



BOARD OF TRUSTEES
August 12, 2025
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

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

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

Please click the link below to join the webinar:

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

Passcode: 726078

Telephone Dial US: +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171 or +1 253 205 0468

Webinar ID: 848 7116 2393

A. CALL TO ORDER

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

B. COMMUNITY PARTICIPATION

1. Public Comment

C. LIQUOR LICENSE AUTHORITY BOARD

1. Special Event Permit Application for The American Legion Post 176 Wellington
 - Presentation: Hannah Hill, Town Clerk

D. PRESENTATION

1. Legislative Requirements for Electric Vehicle (EV) Charging Systems Review and Landscaping Practices
 - Presentation: Cody Bird, Planning Director

2. Legislative Requirements for Housing Affordability and Funding Opportunities
Presentation: Cody Bird, Planning Director and Brittany Lenoir, Planner III
3. Wellington Main Street Program Second Quarter Report

- Presentation: Caitlin Morris, Main Street and Event Coordinator

E. CONSENT AGENDA

1. July 22, 2025 Meeting Minutes

- Presentation: Hannah Hill, Town Clerk

F. ACTION ITEMS

1. Resolution No. 27-2025: Adjusting Appropriations - Hardship Utility Grant

- Presentation: Nic Redavid, Finance Director/Treasurer

2. Resolution No. 28-2025 – A Resolution of the Town of Wellington Accepting Construction of the Water Reclamation Facility Expansion Project

- Presentation: Nathan Ewert P.E., Deputy Director of Public Works and Engineering

G. REPORTS

1. Town Attorney
2. Town Administrator
3. Staff Communications
 - a. NOCO Humane - 2nd Quarter 2025 Service Report
 - b. BOT Planning Calendar
4. Board Reports

H. EXECUTIVE SESSION

1. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators pursuant to § 24-6-402(4)(e), C.R.S., and for the purpose of receiving legal advice pursuant to § 24-6-402(4)(b), C.R.S., – regarding matters with the North Poudre Irrigation Company. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the Executive Session proceedings will be electronically recorded and the record will be preserved for 90 days through November 10, 2025.

I. ADJOURN

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.

Board of Trustees Meeting

Date: August 12, 2025

Subject: Special Event Permit Application for The American Legion Post 176 Wellington

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

EXECUTIVE SUMMARY

The American Leigon Post 176 Wellington has submitted to the Local Liquor Licensing Authority an application for a Special Event Permit on September 13, 2025 from 11:00 AM to 4:00 PM, located at Centennial Park. Staff received the application on June 12, 2025. Notice of the event has been posted at the location and proof of posting is included in the packet.

BACKGROUND / DISCUSSION

The application includes a diagram of the requested beer garden, located in Centennial Park. On the application, the applicant does answer a "no" to the permission to use the location. Since the time the application has been received, the Parks and Recreation Department has provided written permission to use the space, which is included in the packet. Staff has reviewed the application with stakeholders and no concerns were noted. The Local Questionnaire speaks to food trucks being available during the event. Fencing and volunteers at entries/exits will be posted.

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends approval of the Special Event Permit.

MOTION RECOMMENDATION

I Move to Approve the Special Event Permit for Oktoberfest for The American Legion Post 176 Wellington

ATTACHMENTS

1. 2025 Oktoberfest Special Event Permit_Redacted
2. 2025 Oktoberfest SELP Questionnaire
3. Certificate of Good Standing 2025
4. Octoberfest Map 2025
5. Memo Parks and Rec - Centennial Park Approval
6. Affidavit of Posting 2025-07-21

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- ☐ Social ☐ Athletic ☐ Philanthropic Institution
☐ Fraternal ☐ Chartered Branch, Lodge or Chapter ☐ Political Candidate
☐ Patriotic ☒ National Organization or Society ☐ Municipality Owned Arts Facilities
☐ Political ☐ Religious Institution

LIAB Type of Special Event Applicant is Applying for:

- 2110 ☒ Malt, Vinous And Spirituous Liquor \$25.00 Per Day
2170 ☐ Fermented Malt Beverage \$10.00 Per Day

Name of Applicant Organization or Political Candidate

The American Legion Post 176 Wellington

State Sales Tax Number (Required)

98288210

Mailing Address of Organization or Political Candidate

PO Box 1514

City

Wellington

State

CO

ZIP Code

80549

Address of Place to Have Special Event

3815 Harrison Ave.

City

Wellington

State

CO

ZIP Code

80549

Authorized Representative of Qualifying Organization or Political Candidate

Jon Anders

Date of Birth (MM/DD/YY)

Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City

State

ZIP Code

Event Manager

Jon Anders

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State

ZIP Code

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?

☐ Yes ☒ No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

☒ No ☐ Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

☒ No ☐ Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

☐ Yes ☒ No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date 09/13/25	Date
From: 1100	From:
To: 1600	To:
Date	Date
From:	From:
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Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

Adjutant American Legion Post 176 Wellington

Signature

Date (MM/DD/YY)

06/09/25

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

☐ City ☐ County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999) \$.00

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- ☐ Appropriate fee.
 - ☒ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
 - ☐ Copy of deed, lease, or written permission of owner for use of the premises.
 - ☒ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
 - ☐ If not incorporated, a NONPROFIT charter; or
 - ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.
-
- ☐ Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
 - ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
 - ☐ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
 - ☐ Check payable to the Colorado Department Of Revenue
-

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.



Special Events Liquor Permit Questionnaire

Application Name (Line 1 of DR8439/Application): American Legion Post 176 Wellington

1. Is the organization incorporated under the laws of the state of Colorado? ☒ YES / NO ☐

2. Is the organization a non-profit (Must be a not-for-profit to qualify)? ☒ YES / NO ☐

3. Explain the purpose of this event: Fundraising for American Legion Post 176 Wellington

4. Is this event associated with any other Town wide events on this day? ☐ YES/NO ☒

If yes, event name and organizer: _____

5. Who or what organization will be the recipient of funds derived from this event?

American Legion Post 176 Wellington

6. Is the location for the special permit requested within 500 feet of a school? ☐ YES / NO ☒

☐ If yes, will the school be in session during the event?

☐ YES / NO ☐

☐ Name of school: _____

7. When will the public notice of the proposed permit be posted and where? I don't know.

When and where it's required

8. Describe the sandwiches or other snacks that will be available (within the requested liquor premises) during all hours that alcohol will be served and who will be providing the food:

Two food trucks (Mako and Taco El Batas)

9. Describe how the perimeter will be established (fencing, barricades...) How will you keep alcohol from being removed from the event location? _____

4' fencing panels provided by parks and rec.

Volunteers will be posted at all 3 entrance/exits



10. When was the last Special Event Permit issued for this applicant? 07/04/24

11. Were there any compliance problems at past event(s) for which an Alcohol Beverage Special Permit had been issued? ☐ YES/NO ☒

If yes, explain on a separate page what happened and what changes have been made to ensure compliance for this event.

12. What is the estimated number of people attending? 200-300

13. Describe the cost, size and type of alcohol per serving. \$7 for single serving or \$30 for 5. 12 oz Beer or Odell 5.5 oz wine

14. If alcohol is for sale, who will be collecting the money? American Legion Post 176

15. As the liquor permit holder, you are responsible for the purchase and service of alcohol at this event. Please explain who will be serving the alcohol, monitoring the alcohol premises and describe the alcohol training of those serving: Alcohol will be served by breweries who are TIPS trained
Volunteers and LCSO will monitor the premises

16. Where will the alcohol come from and how is it being obtained? Breweries
Breweries
Breweries

17. List the type and amount of volunteers/staff/police officers that will be at this event:
20 Volunteers and 3 LCSO's
20 Volunteers and 3 LCSO's

18. List the company providing security for this event, and how many individuals will be providing security:
3 LCSO's



19. Who will be responsible for monitoring the conduct, age and level of intoxication of the patrons?

TIPS trained brewery servers, 20 volunteers, and 3 LCSO's

20. If approved, where will you post the Special Event Permit and the Minor Warning signs for this event?

On the fencing around Centennial park?

21. Are there any tents, heating elements, generators or inflatables being used? ☒ YES ☐ NO

If yes, please attach a description of the equipment with sizing, capacity and location.

22. Are there any expected road closures or impact to public streets anticipated with the permit requested: ☒ YES ☐ NO

If yes, streets impacted: Food trucks will set up along Harrison

I affirm that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct and complete to the best of my knowledge. I understand that upon issuance of this Special Events Permit, it is my responsibility to comply and ensure that all volunteers and participants comply with all provisions of the Colorado Liquor Code and other conditions placed on the issuance of the permit.

Signature

Title

Adjutant

Date

06/09/25

Printed Name

Jon C. Anders

Contact email and phone

co.alp176

316-680-5769

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

AMERICAN LEGION WELLINGTON CO POST 176

is a

Nonprofit Corporation

formed or registered on 03/27/2019 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20191271423 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 04/03/2025 that have been posted, and by documents delivered to this office electronically through 04/05/2025 @ 16:53:41 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 04/05/2025 @ 16:53:41 in accordance with applicable law. This certificate is assigned Confirmation Number 17175328 .



A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



1. Check-in/ID Check/First Aid/Exit
2. Free Water Station
3. Vendor
4. Alcohol Service
5. Activity Area
6. Music
7. Runner Delivery Parking
8. Bathroom / Hand washing stations

Notes

- Beer garden boundary utilized 4' tall chain link fence panels provided by parks and recreation
- If available, skate park demonstration boundary area
- Alcohol service noted in green.
- Other vendors / food noted in blue.
- Activities to include corn hole and other organized competitive games – Possible preserve / pie eating contest in or near large tent
- Contract Larimer County Sheriff's Dept for Security

RE: Oktoberfest Special Event Liquor Permit

From Billy Cooksey <CookseyW@wellingtoncolorado.gov>

Date Fri 6/27/2025 8:27 AM

To Todd Germain <tgermain@wfpd.org>; Hannah Hill <hillha@wellingtoncolorado.gov>; Russell Downing <downinrr@co.larimer.co.us>; Nic Redavid <redavidni@wellingtoncolorado.gov>

I met with Jon from the American Legion yesterday at Centennial Park. We talked through the tent location and setup process, and we are all good to go. I approve this event, Oktoberfest 2025, for use of Centennial Park on September 13th.

-Billy



Billy Cooksey

Manager – Parks and Recreation Department

Phone: (970) 342-5055

Desk: (970) 568-7610 ext. 600

Email: cookseyw@wellingtoncolorado.gov

Web: www.wellingtoncolorado.gov

8225 Third Street





AFFIDAVIT OF POSTING

Date of posting: 7/21/2025

I hereby certify that, in accordance with the Colorado Liquor Code and related rules and regulations, the applicant, The American Legion Post 176 Wellington posted a Notice of Public Hearing poster on the premises at Centennial Park on the above date, and continuously thereafter for at least 10 days before the hearing, notifying the public that a hearing will be held August 12, 2025 on an application for a Special Event Permit for Octoberfest to dispense malt, vinous and spirituous beverages by the drink for consumption on the premises.

A photograph of the Notice as posted on the premises is attached.

Jon C. Anders
Adjutant Post 176

Printed Name and Title of Person Posting

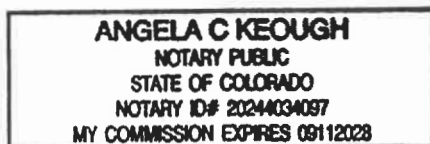
[Signature]
Signature of person posting

STATE OF COLORADO)
COUNTY OF LARIMER) SS
TOWN OF WELLINGTON)

Subscribed and sworn before me by ANGELA C KEOUGH this 21st
day of July, 2025.

SEAL

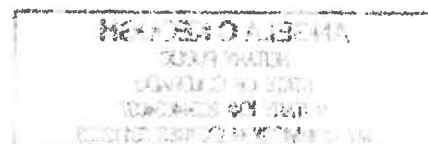
Angela C Keough Notary Signature

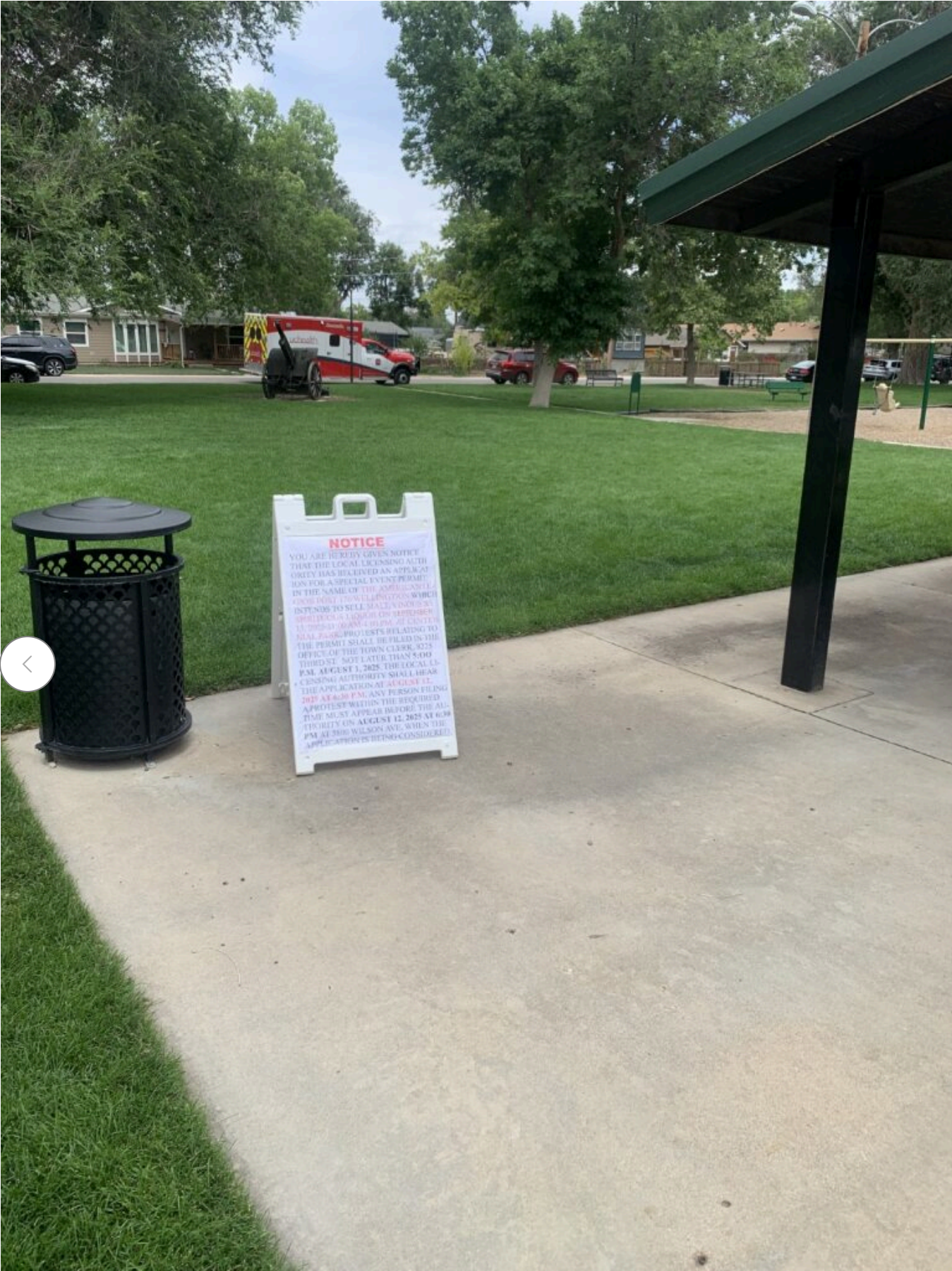


WORDING OF POSTING :

