Construction Management Services, Inc.**
Project Manager/Contract Administrator, Chief Estimator/
- **D. Stephenson Construction**
Preconstruction Manger/Project Manager/Superintendent
- **Miller Construction Company**
Preconstruction Manger/Project Manager/Superintendent

Professional References:

- **United States Customs Service** Certificate of Appreciation (for work at DIA Port Office)
- **Palm Beach Community College** Letter of Appreciation

Education

- BS in Architectural Engineering, EIT, Member of two national Engineering Honor Societies,
- LEED AP, Florida SREF, Stormwater Management and Journeyman Carpenter Certificates

Projects:

Silverthorne Business Center
 Silverthorne, CO
 Mixed Use Project
 including 13 condominium units in 3 buildings
 Role: Superintendent
 Total Cost: \$4 million





Wellington Fire Station 1 Living Quarters Renovation,
Wellington, CO

Roles: Estimator (project award, competitive bid)

Alexander Dawson School
Lafayette, CO

- Dorm Building Conversion
- New Lower School and Kitchen
- Gymnasium
- Middle School Expansion
- Performing Arts Center
- Science Building Renovation
- Athletic Fields



Role(s): Assistant Superintendent, Project Engineer/Estimator

Total Cost: \$15 million



Yankee Clipper Hotel Renovations

Fort Lauderdale, CO

Role: Pre-construction Services/Budget Pricing

Estimated Cost: \$3.2 Million

Highlands Community Center

Deerfield Beach, FL

Role: Budget Estimator

Estimated Cost: \$1.3 Million



Plantation Community Center

Plantation, FL

Role: Budget Estimator

Estimated Cost: \$1.6 million

Westwood Golf Course Clubhouse Expansion, Kitchen
& Exterior Renovations

Arvada, CO

Role: Estimator, Preconstruction

Estimated Cost: \$5.4 million



SECTION 3

SCOPE AND PROCESS



APPROACH TO THE SCOPE OF WORK

Our process usually begins with a kick-off meeting with the client, including any agency or department leaders that are designated, and with our key personnel. We will work with you to fine-tune **your vision** for your project. Along with the Town's key staff and elected officials, we will review master planning criteria and options, such as future growth, co-location vs separation of town services, and the enduring character that the project can lend to the downtown area. Together, we will develop a Project Statement that will guide the Space Needs Assessment and Conceptual Design.

1 - Staffing Projection and Space Needs Study

Using data collection and analysis tools, we will interview key staff and assess existing facilities to determine current and future space requirements.

2 - Base Site Plan

Based on the Space Needs Study, we will develop alternate building footprints for use in studying alternate site configurations. We will plan conceptually for needed parking, loading, vehicular access, pedestrian movement, and site accessibility.

3 - Site Selection

Based on the Base Site Plan, we will develop a Site Criteria Rating Matrix, which will be used to score each potential site under consideration. Together with Town representatives, we will identify and visit up to four sites in Wellington.

4 - Site Evaluations

Based on preliminary site selection by the Town, we will assist in the evaluation of the property or properties. This effort may be part of the Town's Due Diligence process, if new land is put under contract. Our team will evaluate the zoning, access, topography, utilities, drainage and other factors. The Town should contract for a survey and geotechnical report at this stage.

5 - Facility Visits

We will assist in identifying three similar facilities and will accompany Town representatives on a tour of each. We will summarize the information gathered at each location for comparison. In addition, we will review other municipal projects that might offer inspiration.

6 - Conceptual Design

Based on the Needs Assessment, site studies, and other data and examples, we will develop a Space Program for the facility. Adjacency requirements for spaces and departments will be analyzed and diagrammed as part of the Program. We will review alternate plan configurations with the Town and develop the best option into a Conceptual Floor Plan.



SECTION 3

SCOPE AND PROCESS



7 - Phasing Plan

The Team will assist the Town in considering and planning for the re-use or disposition of existing facilities. Potential phasing of department relocations will be studied and coordinated with staff and department needs, as well as the conceptual facility design and likely construction schedule.

