



Board Meeting Agenda

Date: Monday, October 20, 2025 at 4:30 PM

Location: Leeper Center Community Room (3800 Wilson Ave, Wellington, CO 80549)

Zoom: <https://us06web.zoom.us/j/82133901774?pwd=sAxSsgaXUXdCH7NGnhr9VaOan1lBt9.1>

Call to order

Additions to or deletions from the agenda

Conflicts of interest

Guest introductions

1. Consent Agenda (5 minutes)

- a. September Board Meeting Minutes

2. General Updates (15 minutes)

- a. Town of Wellington-Patti Garcia/Kelly Houghteling *See attached TA Report*
- b. Board of Trustees Liaison – Trustee Rebekka Dailey
- c. Parks & Recreation Liaison - Kristen Hamill
- d. Program Manager - Caitlin Morris

3. Committee Reports (15 minutes)

- a. Promotions Committee - Jane Kincaid
- b. Design Committee - Kate Parten
- c. Main Street Market - Melanie Murphy/Jane Kincaid
- d. C3 Committee - Caitlin Morris

4. Upcoming WCMSP Events (15 minutes)

- a. Trick of Treat Down Main Street (October 31)
- b. Veteran's Day (November 9)
- c. Annual Dinner (November 20)
- d. Shop Small Saturday / Downtown Lighting Ceremony (November 29)
- e. Elf Hunt (November 29-December 31)
- f. Wellington Lights (December 6)

5. Shop Local Campaign: Year-end Investment - Caitlin (5 minutes)

- a. Request for approval to invest \$2,500 in shop local campaign before end of year.

6. Website RFQ Proposals- Blair Petersen (30 minutes)

- a. Discuss Website RFQ proposals, evaluation and selection process

7. Annual Dinner - Caitlin Morris (20 minutes)

- a. Discuss plans for this year's annual dinner and assign roles and responsibilities

8. Board and Committee Recruitment - Blair Peterson (20 minutes)

- a. Discuss upcoming Board openings, committee needs, and recruitment strategies

The board may call an executive session if needed to discuss personnel or other private matters.



Board Meeting Minutes

Date: Monday, September 22, 2025 at 4:30 PM

Location: Leeper Center Community Room (3800 Wilson Ave, Wellington, CO 80549)

Zoom: <https://us06web.zoom.us/j/82610855719?pwd=WxLe2SygYRKPkwl7VsBfH9LleuQ2Dj.1>

Call to order - 4:32 pm

Additions to or deletions from the agenda

Conflicts of interest

Guest introductions

1. Consent Agenda (5 minutes)

- a. August Board Meeting Minutes
- b. Melanie motions to approve the consent agenda. Kate seconds, all in favor. Motion passes.

2. General Updates (30 minutes)

- a. Town of Wellington-Patti Garcia/Kelly Houghteling *See attached TA Report*
 - i. Electronic payment convenience fee - serving as a pass through for convenience fees for everything other than utility payments.
 - ii. Working on first draft of 2026 budget - next special review is week of 9/29 where they will work on the CIP budget.
 - iii. Business Development Manager begins on Oct 21st - will make sure she attends our meetings so she can support our program. She is from Fort Collins and has started two businesses in Fort Collins and Loveland, so comes with great small business experience and we are hopeful for what she can do in our community.
- b. Board of Trustees Liaison – Trustee Rebekka Dailey
 - i. We're in the middle of budget. Big topic that impacts us. Considering. A Grant program. Proposed idea is 30,000 divided amongs people.e how much money will make a difference. Idea of buying gift cards and giving out gift cards. Our input would be really important.
- c. Parks & Recreation Liaison - Kristen Hamill
 - i. Friday night movie in the park went well, and heard all events went well that night. Had 100-200 people between the games and the movie.
 - ii. Next movie is on October 25 at Viewpoint - movie will be Coco and will begin around 6:30 with the earlier sunset.
 - iii. Saturday was the softball tournament - had roughly 500-1000 people in town that day with 15 teams playing throughout the day. Next tournament will be on October 4.
 - iv. Keep pushing out the "Say How You Play" - they are still working on this and want as many responses as possible.
- d. Program Manager - Caitlin Morris