NOTICE

YOU ARE HEREBY GIVEN NOTICE THAT THE LOCAL LICENSING AUTHORITY HAS RECEIVED AN APPLICATION FOR A SPECIAL EVENT PERMIT IN THE NAME OF THE AMERICAN LEGION POST 176 WELLINGTON WHICH INTENDS TO SELL MALT, VINOUS & SPIRITUOUS LIQUOR ON SEPTEMBER 13, 2025 11:00 AM-4:00 PM. AT CENTENNIAL PARK. PROTESTS RELATING TO THE PERMIT SHALL BE FILED IN THE OFFICE OF THE TOWN CLERK, 8225 THIRD ST. NOT LATER THAN 5:00 P.M. AUGUST 1, 2025. THE LOCAL LICENSING AUTHORITY SHALL HEAR THE APPLICATION AT AUGUST 12, 2025 AT 6:30 P.M. ANY PERSON FILING A PROTEST WITHIN THE REQUIRED TIME MUST APPEAR BEFORE THE AUTHORITY ON AUGUST 12, 2025 AT 6:30 PM AT 3800 WILSON AVE, WHEN THE APPLICATION IS BEING CONSIDERED.







Board of Trustees Meeting

Date: August 12, 2025

Subject: Legislative Requirements for Electric Vehicle (EV) Charging Systems Review and Landscaping Practices

Presentation: Cody Bird, Planning Director

EXECUTIVE SUMMARY

Colorado House Bill 24-1173 (HB24-1173), requires certain municipalities, including Wellington, to take one of three actions regarding land use applications for Electric Vehicle (EV) Charging System projects. Meeting requirements of HB24-1173 is required by December 31, 2025. Options for compliance are discussed further in the Background/Discussion section and in the accompanying presentation.

Colorado House Bill 24-005 (HB24-005) and Senate Bill 25-1113 (SB25-1113) require municipalities to prohibit the installation of "nonfunctional" turf in new developments and re-developments (greater than 50%). SB25-1113 also requires municipalities to regulate irrigation standards for turfgrass on residential properties. Prohibitions on installation of nonfunctional turf are required to be in place by December 31, 2025. Regulations for irrigation of residential turfgrass is required to be in place by December 31, 2027.

BACKGROUND / DISCUSSION

The Town must take one of three actions to comply with the requirements of HB24-1173 for EV Charging System projects. The options include:

1. Adopt the EV Charger Permitting Model Code developed by the Colorado Energy Office;
2. Adopt changes to the Land Use Code to meet minimum requirements for compliance with HB24-1173;
- or
3. Adopt an ordinance or resolution stating the Town's intention to not take either of the above actions.

The Town must take action to accomplish one of the three above options by December 31, 2025.

Additionally, the Town must track all decisions made on EV Charging projects between December 31, 2025, and December 1, 2026, and report them to the Colorado Energy Office.

The Town is required to prohibit installation of nonfunctional turf in new developments and redevelopment projects (greater than 50%) by December 31, 2025. The prohibitions can be accomplished by making amendments to the Land Use Code. The Town is also required to implement regulations for irrigation of turf on residential properties by December 31, 2027. Policies for regulation of irrigation practices on residential properties should be based on guidance from the Water Supply Element that is required to be adopted into the Comprehensive Plan by December 31, 2026. Policies and codes for the aforementioned prohibitions and new regulations for irrigation of turf will need to be incorporated into the Town's Landscape and Irrigation Design Manual.

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS



Dedication of staff time and resources will be required to evaluate, prepare and administer applicable code and regulations. Professional services will likely be needed for updating the Landscape and Irrigation Design Manual to comply with new requirements. Budget requests for professional services will be presented for the 2026 and 2027 budgets based on expected projects to meet compliance.

STAFF RECOMMENDATION

Town Planning Staff recommends pursuing Option 2 for adopting changes to the Land Use Code to meet minimum requirements for compliance with HB24-1173 (EV Charging System Permits). Staff is seeking direction on whether Option 2 is the preferred direction of the Town.

Staff Planning Staff also recommends preparing and adopting Land Use Code amendments prohibiting nonfunctional turf as required by HB24-005 by December 31, 2025. Staff suggests including residential projects over 12 units in the first action by December 31, 2025 at the same time (required by SB25-1113). Other requirements of SB25-1113 are recommended to be evaluated and establish new regulations for irrigation, including updating the Town's Landscape and Irrigation Design Manual prior to December 31, 2027. Town staff is seeking direction on if this approach and timing is supported by the Board of Trustees.

MOTION RECOMMENDATION

Consider alternatives for compliance with HB24-1173 (EV Charging Permits), SB24-005 (Landscape Practices) and SB25-1113 (Residential Landscape Practices) and provide direction to Town Staff.

ATTACHMENTS

1. Presentation Slides

HB 24-1173 Electric Vehicle (EV) Charging Projects and SB 24-005 and HB 25-1113 Turf Regulations Discussion and Recommendations

Presented By the Town of Wellington Planning Department
Tuesday, August 12, 2025



Electric Vehicle Charging

Background

- HB24-1173 requires subject municipalities to take one of three actions related to the Land Use permitting process for Electric Vehicle (EV) Charging Projects
- Wellington is a subject municipality as defined in the bill
- Action must be taken by December 31, 2025

Compliance Options

1

Adopt an ordinance or resolution to incorporate the same standards and permitting process (or less restrictive) than the EV Charger Permitting Model Code developed by the Colorado Energy Office.

2

Adopt an ordinance or resolution that establishes objective standards and an administrative review process for EV Charging permitting that meets standards identified in HB24-1173.

3

Adopt an ordinance or resolution that establishes that the municipality does not intend to do either of the above options.

Requirements

- All three options require that municipalities must:
 - Within 3 days of a decision on an EV Charging Project application, notify the applicant of the decision
 - Track all decisions made regarding EV Charging Project permit applications and submit a report to the Colorado Energy Office by January 31, 2027, detailing the determination and duration of review for each permit applied for between December 31, 2025, and December 1, 2026

Option 1: EV Charger Permitting Model Code

Requirements:

Adopt seven new definitions (EV Charging, etc.)

Can only require land use permits for Direct Current Fast Charging (DCFC) EV Charging projects

Allow EV Charging projects in most zone districts

All EV Charging Projects must be approved administratively

Option 2: Adopt HB24-1173 Minimum Standards



Requirements:



All EV Charging Projects must be approved administratively



Denials/conditions can only exist for the purpose of reasonably protecting public health or safety



All reviews must be predicated on conditions established on a publicly accessible checklist

Option 3: “Opt-Out” Resolution



Municipalities can pass a resolution stating their intention not to adopt the Model Code or meet the standards in the bill.



Municipalities are still subject to reporting requirements for EV permits processed between December 31, 2025 and December 1, 2026

Existing Code

- The Town's Land Use Code does not currently identify EV Charging as a defined primary or accessory use
 - There is at least one existing accessory use EV Charging project in Town
 - There are no primary use EV charging projects in Town
- The Applications section of the Land Use Code does not currently address the requirement for administrative review procedures for EV Charging projects or review timeframes required by HB24-1173



Staff Recommendation

- Adopt the minimum requirements for HB24-1173 (Option 2)
 - Administrative approval of all EV Charging projects
 - Denials/conditions can only exist for the purpose of reasonably protecting public health or safety
 - All reviews must be predicated on conditions established on a publicly accessible checklist
- Include relevant definitions from the EV Charger Permitting Model Code



Staff Recommendation

- Allow primary use EV Charging Projects as a Permitted Use within the C-1, C-3, LI, and I districts.
- Allow accessory use EV Charging Projects as permitted accessory uses in all districts.

Questions/ Discussion

Turf Regulations

Background

- SB24-005 and HB25-1113 require municipalities to prohibit the installation of “nonfunctional” turf (natural and artificial) in new development and redevelopments (greater than 50%) applications.
- Regulations prohibiting nonfunctional turf for most commercial and civic applications must be in effect by January 1, 2026.
- Regulations for irrigation of turf on residential properties must be in effect by January 1, 2028.

Requirements

- Beginning January 1, 2026, Municipalities:
 - May not install or allow the installation of nonfunctional turf, nonfunctional artificial turf, or invasive plant species as part of a **new development project or redevelopment project on industrial, commercial, or institutional properties.**
- Beginning January 1, 2028, Municipalities:
 - May not install or allow the installation of nonfunctional turf, nonfunctional artificial turf, or invasive plant species as part of a **new development project or redevelopment project on multifamily residential housing premises property with more than twelve dwelling units**
 - Shall impose regulations or standards for the use of turfgrass on **other residential properties.**

Definitions

- “Turf” is “continuous plant coverage consisting of nonnative grasses or grasses that have not been hybridized for arid conditions and which, when regularly mowed, form a dense growth of leaf blades and roots.”
- “Artificial Turf” is “an installation of synthetic materials developed to resemble natural grass”
- “Invasive Plant Species” are “plants that are not native to the state and that are introduced into the state accidentally or intentionally, have no natural competitors or predators in the state because the state is outside of their competitors’ or predators’ range and have harmful effects on the state’s environment or economy or both”

Definitions

Functional Turf

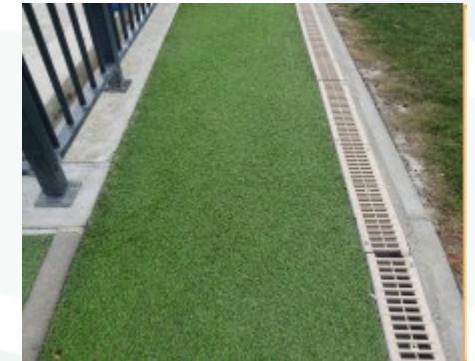
- “Functional Turf” is “turf that is located in a recreational use area or other space that is regularly used for civic community, or recreational purposes, which may include playgrounds; sports fields; picnic grounds; amphitheaters; portions of parks; and the playing areas of golf courses...”



Functional natural (left) and artificial (right) turf (courtesy of Western Resource Advocates, Brendle Group, and the Colorado Department of Natural Resources)

Nonfunctional Turf

- “Nonfunctional Turf” is “turf that is not functional turf”, including turf located in the street right-of-way, parking lots, medians, or transportation corridors



- Nonfunctional natural (left) and artificial (right) turf (courtesy of Western Resource Advocates, Brendle Group, and the Colorado Department of Natural Resources)

Compliance Options

- Adopt an ordinance amending the Land Use Code Section 15-5-40 “Landscaping and Screening” to include definitions and prohibitions
- Update the Wellington Waterwise Landscape and Irrigation Design Manual
- Require compliance with the updated Landscape and Irrigation Design Manual for residential landscapes (currently recommended, but not required)



Existing Conditions

- Wellington does not currently prohibit the installation of non-functional turf or invasive species as defined in the legislative acts.
- There is existing language in the Land Use Code restricting or discouraging the use of high-water turfgrass in new developments and for parks
- The Landscape and Irrigation Design Manual recommends installation of low-water and natural grasses rather than high-water turfgrasses.



Recommended Implementation Timeline

By December 31, 2025:

- Adopt changes to Land Use Code prohibiting nonfunctional turfgrass on new and redevelopment projects for commercial, industrial, institutional, and multi-family (greater than 12 units) projects.

By December 31, 2026:

- Update Comprehensive Plan for Water Supply Element planning

By December 31, 2027:

- Public engagement on policies affecting residential turfgrass requirements
- Update Landscape and Irrigation Design Manual with new policy/standards
- Update code to require residential permits to comply with the Landscape and Irrigation Design Manual (currently only recommended)

Questions/ Discussion



Board of Trustees Meeting

Date: August 12, 2025

Subject: Legislative Requirements for Housing Affordability and Funding Opportunities

Presentation: Cody Bird, Planning Director and Brittany Lenoir, Planner III

EXECUTIVE SUMMARY

On April 8, 2025, the Board of Trustees accepted the final report for the Housing Needs and Affordability Assessment. The report includes an implementation table of strategies to address housing affordability. Staff is providing an update on the progress of those strategies as well as an overview summarizing other State legislative acts, including Proposition 123 and SB24-174 (Housing Plans), and associated grant or other funding opportunities. The presentation is to provide information for upcoming requirements and opportunities, and Town staff is seeking Board of Trustees direction on recommended actions and applications for funding.