8 - Master Plan Graphics

Based on the selected site and the Conceptual Floor Plan, we will develop the Final Concept Site and Floor Plans, as well as Concept Exterior Elevations and 3D Rendering. For the purpose of providing more detailed information for cost estimating, we will write a Narrative of the development, addressing many of the proposed materials, assemblies, and building systems that are anticipated.

9 - Cost Estimating

The Infusion Team will work together to prepare a Concept Cost Estimate for the new development. This will include estimates for design fees, general conditions, and construction costs, along with contractor's overhead and profit. If available from the Town, we can also include site acquisition and due diligence costs.

10 - Ongoing Building Operation Estimating

With input from the Town and its procurement personnel, and with research of local utility providers, we will help to evaluate the likely utility and maintenance service costs, along with expected building maintenance and scheduled replacement costs.

11 - Final report

The Infusion Team will review its proposed report format with the Town staff, to make sure we are providing the needed information in a useful and accessible manner. All programming forms, estimates, diagrams, plans and other drawings will be included.

12 - Public Process

Our Team will conduct up to four Workshops/Charettes with key staff and any other designated representatives or consultants of the Town of Wellington. We are conveniently located, so additional visits to the Town Hall and sites are not a problem, if needed. Throughout this phase of the project, at least one member of our team will plan to attend each Town Board meeting, during the 4 - 6 month process.

Task Estimate Spreadsheet follows.



SECTION 3 SCOPE AND PROCESS

No.	Task	Hours RJ	Hours RW	Hours LH	Hours Civil	Hours GC	Hours Total
0	Town of Wellington Vision						
	Interview Key Staff and Elected Officials	4					4
	Review Master Planning Criteria and Options	2		2			4
	Develop Project Statement to Guide Feasibility Study	2		2			4
1	Staffing Projections and Space Needs Study						
	Interview Key Staff	4					4
	Assess Existing Facilities	1		1			2
	Develop Future Space Needs Estimate	2		2			4
2	Base Site Plan						
	Diagram Anticipated Building Footprint(s)	4		1			5
	Develop Conceptual Site Utilization Study	2		1	2		5
	Estimate Needed Parking and Site Circulation	2		1			3
	Prepare Site Needs Diagrammatic Site Plan	2	4	1	1		8
3	Site Selection						
	Develop Site Criteria Rating Matrix	1		2			3
	Assist Town in Identifying Potential Sites	2		2			4
	Visit 4 Prospective Sites with Key Staff	8			8		16
4	Site Evaluations						
	Review Features and Data with Key Staff	2		2	2		6
	Evaluate Zoning, Access, Utilities, Drainage	4		4	8		16
	Evaluate and Rate Site Criteria	1		2	2		5
	Formalize Recommendations to Town	1		2			3
5	Facility Visits						
	Assist Town in Identifying Similar facilities	2		2			4
	Visit Three Similar facilities with Staff and Officials	9		9		9	27
	Summarize Comparison of Sites Visited	2		2		3	7
6	Conceptual Design						
	Develop Space Program from Needs Assessment	2	2				4
	Evaluate Space and Department Adjacencies	2	2				4
	Prepare Conceptual Floor Plan	2	4				6
7	Phasing Plan for Existing Buildings						
	Review Town Goals for Current Facilities	1					1
	Review Re-use, Disposal Options	1		1			2
	Formalize Recommendations to Town	1		1			2
8	Master Plan Graphics						
	Develop Final Concept Site Plan	2	4		4		10
	Develop Final Concept Floor Plans	2	8				10
	Develop Conceptual Building Elevations	2	16				18
	Prepare Narrative of Conceptual Design	1	1	2			4
9	Cost Estimating						
	Work with GC/Estimator to Evaluate Options	1		2		2	5
	Develop Unit Cost Estimate of Development	1		4		12	17
10	Ongoing Building Operation Estimating						
	Research Local Utility Costs	2				2	4
	Evaluate Town's Current Maintenance Services	2				2	4
	Estimate Future Facility Operating Costs			2		2	4
11	Final Report						
	Review Proposed Report Format with Key Staff	1		1			2
	Prepare Final Report	2	2	16			20
12	Public Process						
	Conduct Up to 4 Workshops/Charettes	12	12				24
	Attend Up to 12 Regular Board of Trustee Meetings	12					12
		98	55	63	27	32	287



SECTION 4 CAPABILITIES



Infusion Architects

Since 2014, our firm has developed a reputation in northern Colorado for thoughtful, practical, and beautiful architecture. The design-build experience of our principals has helped to shape our approach to architecture and construction.