- i. National clean up day. 31 volunteers. Cleaned out all the flower planters. filled 3 dumpsters!!!
- ii. Volunteer hours report due oct 15th. Through the end of sept hours. (July August sept)
- iii. Chamber is moving out of their office space. Prioritized finding a home space. Explored a town space but that will not be available for us. Fire department to reserve room for more regular office hours. Standing time every day? Week? They are very open to it. Time and place to work. Access to information - programs laptop getting up to date. Google has a non-profit program. If were approved, were also eligible to 10,000 dollars a month for advertising efforts a month from google. Board member work space... it can take up to 14 days to validate as a non profit (applied last week)
- iv. We also applied for 2 grants (bohemian foundation. Community event fund, 2,500. Otter cares foundations 2,500.) we should know in the next 30 days. We can then plan for dinner amenities. (November 20th at 5:30). DOLA is coming to that event.
- v. Could we do promo-design-market boards with information.
- vi. Annual dinner needs board nominations. Little committee to start getting the dinner together

3. Committee Reports (30 minutes)

- a. Promotions Committee - Jane Kincaid
 - i. Wellington Art Crawl: went really well. Postponed ribbon cuttings. 25 artists all on Main Street. Brought business into the shops. Much busier Sunday. Keeping website active to promote art events etc.
 - ii. Octoberfest Mingle on Main: went well even though it was busy with other events. Not super busy on main street but busy enough.
 - iii. Next month we'll be doing the zombie crawl. (October 17th. At 4:00 pm.) This year an establishment suggested a passport card for each establishments that serves alcohol (shot, beer etc) and can be stamped or signed etc and will go into a drawing. Coloring pages moving forward. Businesses starting to have skin in the game and remember the mingle.
 - iv. Small business: talking with promo committee to do a gift wrapping station at owl canyon. - to be coordinated
- b. Design Committee - Kate Parten
 - i. flower planters. Cleaned out last Saturday. To be filled up for the fall.
 - ii. Volunteer list for availability .
- c. Main Street Market - Melanie Murphy/Jane Kincaid
 - i. first fall market last Friday. Went really well. 3 new vendors. Lining up food trucks already. Snowy churro.
 - ii. Awesome success stories - Hearth and harvest selling bread at Your Home. - another business to get licensing and "starting" and showed up with a beautiful set up.
 - iii. October market is ready to go. Maybe hand out candy for zombies since it lines up with zombie crawl.
- d. C3 Committee - Caitlin Morris
 - i. Cleveland project: baseline signage plan - temporary expansion of the sign and awning plan. signage that wouldn't be covered through the construction project or

CDOT. Big parking signs. Signs at the beginnings and ends of construction. Banners. Unsure of where the funding might come for that. Do we just pay for it? But it is important to ensure that we have it. Working on this with Tanner Brown. Will present to the next meeting and then can begin ordering things.

4. Upcoming WCMSP Events (10 minutes)

- a. Fall Main Street Market (October 17)
- b. Trick of Treat Down Main Street (October 31)
 - i. All hands on deck making calls to potential sponsors.
- c. Veteran's Day (November 9)
 - i. Free breakfast buffet at the Tbar. Working with the legion to do a podcast with Jerry at the town to highlight the legion. Veterans just want to hear "thank you". Wreath viewing in the park, band will perform. Jane can donate "thank you veterans" stickers.
- d. Annual Dinner (November 20)
- e. Shop Small Saturday (November 29)
 - i. Adding a lighting ceremony and Elf Hunt starts this day as well.
 - ii. Main Street booth at River of Life craft fair.
- f. Elf Hunt (November 29-December 31)
- g. Wellington Lights (December 6)
 - i. Does Main Street want to have a float?
- h. Studio Tour on October 25-26
 - i. Reschedule mural ribbon cutting for 10/25 at 12:30 pm.

5. Website RFQ - Blair Petersen (10 minutes) *See attached Website RFQ*

- a. Discuss Website RFQ feedback, if needed, and vote to approve next steps
 - i. We cancelled contract with Mrock Creative. Didn't make sense to pay for a product we are not using. Now we have all the materials back. We have done a lot of it internally. We need somebody to do a full overhaul of our website. Business directory, graphics, pages deleted.
 - 1. Sending out an RFQ to hopefully local website design people. - A la carte pricing structure and monthly maintenance. Took out the social media aspect. We can decide in the future if we want to put that back in. Goal for board recruitment to take over social media marketing. We need to vote on it so we can send it out.
 - ii. Melanie: "I make a motion to approve the RFQ and to send it out".
 - iii. Sofia: I second.
 - iv. All approve.