BACKGROUND / DISCUSSION

Below is a summary of applicable housing-related topics that will impact Wellington. Information is further detailed and will be explained in the attached presentation slides.

Housing Needs Assessment

In accordance with SB24-174, for municipalities with more than 1,000 residents, a local government is required to complete a housing needs assessment by December 31, 2026. There are Housing Planning Capacity (HPLN) Grant funds available for this effort. On April 8, 2025, the Board of Trustees accepted the Housing Needs and Affordability Assessment.

Proposition 123

When a local government makes a Proposition 123 Commitment, they agree to increase housing affordability by a percentage within a three-year cycle. The current reporting cycle is from 2023-2026. The deadline to opt into the last year of this reporting cycle is November 1, 2025. If Wellington were to opt-in, a one-year commitment would mean a 3% increase over the baseline for 2025. Additionally, a component of Proposition 123, is the creation of a "fast track" policy. In this context, "fast track" would mean the processing of an eligible affordable housing project in an expedited timeframe, specifically 90 days from the date the application is deemed complete. If Wellington were to make a Proposition 123 Commitment and create a "fast track" policy, the Town would be eligible for grant funding, including Local Planning Capacity (LPC) Grant funds.

Housing Action Plan

Under SB24-174, for municipalities with more than 5,000 residents, a local government is required to complete a housing action plan by January 1, 2028. There are Housing Planning Capacity (HPLC) Grant funds available for this effort.

Comprehensive Plan Updates

By December 21, 2026, a local government is required to have a Water Supply Element and Strategic Growth Element incorporated into its Comprehensive Plan. The inclusion of a Water Supply Element is required for all municipalities, and a Strategic Growth Element is required for municipalities with more than 5,000 residents.

Land Use Code Updates



On April 8, 2025, the Board of Trustees approved Ordinance No. 08-2025 to amend Article 15 (Land Use Code) of the Municipal Code to increase opportunities for housing affordability. Staff is exploring additional amendments that were recommended in the Housing Needs Assessment to further the efforts to increase housing availability and affordability. This includes updating the design review process to allow for special exemptions for affordable housing. Additionally, there is an opportunity for Wellington to voluntarily comply with HB24-1152 to allow accessory dwelling units (ADUs) within planned unit developments (PUDs) and homeowner association (HOA) areas. Voluntarily complying with HB24-1152 as an "ADU Supportive Jurisdiction" would make Wellington eligible for the ADU Fee Reduction and Encouragement grant program.

Other Policy Considerations

Other policy updates that could be considered to increase the development of affordable housing could include expediting review timeframes and waiving or reducing permit fees for affordable housing projects.

CONNECTION WITH ADOPTED MASTER PLANS

Topics in this presentation support the following Board of Trustees' Strategic Plan priorities, the Town of Wellington Comprehensive Plan goals and strategies, and the Housing Needs & Affordability Assessment strategies:

Strategic Plan 2025-2029

Grow Responsibly

- Improve Housing Diversity
- Advance Cohesive & Holistic New Developments
- Explore Financing Options for Development

Comprehensive Plan

Community Cohesion Goal 2. Ensure that existing and future residential developments contribute to enhancing quality of life.

- CC.2.1. Update the Land Use Code to allow a greater mix of housing types and styles that cater to a variety of families, including older adults, first time home-buyers, lower income earners, and people with disabilities, among others.
- CC.2.2. Support Housing Catalyst in their mission to provide affordable housing.
- CC.2.3. Identify incentives to encourage new housing developments and retrofits to include energy-efficient and water-wise materials and practices while ensuring homes are both affordable and cost comparable.

Housing Needs & Affordability Assessment

- Goals:
 - Decrease the proportion of homeowners and renters who are either cost-burdened or severely cost-burdened.
 - Increase the number of rental units affordable to households under 80% AMI.
 - Issue permits for 800 residential units (based on projected household demand for 2030), of which 20% or more are multi-family or single-family attached.
- Implementation Strategies:
 - Update the design review process to allow for special exemptions for affordable housing projects.

- Expedite review timeframes and waive or reduce permit fees for affordable housing projects.
- Introduce inclusionary zoning policies, requiring new developments to include a percentage of affordable units.
- Pursue HUD and DOLA funding mechanisms.

FISCAL IMPLICATIONS

Based on Board discussion and direction, staff will prepare appropriate 2026 budget requests for pursuit of grants or other funding opportunities. The budget requests will be for full project expense, of which the Town would be seeking 75%-80% of the funds to be reimbursed (Town matching funds requirement is typically 20%-25%, depending on funding source).

Administration of grant funds and corresponding programs will require dedication of Town staff time and resources. Staffing resources are generally covered in the Planning & Building Dept. operating budget. Where allowed by appropriate funding sources, resources for staff support through professional services may be available to offset Town expenditures.

STAFF RECOMMENDATION

Based on the above and attached presentation, Town staff supports and recommends the following next steps:

1. Make a Proposition 123 commitment to increase affordable housing.
2. Pursue an early adoption of a "Fast Track" process for eligible affordable housing projects.
3. Apply for Housing Planning Grant funds, and pursue grant funding for professional services in 2026 to complete the required updates to the Comprehensive Plan and to begin the Housing Action Plan.
4. Begin Land Use Code and Policy updates to allow for special exemptions, expedited review timelines, and waived or reduced permit fees for affordable housing, to introduce inclusionary zoning, and to allow ADUs in PUDs and HOAs.

MOTION RECOMMENDATION

This item is for presenting information, discussion and providing general direction to Town staff.

ATTACHMENTS

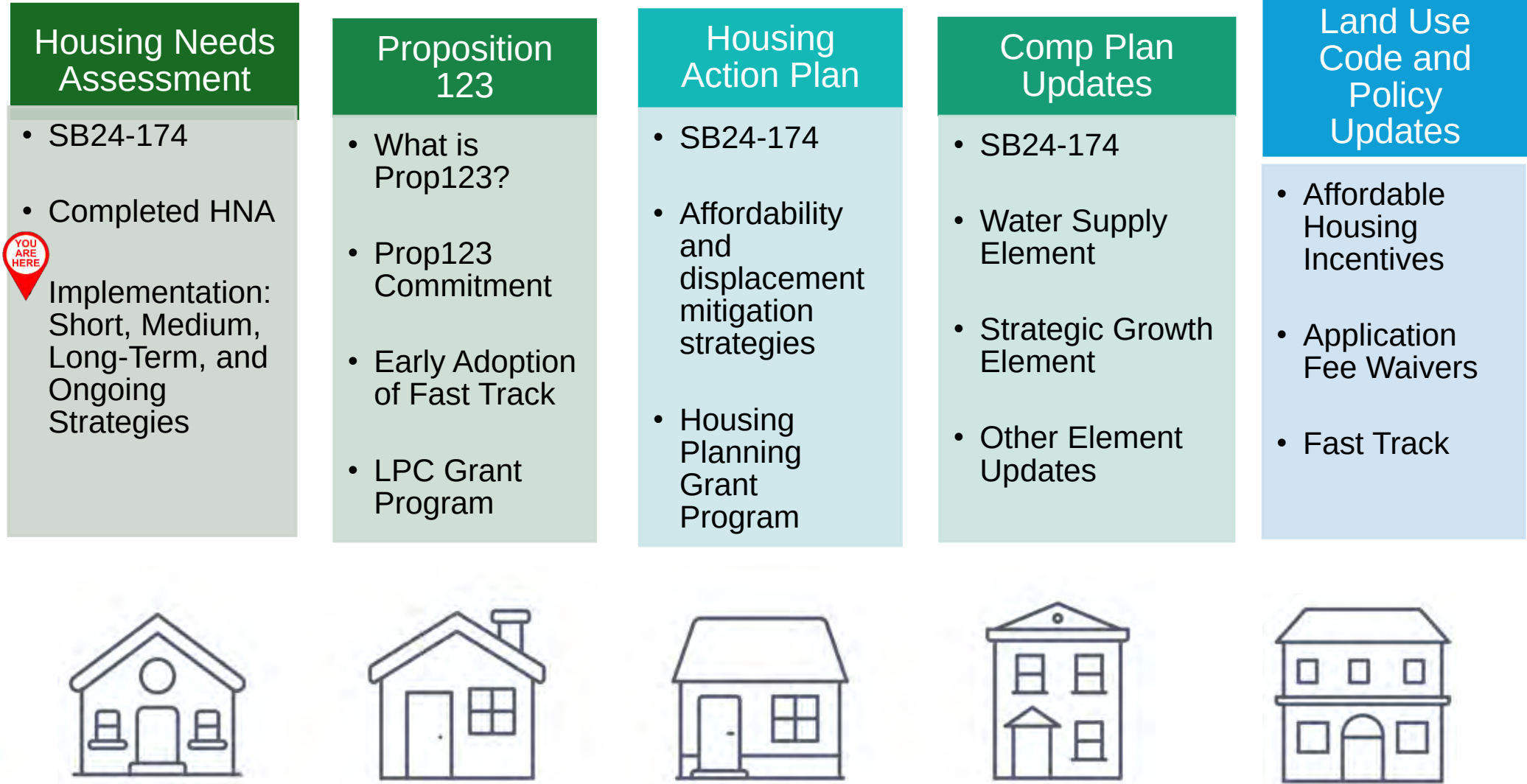
1. StaffPresentation_Informational_Affordable Housing_Board

Legislative Requirements for Housing Affordability and Funding Opportunities

Cody Bird, Planning Director and Brittany Lenoir, Planner III
Tuesday, August 12, 2025



What Are We Doing About Housing Affordability?



HOUSING NEEDS ASSESSMENT



Short-Term Strategies				
Strategy	Type	Priority	Timeline	Anticipated Cost
Amend the Land Use Code to expand ADUs by increasing unit size limit and updating design standards.	Regulatory Reform	High	0-2 years	\$
Revise parking standards for affordable housing projects.	Regulatory Reform	High	0-2 years	\$
Amend the dimensional standards to encourage alternative housing options and sizes.	Regulatory Reform	High	0-2 years	\$
Update the design review process to allow for special exemptions for affordable housing projects.	Regulatory Reform	High	0-2 years	\$
Expedite review timeframes and waive or reduce permit fees for affordable housing projects.	Regulatory Reform	High	0-2 years	\$\$

Medium-Term Strategies				
Strategy	Type	Priority	Timeline	Anticipated Cost
Develop incentives for infill projects that maximize existing infrastructure.	Program or Resource	High	2-5 years	\$\$
Prioritize senior housing and facilitate aging in place.	Program or Resource	High	2-5 years	\$\$
Enhance community education by hosting informational workshops on available funding opportunities.	Program or Resource	Low	2-5 years	\$\$

HOUSING NEEDS ASSESSMENT



Long-Term Strategies				
Strategy	Type	Priority	Timeline	Anticipated Cost
Establish a housing rehabilitation program.	Plan or Study	Medium	5+ years	\$\$\$
Create and implement a short-term rental registration program for ADUs.	Program or Resource	Medium	5+ years	\$\$\$
Introduce inclusionary zoning policies, requiring new developments to include a percentage of affordable units.	Regulatory Reform	Medium	5+ years	\$
Introduce a pre-approved ADU design program.	Program or Resource	Low	5+ years	\$\$\$

Ongoing Strategies				
Strategy	Type	Priority	Timeline	Anticipated Cost
Pursue funding opportunities for ADUs.	Program or Resource	Medium	Ongoing	\$\$
Pursue HUD and DOLA funding mechanisms.	Program or Resource	Medium	Ongoing	\$\$
Explore partnerships with non-profit organizations and community land trusts for naturally occurring affordable housing (NOAH) preservation.	Program or Resource	Medium	Ongoing	\$\$
Develop and maintain NOAH inventory.	Plan or Study	Low	Ongoing	\$\$

PROPOSITION 123 – OVERVIEW



- Colorado voters approved Proposition 123 in 2022
- Created the Statewide Affordable Housing Fund
- 40% of Funds – Affordable Housing Support Fund (DOLA)
 - Affordable Homeownership Program, Servicing Person Experiencing Homelessness, and Local Planning Capacity Grant Program
- 60% of Funds – Affordable Housing Finance Fund (CHFA)
 - Land banking, equity, and concessionary debt
- Funds can be made available to those jurisdictions that commit to increasing housing affordability
- 3% increase of affordable units each year over the baseline number of affordable housing units

PROPOSITION 123 – REPORTING

Proposition 123 Commitment Filings

Deadline: November 1, 2025



COLORADO
Department of Local Affairs
Division of Housing

- Current Reporting Cycle (2023-2026)
 - Deadline to opt-in is November 1, 2025
 - 3% increase of affordable housing over the baseline
 - Reporting is due December 2026
- What does affordable mean?
 - (1)(a) Rental housing at or below 60% AMI, or
 - (b) For-sale housing at or below 100% AMI, and
 - (2) Which costs the household less than 30% of its monthly income
- What types of housing count as affordable?
 - New Construction (Rental or Ownership)
 - Preservation and conversion (Rental or Ownership)
 - Naturally Occurring Affordable Housing (Rental or Ownership)

PROPOSITION 123 BASELINE - EXPLANATION AND CALCULATION

First Three-Year Cycle of Commitments (2023-2026)

Filing Deadline	Length of Commitment	Increase in Affordable Housing Stock	Commitment End Date
November 1, 2023	3 years	9%	December 31, 2026
November 1, 2024	2 years	6%	December 31, 2026
November 1, 2025	1 year	3%	December 31, 2026