Randell Johnson, AIA - Principal, Project Lead

Randell's extensive background in programming, master planning and concept design is a great match for the Space Needs Assessment. His detailed and collaborative approach to programming helps to identify design challenges and opportunities and to understand current and future needs. Randell has completed master planning for municipal, medical and educational campuses.

Roger Wedderburn, AIA - Associate Principal, Design Architect

Roger has been the lead designer and master plan architect on many Infusion projects and throughout his career. His programming and master planning projects have included medical campuses, a resort in British Virgin Islands, and a hospital in Zambia.

Lee Hardies, AIA - Principal, QA Architect

Lee's many years of experience have included programming, space planning, building forensics, real estate due diligence, historic preservation, and adaptive re-use. His role on this project will be code and accessibility compliance, technical consulting, and overall quality assurance.

PEC

PEC will provide the civil engineering and landscape design input that is needed to assess the viability and desirability of potential sites for the new facilities. PEC also provides structural, mechanical, and electrical engineering services, which may be helpful in refining the systems narrative for the Concept Design.

DS Constructors

DS Constructors is a Woman-Owned Commercial General Contractor. Owner and founder Melinda Denney has over twenty years of construction experience in northern Colorado. DS Constructors offers estimating, design-build, value engineering, construction management, and CMGC services to schools, municipal governments, and commercial clients.

The variety of Infusion's project experience is illustrated by the following Project Sheets.

CONSULTANT SELECTION

We have chosen this team of consultants to best match the potential project needs. We have worked successfully with this firm on multiple projects.

PEC Engineering has been part of our team on both large and small projects, including the Town of Windsor's Public Works and Parks Facility, for the past four years.

PEC provides engineering services in multiple design disciplines, including civil, structural, mechanical and electrical design.

PROJECT SHEET



Project: Meyer Natural Foods Corporate Offices, Loveland, CO

New 2-building campus with one-story office buildings, including an 18,000 SF corporate headquarters for Meyer Natural Foods and a 15,000 SF spec office building, on a 4.35 acre site.

Cost: \$11.6 Million

Role: Architect: Programming/Planning, Design and Construction Documents, managing consulting engineers, Contract Administration

References: Robert Meyer, President
Meyer Natural Foods
4320 Von Karman
Newport Beach, CA 92660
949-862-0500
rmeyer@meyerprop.com

Jeff Jensen, Owner Representative
Jensen LaPlante
1603 Oakridge Drive, Suite 101
Fort Collins, CO 80525
970-893-2836
jeff@jensenlaplante.com



“We set out to create a “World Class” work environment and facility for our employees, one that represented the values our company was founded on. What the Architects were able to deliver was far beyond my original vision. They were able to achieve a building with a monumental look and feel that architectural-ly will stand the test of time. We are proud to call this our new home.”

- Robert Meyer
Meyer Natural Foods



PROJECT SHEET

infusion
ARCHITECTS



Meyer Natural Foods Loveland, CO

Two-building campus
Corporate and professional
offices
18,000 SF and 15,000 SF
Extensive natural light
Limestone cladding
Steel tubular trellises



PROJECT SHEET



Project: Orthopaedic and Spine Center of the Rockies (OCR), Loveland, CO

Ambulatory Surgery and Recovery Center: 63,000 SF New Construction
Programming, Fall 2015 – Project Completion, February 2019

Cost: \$20 Million

Role: Architect: Programming/Planning, Design and Construction Documents, managing consulting engineers, Contract Administration