6. On-Call Agreement with Ayers & Associates - Caitlin Morris (10 minutes) *See attached On-Call Agreement*

- a. Discuss On-Call Agreement terms and conditions, not to exceed amount, and vote to approve next steps
 - i. Agreement with Matt: ends at end of 2026. To help - amount not to exceed \$5,000.
 - ii. Melanie: makes the motion not to exceed 5,000
 - iii. Jane: I second

- iv. All in favor.
- v. Melanie: I make a motion to approve the contract with on call agreement with Ayers and Associates
- vi. Kate: I second
- vii. All in favor.

Meeting adjourned at 6:24 pm.

The board may call an executive session if needed to discuss personnel or other private matters.

Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: October 6, 2025

This monthly update highlights key activities and ongoing initiatives across Town departments. I want to thank each department for their dedication to the Town of Wellington and appreciate the continued support from the Mayor and Trustees.

Town Clerk

- Packets: The Board and public can see that there is a new subscription process for Board of Trustees and all Boards and Commission packets. This is due to the merging of the agenda software and website. The video how-to is live on the Town's website (<https://wellingtoncolorado.gov/157/Clerk>) and will be posted on social media and the Town's newsletter. The location of where to find the agendas will change as well, now being housed under the event calendar. Staff is promoting the change and will provide direction on how to find agendas. As a reminder, this change will assist with ADA compliant laws and provide consistency with all meeting packets while improving the integration of the Town's web calendar and meeting information.
- Liquor Licensing: Kum 'N Go dba Maverick and Old Colorado Brewing have applied for renewals on their liquor licenses. Currently, these are being renewed administratively with no stakeholder concerns.
- Marijuana Licensing: Smokin' Cowboys has submitted for their Local License renewal and are undergoing review by the Town's Hearing Officer.
- Records: IT and TCO have completed all department record transitions to SharePoint and will begin working on a timeline to review older digital records, including eliminating copies and working with staff to improve organization of records.
- Municipal Court: October Muni Court is scheduled with a small increase in defendants from September, mainly from the Humane Society and the Town's Neighborhood Services Officer.
- Staff: Several Colorado Municipal League and Colorado Municipal Clerk's Association webinars are being offered in the month of October that staff will take part in, regarding Elections and digital records.

Finance

- Finance projects currently in-process:
 - 2024 Audit with Hinkle & Co - final testing taking place, proceeding without issues;
 - 2026 Budget - revenues, expenses, capital projects, and personnel requests are complete, developing projected fund balances, will be presented on October 14 to the Board;
 - Budget BOOnanza is October 21 from 3:00pm to 6:00pm at the Leeper Center;

- Municipal Utilities Rate & Fee Study - recently completed the final meeting of the Rate Advisory Group comprised of community members to gain input on the utilities rate structure, financial plan is in development now;
- Financial Management Policies were discussed with the Board on September 30, and will be considered for adoption on November 12
- Reminder - As of October 1, 2025, a convenience fee is now charged on all non-utility payments made to the Town with a credit or debit card. There is no fee for check or echeck. The fee offsets merchant processing fees charged by card companies.

Library

- Preparing for Fall/Winter Wellington events (Boonanza, Trick or Treat/Main St, Holiday Magic Santa w/Owl Canyon, elementary festival events, etc)
- Second annual elementary field trip for third graders to the library (Scavenger hunts, science experiments, and more...)
- Designing and implementing young adult/teen Songwriting class to further develop Lyrical Literacy Series (Taylor Swift or Dolly Parton meets WPL...)
- Increasing home school support, supplements, and programming via direct line initiative that has been well-received and utilized immediately

Administration

- Gearing up for Budget Boo-nanza scheduled for October 21, 3 - 6 p.m.
- Staff is exploring options for asset management.
- Held a CIRSA Safety walk-through all town facilities.
- Reviewing all options for 4th of July parade route for 2026.
- Coordinating a shop local campaign this holiday season.
- Attended the CML District 2 meeting in Firestone and the Regional Elected Officials Meeting in Timnath.