- Baseline - estimate of the existing number of affordable units
- The baseline was calculated using guidance by DOLA, the DOLA Baseline Assistance Tool and Census and Federal Reserve data
- Wellington’s baseline for the 2023-2026 commitment cycle is 52 units
- A 3% increase of affordable units equates to two (2) new affordable units by the end of 2026
 - New Construction
 - Preservation and conversion
 - Naturally Occurring Affordable Housing (NOAH)
- A new baseline is established for the next reporting cycle (2026-2028) with a commitment end date of December 31, 2029
- If a local government cannot meet its commitment to increase affordable housing, it will not be eligible for Proposition 123 funding during the first year of the next three-year commitment cycle

PROPOSITION 123 - GRANT OPPORTUNITIES AND FAST TRACK

- Local Planning Capacity Grant Program – maximum suggested award is \$250,0000 with a 20% required local match
- Incentive for the early adoption of fast tracking
- “Fast track” is a 90-day expedited review for complete affordable housing applications where 50% or more of the units are affordable
- If a Proposition 123 commitment is made by November 1, 2025, and a fast track policy is created by the end of 2025, the Town can receive up to \$50,000 from the Local Planning Capacity Grant Program (no local match required)

Proposition 123 Commitment Filings

Deadline: November 1, 2025



COLORADO
Department of Local Affairs
Division of Housing

COMPREHENSIVE PLAN UPDATES



- SB24-174 (Sustainable Affordable Housing Assistance law)
- Water supply and strategic growth elements are required by December 31, 2026
- **Water Supply Element**
 - Consult and coordinate with local water provider(s)
 - Water conservation policies
 - Estimate a range of water supplies and facilities needed to support growth outlined in the Comprehensive Plan
- **Strategic Growth Element**
 - Promote infill development
 - Conserve open space
 - Supporting efficient infrastructure
- **Additional Comprehensive Plan Updates**
 - Transportation Element
 - Parks and Trails Element
 - Implementation Section

HOUSING ACTION PLAN

Housing Strategy Selection Example FOR HOUSING ACTION PLANS

STEP 1: Identify goals that need direct action

- Review housing needs assessment findings to identify gaps not addressed by existing policies
- Focus on goals with clear action needs based on housing needs assessment findings

STEP 2: Match goals to strategy types

- | PRODUCTION | PRESERVATION | PROTECTION | FUNDING |
|--|-------------------------------------|--|--|
| (zoning changes, development incentives, etc.) | (acquisition, rehabilitation, etc.) | (tenant protections, anti-displacement measures, etc.) | (dedicated revenue, partnerships, Prop. 123 and grant funds, etc.) |

STEP 3: Filter through local context

- | Staff Capacity | Community Support | Land & Infrastructure | Funding & Partners |
|----------------|-------------------|-----------------------|--------------------|
| | | | |

Finalize Housing Action Plan
Strategy Selection

- Senate Bill 24-174 (Sustainable Affordable Housing Assistance law)
- A Housing Action Plan is required by January 1, 2028
- Implementation mechanism to address the gaps identified in the Housing Needs Assessment
- “Baseline Components”
 - Findings of the Housing Needs Assessment
 - Regional housing needs allocations
 - Effect of existing zoning and density on housing development
 - Equitable and efficient housing development
 - Any areas at an elevated risk of displacement
- Housing Planning Grant Program (HPLN)
 - For Housing Needs Assessments, Housing Action Plans, and Strategic Growth Element of Comprehensive Plans
 - Round 2 closed in July
 - Future application cycles will be announced in Fall 2025
 - No minimum/maximum award amount - 25% local match required

LAND USE CODE AND POLICY UPDATES

HB25-1113



- Prohibits turf in new residential developments
- Required on or before January 1, 2028
- More information coming in September
- Commercial Landscape standards must be updated by January 1, 2026.

Completed Code Updates

- Amend dimensional standards
- Revise Parking Standards
- Expand ADU's by increasing unit size limit and updating design standards

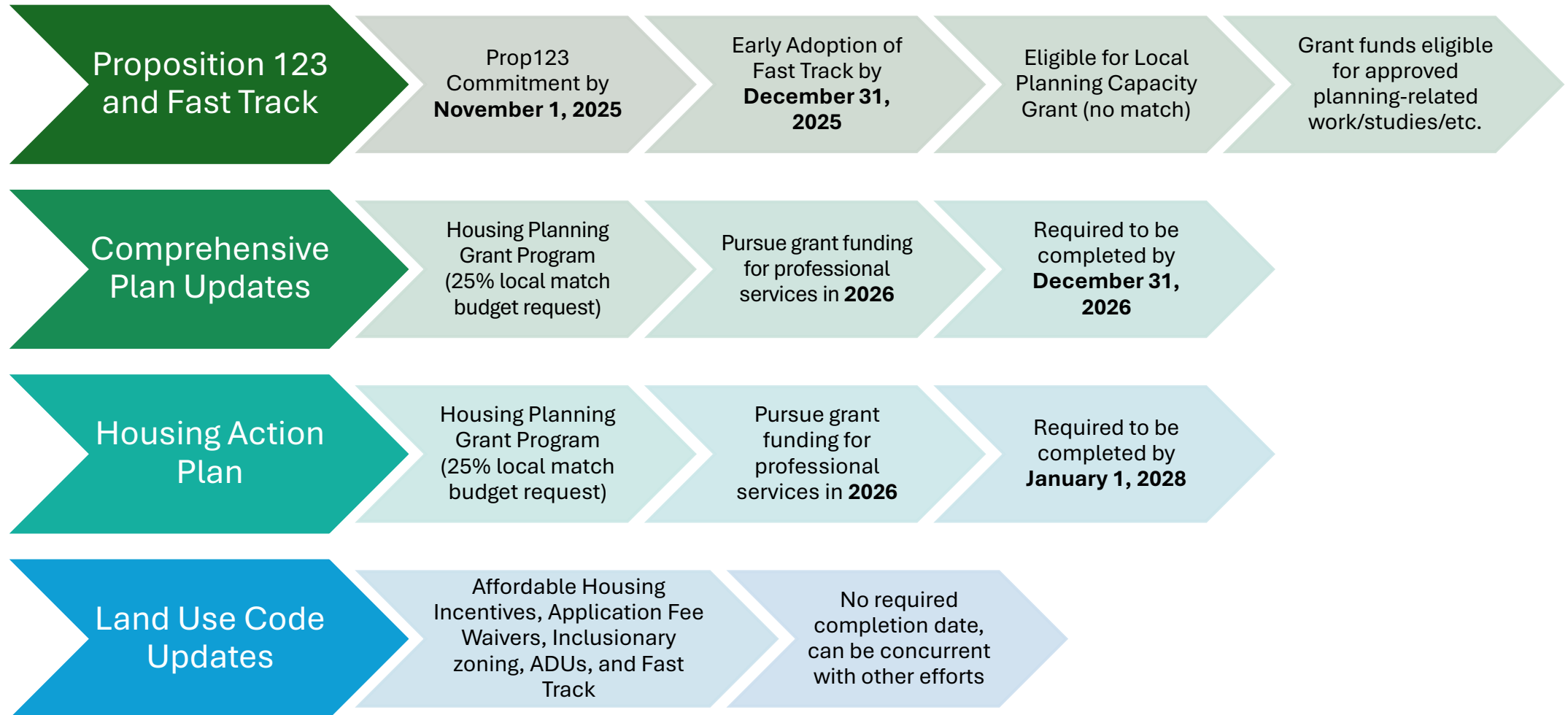
Future Code/Policy Updates

- Update the design review process to allow for special exemptions for affordable housing projects
- Expedite review timeframes for affordable housing projects
- Introduce inclusionary zoning policies
- Policy to waive or reduce permit fees for affordable housing projects
- Update ADU language to allow ADU's within PUDs and HOAs – Applicable to Subject Jurisdictions* under HB24-1152
 - *Not currently a requirement for Wellington but may voluntarily comply to become eligible for the ADU Fee Reduction and Encouragement grant program.*

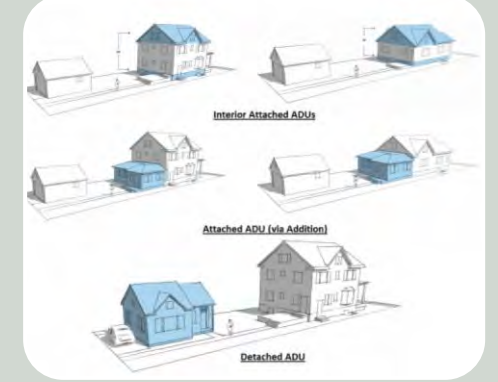
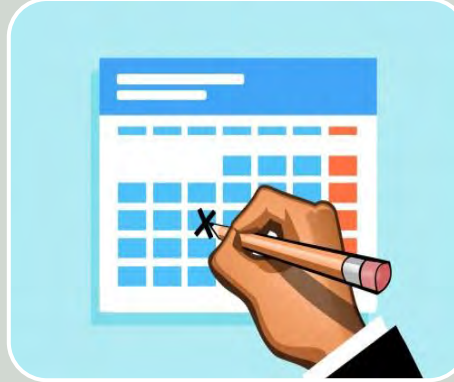
Staff Recommendations

1. Make a Proposition 123 commitment to increase affordable housing.
2. Pursue an early adoption of a Fast Track process for eligible affordable housing projects.
3. Apply for Housing Planning Grant funds, and pursue grant funding for professional services in 2026 to complete the required updates to the Comprehensive Plan and to begin the Housing Action Plan.
4. Begin Land Use Code and Policy updates to allow for special exemptions, expedited review timelines, and waived or reduced permit fees for affordable housing, to introduce inclusionary zoning, and to allow ADUs in PUDs and HOAs.

Recommended Pathways



Conclusions and Questions for Next Steps



Proposition 123

- Direct Staff to file/not file a commitment to increase affordable housing

Fast Track

- If opting into Prop123, then also provide a fast track element
- Fast Track as a policy
- Fast Track as a Code amendment

Budget Requests for Grant Opportunities (2026 and 2027)

- Housing Planning Capacity Grant Funds (25% match)
- Local Planning Capacity Grant Funds (20% match and/or no match)

Land Use Code and Policy Updates

- Voluntarily comply with HB-1152 and allow ADUs in PUDs and HOAs
- Application fee waiver/reduction for affordable projects
- Inclusionary zoning

Thank you!

Any Questions/Comments?



Board of Trustees Meeting

Date: August 12, 2025

Subject: Wellington Main Street Program Second Quarter Report

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

EXECUTIVE SUMMARY

This memo accompanies the Wellington Main Street Program's (WCMSP) 2025 quarter two report and updated workplan, providing a summary of key activities, accomplishments, and community impact from April, May, and June. As part of our continued commitment to increased communication and collaboration, these quarterly updates aim to inform the Board of Trustees, align with Town strategic priorities, and highlight tangible outcomes of the Program's work.

BACKGROUND / DISCUSSION

Quarter two focused on placemaking, community engagement, and support for small businesses. Major accomplishments this quarter include the completion of two new murals downtown, the launch of the seasonal Main Street Market, the Wellington Middle High School Walk of Fame project, and a coordinated "Shop Local" marketing campaign to drive traffic to local businesses. Additionally, the Board of Directors and committee members collectively contributed a record-breaking 760 volunteer hours this quarter, reflecting a deep commitment to the program's mission and the vitality of downtown Wellington.

As we move into Quarter three, we will continue building on this momentum with a focus on visibility, supporting local, and long-term planning. Upcoming initiatives include:

- Implementation of the Shop Local Campaign
- Participation in National Clean-Up Day on September 21 with a focus on downtown
- Continuation of Main Street Market with two additional Fall markets on September 19 and October 17
- Launch of the Historic Preservation Oral Storytelling Series
- Planning and coordination for Trick or Treat Down Main Street
- Development of a structured Volunteer Engagement Program
- Finalization of the Economic Vitality Plan
- Advancement of Cleveland Construction Committee projects in anticipation of the construction phase

CONNECTION WITH ADOPTED MASTER PLANS

The projects and initiatives of the WCMSP support key goals outlined in the Town of Wellington Comprehensive Plan and the 2025 Strategic Plan.

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

MOTION RECOMMENDATION

N/A



ATTACHMENTS

1. 2025 Q2 WCMSP BOT Report Presentation
2. 2024 - 2026 WCMSP Workplan - FINALV5



MAIN STREET PROGRAM
WELLINGTON, CO • EST. 2014

2025 QUARTER 2 REPORT

Board of Trustees Meeting

August 12, 2025

Presented by: Caitlin Morris



Executive Summary

- Q2 focused on placemaking, community engagement, and small business support
- Key accomplishments:
 - 760 volunteer hours contributed
 - 2 murals completed
 - Shop Local Campaign
 - WMHS Walk of Fame
 - Main Street Market
- Continued alignment with shared strategic goals

Mission & Strategic Priorities

- Mission Statement:
 - As Wellington grows outward, the Main Street Program is doubling down on making the heart of our community vibrant and unique, differentiating us from the rest of Northern Colorado.
- Transformation Strategies:
 - Wellington's Front Porch – nurture and preserve small town culture, celebrate what is uniquely Wellington
 - Keep Cleveland Happening – enhanced communication about construction, fierce support of our businesses
 - Shoulder to Shoulder – leverage partnerships and collaboration to advance initiatives and meet local needs



WELLINGTON STRATEGIC PLAN 2024-2026

Wellington Main Street is a results-oriented connector of community champions, with a focus on elevating the vitality of our Town's heart.

MISSION
As Wellington grows outward, the Main Street Program is doubling down on making the heart of our community vibrant and unique, differentiating us from the rest of Northern Colorado.