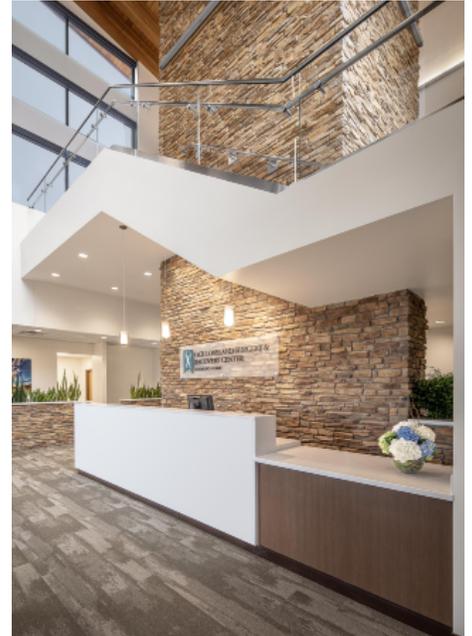
References: Mike Bergerson, CEO,
Orthopaedic and Spine Center of the Rockies
2500 E. Prospect Road
Fort Collins, CO 80525
970-419-7006
mbergerson@orthohealth.com

Will Welch, Project Manager, Wm. T. Welch Company
1315 Oakridge Dr., Suite 100, Fort Collins, CO 80525
970-215-4099
wwelch@wmtwelch.com



PROJECT SHEET

infusion
ARCHITECTS



Orthopaedic and Spine Center of the Rockies

- 6 Operating Rooms
- 2 Shelled ORs
- 17 Pre-Op Bays
- 21 Post-Op Bays
- Recovery Center
- 10 Patient Rooms
- 10 Shelled Patient Rooms
- Nursing Stations
- Administrative Offices
- Support Services



SECTION 5 DESIGN SCHEDULE



Allowing adequate time for staff review at each stage of the process, we are confident that the tasks involved can be completed well within the 4- 6 months indicated in the RFP. Should the Town enter into a contract to purchase a new site, requiring a lengthy due diligence period, this could increase the time needed.

TOWN OF WELLINGTON - SPACE NEEDS ASSESSMENT - TASK SCHEDULE

TASK	WEEKS																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
0 Town of Wellington Vision	■	■																							
1 Staffing Projections and Space Needs Study		■	■																						
2 Base Site Plan				■	■	■																			
3 Site Selection					■	■	■	■																	
4 Site Evaluations						■	■	■	■	■															
5 Facility Visits							■	■	■	■	■														
6 Conceptual Design										■	■	■	■												
7 Phasing Plan for Existing Buildings												■	■	■	■										
8 Master Plan Graphics													■	■	■	■	■	■							
9 Cost Estimating																	■	■	■	■	■				
10 Ongoing Building Operation Estimating																		■	■	■	■	■			
11 Final Report																			■	■	■	■	■		
12 Public Process	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

SECTION 6 PROJECT EXAMPLES



Project: Town Hall and Plaza Kersey, CO

Rehabilitation and addition to a 100 year old warehouse building for use as the new Town Hall and Police Station. The 9,000 SF facility includes council chamber, administrative offices, meeting spaces, and support services. Sustainability and respect for historic features and materials are important elements of the design.

Cost: \$3.2 Million

Role: Architect: Programming/Planning, Construction Documents, managing consulting engineers, Contract Administration

References: Christian Morgan, Town Manager
Town of Kersey
332 3rd Street
Kersey, CO 80644
970-353-1681
CMorgan@kerseygov.com