Parks and Recreation

Parks:

- Blowouts at all parks
 - Working with contractors on HOA water supplied parks
- Winterize Pump Stations
- PROST Master Plan
 - Finalizing the initial phase of engagement with hosted PSD Partners Meeting
 - Compilation of Statistically Valid Survey, public engagement events, and Level of Service Analysis

Recreation:

- Completing Recreation Guide for 2026
 - Finding Sponsorships
- IPGSA full day tournament - 10/4 at WCP
- Last Movie in the Park - 10/25 at Park Meadows Park

Public Works - Engineering and Streets Department

- Lucas Flax, P.E., started on September 16th as an Engineer III. He has an extensive background (19 years) in Land Development Design and Civil Infrastructure Projects.
- The Water Treatment Plant and Lab Design Alternatives project kick off meeting was held with Clark & Enersen.

- Distribution Master Plan Project is continuing, with work progressing on the future growth scenarios.
- Work began on the roof replacement project at the WRF.
- The 1 Million Gallon (MG) treated water storage tank was drained and the interior coating was inspected as part of the Tank Recoating project from 2024. The tank will be brought back into service following some minor spot repairs. The 2 MG tank will be drained and inspected in November.
- Placed 48 tons of hot mix asphalt (HMA) in Viewpoint around manholes where the pavement had settled. This area has been identified as a priority area for repair in 2026 with the Street Rehabilitation project.
- Installed fisheye mirrors at the I-25 underpass, patched potholes throughout Town, cleaned storm drains, and street striping.
- Cleveland Avenue Improvements Project – All appraisals are now complete (one property owner was granted a 2-week extension). Fair Market Values (FMVs) for first three properties have also been received from CDOT and the final one is expected next week. Offer letters will be sent shortly after the final FMV is received.

Public Works - Utilities Department

- Water Treatment Operations Staff collaborated with the IT Manager to upgrade SCADA communications at the Nanofiltration building, shifting from point-to-point radio to redundant cellular. The upgrade has improved reliability and increased operational consistency of the Nanofiltration treatment unit.
- Water Reclamation Facility staff are working with Moltz Construction to troubleshoot clogging issues in digester airlines and diffusers. This effort has required extensive coordination with the C&D and Engineering teams to maintain reliable operations.
- Collections & Distribution staff have been conducting the Town's biannual CDPHE-required lead and copper sampling. Nearly all 60 customer samples are complete, ensuring compliance and reinforcing positive engagement with water utility customers.
- Collections & Distributions staff supported the promotion of Brian Stephenson from Operator I to Operator II. His advancement reflect over two years of strong performance, professional growth, and ongoing commitment to the Town.

Planning and Building

- Kaufman & Robinson, Inc. has begun site preparation for their new 50,000+ sq. ft. manufacturing and research facility at 4102 Glow Ave. You can see construction activities on-site for excavation and public utility improvement installation.
- Dynamic Image Sign Co. has completed their new 10,000 sq. ft. building in Wellington Business Center. The new building is planned to be used by Dynamic Image, a long-time local Wellington Business as well as a second tenant space for another Wellington business.
- Another new building approximately 10,500 sq. ft. is nearing final completion and will be the new home of Streamline Crane located at 8761 Bonfire Dr. This location also has plans for a future second tenant space.
- The Town has been awarded up to \$50,000 of funding (no local match required) for adopting a "Fast-Track" policy for expedited review of affordable housing projects. The incentive is awarded through Proposition 123 funding and can be used to advance affordable housing planning efforts.
- Town planning staff met with FHU, consultant team, to kick-off efforts for the Transportation & Mobility Master Plan. Online public engagement is planned for fall 2025.

- Planning Staff has prepared land use code amendments and public hearings are scheduled in October to address prohibitions of certain landscape practices required by SB24-005 and HB25-1113, as well as for Electric Vehicle (EV) Charging Site permitting processes as required HB-24-1173.

Thank you for your support as we continue to advance these priorities and serve our residents with dedication and professionalism.