VISION
We've launched and are evolving a new organizational model to provide leadership and collaboration in solving complex community challenges with a focus on building a vibrant downtown.

POSITIONING STATEMENT
Wellington Main Street connects the community with local government to champion effective, community-focused solutions supporting the downtown experience economy.

The Main Street workplan is closely aligned with the Town of Wellington's Strategic Plan.



TOP STRATEGIES

To achieve our goals, Wellington Main Street is taking a strategic and focused approach. To leverage our volunteer capabilities, we are focusing our efforts on the following initiatives:

- 1. WELLINGTON'S FRONT PORCH**
Wellington's hometown charm is the envy of other places that have misplaced their small town identity. The Front Porch initiative stands to leverage all things hometown, welcoming locals and embracing visitors with our unique brand of NoCO.
- 2. KEEP CLEVELAND HAPPENING**
"Just wait until you see the finished project..." is a common refrain during renovation projects. With the planned construction on Cleveland Avenue, there will likely be times when we'd rather not see another orange cone ever. Keep Cleveland Happening seeks to support our businesses through construction, while elevating communications to bring focus to the light at the end of the tunnel.
- 3. SHOULDER TO SHOULDER**
Wellington is growing by leaps and bounds, and Main Street is proud to be a partner with other community organizations to meet local needs. Working with the Town, we are the champions of growing our small business retail district to support economic development. As a partner, we're here to leverage and support collaborators for the greater good.

With our 2023 reorganization (to a Board with part-time Town Staffing support), many of the items previously on our workplan have shifted out of the Workplan and into our regular action agenda managed by staff. With this adjustment, our goal is to focus the Board on key initiatives that need targeted and deliberate attention during the year.



DESIGN

- Alley Enhancement Project
- Develop Public Art & Mural Program Strategy 2025

ORGANIZATION

- Establish Wellington Front Porch Team to Define Goals

PROMOTION

- Expand Historic Tours to Encompass Storytelling Series and Meetups
- Love Where You Live Campaign + Fundraiser

ECONOMIC VITALITY

- Explore PlacerAI Cell Data



DESIGN

- Annual Color Program (flower planters) Simplification in 2025 and total revamp 2026
- Refresh Main Street/Community Signage + Banners
- Formalize Main Street's Presence and Participation in the Construction Process
- Define Measures of Success
- Exterior Sign and Awning Grant - Temporary Signs

ORGANIZATION

- Explore a Block Captain Program or Subcommittee to Enhance Communication & Quick Problem Solving During Construction
- Create and Promote Business Development Strategies for Owners through Various Stages of Construction; Develop Business Toolkit

PROMOTION

- Events - Review, Revamp, Relaunch Strategy
- Complete Budgeting Request for Promotions During Construction
- Support Communications Strategy for Construction Updates
- Trick or Treat Down Main Street - Streamlined 2025 Plan, 2026 Revamp

ECONOMIC VITALITY

- Create Business Loyalty Strategy During Construction



DESIGN

- Downtown Clean-up Program (Spring/Fall)
- Holiday Decorations - Simplify in 2025; revamp 2026

ORGANIZATION

- Review Board/Committee Composition + Recruitment Strategy
- Explore Fundraising Strategy + Friends of Main Street
- Finalize WCMSP Policy Manual
- Develop Volunteer Engagement Program

PROMOTION

- Main Street Market Evolution

ECONOMIC VITALITY

- Define what "Economic Vitality" means in relation to Main Street activities
- Explore Feasibility of Urban Renewal or Downtown Development Authority
- Downtown Business Inventory



ALIGNMENT

The Town's Plan includes four key categories of action, which are indicated by the following icons:

- ALIGNED WITH TOWN MISSION AND VISION
- ENSURE STRONG TOWN OPERATIONS
- GROW RESPONSIBLY
- FOSTER ECONOMIC VIBRANCY
- CULTIVATE & NURTURE COMMUNITY SPACES

Support & Services Utilized in Quarter 2



- Knowledge & resources
- Templates & tools
- Main Street Now Conference

- Scholarship Funding
- Technical Assistance
- Consulting Services
- Webinars
- Annual Main Street Managers Summit
- Mini-grant Funding
- Pickaxe Funding

- Staffing
- Community Events
- Fiscal Agent
- Marketing & Promotion

Organization & Financial Sustainability

Focus: Internal Capacity & Collaboration

- Annual Board Retreat
- Volunteer engagement
- New partnerships
- Fundraising
 - Sponsorships: \$3,950
 - Grants: \$2,000
 - Donations: \$750

TABLED/PENDING:

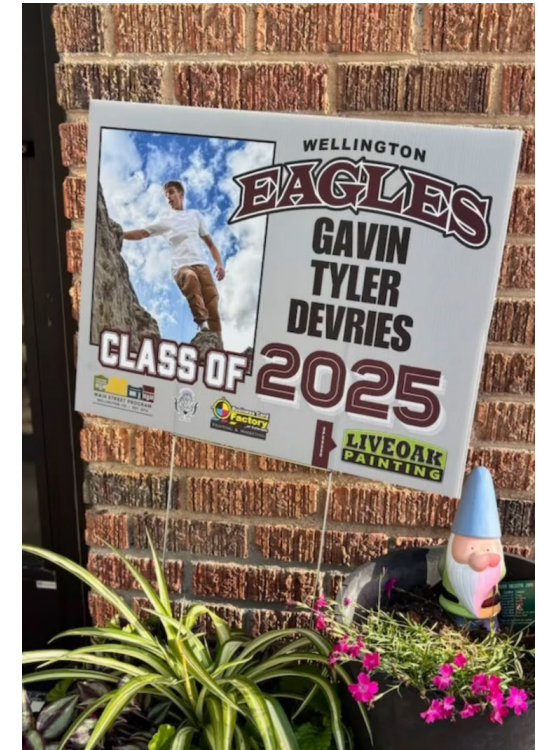
- Policy Manual
- Volunteer Engagement Program



Promotions Committee

Focus: Visibility, Events, Local Engagement

- Shop Local Marketing Campaign
 - WMHS Walk of Fame
 - Cleveland Construction marketing & communications
 - Events
 - Earth Day Spring Clean-Up
 - Wellington Brewfest & Wine Tasting
 - Main Street Market
 - 4th of July
- TABLED/PENDING
- Selection of Website & Graphic Design Firm





2025 Events – Completed and Underway

Event	Date	Attendance	Amount Fundraised	# of Businesses
St. Paddy's Parade & Festival	March 15	2,500-3,000 attendees	\$2,500 <i>Collaboration with Town of Wellington</i>	60+ local businesses participated
Earth Day Spring Clean Up	April 22	32 volunteers	N/A	TBD
Wellington Brewfest & Wine Tasting	June 7	TBD	TBD	23 regional businesses participated
Main Street Market	June 13-August 22	Varies	TBD	30+ local vendors



Design Committee

Focus: Placemaking & Physical Enhancements

- 2 Murals Completed
- Outdoor Xylophone Installed at Centennial Park
- Annual Color Program
 - Summer plants
- Sign & Awning Grant Program
 - Temporary signage for Cleveland Construction

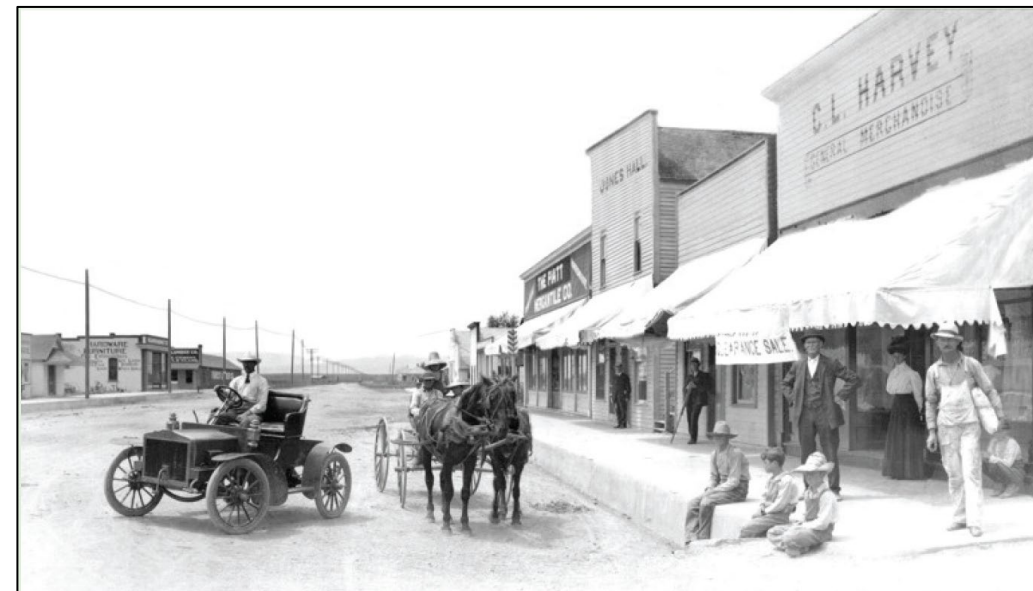
WELLINGTON MAIN STREET



Historic Preservation Committee

Focus: Preserving community stories, building connection, and celebrating Wellington's past

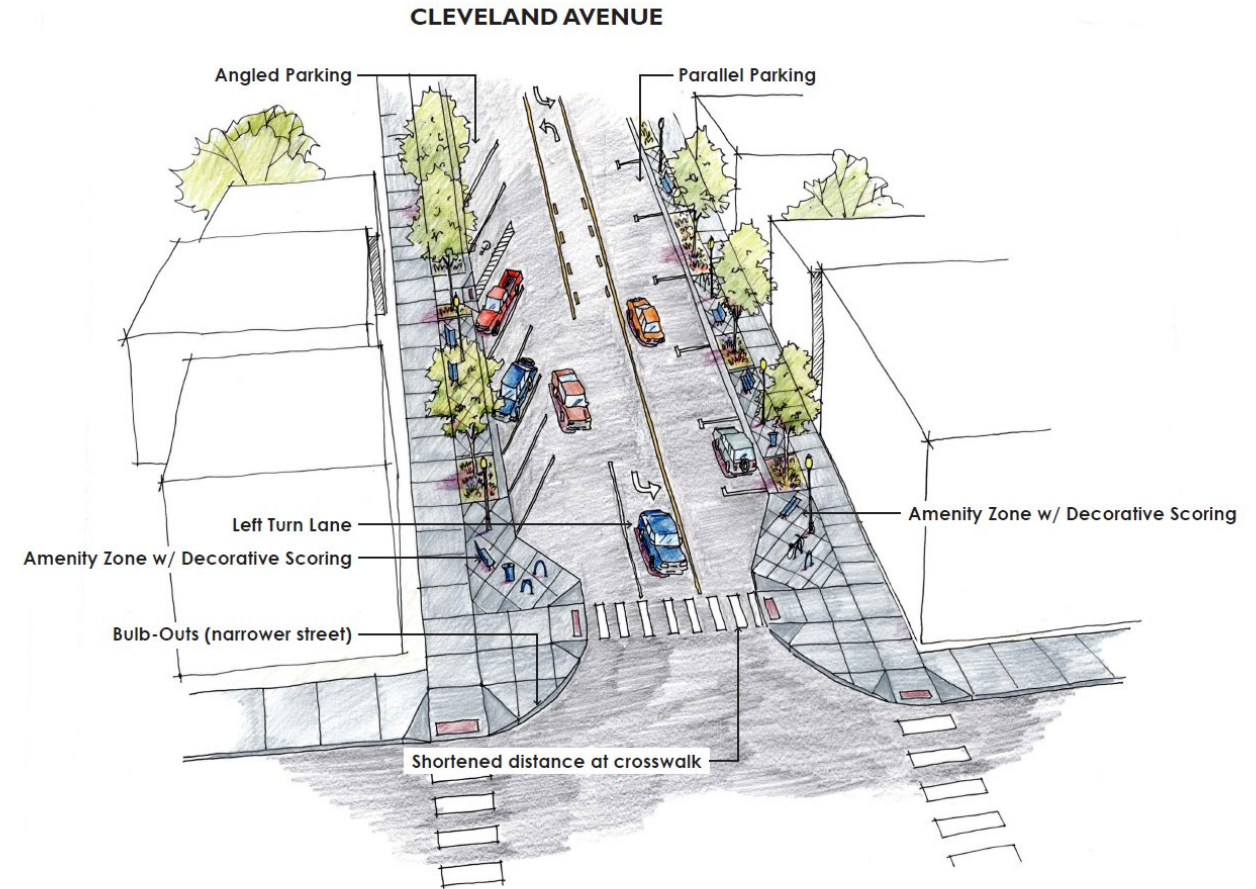
- Oral Storytelling Series
 - Connections with locals
 - Collaboration with WMHS History Department
- Community Meet Ups
 - Opportunities to share memories, photos, and connections
- Historic Tours (guided and self-guided)
 - Part of events
 - Updated printed tour guide



C3 Committee

Focus: Development of priorities and business support strategies in anticipation of construction phase

- DOLA Grant Funding for new renderings
- Highlights from July 15 Town Hall Meeting
- Identified priorities:
 - Direct Business Support
 - Signage
 - Parking
 - Marketing & Communications
 - Community Engagement



2025 Q2 Program Impact



~1160+ Volunteer Hours



~\$600 Fundraised (as of 4/14)



13 out of 15 Partnerships & Collaborations engaged



3,000+ Community Members Engaged



3 Vacant Properties Sold/Leased



2 New Businesses (Thru the Paint Brush/Creative)



Increased Social Media Presence & Engagement

What's Ahead (Q3 Preview)

Focus: focus on visibility, supporting local, and long-term planning.