KERSEY TOWN HALL

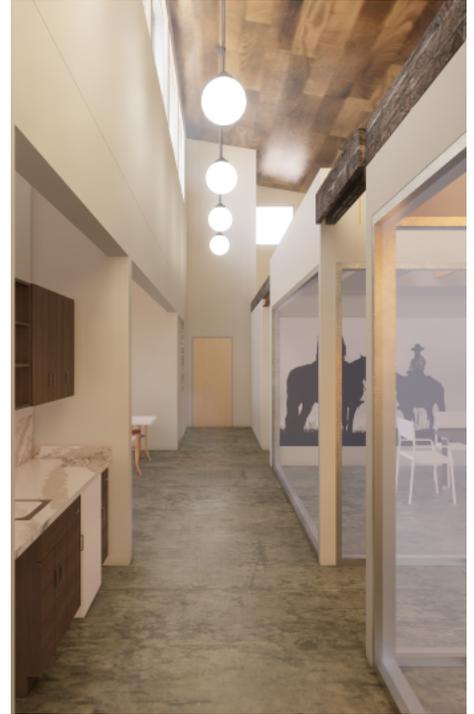
This project is the result of persistent, progressive planning by the Town of Kersey with support from the community and the state of Colorado.

The new Town Hall and Plaza will be the cornerstone to the revitalization of the 1st Street historic commercial core of Kersey.

The incorporation of the historic brick warehouse shell and the addition of a modern high-volume open office area combine to create a highly sustainable, highly functional civic building. The new plaza will open the new facility to the public in a useful and welcoming manner.

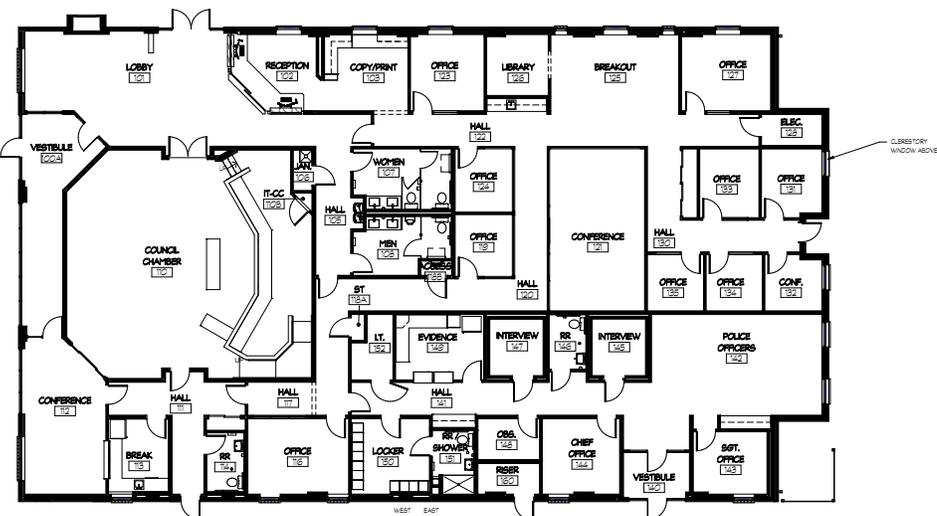


SECTION 6 PROJECT EXAMPLES



**Town of Kersey
Town Hall and Plaza**

- Town Administration
- Council Chamber
- Conference Rooms
- Records Storage
- Police Offices
- Interview Rooms
- Locker and Shower Rooms
- Public Plaza



SECTION 6 PROJECT EXAMPLES



Project: Town of Windsor Public Works Facility, Windsor, CO

New seven-building complex, including administrative offices (9,099 SF), fleet maintenance (15,113 SF), shops and storage (10,088 SF), heated storage (7,900 SF), unheated storage (7,500 SF), and outdoor material bins.

Cost: \$13 Million

Role: Architect: Programming/Planning, Construction Documents, managing consulting engineers, Contract Administration

References: Terry Walker, Director of Public Works
Town of Windsor
301 Walnut Street
Windsor, CO 80550
970-674-5400
twalker@windsorgov.com

Will Welch, Project Manager, Wm. T. Welch Company
1315 Oakridge Dr., Suite 100, Fort Collins, CO 80525
970-215-4099



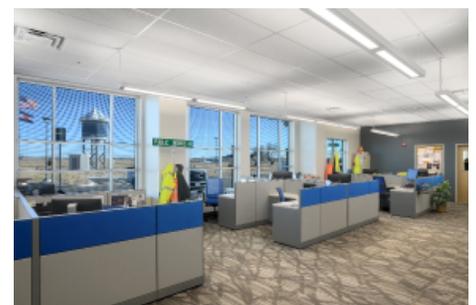
SECTION 6 PROJECT EXAMPLES



Town of Windsor Public Works Facility

- Administration Building
- Shops Building
- Fleet Maintenance
- Heated Storage
- Unheated Storage
- Bulk Water Station
- Outdoor Material Bins

Development of 9 acre site



SECTION 6 PROJECT EXAMPLES



Project: Town of Windsor Parks, Recreation, and Culture Facility Windsor, CO

New 18,000 SF Parks & Rec Building and 6,900 SF addition to Administration Building on existing Town of Windsor campus.