- Implementation of the Shop Local Campaign
- Participation in National Clean-Up Day on September 21 with a focus on downtown
- Continuation of Main Street Market with two additional Fall markets on September 19 and October 17
- Launch of the Historic Preservation Oral Storytelling Series
- Planning and coordination for Trick or Treat Down Main Street
- Development of a structured Volunteer Engagement Program
- Finalization of the Economic Vitality Plan
- Advancement of Cleveland Construction Committee projects in anticipation of the construction phase



THANK YOU!

Visit our website: www.wellingtonmainstreet.org

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(970)657-3486





2025 Workplan & Operational Tasks by Quarter

Version 5 - Last updated 8/1/25

NOTE: In the workplan below, there are references to the four phases of a project lifecycle: Define, Design, Do, Debrief. Included here are definitions for each phase to help clarify the work that is happening.

Define: Initiation phase to clarify goals, scope, resources, and team roles—determining WHAT needs to be achieved and WHY.

Design: Planning phase to outline HOW and WHO will complete the project.

Do: Execution phase, where plans are implemented, progress is tracked, and risks are managed.

Debrief: Close-out phase, where the team reviews what went well, what didn't, and what we will do differently next time.

TIMING (Q1-Q4)	PROJECT PROGRAM EVENT	STATUS	NOTES
Q1	Board approves updated 2025 Workplan, Budget, Roles & Responsibilities	Operations - Complete	
Q1	Board votes on Officers and Committee Chairs	Operations - Complete	
Q1	Board Meetings (January, February, March)	Operations - Complete	
Q1	Committee Meetings (January, February, March)	Operations - Complete	
Q1	Monthly Financials - tracking and reports (January, February, March)	Operations - Complete	
Q1	Monthly newsletters (January, February, March)	Operations - Complete	Content added to Town of Wellington and Chamber of Commerce newsletters
Q1	Monthly website updates (January, February, March)	Operations - Complete	Several updates made in March and many more currently in progress.
Q1	Monthly Policies & Processes Discussion (January, February, March)	Operations	Tabled to accommodate more urgent workplan priorities. Will revisit in Q2.
Q1	Board onboarding, orientation, training	Operations - Complete	Ongoing training will be provided throughout the year.
Q1	Annual MSA Accreditation Assessment review with DOLA (January)	Operations - Complete	Assessment was completed and reviewed by DOLA on February 16, 2025
Q1	Annual MSA Accreditation Assessment (March)	Operations - Complete	The WCMSP accreditation assessment was accepted by Main Street America and the program is once again accredited.
Q1	DOLA Q1 Report (Due April 15)	Operations - Complete	
Q1	Monthly DOLA training webinars (January, February, March)	Operations - Complete	February - Destination Stewardship, March - Retail Merchandising
Q1	Monthly Community Conversations Zoom with all Colorado Managers (January, February, March)	Operations - Complete	
Q1	Monthly 1:1 Check in Meetings with DOLA	Operations - Complete	Program Manager meets with Traci Stoffel and Gayle Langley monthly.
Q1	Grants: Identify 2025 opportunities to pursue, complete applications that are due	Operations - Complete	Identifying and applying for grants is an ongoing effort. No grants have been applied for yet in 2025.
Q1	RFQ for Website & Graphic Design Contractor (February/March)	Operations - Complete	Updated from January/February to February/March
Q1	Q1 Report to Board of Trustees (April 22, 2025)	Operations	Report presentation scheduled for April 22 Board of Trustees meeting.

Q1	2025 Marketing & Communications Plan (Define/Design/Do)	Operations	Draft of plan has been created and presented. Final plan still in progress, pending implementation of Shop Local Marketing Campaign
Q1	Exterior Sign and Awning Grant - Regular Program (Do - continued)	Operations - Complete	5 grants completed, 1 pending, 1 declined
Q1	Main Street Market (Define/Design)	Active - Complete	We entered the "Do" phase of the project in early March. This year's markets will be on Fridays from 4:30-7:30 pm starting June 13 and ending August 22.
Q1	Exterior Sign and Awning Grant - Temporary Signs (Define/Design)	Active - Complete	A draft of the temporary expansion for temporary signs for businesses directly impacted by Cleveland Ave construction has been created and presented to Board.
Q1	Downtown Clean-up Program (Spring - Define/Design)	Active - Complete	The Earth Day Spring Clean Up is scheduled for Tuesday, April 22 from 3:30-6:30 pm. The clean up is focused on the downtown area and our goal is to have 60+ volunteers.
Q1	Annual Color Program (flower planters) Simplification in 2025 and total revamp 2026 (Define/Design)	Active - Complete	The 2025 Annual Color Program will follow the established format. Planters will be relocated as needed once Cleveland Ave construction begins. Plans for 2026 are pending, contingent on construction timelines.
Q1	Expand Historic Tours to Encompass Storytelling Series and Meetups (Define/Design)	Active - Complete	The Historic Preservation Committee has met twice to define goals and identify priorities. The Oral Storytelling Series and Meetups are currently in the "define phase". More information will become available in Q2.
Q1	Trick or Treat Down Main Street - Streamlined 2025 Plan, 2026 Revamp (Define)	Active - Complete	Based on the current Cleveland Ave construction timeline, we believe the event can proceed as it has in past years.
Q1	Love Where You Live Campaign & Fundraiser (Define/Design/Do)	Active - Complete	This campaign and fundraiser is currently ongoing. Aspects of it will be incorporated into the DOLA community video and Shop Local Marketing Campaign.
Q1	Fundraising Strategy + Friends of Main Street (Define/Design)	Active	The 2025 Fundraising Strategy has been developed. The Friends of Main Street has been tabled for Q1, pending an in depth discussion during the 2025 Board Retreat on May 19.
Q1	Volunteer Engagement Program (Define/Design/Do)	Active - Complete	A draft of the 2025 Volunteer Engagement Program has been created. Project updated from "Define/Design/Do" to "Define/Design".
Q1	Refresh Main Street/Community Signage + Banners (Mini-grant, Define/Design/Do)	Active	District-style signs are being quoted as part of the mini-grant project. Additional Main Street signage and banners are tabled, pending the Cleveland Ave construction project and signage plan.
Q1	Alley Enhancement Project (Define/Design/Do)	Active	Updated task to remove mini-grant language. This is not part of the mini-grant. Some discussions regarding the priority of the alleys and a plan for maintenance and upkeep has been discussed through the C3 Committee. More information will become available in Q2.
Q1	Develop Public Art & Mural Program Strategy 2025 (Mini-grant, Define/Design)	Active - Complete	Murals are planned as part of the mini-grant funding. Permit requests and agreements with building owners are underway. A Call for Artists was launched and closed April 13. Painting is anticipated to begin by May 1.
Q1	Establish Wellington Front Porch Team to Define Goals (determine next steps)	Active	This topic will be discussed in depth during the 2025 Board Retreat on May 19 with a DOLA provided facilitator. More information will be available in Q2.
Q1	Cleveland Construction Project (Define/Design: Formalize Main Street's presence and participation, Define measures of success)	Active - Complete	The Program Manager, in collaboration with a community volunteer, established a committee comprised of WCMSP Board members, Chamber Board members, Main Street business and property owners, and Town Staff. Named 'C3', the committee has been meeting monthly since January and has already identified several priorities and completed work on these projects.
Q1	Define what "Economic Vitality" means in relation to Main Street activities (Define/Design: Board approve creating new committee)	Active	This topic will be discussed in depth during the 2025 Board Retreat on May 19 with a DOLA provided facilitator. More information will be available in Q2.
Q1	Events - Review, Revamp, Relaunch Strategy	Complete	Most 2025 events will remain the same. 2026 events will be heavily impacted by construction. Board has determined not to cancel but revamp 2026 events and still keep them downtown even during construction.
Q1	New: St. Paddy's Parade & Festival (Define/Design/Do)	Complete	Collaborated with the Town of Wellington and Chamber of Commerce to produce the inaugural event, which was a great success. Would like to do again in 2026 but with a longer planning timeframe to increase participation.
Q1	DOLA Mini-grant: Shop Local Marketing Campaign (Define/Design)	Active - Complete	Slate Communications was hired to help facilitate the Shop Local Marketing Campaign. The Marketing plan has been developed, campaign slogan and marketing materials selected, some videography and photography captured.
Q1	New: DOLA Community Video (Define/Design/Do)	Active - Complete	Worked with Slate Communications to capture content for the community video funded by DOLA.
Q2	Board Meetings (April, May, June)	Operations - Complete	
Q2	Committee Meetings (April, May, June)	Operations - Complete	
Q2	Monthly Financials - tracking and reports (April, May, June)	Operations - Complete	
Q2	Monthly newsletters (April, May, June)	Operations - Complete	Content added to Town of Wellington and Chamber of Commerce newsletters
Q2	Monthly website updates (April, May, June)	Operations	Tabled until contractor has been selected and hired
Q2	Monthly Policies & Processes Discussion (April, May, June)	Operations	Tabled to accommodate more urgent workplan priorities. Will revisit in Q2.
Q2	DOLA Q2 Report (Due July 15)	Operations - Complete	Report presentation scheduled for August 12 Board of Trustees meeting.
Q2	Monthly DOLA training webinars (April, May, June)	Operations - Complete	May - Volunteer engagement, June - historic preservation/oral storytelling
Q2	Monthly Community Conversations Zoom with all Colorado Managers (April, May, June)	Operations - Complete	
Q2	Monthly 1:1 Check in Meetings with DOLA	Operations - Complete	
Q2	Q2 Report to Board of Trustees (August 12, 2025)	Operations - Complete	
Q2	Grants: Complete applications that are due	Operations - Complete	Applied for and received grant from Bohemian Foundation for music at Main Street Market, DOLA Pickae funding for Cleveland Ave renderings



Q2	Annual Board Retreat (with DOLA consultant)	Operations - Complete	Completed on May 12 with Ayers and Associated
Q2	Annual Main Street Now Conference (required)	Operations - Complete	Blair Peterson and Caitlin Morris attended conference on 4/6-4/9
Q2	2025 Marketing & Communications Plan (Do)	Operations - Complete	
Q2	Exterior Sign and Awning Grant - Regular Program (Do - continued)	Operations - Complete	No new applications received.
Q2	Board selects Website & Graphic Design Contractor (May)	Operations	Updated from February to May and changed from Q1 to Q2, Tabled until Q3 due to Shop Local Campaign
Q2	Mini-grant reporting & wrap-up (Due June 2025)	Operations - Complete	Completed grant report for 2 new murals, xylphone and shop local campaign by deadline of June 30, 2025
Q2	Main Street Market (Do)	Active	Main Street Markets began on June 13 and will run on Fridays until August 22. Two new fall markets have been scheduled for September 19 and October 17.
Q2	Exterior Sign and Awning Grant - Temporary Signs (Do)	Active - Complete	Draft of temporary expansion for temporary signs has been drafted. Next phase will be completed in Q3.
Q2	Downtown Clean-up Program (Spring - Do/Debrief)	Active - Complete	Earth Day Spring Clean Up event was on August 22.
Q2	Downtown Clean-up Program (Fall - Define/Design)	Active - Complete	Planned for September 20 in collaboration with Town of Wellington and Wellington Clean-up Crew
Q2	Annual Color Program (flower planters) Simplification in 2025 and total revamp 2026 (Do)	Active - Complete	Summar plants were planted on early June. Partnership with Harvest Farms providing regular ongoing maintenance.
Q2	Expand Historic Tours to Encompass Storytelling Series and Meetups (Design/Do)	Active - Complete	Working with WMHS History Department on first phase of oral storytelling series.
Q2	Trick or Treat Down Main Street - Streamlined 2025 Plan, 2026 Revamp (Design)	Active - Complete	No changes will be made to 2025 event.
Q2	Love Where You Live Campaign & Fundraiser (Do)	Active - Complete	
Q2	Fundraising Strategy + Friends of Main Street (Do)	Active - Complete	Discussed in Board retreat.
Q2	Volunteer Engagement Program (Do)	Active - Complete	Draft has been completed, will be completed in Q3.
Q2	Refresh Main Street/Community Signage + Banners (Mini-grant, Do)	Active	
Q2	Alley Enhancement Project (Mini-grant, Do)	Active	
Q2	Develop Public Art & Mural Program Strategy 2025 (Mini-grant, Do)	Active - Complete	Two new murals were completed at Wellington Grill and Thistle. Creating inventory and walking tour of all existing murals. Updating maintenance agreements.
Q2	Cleveland Construction Project (Define/Design: Support communications strategy for construction updates, Explore block captain program or subcommittee)	Active - Complete	C3 committee projects are underway.
Q2	Design what "Economic Vitality" means in relation to Main Street activities (Design/Do:work with new committee)	Active - Complete	Discussed in Board retreat, to be implemented in Q3.
Q2	Downtown Business Inventory	Active	
Q2	DOLA Mini-grant: Shop Local Marketing Campaign (Design/Do)	Active - Complete	Initial plan has been completed with an inventory of graphics, templates, media, and resources to implement beginning in Q3.
Q3	Board Meetings (July, August, September)	Operations	
Q3	Committee Meetings (July, August, September)	Operations	
Q3	Monthly Financials - tracking and reports (July, August, September)	Operations	
Q3	Monthly newsletters (July, August, September)	Operations	
Q3	Monthly website updates (July, August, September)	Operations	
Q3	Monthly Policies & Processes Discussion (July, August, September)	Operations	
Q3	DOLA Q3 Report (Due October 15)	Operations	
Q3	Monthly DOLA training webinars (July, August, September)	Operations	
Q3	Monthly Community Conversations Zoom with all Colorado Managers (July, August, September)	Operations	
Q3	Monthly 1:1 Check in Meetings with DOLA	Operations	
Q3	Q3 Report to Board of Trustees (October 28, 2025 - TBC)	Operations	
Q3	Grants: Complete applications that are due	Operations	



Q3	Complete annual Secretary of State Report	Operations	
Q3	Annual Main Street Managers Summit (required)	Operations	
Q3	Annual Board/Committee Recruitment	Operations	
Q3	2025 Marketing & Communications Plan (Do)	Operations	
Q3	Exterior Sign and Awning Grant - Regular Program (Do - continued)	Operations	
Q3	Main Street Market (Do)	Active	
Q3	Exterior Sign and Awning Grant - Temporary Signs (Do)	Active	
Q3	Downtown Clean-up Program (Fall - Do)	Active	
Q3	Annual Color Program (flower planters) Simplification in 2025 and total revamp 2026 (Do)	Active	
Q3	Expand Historic Tours to Encompass Storytelling Series and Meetups (Do)	Active	
Q3	Trick or Treat Down Main Street - Streamlined 2025 Plan, 2026 Revamp (Do)	Active	
Q3	Love Where You Live Campaign & Fundraiser (Do)	Active	
Q3	Fundraising Strategy + Friends of Main Street (Do)	Active	
Q3	Volunteer Engagement Program (Do)	Active	
Q3	Develop Public Art & Mural Program Strategy 2025 (Mini-grant, Do/Debrief - determine next steps and future of program)	Pending/Incubator	
Q3	Cleveland Construction Project (Do: Execute Communications Strategy, Activate Committee, Complete budget request for increased promotions, create business loyalty strategy during construction, Develop Business Toolkit)	Pending/Incubator	
Q3	Implement "Economic Vitality" activities in relation to Main Street (Do)	Pending/Incubator	
Q4	Board Meetings (October, November, December)	Operations	
Q4	Committee Meetings (October, November, December)	Operations	
Q4	Monthly Financials - tracking and reports (October, November, December)	Operations	
Q4	Monthly newsletters (October, November, December)	Operations	
Q4	Monthly website updates (October, November, December)	Operations	
Q4	Monthly Policies & Processes Discussion (October, November, December)	Operations	
Q4	DOLA Q4 Report (Due January 15)	Operations	
Q4	Monthly DOLA training webinars (October, November, December)	Operations	
Q4	Monthly Community Conversations Zoom with all Colorado Managers (October, November, December)	Operations	
Q4	Monthly 1:1 Check in Meetings with DOLA	Operations	
Q4	Q4 Report to Board of Trustees (December 30, 2025 - TBC)	Operations	
Q4	Grants: Complete applications that are due	Operations	
Q4	Annual Board/Committee Recruitment	Operations	
Q4	Annual Dinner/Board Member Voting	Operations	
Q4	2025 Marketing & Communications Plan (Do/Debrief)	Operations	
Q4	Exterior Sign and Awning Grant - Regular Program (Do - continued)	Operations	
Q4	Main Street Market (Debrief)	Active	



Q4	Exterior Sign and Awning Grant - Temporary Signs (Do & Interim debrief to determine how long to provide)	Active	
Q4	Downtown Clean-up Program (Fall - Debrief)	Active	
Q4	Annual Color Program (flower planters) Simplification in 2025 and total revamp 2026 (Do/Debrief)	Active	
Q4	Expand Historic Tours to Encompass Storytelling Series and Meetups (Do/Debrief)	Active	
Q4	Trick or Treat Down Main Street - Streamlined 2025 Plan, 2026 Revamp (Do/Debrief)	Active	
Q4	WCMSP Policy Manual: Final approval from Board	Active	
Q4	Love Where You Live Campaign & Fundraiser (Do/Debrief)	Active	
Q4	Fundraising Strategy + Friends of Main Street (Do/Debrief)	Active	
Q4	Volunteer Engagement Program (Do/Debrief)	Active	
Q4	Implement "Economic Vitality" activities in relation to Main Street (Do)	Pending/Incubator	
Q4	Develop Public Art & Mural Program Strategy 2025 (Mini-grant, Debrief - determine next steps and future of program)	Pending/Incubator	
Q4	Cleveland Construction Project (Do/Interim Debrief/Implement different strategies if needed: Execute Communications Strategy, Activate Committee, Increased promotions, Activate business loyalty strategy, Activate Business Toolkit)	Pending/Incubator	

WORKPLAN ITEMS NOT ADDED ABOVE (see comments)

Cont.	Board/Committee Composition/Recruitment	Active	
Q3	Explore Urban Renewal or Downtown Development Authority	Pending/Incubator	Revisit in 2026.
	Holiday Decorations	Pending/Incubator	Will wait until after Cleveland Ave. Construction.
Cont	Explore PlacerAI Cell Data	Pending/Incubator	
Q1	2024 Annual Report to Board of Trustees (12/10/24)	Removed	Prior year reports have given in Q1, but 2024 report was provided on 12/10/24.
Q1	Refresh Main Street/Community Signage + Banners (Mini-grant, Define/Design/Do)	Pending/Incubator	

The Wellington Main Street Workplan is closely aligned with the Town of Wellington's Strategic Plan. The icons to the right illustrate the four primary focus areas of the Town's plan, along with Mission and Vision. These icons are included next to WMS action items where aligned.	MISSION/VISION (GENERAL)	
	ENSURE STRONG TOWN OPERATIONS	
	GROW RESPONSIBLY	
	FOSTER ECONOMIC VIBRANCY	
	CULTIVATE/NURTURE COMMUNITY SPACES	



Board of Trustees Meeting

Date: August 12, 2025
Subject: July 22, 2025 Meeting Minutes

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

EXECUTIVE SUMMARY

Attached are the meeting minutes from the July 22, 2025 Board of Trustees Meeting.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Approve the minutes on the consent agenda.

MOTION RECOMMENDATION

- Option 1) Move to approve the consent agenda.
Option 2) Move to approve the July 22, 2025 Meeting Minutes

ATTACHMENTS

1. 7-22-2025 Minutes



BOARD OF TRUSTEES
July 22, 2025
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Minutes

A. WORK SESSION

1. Liquor Licensing Hearing Officer Training

B. CALL TO ORDER

Mayor Chaussee called the meeting to order at 7:00 pm.

1. Pledge of Allegiance
Mayor Chaussee asked for all to rise for the pledge of allegiance.
2. Roll Call
The Clerk noted a quorum with the following roll call:
Cannon – present
Dailey – absent
Moyer – absent
Tietz -present
Wiegand – present
Mason – present
Chaussee – present
3. Amendments to Agenda
Mayor Chaussee asked if there were any amendments to the agenda and there were none.
4. Conflict of Interest
Mayor Chaussee asked if there were conflicts of interest to the agenda and there were none.

C. COMMUNITY PARTICIPATION

1. Public Comment
There was no public comment.

D. PRESENTATION

1. Town of Wellington, Colorado Financial Statements with Independent Auditor's Report for December 31, 2023

Nic Redavid, Finance Director/Treasurer, presented the 2023 Audit report and noted it has been received by the State Auditor. It was shared that all delayed revenues from property taxes and conservation trust fund have been authorized for release.

The Board expressed appreciation for staff's work on the audit, and expressed gratitude for Mr. Redavid's work in the Finance Department.

E. CONSENT AGENDA

1. July 8, 2025 Meeting Minutes
2. Resolution No. 26-2025: Resolution of the Town of Wellington, Colorado Considering a Contract for Roof Replacement Services at the Water Reclamation Facility
3. Consent to Authorize Town Treasurer to Sign Hinkle & Company, PC Engagement Letter for Audit of 2024 Financial Statements

Trustee Tietz moved to approve the consent agenda

Mayor Pro Tem Mason seconded and the motion passed.

F. ACTION ITEMS

1. Resolution No. 27-2025 - A Resolution Approving the Municipal Law Enforcement Services Agreement by and between Larimer County, Colorado and the Town of Wellington, Colorado

Patti Garcia, Town Administrator, noted this contract would have a start date of January 1, 2026, and this item would be for the contract only. The LCSO budget would be brought to the Board later in the year. The contract the Town is operating under requires a new contract to be adopted prior to the end of the current contract period, bringing this item to the Board prior to the budget request.

Sergeant Russel Downing noted work in the Town regarding vandalism issues, with staff looking to pursue information related to these incidents into the school year.

The Board asked about the previously worded 5-year contract to open ended, as presented. Ms. Garcia noted it was to maintain consistency and timely renewal. Dan Sapienza, Town Attorney, noted the contract can still be terminated in 180 days, which is the same as before, however the time span is now open-ended, and this contract would be consistent with other municipalities LCSO contracts with.

Appreciation for the work LCSO does in the community was expressed.

Trustee Cannon moved to approve Resolution No. 27-2025 approving the Municipal Law Enforcement Services Agreement by and between Larimer County, Colorado and the Town of Wellington, Colorado

Trustee Tietz seconded and the motion passed.

2. Boys & Girls Club of Larimer County - Follow up to Funding Request

Ms. Garcia noted the previous request that the Board approved and offered some options for the Board to consider if they would like related to Daren Roberson's offer to match funding, as offered in the previous Board meeting.

The Board discussed the potential of funds being needed elsewhere, such as the Senior Center and the HUG grant, and the importance of investing in the kids in the community.

Overall the discussion centered around the amount of additional funds with the request for Mr. Roberson to match the funding.

Mayor Pro Tem Mason moved to approve an additional \$238 from the Board Discretionary fund with a request to Daren Roberson, Sage Homes, to match \$5,000 for a total of \$10,238 which is the funding gap identified in the application

Trustee Tietz seconded and the motion passed.

G. REPORTS

1. Town Attorney
There was no Town Attorney report.
2. Town Administrator
Ms. Garcia noted boardroom equipment updates coming up. Recent legislation changes were noted, with presentations coming to the Board shortly.
3. Staff Communications
Items were included in the packet.
 - a. BOT Planning Calendar
 - b. Treasurer's Report (May 2025)
 - c. Report of Bills (May 2025)
 - d. Utilities Report (June 2025)
 - e. Larimer County Sheriff's Office Report (June 2025)
4. Board Reports

There were no Board reports.

Zachary Wartenbe, Deputy with Larimer County Sheriff's Office, spoke to the recent vandalism, and upcoming events at Wellington Schools.

H. ADJOURN

Mayor Chaussee adjourned the meeting at 7:37 p.m.

Calar Chaussee, Mayor

Hannah Hill, Town Clerk

Board of Trustees Meeting

Date: August 12, 2025

Subject: Resolution No. 27-2025: Adjusting Appropriations - Hardship Utility Grant

- **Presentation:** Nic Redavid, Finance Director/Treasurer

EXECUTIVE SUMMARY

A reallocation of budget appropriations for fiscal year 2025 to fund additional Hardship Utility Grant awards.

BACKGROUND / DISCUSSION

The Board of Trustees established the Hardship Utility Grant (HUG) program in 2021 to support residents facing financial hardship and struggling to pay their municipal utility bills. The program provides a credit of up to \$300 per calendar year to eligible applicants' utility accounts.

In 2024, the program awarded 103 grants. For fiscal year 2025, the budget included funding for 40 grant awards. As of July 25, 2025, 33 grants have been awarded.

Recognizing the positive impact of this program, the Board directed staff to evaluate options for increasing the number of available grants. Due to unexpended funds in the Information Technology budget resulting from a mid-year hire, Finance is recommending a reallocation of those funds to the HUG program. This reallocation would support up to 105 total grants for 2025.

CONNECTION WITH ADOPTED MASTER PLANS

Strategic Plan 2025-2029 - Mission Statement: Our mission is to provide outstanding municipal services for our community of today and tomorrow.

FISCAL IMPLICATIONS

This action would increase the Hardship Utility Grant fund by \$19,500, bringing the total available grant funding for 2025 to \$31,500. The increase will be offset by a corresponding \$19,500 decrease in the General Fund – Information Technology – Wages and Salaries budget.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 27-2025.

MOTION RECOMMENDATION

Move to approve Resolution No. 27-2025 - Adjusting Appropriations - Hardship Utility Grant

ATTACHMENTS

1. Resolution No. 27-2025 Adjusting Appropriations - Hardship Utility Grant

TOWN OF WELLINGTON
RESOLUTION NO. 27-2025

A RESOLUTION ADJUSTING APPROPRIATIONS OF THE TOWN OF WELLINGTON, COLORADO FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING ON DECEMBER 31, 2025

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado, approved the budget for the fiscal year beginning January 1, 2025, and ending on December 31, 2025, by Resolution No. 60-2024 on November 19, 2024; and

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado established the Hardship Utility Grant program in 2021; and

WHEREAS, the Hardship Utility Grant program awarded 103 grants in 2024; and

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado acknowledges additional funding is needed to ensure residents in need can receive assistance; and

WHEREAS, unexpended funds in Information Technology – Wages & Salaries are available to be reappropriated and support 105 grants in 2025; and

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado, desires to make adjustments to appropriations for fiscal year 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

Section 1. The following adjustments to appropriations are hereby made for the Town of Wellington, Larimer County, Colorado, for the fiscal year beginning January 1, 2025, and ending December 31, 2025.

Account	Account Title	2025 Budget as Approved	Adjustment	2025 Budget as Adjusted
201-17-5100	General Fund – Information Technology – Wages & Salaries	\$120,000	\$(19,500)	\$100,500
201-11-5952	Hardship Utility Grant	\$12,000	\$19,500	\$31,500

Upon a motion duly made, seconded, and carried, the foregoing Resolution was adopted this 12th day of August 2025.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk



Board of Trustees Meeting

Date: August 12, 2025

Subject: Resolution No. 28-2025 – A Resolution of the Town of Wellington Accepting Construction of the Water Reclamation Facility Expansion Project

- **Presentation:** Nathan Ewert P.E., Deputy Director of Public Works and Engineering

EXECUTIVE SUMMARY

As part of project closeout, Colorado Department of Public Health and Environment (CDPHE) Grants and Loans Unit requires a resolution letter that accepts construction of Wellington's Water Reclamation Facility Expansion Project partially funded by Colorado Water Resources and Power Development Authority Water Pollution Control Revolving Fund.