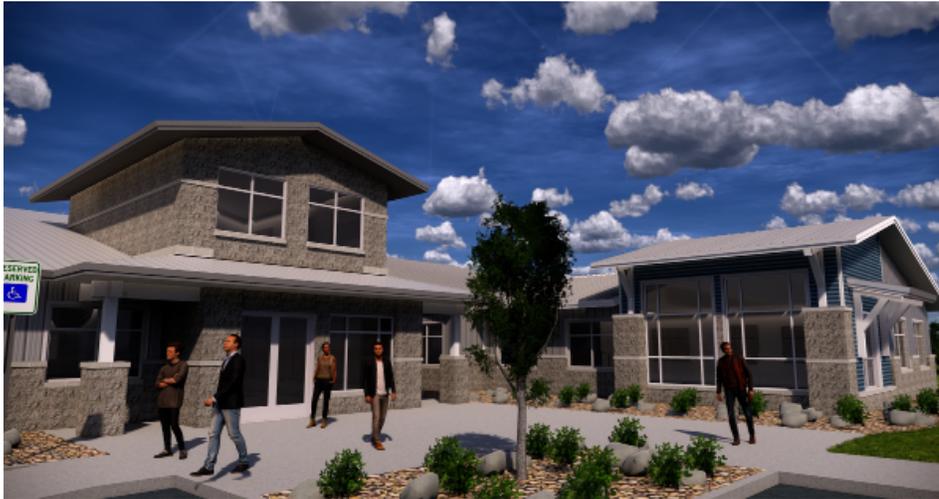
Cost: \$6.5 Million

Role: Architect: Programming/Planning, Construction Documents, managing consulting engineers, Contract Administration

References: Eric Lucas, Director
Town of Windsor Parks, Recreation and Culture
250 N. 11th Street
Windsor, CO 80550
970-674-3523
elucas@windsorgov.com



SECTION 6 PROJECT EXAMPLES



Town of Windsor
Parks, Recreation and
Culture Facility

Parks Administration
Parks Department Storage
Museum Storage

6,900 SF Office Addition
18,000 SF Storage Building

Infusion Architects designed these additions to the Public Works campus that we designed previously. All buildings are pre-engineered steel buildings with a combination of metal siding and concrete masonry veneer exterior walls.





Board of Trustees Meeting

Date: January 14, 2020
Submitted By: Dave Myer, Engineer, Bob Gowing, Public Works Director, Mike Carrano, Waste Water Treatment Plant Superintendent, Dan "DJ" Jones
Subject: Purchase Request — Wilson Wells Improvement Project

EXECUTIVE SUMMARY

A request is being made to grant the Town Administrator authority to expend funds for all required upcoming purchases for this project

BACKGROUND / DISCUSSION

In August 2019, Wellington initiated work on improvements to its Wilson Wells with an objective to enable startup of the Town's new reverse osmosis (RO) treatment plant with continued water delivery to the existing nanofiltration plant and irrigation facilities. The project involves the replacement of three existing well pumps with VFDs along with improvements to piping and necessary appurtenances (flowmeters, valves, control systems, etc.). The project also involves electrical upgrades, well rehabilitation, and improvements to the well houses. The nanofiltration plant, in combination with the new RO plant, will potentially serve up to 33 percent of the Town's annual water demand, which is particularly critical during the upcoming summer months. Additional information is provided in the attached project progress report (January 10, 2020).