BACKGROUND / DISCUSSION

In December 2020, Wellington contracted with Jacobs Engineering Group for design and construction services for the Town's Water Reclamation Facility (WRF) Expansion Project. Incorporating future growth needs, the WRF's expanded capacity was designed at 1.75 MGD, almost doubling the existing plant's capacity. In June 2021, the Town contracted with Moltz Construction Inc. (Moltz) as the general contractor for the project. Jacobs' 90 percent design was completed in December 2021, and after Town Board approval of the project's Guaranteed Maximum Price (GMP) on February 22, 2022 (\$47,900,984.00), the Town issued Moltz a Notice to Proceed with construction effective on April 19, 2022.

Shortly after construction started, staff began furnishing monthly Project Status Summary Reports to the Board. These reports provided updates on schedules, construction activities, issues, and contingencies and included a running tally on weather days and communicated supply-chain and delivery issues.

Construction continued through 2022, 2023, 2024, and 2025 with weekly meetings held between Moltz Construction, Subcontractors, Jacobs, Public Works project managers, and WRF operators.

In August 2024, Moltz and Town staff put the new side of the Treatment Plant into service by completing the final tie-in and seeding the new Aeration Basin. Substantial Completion for the main portion of the project was issued on October 30, 2024. Additional project scope for future CIP projects was added during construction, which required a change order to modify the Final Completion date to June 13, 2025.

After Town project managers verified that all punch list items had been completed, a Notice of Acceptability was executed on June 24, 2025 (attached). This notice states that the engineer (Jacobs) supports acceptance of the work and the final payment for Moltz, which is expected to be received in mid-August. After review and approval by Town staff, the final payment to Moltz (including retainage) is expected to be transmitted on or after July 31, 2025. This is consistent with a public notice recently posted in the Coloradoan, also required by CDPHE Grants and Loans Unit, stating that final payment to the contractor is anticipated to be released on or after that date.

The project has been a success - coming in under budget - thanks to the hard work and management of the



entire Moltz staff, Jacobs' engineering team, and a proactive, flexible, Town operations and project management staff.

CONNECTION WITH ADOPTED MASTER PLANS

The expansion of the Town's Water Reclamation Facility is consistent with the recommendations of a master plan developed by Jacobs in 2021.

FISCAL IMPLICATIONS

Construction of the WRF was funded by a Water Pollution Control Revolving Fund (WPCRF) loan of \$45,500,000 (3.09 percent for 30 years) issued on May 1, 2022 and a Green Project Reserve (GPR) loan of \$3,000,000 (1.5 percent for 30 years) issued on May 13, 2022.

Moltz' GMP contract amount was originally \$47,900,984.00, which included a 5 percent Owner Contingency and a 5 percent Contractor Contingency. After contract adjustments made during construction, the final contract amount was \$47,592,272.00. Once the final pay application is approved by Town staff and final payment is issued, the total contract expenditure is anticipated to be \$45,874,836.42 which is \$1,717,435.58 under budget.

Town staff, Engineering and Finance, are currently in discussions with Colorado Water Resources & Power Development Authority staff to work through recovery options for unspent loan proceeds.

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 28-2025.

MOTION RECOMMENDATION

Move to approve Resolution No. 28-2025 – A Resolution of the Town of Wellington Accepting Construction of the Water Reclamation Facility Expansion Project.

ATTACHMENTS

1. Resolution 28-2025-WRF Construction Acceptance
2. Public Notice or Final Payment - WRF Expansion Project
3. WRF Notice of Acceptability_Signed

TOWN OF WELLINGTON

RESOLUTION NO. 28-2025

A RESOLUTION OF THE WELLINGTON BOARD OF TRUSTEES ACKNOWLEDGING THE PROJECT COMPLETION AND ACCEPTANCE OF THE WORK PERFORMED ON THE WELLINGTON WATER RECLAMATION FACILITY EXPANSION PROJECT FUNDED IN PART BY COLORADO WATER RESOURCES AND POWER AUTHORITY'S WATER POLLUTION CONTROL REVOLVING FUND AND GREEN PROJECT RESERVE

WHEREAS, the Wellington Water Reclamation Facility Project's design and construction was initiated in 2021 and continued for the following four years with Jacobs Engineering Group Inc. as the Project Engineer (total contracted fees \$5,208,750.00) and Moltz Construction Inc. as the General Contractor (total contracted fees \$48,028,188.00); and

WHEREAS, Colorado Water Resources and Power Development Authority (CWRPDA) Water Pollution Control Revolving Fund approved a \$45,500,000.00 loan (3.09% for 30 years), and

WHEREAS, Colorado Water Resources and Power Development Authority Green Project Reserve approved a \$3,000,000.00 loan (1.5% for 30 years), and

WHEREAS, the Substantial Completion terms of the project were accepted on October 1, 2024 (for the new treatment facilities), and

WHEREAS, Moltz Construction finished its final punch list and remaining construction items on June 13, 2025 and therefore has now completed the project successfully, performed all necessary tasks as contained within the contract documents, and performed all work acceptable to the Town of Wellington; and

WHEREAS, the final project reimbursement request is expected to be submitted to CDPHE and CWRPDA on or after August 18th, 2025.

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

1. The Water Reclamation Facility Expansion Project is complete to the satisfaction and acceptance of the Project Engineer, Town's Project Managers, and the Town of Wellington. The notice of final settlement was published in Fort Collins Coloradoan on July 1, 2025, and shall be posted again on July 8, 2025, with a deadline of July 31, 2025.
2. With the completion of project construction and after the final project reimbursement request, there will be no further requests for reimbursement from the project financing received through Colorado Water Resources and Power Development Authority.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 12th day of August 2025.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk

NOTICE OF FINAL PAYMENT

Notice is hereby given that final payment will be made on or after July 31, 2025, on a contract executed on June 25, 2021, and all subsequent amendments, between the Town of Wellington (Owner) and Moltz Construction Inc., a Colorado Corporation (Contractor) for the Wellington Wastewater Treatment Plant Expansion Project.

All persons, companies, or corporations that have furnished labor, materials, sustenance, rental equipment, or other supplies or services used by Contractor under and in connection with said contract and whose claims have not been paid by the Contractor shall file with the Owner a verified statement of the amount due and unpaid on account of such a claim on or before the date of final payment stated above. Failure on the part of the claimant to file such settlement will relieve the Owner of any or all liability for such claim.

All verified statements shall be filed by (i) hand delivery to Town of Wellington, Municipal Services Building, 8225 Third Street, Wellington, CO. 80549, or (ii) mailed to PO Box 127 Wellington, CO. 80549, Attn: WWTP Project Manager Nathan Ewert. Such verified statements must be received by the Town of Wellington prior to the date of final payment.

July 1, 8 2025
LCOL0324001

NOTICE OF ACCEPTABILITY OF WORK

Owner: Town of Wellington
Engineer: Jacobs Engineering Group Inc.
Contractor: Moltz Construction Inc.
Project: Wellington Wastewater Treatment Plant Expansion
Contract Name: Wellington Wastewater Treatment Plant
Expansion

Owner's Project No.:
Engineer's Project No.: WXXZ2950
Contractor's Project No.:

Notice Date: June 25, 2025

Effective Date of the
Construction Contract: June 25,
2021

In support of acceptance of payment of the Construction Contractor's final Application for Payment, the Engineer hereby gives notice to the Owner and Contractor that Engineer recommends final payment to Contractor, and that the Work furnished and performed by Contractor under the Construction Contract is acceptable, expressly subject to the provisions of the Construction Contract's Contract Documents ("Contract Documents") and of the Agreement between Owner and Engineer for Professional Services dated December 16, 2020, and all subsequent amendments ("Owner-Engineer Agreement"). This Notice of Acceptability of Work (Notice) is made expressly subject to the following terms and conditions to which all who receive and rely on said Notice agree:

1. This Notice has been prepared with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice has been prepared to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's Work) under the Owner-Engineer Agreement, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Owner-Engineer Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents, or to otherwise comply with the Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Engineer

By (signature): 
Name (printed): Kile E. Snider
Title: Project Manager
Date: 6/20/2025

Contractor

By (signature): 
Name (printed): Cassidy Geha
Title: Project Manager
Date: 6/25/25

Owner

By (signature): 
Name (printed): Nathan Ewert
Title: Deputy Director of Public
Works & Engineering /
Project Manager
Date: 6/27/2025

Board of Trustees Meeting

Date: August 12, 2025

Subject: NOCO Humane - 2nd Quarter 2025 Service Report

EXECUTIVE SUMMARY

The NOCO Humane 2nd Quarter 2025 Service Report is attached for review.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

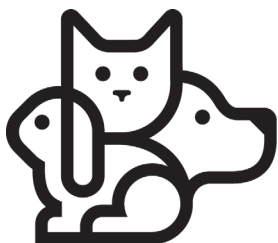
Review and retain report.

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. NOCO Humane - 2nd Quarter 2025 Report



NOCO HUMANE

Animal Control and Sheltering Services

Quarterly Jurisdictional Report

Jurisdiction: Wellington

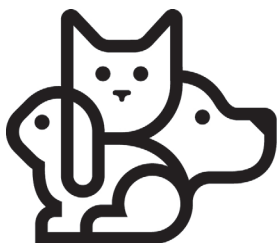
Reporting period: 04/01/2025-06/30/2025

License Report

1)	Number of Licenses issued to residents	338
2)	Total License Fees Collected from Residents	\$ 5,023
3)	Total Licenses issued	12,519

Animal Facility Report

1)	Domestic Animals Impounded from Jurisdiction	36
a)	Field	12
b)	Over the Counter	24
2)	Number of Domestic Animals Impounded at Facility	3,347
3)	Number of Wild Animals Impounded from Jurisdiction	3
a)	Field	3
b)	Over the Counter	0
4)	Number of Wild Animals Impounded at Facility	375
5)	Total number of animals impounded from Jurisdiction	39
6)	Number of Dead animals brought to Facility from Jurisdiction	1
7)	Number of animals from jurisdiction seen by Veterinary Services Staff	21
8)	Number of Impound Days for Animals Impounded from Jurisdiction	308
9)	Number of Impound Days for Animals Impounded at Facility	35,724
10)	Number of Domestic Animals Euthanized from Jurisdiction	7
11)	Number of Wild Animals Euthanized from Jurisdiction	1
12)	Number of Owner Requested Euthanasia from Jurisdiction	7



NOCO HUMANE

Animal Control and Sheltering Services Quarterly Jurisdictional Report

Jurisdiction: Wellington

Reporting period: 04/01/2025-06/30/2025

Field Services Report

(* totals are counts of original service calls w/o follow-up)

1)	Total Number of Field Service activities: calls and follow-up	352
2)	Number of Calls for Service *	216
	a) Average Response time to Priority Calls	29 min
	b) Average Response Time to Non-Priority Calls	1 hr 16 min
3)	Number of Emergency/Afterhours Calls*	10
	a) Total Working Time for Emergency/Afterhours Calls	1 hr 39 min
4)	Number of Dead Animals Removed from Jurisdiction roads/public areas	1
	a) Dead Domestic Animals	0
	b) Dead Wild Animals	1
5)	Number Calls for Sick/Injured Wildlife*	6
6)	Number of Calls for Stray Livestock*	0
7)	Number of Reported Animal Bites*	8
	a) Animal Bite Follow-up	26
8)	Number of Disturbance Calls*	16
	a) Disturbance Follow-up	66
9)	Number of Animal Welfare Calls*	13
	a) Animal Welfare Follow-up	21
10)	Number of Stray Animal Calls*	159
	a) At-Large*	14
	b) Aggressive*	2
	c) In-Custody*	9

Warnings/Citations/Violations

See Attached Warning/Citation Report

LARIMER HUMANE SOCIETY SHELTER

3501 E 71ST ST
LOVELAND, CO 80538
(970) 226-3647



Violations by Jurisdiction(s)

Between 04/01/2025 and 06/30/2025

WELLINGTON

CITATION	3
<u>Offenses:</u>	<u>4</u>
DISTURBANCE	2
PUBLIC NUIS	1
RAL VIOL	1
WARNING	13
<u>Offenses:</u>	<u>17</u>
AT LARGE	5
DISTURBANCE	7
LIC REQ	1
PUBLIC NUIS	3
WASTE REMOVAL	1

Board of Trustees Meeting

Date: August 12, 2025
Subject: BOT Planning Calendar

EXECUTIVE SUMMARY

Attached is the Board of Trustees Planning Calendar for 2025.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. BOT Planning Calendar 2025



BOARD OF TRUSTEES PLANNING CALENDAR

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

August 19, 2025	Board of Trustees Work Session Board of Trustees Bylaws Discussion Library Board Policies Update
August 26, 2025	Board of Trustees Regular Meeting
September 9, 2025	Board of Trustees Regular Meeting
September 16, 2025	Board of Trustees Work Session 2026 Personnel Discussion 2026 Operating Expenditures Draft 2026 Fee Schedule Draft
September 23, 2025	Board of Trustees Regular Meeting
September 30, 2025	Board of Trustees Special Work Session 2026 Budget – Capital Improvement Projects Financial Management Policy
October 14, 2025	Board of Trustees Regular Meeting
October 21, 2025	BOO-nanza
October 28, 2025	Board of Trustees Regular Meeting
November 12, 2025 (Wednesday meeting)	Board of Trustees Regular Meeting
November 18, 2025	Board of Trustees Work Session and Special Meeting
November 25, 2025	Board of Trustees Regular Meeting
December 9, 2025	Board of Trustees Regular Meeting

Future Work Session Topics

Liquor Hearing Officer Training – Rescheduled

Other Meetings/Events

Town Clean Up – September 15

Trick or Treat on Main Street – October 31

This document is subject to change without notice