The Town's purchasing policy requires competitive bids and/or Board approval for items above certain dollar amounts. Since some of the equipment that is needed for this project may require 8-weeks or more turnaround, seeking competitive bids will delay the project an additional 2 to 3 months. Therefore, some items or services will have to be sole-sourced. Additionally, the price point of some items will exceed the Town Administrator's \$30,000 authorization limit, and an additional three weeks may be lost waiting for Board approval for each purchase decision.

Due to the emergent nature of this project and its critical timing, this request is being made to grant the Town Administrator authority to expend funds for all required upcoming contractor services and equipment purchases for this project. This move is necessary so that all improvements can be completed before summer peak demand. By granting "not to exceed" authority to the Town Administrator, the completion of the project can be expedited.

Upcoming purchases are anticipated to consist of the following:

- Pumps
- Electrical contractor (equipment and installation)
- Instrumentation and controls contractor (equipment and controls)
- Equipment installation (pumps, piping, valves, flowmeters, etc.)

Financial Considerations

Funding for this project is included in the 2020 CIP budget totaling \$527,513 as described below:



- G/L No. 211-80-0023 (\$47,513)
- G/L No. 211-80-0015 (\$480,000)

STAFF RECOMMENDATION

Grant the Town Administrator authority to expend funds in the not to exceed amount of \$527,513 for all required contractor services and equipment purchases on the Wilson Wells Improvement Project.

ATTACHMENTS

1. Wilson Wells Project Update 1-10-20



TOWN OF WELLINGTON

3735 CLEVELAND AVENUE P.O. BOX 127
WELLINGTON, CO 80549
TOWN HALL (970) 568-3381

PROJECT UPDATE

TO: Ed Cannon, Town Administrator **DATE:** January 10, 2020
FROM: Dave K. Myer, P.E., Engineer II **REFERENCE:** Progress Report
SUBJECT: Wilson Wells Improvement Project (G/L Nos. 211-80-0015, 211-80-0023)

The project's objective is to enable startup of the Town's new reverse osmosis (RO) treatment plant with continued water delivery to the existing nanofiltration plant and irrigation facilities. It involves new well pumps, piping, appurtenances (flowmeters, valves, control systems, etc.), electrical upgrades and new instrumentation and controls. Rehabilitation to all three wells will also take place along with improvements to both wellhouses.

Recent activities conducted by Town public works staff and hired contractors during the past three months include the following:

- Shut-down Wilson Wells, nanofiltration system, and all irrigation facilities.
- Demolition of old concrete saddles and old piping within the north wellhouse.
- Cleaning and replacement of sumps in both wellhouses.
- Contracted with and completed work with selected electrical contractor (Interstates) for Phase 1.
- Coordinated with Xcel and obtained power switchover in conjunction with above.
- Contracted with and completed substantial work with selected engineering consultant (Farnsworth) and obtained pump specifications and draft drawings of equipment installation.
- Solicited pump vendors to obtain price quotes on specified pumps.
- Solicited painting contractors and executed contract with selected contractor (Maximum Painting) for paint services.
- Contracted with Quality Wells & Pumps (Greeley) and pulled well pumps and videoed wells to evaluate existing condition.
- Initiated well rehabilitation efforts with Quality Wells & Pumps involving new casings and screens, sonar jetting, acidization, and sandbucketing to recover well depth.
- Coordinated with electrical contractor (Interstates) and I&C contractor (Timber Line) for control narratives and upcoming work efforts.

Activities anticipated to be conducted by Town public works staff and hired contractors within the next couple months include the following:

- Complete all well rehabilitation work.
- Finalized installation/layout drawings.
- Purchase pumps.
- Contract with electrical and I&C contractor and initiate equipment purchases.
- Contract with equipment installer and initiate materials purchases.
- Prepare interior wellhouse walls and complete painting.
- Continue to ready nanofiltration and RO plants for startup and purchase and install required equipment.



Board of Trustees Meeting

Date: January 14, 2020
Submitted By:
Subject: Purchase Request — 3804 Cleveland Avenue

EXECUTIVE SUMMARY

The Board of Trustees will discuss the purchase option of 3804 Cleveland Avenue.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None